



DEPARTMENT OF ADMINISTRATION

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ALL AGENCY MEMORANDUM – #2008-12

April 18, 2008

TO: All Agencies, Boards and Commissions within the Executive Branch

FROM: Department of Administration and Legislative Counsel Bureau

SUBJECT: Preparation of Bills for 2009 Legislative Session

By law, the Legislative Counsel is required to advise and assist State agencies and departments in the preparation of measures to be submitted to the Legislature. The Legislative Counsel is prohibited from preparing proposed legislation for any agency of the Executive Branch of State Government for introduction at any regular session of the Legislature, unless the request is approved by the Governor or a designated member of his staff and transmitted to the Legislative Counsel on or before Friday, August 29th preceding the convening of the session (Monday, September 1st is a legal holiday) a request submitted on Tuesday, September 2 is late and must be approved by the Legislative Commission before it can be drafted).

To provide a systematic review and correlation of requests within the framework of the strategic planning and budget process, all requests must be submitted through the Department of Administration. To allow adequate time for action, the Governor has directed that **all requests be submitted to the Department of Administration by May 1, 2008**. Requests should be separated between Housekeeping, i.e., clarification or minor changes to existing statutes, and Substantive, i.e., all other requests. This will help to expedite the review process and facilitate the bill drafting. If you are not sure if your request is Housekeeping or Substantive, include it with your Substantive requests.

After November 1, the Legislative Counsel is required to give full priority to the preparation of legislation requested by members of the Legislature. To avoid losing

priority, please submit your requests as soon as possible. The Legislative Counsel will immediately begin drafting proposed bills in the order in which the requests are received.

The Legislature has adopted strict limitations on the number of bills that can be requested during the interim. One of the limitations is upon the total number of requests that can be submitted on behalf of Executive Branch agencies. Such agencies must not submit more than 100 requests, excluding those bills submitted by constitutional officers. Adherence to these limitations and the time lines for submission of proposals should result in virtually all Executive Branch requests being completed by the first day of session.

Written Requests

Requests for bill drafting should be made in writing. Forms provided by the Legislative Counsel for this purpose must be used. A copy of the form and instructions for their use accompany this letter. You may reproduce the forms in as many copies as necessary. Please prepare an individual form for each bill requested. Please note that each bill must be limited to one subject, but may contain proposed revisions regarding more than one NRS section that relates to the single subject of the proposed bill. The form can also be found on the following website: www.budget.state.nv.us. Please do not fill out a fiscal note if the cost is included in the Executive Budget or is less than \$2,000; the Governor is expecting you to pay for such costs by proposing savings in existing programs or to justify why those costs should be included in the State's priorities.

Acquisition or Disposition of State Land

All legislative measures involving the acquisition or disposition of state land and containing a legal description thereof must be accompanied by the certificate required by NRS 218.255.

Introduction of Legislation

All agency requests that are completed by the first day of session will be randomly divided between the Majority Leader of the Senate and the Speaker of the Assembly and delivered on that day. Measures that have not been completed by the first day of session will be randomly divided between those officers as soon as they are completed. The Majority Leader and the Speaker have 15 days in which to have the measure introduced. All agency requests must be introduced by a standing committee. If you receive a draft of a bill and wish to make changes, notify the Budget Division immediately (if the change is approved, the Budget Division will notify the Legislative Counsel as soon as possible); if you do not contact the Budget Division Immediately, the bill may be introduced before you can make the changes.

Distribution of this Letter

Copies of this joint letter are being transmitted to the various division heads of each large department in addition to the executive director or head of that department. This device has been used in the past in an attempt to accelerate action by the executive agencies in requesting bills. The Governor directs that each request from a division or other agency within a department be submitted to the director of that department for approval and signature before submission to the Department of Administration.



Andrew K. Clinger, Director
Department of Administration



Brenda J. Erdoes
Legislative Counsel

[2009 BDR Form \(Printable\)](#)

[2009 BDR Form \(Electronic Completion\)](#)

[2009 BDR Form Instructions](#)