

Senate Local Government Committee

TWO DOZEN STEPS TO THE COMMITTEE ANALYSIS

1. Committee's bill file: all versions, any letters.
2. Read the bill (but not Legislative Counsel's Digest).
3. Check the Legislative Counsel's *keys*.
4. Read the Legislative Counsel's Digest.
5. Read the adjacent code sections for context (check the pocket part).
6. Read the footnotes and check references.
7. Check for conflict letters from the Legislative Counsel.
8. Call the author's staff:
 - Who is the sponsor?
 - Do you expect any amendments?
 - Explain the procedures for reporting support and opposition.
9. Call the sponsor:
 - What's the problem that gave rise to the bill?
 - Raise questions, both substantive and drafting.
10. Check with the other affected parties:
 - Did the author/sponsor correctly state the problem?
 - Listen for other issues.
11. Draft the analysis.
12. Ask colleague to review the draft analysis.
13. Review the draft analysis and rewrite as needed.
14. Call the author's office for support and opposition.
15. Print out the final analysis for the agenda packet.
16. Send the final analysis to the author and Committee.
17. Bill analyses now available to the public and lobbyists.
18. Meet with the Committee Chairman to review the bills.
19. Follow-up on any of the Chairman's questions.
20. Meet with the Committee Vice-Chairman to review bills

21. Attend the Committee hearing (take notes on witnesses and amendments).
22. Draft and submit any amendments to the Legislative Counsel.
23. Share the draft amendments with author's staff and others.
24. Help the Floor Analysis staff interpret any amendments.