

TheCapitol.Net's Executive Conference:
Drafting Effective Federal Legislation and Amendments

Presented for (federal agency)

(Agenda from a custom program presented for a federal agency in 2002. To have a program tailored for your organization, contact us.)

Agency headquarters, Washington, DC
Tuesday, _____, 2002

Instructor: _____, Assistant General Counsel for Legislation, federal agency

9:00 Welcome and Introduction

TheCapitol.Net

9:05 Legislative Process, Tracking Legislation, and Developing Legislative Histories

- * The speaker will briefly review how a bill becomes a law by following legislation from introduction and referral, through committee hearings and markups, floor consideration, to final passage and presidential action. The presentation will focus on the Executive Branch role in, and perspective on, the process.
- * This session will review how to track pending legislation, including the key documents at each stage of the process, as well as how to compile a history after a bill is passed
- * The instructor will discuss how to access the related documents in print and on-line.

11:00 Break

11:15 Organizational and Structural Guidelines

- * Consider who will be the "audience" of your legislation or amendment
- * Stand-alone bill or amendment to existing law?
 - If amendment, what law do you amend? --Positive law and non-positive law
- * Amendment types—Cut and Bite; Restatement (amend to read as follows)
- * Drafting Styles—Tax, Modified tax, Classical, U.S. Code
- * Organizing the bill
 - Basic building blocks—Sections
 - Complex organization—Titles, subtitles, parts, chapters, divisions, etc.
 - Arrangement—What goes where

12:15 Lunch

1:15 Drafting Rules, Style, and Practical Tips

- * Learn punctuation rules, practical tips and suggestions on legislative style, choice of language, grammar, achieving consistency, legislative drafting conventions, avoiding ambiguity, technical trivia, proper citation forms
- * Review basic rules of construction as outlined in the United States Code
- * Discuss the executive order on "writing in plain English"

2:15 Approval and Transmittal Processes for Federal Agencies

- * Understand the Office of Management and Budget legislative clearance process required before a Federal agency may submit legislation, testimony, or comments on pending bills to Congress
- * Discuss the legislative proposal package used to transmit a federal agency's approved legislation to the Hill; this package includes a "Speaker letter," draft bill, and section analysis

2:35 Break

2:45 Mini-Practicum

- * Participants will identify errors in a fictitious piece of draft legislation
- * The errors will be discussed

3:15 Legislative Drafting Practicum: Putting Your Skills to the Test

- * Participants will draft a short piece of legislation involving a current patent law issue in order to build their drafting skills
- * The instructor will be available for questions, and potential solutions will be discussed

4:15 Insights, Observations and Suggestions

- * The instructor will make final observations on the practicum and drafting legislation

4:30 Complete Evaluations and Program Concludes

Copyright 2002 by TheCapitol.Net, Inc. All Rights Reserved.

TheCapitol.Net is a non-partisan firm, and the opinions of its speakers, clients, and of the owners and operators of its vendors do not represent those of TheCapitol.Net.

EXCLUSIVE PROVIDER OF CONGRESSIONAL QUARTERLY EXECUTIVE CONFERENCES

202-678-1600 www.TheCapitol.Net