

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

Presented for (national law firm)

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

Washington, DC

Tuesday, _____, 2002

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

9:00 Welcome and Introduction

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9:05 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; Amend to read as follows
- * Drafting Styles—Classical, U.S. Code, and others
- * Organizing the bill
 - Basic building blocks—Sections
 - Complex organization—Titles, subtitles, parts, chapters, divisions, etc.
 - Arrangement—What goes where

10:15 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, how to avoid ambiguity, technical trivia, and proper citation forms
- * Review basic rules of construction as outlined in the United States Code
- * Discuss the NPR executive order on "writing in plain English" and legislative branch requirements

11:20 Break

11:30 Legislative Drafting Practicum: Putting Your Skills to the Test

- * Participants will draft a bill using the principles discussed in the workshop
- * Instructor will be available for questions
- * A suggested solution will be provided

12:30 Insights, Observations and Suggestions

- * Instructor will make final comments and observations on the practicum and drafting legislation

12:45 Complete Evaluations and Program Concludes

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