



Drafting Effective Federal Legislation and Amendments

A "how to" program for federal agency staff.

This program is designed to help agency staff write and revise bills and amendments effectively and concisely. In addition to reviewing the role of OMB, attendees examine different formats and decide how to choose the best one to highlight your agency's issue. Program managers will also benefit.

Sample 1-day Agenda

9:00 Welcome and Introduction

9:10 Preparing to put Pen to Paper

- Analyze the problem, facts, and existing law
- Determine the policy to be drafted
- Decide which approach and drafting style to use

11:15 Break

11:30 Organization and Structural Guidelines

- Consider who the "audience" of your legislation or amendment will be
- Review organizational guidelines of a legislative measure
- Understand the structural differences between a positive and non-positive law
- Identify different types of amendments that can be drafted

12:30 Lunch

1:30 Drafting "Rules," Style and Practical Tips

- Learn punctuation "rules," practical tips and suggestions on legislative style, grammar and specific wording
- Gain awareness of general drafting problems
- Review basic rules of construction as outlined in the United States Code

2:20 Mini-Practicum

- Participants will correct errors in a fictitious piece of draft legislation
- A draft "solution" will be provided and reviewed

3:00 Break

3:15 Approval and Transmittal Processes for Federal Agencies

- Understand the steps a federal agency must take to gain clearance from the Office of Management and Budget prior to submitting legislation to Congress
- Learn how to draft the justification or "Speaker's" letter used to transmit a federal agency's approved legislation to the Hill

3:45 Legislative Drafting Practicum: Putting Your Skills to the Test

- Participants will work on a second exercise that will help build their drafting skills
- Instructors will be available for questions

4:15 Insights, Observations and Suggestions

- Instructors will make final comments and observations on the practicum and drafting legislation
- Comments will include common mistakes and "traps" to watch for

4:30 Seminar Concludes

- Define the audience and broaden the measure's appeal.
- Assess existing law and policy objectives before putting pen to paper.
- Structure bills and amendments and streamline the drafting process.
- Ensure that your legislative draft is interpreted exactly as intended.
- Comply with style, grammar, punctuation guides and the U.S. Code rules of construction.
- Use different drafting styles to work in your favor.

"Will directly aid in my legislative drafting skills."
Deputy Director, Legislative Reference Service, DoD

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Sample Agendas: See how others have used our training. Selected sample agendas from actual programs designed for previous clients are on our web site at www.SampleAgendas.com

When: Requires 1 to 2 days

Where: Your headquarters or conference facility

Customization provides confidentiality and allows agency-specific issues to be addressed by the faculty.

