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# ORIGINAL LEGISLATION

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How To Draft Your Idea Into Law

Be Imaginative ~ Be Rational ~ Be Reasonable

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# FILING YOUR LEGISLATION

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- Each piece of Original Legislation (OL) must be numbered to be placed in the proper committee
- Each OL will be assigned a four digit number. The numbering system is as follows:
  - The first number is a "1" for the Senate or "2" for the House of Representatives
  - The second number reflects the committee number
  - The third and fourth digit reflect the order your legislation was filed for the specific committee (01-99)
- Example: OL1234
  - This OL is in the Senate, Committee 2, and was the 34th bill filed in Committee 2
- The numbering process is done by the Attorney General's Office. To make sure that your OL is properly numbered and placed in committee, please follow the set OL deadline
- To submit an OL, please email it to the Attorney General using the email below.  
[attorneygeneral@modelillinoisgov.org](mailto:attorneygeneral@modelillinoisgov.org)

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## FIRST PAGE

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- Start by setting the line spacing to 1.15
- Set the font for the first three lines to Courier New font size 16
  - Go down one line, then type in all capital letters and in bold for the first three lines "103ND GENERAL ASSEMBLY", "STATE OF ILLINOIS", "2023 AND 2024", centering all text
  - For the fourth line, set the font to 14 and type "OL". The rest of the number will be added for you later
- Add a line space, then switch to size 12 font and type "Introduced by (your position-Senator or Representative- then your name)
- Next line in Calibri (Body) font, size 14 font, in capital letters type "SYNOPSIS AS INTRODUCED"
- Next line, size 11 font, cite the Illinois Statute you are drawing from (if applicable)
- Next line, finally type out your synopsis
  - The synopsis for your bill is a summary of what your bill does. In a paragraph or less, describe the impact of your bill

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## FIRST PAGE (CONTINUED)

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- Finally, go to the footer. Center the footer, and in Calibri (Body) size 14 font type "A BILL FOR" in all capital letters, adding two spaces between the words
  - Make sure that when the footer is open, under "Design" hit "Different First Page:
- Overall...
  - **DO NOT PANIC.** If the first page seems too confusing, download the template and fill in your information as needed
  - If you have any questions, please reach out to the Attorney General for help

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## BODY OF THE OL

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- Look to the First Page Document for the exact wording and style for the body of an OL
- Tips for the rest of your OL:
  - Font size 12, font Courier New, spacing 1.5
  - Tab in to start a new paragraph
  - Only capitalize "AN ACT" and only bold "Be it an act..."
  - For the Header & Footer, make sure that "Different First Page" is clicked
  - Insert page numbers, deleting the number on the first page
  - Delete the "A BILL FOR" on subsequent pages as needed, it should only be on the first page
  - Add line numbers with the numbers restarting on each page. Highlight the first page, then click "Suppress for Current Paragraph" to remove the line numbers from the first page
- There are examples for all of these in the First Page Document. All questions can be sent to the Attorney General

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## COMMON LANGUAGE/CONTENT TIPS

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- Shall = Have to
- May = Can
- If the bill comes into effect immediately after becoming law, the effective date is "Effective immediately"
- Only write what you want the bill to do. Legislative intent, facts, and other talking points will be used to defend the legislation, but may not be put in the bill
- For example:
  - The bill language: "The state of Illinois shall give every employee the second Tuesday of the month off with pay. Effective January 23, 2055."
  - Talking points: Tuesday is a terrible day, employees need a consistently paid holiday, employers need time to prepare, etc.
- To add new language to a statute, underline it. To delete language from a statute, ~~strike through it~~
  - If you are creating a completely new act then nothing needs to be underlined

# HOW TO DECIDE "AN ACT"

- Following materials are drawn from the Legislative Research Bureau "Illinois Bill Drafting Manual"

ILCS CHAPTER	CHAPTER NAME	BILL TITLE			
<b>GOVERNMENT</b>					
CHAPTER 5	GENERAL PROVISIONS	AN ACT concerning government.	CHAPTER 420	NUCLEAR SAFETY	AN ACT concerning safety.
CHAPTER 10	ELECTIONS	AN ACT concerning elections.	CHAPTER 425	FIRE SAFETY	AN ACT concerning safety.
CHAPTER 15	EXECUTIVE OFFICERS	AN ACT concerning State government.	CHAPTER 430	PUBLIC SAFETY	AN ACT concerning safety.
CHAPTER 20	EXECUTIVE BRANCH	AN ACT concerning State government.	<b>HUSBANDRY</b>		
CHAPTER 25	LEGISLATURE	AN ACT concerning State government.	CHAPTER 505	AGRICULTURE	AN ACT concerning agriculture.
CHAPTER 30	FINANCE	AN ACT concerning finance.	CHAPTER 510	ANIMALS	AN ACT concerning animals.
CHAPTER 35	REVENUE	AN ACT concerning revenue.	CHAPTER 515	FISH	AN ACT concerning fish.
CHAPTER 40	PENSIONS	AN ACT concerning public employee benefits.	CHAPTER 520	WILDLIFE	AN ACT concerning wildlife.
CHAPTER 45	INTERSTATE COMPACTS	AN ACT concerning State government.	CHAPTER 525	CONSERVATION	AN ACT concerning conservation.
CHAPTER 50	LOCAL GOVERNMENT	AN ACT concerning local government.	<b>TRANSPORTATION</b>		
CHAPTER 55	COUNTIES	AN ACT concerning local government.	CHAPTER 605	ROADS AND BRIDGES	AN ACT concerning transportation.
CHAPTER 60	TOWNSHIPS	AN ACT concerning local government.	CHAPTER 610	RAILROADS	AN ACT concerning transportation.
CHAPTER 65	MUNICIPALITIES	AN ACT concerning local government.	CHAPTER 615	WATERWAYS	AN ACT concerning transportation.
CHAPTER 70	SPECIAL DISTRICTS	AN ACT concerning local government.	CHAPTER 620	AIR TRANSPORTATION	AN ACT concerning transportation.
CHAPTER 75	LIBRARIES	AN ACT concerning local government.	CHAPTER 625	VEHICLES	AN ACT concerning transportation.
<b>EDUCATION</b>			<b>RIGHTS AND REMEDIES</b>		
CHAPTER 105	SCHOOLS	AN ACT concerning education.	CHAPTER 705	COURTS	AN ACT concerning courts.
CHAPTER 110	HIGHER EDUCATION	AN ACT concerning education.	CHAPTER 710	ALTERNATIVE DISPUTE RESOLUTION	AN ACT concerning alternative dispute resolution.
CHAPTER 115	EDUCATIONAL LABOR RELATIONS	AN ACT concerning education.	CHAPTER 715	NOTICES	AN ACT concerning notices.
<b>REGULATION</b>			CHAPTER 720	CRIMINAL OFFENSES	AN ACT concerning criminal law.
CHAPTER 205	FINANCIAL REGULATION	AN ACT concerning regulation.	CHAPTER 725	CRIMINAL PROCEDURE	AN ACT concerning criminal law.
CHAPTER 210	HEALTH FACILITIES	AN ACT concerning regulation.	CHAPTER 730	CORRECTIONS	AN ACT concerning criminal law.
CHAPTER 215	INSURANCE	AN ACT concerning regulation.	CHAPTER 735	CIVIL PROCEDURE	AN ACT concerning civil law.
CHAPTER 220	UTILITIES	AN ACT concerning regulation.	CHAPTER 740	CIVIL LIABILITIES	AN ACT concerning civil law.
CHAPTER 225	PROFESSIONS AND OCCUPATIONS	AN ACT concerning regulation.	CHAPTER 745	CIVIL IMMUNITIES	AN ACT concerning civil law.
CHAPTER 230	GAMING	AN ACT concerning gaming.	CHAPTER 750, except 750 ILCS 60/Act (Domestic Violence Act)	FAMILIES	AN ACT concerning civil law. 750 ILCS 60/Act (Domestic Violence Act): AN ACT concerning domestic violence.
CHAPTER 235	LIQUOR	AN ACT concerning liquor.	CHAPTER 755	ESTATES	AN ACT concerning civil law.
CHAPTER 240	WAREHOUSES	AN ACT concerning warehouses.	CHAPTER 760	TRUSTS AND FIDUCIARIES	AN ACT concerning civil law.
<b>HUMAN NEEDS</b>			CHAPTER 765	PROPERTY	AN ACT concerning civil law.
CHAPTER 305	PUBLIC AID	AN ACT concerning public aid.	CHAPTER 770	LIENS	AN ACT concerning civil law.
CHAPTER 310	HOUSING	AN ACT concerning housing.	CHAPTER 775	HUMAN RIGHTS	AN ACT concerning human rights.
CHAPTER 315	URBAN PROBLEMS	AN ACT concerning urban problems.	<b>BUSINESS</b>		
CHAPTER 320	AGING	AN ACT concerning aging.	CHAPTER 805	BUSINESS ORGANIZATIONS	AN ACT concerning business.
CHAPTER 325	CHILDREN	AN ACT concerning children.	CHAPTER 810	COMMERCIAL CODE	AN ACT concerning business.
CHAPTER 330	VETERANS	AN ACT concerning veterans.	CHAPTER 815	BUSINESS TRANSACTIONS	AN ACT concerning business.
<b>HEALTH AND SAFETY</b>			CHAPTER 820	EMPLOYMENT	AN ACT concerning employment.
CHAPTER 405	MENTAL HEALTH	AN ACT concerning health.			
CHAPTER 410	PUBLIC HEALTH	AN ACT concerning health.			
CHAPTER 415	ENVIRONMENTAL	AN ACT concerning safety.			

**Good luck with your bill!**

