SECTION 2
Bill Report Team

The Bill Report Team (BRT) is responsible for proofing, editing, monitoring, and publishing bill reports as bills move through the legislative process. The BRT has set processes; however, it may be necessary to adjust these processes for special circumstances. The BRT must remain flexible and make appropriate changes when necessary.

BRT Member Roles

Bill Report Coordinator (BRC)
- Responsible for the overall operation of the team and supervising staff.
- Ensures bill reports are completed as needed and monitors status of all bills in the process.
- Coordinates with staff from various offices including SCS and the Secretary of the Senate’s Office.
- Determines work schedules to meet deadlines.
- Directs the completion of end of session work products.
- Creates, updates, and improves training materials.

Bill Report Assistant (BRA)
- Proofs bill reports as bills move through the legislative process.
- Ensures content is written in a clear, concise manner and documents meet SCS formatting standards.
- Works directly with the BRC and drafters and makes editing recommendations.
- Collaborates with the BRT to proofread, format, and publish every bill report as bills advance through the legislative process.

Communicating with Staff

The BRT works closely with policy and fiscal staff during session, both in-person and electronically. Keep in mind the following items during your interactions with staff.
- Be courteous, respectful, and polite remembering that the drafter knows the most about the particular bill you may be discussing.
- Ask questions about anything you find unclear. Even if there are no mistakes, your questions may help prepare them for the hearing.
- Your role is an advisor. The final wording of the bill report is up to the drafter. Your comments are suggestions and questions – not demands or criticisms.
- Let the BRC know if you would like some assistance when dealing with staff. The BRC is here to support you.
- Deliver marked up bill report to drafters before scheduled meetings. Ask clerks for assistance if you are busy.
BRT Tracking System and Time Line

In general, the BRT processes bill reports as submitted to the BRC in the bill report application. However, the BRT also prioritizes bill reports for completion based on the bills scheduled for committee action during the week. To monitor bill report activity the BRT uses a tracker located in the BRT team OneNote application (see example in appendix 2).

The BRA enters tracking information from weekly agendas submitted by Committee Assistants (CAs). Agendas are submitted by noon on Tuesdays and the BRT tracker should be completed by Wednesday afternoon for the following week. It is common for committee agendas to change – sometimes several times – so the bill tracker must be updated often.

<table>
<thead>
<tr>
<th>HOW TO</th>
</tr>
</thead>
<tbody>
<tr>
<td>Create/Update Bill Information on the OneNote Weekly Activity Tracker</td>
</tr>
<tr>
<td>1. Open Bill Report Team Notebook</td>
</tr>
<tr>
<td>2. Open 2019 Weekly Tracker</td>
</tr>
<tr>
<td>3. Create a New Section (“+” tab at top right)</td>
</tr>
<tr>
<td>4. Label new section (Week 1, etc.)</td>
</tr>
<tr>
<td>5. Add page within each section for days of the week (Jan 1, Jan 2, etc.)</td>
</tr>
<tr>
<td>6. Insert daily meeting schedule template for each day of the week</td>
</tr>
<tr>
<td>7. Input each committee hearing agenda in appropriate date/time slot</td>
</tr>
<tr>
<td>8. Work Session</td>
</tr>
<tr>
<td>a. enter WS only, do not enter topics</td>
</tr>
<tr>
<td>9. Public Hearing</td>
</tr>
<tr>
<td>a. list each bill in numerical order and add a To-Do tag</td>
</tr>
<tr>
<td>b. annotate if a hearing is on a proposed Senate substitute bill (PSSB) or a proposed striking amendment</td>
</tr>
<tr>
<td>c. check off the bill number To-Do tag when the bill report is published</td>
</tr>
<tr>
<td>d. strikethrough any bills not heard or considered (do not delete)</td>
</tr>
<tr>
<td>10. Executive Session</td>
</tr>
<tr>
<td>a. list each bill in numerical order and add a To-Do tag</td>
</tr>
<tr>
<td>b. annotate action based on gavel reports submitted by CAs</td>
</tr>
<tr>
<td>c. strikethrough any bills not heard or considered (do not delete)</td>
</tr>
</tbody>
</table>

Daily Life of BRT during Session

The following is a broad overview of responsibilities (not all inclusive) for the BRT during session. There will be times when the tasks occur concurrently.

Pre-Session
- practice using the bill report application
- practice using online tools
| Testifier boxes inserted into bill report before or during public hearing. | It is important that drafters wait to insert testimony until after the public hearing on a bill is closed in Committee Sign In (CSI). If a drafter adds the testimony boxes before the public hearing for a bill is closed in CSI, the testimony boxes will be blank.

The BRAApp will pull testifier information from CSI only once when testimony boxes are initially inserted into a bill report. If the drafter inserted the Testimony section before the hearing was closed, contact Jeremy Ordonez for assistance. He can reset the section so that the testifier information auto-populates the section. |
| --- | --- |
| Public hearing is on proposed substitute or striking amendment. | The committee will not hear the referred bill; instead, they will hold a hearing on a proposed substitute. The summary section needs to indicate the committee heard a proposed substitute.

The drafter should select Summary Semantics. The BRAApp will DELETE any text already entered in the summary of bill box and replace it with “The bill as referred to committee not considered.” A new section will be created, “Summary of Bill (# Substitute). The drafter should save/copy any text they don’t want to lose before inserting the summary semantics. |
**Policy Committee Action** | **Fiscal Committee Action**
--- | ---
Heard – original | Heard – referred substitute
Recommended – substitute (DPS) | Recommended – substitute heard (DPS)

**Headers Should Look Like**

- Policy committee effect statement is required.

**Brief Summary of First Substitute Bill**

**Summary of Bill (First Substitute):**

**EFFECT OF CHANGES MADE BY [POLICY COMMITTEE NAME] COMMITTEE (First Substitute):**

**Staff Summary of Public Testimony on Original Bill ([Policy Committee]):** The committee recommended a different version of the bill than what was heard.

**Person Testifying ([Policy Committee]):**

**Persons Signed In To Testify But Not Testifying ([Policy Committee]):**

**Staff Summary of Public Testimony on First Substitute ([Fiscal Committee]):**

**Persons Testifying ([Fiscal Committee]):**

**Persons Signed In To Testify But Not Testifying ([Fiscal Committee]):**

---

**Policy Committee Action** | **Fiscal Committee Action**
--- | ---
Heard – original | Heard – referred substitute
Recommended – substitute (DPS) | Recommended – different substitute (DP#S)

**Headers Should Look Like**

- Policy committee and fiscal committee effect statements are required.

**Brief Summary of Second Substitute Bill**

**Summary of Bill (Second Substitute):**

**EFFECT OF CHANGES MADE BY [FISCAL COMMITTEE NAME] COMMITTEE (Second Substitute):**

**EFFECT OF CHANGES MADE BY [POLICY COMMITTEE NAME] COMMITTEE (First Substitute):**

**Staff Summary of Public Testimony on Original bill ([Policy Committee]):** The committee recommended a different version of the bill than what was heard.

**Persons Testifying ([Policy Committee]):**

**Persons Signed In To Testify But Not Testifying ([Policy Committee]):**

**Staff Summary of Public Testimony on First Substitute ([Fiscal Committee]):** The committee recommended a different version of the bill than what was heard.

**Persons Testifying ([Fiscal Committee]):**

**Persons Signed In To Testify But Not Testifying ([Fiscal Committee]):**
SENATE BILL REPORT
SB 5605

As Reported by Senate Committee On:
Early Learning & K-12 Education, February 14, 2017
Ways & Means, April 19, 2017

Title: An act relating to aligning the office of the superintendent of public instruction's background check authority with that of the department of early learning.

Brief Description: Aligning the office of the superintendent of public instruction's background check authority with that of the department of early learning.

Sponsors: Senators Walsh and Billig; by request of Superintendent of Public Instruction.

Brief History:
Committee Activity: Early Learning & K-12 Education: 2/07/17, 2/14/17 [DPS-WM]. Ways & Means: 2/20/17, 4/19/17 [DPS(EDU), w/oRec].

Brief Summary of First Substitute Bill

- Allows individuals who have completed background checks with the Office of Superintendent of Public Instruction (OSPI) to submit these results to the Department of Early Learning (DEL) to meet its background check requirements.
- Requires a record check for employees who will have regularly scheduled unsupervised access to developmentally disabled persons and allows school districts and other educational entities to request background checks for prospective volunteers.
- Provides OSPI authority to charge fees for background checks and establishes a criminal background check account.
- Allows OSPI to consider founded reports of child abuse or neglect when determining whether an individual lacks good moral character or personal fitness.

SENATE COMMITTEE ON EARLY LEARNING & K-12 EDUCATION

Majority Report: That Substitute Senate Bill No. 5605 be substituted therefor, and the substitute bill do pass and be referred to Committee on Ways & Means.

This analysis was prepared by non-partisan legislative staff for the use of legislative members in their deliberations. This analysis is not a part of the legislation nor does it constitute a statement of legislative intent.
Signed by Senators Zeiger, Chair; Fain, Vice Chair; Rolfes, Ranking Minority Member; Billig, Mullet, Rivers and Warnick.

Staff: Ailey Kato (786-7434)

SENATE COMMITTEE ON WAYS & MEANS

Majority Report: That Substitute Senate Bill No. 5605 as recommended by Committee on Early Learning & K-12 Education be substituted therefor, and the substitute bill do pass.

Signed by Senators Braun, Chair; Brown, Vice Chair; Rossi, Vice Chair; Honeyford, Vice Chair, Capital Budget; Ranker, Ranking Minority Member; Rolfes, Assistant Ranking Minority Member, Operating Budget; Frockt, Assistant Ranking Minority Member, Capital Budget; Bailey, Becker, Billig, Carlyle, Conway, Darneille, Fain, Hasegawa, Keiser, Miloscia, Pedersen, Schoesler, Warnick and Zeiger.

Minority Report: That it be referred without recommendation.

Signed by Senator Padden.

Staff: Jeffrey Mitchell (786-7438)

Background: OSPI Record Check Requirements. School districts, educational service districts (ESDs), the Washington State Center for Childhood Deafness and Hearing Loss, the State School for the Blind, and their contractors hiring employees who will have regularly scheduled unsupervised access to children must request a record check through the Washington State Patrol (WSP) and the Federal Bureau of Investigation (FBI).

OSPI must adopt rules to implement record checks. These rules must include written procedures for reviewing record check information and limiting access to the record check database to only those individuals processing record check information.

Certificate Revocation or Suspension. A K-12 employee's certificate may be revoked or suspended for immorality, violation of written contract, unprofessional conduct, intemperance, or crime against the law of the state. A reprimand may be issued as an alternative to suspension or revocation of a certificate or permit.

DEL Record Check Requirements. DEL may consider past involvement of child protective services or law enforcement agencies when determining whether an individual is of appropriate character, suitability, and competence to provide child care and early learning services. In making this determination, these individuals must be fingerprinted and have their criminal history record checked.

DSHS Reports. Upon receipt of a report concerning the possible occurrence of abuse or neglect, a law enforcement agency or DSHS must investigate and provide a report. Founded means it is more likely than not that child abuse or neglect did occur based on available information. Unfounded means that available information indicates that, more likely than not, child abuse or neglect did not occur, or that there is insufficient evidence for DSHS to determine whether the alleged child abuse did or did not occur. Screened-out report means a report of alleged child abuse or neglect that DSHS has determined does not rise to the level
of a credible report of abuse or neglect and is not referred for investigation. Inconclusive means the determination following an investigation by DSHS, prior to October 1, 2008, that based on available information a decision cannot be made that more likely than not, child abuse or neglect did or did not occur.

**Summary of Bill (First Substitute):** OSPI Record Check Requirements. School districts, ESDs, the Washington State Center for Childhood Deafness and Hearing Loss, the State School for the Blind, and their contractors hiring employees who will have regularly scheduled unsupervised access to developmentally disabled persons must request a record check through WSP and FBI.

The requesting entity may, instead of must, provide a copy of the record report to the applicant at the applicant's request.

School districts, ESDs, the Washington State Center for Childhood Deafness and Hearing Loss, the State School for the Blind, charter schools, tribal schools, and their contractors may perform record checks for any prospective volunteer who will have regularly scheduled unsupervised access to children under 18 years of age or developmentally disabled persons under circumstances where access will or may involve the following:
- groups of five or fewer children under 12 years of age;
- groups of three or fewer children between 12 and 18 years of age; or
- developmentally disabled persons.

For the purposes of performing record checks for prospective volunteers, unsupervised means not in the presence of:
- another employee or volunteer from the same school or organization; or
- any relative or guardian of any of the children or developmentally disabled persons to which the prospective employee or volunteer has access during the course of their involvement with the school or organization.

OSPI's record check rules must include written procedures that apply to charter schools and state tribal-compact schools.

**Character and Fitness.** An employee's certificate may be revoked or suspended for lack of good moral character or personal fitness, rather than immorality. In determining whether an individual lacks good moral character or personal fitness, OSPI may consider founded reports of child abuse or neglect made by DSHS.

DSHS must furnish OSPI with reports of founded findings of child abuse or neglect in a timely fashion, but must not disclose screened-out, inconclusive, or unfounded reports. If DSHS inadvertently furnishes OSPI with a screened-out, inconclusive, or unfounded report, OSPI must:
- not consider the information contained in the reports for any purpose;
- notify DSHS of the violation;
- notify the subject of the reports at his or her last known address of the DSHS violation; and
- destroy the improperly disclosed reports.
OSPI must use fingerprint criminal history record check information solely for the purposes of determining eligibility for a certificate.

**K-12 Criminal Background Check Fees.** The cost of record checks must include the fees established by WSP and the FBI for the criminal history background checks; a fee paid to OSPI for the cost of administering its record check duties; and other applicable fees for obtaining the fingerprints. PESB rules must specify that a criminal history record check is at the applicant's expense.

The K-12 Criminal Background Check Account is created in the custody of the State Treasurer. All record check fees collected by OSPI must be deposited in the account. Expenditures from the account may be made only for the purpose of administering OSPI record check duties. Only the Superintendent of Public Instruction or designee may authorize expenditures from the account. The account is subject to allotment procedures, but an appropriation is not required for expenditures.

**Sharing Information with DEL.** Individuals, who have completed a fingerprint background check as required by OSPI and have been continuously employed by the same school district or ESD, can meet DEL record check requirements by providing a true and accurate copy of their WSP and FBI background check report results to DEL. A school district or ESD may also provide an affidavit to DEL that the individual has completed a record check and has been authorized to work. DEL may require that additional background checks be completed that do not require additional fingerprinting and may charge a fee for these additional background checks.

**EFFECT OF CHANGES MADE BY EARLY LEARNING & K-12 EDUCATION COMMITTEE (First Substitute):**

- States that record check fees are paid to the Washington State Patrol, FBI, and OSPI but does not specify who must pay these fees.
- Specifies that OSPI may consider founded reports of child abuse or neglect furnished by DSHS.
- Provides that DSHS must not disclose screened-out, inconclusive, or unfounded reports to OSPI and if DSHS does, OSPI must:
  - not consider the information contained in the reports for any purpose;
  - notify DSHS of the violation;
  - notify the subject of the reports at his or her last known address of DSHS's violation; and
  - destroy the improperly disclosed reports.
- States that DEL may require that additional background checks be completed that do not require additional fingerprinting and may charge a fee for these additional background checks.

**Appropriation:** None.

**Fiscal Note:** Available. OFM requested ten-year cost projection pursuant to I-960.

**Creates Committee/Commission/Task Force that includes Legislative members:** No.
Effective Date: Ninety days after adjournment of session in which bill is passed.

Staff Summary of Public Testimony on Original Bill (Early Learning & K-12 Education): The committee recommended a different version of the bill than what was heard. PRO: This bill clarifies and streamlines background check requirements and helps make sure children are in safe environments. The Early Start Act requires ECEAP employees to get fingerprint checks. Many ECEAP employees work at schools and have already gotten an OSPI fingerprint check. This bill allows OSPI and DEL to work together. The bill also aligns DEL's and OSPI's background check requirements as it relates to volunteers, child protective services findings, and fees. This bill gives school districts the option to conduct fingerprint checks on volunteers, which checks criminal convictions in this state and other states. It is not clear whether the cost of these checks would go to the school or volunteer.

OTHER: Current law allows school districts and employees to negotiate who pays for the record checks. This bill says that the employee must pay for the records check, and this should still be left up to collective bargaining. There is also a question of who pays the OSPI and DEL reciprocity administrative fee. Screened out records are ones that are not investigated because the accusations lack merit. Unfounded records are determined by a preponderance standard, which means that it is more likely than not that the accusation lacks merit. These records can be held up to 35 years and may result from false allegations. There is concern about using these records for determining whether a person has good moral character or personal fitness.

Persons Testifying (Early Learning & K-12 Education): PRO: Senator Maureen Walsh, Prime Sponsor; Dierk Meierbachtol, Office of Superintendent of Public Instruction; Bob Butts, Office of Superintendent of Public Instruction; Catherine Slagel, Office of Superintendent of Public Instruction.

OTHER: Michael Althauser, Columbia Legal Services; Doug Nelson, PSE/SEIU 1948.

Persons Signed In To Testify But Not Testifying (Early Learning & K-12 Education): No one.

Staff Summary of Public Testimony on First Substitute (Ways & Means): None.

Persons Testifying (Ways & Means): No one.

Persons Signed In To Testify But Not Testifying (Ways & Means): No one.
Bill Report Style Guide
August 2018
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✓ If no public hearing was held, the statement “No public hearing was held” will be added to the Summary of Public Testimony section. If a public hearing was held but no one testified, the statements “None” and “No one” will be added to the Summary of Public Testimony and Persons Testifying sections.
✓ Do not copy/paste testimony from a House bill report into a Senate bill report.

COMMITTEE ACTIVITY / FISCAL NOTE / TASK FORCE OR WORK GROUP / EFFECTIVE DATE

KEEP IN MIND/BEST PRACTICES

Committee Activity
✓ Committee activity is automatically populated from CAPS where agendas are created.
✓ If a bill is not heard in committee and moves directly to the floor, a notation will be added to the Committee Activity section that states, “Bill not heard in a Senate committee.”

Appropriation/Fiscal Note
✓ Select the appropriate dropdown option from the application template as follows for information concerning appropriations and fiscal impact:
  • Appropriation – Select the appropriate notation from the dropdown menu:
    o None.
    o The bill contains an appropriation(s) totaling $XXX,000 from various accounts.
    o The bill contains a section or sections to limit implementation to the availability of amounts appropriated for that specific purpose.
    o The bill contains a null and void clause requiring specific funding be provided in an omnibus appropriation act.
  • Fiscal Note – Select the appropriate notation from the dropdown menu:
    o Not requested.
    o Available. New fiscal note requested on (date).
    o Available.
    o Requested on (date).
✓ Explain in the summary section if there is a revenue impact, such as the bill raises taxes, or includes a fine that increases the amounts that go into state or local funds.

Task Force or Work Group/Effective Date
✓ Select the appropriate dropdown option from the application template for information concerning the creation of task forces or work groups, and the bill’s effective date.
SECTION 2 - PUNCTUATION, USAGE, AND SCS PREFERENCES

There are many, many rules, preferences, and opinions on punctuation and grammar. *The Gregg Reference Manual* is the preferred style guide reference for all state agencies (see also, Resources section). The *Gregg* manual and other advice books related to writing and usage are available in the bill report coordinator’s office.

The following examples apply to many of the situations that SCS staff will come across.

👍 SCS STYLE PREFERENCES

### PUNCTUATION

#### APOSTROPHE

| Use to show plural possessive. | The senator visited the disabled veterans' home.  
The senator visited the disabled veterans home. [This sentence is also correct.] |
| Use to show singular possessive. | The senator visited the disabled veteran's home.  
[Only if the senator is visiting the home of one disabled veteran.] |
| Avoid using contractions. | It's going to rain today.  
[Note: The BRT will spell out a contraction (informal) so this sentence would be edited to: It is going to rain today. (formal)] |

#### COLON

| Use to set off, illustrate text, or introduce a list. | Eligible organizations must:  
• be a 501(c)(3) nonprofit;  
• adopt standards of care; |
| Use after the word *following* but, not after the word *including.* | Specified service contracts may be terminated for the following: telecommunications, Internet, health studio, and subscription television.  
There are many services available, including telecommunication, Internet, health studio, and subscription television. |
## GENDER NEUTRALITY/PRONOUNS

<table>
<thead>
<tr>
<th>Avoid using gender specific pronouns if possible.</th>
<th>The maximum amount a person would pay for the medication if he or she purchased it without using a health plan or any other source of prescription medication benefits is $50. The maximum amount a person would pay for the medication if they purchased it without using a health plan or any other source of prescription medication benefits is $50.</th>
</tr>
</thead>
<tbody>
<tr>
<td><em>They</em> used as a singular gender-neutral pronoun is widely accepted,</td>
<td><em>A person would pay a maximum of $50 for the medication if it is purchased without using a health plan or any other source of prescription medication benefit.</em></td>
</tr>
<tr>
<td>or, consider rewriting the sentence using the same noun,</td>
<td>The committee chair called the meeting to order.</td>
</tr>
<tr>
<td>or, consider rewriting to avoid the personal pronoun.</td>
<td>The firefighters worked 24-hour shifts before receiving a break.</td>
</tr>
<tr>
<td>Avoid gender specific words, such as chairman or woman, fireman, freshman, etc.</td>
<td>Jane Smith is a first-year student at the university.</td>
</tr>
</tbody>
</table>

## HEADING AND OUTLINE STYLES

| Arrange headings in the following order, as needed, with text immediately following the heading and a period: **underline, italic, bold italic, underline italic, bold underline.** | **School District Salaries.** In 2017, through the enactment of EHB 2242, the Legislature phased-in...with the 2018-19 school year. **Before EHB 2242. School Year 2017-18.** The state allocated funding for certificated instructional staff...according to the state CIS salary grid. |

## ITALICS

| Use when naming court cases. | A local citizens’ challenge to Whatcom County’s comprehensive land use plan, *Whatcom County v. Western Washington Growth Management Hearings Board*, Wash. Supreme Ct. Case No. 91475-3, contended that the county failed to adequately protect surface and groundwater resources under the GMA. |
BILL REPORT FLOW CHART

**DRAFT BILL REPORT**
- Draft bill is scheduled for a public hearing or other action before a committee
- STAFF creates a DRAFT bill report, and submits to BRC for editing & publishing
- DRAFT bill report is not published, but is forwarded to STAFF in PDF form
- Public hearing on draft bill is complete
- STAFF opens DRAFT bill report, adds public testimony and submits to BRC for editing & publishing
- DRAFT bill report is not published, but is forwarded to STAFF in PDF form

**IN COMMITTEE BILL REPORT**
- Draft bill is given a real bill number
- STAFF creates an IN COMMITTEE bill report (material can be copied and pasted from the draft bill report), notifies BRT that draft bill has been replaced by real bill, and submits to BRC for editing & publishing
- IN COMMITTEE bill report is published
- Bill is scheduled for a public hearing to be heard as referred
- STAFF creates an IN COMMITTEE bill report and submits to BRC for editing & publishing
- Initial IN COMMITTEE bill report is published
- Bill is scheduled for a public hearing but a substitute bill will be heard
- STAFF creates an IN COMMITTEE bill report, selects Template/Summary Semantics*/The bill as referred to committee not considered to add new summary section, and submits to BRC for editing & publishing
- Initial IN COMMITTEE bill report is published

*Note – any text in the Summary of Bill section will be deleted once the Summary Semantics button is selected.
INSTEAD OF ... CONSIDER ...

Utilizing words of a less embellished nature at appropriate times may greatly enhance a person’s understanding of the written presentation before them. Or, use simple words and sentences in your writing to keep your reader engaged.

The following are some suggested substitutions to simplify complicated or less accessible language or phrases. Most of these suggestions are borrowed from the Code Revisor’s Office, Instructions on Style, Part IV.

<table>
<thead>
<tr>
<th>INSTEAD OF...</th>
<th>CONSIDER...</th>
<th>INSTEAD OF...</th>
<th>CONSIDER...</th>
</tr>
</thead>
</table>
| **A**
along the lines of | like, similar to | and/or | either A or B, or both |
any and all | either word | as a means of | to |
at such time as | when | at the time of | when |
**B**
by means of | by, with |
**C**
commence | begin | concerning the matter of | about |
**D**
deal with | address or conduct | deemed to be | is |
despite the fact | though, although | dispersal (when referring to the distribution of monies) | disbursement |
due to the fact that | because | during such time as | while |
during the course of | during |
**E**
each and all | either word | employ (meaning to use) | use |
expend | spend |
**F**
finalize | finish | following section | section (#) of this act |
for a period of | for | for the duration of | during |
for the purpose of | for, to | forthwith | immediately |
frequently | often | from and after | after |
from July 1 | after June 30 | full and complete | full |
## VERB LIST

<table>
<thead>
<tr>
<th>A</th>
<th>acts</th>
<th>adapts</th>
<th>addresses</th>
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<td>achieves</td>
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<td>C</td>
<td>calculates</td>
<td>changes</td>
<td>charts</td>
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<td>clarifies</td>
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