

How to Write a Bill

Each participant must submit a bill. The proper format for writing a bill is as follows. There is an example on page 2 of this document.

1. Set up your bill as portrait (8 ½" wide X 11" high)
2. Try to keep it to one page or less
3. Double space
4. Send your completed bill to sdavison@montana.edu by November 1, 2016.
5. Include a paper copy with the registration information sent by your county.
6. Your bill should be formatted as follows:

Line 1	Legislative chamber and bill number (4-H Bill No _____)
Line 2	Your name should appear after (Introduced by _____)
Line 3	Leave blank
Line 4	Intent statement (Start on line 4 use as many lines as necessary)
Line *	The next line after the statement is BLANK
Line *	Should state as follows: (BE IT ENACTED BY THE 4-H CITIZENSHIP SEMINAR OF THIS STATE OF MONTANA:)
Line *	First statement of the bill labeled: (Section 1)
Line *	Second statement of the bill labeled: (Section 2) conclude with "Effective date is upon passage and approval" unless otherwise stated"
Line *	(END)
Last Line on right side of page	(INTRODUCED BILL 4-H _____)

Example

Line 1 (4-H Bill no we will number for you)

Line 2 (Introduced by Kyle)

Line 3

Line 4 To change Montana School Law regarding adult education to allow students under
Line 5 certain circumstances to enroll in adult education classes offered by school districts.

Line 6

Line 7 **(BE IT ENACTED BY THE 4-H CITIZENSHIP SEMINAR OF THIS STATE OF MONTANA:)**

Line 8 **(Section 1)**

Line 9 Student 14 years and older who are regularly enrolled in public high schools may

Line 10 enroll in adult education classes offered by school districts. Preference would be

Line 11 given to those persons 16 years and older who are not regularly enrolled

Line 12 full-time pupils for the purposes of ANB computation. Regular students could only

Line 13 attend classes if space permitted and their attendance was approved by the

Line 14 local school district.

Line 15 **(Section 2)**

Line 16 Effective date September 1, 2017

Line 17 (END)

Line 18