



## **CHECK LIST FOR YOUTH AND GOVERNMENT BILLS**

FIRST, CHECK THE **HEADING** TO BE SURE IT IS FILLED OUT CORRECTLY! NEXT, BE SURE YOU USED THE **CORRECT BILL TEMPLATE** (for the current school year) AND NOT AN OLD TEMPLATE, OR YOU COULD BE ASKED TO RESUBMIT

1. CHECK THE CAPTION FOR CLARITY AND EMERGENCY PHRASE.
2. CHECK TO BE SURE THE ENACTING CLAUSE IS IN PLACE AND UNCHANGED.
3. CHECK TO SEE IF THE DEFINITIONS ARE NECESSARY AND CLEAR. IF NONE ARE NEEDED, HAS THIS SECTION BEEN REMOVED?
4. CHECK PROVISIONS. THEY SHOULD CLEARLY STATE WHAT THE LAW WILL BE AND SHOULD BE WORDED ACCORDINGLY. REMEMBER THAT ARGUMENTS FOR THE BILL MUST NOT BE INCLUDED IN PROVISIONS.
5. **CHECK TO BE SURE THAT THE PROVISIONS DO NOT CONFLICT WITH THE CAPTION.**
6. CHECK TO SEE IF PENALTIES ARE NECESSARY TO ENFORCE THIS LAW. IF PENALTIES ARE NECESSARY, BE SURE THAT THE ONES LISTED ARE APPROPRIATE FOR THE VIOLATION. IF THIS BILL DOES NOT REQUIRE PENALTIES, HAS THIS SECTION BEEN REMOVED?
7. CHECK THE EFFECTIVE DATE. IT SHOULD NORMALLY READ "NINETY DAYS AFTER THE ADJOURNMENT OF THE YOUTH LEGISLATURE." IS THIS DATE APPROPRIATE FOR THIS PARTICULAR BILL OR DOES IT NEED/JUSTIFY A DIFFERENT DATE?
8. CHECK TO BE SURE THAT THE REPEALER CLAUSE, SEVERABILITY, AND EMERGENCY CLAUSES HAVE NOT BEEN CHANGED OR DELETED, ETC.
9. CHECK TO SEE IF THE SECTIONS ARE NUMBERED CONSECUTIVELY AND CORRECTLY. THESE WILL NEED TO BE CORRECTED IF THE DEFINITIONS SECTION AND/OR THE PENALTIES WERE DELETED.
10. IF BILL IS LONGER THAN ONE PAGE, SEE IF PRINT SIZE CAN BE REDUCED TO FIT TEXT ON ONE PAGE.
11. CONFIRM THAT BILL HAS BEEN SAVED AS A WORD DOCUMENT AND THAT IT IS SAVED UNDER THE BILL AUTHOR'S (STUDENT'S) NAME **FOLLOWING THE FORMAT PRESCRIBED IN THE HEADER.**