

TITLE TO BILLS.

FORM OF TITLE TO AMEND A SECTION.

A bill entitled an Act to amend——Section to Article ——of the Code of Public General (or Local) Laws, entitled (here insert title). [Here briefly describe the subject of the bill.]

(The title of bills to repeal, to add to, &c., may be framed in a similar form, varying according to the object and intention of the Act.)

INTRODUCTION OF BILLS.

Before a bill can be introduced, leave must be obtained. The proper proceeding, after leave obtained, is for the member on whose motion leave has been granted to prepare a draft of his bill, properly endorsed with the title thereof, and hand it to the Engrossing Clerk, who shall deliver it as soon as engrossed to the Chief Clerk. All General bills, after being thus handed to the Chief Clerk, shall be delivered by him at once to the printer, and shall be printed and delivered as soon as practicable to the chairman of the committee to which referred. Local bills shall not be printed unless ordered by the Clerk to the delegation or committee to which they shall be referred.

To insure speed and accuracy in the transaction of business, this form should be strictly observed.

AMENDING BILLS BEFORE THE HOUSE.

House bills are open to amendment on the second reading, and Senate bills on the third.

When a bill is before the House for amendment, it is read by sections, and amendments are only in order to the section under consideration. After that is passed, it can be returned to and amended as a whole.

An amendment submitted should be plainly written, and endorsed with the name of the member submitting it, indicating the section and the line to be amended, thus:

In Section —, line —, after the word “—,” insert the words “ ;” or, in Section —, line —, strike out the words “ ,” and insert the words “ ,” or in Section — strike out all after the word “ ” and insert “ .”