

TITLE TO BILLS.

FORM OF TITLE TO AMEND A SECTION.

A bill entitled, an Act to amend the — section of 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 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 leave is granted, not for a member, but a Committee, (either Standing or Select) to introduce a bill. The proper proceeding is, for the member on whose motion leave has been granted to prepare a draft of his bill and hand it to the Chief Clerk, who delivers it to the Chairman of the Committee to which it is referred; the bill is considered in Committee, and if a favorable report is determined on, the Chairman hands it to the Chief Clerk, who has it copied in bill form, and again delivers it to the Chairman of the Committee, who reports it to the House.

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 their *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 only by a vote of the House.

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 "——."

When an amendment has been submitted to a section under consideration, it is competent for any member to submit an amendment to the amendment, but there the amendments must cease until the latter has been disposed of.

When, however, an amendment has been submitted, the intention of which is to strike out the entire section, it is competent for a member to submit an amendment to the section