

INDEX

active voice	5-16, 11-4	considerations in drafting provisions	7-4
adding new statutory material	2-13	designating the amount of the	
Administrative Procedure Act	6-17	appropriation	7-14
administrative rules, repealing	2-20	designating the purpose of the	
age	11-3	appropriation	7-14
agencies, executive branch	6-1	designating the recipient of an	
administrative organization		appropriation	7-12
act of 1968	6-1	designating the source of funding . .	7-8
creation of a new agency	6-1	designating time period for	
personnel system	6-3	appropriations	7-5
special statutory requirements	6-9	effective date provision contingent on a	
sunset law	6-6	future appropriation	7-15
transfer of functions	6-2	federal funds	7-11
type 1 transfer	6-1	federal mandates	7-9
type 2 transfer	6-1	future appropriation sections	7-15
type 3 transfer	6-1	general appropriations bill	7-2
amending clauses	2-12	indicating appropriations in bill titles	7-4
amending current statutory material	2-13	long bill	7-1
amending or repealing existing law	1-15	meaning of	7-1
amending resolutions and memorials	10-4	no appropriation sections	7-14
amendment #1 (1992) (see also TABOR)	9-1	relevant statutory provisions	7-2
amendment clerk	3-1	required elements	7-5
amendments to bills	3-1	reversion of unexpended	
amending proposed amendments	3-5	appropriations	7-6
amending the correct document	3-2	sections in substantive bills	7-2
committee amendments	3-1	set aside moneys	7-9
committee of the whole amendments	3-6	special rule for certain capital	
floor amendments	3-1	construction bills	7-8
guidelines for drafting	3-3	special rule for certain corrections	
special guidelines for drafting House		bills	7-6
amendments	3-5	spending authority	7-14
title amendments	3-6	supplemental appropriation bills . . .	7-1
and/or	5-18, 11-2	terminology	7-21
applicability clause	2-30	approval as to form	5-1, 5-9
amendments to the income tax or		archaic terms	5-17
property tax laws	2-31	article X, section 20 (see also TABOR)	9-1
appointing authorities	6-5	Arveschoug-Bird appropriations	
appropriations	7-1	limit	7-8, 7-9, 9-16
"set aside" moneys	7-9	attorney-client relationship	1-1
additional constitutional		base verbs	5-16
considerations	7-2	bill body	2-11
appropriation to capital construction fund		amending clauses	2-12
.	7-14	headnotes	2-12
appropriations to special cash funds	7-12	sectioning and paragraphing	2-11
bills funded from general fund outside the		bill limit	1-9
statutory limit	7-9	bill request form	1-2
bills funded from general fund savings in		bill category	1-2
other bills	7-11	bill subject	1-3
bills making long bill adjustments	7-10	prime sponsor	1-3

bill requests	1-18	conflicting bills	5-11
bill short title		conforming amendments	1-16, 2-19, 2-22, 6-2
amendments to title	2-6	constitutional amendments, proposed	5-8, 10-2
guidelines for drafting	2-6	constitutional convention	10-2
bill summary	2-8	contact person	1-5
for bills recommended by an interim or		continuing professional education,	
statutory committee	2-10	mandated	6-10
guidelines for drafting	2-8	corrections bills	
bill title	2-1	special appropriations rule	7-6
amendments to title	2-6	cosponsors on the printed bill	1-3
citations to C.R.S.	2-5	creating new law	1-15
conjunctions, use of	2-4	criminal justice system, impacts on	6-9
defects, period for challenge	2-2	date of passage	2-27
examples	2-2	dates	11-2
for bills including an appropriation	2-4	deadline schedule for bill request, delivery, and	
generality	2-1	introduction	1-9
guidelines for drafting	2-3	declaration of special factors	2-41
indicating appropriations in bill titles	7-4	definitions sections	5-10
practical and strategic considerations	2-3	double underlining	1-19
recodification bills	2-5	drafting considerations, preliminary	1-4
single-subject requirement	2-1	constitutional factors	1-5
trailers	2-4	federal preemption	1-8
bills from prior sessions	1-11	initial questions	1-4
capital construction bills		prior Colorado case law	1-8
special appropriations rule	7-8	purpose and scope of legislation	1-4
Capital Development Committee	6-10	rules of the General Assembly	1-9
capitalization	11-11	statutory construction	1-8
bills based on a uniform act	11-12	drafting, preparation for	1-15
capitalization requirements	5-1	analyzing the kind of bill required	1-15
cash-funded programs	7-20	outlining	1-16
uncommitted reserves	7-20	drafting, special rules and techniques	5-1
CLICS	1-18, 9-1	capitalization requirements	5-1
amending the correct document	3-2	internal references	5-13
comma, use of	11-10	statutory construction rules	5-12
committee of the whole amendments	3-6	subsections, paragraphs, and definitions	
Committee on Delayed Bills	1-9	sections	5-9
concurrent resolutions	10-2	use of plain language	5-14
guidelines for drafting	10-3	duplicate bill requests	1-12
conference committee reports	4-1	effective date clause	2-27
actions allowed	4-3	contingent	2-29
allowable content	4-4	examples	2-28
beyond the scope of the		enacting clause	2-10
differences	4-3, 4-4	engrossed bill	1-20
correction of an error by means of a		enrolled act	1-20
second report	4-2	enrolled bill doctrine	8-10
difference between the two houses	4-3	Entzing a bill	7-15
drafting a report	4-4	existing law, amending or repealing	1-15
filing a report	4-5	false imperative	5-18
guidelines for matters of form	4-5	form only review of bill draft	1-18
preparing a draft report	4-5	fund	7-21
procedural aspects	4-6	creation of new	7-21
technical changes	4-4	future appropriation sections	7-15
confidentiality, duty of	1-1	future effective dates	2-28
exception	1-1	future repeals	2-20, 2-28

future tense	11-4	legal editing	1-19
Gallagher amendment	9-12	legalese	5-16, 11-5
gender-neutral language	11-6	legislative declaration	2-41
gender-specific nouns	11-7	legislative intent statement	2-41
gender-specific pronouns	11-8	legislative process	
general considerations and cautions.	11-6	analyzing the kind of bill required	1-19
language that applies to only		LLS Number	1-4, 1-18
one sex	11-10	long bill	7-1
general appropriations bill	7-2	adjustments	7-10
general effective date clause	2-34	may, use of	5-18, 11-2
grammar and style	11-1	memorialize Congress	10-6
capitalization	11-11	memorials	10-1
gender-neutral language	11-6	multiple amendments within the same C.R.S.	
punctuation	11-10	section	2-15
headnotes	2-12	new titles, articles, and parts	2-15
headnotes, changes or additions to	5-7	no appropriation sections	7-14
health care coverage mandates	6-9	no safety clause	2-34
House Rules		numbers	11-2
No. 26	5-8, 10-2	omissions from existing law, inadvertent . .	5-12
No. 29	1-19	origination clause	8-1
initiative process	12-1	strict or narrow construction	8-5
constitutional and statutory requirements		other states' laws and bills	1-14
.	12-1	passage, date of	2-27
drafting a review and comment		passive voice	11-4
memo	12-3	penalty clause	2-39
drafting the titles and summary for the		personnel system	6-3
title board	12-6	appointing authorities	6-5
motions for rehearing	12-8	exemptions	6-3
review and comment	12-1-3	full-time boards, establishing	6-3
single-subject		plain language, use of	5-14
requirement	12-1, 12-3, 12-6	prepared drafts	1-3, 1-18
submission clause	12-7	present tense	5-16, 11-4
title board	12-1, 12-3	printed bill	1-19
title board meetings	12-7	provisos	5-17, 11-1
title for an initiative	12-6	published statutes, chronological list	1-10
interim committees	10-3	punctuation	11-10
internal references	5-13	bills based on a uniform act	11-11
interrogatories	10-4	comma, use of	11-10
introduction by title only, prohibition	2-11	quotes, use of	11-11
joint and simple memorials	10-6	quotes, use of	11-11
joint resolutions	10-3, 10-4	recodification showing relocation	
Joint Rules		of provisions	2-21
No. 17	11-11	recreating and reenacting	2-19
No. 21	1-9, 1-10, 2-16, 3-4, 5-1,	recreating and reenacting former law	2-22
5-2, 5-6, 5-9, 10-2		Red Book	1-11
No. 22	1-1	redundant phrases	5-17
No. 23	1-9	reengrossed bill	1-20
No. 24	1-9	referendum clause	2-37
No. 29	2-8	non-TABOR referendum	2-37
No. 4	4-1-4	TABOR referendum	2-38
No. 5	4-2, 4-3	repealing administrative rules	2-20
No. 6	4-2, 4-3	repealing and reenacting	
No. 7	4-2	existing law	2-16, 2-21, 5-1, 5-4
No. 8	4-2	repealing existing law	2-17, 5-3

repeals by implication	2-20	saving clause - grandfather clause	2-23
repeals, general	2-20	SBSO	1-9
requests for bill drafting services	1-1	SEBEC amendment	3-1, 4-3
revised bill	1-20	sectioning and paragraphing - terminology	2-11
research, sources	1-9	Senate Rules	
resolutions and memorials	10-1	No. 25	1-19
amending	10-4	No. 30	5-9, 10-1
applicable legislative rules	10-1	Session Laws of Colorado	1-10
concurrent resolutions	10-2	severability clause - nonseverability clause	2-25
interrogatories	10-4	shading	1-19
joint and simple memorials	10-6	shall, use of	5-18, 11-2
joint resolutions	10-3, 10-4	simple resolutions	10-4
simple resolutions	10-4	sine die	10-3
revenue	7-21	single-subject requirement	2-1, 10-2, 12-1
revenue-raising bills	8-1	singular instead of the plural	5-16
assessing whether a statutory measure		sinking fund	7-21
"raises revenue"	8-8	special clauses	2-23, 2-41
Colorado Attorney General opinions	8-6	applicability clause	2-30
Colorado case interpretations	8-3	declaration of special factors	2-41
early federal interpretations	8-2	effective date clause	2-27
enrolled bill doctrine	8-10	no safety clause	2-34
guidelines for dealing with	8-10	penalty clause	2-39
historical roots	8-1	referendum clause	2-37
legal background, general	8-1	safety clause	2-31
other case authority	8-5	severability clause - nonseverability	
particular applications	8-7	clause	2-25
phrases used to describe nonrevenue-		special funds	7-1, 7-20
raising bills	8-9	allowing agencies to retain administrative	
phrases used to describe revenue-raising		costs	7-23
bills	8-9	cash funding without creating a separate	
policy implications of the TABOR		cash fund	7-24
amendment	8-10	cash-funded programs	7-20
what is a revenue-raising bill during the		crediting investment earnings to the fund	
legislative process	8-11	7-25
would a court uphold the bill under		direct and indirect costs	7-24
section 31 after enactment	8-15	disbursement procedure	7-26
review and comment	12-1-3	drafting considerations	7-22
conducting a hearing	12-5	legislative appropriation or continuous	
revised bill	1-20	appropriation by statute	7-23
revision of bills by team leader	1-19	nonreversion to general fund	7-25
revolving fund	7-21	provision for remaining balance of	
rule review	6-17	abolished cash fund	7-26
rule-making authority	6-10	reversion to general fund	7-26
Administrative Procedure Act	6-16	source of revenue - amount fixed by	
ambiguous statements of delegation	6-17	agency	7-22
constitutional requirements	6-11	startup financing	7-22
drafting considerations	6-11	spending authority	7-14
mandatory rule-making	6-16	sponsors	1-3
overly broad grants	6-17	state constitution, proposed amendments to	10-2
permissive rule-making	6-16	statutory construction	1-8
rules, use of the term	6-15	statutory construction rules	5-12
safety clause	2-31	straight repealer	2-17
background	2-31	strike everything below the enacting clause	3-1
points of importance	2-32	study committees	10-3

submitted by subject only	1-9	required ballot language for tax and bonded debt increases	9-18
sunrise issues	6-10	reserve increases	9-7
sunset law	6-6	special assessments	9-11
sunset of advisory bodies	6-8	special purpose authority	9-2, 9-3
sunset provisions	2-20	state and local governments	9-2
supplemental appropriation bills	7-1	state fiscal year spending	9-8
designating time period for appropriations	7-5	state fiscal year spending limits, calculation	9-8
Supreme Court Library	1-14	tax increases	9-10
TABOR	7-12, 8-10, 9-1, 12-4	tax increases requiring voter approval, examples	9-11
allowable annual growth	9-8	taxes vs. nontaxes	9-10
applicability to the state and to local governments	9-1	voter approval requirements	9-10
authority to issue revenue bonds	9-5	voter-approved revenue changes	9-9
ballot issues	9-17	voter-approved revenue changes not associated with tax increases	9-15
ballot issues at November odd-numbered year elections	9-17	weakening of other revenue, spending, and debt limits	9-15
business personal property exemptions	9-23	tax reduction bills, special considerations	9-9
debt	9-13	taxpayer's bill of rights (see also TABOR)	9-1
deflated base	9-7	temporary entities	6-18
districts	9-1, 9-3	that vs. which	11-5
emergencies	9-21	third reading amendments	3-2
emergency reserves	9-22	through vs. to	3-4, 11-3
emergency taxes	9-22	time	11-2
enterprise	9-2-4	title amendments	3-6
expenditures	9-7	title board	12-1, 12-3
fees	9-11	meetings	12-7
fines	9-11	to vs. through	3-4, 11-3
fiscal year spending	9-7	transfers	7-1
fiscal year spending base	9-8	between cash funds	7-16
Gallagher amendment	9-12	examples of	7-19
government-owned business	9-4	meaning of	7-16
grant	9-6	of unexpended appropriation to a cash fund	7-18
income taxes	9-24	tributes	10-7
limitation on fiscal year spending	9-6	trust fund	7-21
local government property tax revenue limitation	9-23	type 1 transfer	6-1, 6-5
local growth	9-8	type 2 transfer	6-1, 6-5
local override limit	9-16	type 3 transfer	6-1
mandatory ballot title language for tax increases	9-13	uncommitted reserves	7-20
miscellaneous requirements and prohibitions	9-23	uniform and model acts	1-14
multiple-fiscal year financial obligations	9-13	use of plain language guidelines for the use of	5-15
multiple-fiscal year financial obligations other than debt	9-13	verify	1-3
prohibitions	9-23	whereas clauses	10-4
property tax assessment procedures	9-24	which vs. that	11-5
property taxes	9-23	will	5-18
ratcheting down effect	9-7	words and phrases frequently misused	11-12
receiving less than 10% of annual revenue in grants	9-6	workflow of bill preparation	1-18

