

STANDARD PROCEDURE FOR FILING (DROPPING) MEASURES FOR INTRODUCTION WITH THE CHIEF CLERK'S OFFICE

1. **THE DEADLINE FOR PRE-SESSION FILING MEASURES FOR THE REGULAR SESSION IS FRIDAY, JANUARY 12, 2024 AT 5:00 PM.**
2. **Deadlines for filing measures during session are set by rule or resolutions passed during session.**
3. Only House members, a member's staff or their caucus office staff are authorized to drop the LC drafts (Legislative Concept) for their members. In the case of a committee measure, the committee staff is also authorized to drop LC's to be introduced as committee measures as signed by the chair of the committee. We prefer committee measures to be dropped by committee staff and member's measures to be dropped by members' staff.
4. Drop the LC drafts and bill backs electronically by sending a PDF version of the signed bill back along with the LC draft to the Chief Clerk of the House at tim.sekerak@oregonlegislature.gov.
5. If you are filing in person, you will need **two** copies of the LC and **one** bill back (the signature sheet) for each measure introduction.
 - **Due to CAMS construction restrictions, you must call or e-mail Mandi McGowan of the Clerk's Office to arrange a time to submit these documents in person: (503) 986-1873 or mandi.mcgowan@oregonlegislature.gov.**
 - LC drafts should be printed on "clean" paper (without other, unrelated text). Using "scratch" paper delays our office's filing procedures as we need to clarify and confirm that we only record text from the LC draft. Any color of paper is acceptable as long as the draft is readable. We encourage you to print using both sides of paper for drafts that are more than one page of text.
 - During pre-session filing, the second LC draft should not be attached to anything. If the unattached LC draft has multiple pages, it should have a single staple in the upper left-hand corner as you look at the front of the LC draft.
 - Do not use paperclips, or other style of clip, on any of the drafts or bill backs. Do not hole-punch the drafts or bill backs.
6. Make sure to indicate, by checking one of the boxes on the top of the bill back, what type of bill it is: **Member, Committee or Statewide Elected Official.**
7. A House introduction must have a House member listed first. Senators cannot introduce House measures. Type or **legibly print** the chief sponsor or filer's name, and any additional sponsor names, then obtain a signature right above the typed or printed name(s).
8. **Remember to fill in your contact at the bottom of the bill back.** Type or **legibly print** the contact person's name and telephone number at the bottom of the bill back. This portion must be filled out or the draft / bill back will not be accepted.

Important: The LC draft has a number and a date associated with that version of the draft. The bill back also has the same draft number and date on the upper left-hand corner of it. **The LC draft number and date must match the number and date on the bill back to be accepted.** The is to ensure that members are submitting or signing on to the same version of the bill. Once an LC is submitted to the Clerk's Office, the contents of the measure become public information and the LC cannot be withdrawn or returned to you.