

# PROCEDURE FOR FILING LC DRAFTS WITH THE SECRETARY OF THE SENATE – 2023 Regular Session

(PLEASE NOTE: These instructions apply to electronic or hard copy submissions.)

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1. **If filing hard copy or via electronic means**, file **one** copy of the LC (legislative concept) draft and **one** bill back for each measure introduction. **Note: Given the closure of our Capitol offices, we strongly encourage you to file electronically.** If you prefer to file hard copy, we will be in the Senate Chamber during December legislative days to accept intros, as well as on December 21st. Also, you may contact McKenzie Barker, Measure Liaison, at [McKenzie.Barker@oregonlegislature.gov](mailto:McKenzie.Barker@oregonlegislature.gov) to arrange a time to pre-session file at Somerville (badged-entry building where SotS has temporary space).
2. **LC drafts and bill backs may be pre-session filed electronically by sending a PDF version of the signed bill back and LC draft to the Secretary of the Senate's office at [secretaryofsenatesoffice@oregonlegislature.gov](mailto:secretaryofsenatesoffice@oregonlegislature.gov). NOTE: Multiple copies of bill backs may be submitted with a draft (each may contain different sponsor sign-ons). Copies of bill backs simply need to clearly indicate the LC draft to which they are "attached."**
3. If filing hard copy, LC drafts should be printed on "clean" paper (without other, unrelated text). While we encourage you to print using both sides of paper for drafts that are more than one page of text, using "scratch" paper delays our office's filing procedures because 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.
4. If filing hard copy, do not use paperclips, or other style of clip, on any of the drafts or bill backs.
5. If filing hard copy, do not hole-punch the drafts or bill backs.
6. Whether filing electronically or via hard copy, make sure to indicate, by checking one of the boxes on the top of the bill back, what type of submission it is: **member, committee, etc.**
7. Type or **legibly print** the chief sponsor or filer's name, and other sponsor's name, if any, and make sure it is signed above the typed or printed name. **Electronic signatures are acceptable.**
8. **Type or legibly print the contact person's name and telephone number at the bottom of the bill back.**

9. **Electronic or hard copy submissions for pre-session filing may be made any time prior to 5:01 p.m. on December 15, 2022 (agency/executive and judicial deadline) or December 21, 2022 (member (including newly-electeds) and committee deadline).**

**Please note:** The LC draft has an LC draft number and a date associated with that version of the draft. The bill back also has the LC draft number and date on the bill back. In the Senate, **the LC draft must match the LC number and date on the bill back(s), whether filing electronically or with hard copy.** This is to ensure that members are signing on to the version of the bill that will ultimately be introduced.