

# PROCEDURE FOR FILING LC DRAFTS WITH THE SECRETARY OF THE SENATE – 2025 Regular Session

---

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: We strongly encourage you to file electronically.** If you prefer to file hard copy, 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 our offices.
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).** (Please send the LC draft and bill back as separate attachments in one email).
  - a. 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."
  - b. No additional bill backs may be submitted after the draft has been pre-session filed. Any members who wish to sign on may do so after the measure has been first read in the Senate.
  - c. **Newly elected members** may sign onto bill backs by crossing out the name of the member they are replacing and writing their own in its place.
3. If filing hard copy, **do not use staples** or hole-punch the drafts or bill backs.
4. 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, or statewide elected official.**
5. 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.**
  - a. PLEASE NOTE: Signatures and initials need to be directly on the bill back; attachments will not be accepted unless the original bill back is full (see 2a).
6. **Electronic or hard copy submissions for pre-session filing may be made any time prior to 5:00 p.m. on December 13, 2024. Ensure there is a contact person's name and telephone number at the bottom of the bill back.**

**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. **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.