

PROCEDURE FOR FILING LC DRAFTS WITH THE SECRETARY OF THE SENATE – 2026 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.**
2. LC drafts and bill backs may be 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. (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 filed. Any members who wish to sign on may do so after the measure has been first read in the Senate.
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 of single signatures will not be accepted.
6. **Electronic or hard copy submissions for filing may be made any time prior to 5:00 p.m. on January 16, 2026. Ensure there is a contact person's name and telephone number at the bottom of the bill back.**
7. **Each Senator is limited to 2 measure introductions for the 2026 Short Session. Please reference [SCR 34 \(2025\)](#) for committee introduction limits.**

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.