

## **GENERAL STEPS REQUIRED FOR LOCAL BILLS**

1. A representative from your organization should attend the local bill workshop held by the Broward Legislative Delegation staff.
2. File proposed local bill with the Delegation office (checklist is included with this manual) by noon on Thursday, August 25, 2011.
3. The proposed local bill will be reviewed by the executive director and delegation counsel for proper form and constitutionality.
4. The Delegation office will schedule the first reading and public hearing for all proposed local bills. The first reading is a formality and no testimony will be taken at that time.
5. All proposed local bills are required to be sponsored by a delegation member who shall be required to present the proposed legislation at a public hearing before the Delegation.
6. All proposed local bills will be formally read at a public hearing and passed on to a second public hearing. Public testimony will be taken at the second public hearing. The Local Bill Public Hearing will be scheduled and all proposed local bills will be voted on by the Delegation members. Your organization should plan to attend this hearing and be prepared to answer any questions the members may have regarding your proposed local bill.
7. All local bills approved by the Delegation will be advertised in a local paper (usually the Sun Sentinel) as required by the rules of the Legislature at the expense of the requesting organization. Delegation staff will submit the advertisement to the newspaper and will bill the requesting organization for reimbursement.
8. All local bills will be submitted to House bill drafting. Local bills cannot be filed with the House unless they have been advertised 30 days or more prior to filing. The deadline for filing local bills is noon the first day of Session (Tuesday, January 10, 2012). Local bills are always sponsored by the Chair and Vice Chair of the Delegation once filed in the Legislature. Other members of the Delegation may sign on as co-sponsors.
9. Once the bills are filed, the Delegation office will request the Speaker of the House to assign the local bills to committees and then will request the committees to place the bills on their agendas for consideration.
10. The local bill will proceed through the committee process in the House of Representatives and will be filed in the Senate at the appropriate time.
11. Once Session is over, the Delegation office will inform you of the status of your local bill. If your bill passed the Legislature, the Delegation office will inform you of the Governor's action.