

Reading and Analyzing a Bill Worksheet



Step 1: Read the caption of the bill. Briefly write what you believe the bill will address.

Step 2: Read the bill. Identify all of its parts. Section by section analyze what the bill will do. Summarize what the bill does below.

Step 3: Identify proposed changes. What is the bill adding to code?

Step 4: Identify if the bill repeals any existing code. If so, visit the code that is repealed, what does the repeal do? Is the repeal going to have a positive or negative impact on you, persons you know, programs, or services?

Step 5: Identify if the bill requires rulemaking. If so, what is the rulemaking about? Plan if you will submit public comment.

Step 6: Identify if the bill creates an advisory committee. If so, what is the subject area and intent? How do you feel about this?

Step 7: Review all these components and check for the use of shall, which requires action, versus may that only suggests action. What does the bill actually require?

Step 8: Identify any deadlines and effective dates in the bill.

Step 9: Identify how this bill impacts you, persons you know, programs, and services. Think about how the bill could be improved.

Step 10: Decide if you would like to make an office visit, phone call, testify, or submit written testimony on this. If you decide to take action refer to the **How to Effectively Communicate with Legislators** document and worksheet to prepare your message.