

Excerpted from “The Drafting Process”, North Carolina General Assembly website, accessed September 23, 2019 at: <https://www.ncleg.gov/ldd/draftingProcess.html>

Main Bill Drafting Sources

Bill Drafting Division: The Bill Drafting Division of the Legislative Services Office is located in Room 401 on the fourth floor of the Legislative Office Building. The Division is staffed by a Director (Kory Goldsmith), seventeen professional drafters, two permanent and one temporary secretarial employee, an enrolling clerk, and an assistant to the enrolling clerk. Legislators may present their bill-drafting requests to this office in person or by telephone (733-6660). If the legislator knows which drafter the legislator wishes to talk with, the legislator may call for that person. Otherwise, the secretary will refer the legislator to the drafter who specializes in the field affected by the requested draft. When all staff attorneys are temporarily occupied, the secretary will take the request and transmit it to the appropriate drafter as promptly as possible. A drafting request may also be sent by e-mail or FAX to the Director or to the staff attorney handling the subject matter area. Drafting requests and bills drafted are confidential within the Bill Drafting Division Office until the sponsoring legislator releases them. The enrolling office, which prepares enacted legislation for signature by the presiding officers and presentment to the Governor, is located within the Bill Drafting Division. Additionally, the Bill Processing Section is located administratively with the Bill Drafting Division.

Legislative Analysis Division: The Legislative Analysis Division of the Legislative Services Office provides staffing support (broad range of legal and nonfiscal research, and drafting and redrafting of amendments and committee substitutes) to selected standing committees on a regular basis and, where requested, to conference committees. The Division also provides, subject to availability of personnel, a significant amount of initial drafting of bills where the subject matter concerns legislative procedure or internal legislative operations (creation of interim legislative study commissions and committees, modification of House or Senate rules, etc.) or other matters within the expertise of individual staff members. Drafting requests in these areas may be presented to the Director of Research (Room 545, Legislative Office Building; Phone: 733-2578). Research and drafting requests made to Legislative Analysis Division personnel are kept confidential under the provisions of the law on confidentiality of legislative communications.

Other Bill Drafting Sources

Normally, a legislator should use the services of the Bill Drafting Division, Research Division, or the Attorney General's Office for bill drafting. There is, however, no requirement that those offices draft all bills. The legislator may do his/her own drafting, or he may turn to any other competent source.

Preparation of Copies for Introduction: The drafter provides the legislator with one or more copies of the finished bill draft. Sometimes these copies are not yet in the format required for introduction. In 1969 a computerized bill processing and printing system was first installed, with significant software upgrades in 1987 and 2000, and copies from computer-produced printouts are now delivered or emailed to the legislator for use in introducing the bill. After approval of the draft by the legislator, the drafter will forward a copy to the Bill Processing Section (Room 104 on the first floor of the Legislative Office Building)