

How to Write a Bill

Each Montana 4-H Citizenship Seminar participant must submit a bill. The proper format for writing a bill is as follows. There is an example on page 2 of this document.

1. Set up your bill as portrait (8 ½" wide X 11" high)
2. Try to keep it to one page or less
3. Double space
4. Email your completed bill **before or by January 2, 2023** to c.sommersaustin@montana.edu
5. Your bill should be formatted as follows (include the words "Line 1", etc.) (example below):

Line 1	Legislative chamber and bill number (4-H Bill No _____)	
Line 2	Your name should appear after (Introduced by _____)	
Line 3	Leave blank	
Line 4	Intent statement - Start on line 4 and use as many lines as necessary	
Line *	The next line after the statement is BLANK	
Line *	Should state as follows (BE IT ENACTED BY THE 4-H CITIZENSHIP SEMINAR OF THIS STATE OF MONTANA:)	
Line *	First statement of the bill labeled (Section 1)	
Line *	Second statement of the bill labeled (Section 2) and conclude with (Effective date is _____)	
Line *	(END)	
Last Line on right side of page		(INTRODUCED 4-H BILL _____)

Example

Line 1 4-H Bill No we will number for you

Line 2 Introduced by Taylor Hall

Line 3

Line 4 To change Montana School Law regarding adult education to allow students under

Line 5 certain circumstances to enroll in adult education classes offered by school

Line 6 districts.

Line 7

Line 8 **BE IT ENACTED BY THE 4-H CITIZENSHIP SEMINAR OF THIS STATE OF MONTANA:**

Line 9 **Section 1**

Line 10 Students 14 years and older who are regularly enrolled in public high schools may

Line 11 enroll in adult education classes offered by school districts. Preference would be

Line 12 given to those persons 16 years and older who are not regularly enrolled

Line 13 full-time pupils for the purposes of ANB computation. Regular students could only

Line 14 attend classes if space permitted and their attendance was approved by the

Line 15 local school district.

Line 16 **Section 2**

Line 17 Effective date January 17, 2023

Line 18 END

INTRODUCED 4-H BILL _____

For awareness of another similar bill format, go to www.mt.gov. Click on Government - Statewide Elected Officials - Legislators - Look Up Bills (bottom of page) - Directory Listing of Introduced Bills (bottom of page). Remember, your original bill ideas are expected and welcomed.

Please contact Christine Sommers-Austin at c.sommersaustin@montana.edu or 406-994-3504 if you have any questions.