



2013 REGULAR SESSION INFORMATION BULLETIN

Issued by House Legislative Services
Corrected November 28, 2012

Convenes April 8, 2013
Adjourns not later than June 6, 2013

<p>(1)(a) Subject Matter (Const. Art. III, §2(A)(4))</p> <p>(b) Exceptions</p> <p>(i) Local and Special bills-unlimited (Const. Art. III, §2(A)(4))</p> <p>(ii) 5 bills not within subject matter</p>	<p>Limited to the following 3 classes of bills:</p> <p>Class I: Measures to enact a general appropriation bill; enact the comprehensive capital budget; make an appropriation; levy or authorize a new tax; increase an existing tax; levy, authorize, increase, decrease, or repeal a fee; dedicate revenue; legislate with regard to tax exemptions, exclusions, deductions, reductions, repeals, or credits; or legislate with regard to the issuance of bonds.</p> <p>Class II: Local or special bills (those which are constitutionally required to be and have been advertised)</p> <p><u>Note regarding Class I and Class II bills:</u> Each member may prefile an unlimited number of Class I and Class II bills and may introduce additional Class I and Class II bills during the first 10 session days; however, the maximum number of bills a member may introduce after session convenes is 5. (See information on prefiling under (5) below)</p> <p>Class III: Any other subject matter not covered by Class I or Class II.</p> <p><u>Note regarding Class III bills:</u> ALL Class 3 bills MUST be PREFILED, and no member may prefile more than 5 such bills. (See information on prefiling under (5) below)</p>
<p>(2) Convening and Final Adjournment (Const. Art. III, §2(A)(3)(a))</p>	<p>Convenes Noon, Monday, April 8, 2013; adjourns not later than 6:00 p.m. on Thursday, June 6, 2013</p>
<p>(3) Length of Session (Const. Art. III, §2(A)(4)(a))</p>	<p>45 legislative days during an 60 calendar-day period</p>
<p>(4) Instruments to be Prefiled</p> <p>(a) Retirement bills (Const. Art. III, §2(A)(2)and (4))</p> <p>(b) Constitutional Amendments (Const. Art. XIII, §1(A))</p> <p>(c) All other bills (Const. Art. III, §2(A)(2))</p>	<p>Retirement bills must be REQUESTED before 5:00 p.m. Wed., Feb. 20 and may be PREFILED before 5:00 p.m., Friday, Feb. 22. See note 2(a) below.</p> <p>Constitutional Amendments must be REQUESTED before Noon, Wed., March 27 and must be PREFILED before Noon Fri., March 29. See Note 1 below</p> <p>All other bills must be REQUESTED before 5:00 p.m. Wed, March 27 and may be PREFILED before 5:00 p.m., Fri., March 29. See Note 2(a) below.</p>
<p>(5) Bills for Session Introduction</p>	<p>A member may introduce no more than five additional bills REQUESTED by 6:00 p.m., Tuesday., April 16 and INTRODUCED by 6:00 p.m., Wednesday, April 17. See Note 2(b) on reverse side.</p>
<p>(6) Advertisement of local bills (Const. Art. III, §13)</p>	<p>Publication on two separate days (three separate days for bills creating certain security districts) at least 30 days prior to introduction. See Note 3 on reverse side.</p>
<p>(7) Advertisement of retirement bills (Const. Art. X, §29(C))</p>	<p>Publication on two separate days at least 60 days prior to introduction. See Note 3 on reverse side.</p>
<p>(8) Compensation notices</p> <p>(a) Sheriffs (R.S. 33:1421(E))</p> <p>(b) School Board members (R.S. 17:56(D))</p> <p>(c) Registrar of Voters and confidential assistants (R.S. 18:55(B) and 59(D))</p> <p>(d) Assessor's salary or other emolument notice and Assessor's expense allowance notice (R.S. 47:1907.1 and 1908(D))</p>	<p>Publication on two separate days at least 30 days prior to introduction. See Note 3 on reverse side.</p> <p>Last day to mail notice to school board and governing authority of each affected parish - March 28</p>
<p>(9) Deadline for 3rd Reading/Final Passage (Const. Art. III, §2(A)(3)(a))</p>	<p>6:00 p.m. of the 42nd legislative day or the 57th calendar day, (June 3) whichever occurs first. (Thereafter, if authorized by 2/3 vote of both houses.)</p>
<p>(10) Effective date of Acts</p> <p>(a) Statutes (Const. Art. III, §19)</p> <p>(b) Constitutional Amendments (Const. Art. XIII, §1(C))</p>	<p>August 1, 2013, unless bill otherwise specifically provides.</p> <p>20 days after governor's proclamation of the election results by which adopted, unless amendment otherwise provides.</p>

CONSTITUTIONAL OR STATUTORY REQUIREMENTS WITH RESPECT TO DATES AND LEGISLATIVE INSTRUMENTS

1. **CONSTITUTIONAL AMENDMENTS:** Must be REQUESTED (received by House Legislative Services) not later than 48-hours prior to the prefiling deadline (House Rule 7.2(F)) and PREFILED at least 10 days before session begins. House computes in 24-hour segments and therefore will accept until 12:00 noon on Friday, March 29 (Const. Art. XIII, §1(A)).
2. **DEADLINES FOR REQUESTING, PREFILING, AND INTRODUCTION OF BILLS:**
 - (a) Retirement bills to be prefiled must be REQUESTED (received by House Legislative Services) not later than 48-hours prior to the prefiling deadline (House Rule 7.2(F)) and must be PREFILED not later than 5:00 p.m., Friday, February 22 (Const. Art. III, §2(A)(2)(c)). All other bills to be prefiled must be REQUESTED (received by House Legislative Services) not later than 48-hours prior to the prefiling deadline (House Rule 7.2(F)) and PREFILED not later than 5:00 p.m., Friday, March 29 (Const. Art. III, §2(A)(2) and (4)).
 - (b) A member may introduce no more than five bills which were not prefiled, none of which can be constitutional amendments, and these bills must be REQUESTED (received by House Legislative Services) not later than 6:00 p.m. on the day prior to the introduction deadline (House Rule 7.6(A)(3)) and INTRODUCED not later than 6:00 p.m., Wednesday, April 17 (Const. Art. III, §2(A)(2) and (4)(a)). Joint Rule No. 18 provides that the following bills are not subject to this five-bill limit: general appropriation bill, judicial branch appropriation, legislative branch appropriation, capital outlay bill, omnibus bond authorization bill, supplemental appropriations bills, revenue sharing bill, and ancillary funds bill.
3. **NOTICE OF INTENTION TO INTRODUCE CERTAIN KINDS OF BILLS:**
 - (a) **LOCAL BILLS:** Notice MUST be published on TWO separate days AT LEAST 30 DAYS BEFORE INTRODUCTION, without cost to the state, in the official journal of the locality. For bills creating certain security districts, such notice **MUST** be published on **THREE** separate days. The publication need not be on consecutive days, but must be on two separate days. Last two days to advertise in 2013 are March 7 and March 8 for introduction on first day of session. (If NOT prefiled, last dates are March 16 and 17.) *Newspaper publication days, weekly journals, and other newspaper deadlines may require earlier submission to paper.* Notice must state substance of the bill and bill MUST recite that notice was published. If so instructed by author, staff will send notice to newspaper and obtain certification of publication for attachment to the bill. The newspaper will bill costs of publication directly to the author or person specified by author. If advertisement is handled locally, author should obtain certification from newspaper and transmit to Clerk or staff.
 - (b) **RETIREMENT BILLS:** Handled in same manner as local bills (see (a)), except notice must be published in official state journal (*The Advocate*) 60 DAYS BEFORE INTRODUCTION. Due to publication days of *The Advocate*, notice must be submitted to paper by Friday, February 1 (Tuesday February 12, if NOT introduced on the first day). The author or person the author specifies will be charged directly by the *Advocate* for the cost of publication. If bill affects only a city or other strictly local retirement system, LOCAL NOTICE also is necessary, as set forth in (a) above.
 - (c) **ASSESSOR'S EXPENSE ALLOWANCES:** R.S. 47:1908(D) prohibits change in the allowance unless notice of intent to do so is sent BY CERTIFIED MAIL BY THE ASSESSOR TO THE SCHOOL BOARD AND PARISH GOVERNING AUTHORITY AFFECTED, stating the amount of the change. Notice must be sent at least 10 days prior to the CONVENING of the legislative session. Evidence of notice must be exhibited to the legislature before passage of the bill. Bill must recite that notice was given. Last day to give notice in 2013 is Thursday, March 28. Author should obtain evidence of notice from assessor.
 - (d) **ASSESSOR'S COMPENSATION (R.S. 47:1907.1) SHERIFF'S COMPENSATION, (R.S. 33:1421(E)), SCHOOL BOARD MEMBER'S COMPENSATION (R.S. 17:56(D)), AND PARISH PORTION OF REGISTRAR'S OF VOTERS COMPENSATION (R.S. 18:55(B) AND 59(D)):** The Sections cited prohibit introduction of a bill to change the compensation of an assessor, sheriff, and school board member, and the parish portion of the salary of a registrar of voters or a chief deputy registrar or a confidential assistant to a registrar unless notice has been published on two separate days at least 30 days before introduction, without cost to the state, in the official journal of the parish. If all assessors, sheriffs, or school board members (but not registrars of voters or their chief deputies or assistants) in the state are affected, then notice must **also** be published on two separate days at least 30 days before introduction without cost to the state in the official state journal (*The Advocate*). The notice (except registrars and their chief deputies or assistants) must state the amount of the change. The bill (except registrars, their chief deputies, or assistants) must recite that notice has been given, and certification of such publication must be attached to the bill. If advertisement is handled locally, author should obtain certification and transmit to Clerk or staff. If the author wishes, staff will send notice to newspaper and obtain certification of publication for attachment to the bill. The newspaper will bill costs of publication directly to the author or person author specifies.
4. **PREFILING OF BILLS AND RESOLUTIONS:**
 - (a) Bills, joint resolutions (constitutional amendments), and simple or concurrent resolutions may be prefiled with the Clerk of the House at any time between regular sessions for introduction at either of the next two regular sessions. (No bills may be prefiled for the regular session after a general election for legislators until after certification of the election of the member and no bills may be prefiled for any session between the convening of the last regular session prior to the general election for legislators and certification of such member's election) House research staff will transmit legislative instruments to the Clerk of the House for prefiling upon direction of the author. Such direction need not be in writing, but writing is preferred. The Clerk numbers them in order in which received and reproduces them for distribution to members, news media, and others. The Speaker refers each prefiled instrument to committee and notifies author. Referrals of bills prefiled prior to one week before the session convenes are entered in the Interim Calendar. Within five days after publication of referral in Interim Calendar, any member may notify the Speaker IN WRITING of his objection to the committee referral, stating reasons. House and Governmental Affairs Committee then determines the committee to which the bill will be referred. Standing committees may hold presession hearings on prefiled instruments beginning on the 3rd Monday in January. (House Rule 7.2)
 - (b) Interim Calendars are mailed to members by respective houses under their rules. Prefiled bills are mailed to members upon request. (House Rule 12.7 and Senate Rule 14.7)
5. **FISCAL NOTES:** Every bill, joint resolution, and simple or concurrent resolution affecting the receipt, expenditure, or allocation of funds of the state or of a political subdivision, or which would authorize issuance of general obligation bonds or other general obligations of the state for capital outlay, must have attached to it, prior to committee consideration, a fiscal note giving a reliable estimate of the fiscal effect of the measure. House rules also require fiscal notes for consideration of such instruments on final passage. The author of a bill is responsible for obtaining fiscal note from legislative fiscal officer (in some cases the legislative auditor). Staff will request fiscal note on behalf of author upon request. When author receives bill draft from staff with memo that bill may require fiscal note, author returns form instructing Clerk of the House to request or not to request fiscal note. Instructions received within seven days will be followed until prefiling or introduction. If no response is made within seven days, Clerk will order a fiscal note if he decides one is required. In addition, the chairman of the committee to which the measure is referred may request a fiscal note immediately upon referral of the measure, and the Clerk of the House may request a fiscal note upon prefiling or introduction of the measure. A measure requiring a fiscal note which is reported by a House committee without a fiscal note must be returned to the calendar and the Clerk must request a fiscal note. The Clerk determines the need for a fiscal note, upon recommendation of House Legislative Services staff. (Joint Rule 4 and House Rule 7.16)
6. **ACTUARIAL NOTES:** Every bill, joint resolution, and simple or concurrent resolution proposing a change in the law as to any state, municipal, or parochial retirement system funded in whole or part from public funds must have an actuarial note attached to it at the time of committee consideration. Legislative Actuary prepares actuarial notes (R.S. 24:521). The staff will request actuarial note on behalf of author. Procedure is similar to fiscal notes.
7. **APPROPRIATIONS TO PAY JUDGMENTS AGAINST STATE:** Appropriations Committee requires a certified copy of final judgment and proof of finality of judgment before any committee action on any such bill.