

TO: Members of the Public and Registered Lobbyists  
FROM: Jim Stivers, Director of the Legislative Reference Bureau  
DATE: December 7, 2023  
RE: Improvements to LRB Drafting System to Prioritize Service to GA Members

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To prioritize and better serve General Assembly members and legislative staff, the Joint Committee on Legislative Support Services has authorized the Legislative Reference Bureau ("LRB") to implement changes to its drafting systems and procedures. The purpose of this memorandum is to briefly outline and describe those changes:

- The LRB will have one bill request deadline for both chambers in 2024, which will be on Friday, January 19, 2024. It is our hope that this change will minimize conflicts between bill request taking and bill drafting that have previously existed.
- There will be a request blackout period that will begin on Friday, January 19, 2024 at 5:00 p.m. and end on Friday, February 9, 2024 at 12:00 p.m. During the request blackout period, the Bureau will not receive requests except on an emergency basis through the Chiefs of Staff or their designees. However, this blackout period will not affect requests for resolutions or appointment messages or requests for redrafts of bills timely requested (e.g., requests for redrafts of timely requested documents with typographical errors). It is our hope that imposing the request blackout period will create uninterrupted time for the Bureau's attorneys to process the requests we receive.
- The Bureau will not accept requests for amendments to bills from January 1, 2024, until February 9, 2024. This change will ensure that everyone's bills are drafted before we begin working on amendments.
- Beginning on January 1, 2024, all drafting requests must be made in the name of a Senator or Representative. This change will ensure that we are working on drafts only if they are a legislative priority.
- Beginning on January 1, 2024, only General Assembly members and legislative staff will be able to make ASAP and next-day requests. This change will ensure that ASAP and next-day drafting requests are legislative priorities.
- Beginning on January 1, 2024, all next-day, holiday, and weekend drafting requests must be delivered to the Bureau by no later than (i) 10:00 p.m. on a day preceding a session day and (ii) 5:00 p.m. on any other day.
- If, between January 5, 2024, and January 19, 2024, the Bureau receives a bill request that is not accompanied by a pre-draft, Bureau staff may indicate to the requester that the bill may not be completed by the bill filing deadline and may recommend that the requester make a shell bill request followed by an amendment request. A sample pre-draft is available for review on the LRB website at: [https://www.ilga.gov/commission/lrb\\_home.html](https://www.ilga.gov/commission/lrb_home.html).

If I can provide you with any additional information regarding these changes or if you have any requests for clarifications, please feel free to contact me at (217) 782-6625.