

<p>2014 SESSION SUBJECT MATTER - GENERAL IN NATURE</p> <p>Exception: As to eliminating a projected deficit, bills changing established procedure to determine if appropriations exceed official forecast & method for adjusting appropriations, including protected or mandated allocations or appropriations <i>may be changed in any regular session.</i> (Const. Art. VII, §10(F))</p>	<p>Prohibited Items - No measure levying or authorizing a new <i>state</i> tax by the state or by any statewide political subdivision whose boundaries are coterminous with the state; increasing an existing <i>state</i> tax by the state or by any statewide political subdivision whose boundaries are coterminous with the state; or legislating with regard to <i>state</i> tax exemptions, exclusions, deductions or credits shall be introduced or enacted during a regular session held in an even-numbered year. Const. Art. III, §2(A)(3)(b)</p>
<p>Jan. 2, 2014; 3:00 PM</p>	<p>Deadline to submit retirement ad to the official state journal ("The Advocate") to run on Jan. 7/8.</p>
<p>Jan. 7 & 8, 2014</p> <p>NOTE: Local retirement ads must run two times prior to prefiling - check local journal deadlines for submission of ads</p>	<p>Last two dates for publication of retirement notice in official state journal to prefile and introduce on first day of session.</p>
<p>Jan. 24, 2014 - 45th day prior to session start 3:00 PM</p> <p>5:00 PM Deadline to prefile retirement const. amends. & ret. bills to be prefiled.</p>	<p>Deadline to <u>submit <i>retirement bill</i> ad to run in official journal on January 29/30 which bill is to be introduced on last day for introduction of bills.</u></p> <p>Deadline to PREFILE retirement constitutional amendment and <u>retirement bills that are to be prefiled</u> in regular session. Const. Art. III, §2(A)(2)(c) & Art. XIII, §1(A)(2)</p>
<p>Jan. 29 & 30, 2014 (60 days before April 1)</p>	<p>Last two dates for publication of retirement notice in official state journal to introduce on last day for introduction of bills.</p>
<p>Feb. 7, 2014 - final publication day to prefile/introduce local bill on first day of session.</p>	<p>Final publication date of local notice to prefile and introduce local bill on first day of session.</p>
<p>Feb. 25, 2014 Request non-retirement const. amend.</p>	<p>Deadline to submit requests to Senate staff to draft non-retirement const. amend. Sen. Rule 9.1(C)</p>
<p>Feb 26, 2014; 5:00 PM - Request bills</p>	<p>Deadline to submit request to Senate staff to draft bills for prefiling. Sen. Rule 9.1(C)</p>
<p>Feb 27, 2014 - Deadline to prefile non-retire constitutional amendments in Senate</p>	<p>Deadline to prefile non-retirement constitutional amendments in Senate. Const Art. XIII, §1(A)(1)</p>
<p>Feb 28, 2014; 5:00 PM - Deadline to Prefile Bills</p>	<p>Deadline to prefile bills Const. Art. III, §2(A)(2)(b)</p>
<p>March 1, 2014 - final publication day to introduce local bill on last day for introduction.</p>	<p>Final publication date of local notice to introduce local bill on last day for introduction</p>
<p>March 10, 2014; Noon</p>	<p>Session begins Const. Art. III, §2(A)(3)(a)</p>
<p>April 1, 2014; 6:00 PM - 23rd calendar day</p>	<p>Last day to introduce bills and concurrent resolution approving MFP formula - Jt. Rule 9; Const. Art. III, §2(A)(3)(a)</p>
<p>May 30, 2014; 6:00 PM - 82nd Calendar Day</p>	<p>Deadline for 3rd Reading & Final Passage w/o Consent - 82nd calendar day or 57th legislative day, whichever is first. Const. Art. III, §2(A)(3)(a)</p>
<p>June 2, 2014; 6:00 PM - Adjourn sine die</p>	<p>Session ends - adjournment sine die Const. Art. III, §2(A)(3)(a)</p>
<p>August 1, 2014</p>	<p>Effective date of acts unless earlier/later specified Const. Art. III, §19</p>

<p align="center">2014 SESSION SUBJECT MATTER - GENERAL IN NATURE</p> <p><i>Exception: As to eliminating a projected deficit, bills changing established procedure to determine if appropriations exceed official forecast & method for adjusting appropriations, including protected or mandated allocations or appropriations may be changed in any regular session. (Const. Art. VII, §10(F))</i></p>	<p>Prohibited Items - No measure levying or authorizing a new <i>state</i> tax by the state or by any statewide political subdivision whose boundaries are coterminous with the state; increasing an existing <i>state</i> tax by the state or by any statewide political subdivision whose boundaries are coterminous with the state; or legislating with regard to <i>state</i> tax exemptions, exclusions, deductions or credits shall be introduced or enacted during a regular session held in an even-numbered year. (Const. Art. III, §2(A)(3)(b))</p>
<p align="center">SESSION DATES</p> <p>Begins: Noon, March 10, 2014 Ends: No later that 6:00 PM, June 2, 2014</p>	<p>60 Legislative days within 85 Calendar days (Const. Art. III, §2(A)(3)(a))</p>
<p>NOTICE DEADLINES</p>	
<p align="center">60 Day Retirement Notice</p> <p>(a) Jan. 7 & 8, 2014 - Tues/Wed Retirement ad in State Journal - "The Advocate"</p> <p>NOTE: Local retirement ads must run two times prior to prefiling - check local journal deadlines for submission of ads.</p> <p>(b) Jan. 29 & 30, 2014 - Wed/Thurs</p>	<p>Last two dates for publication of notice to prefile & introduce <u>retirement constitutional amendments and bills</u> on first day of session. (Const. Art. III, §2(A)(2)(c) & Art. XIII, §1(A)(2))</p> <p><u>"The Advocate" requires notice be submitted by 3:00 PM on Thurs., Jan. 2nd.</u></p> <p>Last two dates for publication of notice to introduce <u>retirement bill</u> on last day (April 1) for introduction of bills. (Const. Art. X, §29(C))</p> <p><u>"The Advocate" requires notice be submitted by 3:00 PM on Fri., Jan. 24th.</u></p>
<p align="center">30 Day Local Notice</p> <p>(a) Feb. 7, 2014, Fri.</p> <p>(b) Mar. 1, 2014, Sat.</p>	<p><u>Local bills</u> - 2 publication dates (Const. Art. III, §13(A)) <u>Local bills creating security districts</u> - 3 publication dates (Const. Art. III, §13(B))</p> <p>Last date for final publication of notice for bills requiring local advertisement if <u>to be prefiled/introduced on the first day session.</u></p> <p><u>Last date for final publication of notice</u> for bills requiring local advertisement if <u>to introduce the bill on the last day (April 1) for introduction</u> of bills.</p>
<p>DEADLINE TO SUBMIT LEGISLATIVE REQUESTS TO SENATE STAFF Senate Rule 9.1(C) - requires that legislative requests be received by Senate Legislative Services no later than 48 hours prior to prefile deadline.</p>	
<p>(a) Feb. 25, 2014, Tues. For Const. Amends</p>	<p>Deadline to submit requests to Senate staff to draft CONSTITUTIONAL AMENDMENTS for prefiling.</p>
<p>(b) Feb. 26, 2014; Wed, 5:00 PM For Bills</p>	<p>Deadline to submit requests to Senate staff to draft BILLS for prefiling.</p>
<p>PREFILE DEADLINES</p>	
<p>(a) Jan. 24, 2014, Fri., 5:00 PM</p>	<p>Deadline to prefile retirement bills <u>to be prefiled</u> and retirement constitutional amendments.</p>
<p>(b) Feb. 27, 2014, Thurs.</p>	<p>Deadline to prefile nonretirement constitutional amendments in Senate. House computes in hours and accepts prefiling until noon, Friday, Feb. 28, 2014.</p>
<p>(c) Feb. 28, 2014; Fri., 5:00 P.M.</p>	<p>Deadline to prefile Bills. After the 5:00 P.M. deadline, each member is limited to the introduction of five bills. (Const Art. III, §2(A)(2)(a))</p>
<p>INTRODUCTION AFTER PREFILE DEADLINE - 5 bill limit</p>	
<p>(a) April 1, 2014; Tues., 6:00 PM Last day for introduction of bills after session begins (Limit of 5 bills/legislator). Also last day to introduce concurrent resolution adopting Minimum Foundation Program formula - Jt. Rule 9.</p>	
<p align="center">LIMIT ON 3RD READING & FINAL PASSAGE - Fri., May 30 is 82nd calendar day</p> <p>No matter intended to have the effect of law, except a measure proposing a suspension of law, shall be considered on THIRD READING & FINAL PASSAGE in either house after 6:00 P.M. of the 57th <u>legislative day</u> or 82nd <u>calendar day</u>, whichever occurs first, except by a favorable record vote of two-thirds the elected members of each house. (Const Art. III, Sec. 2(A)(3)(a))</p>	
<p>EFFECTIVE DATES</p>	
<p>(a) August 1: <i>Effective Date of Acts</i> (statutes, codes, & general acts) unless bill specifically provides otherwise. (Const. Art. IV, §19)</p> <p>(b) <i>Constitutional amendments</i> - effective 20 days after governor's proclamation of favorable election results, unless otherwise specified in the amendment. (Const. Art. XIII, §1(C))</p>	

Requirements for Legislative Instruments

1. SESSION SUBJECT MATTER PROHIBITION - Const. Art. III, §2(A)(3)(b)

No measure levying or authorizing a new *state* tax by the state or by any statewide political subdivision whose boundaries are coterminous with the state; increasing an existing *state* tax by the state or by any statewide political subdivision whose boundaries are coterminous with the state; or legislating with regard to *state* tax exemptions, exclusions, deductions or credits shall be introduced or enacted during a regular session held in an even-numbered year.

EXCEPTION: As to eliminating a projected deficit, bills changing established procedure to determine if appropriations exceed official forecast & method for adjusting appropriations, including protected or mandated allocations or appropriations may be changed in any regular session. (Const. Art. VII, §10(F))

2. LEGISLATIVE INSTRUMENTS TO BE PREPARED BY SENATE LEGISLATIVE STAFF

Senate Rule 7.6(A):

"All legislative instruments shall be prepared for introduction by the staff of the Senate or the House of Representatives"

Senate Rule 9.1(C):

"A request for legislation that is to be prefiled must be received by Senate Legislative Services staff not later than forty-eight hours prior to the prefiling deadline applicable to the instrument being requested."

3. REQUIRED PREFILING:

CONSTITUTIONAL AMENDMENTS:

(a)(i) Non-retirement constitutional amendments to be prefiled at least 10 days prior to start of legislative session - 10th calendar day is Thursday, Feb. 27, 2014. (Const. Art. XIII, §1(A)(1))

House of Representatives computes this ten-day period in 24-hour increments and accepts constitutional amendment prefiling until NOON on Friday, February 28, 2014.

(ii) Retirement constitutional amendments to be prefiled no later than 5:00 P.M. on 45th calendar day prior to first day of session - 45th calendar day is Friday, January 24, 2014, subject to 60 day notice provisions. (Const. Art. XIII, §1(A)(2))

BILLS

(a)(i) **Bills To Be Prefiled** no later than 5:00 PM, Friday, February 28, 2014 (10th calendar day prior to first day of the regular session - Const. Art. III, §2(A)(2)(b).

(ii) After prefile deadline, no member may introduce more than 5 bills, except as provided in Joint Rule No. 18 - Const. Art. III, §2(A)(2)(a).

(b)(i) **Bills Not Prefiled:** Deadline to introduce *bills, including retirement bills, that were not prefiled* is 6:00 PM, Tuesday, April 1, 2014 - Const. Art. III, §2(A)(3)(a).

(ii) If wish to file a retirement bills that was not prefiled 45 days prior to the start of the session, it is subject to the constitutional requirement for 60 day advertisement.

4. PUBLICATION OF NOTICE TO INTRODUCE LEGISLATION

(1) CONSTITUTIONALLY REQUIRED NOTICES

(a) General Rule - Const. Art. III, §13(A) - Notice to be published on **2** separate days in official journal of locality without cost to the state with the last publication date being at least 30 days prior to introduction of the bill. If a Senate instrument is prefiled, the date of introduction is the first day of the session. Notice must state the substance of the bill and the bill itself must recite that notice was published.

(b) Special District - Const. Art. III, §13(B) - When creating a special district, the primary purpose of which includes aiding in crime prevention and adding to security of district residents through increased presence of law enforcement personnel or otherwise promoting and encouraging security in the district, then local notice is required to be published on **3** separate days in official journal of locality in which special district is located - last publication date to be at least 30 days prior to bill introduction.

(c) Retirement Bills & Retirement Constitutional Amendments - Const. Art. X, §29(C) - Notice to introduce a proposal to effect any change in *existing laws or constitutional provisions* relating to any retirement system for public employees shall be introduced in the legislature unless notice of intention to introduce the proposal has been published, without cost to the state, in the official state journal on two separate days - last publication date shall be at least 60 days prior to introduction.

(i) Retirement notice to be published in Baton Rouge's *The Advocate* on 2 separate days without cost to the state with the last publication date being at least 60 days prior to introduction of the bill. Due to publication dates of *The Advocate*, notice must be submitted three working days before the first publication date.

(ii) Retirement bills to be prefiled shall be prefiled for introduction by 5:00 PM on the 45th calendar day prior to the start of the session (Const. Art. III, Sec. 2(A)(2)(c)) - 45th calendar day is Friday, January 24, 2014.

This requirement is in addition to constitutional requirement for publication of notice to introduce in official state journal at least 60 days before introduction.

Each Senate retirement bill to be prefiled for introduction on the first day of the session is to be accompanied with evidence that the appropriate notices have been published or that the second date of notice publication will occur 60 days prior to the first day of the session.

(iii) *NOTE: Dual Publication* - if affects **only** a city or strictly local system, then publication required in both local and state official journals.

(d)(i) IMPORTANT NOTE: *Publication dates listed are based on official journals that are published on a "daily" basis. If your locality has an official journal that is published "weekly" then the deadlines for publication should be adjusted accordingly. Some newspapers require submission of an item to the newspaper a number of days in advance of the actual publication date - you should be aware of these time lines.*

(ii) Secretary of the Senate will accept bills with local notice for pre-filing on or before Friday, February 28th upon receipt of proof that local notice has been published and that the appropriate time period has expired after the last publication date or that it will expire prior to the first day for introduction of bills (March 10th).

(iii) Clerk of the House will accept bills with local notice for pre-filing on or before Friday, February 28th upon receipt of proof that local notice has been published and that the appropriate time period has expired after the last publication date or will expire prior to the last day for introduction of bills (April 1st).

(2) STATUTORILY REQUIRED NOTICES

(a)(i) **Assessor's Expense Allowance Notice** - R.S. 47:1908(D). No change in an assessor's expense allowance unless the assessor sends notice of intent to the school board and parish governing authority that are affected stating the amount of the change.

(ii) Notice to be sent by certified mail at least 10 days prior to convening of the legislative session - last day to give this notice is Thursday, February 27, 2014. Evidence of notice to be exhibited to the legislature before passage of the bill and the bill must recite that notice was given.

(b)(i) **Assessor Compensation** (R.S. 47:1907.1), **Sheriff Compensation** (R.S. 13:5521(E)), **School Board Member Compensation** (R.S. 17:56(D)), **Parish Portion of Registrar of Voters, Deputy Registrar, or Confidential Assistant Compensation** (R.S. 18:55(B)/59(D)):

(ii) No bill to change compensation of assessor, sheriff, school board member, or local portion of salary of registrar of voters, or chief deputy registrar, confidential assistant to registrar, unless notice published on 2 separate days in official journal of locality without cost to the state with the last publication date being at least 30 days prior to introduction of the bill.

(iii) If all assessors, sheriffs, or school board members in the state are affected, then notice shall *also* be published in the official journal of the state on 2 separate days without cost to the state - *The Advocate* in Baton Rouge is official state journal. Each notice is to state the amount of the change and certification of publication is to be attached to the bill.

(iv) Notice as to assessors, sheriffs, and school board members must state the amount of the change and bill is to recite that the notice has been given with certification of publication attached to bill when introduced.

5. FISCAL NOTES

(a) 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. Author of bill is responsible for obtaining fiscal note from legislative fiscal officer, either directly or through the staff. (Joint Rule No. 4)

(b) Every bill, joint resolution, and simple or concurrent resolution, and every amendment thereto, which appropriates monies for capital outlay purposed must have attached to it, prior to consideration, a fiscal note with the worksheet of each fiscal note to include a feasibility study and needs assessment (Senate Rule No. 7.14). If directed by the Senator, Senate Documents & Records will order a fiscal note.

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 prior to committee consideration. Legislative actuary prepares actuarial notes (R.S. 24:521). If directed by the Senator, Senate Documents & Records will order an actuarial note.

7. APPROPRIATIONS TO PAY JUDGMENTS AGAINST STATE

The House Appropriations Committee requires a certified copy of final judgment or settlement in the case and proof of finality of judgement before committee action on any such bill. Per staff, as a guideline for persons seeking an appropriation to pay a judgment against the state, one should provide the following to staff: (a) confirmation of a final judgment or settlement; (b) if a consent judgment, then a certified true copy is need from the plaintiff's counsel; (c) if interest is awarded and the date is not specified, then a certified copy of the petition in order to show the date of demand; and (d) if costs or expert fees are awarded but not enumerated in the judgment, the a certified true copy of the order to fix costs should be sent to House staff. House staff will obtain affidavits of finality from the Attorney General's office.

8. MISCELLANEOUS REQUIREMENTS REGARDING STATUTORY ENACTMENTS

(a) New Judgeships.

R.S. 13:61 - Judicial Council of the Supreme Court of Louisiana determines necessity of creating any new judgeship and provides information to appropriate legislative standing committee as to the necessity of creating a new judgeship. *Requests for new judgeships should be submitted to the Judicial Council by **October 1st**.*

(b) New court cost or fee or increase in existing court cost or fee.

R.S. 13:62 - No enactment of a law providing for a new court cost or fee or to increase an existing court cost or fee unless first submitted to the Judicial Council of the Supreme Court for review and recommendation to the legislature. *Requests involving court costs should be submitted to the Judicial Council by **January 15th**.*

(c) New Assistant District Attorneys.

R.S. 16:54 - creates the Governor's Advisory and Review Commission on Assistant District Attorneys within the office of the governor. Determines necessity for additional assistant district attorneys in each judicial district and prohibits payment of state portion of compensation for such position unless approved by the commission.

(d) Mandated Health Insurance Benefits.

R.S. 24:603.1 - Prior to consideration by legislative committee, an impact report is to be attached to any instrument imposing a health insurance mandate. Impact report to include reliable estimate of the negative or positive fiscal effect of such measure, including costs and savings.