



<p>(1) Convening and Final Adjournment</p>	<p>Convenes Noon, Monday, March 14, 2016; must adjourn by 6:00 PM on Monday, June 6, 2016 (Const. Art. III, §2(A)(3)(a)).</p>
<p>(2) Subject Matter</p>	<p>General in nature; however, no measure levying or authorizing a new state tax, increasing an existing state tax, or legislating with regard to state tax exemptions, exclusions, deductions, or credits shall be introduced or enacted (Const. Art. III, §2(A)(3)(b)).</p>
<p>(3) Length of Session</p>	<p>60 legislative days during an 85 calendar-day period (Const. Art. III, §2(A)(3)(a))</p>
<p>(4) Prefiling Deadlines</p> <p>(a) Retirement bills – including constitutional amendments affecting retirement</p> <p>(b) Constitutional Amendments other than those affecting retirement</p> <p>(c) All other bills</p>	<p>Retirement: Any retirement bill (including any retirement bill that is also a Constitutional Amendment) that is to be prefiled must be REQUESTED before 5:00 PM Wednesday, January 27, 2016, and PREFILED before 5:00 PM, Friday, January 29, 2016 (Const. Art. III, §2(A)(2)(c) and House Rule 7.2(F)). However, see 6(a) below regarding retirement notice.</p> <p>Constitutional Amendments: ALL other Constitutional Amendments must be REQUESTED before Noon, Wednesday, March 2, 2016, and PREFILED before Noon, Friday, March 4, 2016 (Const. Art. XIII, §1(A) and House Rule 7.2(F)).</p> <p>Other Bills: Any other bill that is to be prefiled must be REQUESTED before 5:00 PM, Wednesday, March 2, 2016, and PREFILED before 5:00 PM, Friday, March 4, 2016 (Const. Art. III, §2(A)(2)(b) and House Rule 7.2(F)).</p>
<p>(5) Bills for Session Introduction</p>	<p>A member may introduce not more than five additional bills after session begins. Such bills must be REQUESTED by 6:00 PM, Monday, April 4, 2016, and INTRODUCED by 6:00 PM, Tuesday, April 5, 2016 (Const. Art. III, §2(A)(2)(a) and (3)(a) and House Rule 7.6(A)(3)). (See Note 1 on reverse side.)</p>
<p>(6) Constitutionally required advertisement</p> <p>(a) Retirement bills – including constitutional amendments</p> <p>(b) Local bills creating security districts</p> <p>(c) Local bills other than bills creating security districts</p>	<p>Retirement: Publication in <i>The Advocate</i> on two separate days at least 60 days prior to introduction. Notice for a retirement bill to be introduced on the first day of session must be submitted to <i>The Advocate</i> by Thursday, January 7, 2016. For Session introduction, a retirement bill must be submitted to <i>The Advocate</i> by Friday, January 29, 2016 (Const. Art. X, §29(C)). (See Note 2(c) on reverse side.)</p> <p>Security Districts: Publication in the official journal of the locality on three separate days at least 30 days prior to introduction. To be safe, for first-day introduction, local bills to create security districts should be requested by Wednesday, January 13, 2016; thereafter, opportunity to publish local notice is dependent on circumstances with local newspaper (Const. Art. III, §13(B)). (See Note 2(b) on reverse side.)</p> <p>Local Bills: Publication in the official journal of the locality on two separate days at least 30 days prior to introduction. To be safe, for first-day introduction, local bills should be requested by Monday, January 25, 2016; thereafter, opportunity to publish local notice is dependent on circumstances with local newspaper (Const. Art. III, §13(A)). (See Note 2(a) on reverse side.)</p>
<p>(7) Statutorily required advertisement of bills affecting compensation of certain local officials</p>	<p>Publication on two separate days at least 30 days prior to introduction (Sheriffs (R.S. 13:5521(E)); School Board members (R.S. 17:56(D)); Registrar of Voters and confidential assistants (R.S. 18:55(B) and 59(D)); Assessor’s salary or other emolument notice and Assessor’s expense allowance notice (R.S. 47:1907.1 and 1908(D)). Deadline for notice to parishes and school boards of change to assessors’ expense allowance: Thursday, March 3, 2016 (R.S. 47:1908(D)). (See Note 2(e) on reverse side.)</p>
<p>(8) Deadline for 3rd Reading/Final Passage</p>	<p>6:00 PM of the 57th legislative day or the 82nd calendar day (Friday, June 3, 2016), whichever occurs first (thereafter, if authorized by 2/3 vote of both houses (Const. Art. III, §2(A)(3)(a))).</p>
<p>(9) Effective date of Acts</p> <p>(a) Statutes</p> <p>(b) Constitutional Amendments</p>	<p>Statutes: August 1, 2016, unless bill provides otherwise (Const. Art. III, §19).</p> <p>Constitutional Amendments: 20 days after governor’s proclamation of the election results by which adopted, unless amendment otherwise provides (Const. Art. XIII, §1(C)).</p>

**CONSTITUTIONAL OR STATUTORY REQUIREMENTS
WITH RESPECT TO DATES AND LEGISLATIVE INSTRUMENTS**

1. **BILLS FOR SESSION INTRODUCTION:** 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 bill, revenue sharing bill, and ancillary funds bill.

2. **NOTICE OF INTENTION TO INTRODUCE CERTAIN KINDS OF BILLS:**

(a) **LOCAL BILLS (except bills creating security districts):** The publication need not be on consecutive days but must be on two separate days. Notice must state substance of the bill. If so instructed by author, staff will send notice to newspaper and obtain certification of publication. The newspaper will bill costs of publication directly to the author or person specified by author.

The SECOND notice must be published on or before the following dates for the following purposes:

- ◆ For prefilings and introduction on the first day of session: Friday, February 12, 2016
- ◆ For session introduction: Saturday, March 5, 2016

CAUTION: Many local journals are weekly publications, many have deadlines for receipt of the notice that are as much as a week before the notice is published the first time, and for weekly papers the date of second publication of the notice may have to be several days prior to the constitutional deadline. Consequently, in some cases, the deadline for submission of a notice to a newspaper is up to three weeks in advance of the above deadlines.

(b) **LOCAL BILLS CREATING SECURITY DISTRICTS:** Same as other local bills except Constitution requires publication on **three** separate days and requires inclusion of certain specific information in the notice itself.

(c) **RETIREMENT BILLS (including constitutional amendments):** Handled in same manner as local bills (*see (a) above*), except notice must be published in official state journal (*The Advocate*) 60 DAYS BEFORE INTRODUCTION. 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.

(d) **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. Author should obtain evidence of notice from assessor.

(e) **ASSESSOR'S COMPENSATION (R.S. 47:1907.1), SHERIFF'S COMPENSATION (R.S. 13:5521(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.

3. **PREFILING OF BILLS AND RESOLUTIONS:** Bills, constitutional amendments, and resolutions may be prefiled for introduction with the Clerk of the House at any time between regular sessions but, customarily, prefilings do not begin until several weeks before each session. (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 transmits legislative instruments to the Clerk of the House for prefilings upon direction of the author. The Clerk numbers instruments in order in which received and reproduces them for distribution and electronic publication. The Speaker refers each prefiled instrument to one of the 16 subject matter committees and notifies the 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 the Interim Calendar, any member may notify the Speaker IN WRITING of his objection to the committee referral, stating reasons. In such cases, the House and Governmental Affairs Committee determines the committee to which the bill will be referred. Standing committees may hold pre-session hearings on prefiled instruments beginning on the 3rd Monday in January (House Rule 7.2).

4. **FISCAL NOTES:** Every bill, constitutional amendment, and 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 a fiscal note from the legislative fiscal officer (in some cases, the legislative auditor). Staff will request a fiscal note on behalf of the author or the 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 (Joint Rule 4 and House Rule 7.16).

5. **ACTUARIAL NOTES:** Every bill, constitutional amendment, and 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 an actuarial note on behalf of the author. Procedure is similar to fiscal notes.

6. **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.