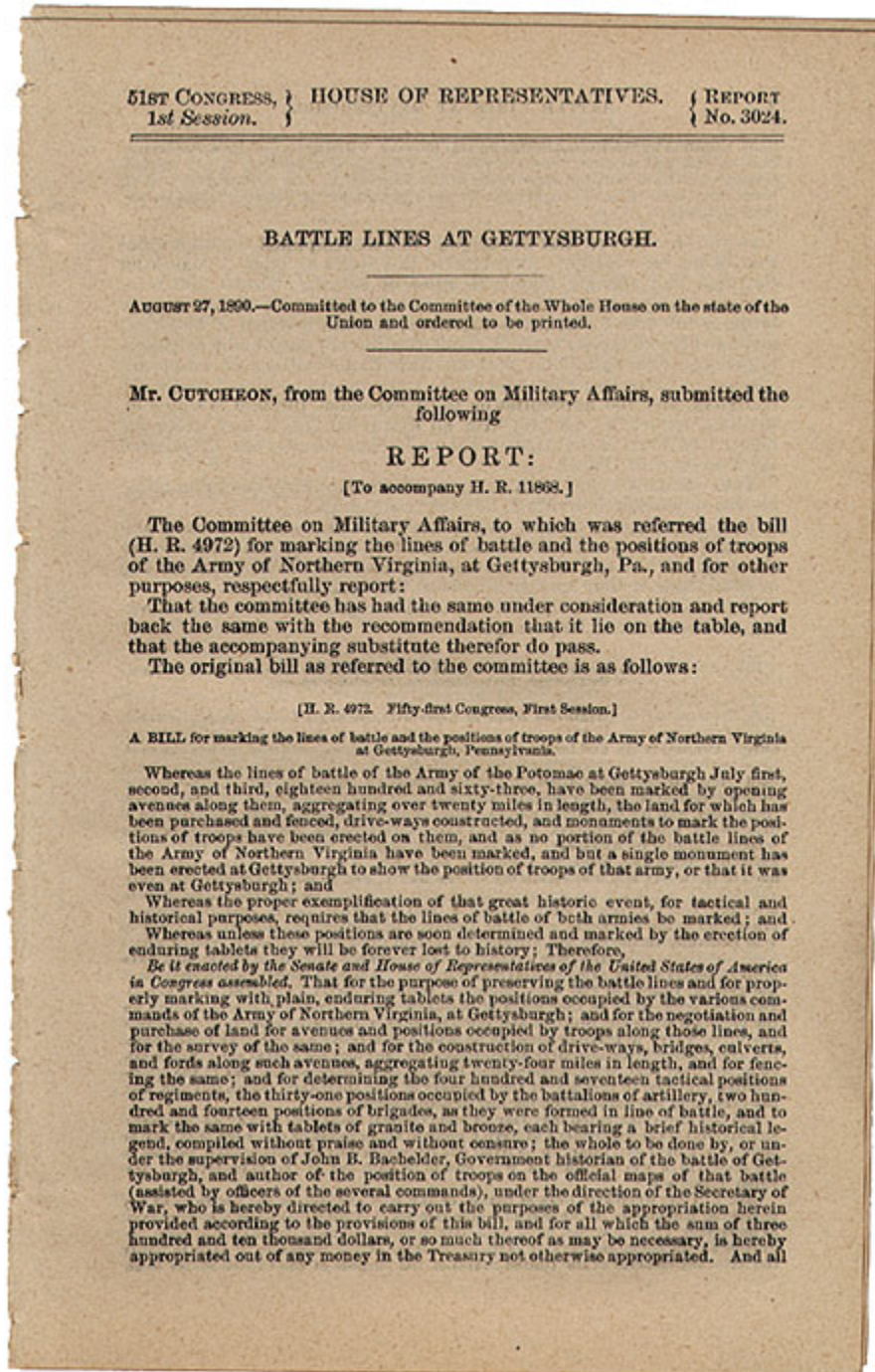


Preparing a Committee Report



This assignment asks you to prepare a Committee Report on a bill that has been reported by your committee. A Report is the committee's primary opportunity to inform the legislature about a bill's effects. It must be factually correct, but it should also convey the opinions of committee

members with respect to the bill or its provisions, including dissenting views (if any).

Before you begin you may want to consult the following resources. The instructors appreciate that you will not be able to meet all of the requirements listed (such as the effect of the bill for the paperwork reduction act!). However, you should be able to estimate (and justify) the bill's budgetary impact, and you certainly can report on the committee's findings, changes proposed by the committee, and committee decision.

[House Committee Markup: Reporting](#)

[House Committee Reports: Required Contents](#)

[Senate Committee Reports: Required Contents](#)

[Browse example of Committee Reports](#) (try to find a fairly short one!)

When you have completed your report, you need to submit it as a writing assignment to your instructor, and request that your chair upload it to LegSim (where applicable).

Committee Report Sections

This Act may be cited as (bill number; title)

Purpose and summary of the legislation

Background and need for legislation

Summary of committee consideration and voting

Minority views

Report author