



The Delta Kappa Gamma Society International Chi State

HOW TO EVALUATE A BILL

Allow Time: Plan to gather information in order to study the bill.

Get a Copy of the Bill: If you are on the internet, go to www.leginfo.ca.gov, hit the "bill information" icon, the bill number, hit the "Bill Text" icon and read the bill. If you don't have access to a computer, write to the Bill Room, State Capitol, Sacramento, CA 95814 or call (916) 445-2323 and ask that a copy of the bill be mailed to you. You can also call your assembly person or senator's office and ask for a copy.

Study the Bill: Make an outline of the major provisions of the bill. For further information or clarification on a bill, contact the author's office (the legislator carrying the bill).

Gather Information: Contact as many sources as possible to collect information on the bill as well as supporting and opposing organizations. Take notes during phone or interviews. When requesting information, give your name and that of the Delta Kappa Gamma Society International, Chi State. Say that you are researching the bill to recommend a position to Chi State. Sources of information include the following:

- The bill author's office. The staff is usually very accomodating because support organizations are important in getting a bill passed. Ask to speak to the person with information on the bill. Review the bill evaluation format and outline the information needed before calling. Ask the staff to send background information such as proposals or analyses. You should also ask who the sponsor of the bill is and contact information. A call to the sponsor can also provide valuable information on the bill.

- The policy committee (Senate or Assembly) that will hear the bill. See the California Journal Roster for the telephone number of the committee. It can also be obtained on the internet or your local assembly person's or senator's office. Ask to speak to the person analyzing the bill. Generally, this person is the expert on the bill and can answer your questions, send you a copy of the analysis, and tell you who is supporting and opposing

- The Legislative Analyst's office. Staff members analyze all bills with fiscal implications. Call (916) 445-6511 for more information

- State agencies that may have an interest in the bill. Addresses and telephone numbers can be found in the California Journal Roster or on the internet.

- Opponents and supporters of the bill. Ask reasons for their positions.

- Organizations or individuals that should have an interest in this kind of bill.

Organize the Information: Review all the material. List the pro and con arguments. A recommendation may be to SUPPORT, OPPOSE, or TAKE NO POSITION. When amendments that will substantially alter the bill are expected, your recommendation to WATCH and look at the bill again when the amendments are in print. If you are on the UPDATE list through the internet, you will automatically be notified by email on any changes made to a bill.

Complete the Written Bill Evaluation Form: Be brief but clear. Use the heading format on the form, spacing them to fit your needs. The form is also on the Chi State website (www.chistate.org) and can be sent to the Legislative Coordinator via email.

Review the Legislative Handbook: For more information, refer to the GUIDELINES FOR LEGISLATIVE ACTION, pp. 20-24, which discusses bill evaluations.

[Click here if you are interested in being a Chi State Bill Evaluator.](#)

[Click here for a copy of the bill evaluation form.](#)

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