

LEGISLATOR BILL BINDERS

By Grace McMillan and Shannon Sharpton

We print and assemble all the committee bills for Convention Chairs into one binder. The bills can be stapled together, thus creating an inexpensive and automatic separation, or they can be separated by tabbed dividers clearly labeled and identified. The binder contains the following:

- Title page inserted behind the binder's clear outside cover
- Binder title inserted behind the clear spine cover
- Inside flap: Committee Member listing, including names and contact information (extensions and e-mail addresses) – Senate offices can print color pictures of the members on a page.
- Bills in numerical order, separated
- A "Notes" page in front of every bill upon which he/she can write notes, reminders, etc.

When the Committee Chair needs to study the bills or go to a committee meeting, he/she grabs the binder on the way out. The binder has already been organized and assembled.

NOTE: As soon as bills go through the legislative process and are updated with amendments, etc., print the most recent version and replace the old one, always maintaining an updated binder.

COMMITTEE MEMBERS

In much the same manner as the Committee Chair bill binder, we also print and assemble a separate binder for each of the committees he belongs to – and display the binder title on the front and spine of each binder. The title on the front contains the name of the committee, committee chair, day of the week that meetings are scheduled, and meeting room number.

As soon as we receive a committee meeting notice and agenda, I print the agenda notice and all the bills on the list. The agenda is in the front ... and the bills are assembled and separated, with a "Notes" page in front of each. He can study the bills at will ... and grab the binder as he leaves the office to attend the meeting.

Save the notes from each meeting. When a new committee meeting notice and agenda are sent out, replace the previous meeting's binder contents (agenda, notes and bills) with the updated versions.

To see a binder sample, ask Shannon or Grace – or their Legislators. ☺