

# ***SAMPLE BILL FORMAT***

***ITALICS = DIRECTIONS (TYPE YOUR INFORMATION OR DELETE)***

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109<sup>th</sup> Congress

1st Session

Senate Bill # \_\_\_\_\_

A Bill For An Act Entitled: *Title of bill*  
*or*

An Amendment to the Constitution Entitled: *Title of amendment*

In the Senate

*Write the date*

*Write:* Senators *Your names* introduced the following resolution which was referred to the Committee on *fill in this blank when you know the committee name.*

## **Senate Proposal**

Resolved by the U.S. Senate of the United States of America, that the following article is proposed as federal law under the jurisdiction of the United States of America, enforceable by Executive action.

*For a bill:* "Be it enacted by the Senate and House of Representatives of the United States of America in Congress assembled, that:"

*For an Amendment:* "Be it amended by the Senate and House of Representatives of the United States of America in Congress assembled, that:"

Section 1: *Explanation of terminology- Which terms need to be defined in order to understand the bill?*

Section 2: *What is the act going to do? Who is going to be involved / impacted / affected by the act*

Section 3: *Where? All of U.S. or a certain area / place in the U.S.?*

Section 4: *How is the act going to be funded? Who is going to enforce / administer this act?(Which government agency will oversee the bill and its duties?)*

Section 5: *Penalties (if any) for non-compliance (not following the rules) of the act*

Section 6: *Enactment Date: When will the law go into effect?*

**END**

In the Senate  
109<sup>th</sup> Congress  
2nd Session  
Senate Bill # \_\_\_\_\_  
A Bill For An Act Entitled:  
In the Senate  
Date: \_\_\_\_\_

Senators writing the bill: \_\_\_\_\_ introduced  
the following resolution which was referred to the Committee on \_\_\_\_\_.

Senate Proposal

Resolved by the U.S. Senate of the United States of America, that the following article is proposed as federal law under the jurisdiction of the United States of America, enforceable by Executive action.

1. **Be it enacted by the Senate and House of Representatives of the United States in Congress assembled, that**

2. \_\_\_\_\_  
3. \_\_\_\_\_  
4. \_\_\_\_\_

5. **Section 1: Explanation of Terminology**

6. \_\_\_\_\_  
7. \_\_\_\_\_  
8. \_\_\_\_\_  
9. \_\_\_\_\_

10. **Section 2 : Explanation of what the bill will provide for. . .**

11. \_\_\_\_\_  
12. \_\_\_\_\_  
13. \_\_\_\_\_  
14. \_\_\_\_\_  
15. \_\_\_\_\_  
16. \_\_\_\_\_  
17. \_\_\_\_\_  
18. \_\_\_\_\_  
19. \_\_\_\_\_  
20. \_\_\_\_\_  
21. \_\_\_\_\_  
22. \_\_\_\_\_  
23. \_\_\_\_\_  
24. \_\_\_\_\_  
25. \_\_\_\_\_  
26. \_\_\_\_\_

27. **Section 3: Where would this bill take effect:**

28. \_\_\_\_\_  
29. \_\_\_\_\_  
30. \_\_\_\_\_

31. **Section 4: Governing body that will oversee the bill and its duties and how funded**

32. \_\_\_\_\_  
33. \_\_\_\_\_  
34. \_\_\_\_\_  
35. \_\_\_\_\_

36. **Section 5. Penalty for non-compliance with the legislation:**

37. \_\_\_\_\_  
38. \_\_\_\_\_  
39. \_\_\_\_\_  
40. \_\_\_\_\_

41. **Section 6: Enactment Date:**

42. \_\_\_\_\_  
43. \_\_\_\_\_

\_\_\_\_\_ **President's signature**