

COMPLETING THE BILL ANALYSIS: AMENDMENTS FORMAT

0544

(No. 1 January 1998)

The Bill Analysis: Amendments format, *see Sample Bill Analysis: Amendments* ([see exhibit](#)) is used to analyze amendments to a bill that an original bill analysis has been prepared. The Bill Analysis: Amendment format cannot be used if an original Bill Analysis has not been completed.

The following guidelines are to be used in completing the bill analysis: amendment form. No other format will be accepted by the Resources Agency. Submit the amended analysis by hard copy and on disk to the Office of Legislation. **See Section 0541.3, Legislative Surname Process** ([see section](#)).

DEPARTMENT

Forestry and Fire Protection (CDF).

AUTHOR

Indicate the name of the legislator carrying the bill. If more than two authors are shown, indicate the name of the principal author, et al. (i.e., Senator Bill Lockyer, et al.).

BILL NUMBER

Indicate the appropriate house and number of the measure. It is extremely important to indicate the correct house (e.g., ASSEMBLY = AB 1234, SENATE = SB 123).

DATE LAST AMENDED

Identify the version of the bill being analyzed by the date of the amendment. The last amendment date is always shown at the very top of the bill. It is very important that the correct amendment date is indicated.

SUBJECT

Indicate the specific subject which the bill addresses (stated at the top of the bill).

Place an X in the appropriate box describing how this amendment impacts the department's original position.

- Bill as amended no longer within the scope of responsibility or program of the department.

- Technical Amendment - No change in previously (APPROVED/RECOMMENDED) position of type in position here. Underline and bold the

appropriate status, **APPROVED** or **RECOMMENDED**, and comment on the changes.

- [] - Minor Amendment - No change in previously (APPROVED/RECOMMENDED) position of type in position here. See comments below. Underline and bold **APPROVED** or **RECOMMENDED**, and comment on the changes.
- [] - Substantive Amendment - Previously (APPROVED/RECOMMENDED) position of type in previous position here should be changed to type in new recommended position here. See Comments below. Underline and bold the appropriate status, **APPROVED** or **RECOMMENDED**, for the previous position and comment on what the amendment did to necessitate this change in positions.
- [] - Substantive Amendment - No change in previously (APPROVED/RECOMMENDED) position of type in position here. See comments below. Underline and bold the appropriate status, **APPROVED** or **RECOMMENDED**, and comment on why the amendment did not change the position.

Comments:

Use this space to comment on the changes made by this amendment. If additional space is needed use plain white paper with this heading:

Bill Analysis: Amendments
SB 1283 (5/16/95) (in parentheses type in amendment date)
Page Two

If amendments are recommended, attach the necessary amendments. **See Sample Proposed Amendment [\(see exhibit\)](#).**

The following sections are located at the bottom of the first page of the analysis form:

For Information Contact: Carol Williams Bryant, Chief, Office of Legislation, (916) 653-5333

Date: *Indicate the date the analysis was prepared.*

Prepared by: *Indicate the name and title of the person who prepared the analysis.*

DEPARTMENTS THAT MAY BE AFFECTED Indicate, if known, other state departments which may also be affected by this bill.

STATE MANDATE [] Check this block if this bill would be part of a state mandated program.

GOVERNOR'S APPOINTMENT [] Check this block if this bill would either involve or affect a Governor's appointed position.

DEPARTMENT DIRECTOR POSITION Place an **X** next to the appropriate recommended or approved position on this measure. **See Section 0543, Completing the Bill Analysis Form for position terms** [\(see section\)](#).

DEPARTMENT DIRECTOR and **DATE:** Leave blank. This is where the Director or designee will sign and date the document.

FORMS AND/OR FORMS SAMPLES: RETURN TO ISSUANCE HOME PAGE FOR FORMS/FORMS SAMPLES SITE LINK.

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