The budget bill includes language which can be of two types, each with its own set of formatting rules:

* + - **Allocated language** which has general or long-lasting application and

enacts or affects the Maine Revised Statutes. Possible actions are: enacting new law, amending existing law, repealing existing law, repealing existing law and replacing it with new law, reallocating existing law, and reenacting law that was repealed. Allocated language is placed somewhere in the existing statutory framework.

* + - **Unallocated language** which has temporary or housekeeping provisions, such as renaming a program, authorizing financing arrangements, establishing a task force or transferring funds. Possible actions are: enacting new law, amending existing law, repealing existing law, repealing existing law and replacing it with new law, and reenacting law that was repealed. This language is published in the laws of the State of Maine but not in the Revised Statutes.

In addition to the proposed language, a summary section briefly describes what the language is intended to accomplish. If the proposed part deals with a broad subject matter, a detailed summary may be necessary.

Language Parts and sections will be assigned by the Bureau of the Budget based on the guidance in the Revisor’s Maine Legislative Drafting Manual.

**Form of Submission to the Budget Office**

 The submission must be in MS Word format using Times New Roman font.

Each separate language submission must have two components:

* A section with the proposed legislation
* A summary section which clearly describes what the proposed language will accomplish.

If the language has an associated budget initiative, please reference the change package number(s) at the bottom of the language document.

The submission should include a contact name. The individual named should be able to provide information on the proposed language should any questions arise.

**Guidelines**

 Understand the problem that is being addressed and the intended goal.

Determine the type of language needed (allocated and/or unallocated). If allocated language, determine the statute and section that is to be amended.

Review applicable statutes and rules to ensure the action is consistent with the existing legal framework or that it addresses any inconsistencies.

Strive for consistency, coherence and clarity in drafting style. The goal is to find a balance between overdrafting and vagueness.

**Formatting:**

* Language consisting of related allocated and unallocated parts should place the allocated part first in order of title/section.
* Statutory language to be amended should not include unaffected sections.
* Statutory language that is to be removed is shown by striking through the existing text.
* If a statutory provision is repealed in its entirety, no text follows the amending clause.
* When a position title is referenced, list the position first followed by the department name.
* When a program is referenced, list the department name first followed by the program name.
* Grammar usage rules applicable to budget initiatives apply to budget bill language (see Guidelines for Writing Budget Bill Initiatives).

**Allocated language formatting:**

* + - Begin with an indentation.
		- Place statute title and section number in **bold.**
		- The action (“is enacted to read”, “is amended to read”, etc). is not in bold.
		- Underline all new language.
		- Strikeout any language being removed.

**Unallocated language formatting**:

 **New Unallocated**:

* + - Begin with an indented header starting with “Sec xxx-x”
		- Place header in **bold.**
		- Separate header phrases by semi-colons and end the header with a period.
		- Continue text after period.
		- Do not underline the text.

**Amended Unallocated:**

* + - Begin with an indented reference to the Public Law that is to be amended.
		- Place Public Law and section number in **bold.**
		- The action ( “is amended to read”, etc). is not in bold.
		- Follow with an indented header starting with “Sec xxx-x”
		- Place header in **bold.**
		- Separate header phrases by semi-colons and end the header with a period.
		- Continue text after period.
		- Underline new language that **amends** the Public Law.
		- Strikeout language being removed.

For further guidance refer to the Maine Legislative Drafting Manual at <http://maine.gov/legis/ros/manual/Draftman2009.pdf> or your Budget Analyst.

Indent. Begin with Sec xxx-x, statute, new section number and the action.

**Sample Language**

**Example of new allocated language:**

Section header:

Place new section and new section title in bold and underline.

 **Sec. xxx-x. 12 MRSA §10261** is enacted to read:

**§10261. Boat Launch Facilities Fund**

 The Boat Launch Facilities Fund, referred to in this section as “the fund,” is established within the department as a nonlapsing fund to be used by the commissioner to fund or assist in funding the establishment, improvement and maintenance of publicly owned boat launch facilities in inland waters. The commissioner may accept and deposit into the fund any monetary gifts, donations or other contributions from public or private sources. Funds deposited in the fund must be used for the purposes specified in this section.

Indent and underline new text.

 SUMMARY

 This Part establishes the Boat Launch Facilities Fund as a nonlapsing fund to be used by the commissioner to fund or assist in funding the establishment, improvement and maintenance of publicly owned boat facilities in inland waters. Revenues from monetary gifts, donations or other contributions from public or private sources may be deposited into the fund and must be used for the purposes specified in the section.

***Note: The department is responsible for finding the appropriate section in existing statute.***

***Formatting notes****: The paragraph, beginning with “Sec. xxx-x”, is indented and the statute (****12 MRSA §10261)*** *is placed in bold. The action “(is enacted to read:”) is not in bold. The section header is not indented. The new section number* ***(§10261****) and the new section title (“****Boat Launch Facilities******Fund****”) are placed in bold and underlined. A period is placed after the new section number, but not after the section title. The new language begins with an indentation and is underlined.*

**Example of amended allocated language:**

 **Sec. xxx-x. 5 MRSA §13110-A, sub-§1, ¶C,** as enacted by PL 2003, c. 673, Pt. M, §8, is amended to read:

C. “Research capacity committee” means the ~~EPSCoR steering committee~~ Governor’s Maine Science and Technology Advisory Council referred to in section 13110.

***Formatting notes****: The paragraph is indented and the statutory reference (****5 MRSA §13110-A, sub-§1, ¶C)*** *is placed in bold. The action (“as enacted by PL 2003, c. 673, Pt. M, §8, is amended to read:”) is not in bold. New language is underlined and language being removed is stricken through.*

**Example of allocated language that is further amended:**

 **Sec. xxx-x. 14 MRSA §1215,** as amended by PL 1991, c. 528, Pt. E, §13, and affected by Pt. RRR and amended by c.591, Pt. E, §13, is further amended to read:

**§1215. Mileage and compensation of jurors**

 A juror is entitled to paid mileage at the rate of 15¢ per mile for travel expenses from the juror’s residence to the place of holding court and return ~~and~~, except that, beginning July 1, 2016, a juror is entitled to paid mileage at the rate established in Title 5, section 8. A juror is entitled to compensation at the rate of ~~$10~~ $15 for each day or required attendance at sessions of the court.

***Formatting notes****: The paragraph is indented; the, statutory reference (****14 MRSA §1215)*** *is placed in bold. The action (“as amended by PL 1991, c. 528, Pt. E, §13, and affected by Pt. RRR and amended by c.591, Pt. E, §13, is further amended to read:”) is not in bold. New language is underlined and language being removed is stricken through.*

**Example of allocated language that is repealed:**

 **Sec. xxx-x. 10 MRSA §1023-K,** as amended by PL 2011, c. 655, Pt. MM §§6 and 7 and affected by §26, is repealed.

***Formatting notes:*** *Paragraph is indented, statutory reference (****10 MRSA §1023-K)*** *is placed in bold. The action (“as amended by PL 2011, c. 655, Pt. MM §§6 and 7 and affected by §26, is repealed*.*”) is not in bold. No text follows the amending clause.*

Begin with indented Sec xxx-x and header. Continue text directly after header.

**Examples of new unallocated language:**

**Sec. xxx-x. Department of Public Safety, Criminal Justice Academy program, General Fund account carry-forward.** Notwithstanding any provision of law to the contrary, the balance in the Department of Public Safety, Criminal Justice Academy program, General Fund account at the close of fiscal year 2013-14 may not lapse and must be carried forward for its original purpose.

 **Sec. xxx-x. Transfer of funds; food, heating and utility expenses.** Notwithstanding the Maine Revised Statutes, Title 5, section 1585 or any other provision of law, the Department of Corrections, upon recommendation of the State Budget Officer and approval of the Governor, is authorized to transfer, from the All Other line category, funding by financial order between accounts within the same fund for the purposes of paying food, heating and utility expenses in fiscal years 2015-2016 and 2016-2017. These transfers are not considered adjustments to appropriations.

**Sec. xxx-x. Rename PK-20, Adult Education and Federal Programs Team program.** Notwithstanding any other provision of law, the PK-20, Adult Education and Federal Programs Team program within the Department of Education is renamed the Learning Systems Team program.

 **Sec. xxx-x. Lapsed balances; Office of Program Evaluation and Government Accountability, General Fund account.** Notwithstanding any other provision of law, the State Controller shall lapse $34,536 from the All Other line category in the Office of Program Evaluation and Government Accountability, General Fund account in the Office of Program Evaluation and Government Accountability to the General Fund unappropriated surplus no later than June 30, 2014.

*Note: Section numbers are assigned by the Bureau of the Budget.*

***Formatting notes:*** *The paragraphs are indented. A period follows the section number. The header is placed in bold print and followed by a period. The department name is placed first, followed by the program name. Phrases are separated by semi-colons.* ***Text is not underlined****.*

Begin with the reference to the Public Law that is to be amended.

**Example of amended unallocated language:**

 **Sec. CC-2. PL 2007, c. 1, Pt. K, §2** is amended to read:

 **Sec. xxx-x. Transfer from Personal Services – Riverview Psychiatric Center to All Other.** Notwithstanding the Maine Revised Statutes, Title 5, section 1585 or any other provision of law, available Personal Services salary savings in Riverview Psychiatric Center accounts, which result from ~~Physician positions~~Nurse positions and Psychologist positions that are vacant as a result of the inability to recruit, may be transferred to All Other by financial order upon recommendation of the State Budget Officer and approval of the Governor.

***Formatting notes****: The paragraph is indented*. *The original reference (****Sec. CC-2. PL 2007, c. 1, Pt. K, §2)*** *is placed in bold; the action* ***(“****is amended to read:”) is not. The header is placed in bold print and followed by a period.**Phrases are separated by semi-colons.* ***New language is underlined*** *and language being removed is stricken through.*

**Example of Summary section:**

SUMMARY

 This Part lapses $34,536 from the All Other line category in the Office of Program Evaluation and Government Accountability, General Fund account in the Office of Program Evaluation and Government Accountability to the General Fund unappropriated surplus at the close of fiscal year 2013-14.

 Additional examples can be found in budget LD’s at the end each bill.