



Prepared by

THE WISCONSIN LEGISLATIVE REFERENCE LIBRARY
STATE CAPITOL
MADISON 2, WISCONSIN

In Accordance with the Directive set forth
in Joint Resolution No. 62, 1951, adopted
by the Wisconsin Legislature

INFORMATIONAL BULLETIN NO. 104
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A GUIDE TO THE PROPER INDEXING AND ARRANGING
OF WISCONSIN LEGISLATIVE DOCUMENTS DISTRIBUTED
UNDER AUTHORITY OF SECTION 35.94 (19) OF THE
STATUTES TO WISCONSIN COUNTY CLERKS AND LIBRARIES

THE LEGAL BASIS FOR THE SERVICE

Section 35.84 (19) of the statutes provides that "the chief clerks of the senate and assembly shall send to each county clerk, to the Milwaukee County Law Library, and to each teachers state college, college and public library" applying therefor, copies of "all bills, resolutions, joint resolutions, memorials, journals, enrolled bills, indices, bulletins and other printed matter" together with the proper filing appliances. This section also requires the county clerk to file such materials in his office and to make them available for public inspection.

Section 35.83 defines an eligible public library as one having 1,000 or more volumes.

Joint Resolution No. 10, A., 1951, as adopted provides that "recipients of the material are requested to promptly and properly index, arrange and file such material so that the same will be easily accessible to the public..." and that "further distribution of such material may be denied where it is found that the recipients thereof have failed to comply with this request."

METHOD OF SECURING THE SERVICE

The materials are sent to each county clerk and to the Milwaukee County Law Library automatically. The other libraries listed in section 35.84 (19) are required to make application therefor. Requests must be received in advance of the session if the complete service is desired. If requests are received after the session begins, the service will begin as of the date of the request. Public libraries are asked to forward their requests to the Free Library Commission, State Capitol, Madison 2. State college librarians are requested to channel their requests through the secretary of the Board of Regents of the State Colleges, who will forward them to the chief clerks. Other college libraries must make their requests of both the senate chief clerk and the assembly chief clerk, State Capitol, for the senate and assembly documents respectively. Complaints should be addressed to the proper chief clerk. Requests for specific bills or other specific materials should also be made of the proper chief clerk. The complete service may also be purchased from the Secretary of State for \$35 or \$8 for the acts only.

THE MATERIALS WHICH YOU WILL RECEIVE (For handling see numbered paragraphs on p. 3)

The service authorized by section 35.84 (19) includes the following materials:

1. All senate and assembly bills.
2. All amendments and substitute amendments to these bills.
3. All senate and assembly joint resolutions and amendments thereto.
4. Daily journals of the proceedings in each house including prefaces.
5. Weekly bulletins of proceedings which is a cumulative summary of all actions on all proposals to date.
6. Weekly bulletins of committee hearings in each house scheduled for the next week.
7. Copies of all acts, passed and signed by Governor. (Chapters of the Laws)
8. The necessary sticks and strings to tie together the appropriate materials.

The material is normally sent out on Tuesdays and Thursdays. The Thursday shipment which should reach you late Friday or Saturday normally contains the committee hearing bulletins as well as the majority of the other documents while the Tuesday shipment generally consists of the bulletins of proceedings. Because the shipping rooms of the two houses alternate in sending the bulletin of proceedings you should normally receive three shipments of material a week.

AN ALTERNATIVE SERVICE

Libraries which do not have the staff necessary to keep these documents in order or sufficient call for the information to warrant the expense may request the weekly bulletin of proceedings only. This document lists all bills, joint resolutions and resolutions in numerical order by house and each action to date on each proposal and is indexed by subject and by author. It is cumulative so that each new issue contains all the data previously reported, and for that reason the old copy may be discarded when the new issue is received. In the early stages the senate and assembly bulletins are combined, but when the bulletin becomes bulky, the volumes for the two are separated. The final bulletin which is released when all actions have been completed should be kept as an index to all legislation enacted in the session.

If patrons are interested in specific bills, copies may be ordered from the chief clerk of the proper house or from the Legislative Reference Library.

IMPORTANCE OF FILING CORRECTLY AND PROMPTLY

The materials submitted in accordance with section 35.84 are a valuable device to permit citizens to keep abreast of the progress in legislation. Properly organized, the materials permit the systematic search for information. Unorganized the material is useless. Do not delay assembling the material. If a delay does occur, start with the material received first when you resume filing.

BASIC FACTS TO REMEMBER IN ORGANIZING THE MATERIAL

There are two houses in the legislature; the senate and the assembly. Most documents apply to only one house and are clearly marked "senate" or "assembly" or "S" or "A". The documents of each house should be kept separate.

The legislative proposals are either bills, joint resolutions, amendments or substitute amendments.

1. Bills are numbered consecutively in each house. (Example: Bill No. 1, S.; Bill No. 2, S.; etc.; Bill No. 1, A.; Bill No. 2, A.; etc.) File each house separately in numerical order.

2. Amendments and substitute amendments to bills relate to a specific bill, and should be clipped or pasted to the bill to which they relate. They may be inserted in chronological or numerical order, but should be tied to the bill as soon as received. The number of the bill amended is the last entry in the heading. Look for the S or A number.

3. Joint resolutions, like bills, are numbered consecutively by house. (Example: Jt. Res. No. 1, S.; Jt. Res. No. 2, S.; etc.) Amendments and substitute amendments may be made to them, and these should be attached to the original joint resolution in chronological or numerical sequence.

4. The journals are issued each legislative day. They should be assembled in chronological order with each house in a separate file. The preface which is issued each day lists all the bills, joint resolutions and resolutions introduced that day. It should be tied to the journal for the proper day and follow such journal immediately.

5. The bulletin of proceedings is issued weekly, and because it is cumulative, the old ones may be discarded as the new ones are received.

6. The committee hearing bulletins are also issued weekly, and the old ones may also be discarded when the hearings are over, but they have some value for future reference.

7. The acts (Chapters of Laws) are numbered consecutively without regard to the house of origin, and should be placed in numerical order in one file.

HOW TO ASSEMBLE THE MATERIALS

Keep each type of material listed above separate.

Use binders which permit easy addition to the material.

Set up the binder so that additional material may be added to the back by the removal of a temporary back cover.

Paste or clip the amendments to any bill or joint resolution to the back of the bill or joint resolution.

Experience indicates that it is best to use a 2-hole binder with separate front and back for the material. Use a shoe lace as the binding device, and keep the open ends of the lace toward the back of the book to permit easy addition of new material.

Different colored covers for senate and assembly documents will permit greater ease in reference.

THE PROCUREMENT OF BOUND COPIES OF LAWS

The results of the legislative action are compiled in 4 forms:

1. Session Laws. This bound and indexed volume of the acts passed during the session contains all the acts and certain selected joint resolutions you have received in slip form and is available to libraries by purchase only. The current price is \$3.50. It is normally available about 3 or 4 months after the session ends. Note that in the past the official state paper has printed a similar indexed, paper bound volume using the type used in publishing the acts in the paper. It is available a few weeks before the official session laws and costs \$3.50. The type is very small.
2. Revised Statutes. This volume which is published biennially, and which brings the active general laws of the state up to date by the inclusion of the changes made during the past session is available to every public library applying therefor. Application should be made to the Bureau of Purchases, State Capitol, Madison 2.
3. Statutes Relating to Local and County Government (formerly Town Laws). This volume which includes only those portions of the revised statutes relating to county, city, village, town, school district government, elections, and related local affairs, is a less costly volume than the statutes and is of value to people concerned with local affairs only. It can be procured by purchase from the Bureau of Purchases.

4. Pamphlet Laws. Frequently pamphlets containing laws relating to specific subjects are prepared by the department charged with their enforcement. Some may be procured from the department; others from the Bureau of Purchases. Some are free; others cost a relatively small amount. Write to the Bureau of Purchases for the most recent copy of List of State Publications Available for Distribution which contains a list of the pamphlet laws available, or write to the issuing department.

INFORMATION ABOUT THE LEGISLATURE AND THE LEGISLATIVE PROCESS

1. 16 mm film (sound) Wisconsin Makes Its Laws was prepared during the centennial celebration. It is a narrative of the legislative process. It may be rented from the Bureau of Visual Instruction, University of Wisconsin Extension Division, Madison 6.
2. How Wisconsin Makes Its Laws is a mimeographed statement of the legislative process prepared by the chief clerk of the assembly, Mr. Arthur May. Copies may be procured by writing to him at the capitol.
3. The Wisconsin Blue Book. This biennial publication of the state which is distributed to public libraries always contains a section on the legislature. In addition your attention is called to a listing of articles of special interest in previous Blue Books which also appears in each issue and which lists a substantial number of articles including some on the legislative process.