



Legislative Council Staff
Nonpartisan Services for Colorado's Legislature

Memorandum

August 23, 2024

TO: Executive Committee of the Legislative Council
FROM: Natalie Castle, Director, 303-866-4778
SUBJECT: Procedures for Demographic Notes

Summary

This memorandum memorializes the process for requesting and preparing demographic notes (notes) pursuant to Section 2-2-322.5, C.R.S., effective immediately. It outlines the number of notes per session, the process for requesting notes, the preparation and timing of notes, and the preparation of revised and final notes.

Request Process and Number of Demographic Notes

Legislative Council Staff will prepare up to 20 notes per session, with up to five notes each session requested by each of the following members of legislative leadership in consultation with their caucus: President of the Senate, Speaker of the House of Representatives, the Senate Minority Leader, and the House Minority Leader. Additional requests beyond the five-request limit for individual members of legislative leadership may be approved at the discretion of the Director of Research of Legislative Council Staff. Notes may not be requested during special legislative sessions or during the legislative interim. Demographic notes may not be requested or prepared for general or supplemental appropriation bills.

Requests for Demographic Notes

To initiate a request for a demographic note, members of the General Assembly should contact Elizabeth Ramey at Legislative Council Staff (elizabeth.ramey@coleg.gov / 303-866 3522). Legislative Council Staff will discuss the feasibility and timeline for the analysis with the requesting member. If the requesting member wishes to move forward with their request, Legislative Council Staff will bring the request to legislative leadership for approval. Requests will be brought to the requesting member's caucus leadership for approval unless instructed differently by the requesting member. Demographic notes may also be requested directly by legislative leadership by contacting Elizabeth Ramey. The timeline for preparing demographic notes begins once approval is given by legislative leadership.



Preparation and Timing of Analyses

Bill Version

Demographic notes will be prepared based on the most recent official version of the bill or the most recent unofficial preamended version of the bill that is available when approval for the demographic note is given by legislative leadership. Legislative Council Staff will confirm with the requesting member which version of the bill will be analyzed prior to seeking leadership approval.

Initial Notes

Legislative Council Staff will publish a demographic note within 14 calendar days of the approved request, unless an alternate timeframe has been discussed with the approving member of leadership, prime sponsor(s), and/or requesting member. Demographic notes will be provided to the first committee of reference, unless a hearing in the first committee of reference has already occurred when the note is completed. Published demographic notes will be distributed to all legislators and posted online.

Requests in the Second House

If an initial request for a note is received when a measure is in the second house, the same procedure applies as outlined above.

End-of-Session Requests

Requests for notes may be made at any point during the legislative session. However, requests received in the last 14 days of session may be completed after the legislature adjourns sine die.

Revisions to Demographic Notes

Revisions for the First House

Revisions to notes while the measure is in the same chamber will only be prepared with the approval of the Director of Research of Legislative Council Staff.



Revisions for the Second House

Should a note be prepared on a bill before it is engrossed, Legislative Council Staff may revise the note for the second house to reflect any substantive amendments adopted that affect the demographic impacts described in the initial note. The timing and preparation of revised notes for the second house is at the discretion of Legislative Council Staff. Legislative Council Staff will communicate with the approving member of leadership, requesting member, bill sponsor(s), committee chairs, and others to inform them if and when a revised note will be prepared.

End-of-Session Revisions

Revised notes will not be prepared for bills that are amended in the last 14 days of the legislative session; instead, these amendments will be assessed in the final note.

Final Demographic Notes

Following adjournment sine die, Legislative Council Staff will prepare a final note based on the enacted bill for all bills that become law. A final note will not be prepared for bills that do not become law.