



Legislative Council Staff

Nonpartisan Services for Colorado's Legislature

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Memorandum

November 25, 2019

TO: Executive Committee of the Legislative Council

FROM: Natalie Mullis, 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. 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 Analyses

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. Except as authorized by the Director of Research of Legislative Council Staff, notes will not be prepared during special legislative sessions. Demographic notes may not be requested or prepared for general or supplemental appropriation bills.

Request form. To request a demographic note, the approving member of legislative leadership or his/her designee must complete the attached form and return it to Legislative Council Staff. When approving a request, the approving member of legislative leadership may delegate authority over all aspects of the request to a designated member. Members should check with each caucus leader about approval processes specific to each caucus.

Communications about requests. Upon receiving a signed request form, Legislative Council Staff will contact the approving member of leadership and/or designated member and the prime sponsor(s) of the measure within four business days to inform them of the feasibility and anticipated timeline for preparing the note. Legislative Council Staff will discuss the anticipated schedule, if known, for hearing the measure in committees of reference with the prime sponsor and approving member of leadership and/or designated member, and determine by what point in the legislative process the note can be prepared.

Withdrawal of request. After discussing the timing and feasibility of the note with Legislative Council Staff, the approving member of leadership and/or designated member is permitted to withdraw the request. Withdrawn requests will not count toward the request limit for the approving member of legislative leadership.

Preparation and Timing of Analyses

Bill version. Demographic notes will be prepared based on the most recent official version of the bill as of the signing date of the request form.

Initial notes. Legislative Council Staff will publish a demographic note within 14 calendar days of the initial request, unless an alternate timeframe has been discussed with the approving member of leadership and/or designated member and prime sponsor(s). Demographic notes will be provided to the first committee of reference, unless the first committee of reference has already occurred or is scheduled within the 14-day period when the note is being prepared. In such cases, the note will be provided at the first opportunity for the legislature to consider the measure after the 14-day period.

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. No new requests for notes can be made in the final 21 calendar days of the legislative session. Exceptions for demographic note requests during this time period may be made at the discretion of the Director of Research of Legislative Council Staff.

Revisions to Demographic Notes

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 and/or designated 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, or if not enacted, the most recent official version of the bill.



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Demographic Note

REQUEST FORM

Pursuant to Section 2-2-322.5(2)(b), C.R.S., this is a request for a Demographic Note on the following bill.

 Bill Number or LLS Number

Demographic Areas

Pursuant to state law, the following areas may be included in the analysis, subject to data availability:

- Socioeconomic Status
- Race
- Sex
- Sexual Orientation
- Geography
- Ethnicity
- Gender Identity
- Other (please specify) _____

Leadership Approval

Approval by one of the members of leadership listed below is required. If approved, this request will count as one of the five Demographic Notes that may be requested per session by the approving member of leadership. This request has been approved by:

 President of the Senate

 Speaker of the House

 Senate Minority Leader

 House Minority Leader

Designated member (optional). _____ is appointed as the designated member for this request. The designated member will receive all updates and communications about the request and may make decisions about the request on behalf of the approving member of leadership. If left blank, Legislative Council Staff will communicate with the approving member of leadership.

Would the approving member of leadership also like to receive updates and communications about this request? Yes No

Form Submission

Return this form to Legislative Council Staff. After receipt of this form, Legislative Council Staff will email or meet with the approving member of leadership and/or designated member and the bill sponsor within four business days to inform them of the feasibility and schedule for providing the Demographic Note (typically the note will be provided no later than 14 calendar days after receipt of this form).

The Demographic Note will be based on the official version of the bill as of the date this request form is received by Legislative Council Staff.

Date received: _____