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BILL FORMAT GUIDE

For BILLS - PLEASE USE MICROSOFT WORD
76th ALA Girls Nation Congress 2023

S.B. (CAPS and Centered)

To redeem the freedoms to those wrongly accused of a crime.

IN THE SENATE OF ALA GIRLS NATION (All CAPS and centered)

July 2023 (centered)

Senators **Do** and **Smith** of Maine introduced the following bill; which was referred to Committee.

A BILL (CAPS and Bold, centered)

To redeem the freedoms to those wrongly accused of a crime. (Note: this is a repeat of the first line)

BE IT ENACTED BY THE SENATE OF ALA GIRLS NATION ASSEMBLED. (Italics, CAPS, period at the end)

SECTION 1. TITLE

This act may be cited as the "Exonerated Rights Renewal Act."

SECTION 2. PURPOSE

The Exonerated Rights Renewal Act will assist the wrongly accused with life after exoneration.

SECTION 3. DEFINITIONS

Rights pertain to all constitutional rights the citizen possessed prior to the faulty accusation. An exonerated citizen is one who was convicted of a crime and then later proved innocent.

SECTION 4. EXONERATED RIGHTS RENEWAL ACT

The Exonerated Rights Renewal Act entails that:

(A) The wrongly determined court's associated body of government will provide:

(1) Exonerated citizens with funding until employed however for no longer than 18 months.

(a) Funding would be the equivalent of Social Services determined need for survival.

(2) Up to three years of counseling for exonerated citizens.

(B) If the citizen is serving concurrent sentences for multiple charges and only one charge is exonerated then the time they formerly spent serving will count towards another sentence.

(C) The federal government will provide loan services to those who demonstrate proficient need.

(D) This act applies to all court convictions.

(E) This act requires all arrangements to be completed prior to release.

SECTION 5. EFFECTIVE DATE

This act shall be effective for all citizens of the United States wrongly accused of a crime on or after January 1, 2024.

Margins

- Top/Bottom Margins = 1 in
- Left Margin = 1.5 in
- Right Margin = 1 in

Font

- Times New Roman
- Size 12

Length

- Limit your bill to one page.

Saving and Submitting

- Save as BILL __ 23

Replace the underlined space with your state's initials. Use ALL CAPS. Examples: BILL CA 23 BILL TX 23 BILL KY 23

- E-mail a copy of the Bill to ALA Girls Nation Government Staff Director at janeathurston@gmail.com and "CC" alangovstaff@gmail.com.

- In the subject line of the email please put:

GN BILL __ 23 - last name/last name

Examples:

GN BILL NY 23 - Doe/Smith

GN BILL NM 23 - Jones/Rodriguez

HEADER FORMAT GUIDE

76th ALA Girls Nation Congress 2023

Bolded, centered

S.B.

All CAPS, centered

To redeem the freedoms to those wrongly accused of a crime.

IN THE SENATE OF ALA GIRLS NATION

Centered

July 2023

Senators **Doe** and **Smith** of Maine introduced the following bill; which was referred

All CAPS, bolded, centered

A BILL

To redeem the freedoms to those wrongly accused of a crime.

All CAPS, italics, period at the end

BE IT ENACTED BY THE SENATE OF ALA GIRLS NATION ASSEMBLED.

SECTION 1. TITLE

**All CAPS with two spaces between period & section title
Repeat for all section titles**

This act may be cited as the “Exonerated Rights Renewal Act.”

HEADER FORMAT GUIDE

76th ALA Girls Nation Congress 2023

S.B.

To redeem the freedoms to those wrongly accused of a crime.

IN THE SENATE OF ALA GIRLS NATION

July 2023

Senators **Doe** and **Smith** of Maine introduced the following bill; which was referred to Committee.

A BILL

To redeem the freedoms to those wrongly accused of a crime.

BE IT ENACTED BY THE SENATE OF ALA GIRLS NATION ASSEMBLED.

The full title of your bill should be a brief phrase summarizing what your bill will do. The full title will appear twice in the header, should match exactly, and should end with a period.

Later on (in Section 1), you will give your bill a simpler title that will be used to refer to your bill. For example, the simplified title of this bill is the “Exonerated Rights Renewal Act.”

HEADER FORMAT GUIDE

76th ALA Girls Nation Congress 2023

S.B.

To redeem the freedoms to those wrongly accused of a crime.

IN THE SENATE OF ALA GIRLS NATION

July 2023

Senators **Doe** and **Smith** of **Maine** introduced the following bill; which was referred to Committee.

A BILL

To redeem the freedoms to those wrongly accused of a crime.

BE IT ENACTED BY THE SENATE OF ALA GIRLS NATION ASSEMBLED.

Replace only the highlighted portions with the senators' last names and their state. The last names should be bolded and listed in alphabetical order. Keep all wording, capitalization and punctuation in this line the same.

BE IT ENACTED BY THE SENATE OF THE GIRLS NATION ASSEMBLED.

SECTION 1. TITLE

This act may be cited as the “Exonerated Rights Renewal Act.”

SECTION 2. PURPOSE

The Exonerated Rights Renewal Act will assist the wrongly accused with life after exoneration.

SECTION 3. DEFINITIONS

Rights pertaining to the citizen possessed prior to the faulty accusation.
An exonerated citizen is a citizen convicted of a crime and then later proved innocent.

SECTION 4. THE EXONERATED RIGHTS RENEWAL ACT

The Exonerated Rights Renewal Act shall provide that:

(A) The wrongly determined court’s associated body of government will provide:

(1) Exonerated citizens with funding until employed however for no longer than 18 months.

(a) Funding would be the equivalent of Social Services determined need for survival.

(2) Up to three years of counseling for exonerated citizens.

**Leave a gap of
two spaces
between
1. and Title**

SECTION 1. TITLE

This section begins your actual legislation. In the header of the bill, you created the full title that summarized what your bill would do. In Section 1, you will create a shorter title that you actually want your bill to be called. Sometimes legislators choose to create a title that is able to be converted into an acronym, but this is not required. Replace only the highlighted portion with your title and keep all wording, capitalization and punctuation in this section the same.

BE IT ENACTED BY THE SENATE OF ALA GIRLS NATION ASSEMBLED.

SECTION 1. TITLE

This act may be cited as the Exonerated Rights Renewal Act.

SECTION 2. PURPOSE

The Exonerated Rights Renewal Act will assist the wrongly accused with life after exoneration.

SECTION 3. DEFINITIONS

Rights pertain to all constitutional rights the citizen possessed prior to the faulty accusation.

An exonerated citizen is one who was convicted of a crime and then later proved innocent.

SECTION 4. EXONERATED RIGHTS RENEWAL ACT

The Exonerated Rights Renewal Act provides that:

(A) The Department of Social Services shall provide:
1. The Department of Social Services shall provide:
with funding until employed however for no longer than

18

months. The Department of Social Services shall be the equivalent of Social Services determined need

for

survival.

(2) Up to three years of counseling for exonerated citizens.

SECTION 2. PURPOSE

This section outlines the purpose of your bill. What are the goals of your bill? What problem is your bill intended to solve? What are the desired outcomes? Why does this bill matter? These are examples of items you might choose to address in this section. This section should be approximately 1-3 sentences in length.

**Leave a gap of
two spaces
between
2. and PURPOSE**

BE IT ENACTED BY THE SENATE OF ALA GIRLS NATION ASSEMBLED.

SECTION 1. TITLE

This act may be cited as the “Exonerated Rights Renewal Act.”

SECTION 2. PURPOSE

The Exonerated Rights Renewal Act will assist the wrongly accused with life after exoneration.

SECTION 3. DEFINITIONS

Rights pertain to all constitutional rights the citizen possessed prior to the faulty accusation.
An exonerated citizen is one who was convicted of a crime and then later proved innocent.

SECTION 4. EXONERATED RIGHTS RENEWAL ACT

The Exonerated Rights Renewal Act entails that:

- (A) The wrongly determined court’s associated body of government will provide:
 - (1) Exonerated citizens with funding until employed however for no longer than

18

Leave a gap of two spaces between 3. and DEFINITIONS

the equivalent of Social Services determined need

ling for exonerated citizens.

- (B) If the citizen is serving concurrent sentences for multiple charges and only one charge is exonerated then the time they formerly spent serving will count towards another sentence.

SECTION 3. DEFINITIONS

In this section, you will define the key terminology that is *essential* to the understanding of your bill. You will only define terms that you have included in your bill’s language. Create a new line for each term. Replace the highlighted portion with your essential vocabulary. One to five terms is recommended, however if you find yourself running out of space in other sections of your bill, it is recommended that you eliminate any non-essential definitions.

SECTION 4. EXONERATED RIGHTS RENEWAL ACT

The Exonerated Rights Renewal Act entails that:

- (A) The wrongly determined court's associated body of government will provide:
 - (1) Exonerated citizens with funding until employed however for no longer than 18 months.
 - (a) Funding would be the equivalent of Social Services determined need for
 - (2) U... exonerated citizens.
- (B) If the citizen is charged for multiple charges and only one charge is exonerated, the time spent serving will count towards another sentence.
- (C) The federal government will provide services to those who demonstrate proficient need.
- (D) This act applies to all court convictions.
- (E) This act requires all arrangements to be completed prior to release.

Leave a gap of two spaces between 4. and your act's title

SECTION 5. EFFECTIVE DATE

This act shall be effective for all citizens of the United States wrongly accused of a crime on or after January 1, 2024.

SECTION 4.

This section is the actual law making part of your bill. Here you will outline the specific actions your bill will take. Who will be affected? Is there a timeline? Will a new or existing agency be used for regulation? What new resources will be needed? Where will they come from? Who will have access to them? These are examples of items you might choose to address in this section. Replace the highlighted portion with your title and keep all wording, capitalization and punctuation in the first two lines the same.

When formatting Section 4, you will use a tiered alphanumeric outline to organize your information. This will likely be the longest section of your bill.

All bills should be as close to one page as possible.

This means that you may be asked to trim portions of your bill for the sake of space.

SECTION 4. EXONERATED RIGHTS RENEWAL ACT

The Exonerated Rights Renewal Act entails that:

(A) The wrongly determined court's associated body of government will provide:

(1) Exonerated citizens with funding until employed however for no longer than 18 months.

(a) Funding would be the equivalent of Social Services determined need for survival.

(2) Up to three years of counseling for exonerated citizens.

(B) If the citizen is serving concurrent sentences for multiple charges and only one charge is exonerated then the time they formerly spent serving will count towards another sentence.

(C) The federal government will provide loan services to those who demonstrate proficient need.

(D) This act applies to all court convictions.

(E) This act requires all arrangements to be completed prior to release.

SECTION 5. EFFECTIVE DATE

This act shall be effective for all citizens of the United States wrongly accused of a crime on or after January 1, 2024.

SECTION 4. EXONERATED RIGHTS RENEWAL ACT

The Exonerated Rights Renewal Act entails that:

- (A) The wrongly determined court's associated body of government will provide:
 - (1) Exonerated citizens with funding until employed however for no longer than 18

Leave a gap of two spaces between 5. and EFFECTIVE DATE

- (B) If the [redacted] equivalent of Social Services determined need [redacted] for exonerated citizens.
- (B) If the [redacted] sentences for multiple charges and only one charge is exonerated then the time they formerly spent serving will count towards another sentence.
- (C) The federal government will provide loan services to those who demonstrate proficient need [redacted]
- (D) This act applies to all court convictions.
- (E) This act requires all arrangements to be completed prior to release.

SECTION 5. EFFECTIVE DATE

This act shall be effective for all citizens of the United States wrongly accused of a crime on or after January 1, 2024.

SECTION 5. EFFECTIVE DATE

This section should be 1 sentence long and describes when your bill will take effect. You may choose to name a specific population that the bill is tied to. In this example, they have identified "citizens accused of a crime." The effective date should take place after January 1, 2024.

RES. FORMAT GUIDE

For RESOLUTIONS - PLEASE USE MICROSOFT WORD 76th ALA Girls Nation Congress 2023

S.R. (CAPS and Centered)

Expressing the sense of the Senate that imported goods and their manufacturers are in need of effective regulation to ensure protection of both citizens and domestic businesses.

IN THE SENATE OF ALA GIRLS NATION (All CAPS and Centered)

July 2023 (Centered)

Doe **Smith**

Senators **Doe** and **Smith** of Indiana submitted the following resolution.

RESOLUTION (All CAPS, Bold, and Centered)

Expressing the sense of the Senate that imported goods and their manufacturers are in need of effective regulation to ensure protection of both citizens and domestic businesses. (Note: You repeat the top sentence as shown here.)

Whereas the United States requires domestic companies to provide adequate wages, labor standards, and product safety; (Use **“Whereas”** as the opening word for each point. End each point with a semi-colon except the last one)

Whereas manufacturers in other countries are not required to meet the same standards; therefore allowing such businesses to produce goods at a significantly lower cost, giving these businesses an advantage in the American market;

Whereas it is in the interest of the Senate to prevent the outsourcing of jobs while keeping citizens safe: NOW, THEREFORE, BE IT RESOLVED, (Use a **Colon** at the end of the last **“Whereas”** sentence and the above phrase & punctuation as shown here)

- (1) That goods exported to the U.S. must meet or exceed the safety requirements of domestic companies.
- (2) That imported goods shall be subject to regular inspection in order to ensure the quality and safety of the product.
- (3) That goods from companies who are found to have poor labor conditions or violate safety regulations be placed on embargo until the applicable standards are followed.

Margins

- Top/Bottom Margins = 1 in
- Left Margin = 1.5 in
- Right Margin = 1 in

Font

- Times New Roman
- Size 12

Length

- Limit your resolution to one page.

Saving and Submitting

- Save as RES __ 23
Replace the underlined space with your state's initials. Use ALL CAPS. Examples: RES CO 23 RES MO 23 RES TN 23
- E-mail a copy of the Resolution to ALA Girls Nation Government Staff Director at janeathurston@gmail.com and “CC” alagngovstaff@gmail.com.
- In the subject line of the email please put:
GN RES __ 23 - last name/last name
*Examples: GN RES AZ 23 - Doe/Smith
GN RES IN 23 - Jones/Rodriguez*

HEADER FORMAT GUIDE

76th ALA Girls Nation Congress 2023

Bolded, centered

S.R.

All CAPS, centered

Expressing the sense of the Senate that imported goods and their manufacturers are in need of effective regulation to ensure protection of both citizens and domestic businesses.

IN THE SENATE OF ALA GIRLS NATION

July 2023

Centered

Senators **Doe** and **Smith** of Indiana submitted the following resolution.

RESOLUTION

All CAPS, bolded, centered

Expressing the sense of the Senate that imported goods and their manufacturers are in need of effective regulation to ensure protection of both citizens and domestic businesses.

Whereas the United States requires domestic companies to provide adequate wages, labor standards, and product safety;

HEADER FORMAT GUIDE

76th ALA Girls Nation Congress 2023

S.R.

Expressing the sense of the Senate that imported goods and their manufacturers are in need of effective regulation to ensure protection of both citizens and domestic businesses.

IN THE SENATE OF ALA GIRLS NATION

July 2023

Senators **Doe** and **Smith** of Indiana submitted the following resolution.

RESOLUTION

Expressing the sense of the Senate that imported goods and their manufacturers are in need of effective regulation to ensure protection of both citizens and domestic businesses.

This sentence of your resolution should be a brief phrase summarizing and identifying the specific problem that the Senate intends to recognize. This sentence will appear twice in the header, should match exactly, and should end with a period.

HEADER FORMAT GUIDE

76th ALA Girls Nation Congress 2023

S.R.

Expressing the sense of the Senate that imported goods and their manufacturers are in need of effective regulation to ensure protection of both citizens and domestic businesses.

IN THE SENATE OF ALA GIRLS NATION

July 2023

Senators **Doe** and **Smith** of **Indiana** submitted the following resolution.

RESOLUTION

Expressing the sense of the Senate that imported goods and their manufacturers are in need of effective regulation to ensure protection of both citizens and domestic businesses.

Replace only the highlighted portions with the senator's last names and their state. The last names should be bolded and listed in alphabetical order. Keep all wording, capitalization and punctuation in this line the same.

RESOLUTION

Expressing the sense of the Senate that imported goods and their manufacturers are in need of effective regulation to ensure protection of both citizens and domestic businesses.

Whereas the United States requires domestic companies to provide adequate wages, labor standards, and product safety;

Whereas manufacturers in other countries are not required to meet the same standards; therefore allowing such businesses to produce goods at a significantly lower cost, giving these businesses an advantage in the American market;

Whereas it is in the interest of the Senate to prevent the outsourcing of jobs while keeping citizens safe: NOW, THEREFORE, BE IT RESOLVED,

- (1) That goods exported to the U.S. must meet or exceed the safety requirements of domestic companies.
- (2) That imported goods shall be subject to regular inspection in order to ensure the quality and safety of the product.
- (3) That goods from companies who are found to have poor labor conditions or violate safety regulations be placed on embargo until the applicable standards are followed.

CLAUSES

Each clause will start with **whereas** and end with a **semicolon**. The final clause will end with a **colon**. Leave an empty line between each new clause. Resolutions are often used to express the feelings, opinions, stances, and policies of the Senate Chamber. Think of the clauses as the specific reasons why the Senate feels a need to express their stance on an issue or policy. For the sake of space, 3-5 clauses are recommended.

RESOLUTION

Expressing the sense of the Senate that imported goods and their manufacturers are in need of effective regulation to ensure protection of both citizens and domestic businesses.

Whereas the United States requires domestic companies to provide adequate wages, labor standards, and product safety;

Whereas manufacturers in other countries are not required to meet the same standards; therefore allowing such businesses to produce goods at a significantly lower cost, giving these businesses an advantage in the American market;

Whereas it is in the interest of the Senate to prevent the outsourcing of jobs while keeping citizens safe: **NOW, THEREFORE, BE IT RESOLVED,**

- (1) That goods exported to the U.S. must meet or exceed the safety requirements of domestic companies.
- (2) That imported goods shall be subject to regular inspection in order to ensure the quality and safety of the product.
- (3) That goods from companies who are found to have poor labor conditions or violate safety regulations be placed on embargo until the applicable standards are followed.

BE IT RESOLVED

Keep all wording, punctuation, and capitalization in the highlighted portion the same. In this section, you will list the policy change, opinion, or stance of the Senate on the issue. This section should neatly reflect back to the “Expressing the sense of the Senate” portion you created earlier, as demonstrated in this sample. Each sentence in the list should be numbered as shown and end with a period.