**2019 SESSION RESTRICTED SUBJECT MATTER**

No matter intended to have the effect of law, including a suspension, shall be introduced or considered unless its object is to enact the General Appropriation Bill; enact the comprehensive capital budget; make an appropriation; levy or authorize a new tax; increase an existing tax; levy, authorize, increase, decrease, or repeal a fee; dedicate revenue; legislate with regard to tax exemptions, exclusions, deductions, reductions, repeals, or credits; or legislate with regard to the issuance of bonds.

Each member may prefile an unlimited number of local and special bills (those required to be advertised by Art. III, §13 and not prohibited by Art. III, §12) and may introduce up to five such bills that have not been prefiled.

Each member may prefile up to, but not more than 5 bills whose subject matter is outside the subject matter restrictions of this session.

(Const. Art. III, §2(A)(4)(b))

<table>
<thead>
<tr>
<th>Date</th>
<th>Event Description</th>
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<tbody>
<tr>
<td>Jan. 31; Thurs. - 2:00 PM</td>
<td>Deadline to submit 60 day retirement advertisement to the official state journal to run on Feb. 5th &amp; 6th.</td>
</tr>
<tr>
<td>Feb. 6; Wed. - Feb. 7 is 60 days before session start. Retirement bills requiring 60 day publication prior to prefile &amp; introduction.</td>
<td>Final date for second retirement advertisement in official state journal and local paper if wish to prefile and have introduced on first day of session.</td>
</tr>
<tr>
<td>Feb. 11; Mon. - 2:00 PM</td>
<td>Deadline to submit 60 day retirement advertisement to the official state journal to run on Feb. 14th &amp; 15th.</td>
</tr>
<tr>
<td>Feb. 15; Fri.</td>
<td>Final publication date for second retirement advertisement in official state journal and local paper if wish to introduce on last day for introduction if retirement bill is local or falls within the subject matter restrictions of session.</td>
</tr>
<tr>
<td>Feb. 20; Wed. - 5:00 PM</td>
<td>Deadline to submit retirement bill request to staff for draft to be prefiled on Feb. 22 (needs prior advertisement)</td>
</tr>
<tr>
<td>Feb. 22; Fri. - 5:00 PM 45th calendar day before session start.</td>
<td>Deadline to prefile retirement constitutional amendment &amp; retirement bills, including local retirement bills, that are to be prefiled. Const. Art. III, §2(A)(2)(c) &amp; Art. XIII, §1(A)(2)</td>
</tr>
<tr>
<td>Mar. 8; Fri.</td>
<td>Final date for second advertisement for bills requiring 30 day notice prior to prefiled and introduced on first day of session.</td>
</tr>
<tr>
<td>Mar. 17; Sun.</td>
<td>Final date for second advertisement for bills requiring 30 day notice to introduce on last day for introduction.</td>
</tr>
<tr>
<td>Mar. 26; Tues.</td>
<td>Deadline to submit requests to Senate staff to draft non-retirement constitutional amendment. (Sen. Rule 9.1(C))</td>
</tr>
<tr>
<td>Mar. 27; Wed. - 5:00 PM</td>
<td>Deadline to submit request to Senate staff for drafting of MFP approval resolution, suspension resolution, or bill to be prefiled. (Sen. Rule 9.1(C))</td>
</tr>
<tr>
<td>Mar. 28; Thur.</td>
<td>Deadline to prefile non-retirement constitutional amendments in Senate. ( Const. Art. XIII, §1(A)(1))</td>
</tr>
<tr>
<td>Mar. 29; Fri. - 5:00 PM</td>
<td>Deadline to prefile bills, concurrent resolution approving MFP, or suspension resolution. (Const. Art. III, §2(A)(2)(b) &amp; Jt. R 9)</td>
</tr>
<tr>
<td>Apr. 8; Mon. - Noon - Session Begins</td>
<td>Regular Session begins (Const. Art. III, §2(A)(4)(a))</td>
</tr>
<tr>
<td>Apr. 16; Tues - 6:00 PM</td>
<td>Deadline to submit bill requests to Senate staff to be introduced on last day for introduction. (Sen. Rule 7.6(K))</td>
</tr>
<tr>
<td>Apr. 17; Wed. - 6:00 PM 10th calendar day of session</td>
<td>Last day to introduce bills and any suspension resolution - (Const. Art. III, §2(A)(4)(a))</td>
</tr>
<tr>
<td>Jun. 3; Mon. - 6:00 PM 57th Calendar Day</td>
<td>Deadline for 3rd Reading &amp; Final Passage of bills w/o consent of other house is the 42nd legislative day or 57th calendar day, whichever is first. (Const. Art. III, §2(A)(4)(a))</td>
</tr>
<tr>
<td>Jun. 6; Thur. - 6:00 PM - Session Ends</td>
<td>Adjournment sine die. (Const. Art. III, §2(A)(4)(a))</td>
</tr>
<tr>
<td>Aug. 1, 2019; Sat.</td>
<td>Effective date of acts unless earlier/later date specified. (Const. Art. III, §19)</td>
</tr>
</tbody>
</table>
### 2019 Session - Restricted Subject Matter

No matter intended to have the effect of law, including a suspension, shall be introduced or considered unless its object is to enact the General Appropriation Bill; enact the comprehensive capital budget; make an appropriation; levy or authorize a new tax; increase an existing tax; levy, authorize, increase, decrease, or repeal a fee; dedicate revenue; legislate with regard to tax exemptions, exclusions, deductions, reductions, repeals, or credits; or legislate with regard to the issuance of bonds.

Each member may prefile an unlimited number of local and special bills (those required to be advertised by Art. III, §13 and not prohibited by Art. III, §12) and may introduce up to five such bills that have not been prefiled.

Each member may prefile up to, but not more than 5 bills whose subject matter is outside the subject matter restrictions of this session. (Const. Art. III, §2(A)(4)(b))

### SESSION DATES

**Begin:** Noon, Apr. 8, 2019  
**Ends:** No later Jun. 6; Thurs. - 6:00 PM

<table>
<thead>
<tr>
<th>45 Legislative days within 60 Calendar days</th>
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<tr>
<td>(Const. Art. III, §2(A)(4)(a))</td>
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</table>

### NOTICE DEADLINES

#### 60 Day Retirement Notice

- **Final date for second** retirement advertisement in official state journal and local paper if wish to prefile & introduce retirement constitutional amendments and retirement bills, including local retirement bills, on **FIRST DAY** of session. (Const. Art. III, §2(A)(2)(c) & Art. XIII, §1(A)(2))
- **Official state journal, "The Advocate",** requires notice running on Feb. 5th & 6th to be submitted by 2:00 PM on Thursday, January 31st.

- **Final date for second** retirement advertisement in official state journal and local paper of a retirement bill that is local or if it falls within the session subject matter restriction and to be introduced on the **LAST DAY** for introduction. (Const. Art. X, §29(C))
- **Official state journal, "The Advocate",** requires notice running on Feb 14 & 15 to be submitted by 2:00 PM on Monday, Feb. 17th.

#### 30 Day Local Notice

- **Final date for second advertisement** of 30 day local notice of a bill to be prefiled and introduced on the first day session.

#### DEADLINE TO SUBMIT LEGISLATIVE REQUESTS TO SENATE STAFF

**Senate Rule 7.6(K) - requires 24 hr receipt of request for bill to be filed on last day for filing.**

- **Deadline to submit request to Senate staff to draft bills to be introduced on the 1st legislative day or 57 calendar day, whichever occurs first.** (Limit of 5 bills/legislator) and the last day to introduce a suspension resolution.

- **Deadline to submit requests to Senate staff to draft bills and suspension resolutions (including suspension resolutions outside subject matter restriction) to be prefiled on Friday, March 29th.**
- **Deadline to submit request to Senate staff to introduce on April 17th (Senate Rule 7.6(K)).**

#### INTRODUCTION AFTER PREFILE DEADLINE - 5 bill limit

- **Deadline to Prefile Bills and Concurrent Resolution Adopting MFP.** After the 5:00 P.M. deadline, each member is limited to the introduction of five bills. (Const. Art. III, §2(A)(2)(a) & Joint Rule 9)

### EFFECTIVE DATES

- **(a) Aug. 1: Effective Date of Acts unless bill specifically provides otherwise.** (Const. Art. IV, §19)
- **(b) Constitutional amendments - effective 20 days after governor's proclamation of favorable election results, unless otherwise specified in the amendment.** (Const. Art. XIII, §1(C)) (see AGO 95-511 for computation)

<table>
<thead>
<tr>
<th>2019 Regular Session</th>
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</table>
1. SESSION SUBJECT MATTER PROHIBITION - Const. Art. III, §2(A)(4)(b)
No matter intended to have the effect of law, including a suspension, shall be introduced or considered unless its object is to enact the General Appropriation Bill; enact the comprehensive capital budget; make an appropriation; levy or authorize a new tax; increase an existing tax; levy, authorize, increase, decrease, or repeal a fee; dedicate revenue; legislate with regard to tax exemptions, exclusions, deductions, reductions, repeals, or credits; or legislate with regard to the issuance of bonds.

2. LEGISLATIVE INSTRUMENTS TO BE PREPARED BY SENATE LEGISLATIVE STAFF
Senate Rule 7.6(A):
"All legislative instruments shall be prepared for introduction by the staff of the Senate or the House of Representatives . . . ."

Senate Rule 7.6(K):
"During a regular session, a request for legislation that is to be introduced on the last day for introduction of matters having the effect of law shall be received by Senate Legislative Services staff not later than 6:00 p.m. on the day prior to the last day for introduction."

Senate Rule 9.1(C):
"A request for legislation that is to be prefilled must be received by Senate Legislative Services staff not later than forty-eight hours prior to the prefiling deadline applicable to the instrument being requested."

3. REQUIRED PREFILING:

CONSTITUTIONAL AMENDMENTS:
(a)(i) Non-retirement constitutional amendments to be prefilled at least 10 days prior to start of legislative session is Thursday, March 28, 2019. (Const. Art. XIII, §1(A)(1))
House of Representatives computes this ten-day period in 24-hour increments and accepts constitutional amendment prefiling until NOON on Friday, March 29, 2019.

(ii) Retirement constitutional amendments are to be prefilled no later than 5:00 P.M. on 45th calendar day prior to first day of session - 45th calendar day is Friday, February 22, 2019, subject to 60 day notice provisions. (Const. Art. XIII, §1(A)(2))

BILLS
(a)(i) Retirement bills, that are to be prefilled, are to be prefilled no later than 5:00 P.M. on 45th calendar day prior to first day of session - 45th calendar day is Friday, February 22, 2019, subject to 60 day notice provisions. (Const. Art. III, §2(A)(2)(a))

(ii) Bills & concurrent resolution approving MFP to be Prefilled no later than 5:00 PM, Friday, March 29, 2019 (10th calendar day prior to first day of the regular session - Const. Art. III, §2(A)(2)(b).

(iii) After prefiling deadline, no member may introduce more than five bills, except as provided in Joint Rule No. 20 - Const. Art. III, §2(A)(2)(c).
(b)(i) Bills Not Prefilled: Deadline to introduce bills, including restricted subject matter retirement bills, that were not prefilled is 6:00 PM, Wednesday, April 17, 2019 - Const. Art. III, §2(A)(2)(d).

(ii) If wish to file a retirement bill, including a local retirement bill, that was not prefilled 45 days prior to the start of the session, it remains subject to the constitutional requirement for 60 day advertisement as well as the subject matter restriction for sessions in odd-numbered years or is a local retirement bill.

4. PUBLICATION OF NOTICE TO INTRODUCE LEGISLATION

(1) CONSTITUTIONALLY REQUIRED NOTICES

(a) General Rule - Const. Art. III, §13(A) - Notice to be published on two separate days in official journal of locality without cost to the state with the last publication date being at least thirty days prior to introduction of the bill. If a Senate instrument is prefilled, the date of introduction is the first day of the session. Notice must state the substance of the bill and the bill itself must recite that notice was published.

(b) Special District - Const. Art. III, §13(B) - When creating a special district, the primary purpose of which includes aiding in crime prevention and adding to security of district residents through increased presence of law enforcement personnel or otherwise promoting and encouraging security in the district, then local notice is required to be published on three separate days in official journal of locality in which special district is located - last publication date to be at least thirty days prior to bill introduction.

(c) Retirement Bills & Retirement Constitutional Amendments - Const. Art. X, §29(C) - Notice to introduce a proposal to effect any change in existing laws or constitutional provisions relating to any retirement system for public employees shall be introduced in the legislature unless notice of intention to introduce the proposal has been published, without cost to the state, in the official state journal on two separate days - last publication date shall be at least 60 days prior to introduction.

(i) Retirement notice to be published in Baton Rouge's The Advocate on two separate days without cost to the state with the last publication date being at least sixty days prior to introduction of the bill. Due to publication dates of The Advocate, notice must be submitted three working days before the first publication date.

(ii) Retirement bills that are to be prefilled shall be prefilled for introduction by 5:00 PM on the 45th calendar day prior to the start of the session (Const. Art. III, Sec. 2(A)(2)(c)) - 45th calendar day is Friday, February 22, 2019.

Each Senate retirement bill to be prefilled for introduction on the first day of the session is to be accompanied with evidence that the appropriate notices have been published or that the second date of publication of the notice will occur 60 days prior to the first day of the session.
(iii) NOTE: Dual Publication - local retirement bills affecting only a city or strictly local system, are required to be advertised in both local journal and official state journal.

(d)(i) IMPORTANT NOTE: Publication dates listed are based on official journals that are published on a "daily" basis. If your locality has an official journal that is published "weekly" then the deadlines for publication should be adjusted accordingly. Some newspapers require submission of an item to the newspaper a number of days in advance of the actual publication date - you should be aware of these time lines.

(ii) Secretary of the Senate will accept bills with local notice for prefiling on or before Friday, March 29th upon receipt of proof that local notice has been published and that the appropriate time period has expired after the last publication date or that it will expire prior to the first day for introduction of bills (April 8th).

(iii) Clerk of the House will accept bills with local notice for prefiling on or before Friday, April 3rd upon receipt of proof that local notice has been published and that the appropriate time period has expired after the last publication date or will expire prior to the last day for introduction of bills (April 10th).

(2) STATUTORILY REQUIRED NOTICES

(a)(i) Assessor’s Expense Allowance Notice - R.S. 47:1908(D). No change in an assessor's expense allowance unless the assessor sends notice of intent to the school board and parish governing authority that are affected stating the amount of the change.

(ii) Notice to be sent by certified mail at least 10 days prior to convening of the legislative session - last day to give this notice is Thursday, March 30, 2017. Evidence of notice to be exhibited to the legislature before passage of the bill and the bill must recite that notice was given.

(b)(i) Assessor Compensation (R.S. 47:1907.1), Sheriff Compensation (R.S. 13:5521(E)), School Board Member Compensation (R.S. 17:56(D)), Parish Portion of Registrar of Voters, Deputy Registrar, or Confidential Assistant Compensation (R.S. 18:55(B)(59(D)):

(ii) No bill to change compensation of assessor, sheriff, school board member, or local portion of salary of registrar of voters, or chief deputy registrar, confidential assistant to registrar, unless notice published on 2 separate days in official journal of locality without cost to the state with the last publication date being at least 30 days prior to introduction of the bill.

(iii) If all assessors, sheriffs, or school board members in the state are affected, then notice shall also be published in the official journal of the state on 2 separate days without cost to the state - The Advocate in Baton Rouge is official state journal. Each notice is to state the amount of the change and certification of publication is to be attached to the bill.

(iv) Notice as to assessors, sheriffs, and school board members must state the amount of the change and bill is to recite that the notice has been given with certification of publication attached to bill when introduced.

5. FISCAL NOTES

(a) Every bill, joint resolution, and simple or concurrent resolution affecting the receipt, expenditure, or allocation of funds of the state or of a political subdivision, or which would authorize issuance of general obligation bonds or other general obligations of the state for capital outlay, must have attached to it, prior to committee consideration, a fiscal note giving a reliable estimate of the fiscal effect of the measure. Author of bill is responsible for obtaining fiscal note from legislative fiscal officer, either directly or through the staff. (Joint Rule No. 4)

(b) Every bill, joint resolution, and simple or concurrent resolution, and every amendment thereto, which appropriates monies for capital outlay purposed must have attached to it, prior to consideration, a fiscal note with the worksheet of each fiscal note to include a feasibility study and needs assessment (Senate Rule No. 7.14). If directed by the Senator, Senate Documents & Records will order a fiscal note.

6. ACTUARIAL NOTES

Every bill, joint resolution, and simple or concurrent resolution proposing a change in the law as to any state, municipal, or parochial retirement system funded in whole or part from public funds must have an actuarial note attached to it prior to committee consideration. Legislative actuary prepares actuarial notes (R.S. 24:521). If directed by the Senator, Senate Documents & Records will order an actuarial note.

7. APPROPRIATIONS TO PAY JUDGMENTS AGAINST STATE

The House Appropriations Committee requires a certified copy of final judgment or settlement in the case and proof of finality of judgement before committee action on any such bill. Per staff, as a guideline for persons seeking an appropriation to pay a judgment against the state, one should provide the following to staff: (a) confirmation of a final judgment or settlement; (b) if a consent judgment, then a certified true copy is needed from the plaintiff's counsel; (c) if interest is awarded and the date is not specified, then a certified copy of the petition in order to show the date of demand; and (d) if costs or expert fees are awarded but not enumerated in the judgment, the a certified true copy of the order to fix costs should be sent to House staff. House staff will obtain affidavits of finality from the Attorney General's office.

8. MISCELLANEOUS REQUIREMENTS REGARDING STATUTORY ENACTMENTS

(a) New Judgeships.
R.S. 13:61 - Judicial Council of the Supreme Court of Louisiana determines necessity of creating any new judgeship and provides information to appropriate legislative standing committee as to the necessity of creating a new judgeship. Requests for new judgeships should be submitted to the Judicial Council by October 1st.

(b) New court cost or fee or increase in existing court cost or fee.
R.S. 13:62 - No enactment of a law providing for a new court cost or fee or to increase an existing court cost or fee unless first submitted to the Judicial Council of the Supreme Court for review and recommendation to the legislature. Requests involving court costs should be submitted to the Judicial Council by January 15th.
(a) New Assistant District Attorneys
R.S. 16:54 - creates the Governor's Advisory and Review Commission on Assistant District Attorneys within the office of the governor. Determines necessity for additional assistant district attorneys in each judicial district and prohibits payment of state portion of compensation for such position unless approved by the commission.

(b) Mandated Health Insurance Benefits.
R.S. 24:603.1 - Prior to consideration by legislative committee, an impact report is to be attached to any instrument imposing a health insurance mandate. Impact report to include reliable estimate of the negative or positive fiscal effect of such measure, including costs and savings.

9. Joint Rule 20 - Odd-numbered year session bill limitations; amendment limitations

In order to place the restrictions and limitations of Article III, Section 2(A)(4)(b) of the Constitution of Louisiana into the rules, procedures, and practices of the Senate and the House of Representatives and to provide guidance to the members of the legislature through the application of Louisiana case law as well as the logical extrapolations which arise from such case law, the legislature does adopt this Joint Rule, as follows:

A. During any regular session convening in an odd-numbered year, no matter intended to have the effect of law, including any suspension of law, shall be introduced, considered, or adopted unless it meets one of the following criteria:

(1) Its object is to enact the General Appropriation Bill; enact the comprehensive capital budget; make an appropriation; levy or authorize a new tax; increase an existing tax; levy, authorize, increase, decrease, or repeal a fee; dedicate revenue; legislate with regard to tax exemptions, exclusions, deductions, reductions, repeals, or credits; or legislate with regard to the issuance of bonds.

(b) Bills or resolutions which may be considered pursuant to this Subparagraph shall include but not be limited to:

(i) Bills to enact court costs or judicial fees levied and collected in support of the judicial system of the state or of any parish or municipality.

(ii) Bills relative to filing or recordation fees collected by clerks of the various courts of record.

(iii) Repealed by HCR 14 of 2013 RS, eff. June 7, 2013.

(iv) Resolutions suspending law whose object is listed in Article III, Section 2(A)(4)(b)(introductory paragraph) of the Constitution of Louisiana.

(2) Its object is to enact a local or special law which is required to be and has been advertised in accordance with Article III, Section 13 of the Constitution of Louisiana and is not prohibited by the provisions of Article III, Section 12 of the Constitution of Louisiana.

(b) Bills or resolutions which may be considered pursuant to this Subparagraph shall include but not be limited to:

(i) Bills to enact a statute to create or provide relative to one or more particular school boards.

(ii) Bills which are enabling legislation relative to the subdivision of a school system.

(iii) Bills to call elections pursuant to Article XII, Section 6(C)(1)(a) of the Constitution of Louisiana.

(iv) Bills to allocate revenue dedicated to a local governmental subdivision.

(v) Bills relative to particular levee districts.

(vi) Bills relative to particular airport authorities.

(vii) Bills relative to ports which are not deep water ports under Article VI, Section 43 of the Constitution of Louisiana.

(viii) Bills relative to local retirement systems.

(ix) Bills to establish or to amend provisions relative to one or more special districts.

(x) Resolutions suspending law whose object is a local or special law which is subject to Article III, Section 2(A)(4)(b)(ii) of the Constitution of Louisiana.

(3) Its object is not within the subject matter restrictions provided in Article III, Section 2(A)(4)(b)(introductory paragraph) of the Constitution of Louisiana or within the exception provided by Article III, Section 2(A)(4)(b)(ii) of the Constitution of Louisiana, but it is perfected no later than the deadline provided in Article III, Section 2(A) of the Constitution of Louisiana, provided that a member shall not prefile more than five such matters.

(b) Bills or resolutions which may be considered pursuant to this Subparagraph, including those which have applicability in a particular locale but which are not required to be advertised as provided by Article III, Section 13 of the Constitution of Louisiana which shall be considered only pursuant to this Subparagraph, shall include but shall not be limited to:

(i) Bills relative to institutions and officers for which provision is made in Article V of the Constitution of Louisiana.

(ii) Bills relative to deep water ports, as defined in Article VI, Section 43 of the Constitution of Louisiana.

(iii) Bills relative to gaming, pursuant to Article XII, Section 6(C) of the Constitution of Louisiana, except a bill pursuant to Article XII, Section 6(C)(1)(a) of the Constitution of Louisiana providing with respect to elections.

(iv) Bills relative to state agencies, institutions, entities, facilities, property, roads, or bridges.

(v) Bills which provide relative to local or city school systems pursuant to Article VIII, Section 13(D)(2) of the Constitution of Louisiana.

(vi) Bills, the effects of which are limited to a local classification established by a population range description, which is based upon the latest decennial census.

(vii) Bills relative to protecting the state's natural resources or environment.

(viii) Joint resolutions whose object is not listed in Article III, Section 2(A)(4)(b)(introductory paragraph) of the Constitution of Louisiana.

(ix) Resolutions suspending law whose object is not listed in Article III, Section 2(A)(4)(b)(introductory paragraph) of the Constitution of Louisiana nor subject to Article III, Section 2(A)(4)(b)(ii) of the Constitution of Louisiana.

(x) The resolution to approve the formula to fund the Minimum Foundation Program.

B. During any regular session convening in an odd-numbered year, no substitute bill nor amendment, including an amendment proposed pursuant to a conference committee report, shall be considered or adopted that:

(1) Would cause a matter intended to have the effect of law introduced in accordance with Article III, Section 2(A)(4)(b)(introductory paragraph) of the Constitution of Louisiana to be changed so that such matter should have been prefiled in accordance with provisions of Article III, Section 2(A)(4)(b)(i), thereby circumventing the limitations of such provisions.

(2) Would cause a matter intended to have the effect of law introduced in accordance with Article III, Section 2(A)(4)(b)(ii) of the Constitution of Louisiana to be changed so that such matter should have been prefiled in accordance with provisions of Article III, Section 2(A)(4)(b)(i), thereby circumventing the limitations of such provisions.

(3) Would introduce a new matter intended to have the effect of law into another matter, which new matter was not prefiled in accordance with the provisions of Article III, Section 2(A)(4)(b)(ii) of the Constitution of Louisiana, thereby circumventing the limitations of such provisions.

(4) Would introduce a new local or special matter intended to have the effect of law which is subject to Article III, Section 2(A)(4)(b)(ii) of the Constitution of Louisiana into another matter, which new matter was not introduced pursuant to Article III, Section 2(A)(4)(b)(ii) of the Constitution of Louisiana.

(5) Would change the lead author of a matter prefiled in accordance with the provisions of Article III, Section 2(A)(4)(b)(i) of the Constitution of Louisiana, thereby circumventing the limitations of such provisions.