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SENATE RULES COMMITTEE

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CHAIR

February 18, 2021

TO: All Senate Offices

FR: Senate Committee on Rules

RE: Submitting Spot Bill Amendments to Senate Rules – Modified with Pandemic Protocols

The deadline to submit Spot Bill amendments to the Committee on Rules is Wednesday, March 10 by 5:00 PM. Unlike past years, this is a hard deadline and no spot bills amended past this date will be referred in 2021.

Please email your spot bill amendments to chinook.shin@sen.ca.gov in Senate Rules following these instructions:

1. Attachments:
 - a. 1 secured copy of the author's amendments from Legislative Counsel,
 - b. 1 copy of the Amendments in Context (AIC) – if you didn't receive them with your amendments, please ask for them from Legislative Counsel, and
 - c. 1 copy of the current version of the bill.
2. Subject Line: In the email subject line, please type the following: Electronic amendments for [SB XXX] by [Sen. XXX]
3. Signature: Make sure that the secured copy of the amendment is signed by the Senator/Author of the measure. If you cannot get a signature on the secured copy, please provide the signature in the body of the email you send with the amendments.
4. In the body of your email, please include the following information (in this format):
 - a. Date:
 - b. Time:
 - c. RN Number:
 - d. Electronic Signature (*if not on the amendments*): <insert here> or include it as an attachment

Please note:

- If your amendments include an **urgency clause** you will need approval for the urgency clause *before* your amendments will be accepted. The instructions and the required forms (2 forms) can be found on the Senate Intranet>Rules Committee>Urgency Requests. Please read and follow the instructions on the Urgency Request Form completely.
- The deadline for amending spot bills in Senate Rules is Wednesday, March 10 and amendments will be processed in the order received.

If you have any questions regarding the above process, please free to contact Chinook Shin at chinook.shin@sen.ca.gov or (916) 651-4120.