



Bill No: Leave this blank Committee: Leave this blank

Other: \_\_\_\_\_

Simple Title of Bill: Short descriptive title that states subject of Bill

12 **EXAMPLE:** RELATING TO LABOR; INCREASING THE MINIMUM WAGE; REVISING  
13 THE MINIMUM WAGE FOR TIPPED EMPLOYEES; PROVIDING FOR AN ANNUAL  
14 COST-OF-LIVING INCREASE IN THE STATE MINIMUM WAGE RATE; PROVIDING  
15 LIMITATIONS.

**ENACTING CLAUSE:** This is mandatory in bills and should be an exact copy and start two lines below the end of the title.

BE IT ENACTED BY THE LEGISLATURE OF THE AMERICAN LEGION AUXILIARY NEW MEXICO GIRLS STATE:

**DEFINITIONS:** This is not a mandatory section but should be used with certain terms used in the act that need to be defined or when it is desirable to substitute a single word for a long phrase that will be used many times. Do not define words that are being used in their normal dictionary meaning. List defined terms alphabetically. Enclose defined terms in quotation marks.

**EXAMPLE:** SECTION 1. DEFINITIONS. – As used in the Fish Act:

- A. “department” means the department of game and fish;
- B. “fingerling” means a fish shorter than six inches in length;
- C. “fish” includes both game fish and nongame fish, but does not include carp;
- D. “fund” means the fish replenishment loan fund;
- E. “hatchery” means a fish farm licensed by the department and the federal department of the interior; and
- F. “poaching” means the taking of fingerlings from a lake or stream in the state by someone other than a department representative.

**MAIN PROVISION SECTIONS:** This mandatory section lists the main provisions of the bill to implement. See appendix A. This section is what you want to have happen or changed by this Bill and why it is an issue.

1 **EXAMPLE:** SECTION 2. PERMITS. – Permits shall be obtained from the pigeon protection  
2 board for the purpose of...

3  
4 **PENALTY:** This is not a mandatory section but if choosing to enforce a penalty use the  
5 following format "... shall be punished by a fine of not more than \_\_\_\_\_ (\$ ) or by  
6 imprisonment for a definite term not to exceed \_\_\_\_\_, or both."

7 **EXAMPLE:** SECTION 3. REMOVING BONES – PERSONAL USE – PENALTY. – Any  
8 person who removes bones from public property for personal use is guilty of a  
9 misdemeanor and shall be punished by a fine of not more than five thousand dollars  
10 (\$5,000) or by imprisonment for a definite term not to exceed one year, or both.

11  
12 **APPRIOPRIATION:** This is not a mandatory section but if creating a bill that requires funds  
13 be appropriated for its use then it must be included. Required items include the amount of  
14 money, the source for the money, where the funds are going to, the time period the money  
15 can be used, the purpose for the funds and what will happen to any moneys remaining after  
16 the time period ends. If including this section in your bill you must include the phrase  
17 "MAKING AN APPROPRIATION" into the full title of your bill.

18 **EXAMPLE 1:** SECTION 4. APPROPRIATION. – Twenty-five thousand dollars (\$25,000) is  
19 appropriated from the general fund to the orchard inspection commission for expenditure in  
20 fiscal year 2024 to carry out the provisions of the Prune Act. Any unexpended or  
21 unencumbered balance remaining at the end of the fiscal year 2024 shall revert to the  
22 general fund.

23 **EXAMPLE 2:** SECTION 4. APPROPRIATION. – One hundred thousand dollars (\$100,000)  
24 is appropriated from the general fund to the tree farm fund for expenditure in fiscal year  
25 2024 and subsequent fiscal years to provide loans to tree farmers as provided in the Tree

1 Farm Loan Act. Any unexpended or unencumbered balance remaining at the end of a fiscal  
2 year shall not revert to the general fund.

3  
4 **REPEAL:** This is mandatory in bills and should be an exact copy.

5 All laws, acts, provisions, or parts of laws contained in the Constitution of the State of New  
6 Mexico in conflict with any provision of this act are hereby repealed.

7  
8 **EFFECTIVE DATE:** For this mandatory section select an option and copy word for word,  
9 entering the date preference for Example 2.

10 **EXAMPLE 1 – Default Start:** This act shall become effective 90 days after its passage and  
11 approval by the American Legion Auxiliary New Mexico Girls State Governor or it's  
12 otherwise becoming a law.

13 **EXAMPLE 2 – Delayed Start:** The provisions of this act shall be effective on and after  
14 Month date, year. (i.e. January 1, 2024)