

COLORADO GENERAL ASSEMBLY

EXECUTIVE COMMITTEE

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Executive Committee of the Legislative Council

State Capitol Building, Room 029
Denver, Colorado 80203-1784

(303) 866-3521

TO: Chairs of Interim Committees

FROM: Members of the Executive Committee of Legislative Council

DATE: April 21, 2025

SUBJECT: 2025 Interim Committee Deadlines and Procedures for Proposing Legislation

In accordance with Joint Rule 24A (d)(2.6) and (d)(2.7), for the 2025 interim, the Executive Committee has adopted the below deadlines and procedures for the operation of any statutory committees, interim study committees, and task forces, referred to collectively as "interim committees," that are authorized to propose legislation. The deadlines and procedures are intended to allow adequate time for the Office of Legislative Legal Services (OLLS) to draft legislation and for Legislative Council Staff (LCS) to prepare fiscal notes in time for interim committees to vote on legislation¹ and for the Legislative Council to approve legislation prior to the deadlines specified in Joint Rule 24 (b)(1)(D).

The timeline and procedures outlined in this memorandum are designed to ensure that interim committees have sufficient time to fully debate proposed legislation, review the actual wording of drafts, review and consider the fiscal impact of proposed legislation, and satisfy themselves that the interim committee legislation that is approved accurately reflects the conclusions and recommendations adopted by the interim committee. The deadlines and procedures will also assist the OLLS in providing the highest degree of professional drafting and advice, ensure

¹ Pursuant to section 2-2-322 (4), C.R.S., Legislative Council Staff is required to prepare and provide to interim committees, before a final vote on proposed interim committee legislation, fiscal notes on the proposed legislation being considered by the committees.

adequate time for the LCS to prepare informative fiscal notes, and allow LCS to distribute the legislation drafts and fiscal notes to the interim committee members, and the final approved legislation to the Legislative Council, in advance of the interim committees' and Legislative Council's meetings.

I. Deadlines for Interim Committee Legislation

- A. In accordance with Joint Rule 24A (d)(2.6), by the first meeting or as soon as possible after the first meeting of the interim committee, the interim committee chair shall:
- i. Set a date for a single meeting at which the interim committee may request legislation for drafting by OLLS, which date must be at least 42 days before the meeting at which the interim committee will consider and take final action on proposed legislation, and no later than **September 19, 2025**;²
 - ii. Set a date by which interim committee members must finalize legislation drafts or that drafts will be deemed finalized for distribution to the interim committee and released to LCS for purposes of preparing fiscal notes on proposed legislation, which date must be no sooner than 21 days after the meeting when the legislation is requested, at least 21 days before the meeting at which the committee will consider the proposed legislation and fiscal notes, and no later than **October 10, 2025**;
 - iii. Set a date for a subsequent meeting at which the interim committee will consider and take final action on proposed legislation, which meeting must be no later than **October 31, 2025**.

II. Procedures for Requesting Legislation and for Fiscal Note Preparation

- A. In accordance with Joint Rule 24A (d)(2.6) and (d)(2.7), interim committees must comply with the following procedures for requesting legislation in order for the OLLS to draft the proposals:
- i. Interim committee members must request legislation during a single interim committee meeting set for requesting legislation;
 - ii. Legislation requests must be approved by a majority of the legislative members of the interim committee;
 - iii. Only legislative members of an interim committee may request legislation;
 - iv. In requesting legislation for drafting, chairs and members should be mindful of the limit on the total number of bills the interim committee is authorized to request. In

² See the last page of this memorandum, which sets forth key dates for requesting and finalizing legislation based on when the committee meetings are scheduled.

2025, pursuant to Senate Bill 25-199, an interim committee may not request the OLLS to draft more than **five bills**. Interim committees should not approve bills with very broad subjects that include a number of topics as a way to circumvent the limit on the number of bill requests or to expand the scope of the interim committee's charge;

- v. Interim committee members must have drafting information available at the meeting at which the members request legislation or must submit drafting information to the OLLS drafter within **three calendar days** after the meeting;
 - vi. Failure to timely submit drafting information is deemed as a withdrawal of the legislation request, and the OLLS will not draft the requested legislation for consideration by the interim committee; and
 - vii. Interim committee members requesting legislation must be available to OLLS drafters and LCS fiscal analysts during the period when legislation drafts and fiscal notes are prepared.
- B. With regard to the preparation of fiscal notes on proposed legislation:
- i. When a draft is finalized, the LCS is authorized to share the draft with affected state agencies for fiscal note preparation purposes; and
 - ii. If the sponsor of the requested legislation fails to finalize the draft by the date specified by the interim committee chair, the draft is deemed finalized and authorized for release for fiscal note preparation purposes.
- C. Once a draft is finalized for distribution to the interim committee and released for fiscal analysis, neither the requesting interim committee member nor any other member of the interim committee may modify the draft, and interim committee members must present any proposed changes to the finalized draft as amendments to the finalized draft at the interim committee meeting at which the finalized draft is considered.
- D. After an interim committee authorizes the drafting of a bill, the legislative member contact for the bill may withdraw the request at any time before the meeting to approve bills. When a bill is withdrawn, notice that the bill was withdrawn must be sent to the chair of the interim committee by the OLLS attorney drafting the bill and the bill may be shown as withdrawn on the interim committee's website.
- E. Once a draft is finalized for distribution to the interim committee and released for fiscal analysis, the bill is deemed to be public and may be posted on the interim committee's website.

III. Procedures for Approving Legislation and Amendments and Designating Sponsors

- A. In accordance with Joint Rules 24 (b)(1)(D), 24A (d)(2.6), (6), and (8), interim committees must comply with the following procedures for considering and taking final action on legislation requested by the interim committee, including amendments to legislation:
- i. Only legislative members of an interim committee may approve legislation and amendments;
 - ii. Only legislative members of an interim committee may request amendments to legislation drafts being considered by the interim committee;
 - iii. Upon a motion, a majority vote of the legislative members of the interim committee is required to recommend legislation, unless otherwise specified;³
 - iv. Pursuant to Senate Bill 25-199, an interim committee may only recommend **three bills** for introduction in the 2026 regular session;
 - v. Upon approval of draft legislation, the chair of the interim committee must designate a member or members of the interim committee as the prime sponsor or joint prime sponsors of the legislation and poll the interim committee to determine if any other members wish to sponsor the legislation.⁴ A member may only be a prime sponsor of legislation if they are returning to their current chamber or running for re-election in their current chamber. Unless approved by the interim committee, no other legislators may be added as prime sponsors or sponsors of the legislation.⁵ A prime sponsor or sponsor may not be removed from the legislation prior to introduction of the legislation in the next legislative session;⁶
 - vi. An amendment that exceeds one page or is a strike everything below the enacting clause amendment must be distributed to the legislative members of the interim

³ The statute authorizing the interim committee, an Executive Committee resolution, or the written request for the interim committee as approved by the Legislative Council may specify a different requirement for approval of legislation by the interim committee.

⁴ With approval of the members of the interim committee, a legislator who is not a member of the interim committee may be designated as the prime sponsor or joint prime sponsor of the legislation.

⁵ Except that, if prior to introduction a member who is a prime sponsor resigns or otherwise is no longer a member, and the member was the only prime sponsor in the first house, the presiding officer of the first house shall designate a prime sponsor for the bill. If the member was the only prime sponsor in the second house, then the first house prime sponsor or co-prime sponsors, jointly, may designate a member, with that member's consent, to be the prime sponsor in the second house.

⁶ Except that, if prior to introduction a member resigns or otherwise is no longer a member, then the member's name will be removed as a prime sponsor or sponsor. If prior to introduction a member is elected or appointed to the other chamber and the member was a prime sponsor, the member will be removed as a prime sponsor. If prior to introduction a member is elected or appointed to the other chamber and the member was a sponsor, the member's sponsorship will be switched to the other chamber.

committee at least 24 hours before the committee is scheduled to consider and take final action on legislation; and

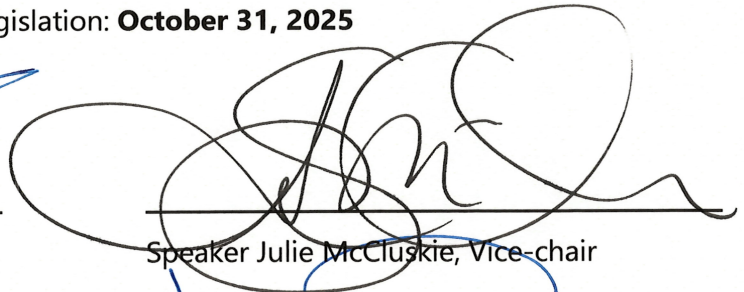
- vii. Upon interim committee final approval, the legislation may not be modified or amended prior to introduction in the next legislative session, except to the extent the interim committee has authorized the OLLS to update the bill summary and incorporate necessary technical changes or conforming amendments identified by the OLLS.

IV. Key Dates for 2025 Interim Committees

- Last date for meeting to request legislation: **September 19, 2025**
- Deadline for submitting drafting information to OLLS: **September 22, 2025** (if meeting to request legislation is held on September 19), or by three calendar days after meeting when legislation is requested for drafting
- Last date to finalize legislation drafts (or date on which drafts are deemed finalized) for distribution to interim committee and release for fiscal analysis: **October 10, 2025**
- Last date for meeting to approve final legislation: **October 31, 2025**



President James Coleman, Chair



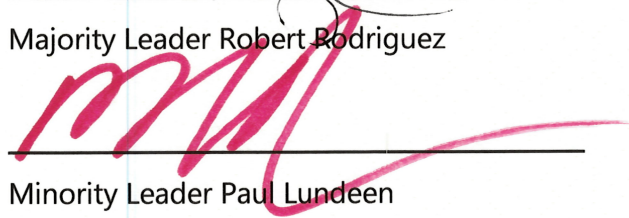
Speaker Julie McCluskie, Vice-chair



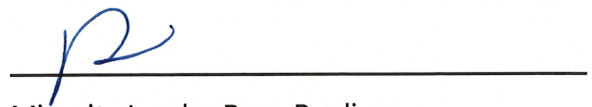
Majority Leader Robert Rodriguez



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Minority Leader Rose Pugliese