



STATE OF NEW JERSEY

MANUAL

FOR USE IN DRAFTING LEGISLATION
FOR INTRODUCTION
IN THE
NEW JERSEY LEGISLATURE.

New Jersey. Prepared by the
"LEGISLATIVE SERVICES AGENCY.

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MANUAL

This Manual is intended to provide information which may be useful in the preparation of proposed legislation for introduction in the New Jersey Legislature.

The principles governing the form of proposed legislation to be found in this Manual have been adopted from year to year by both Houses of Legislature, and compliance with them, and with the other suggestions found in this Manual, will greatly facilitate the progress of proposed legislation to the point of formal introduction in the Legislature.

In addition the following should be consulted, in connection with the drafting of proposed legislation, viz.:

(a) The New Jersey Constitution of 1947, with particular reference to Article IV, Section VII, paragraphs 3 to 10, both inclusive, which relate to the form of legislative bills, for which see Appendix C of this Manual;

(b) Title 1, "Acts, Laws and Statutes" of the Revised Statutes, with particular reference to the definitions found in Chapter one of that Title which are applicable to all statutes; and

(c) The Rules of the New Jersey Senate and of the General Assembly, which relate to the form of bills.

In the case of a private, special or local bill, the provisions of Chapter six of Title 1 of the Revised Statutes, which govern the method of giving public notice of intention to apply for the passage of such a bill, should be *consulted and complied with* before the bill is proposed for introduction in the Legislature.

PROPOSAL FOR INTRODUCTION AND INTRODUCTION OF BILLS

The Rules and practice of the Senate and General Assembly require that a bill which is to be introduced in either House must be proposed for introduction by a member or members of that House by presenting it *in quadruplicate*, to the Secretary of the Senate, if it is to be introduced in the Senate, or to the Secretary to the Speaker of the General Assembly, if it is to be introduced in that House.

The bill is then numbered and delivered to counsel to the Senate Judiciary Committee or the Assembly Committee on Revision and Amendment of the Laws for examination and approval as to form before it can be formally introduced. One copy is made available to the Press prior to the examination as to form.

When the bill has been examined and approved as to form, it is returned to the House and is read by its title in open session and then only is it "introduced" in the Legislature.

The examination as to form is conducted by the staff of the Division of Bill Drafting and Legal Services of the Legislative Services Agency, acting as counsel to the aforementioned committees, and the purpose of the examination is the detection of defects in form in the bill.

When such defects can be corrected by the making of purely editorial changes and the like, the corrections are made and the bill is returned to the House of its origin without further consultation with the introducer.

When such defects cannot be corrected without obtaining further information, the introducer is notified accordingly and the bill is held until correction can be made.

The Legislative Services Agency is not concerned with and has no authority to make any suggestion as to any matter involving legislative policy. It may make suggestions relating to the constitutionality of the title or of the

body of a bill or as to the bill's legal effect but it may not withhold any bill from introduction because of any objection founded upon any supposed defect of this character or any supposed defect in the substance of the bill.

If, however, during the examination, any defect in the substance of the bill is found, the introducer's attention will be called to it, if opportunity affords, but no change in the substance of any bill will be made except with the introducer's concurrence.

The Legislative Services Agency has no authority to make public any information concerning the contents of any bill while it is in its custody, except with the introducer's consent or in cases where the contents of the bill have been made public in some other manner.

Bills intended to be introduced in the Legislature may be presented to the Legislative Services Agency for examination for formal defects, during the recesses of the Legislature and before proposal for introduction, by any member of the Legislature or by a State Department. Special Joint Rules of the Senate and General Assembly authorize and provide procedures for the pre-filing of bills in the period from November 15 to the first Tuesday in January preceding regular annual sessions of the Legislature.

Research and drafting services of the Agency are not available to the general public. While the Agency, within reasonable limits, attempts to answer general inquiries as to legislative practices, procedures and form of legislation, research and drafting requests by others than members of the Legislature and State agencies require the authorization or referral by a Legislator.

WHERE THE STATUTE LAW IS TO BE FOUND

The official text of the statutes of New Jersey is to be found in Titles 1 through 59 and Appendix A of the Revised Statutes (1937), in Titles subsequently revised as Titles of the New Jersey Statutes and in the annual editions of the Pamphlet Laws. The official text of statutes "compiled" as distinguished from "revised" in the Revised Statutes or the New Jersey Statutes, is to be found in the Pamphlet Laws, as is the official text of all private, local, temporary, special and validating acts.

Proposed amendments to existing law should be prepared from, and will be checked as to form against, the official texts.

The general and permanent legislation of the State is also to be found in unofficial form in the bound volumes and pocket parts of the *New Jersey Statutes Annotated*, published by the West Publishing Co. and their current service known as the *New Jersey Session Law Service*. The State also publishes an *Advance Law Service* which is distributed to members of the Legislature and subscribers periodically during the year within two weeks of the enactment of each new law. State departments and private organizations also publish unofficial texts of portions of the statutory law.

RULES AND SUGGESTIONS AS TO THE FORM OF BILLS AND RESOLUTIONS

A. General Set Up

1. Each bill or resolution must be presented for introduction in the form of an original copy on legal size paper (8½" x 13") with carbon copies or similarly duplicated copies, made from the original copy, in quadruplicate.

2. Each bill and joint and concurrent resolution must begin with a legislative title describing the "object" of the bill or resolution.

3. Each bill must contain, following its title and preceding the body, the following enacting clause "*BE IT ENACTED by the Senate and General Assembly of the State of New Jersey.*" The enacting clause of a Joint Resolution is "*BE IT RESOLVED by the Senate and General Assembly of the State of New Jersey*" and for a Concurrent Resolution is "*BE IT RESOLVED by the Senate of the State of New Jersey (the General Assembly concurring)*" or "*BE IT RESOLVED by the General Assembly of the State of New Jersey (the Senate concurring)*", as the case may be.

4. Dates and numbers 10 and above, except when beginning a sentence, or as specified in Appendix B III of this Manual, should be expressed in Arabic figures. The numbers one to nine, except in dates, dollars and cents and to designate section or paragraph numbers of the bill or resolution, should be written at length in proposed legislation.

5. In each bill amending, supplementing, repealing, citing or referring to existing legislation, the official text of the statutes must be used and referred to.

6. No new section numbers or other classification headings of the type appearing in the Revised Statutes and the New Jersey Statutes, should be incorporated in proposed legislation in an effort to tie it into the classification scheme of the statutes.

The section numbers found in headnotes to sections of the Pamphlet Laws preceded by the letter "C" and all new classification headings not found in the Revised Statutes or the New Jersey Statutes even though they be found in the Table of Contents of the statutes annexed to the Pamphlet Laws, should not be used as section numbers in the drafting of proposed legislation. These numbers and classification headings are part of a general numbering system of the statutes, assigned by the Legislative Services Agency, pursuant to law, in order to insure uniformity in the compiling of legislation of a general and permanent nature enacted subsequent to the enactment of the Revised Statutes or the New Jersey Statutes, as the case may be. As subsequent legislation of this nature is enacted, appropriate numbers will be assigned to its sections in accordance with the classification scheme.

7. Each bill intended to amend existing legislation must contain the full official text of each section to be amended, with any material intended to be omitted inserted in its proper place but enclosed in brackets, [] and with new material inserted in its proper place and underlined if the bill be typewritten or *italicized* if it be printed. If any section to be amended has itself been amended, the full official text of the latest amendment must be used but the amendment should be expressed as an amendment of the original section.

8. All statutes become effective on July fourth following their enactment "unless otherwise specially provided for in such act" (R. S. 1:2-3). If it is intended that the bill shall take effect immediately upon its enactment or upon a day other than July fourth following its enactment, a provision to that effect should be inserted in the bill. In certain instances during a protracted session of the Legislature, bills without such designation introduced before, but enacted after, July fourth of one year have not become effective until July fourth of the following year. Different effective dates may be provided for separate sections or provisions of a bill.

9. A brief explanation of the object of the bill may be presented under the caption "Statement" at the end of each bill.

B. Legislative Titles of Bills

1. The provisions of Article IV, Section VII, paragraph 4, of the New Jersey Constitution that "Every law shall embrace but one object, and that shall be expressed in the title" should be carefully complied with.

2. The legislative titles under which the Revised Statutes or the New Jersey Statutes were enacted should not be used or referred to in entitling bills.

3. The use in legislative titles of the main Title or other classification headings found in the Revised Statutes or the New Jersey Statutes, without the use of other language descriptive of the object of the bill, is not recommended because of the generality of the language usually used in these headings.

4. In amending, supplementing or repealing existing statutes other than those revised in the Revised Statutes or the New Jersey Statutes, the title of the statute to be amended, supplemented or repealed as found in the Pamphlet Laws should be used unless the subject matter of the proposed amendment or supplement goes beyond the object expressed in the title of the statute so to be amended or supplemented. In cases falling within this exception, the title of the act to be amended or supplemented should, itself, be amended in the proposed new legislation, so as to broaden its scope accordingly. If the title has itself been amended, it should be used in its amended form. Many acts contain a "short title" which may be used in lieu of the full title to the act being amended, supplemented or repealed.

5. In amending the title of a statute for the purpose of changing its purview or broadening its scope, the title of the amended act should express the change intended to be accomplished in order to comply with the rule of law laid down in *Hedden vs. Hand*, 90 N. J. Eq. 583. To insure compliance with this rule, it is suggested that, in the title of the amendatory act, both the title of the act amended and the amended title be set out as in the Example found in this Manual on page 22.

6. In amending, supplementing or repealing existing statutes other than those revised in the Revised Statutes

or the New Jersey Statutes, it should first be ascertained whether or not the title of the statute has itself been amended. If so, the amended title of the statute to be amended with its original approval date and Pamphlet Law citation and with the Pamphlet Law designation by chapter and year of the statute by which the title was amended should be used in the bill. The original title of the statute to be amended should not be used in either the title or body of such an amendment. See Examples II B., II C. (2), and II E. (2) appearing in this Manual on page 21 et seq.

C. The Body of the Bill

1. The enacting clause for bills as set out on page 7 of this Manual is prescribed by Article IV, Section VII, paragraph 6, of the New Jersey Constitution.

2. Existing sections of the material revised in the Revised Statutes, the New Jersey Statutes or of other legislation may be amended when the subject matter of the new material is germane to the subject matter of the section or sections proposed to be amended, but no section of any statute should be supplemented.

3. Supplements should be used only when the subject matter of the new legislation is an addition to existing legislation which constitutes a specific legislative scheme or where it can properly be classified under a Title, chapter or other subdivision heading of the Revised Statutes or the New Jersey Statutes.

4. Proposed legislation should be so drawn that whenever possible the subject matter of each bill will fall within a single Title, or other classification, heading of the Revised Statutes or the New Jersey Statutes. An exception to this general rule is where an identical or similar change is proposed in sections in more than one Title or where the subject matter of the bill requires amendment to existing law classified under more than one Title.

5. It is recognized that the general classification scheme of the Revised Statutes and the New Jersey Statutes does not include all matters which may be the subject matter of future legislation, but no attempt should be made to expand

the classification scheme of the Revised Statutes and the New Jersey Statutes by setting up in any bill any new classification unit or to determine the location of any proposed new legislation in the classification scheme by assigning to it section numbers designed for this purpose.

6. The Revised Statutes and the New Jersey Statutes should be referred to and cited in proposed legislation as "Revised Statutes" or "New Jersey Statutes," as the case may be, without reference to the legislative title under which it was enacted or to its date of approval. The method of reference to, or of citation of, the various subdivision headings used in the Revised Statutes and the New Jersey Statutes is described in detail in this Manual on page 15 et seq.

7. In any bill intended to amend legislation revised in the Revised Statutes or the New Jersey Statutes reference thereto should be by the section numbers of the sections intended to be amended; and in repealing, supplementing or referring to any such legislation reference should be made to the main Title and subclassification headings under which, or by the numbers of the sections in which, the legislation affected is to be found.

8. In any bill amending, repealing, supplementing or referring to a statute not revised in the Revised Statutes or the New Jersey Statutes, the reference thereto should be by its title and by the chapter number and year of the Pamphlet Laws in which the legislation is found and, where such reference is necessary, by the section numbers found in the Pamphlet Laws in the body of the legislation so affected. Inclusion, parenthetically, of the "C" number assigned to the section is authorized as an aid in locating the law in unofficial publications. In the case of the few sections "added to the Revised Statutes" by number by subsequent legislation, the chapter, numbers and year of the Pamphlet Laws in which this legislation is found must be given in addition to the number so designated in order that the legislation may be identified.

9. In amending or repealing any section or sections of any preexisting legislation, which itself has been amended, it is recommended that the amendment or repealer be ex-

pressed as an amendment or repealer of the original section without mention of the amendment, although in such an amendment the text to be used must necessarily be that of the latest amendment.

10. The use of the expression "and/or" in any bill should be avoided in order to comply with the rule of law laid down in *Montella vs. State* (not reported but cited with approval by the Court of Errors and Appeals in *Fisher vs. Healy's Special Tours, Inc.*, 121 N. J. L. 198).

D. Amendments to Pending Bills

Amendments proposed to bills during their pendency before the Legislature are if proposed to a bill in committee entitled as Senate, or Assembly, Committee Amendments to Senate, or Assembly No. . . . , identifying the latest Official Copy Reprint of the bill if previously amended. The form of amendments is a direction to the printer to make certain changes. Examples: On page 1, section 1, line 6: after "this State or" omit "a state adjacent to New Jersey" insert "any other state"; on page 6, section 6, after line 10 insert a new section 7 as follows: "7. (Text of new section)"; on pages 6-8 renumber sections "7" through "10" as "8" through "11".

TREATMENT AND CLASSIFICATION OF LEGISLATION FOUND IN THE REVISED STATUTES (1937) AND THE NEW JERSEY STATUTES

The Contents of the Revised Statutes

The Revised Statutes contains all of the general and permanent legislation in effect in this State on December 20, 1937, and no legislation of that character which was in effect prior to that date but which was omitted from the Revised Statutes remained in effect after that date. (See *DeLuca vs. Bodman*, 17 N. J. Misc. 1, *State vs. Czarnicki*, 124 N. J. L. 43, at p. 45.)

The legislation so included is either "revised" or "compiled," depending upon the treatment of it in the Revised Statutes.

The difference in the effect of "revision" of statutes in the Revised Statutes and of "compilation" of statutes therein is as follows:

Legislation "revised" in the Revised Statutes

These statutes, which comprise the great bulk of the general and permanent statute law in effect on December 20, 1937, are included in the Revised Statutes without their legislative titles as part of one statute enacted by the enactment of the Revised Statutes, under the single title of the Revised Statutes. The statutes from which this statute was derived, as indicated in the source notes appearing in the Revised Statutes, were completely superseded by its enactment and no longer are in effect.

All of the statutes so "revised" must be amended, supplemented, referred to and cited by reference to, and by the use of the text of, the Revised Statutes.

Statutes "compiled" in the Revised Statutes

These statutes are included in the Revised Statutes in the precise form in which they appeared upon the statute books

at the time of the enactment of the Revised Statutes, each statute so treated being preceded by its legislative title and a reference to its Pamphlet Law citation and the date of its approval.

These statutes were not reenacted, when the Revised Statutes was enacted, but were included therein for convenience in reference only and their validity and effect was not affected by their inclusion in the Revised Statutes.

Some of the statutes so treated are set forth in full in the appropriate Title of the Revised Statutes; others are referred to by their titles throughout these Volumes as saved from repeal and are set out in full as "Acts Saved from Repeal" in Volume IV of the Revised Statutes. The mere fact that some of these statutes are to be found in a Title of the Revised Statutes and others are to be found in Volume IV of the Revised Statutes makes no difference in the effect of their inclusion in the work.

In the drafting of proposed legislation, acts compiled should be amended, supplemented, referred to, and cited by reference to, and by the use of the text of, the Pamphlet Laws in which they respectively appear without Revised Statutes citation.

The Contents of the New Jersey Statutes

That body of the statutory law known as the New Jersey Statutes consists of revisions of certain complete Titles of the Revised Statutes and revisions of portions of other Titles of the Revised Statutes. In each case of enactment of a revision, known as the New Jersey Statutes, the new enactment contains, with the exception of Title 12A, a revision of material contained in a numbered Title of the Revised Statutes and subsequent legislation to the date of its introduction classified in the Title or portion of a Title of the Revised Statutes. The new Titles other than Title 59 (added to the Revised Statutes) are readily identifiable and may be differentiated from Revised Statutes Titles by the letter "A" or "B" following the Title number. To date they are:

Title 2A of the New Jersey Statutes, superseding Title 2 of the Revised Statutes, Administration of Civil and Criminal Justice;

Title 3A of the New Jersey Statutes, superseding Title 3 of the Revised Statutes, Administration of Estates-Decedents and Others;

Title 12A of the New Jersey Statutes, a new Title containing the Uniform Commercial Code;

Title 14A of the New Jersey Statutes, superseding Title 14 of the Revised Statutes, Corporations, General.

Title 17B of the New Jersey Statutes, Insurance, superseding portions of Title 17 of the Revised Statutes relating to Life and Health Insurance;

Title 18A of the New Jersey Statutes, superseding Title 18 of the Revised Statutes, Education;

Title 22A of the New Jersey Statutes, superseding Title 22 of the Revised Statutes, Fees and Costs;

Title 38A of the New Jersey Statutes, superseding those portions of Title 38 of the Revised Statutes pertaining to the National Guard and Militia;

Title 40A of the New Jersey Statutes, superseding to date, a small portion of Title 40 of the Revised Statutes, Counties and Municipalities. Further chapters of Title 40A are in preparation.

Title 59 of the Revised Statutes, Claims Against Public Entities, added to the Revised Statutes.

Citation of or Reference to the Revised Statutes and the New Jersey Statutes

The material revised in the Revised Statutes is arranged in 59 Titles numbered consecutively from 1 to 59 and Appendix A, each of which is divided into numbered Chapters which, in turn, are divided into numbered Sections.

Each Section is designated by a composite number indicating its exact location in the Revised Statutes, thus "R. S. 40:16-1." The first number of the composite number preceding the colon is the number of the Title, the second number preceding the dash is the number of the Chapter of that Title, and the third number indicates the location of the Section in the Chapter, in which the Section appears; thus: "Section 40:16-1 of the Revised Statutes" or "R. S. 40:16-1" means and indicates that the section referred to

is the first section in Chapter 16 of Title 40 of the Revised Statutes.

In addition to the foregoing, subclassification units known as Subtitles, Parts, Articles and Subdivisions are used for topical description and convenience in reference.

Under this scheme of arrangement the material revised in the Revised Statutes should be cited and referred to in the following manner:

(a) *Sections*, by the section number or numbers without any other description, thus "R. S. 40:16-1" or "R. S. 40:18-1 to 40:18-3, inclusive."

(b) *Titles*, by the Title number without any other description, thus: "Title 40 of the Revised Statutes."

(c) *Chapters*, by the Chapter number with the number of the Title in which the Chapter is found, thus: "Chapter 16 of Title 40 of the Revised Statutes."

(d) *Subtitles*, by the Subtitle number and the Title number in which the Subtitle is found, thus "Subtitle one of Title 17 of the Revised Statutes."

(e) *Parts*, by the Part number and the Subtitle and Title numbers in which the Part is found, thus: "Part one of Subtitle two of Title 17 of the Revised Statutes."

(f) *Articles*, by the Article number and the Chapter and Title numbers in which the Article is found, thus: "Article one of Chapter three of Title 26."

(g) *Subdivisions*, which are not numbered but are designated by a capital letter standing alone, by the Subdivision letter and the Article, Chapter and Title numbers in which the Subdivision is found, thus: "Subdivision A of Article one of Chapter three of Title 26."

The material found in the new Titles, 2A, 3A, 12A, 14A, 17B, 18A, 22A, 38A, 40A and others enacted from time to time as Titles of the "New Jersey Statutes," is arranged under the same general scheme of arrangement and system of classification and subclassification units, and should be cited in a similar manner, as material found in the Revised Statutes, substituting "N. J. S." for "R. S." and "New Jersey Statutes" for "Revised Statutes."

APPENDIX A—EXAMPLES

I. Legislation "revised" in the Revised Statutes:

A. To amend

- (1) Where the sections to be amended *have not been amended* since the enactment of the Revised Statutes:

AN ACT concerning dissolution of certain nonprofit corporations and amending R. S. 15:1-19.

BE IT ENACTED *by the Senate and General Assembly of the State of New Jersey:*

1. R. S. 15:1-19 is amended to read as follows:

15:1-19. (Set out text of Revised Statutes section in full, bracketing matter to be omitted, underlining new and substituted matter.)

*2. This act shall take effect.

.....
(“immediately” or date desired)

- (2) Where the sections to be amended *have been amended* since the enactment of the Revised Statutes:

AN ACT concerning the sale of lands by religious, educational or charitable corporations and associations and the investment of the proceeds of such sales and amending R. S. 15:14-7 and R. S. 15:14-8.

* To be used if effective date other than July 4 following enactment is desired.

BE IT ENACTED *by the Senate and General Assembly of the State of New Jersey:*

1. R. S. 15:14-7 is amended to read as follows:

15:14-7. (Set out text of latest amendment to the Revised Statutes section in full, bracketing matter to be omitted, underlining new and substituted matter.)

2. R. S. 15:14-8 is amended to read as follows:

15:14-8. (Set out text of latest amendment to the Revised Statutes section in full, bracketing matter to be omitted, underlining new and substituted matter.)

*3. This act shall take effect
.....
("immediately" or date desired)

B. To repeal

AN ACT concerning pension funds for employees of first class counties and repealing R. S. 43:10-16.

BE IT ENACTED *by the Senate and General Assembly of the State of New Jersey:*

1. R. S. 43:10-16 is repealed.

*2. This act shall take effect
.....
("immediately" or date desired)

C. To amend or repeal a number of Revised Statutes sections

Where a bill contains amendments to or repealers of Revised Statutes sections, or

* To be used if effective date other than July 4 following enactment is desired.

both, rather than using "R. S." before each section number, it is proper to state them as follows, for example, "AN ACT concerning municipalities, amending sections 40:10-1, 40:10-3 to 40:10-5, inclusive, 40:10-9 and 40:10-10, and repealing sections 40:10-2 and 40:10-6, of the Revised Statutes."

D. To supplement

AN ACT to improve the condition of multiple dwellings in this State and supplementing Chapter three of Title 55 of the Revised Statutes.

BE IT ENACTED *by the Senate and General Assembly of the State of New Jersey:*

1. {
 2. { Insert supplemental matter in as
 3. { many sections as may be required,
- with no bracketing or underlining.
- etc.

* 6. This act shall take effect.....

.....
("immediately" or date desired)

II. Legislation "compiled" in the Revised Statutes or not included in the Revised Statutes or the New Jersey Statutes:

A. To amend body of a statute but not the title

- (1) Legislation "compiled" in the Revised Statutes: Examples taken from Sections 40:184-31 and 40:110-1 (saved from repeal in Vol. II and text appearing as section 40:110-1 (1) of Vol. IV) of the Revised Statutes.

* To be used if effective date other than July 4 following enactment is desired.

AN ACT to amend "An act concerning parks in cities of the second class," approved April 3, 1928 (P. L. 1928, c. 61).

BE IT ENACTED *by the Senate and General Assembly of the State of New Jersey:*

1. Section one of P. L. 1928, c. 61 is amended to read as follows:

1. (Set out text of section to be amended in full, bracketing matter to be omitted, underlining new and substituted matter. If the section has been previously amended, use the text of the latest amendment.)

* 2. This act shall take effect.....

.....
("immediately" or date desired)

AN ACT to amend "An act concerning cities having less than 10,000 inhabitants and more than 6,000 inhabitants," approved March 12, 1879 (P. L. 1879, c. 84).

BE IT ENACTED *by the Senate and General Assembly of the State of New Jersey:*

1. Section one of P. L. 1879, c. 84 is amended to read as follows:

1. (Set out text of section to be amended in full, bracketing matter to be omitted, underlining new and substituted matter. If the section has been previously amended, use the text of the latest amendment.)

* 2. This act shall take effect.....

.....
("immediately" or date desired)

* To be used if effective date other than July 4 following enactment is desired.

- (2) Legislation *not included* in the Revised Statutes: Example taken from P. L. 1938, c. 48.

AN ACT to amend "An act to regulate aeronautics over and within this State," approved March 30, 1938 (P. L. 1938, c. 48).

BE IT ENACTED *by the Senate and General Assembly of the State of New Jersey*:

1. Section one of P. L. 1938, c. 48 (C. 6:1-21) is amended to read as follows:

1. (Set out text of section to be amended in full, bracketing matter to be omitted, underlining new and substituted matter. If the section has been previously amended, use the text of the latest amendment.)

*2. This act shall take effect.

.....
("immediately" or date desired)

- B. To amend the body of a statute, the title of which has been previously amended

AN ACT to amend "An act fixing the compensation of guards, keepers, orderlies and industrial officers in the county jails, houses of detention and penitentiaries in counties of the first class in this State," approved March 30, 1938 (P. L. 1938, c. 54) as said title was amended by P. L. 1940, c. 134.

BE IT ENACTED *by the Senate and General Assembly of the State of New Jersey*:

1. Section one of P. L. 1938, c. 54 (C. 30:8-13.1) is amended to read as follows:

1. (Set out text of section to be amended in full, bracketing matter to be omitted, underlining new and substituted matter. If

* To be used if effective date other than July 4 following enactment is desired.

the section has been previously amended, use the text of the latest amendment.)

*2. This act shall take effect.....

.....
("immediately" or date desired)

C. To amend the title of a statute

(1) Where the title *has not been previously amended*:

AN ACT to amend the title of "An act fixing the compensation of guards, keepers and industrial officers in the county jails, houses of detention and penitentiaries in counties of the first class in this State," approved March 30, 1938 (P. L. 1938, c. 54), so that the same shall read "An act fixing the compensation of guards, keepers, orderlies and industrial officers in the county jails, houses of detention and penitentiaries in counties of the first class in this State."

BE IT ENACTED *by the Senate and General Assembly of the State of New Jersey*:

1. The title of P. L. 1938, c. 54 (C. 30:8-13.1) is amended to read as follows: An act fixing the compensation of guards, keepers, *orderlies* and industrial officers in the county jails, houses of detention and penitentiaries in counties of the first class in this State.

*2. This act shall take effect.....

.....
("immediately" or date desired)

* To be used if effective date other than July 4 following enactment is desired.

(2) Where the title *has been previously amended*:

AN ACT to amend the title of "An act concerning the purchase by counties, municipalities and school districts of war savings bonds of the United States of America," approved July 28, 1941 (P. L. 1941, c. 297), as said title was amended by P. L. 1942, c. 304, so that the same shall read "An act concerning the purchase by counties, municipalities and school districts of war savings bonds and other obligations of the United States of America."

BE IT ENACTED *by the Senate and General Assembly of the State of New Jersey*:

1. The title of P. L. 1941, c. 297 (App. A:4-46.1 et seq.), as said title was amended by P. L. 1942, c. 304, is amended to read as follows: An act concerning the purchase by counties, municipalities and school districts of war savings bonds *and other obligations* of the United States of America.

* 2. This act shall take effect.....

.....
("immediately" or date desired)

D. To amend both the title and body of a statute

(1) Where the title *has not been previously amended*:

* To be used if effective date other than July 4 following enactment is desired.

AN ACT to amend the title of "An act fixing the compensation of guards, keepers and industrial officers in the county jails, houses of detention and penitentiaries in counties of the first class in this State," approved March 30, 1938 (P. L. 1938, c. 54), so that the same shall read "An act fixing the compensation of guards, keepers, orderlies and industrial officers in the county jails, houses of detention and penitentiaries in counties of the first class in this State," and to amend the body of said act.

BE IT ENACTED by the Senate and General Assembly of the State of New Jersey:

1. The title of P. L. 1938, c. 54 is amended to read as follows: An act fixing the compensation of guards, keepers, *orderlies* and industrial officers in the county jails, houses of detention and penitentiaries in counties of the first class in this State.

2. Section one of P. L. 1938, c. 54 (C. 30:8-13.1) is amended to read as follows:

1. (Set out text of section to be amended in full, bracketing matter to be omitted, underlining or italicizing new and substituted matter. If the section has been previously amended, use the text of the latest amendment.)

* 3. This act shall take effect.....

.....
("immediately" or date desired)

* To be used if effective date other than July 4 following enactment is desired.

(2) Where the title *has been previously amended:*

AN ACT to amend the title of "An act concerning the purchase by counties, municipalities and school districts of war savings bonds of the United States of America," approved July 28, 1941 (P. L. 1941, c. 297), as said title was amended by P. L. 1942, c. 304, so that the same shall read "An act concerning the purchase by counties, municipalities and school districts of war savings bonds and other obligations of the United States of America," and to amend the body of said act.

BE IT ENACTED *by the Senate and General Assembly of the State of New Jersey:*

1. The title of P. L. 1941, c. 297, as said title was amended by P. L. 1942, c. 304, is amended to read as follows: An act concerning the purchase by counties, municipalities and school districts of war savings bonds *and other obligations* of the United States of America.

2. Section one of P. L. 1941, c. 297 (C. App. A:4-46.1) is amended to read as follows:

1. (Set out text of section to be amended in full, bracketing matter to be omitted, underlining or italicizing new and substituted matter. If the section has been previously amended, use the text of the latest amendment.)

* 3. This act shall take effect.....

.....
("immediately" or date desired)

* To be used if effective date other than July 4 following enactment is desired.

E. To repeal a statute

- (1) Where the title *has not been previously amended*:

AN ACT to repeal Section one of "An act to regulate aeronautics over and within this State," approved March 30, 1938 (P. L. 1938, c. 48).

BE IT ENACTED *by the Senate and General Assembly of the State of New Jersey*:

1. Section one of "An act to regulate aeronautics over and within this State," approved March 30, 1938 (C. 6:1-20), is repealed.

*2. This act shall take effect

("immediately" or date desired)

- (2) Where the title *has been previously amended*:

AN ACT to repeal "An act authorizing veterans to waive payment and receipt of a portion of any pension to which they may be entitled," approved July 15, 1954 (P. L. 1954, c. 169), as said title was amended by P. L. 1957, c. 59.

BE IT ENACTED *by the Senate and General Assembly of the State of New Jersey*:

1. "An act authorizing veterans to waive payment and receipt of a portion of any pension to which they may be entitled," approved July 15, 1954 (C. 43:4-7, C. 43:4-8) as said title was amended by P. L. 1957, c. 59, is repealed.

*2. This act shall take effect

("immediately" or date desired)

* To be used if effective date other than July 4 following enactment is desired.

F. To supplement a statute

- (1) Where the title *has not been previously amended*:

A SUPPLEMENT to "An act to regulate aeronautics over and within this State," approved March 30, 1938 (P. L. 1938, c. 48, C. 6:1-20 et seq.).

BE IT ENACTED *by the Senate and General Assembly of the State of New Jersey*:

1. { Insert supplemental matter in as
2. { many sections as may be required,
3. { with no bracketing or underlining.
etc.

*8. This act shall take effect.....

.....
("immediately" or date desired)

- (2) Where the title *has been previously amended*:

A SUPPLEMENT to "An act concerning the purchase by counties, municipalities and^{*} school districts of war savings bonds and other obligations of the United States of America," approved July 28, 1941 (P. L. 1941, c. 297), as said title was amended by chapter 208 of the Laws of 1943.

BE IT ENACTED *by the Senate and General Assembly of the State of New Jersey*:

1. { Insert supplemental matter in as
2. { many sections as may be required,
3. { with no bracketing or underlining.
etc.

*8. This act shall take effect.....

.....
("immediately" or date desired)

* To be used if effective date other than July 4 following enactment is desired.

G. To amend, supplement or repeal an act having a
"short title."

Many acts have a "short title" enacted by a section reading such as the following:

"This act shall be known and may be cited as the 'Department of Transportation Act of 1966'".

Where a bill amends and supplements or either thereof an act with a short title and the subject matter is within the purview of the long title to the act, the title of the new bill may read:

An act to amend the "Department of Transportation Act of 1966," approved December 12, 1966 (P. L. 1966, c. 301).

or

A Supplement to the "Department of Transportation Act of 1966," approved December 12, 1966 (P. L. 1966, c. 301).

or

An Act to amend and supplement the "Department of Transportation Act of 1966," approved December 12, 1966 (P. L. 1966, c. 301).

or

An Act to repeal the "Department of Transportation Act of 1966," approved December 12, 1966 (P. L. 1966, c. 301).

III. Legislation "revised" in the New Jersey Statutes
(Titles 2A, 3A, 12A, 14A, 18A, 22A, 38A, 40A) :

A. To amend

- (1) Where the section to be amended has not been amended since the enactment of Titles 2A and 3A of the New Jersey Statutes :

AN ACT concerning the jurisdiction of appeals from certain courts of limited jurisdiction and amending N. J. S. 2A:3-6.

BE IT ENACTED *by the Senate and General Assembly of the State of New Jersey:*

1. N. J. S. 2A:3-6 is amended to read as follows :

2A:3-6. (Set out text of old section in full, bracketing matter to be omitted, underlining new and substituted matter.)

- *2. This act shall take effect

.....
("immediately" or date desired)

- (2) Where the section to be amended *has been*^{*} amended since the enactment of Titles 2A and 3A of the New Jersey Statutes :

AN ACT concerning county district courts and amending N. J. S. 2A:18-4.

BE IT ENACTED *by the Senate and General Assembly of the State of New Jersey:*

1. N. J. S. 2A:18-4 is amended to read as follows :

2A:18-4. (Set out text of latest amendment of old section in full, bracketing matter to be omitted, underlining new and substituted matter.)

- *2. This act shall take effect

.....
("immediately" or date desired)

* To be used if effective date other than July 4 following enactment is desired.

B. To repeal

AN ACT concerning applications to the County Court to continue the business of a decedent and repealing N. J. S. 3A:6-68.

BE IT ENACTED *by the Senate and General Assembly of the State of New Jersey:*

1. N. J. S. 3A:6-68 is repealed.

*2. This act shall take effect.....

.....
("immediately" or date desired)

C. To supplement

AN ACT concerning secretaries to certain assignment judges of the Superior Court and supplementing Chapter 11 of Title 2A of the New Jersey Statutes.

BE IT ENACTED *by the Senate and General Assembly of the State of New Jersey:*

1. { Insert supplemental matter in as
2. { many sections as may be required,
3. { with no bracketing or underlining.
etc.

*4. This act shall take effect.....

.....
("immediately" or date desired)

* To be used if effective date other than July 4 following enactment is desired.

APPENDIX B

STYLE OF LEGISLATIVE BILLS AND THE LAWS

I. In General

The *Style Manual* published by the United States Government Printing Office, Revised Edition, January 1967, is the standard guide as to style and the current edition of *Webster's New Collegiate Dictionary* is the authority for spelling and hyphenation of words used in the printing of legislation and the Pamphlet Laws.

II. Capitalization

State (when referring to New Jersey); state (when referring to states of the United States in general); Governor, Commissioner of Education; the commissioner; the Chief Justice; Supreme Court; justice of the supreme court; a justice; Superior Court; judge of the superior court; County Court; judge of the county court; juvenile and domestic relations court; county district court; municipal court; Jersey City Municipal Court; city of Elizabeth; Revised Statutes; New Jersey Statutes; the first word of a sentence or of a series of items following a colon or a comma is capitalized; the first word following a colon is not capitalized if the matter following is merely by way of clarification.

III. Words vs. Figures

An Arabic number is used for a number of 10 or more, except where it is the first word of a sentence.

Words are used for the numbers one through nine except where the number is a section or paragraph number of the legislation, is part of a date, states dollars or cents, time of day, measurement, a fraction, or is part of an authorized abbreviation or citation.

IV. Italics

Since italics is used to designate words to be inserted by amendment, it is not used for other purposes except as part of the official enacting clause of legislation.

V. Authorized Abbreviations

Use of the following abbreviations is authorized:

R. S. 1:1-1; N. J. S. 2A:1-1; P. L. 1968, c. 2, s. 1; R. S. 40:4-1 through 40:4-15, but sections 40:4-1, 40:4-2, 40:4-4 of the Revised Statutes, or 14A:4-1, 14A:4-2, 14A:4-4 of the New Jersey Statutes.

VI. Sections, Paragraphs and Subparagraphs

Arabic numbers are used to designate sections of legislation. Subsections are designated as follows:

1. (Section number)

a....

b....

(1)....

(2)....

(a)....

(i)....

(ii)....

Every effort should be made to avoid use of subsection designations below (1), (2) in the above example.

VII. Hyphenation of Words

Modern usage tends toward the elimination of hyphenated words but there are a few exceptions, such as the word attorney-at-law, but no hyphen in cooperate, coordinate, reemploy, nonresident or nonpublic.

APPENDIX C

New Jersey Constitution—1947

Article IV

LEGISLATIVE

Section VII

* * * * *

3. The Legislature shall not pass any bill of attainder, ex post facto law, or law impairing the obligation of contracts, or depriving a party of any remedy for enforcing a contract which existed when the contract was made.

4. To avoid improper influences which may result from intermixing in one and the same act such things as have no proper relation to each other, every law shall embrace but one object, and that shall be expressed in the title. This paragraph shall not invalidate any law adopting or enacting a compilation, consolidation, revision, or rearrangement of all or parts of the statutory law.

5. No law shall be revived or amended by reference to its title only, but the act revived, or the section or sections amended, shall be inserted at length. No act shall be passed which shall provide that any existing law, or any part thereof, shall be made or deemed a part of the act or which shall enact that any existing law, or any part thereof, shall be applicable, except by inserting it in such act.

6. The laws of this State shall begin in the following style: "*BE IT ENACTED by the Senate and General Assembly of the State of New Jersey.*"

7. No general law shall embrace any provision of a private, special or local character.

8. No private, special or local law shall be passed unless public notice of the intention to apply therefor, and of the general object thereof, shall have been previously given. Such notice shall be given at such time and in such manner

and shall be so evidenced and the evidence thereof shall be so preserved as may be provided by law.

9. The Legislature shall not pass any private, special or local laws:

(1) Authorizing the sale of any lands belonging in whole or in part to a minor or minors or other persons who may at the time be under any legal disability to act for themselves.

(2) Changing the law of descent.

(3) Providing for change of venue in civil or criminal causes.

(4) Selecting, drawing, summoning or empanelling grand or petit jurors.

(5) Creating, increasing or decreasing the emoluments, term or tenure rights of any public officers or employees.

(6) Relating to taxation or exemption therefrom.

(7) Providing for the management and control of free public schools.

(8) Granting to any corporation, association or individual any exclusive privilege, immunity or franchise whatever.

(9) Granting to any corporation, association or individual the right to lay down railroad tracks.

(10) Laying out, opening, altering, constructing, maintaining and repairing roads or highways.

(11) Vacating any road, town plot, street, alley or public grounds.

(12) Appointing local officers or commissions to regulate municipal affairs.

(13) Regulating the internal affairs of municipalities formed for local government and counties, except as otherwise in this Constitution provided.

The Legislature shall pass general laws providing for the cases enumerated in this paragraph, and for all other

cases which, in its judgment, may be provided for by general laws. The Legislature shall pass no special act conferring corporate powers, but shall pass general laws under which corporations may be organized and corporate powers of every nature obtained, subject, nevertheless, to repeal or alteration at the will of the Legislature.

10. Upon petition by the governing body of any municipal corporation formed for local government, or of any county, and by vote of two-thirds of all the members of each house, the Legislature may pass private, special or local laws regulating the internal affairs of the municipality or county. The petition shall be authorized in a manner to be prescribed by general law and shall specify the general nature of the law sought to be passed. Such law shall become operative only if it is adopted by ordinance of the governing body of the municipality or county or by vote of the legally qualified voters thereof. The Legislature shall prescribe in such law or by general law the method of adopting such law, and the manner in which the ordinance of adoption may be enacted or the vote taken, as the case may be.