BILL TRACKING PROCESS

OPB analysts review bills that are introduced in the House and Senate daily. We send many of these bills out to relevant stakeholders across campus to determine if we should track them. In instances where we decide to track a bill, we will ask stakeholders which individual, or group, should “assess” or analyze bills. We will then add these individuals as “assessors” in our online bill tracking system, BillTracker.

Assessors are asked to read and provide analysis of bills as promptly, and as thoroughly, as possible.

OPB BILL ANALYSIS PROCESS

1. OPB reviews daily bill introductions.
2. OPB reaches out to stakeholders to determine whether to track a bill potentially relevant to the UW.
3. OPB adds bills that have an impact with assessors to the online tracking system, BillTracker.
4. If added to a bill in BillTracker, assessors receive an analysis request email) with prompts to both “View Bill at State Legislature” and “Assess this Bill.”
   a. Step 1: View the Bill - Upon clicking link, scroll down to “Available Documents” and click on the relevant version to read the bill. See next page for a guide on how to read bills.
   b. Step 2: Assess the Bill - After you have read the bill, please return to the initial email, where you will see a section to “Assess This Bill.” This will take you to another field which asks for your position on the bill, your analysis, and your suggested amendments. Below are a few samples of assessments.

For more detailed directions on using the BillTracker system, please visit the State Operations tab at washington.edu/opb.

HOW TO READ A BILL

Bill analysis can seem time consuming and complicated. When you are asked to review a bill, please look for these easy indicators, visible at right:

New sections provide all new language. Please review carefully!

Struck out text is text that will be removed from existing statute

Underlined Text is text that will be added to existing statute

2 BE IT ENACTED BY THE LEGISLATURE OF THE STATE OF WASHINGTON:

3 **NEW SECTION.** Sec. 1. The legislature finds that Dubs, the UW Mascot, has dutifully served as an effective representative of the University of Washington. Seeing as the state as a whole could similarly benefit from a morale boost, the legislature seeks to rename Mt. Rainier to Mt. Dubs. To this end, the bill would update RCW 37.08.210 to change the name of Rainier National Park to Dubs National Park.

5 Sec. 2. RCW 37.08.210, Rainier National Park, is hereby amended as follows:

12 Exclusive jurisdiction shall be, and the same is hereby ceded to the United States over and within all the territory that is now or may hereafter be included in that tract of land in the state of Washington set aside for the purposes of a national park, and known as the Rainier Dubs National Park; saving, however, to the said state, the right to
SAMPLE ASSESSMENT

A helpful assessment is one that gives us a brief summary and helps us understand the scope of the bill's implications for UW.

QUESTIONS TO CONSIDER

- What does this bill remove or change in existing law?
- What does it add?
- Would this have a fiscal impact (e.g. additional staff, materials, travel)?
- Would it have a programmatic impact (e.g. time from a PI)?
- Would it have an operational impact (facilities, sustainability)?
- What amendments would you recommend (i.e. what improvements could be made to the bill in its current form)?

HELPFUL REMINDERS

- Be clear and concise
- Note any areas of confusion
- Provide some education!
- Give us a sense of importance
- Include what version of the bill you are responding to
- Respond as soon as possible

Why it's helpful:
- Provides a detailed summary on what the bill does & how it changes current policy.
- Summarizes how the change would affect UW.
- Recommends a position.