

**SECRETARY OF THE SENATE
PROCEDURE FOR REMOVAL OF YOUR NAME FROM LEGISLATION**

Senate Rule 3-1.1 provides that “[a]ny Senator, except the primary author (i.e. the first signer), may remove his or her name from a bill or resolution in accordance with procedures established by the Secretary of the Senate.” A Senator may remove his/her name at any point before the legislation is first reported out of committee. To remove your name from legislation, please follow the following procedure:

- As a matter of courtesy, inform the primary author that you intend to remove your name from legislation.
- File a written request (sample form provided below) with the Secretary of the Senate that you wish to remove your name from legislation.
- Upon receipt of the written request to remove your name from legislation, the Secretary of the Senate will make arrangements to retrieve both the 01 version of the bill from the committee of jurisdiction and the 02 version of the bill from our files. This can usually be done within one day.
- Meet with the Secretary in his office or in the chamber to physically strike through your name on 01 and 02 bills at the same time. You will be required to initial your alteration of the bill back.
- When the name is struck, the Secretary will publish the written request in the Senate Journal. A copy of the request will be provided to the primary author and to the enrolling clerk who will remove your name from the electronic version of the bill published on the Senate website. We will not reprint the bill.

Date: _____

Hon. David Cook
Secretary of the Senate

Dear Mr. Secretary:

Please remove my name as a cosponsor of _____.

Signed: _____ District: _____

Cc: _____
(Author)