



North Dakota Legislative Council

Prepared for the Legislative Procedure
and Arrangements Committee
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LEGISLATIVE DOCUMENT PRINTING SERVICES

Numerous legislative documents are generated during a regular or special legislative session. The Legislative Procedure and Arrangements Committee is tasked with making arrangements for how certain documents will be made available to legislators, Legislative Assembly staff, and members of the public.

BILL AND JOURNAL ROOM STAFF AND SERVICES

The Bill and Journal Room, which is located on the ground floor of the legislative wing, historically has served as a main access point for receiving legislative documents. In the past, the Legislative Procedure and Arrangements Committee would invite outside employment contractors to submit bids for the provision of secretarial services, telephone message services, and Bill and Journal Room services. The contracted Bill and Journal Room staff were responsible for receiving copies of bills, resolutions, daily journals, daily calendars, committee hearing schedules, and bill status reports from a separately contracted printing provider. Staff would stock copies of these documents in the Bill and Journal Room, provide copies of documents to individuals at the walkup window of the Bill and Journal Room, maintain a document subscription list, assemble subscription materials, and receive subscription fees. Contracted staff operated the Bill and Journal Room through the 2019 legislative session. Beginning with the 2021 legislative session, Legislative Assembly staff began operating the Bill and Journal Room. The number of staff devoted to the Bill and Journal Room has decreased due to the reduced need for printed copies as a result of documents being readily available online.

PRINTING POLICY AND SUBSCRIPTION SERVICES

Pursuant to Joint Rule 603 ([appendix](#)), Bill and Journal Room staff may distribute legislative documents to legislators, House and Senate employees, and Legislative Council staff free of charge. Members of the public may request House and Senate daily journals, House and Senate calendars, House and Senate committee hearing schedules, and up to five copies of a limited number of bills and resolutions free of charge. For other documents or requesters, a printing fee of 25 cents per page is charged and remitted to the Legislative Council office for deposit in the legislative services fund pursuant to North Dakota Century Code Section 54-35-19. Fifty-three dollars in printing fees were collected during the 2023 legislative session.

Beginning in 1986, members of the public who wished to receive a complete set of certain types of legislative documents had the option of paying a subscription fee. The Legislative Procedure and Arrangements Committee is tasked with establishing the subscription fee for each document type. The following table provides a recent history of the number of subscribers outside of the legislative branch and the fees charged under the document subscription program:

Document Type	2013 Session Number of Subscribers and Fee Charged		2015 Session Number of Subscribers and Fee Charged		2017 Session Number of Subscribers and Fee Charged		2019 Session Number of Subscribers and Fee Charged		2021 Session Number of Subscribers and Fee Charged	
Bills and resolutions ¹	25	\$250	15	\$250	11	\$350	13	\$300	4	\$460
Daily journals ²	7	\$100	4	\$110	3	\$175	3	\$150	1	\$380
Journal index ³	2	\$35	1	\$30	2	\$45	1	\$85	0	\$90
Bill Status Report ⁴	2	\$395	0	\$425	0	\$595	0	\$550	0	\$560

¹A complete set of bills and resolutions as introduced and printed or reprinted, including a set of all engrossed and reengrossed bills and resolutions.

²A complete set of daily journals of the Senate and the House.

³The index to the House and Senate journals.

⁴A report that provides information on the progress of bills and resolutions, the sponsors of measures, and an index to the subject matter of measures.

The 2021-22 interim Legislative Procedure and Arrangements Committee elected to suspend the subscription program for the 2023 legislative session due to the dwindling number of subscribers. The committee may wish to consider whether it would like to permanently eliminate the document subscription program due to the ease of obtaining legislative documents online.

CONTRACTED PRINTING SERVICES AND COSTS

A contracted printer is used to preprint a set number of copies of legislative documents for the Bill and Journal Room for distribution to House and Senate staff, legislators, and the public. Copies in addition to those provided by the contract printer are printed by the Bill and Journal Room staff on demand. Before the 2021 legislative session, Section 46-02-05 required the Office of Management and Budget to issue an invitation for printing bids before each legislative session. Two separate requests for printing bids were issued before the 2021 legislative session, but no bids were received. As a result, the 2021-22 interim Legislative Procedure and Arrangements Committee recommended a bill draft to allow the Legislative Assembly to enter an agreement with Central Duplicating Services of the Office of Management and Budget to print legislative documents. Senate Bill No. 2347 passed during the 2021 special legislative session and allows the Legislative Assembly to have legislative materials printed by Central Duplicating Services or solicit bids from a private printing vendor for printing services. Central Duplicating Services served as the contracted printing provider during the 2021 and 2023 legislative sessions.

The following table provides the number of documents requested from Central Duplicating Services and the cost of those documents for the 2021 and 2023 legislative sessions:

Document Type	2021 Legislative Session		2023 Legislative Session	
	Number of Copies	Cost to Print	Number of Copies	Cost to Print
Bills and resolutions	35	\$14,902	0 ¹	-
Daily journals ²	17	2,834	0 ¹	-
Journal index ²	5	140	0 ¹	-
Bill Status Report	5	3,478	0 ¹	-
Daily calendars	250 - House, 200 - Senate	23,615 ³	125 - House, 100 - Senate ⁴	\$33,984 ³
Committee hearing schedules	300 - House, 300 - Senate		150 - House, 150 - Senate ⁴	
	Total cost:	\$44,969	Total cost:	\$33,984

¹The 2021-22 interim Legislative Procedure and Arrangements Committee approved a motion for bills, resolutions, daily journals, the journal index, and Bill Status Reports to be printed only upon request during the 2023 legislative session, except as required by House and Senate Rules 204.

²The count and cost of daily journals and the journal index excludes the \$18,992 cost to print and bind the 28 copies required under House and Senate Rules 204 for the 2021 legislative session and the \$18,263 cost to print and bind the 24 copies required under House and Senate Rules 204 for the 2023 legislative session.

³Daily calendars and committee hearing schedules are combined into one billing.

⁴The 2021 interim Legislative Procedure and Arrangements Committee elected to reduce the number of daily calendars and committee hearing schedules provided to each house during the 2023 legislative session to half of the number provided during the 2021 legislative session.

The practice of printing bills and resolutions, daily journals, and *Bill Status Reports* on demand worked well during the 2023 legislative session and resulted in substantial printing savings. The committee may wish to consider whether it would like to continue the practice of preprinting a set count of daily calendars and committee hearing schedules, or if the committee would like to move to an on-demand printing approach for those materials as well.

LEGISLATIVE AREA PRINTER RENTALS AND COSTS

In addition to materials preprinted through contracted printing services, certain legislative areas are equipped with network-connected printers to perform on-demand printing. Since the 2015 legislative session, a printer rental arrangement has been used because rental machines have been found to be more dependable and produce higher quality print jobs. The following is a comparison of copies made and costs incurred from the 2015 through 2023 legislative sessions in each area in which printer was placed.

Location	2015 Session Copies	2017 Session Copies	2019 Session Copies	2021 Session Copies	2023 Session Copies
Secretarial services area	20,340	969	456	-	-
Main clerk area	80,997	71,451	75,516	12,117	17,130
House page room	103,064	94,484	96,186	66,039	84,079
Senate page room	56,972	45,544	52,280	33,234	46,920
Senate Appropriations	13,344	12,264	10,747	17,244	19,276
House Appropriations	15,127	14,330	28,294	36,558	30,436
Bill and Journal Room	155,972	109,498	118,959	28,475	37,693
Other Committee Rooms	-	-	-	124,044	127,437
Total copies	445,816	348,540	382,438	317,711	362,971
Total costs	\$36,121	\$25,809	\$27,395	\$26,198	\$26,716