There is pleasure to be found in obsessing over the details of an inexhaustibly interesting job.
A TALE OF TWO COMPLEMENTARY STANDARDS

I. Correct

II. Clear
FACTORS AFFECTING ACHIEVEMENT OF STANDARDS

❖ What is in your heart?
❖ Who is your audience?
❖ What is your mission?
❖ Who cares about you, the writer?
❖ What about power?
The lobbyist was paying so the Senator ordered three glasses of scotch, a huge steak and a platter of Cheetos.

Use a comma to separate items in a list of three or more
Since the lobbyist was paying the Senator ordered three glasses of scotch[,] a huge steak and a platter of Cheetos.
The witness testified regarding the unintended consequences of House Bill 37[,] and urged the committee to quickly table it.

Use a comma to separate two independent clauses joined by a coordinating conjunction.
The committee listened attentively to the testimony [,] however [,] most of the members remained skeptical regarding the proposed amendment.
The ranking minority member of the committee who is a cosponsor of the legislation suggested that her vote against the bill should not be interpreted as opposition to it.
The legislation that Representative Theriot introduced is entitled An Act to improve graduation rates.

The legislation[,] which Representative Theriot introduced[,] is entitled An Act to improve graduation rates.

When in doubt...
Any motion[,] the effect of which is to suspend Subparagraph (1) is a debatable motion.
A student[,] as defined in Section 31 of this Chapter[,] shall be familiar with the finer points of grammar before she graduates.

A student as defined in Section 31 of this Chapter shall be familiar with the finer points of grammar before she graduates.
And the earthen shelter weighs down the mind which has many concerns.

And the earthen shelter weighs down the mind[,] which has many concerns.
A motion to table and a motion to call from the table requires a vote of two-thirds of the members present and voting.

Conjoined subjects require a plural verb
If the subjects are disjunctive, the proximate subject determines the number of the verb.

Members of the committee or the speaker are eligible to make such a motion.
A bill with too many cross references or circular definitions is nearly impossible to make sense of.

An object of a preposition *cannot* be the subject of the sentence even though an object of a preposition might be the proximate noun.
I. CORRECT: AGREEMENT

A pronoun must agree with its antecedent in number, case, and gender.

The agency’s findings regarding their analysis of the cost of the program are attached as an addendum to this report.
But it has been thirty years since the Save our Lakes legislation was enacted, and it’s impact on gamefish populations is undeniable.
The lobbyist was paying[ , ] so the Senator ordered three glasses of scotch, a huge steak and a platter of Cheetos, which were the extra crispy variety, and the steak was served very rare, so when the Senator began smashing his Cheetos over his steak, the “cheese” from the Cheetos combined with the juice from the steak, producing a peculiar color. A strange shade of puce. Nausea ensued.
I-A. GOOD HYGIENIC PRACTICES
I-A. GOOD HYGIENIC PRACTICES

Use the serial (Oxford) comma

snap, crackle, and pop
Since the lobbyist was paying[,] the Senator ordered three glasses of scotch[,] a huge steak[,] and a platter of Cheetos.
I-A. GOOD HYGIENIC PRACTICES

Avoid the pointless passive

Whoever commits the crime of gambling shall be fined not more than five hundred dollars or imprisoned for not more than six months, or both.
I-A. GOOD HYGIENIC PRACTICES

Avoid the pointless passive

All fees shall be deposited by the secretary into the state treasury.

The secretary shall deposit all fees into the state treasury.
I-A. GOOD HYGIENIC PRACTICES

Avoid the pointless passive

One member of the board shall be appointed by the governor.

The governor shall appoint one member of the board.
I-A. GOOD HYGIENIC PRACTICES

Do not omit subordinating conjunctions

that are

Tax credits administered by the department include the industrial expansion credit and the good corporate citizen credit.
I-A. GOOD HYGIENIC PRACTICES

Do not omit subordinating conjunctions

Tax credits administered by the department that may be abolished in the next legislative session include the industrial expansion credit and the good corporate citizen credit.
II. CLEAR
An object of a preposition cannot be the subject of the sentence even if it is the proximate noun.

An object of a preposition cannot be the subject of the sentence even if *an object of a preposition* is the proximate noun.
This bill establishes a fee for processing the payments in an amount that is equal to the cost incurred by the tax collector in processing the payment.

This bill establishes a payment processing fee that is equal to the tax collector’s payment processing cost.
Zoning regulations adopted by a county or a municipality are subject to voter approval in the respective jurisdiction.
The state constitution imposes the “duty to report” on officers of state agencies and the legislature.
II. CLEAR

Be wary of omitted prepositions

A driver licensed *by this state* or *a neighboring state* may pursue legal action against the manufacturer of the defective material.
II. CLEAR

Do not dilute the verbs

- make a decision  decide
- offer a rebuttal  rebut
- provide an indemnification to  indemnify
- reach a resolution  resolve
- submit an application  apply
## II. CLEAR

Do not dilute the verbs

<table>
<thead>
<tr>
<th>Action phrase</th>
<th>Verb</th>
</tr>
</thead>
<tbody>
<tr>
<td>make a statement</td>
<td>state</td>
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<tr>
<td>offered testimony</td>
<td>testified</td>
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<tr>
<td>take into consideration</td>
<td>consider</td>
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<tr>
<td>made a motion</td>
<td>moved</td>
</tr>
<tr>
<td>offer a complaint</td>
<td>whine</td>
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</tbody>
</table>
Do not hide the ball or yourself in passive voice

It has been decided that legislative staff in the great state of {insert name} are no longer eligible for compensation.
Do not hide the ball or yourself in passive voice

The perpetrators shall be held responsible for damages and the disruption of the committee meeting.
Do not hide the ball or yourself in passive voice

Any person in this office who violates lunch policy will be recommended for termination.