

**A-Engrossed  
House Bill 2702**

Ordered by the House April 3  
Including House Amendments dated April 3

Sponsored by Representative RILEY; Representatives BARNHART, BONAMICI, BOQUIST, BUCKLEY, CANNON, DALLUM, C EDWARDS, D EDWARDS, GALIZIO, GELSER, GIROD, GREENLICK, NATHANSON, READ, ROSENBAUM, SHIELDS, THATCHER, TOMEI, WITT, Senators GORDLY, WALKER

**SUMMARY**

The following summary is not prepared by the sponsors of the measure and is not a part of the body thereof subject to consideration by the Legislative Assembly. It is an editor's brief statement of the essential features of the measure.

*[Requires agencies of state government to ensure that written documents conform to plain language standards.]*

**Directs Governor to assign state agency responsibility for developing plan to ensure that written documents produced by executive department agencies conform to plain language standards. Requires agency assigned responsibility to adopt plan by November 1, 2007, and report to Legislative Assembly on specified dates.**

**Declares emergency, effective on passage.**

**A BILL FOR AN ACT**

1  
2 Relating to written documents produced by agencies of state government; and declaring an emer-  
3 gency.

4 **Be It Enacted by the People of the State of Oregon:**

5 **SECTION 1. (1) The Governor shall assign a state agency in the executive department**  
6 **responsibility for developing a plan to ensure that written documents produced by executive**  
7 **department agencies conform to plain language standards.**

8 **(2) For purposes of the plan developed in accordance with subsection (1) of this section,**  
9 **a written document conforms to plain language standards if the document, whenever possi-**  
10 **ble:**

11 **(a) Uses everyday words that convey meanings clearly and directly;**

12 **(b) Uses the present tense and the active voice;**

13 **(c) Uses short, simple sentences;**

14 **(d) Defines only those words that cannot be properly explained or qualified in the text;**

15 **(e) Uses type of a readable size; and**

16 **(f) Uses layout and spacing that separate the paragraphs and sections of the document**  
17 **from each other.**

18 **(3) The agency assigned responsibility for developing the plan shall adopt the plan by**  
19 **November 1, 2007.**

20 **(4) The agency that develops the plan shall report to the Legislative Assembly in the**  
21 **manner provided by ORS 192.245 not later than February 1, 2008, and not later than January**  
22 **1, 2009. The reports must include:**

23 **(a) A summary of activities by executive department agencies to implement the plan;**

24 **(b) A summary of training and resources provided to agencies;**

**NOTE:** Matter in **boldfaced** type in an amended section is new; matter *[italic and bracketed]* is existing law to be omitted. New sections are in **boldfaced** type.

1       **(c) An explanation of any measured impacts resulting from implementation of the plan;**  
2       **and**

3       **(d) Any recommendation the agency has for further legislation regarding plain language**  
4       **standards.**

5       **(5) As used in this section, “executive department” has the meaning given that term in**  
6       **ORS 174.112.**

7       **SECTION 2. This 2007 Act being necessary for the immediate preservation of the public**  
8       **peace, health and safety, an emergency is declared to exist, and this 2007 Act takes effect**  
9       **on its passage.**

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