

Enrolled House Bill 2702

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

CHAPTER

AN ACT

Relating to written documents produced by agencies of state government; and declaring an emergency.

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

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

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

- (a) **Uses everyday words that convey meanings clearly and directly;**
- (b) **Uses the present tense and the active voice;**
- (c) **Uses short, simple sentences;**
- (d) **Defines only those words that cannot be properly explained or qualified in the text;**
- (e) **Uses type of a readable size; and**
- (f) **Uses layout and spacing that separate the paragraphs and sections of the document from each other.**

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

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

- (a) **A summary of activities by executive department agencies to implement the plan;**
 - (b) **A summary of training and resources provided to agencies;**
 - (c) **An explanation of any measured impacts resulting from implementation of the plan;**
- and**

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

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

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

Passed by House April 9, 2007

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Chief Clerk of House

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Speaker of House

Passed by Senate May 7, 2007

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President of Senate

Received by Governor:

.....M,....., 2007

Approved:

.....M,....., 2007

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Governor

Filed in Office of Secretary of State:

.....M,....., 2007

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Secretary of State