

# 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, 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 **as introduced**.

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

## A BILL FOR AN ACT

1  
2 Relating to written documents produced by agencies of state government.

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

4 **SECTION 1. (1) As used in this section and section 2 of this 2007 Act, "state**  
5 **government" has the meaning given that term in ORS 174.111.**

6 **(2) Every agency of state government shall ensure that written documents produced by**  
7 **the agency for purposes of communicating with the public, whether presented on paper or**  
8 **through electronic media, conform to plain language standards.**

9 **(3) A written document conforms to plain language standards if the document, whenever**  
10 **possible:**

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 **SECTION 2. (1) Each agency of state government shall:**

19 **(a) Assign one individual to lead the agency's plain language standards initiative;**

20 **(b) Ensure that the individual assigned under this subsection receives adequate training**  
21 **in plain language standards;**

22 **(c) Prioritize the nonconforming documents to be rewritten based on frequency of use,**  
23 **receipt of complaints or questions, complexity and lack of clarity;**

24 **(d) Establish a schedule for rewriting nonconforming documents and track the agency's**  
25 **progress; and**

26 **(e) Incorporate the principles of plain language standards into employee training.**

27 **(2) Nothing in this section or in section 1 of this 2007 Act supersedes a specific statute**  
28 **that requires plain language standards for a particular agency or a particular document that**  
29 **are different from those established by section 1 of this 2007 Act.**

30 **SECTION 3. Section 1 of this 2007 Act applies to documents written or rewritten on or**

**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 **after the effective date of this 2007 Act.**

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