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**THE STATES OF DELIBERATION  
of the  
ISLAND OF GUERNSEY**

**DIRECTIVE N° 1 of 2023**

*\*this replaces Directive N° 1 of 2021*

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**THE SUBMISSION OF PROPOSITIONS TO THE STATES**

**Effective from 1<sup>st</sup> August 2023**

1. THE STATES' GREFFIER, in exercise of delegated powers and in pursuance of paragraph 23 of Rule 3 of The Rules of Procedure of the States of Deliberation and their Committees (The Rules), and having consulted with the Presiding Officer, directs that the conditions set out herein shall apply with immediate effect.
2. This Directive must be read in conjunction with The Rules. Templates for all types of propositions can be found on '[LiveWire](#)'.
3. **Original Propositions**
  - 3.1 The following must be sent by email to the States' Greffier via [propositions@gov.gg](mailto:propositions@gov.gg):
    - 3.1.1 A PDF of the complete submission (i.e. the Original Propositions with all accompanying documents including any Policy Letter and any appendices)
    - 3.1.2 A Word document which contains only the Original Propositions.
  - 3.2 If an Original Proposition is accompanied by a statement pursuant to Rule 4(3), stating the reasons for a preferred date for consideration by the States, it must not be included in the document referred to in sub-paragraph 3.1.1 above but must be sent separately on headed paper in PDF format to:
    - the Policy & Resources Committee via [policyandresources@gov.gg](mailto:policyandresources@gov.gg); and
    - The States' Greffier via [propositions@gov.gg](mailto:propositions@gov.gg)
4. **Secondary Propositions**
  - 4.1 Secondary Propositions submitted pursuant to Rule 24 must conform with the format set out in the templates available on LiveWire which can be electronically accessed [here](#).
  - 4.2 All Secondary Propositions must be sent by e-mail to the States' Greffier via [propositions@gov.gg](mailto:propositions@gov.gg)

## **5. Draft Legislation**

### **5.1 Legislation drafted pursuant to a direction of the States but which goes beyond, or does not otherwise conform to the States' resolution**

- 5.1.1 When the States have already approved the principle of, and directed the drafting of, legislation but the legislation so drafted does not conform fully to the previous States' resolution, a further policy letter is required to obtain States' approval of the issues which do not conform to the earlier resolution.
- 5.1.2 In such cases the propositions and policy letter, with the draft legislation attached to the policy letter as an appendix, must be sent to the States' Greffier in accordance with paragraph 3 above.
- 5.1.3 The propositions must include a proposition to approve the legislation.

### **5.2 Legislation drafted otherwise than in pursuance of a direction of the States (other than legislation laid before the States (e.g. Statutory Instruments))**

- 5.2.1 Where the States are required to approve legislation drafted otherwise than in pursuance of a previous direction of the States, a policy letter will be needed. Prior permission must be obtained from the Presiding Officer for the two stages (i.e. consideration of the policy letter and the draft legislation) to be considered by the States at the same meeting.
- 5.2.2 If the Presiding Officer grants such permission, the Original Propositions, the accompanying policy letter and the draft legislation, with the legislation attached to the policy letter as an appendix, must be sent to the States' Greffier in accordance with paragraph 3 above.
- 5.2.3 The Original Propositions must include a proposition to approve the legislation.

### **5.3 Statutory Instruments**

- 5.3.1 When submitting a Statutory Instrument, please use the template provided. After it has been lodged separately with the Greffe, please provide the number it has been allocated. This can be found on the [Guernsey Legal Resources](http://www.guernseylegalresources.gg/) website under 'Statutory Instruments' on [www.guernseylegalresources.gg/](http://www.guernseylegalresources.gg/)

## **6. Letters of comment**

- 6.1 Any letter of comment submitted by the Policy & Resources Committee or the Scrutiny Management Committee should be addressed to the Presiding Officer and shall be submitted on headed paper to the States' Greffier via [propositions@gov.gg](mailto:propositions@gov.gg).

## **7. General**

- 7.1 All documents must be submitted in accordance with the format set out in the templates available on LiveWire which can be electronically accessed [here](#).

## APPENDIX: GENERAL FORMATTING INSTRUCTIONS FOR ALL DOCUMENTS

The checklist below is formatting instructions based on Word in Microsoft 365 formatted manually. If you use another version of Word you may need to search for the relevant settings.

1	<b>Margins</b>	<p>See under Layout/Margins/Custom Margin in Word 2013</p> <ul style="list-style-type: none"> <li>• Top 3.1 cm</li> <li>• Left 3.0 cm</li> <li>• Gutter 0 cm</li> <li>• Bottom 3.3 cm</li> <li>• Right 3.0 cm</li> </ul> <p>Header and footer (See under layout tab) 1.27cm</p>
2	<b>Paragraph settings</b>	<p>See Paragraph &gt; indents and spacing (access by selecting text and right clicking mouse)</p> <ul style="list-style-type: none"> <li>• General - Alignment – Justified/ Outline level - Body text</li> <li>• Indentation – manual: (Justify, indent list at 0.0cms and text at 1.25cms)</li> <li>• Spacing Before Opt and After Opt with Line Spacing Single.</li> </ul> <p>N.B. Do not tick checkbox regarding not having a line space between paragraphs of the same style.</p>
3	<b>Additional automatic paragraph settings</b>	<p>See Paragraph &gt; Line and Page Breaks (access by selecting text and right clicking mouse)</p> <p>Keep all option checkboxes clear - including widow and orphan control.</p>
4	<b>Text Font &amp; Size</b>	<p>Calibri (Body) 12. This is the default setting.</p>
5	<b>Text formatting</b>	<p>In line with Section 2a of the <a href="#">Communications Manual</a> (the use of <i>italics</i>, <u>underlining</u> and BLOCK CAPITALS in the body text is to be avoided. This makes the text easier to read for those with vision impairment.</p> <p>However the Committee names <b>must</b> use the formal title with italics and any ampersand, e.g. Committee <i>for the</i> Environment &amp; Infrastructure or Committee <i>for</i> Home Affairs.</p>
6	<b>Numbering for pages and appendices</b>	<p>Pages must be numbered on the bottom of the page in the centre. Page numbering must continue on from the proposition(s) page(s). The appendices' page numbering must also continue on from the Policy Letter. Effectively they are numbered as one document.</p> <p>The appendices should be titled <b>APPENDIX 1, APPENDIX 2</b> etc. in the top right hand corner (Upper case, Bold, underlined Calibri (Body), font size 12) of the first page. If the standard Policy Letter margins cannot be used for the appendices seek early advice from the States' Greffier regarding printing.</p>
7	<b>Graphics</b>	<p>Number each table, graph, chart, photo <b>etc.</b> consecutively and give a title to each graphic in a consistent style.</p>
8	<b>Tables</b>	<p>Try and keep tables on a single page i.e. no overlapping onto the next page (start the Table at the top of a new page if necessary).</p>

		Check text correctly refers to tables being 'below', 'above' or 'on the next page'.
9	<b>Bullet points</b>	Ensure bullet points are consistent re type, spacing and format throughout the Policy Letter
10	<b>Colour</b>	The authoring Committee will be charged for colour printing. Liaise early with the States' Greffier re costs/use of colour.
11	<b>Dates</b>	Use superscript and comma, i.e. 1 <sup>st</sup> January, 2021.
12	<b>Terminology</b>	Propositions are what the States are being asked to approve. A Policy Letter is the attachment with its appendices setting out why the States are being asked to agree something. Resolutions are what the States have agreed.
13	<b>References to previous Policy Letters or States Reports</b>	Refer to Billet No. Year and Article Number e.g. (Billet d'État IV of 2015, Article III). NB Use the accent, roman numerals and note the use of upper case, i.e. Billet d'État <u>not</u> Billet D'Etat. (B and E always capitalised). Insert footnotes after the reference and insert the hyperlink to the electronic copy of the Billet d'État in the footnote.
14	<b>Quotations</b>	Be consistent. Use "... " or '... ', not a mix of both, and avoid the use of italics to highlight a quotation. Indents can always be used as an alternative – but be consistent throughout your report.
15	<b>References to organisations / persons</b>	<b>States of Deliberation, Bailiwick of Guernsey, Douzaines, Douzeniers, Sursis, Requête, Non-States Members, States Members, Deputy, Billet d'État, Alderney Representative</b> – these terms are unlikely to show up correctly in a spell check. They are always capitalised (NB circumflex in Requête).
16	<b>Acronyms and references</b>	Explain acronyms in full at first opportunity with the acronym/short reference in brackets. Thereafter <b>only</b> use the acronym/reference but refer to the full title in the proposition.
17	<b>Cross-referencing</b>	Double check that the references (particularly referring to past States Resolutions) are correct and complete.
18	<b>Paragraph numbering</b>	Please ensure the paragraph numbering is in sequence.
19	<b>Appendices and Hyperlinks</b>	Background reading can be referenced by using hyperlinks. However, any information that is referred to, that forms part of the decision making process, must be either included in the Policy Letter or in the appendices.