



The Legislative Process

A
CITIZEN'S
GUIDE
TO
PARTICIPATION

The law does not permit the committee or individual legislators to use public funds to keep constituents updated on items of interest unless specifically requested to do so.

For additional copies please contact:

Senate Publications
1020 N Street, B-53
Sacramento, CA 95814
(916) 327-2155

Also available in Spanish.

How to Work the Process

GET INVOLVED

Laws passed by the Legislature have a direct impact on your life. They can affect the taxes you pay, the number of students in your child's classroom, and the penalty for drunken driving.

You are important. You have knowledge that can help your legislator. For instance, as a nurse, you would know what happens to people who are turned away from emergency rooms. As a



police officer, you would know the toll taken by gang violence. As the parent of a developmentally disabled child, you would know that your child suffers when services aren't available.

HOW THE LEGISLATIVE PROCESS WORKS

Your legislator needs to hear from you.

- 1) Get to know your legislator. Get to know your legislator's staff. If you have a relationship with your legislator, your letter or visit will have more impact than if you are a stranger.
- 2) Do your homework. You will be working with people who are experts. If you are proposing legislation, know what your



problem is and how you might resolve it. For example, you may think the penalties for drunk driving are not strong enough. First, find out what the current laws are; has related legislation been introduced recently; if so, who supported or opposed it.

- 3) Find out who supports your issue and meet with others who share your common goal. Establish a unified position. Don't wait until you are meeting with your Senator to argue, for instance, over whether optimal class size is 22 or 28 students.



- 4) Know your opposition.
We know the importance of universal health coverage. However, a specific proposal to require all businesses to provide health coverage for workers may be opposed by small business owners. The cost of coverage could be the difference between economic survival and bankruptcy. Could something be done to mitigate the cost? Is there an alternative for funding the cost of coverage? How much coverage is needed?
- 5) Be prepared to negotiate.
Negotiation is not a dirty word. Sometimes it is better to compromise than to lose your bill. Is it more effective to provide coverage to some people who are currently uninsured, or would it be more effective to hold out for universal coverage?

COMMUNICATE YOUR POSITION

If you are concerned about issues, let your legislator know. Call their district office. Write a letter. Meet with your legislator, or a member of his/her staff. You have valuable information that can help him/her decide how to vote.

GUIDELINES

Write or e-mail to your legislator:

- ▶ Address your letter properly. Elected representatives are addressed as “The Honorable” followed by their name.
- ▶ Write about one subject only.
- ▶ Be brief and to the point. A rambling letter that takes up ten pages and never quite gets to the

point will not be as persuasive as one that builds a case.

- ▶ Use your own words. You are the expert. Explain what the impact will be and why your legislator should vote as you ask.
- ▶ Write legibly. Your letter doesn't need to be typed.
- ▶ Be courteous. Most people, including legislators, don't respond positively to threats.
- ▶ Timing is critical. The best letter in the world won't have much impact if it arrives after your legislator has already voted on the bill.
- ▶ To send e-mail to a specific senator use the following format: senator.(senator's last name)@sen.ca.gov

A SAMPLE LETTER

April 2, 1999

Honorable Joe Smith, Chair
Senate Education Committee
State Capitol, Room 2037
Sacramento, CA 95814

Dear Senator Smith:

I am writing to ask you to vote in support of SB 194 by Senator Blake.

SB 194 would provide support programs to help keep pregnant and parenting teens from dropping out of school. Without a high school education a teen parent cannot provide for herself and her child. She is much more likely to spend years on welfare.

I was a teen parent who graduated from high school. I am now able to support myself and my son, Jason. I wouldn't have made it without the child care and counseling that are such an important part of these programs.

Please support SB 194. Please keep me informed on this.

Sincerely,
Susan Doe
143 City Street
Small Town, CA 00000

Visit your legislator:

- ▶ Be prepared. Review the information you have learned about your issue.
- ▶ Be on time for your appointment and stay within your allotted time. If you over-stay your welcome you may have trouble getting an appointment in the future.

*Ask
your
legislator
for
his/her
support*



- ▶ Avoid arguments. Remember, you're trying to get your legislator to see the issue from your perspective. Creating an adversary won't help.
- ▶ If you can't answer a question, say so. Let your legislator know that

you will get the information and get back to him/her. This gives you an opportunity to contact him/her again and to reinforce your position. Always be honest – even if you think the

truth will hurt you. Half truths and withheld information may come back to haunt you. You have two invaluable things to offer – your expertise and your integrity.

- ▶ Ask your legislator for his/her support.
- ▶ Leave a written position paper.
- ▶ Ask for advice on how to proceed.

GATHER SUPPORT

Your legislator has one vote. Encourage other members of your group throughout the State to contact their legislators.

Encourage people outside your group to get involved. Write a letter to the editor of your newspaper. Get on a local radio or TV talk show. Hold a workshop.

COMMITTEE HEARING

Supporting or opposing a bill usually means phoning, writing and, perhaps, visiting your legislator or his/her staff. Can you do more to help get your bill through the Legislature? You can attend hearings and testify on the bill.

Ask your legislator which policy committee your bill has been assigned to. The bill will be analyzed by a committee consultant prior to its hearing. The analysis includes current law, what the bill does, background information and raises any questions the consultant may have about the bill. Typically the analysis also includes support and opposition to the bill. Send a letter in support of your bill to the committee.

Analyses are important because committee

**SENATE COMMITTEE ON
ELECTIONS AND REAPPORTIONMENT**

SUSAN SMITH, CHAIR

**SENATE BILL NO. 864
(Doe)**

as amended in the Senate
April 29, 1997

SUBJECT: Student poll workers

EXISTING LAW:

Existing law requires members of precinct boards (poll workers) to be registered to vote in the precinct in which he or she is assigned or in a precinct in the same general area.

PROPOSED LAW:

This bill would allow students to serve as members of precinct boards whether or not they are registered voters. Student poll workers must be at least 16 years of age and be a student in good standing attending a public or private secondary or post-secondary educational institution. No more than two students may serve at the same precinct. Students must also receive approval from their school board to participate.

COMMENTS:

1. According to the author, this bill is intended to address the problems of low voter turnout among 18-21 year-olds and counties' difficulties staffing polling places on election day.

POSITIONS:

Sponsor: Author

Support: Secretary of State
California School Boards Association
California Coalition of Hispanic Organizations
California Common Cause

Opposition: Unknown

###

FISCAL COMMITTEE: No.

FIRST HEARING: May 5, 1997

A SAMPLE COMMITTEE ANALYSIS

members read them.

All committee hearings are open to the public. To find out when your bill is scheduled to be heard, check with your legislator. You can also get the information from the author's office, the

committee secretary or the Daily File. The Daily File is also available on the Senate Web Site—www.sen.ca.gov. On the day of the hearing, the timing of when your bill will be considered can be influenced by several factors:

- ▶ The length of the agenda gets longer as deadlines get closer.
- ▶ Committee members usually present their bills last.
- ▶ All of an author's bills are heard consecutively.
- ▶ Some bills are controversial and require a great deal of debate.
- ▶ The author may decide at the last minute to put the bill over to the next meeting.
- ▶ The committee may run out of time and put the remaining bills over to the next meeting.

You can participate in the hearing by testifying on behalf of your bill. If you plan to testify, be sure to notify the author.

- ▶ Have a flexible schedule.
- ▶ Prepare your remarks in advance.
- ▶ Be brief, specific and to the point.

- ▶ Be prepared to answer questions. If you don't know the answer, say so.
- ▶ Be polite.



After a bill passes the appropriate committee(s), it goes to the full house. Floor sessions are open to the public, however, debate is limited to legislators.

The same process is followed in the other house. Opposition is more likely to surface in the second house.

Once a bill has passed both houses, it goes to the Governor for signature. Let the Governor know your position!

A SAMPLE BILL

AMENDED IN ASSEMBLY JUNE 6, 1997
AMENDED IN SENATE APRIL 11, 1997

SENATE BILL

No. 971

Introduced by Senator Mark Johnsworth

March 3, 1997

An act to add Section 58889.1 to the Food and Agricultural Code, relating to agricultural marketing.

LEGISLATIVE COUNSEL'S OFFICE

SB 971, as amended, Johnsworth. California Marketing Act of 1937.

Existing law permits marketing orders, issued under the California Marketing Act of 1937, to contain provisions for the establishment of prescribed plans for research, advertising, and sales promotion of various agricultural commodities. With specified exceptions, plans to promote the sale of a commodity may not make reference to any private brand or trade name used by a handler of the commodity.

This bill would permit a fruits, nuts or vegetables marketing order sales promotion plan to contain provisions to allocate funds to a handler to promote its private brand brands or trade name names.

Vote: majority. Appropriation: no. Fiscal committee: yes. State-mandated local program: no.

The people of the State of California do enact as follows:

- SECTION 1. Section 58889.1 is added to the Food and
- Agricultural Code, to read:
- 58889.1 Notwithstanding Section 58889, any marketing or-

Date bill last amended.

Bill Number

Principal Author. If there are coauthors, their names would follow in alphabetical order.

Date bill introduced.

Indicates which code section the bill is amending.

Title of the bill.

Legislative Counsel summary of the bill.

Strikeout indicates words being deleted.

Italicized wording indicates new portions of bill.

Simple majority vote bill, must be heard in fiscal committee.

Enacting clause.

Actual language that will be codified.

Path of a Bill

*What makes a good
idea difficult? The same
law that's positive for
one group may be
negative for another
which creates conflict.
You want to win.*

AMENDED IN SENATE APRIL 29, 1997

SENATE BILL

No. 864

Introduced by Senator Smith

(Principal coauthor: Assembly Member Doe)

(Coauthors: Senators Blake, Smile, and Long)

(Coauthors: Assembly Members Blank, Zee, O'Bill
and Beach)

March 7, 1997

An act to amend Sections 1637 and 1444 Section 1633 of the Elections Code, relating to elections.

LEGISLATIVE COUNSEL'S DIGEST

SB 864, as amended, Smith. Elections: student poll workers.

Existing law authorizes the county clerk to appoint members of election precinct boards who are voters of either the same precinct or a precinct in the same general area. Existing law restricts persons who may be at the desk or table used by the precinct board to members of the board and persons while signing their names on the roster.

This bill would permit elections officials to appoint, with school approval, as specified, students in good standing who have attained the age of 16 years to serve as assistants at



IDEA

All legislation begins as an idea. Ideas can come from anyone. The process begins when someone persuades a Senator or Assembly member to author a bill.

AUTHOR

A legislator sends the idea and the language for the bill to the Legislative Counsel where it is drafted into the actual bill. The drafted bill is returned to the legislator for introduction. This is called putting the bill across the Desk.

FIRST READING

A bill's first reading is when the Clerk reads the bill number, the name of the author, and the descriptive title of the bill. The bill is then sent electronically to the Office of State Printing. A bill must be in print for 30 days before it can be acted on.

COMMITTEE HEARINGS

The bill then goes to the Senate or Assembly Rules Committee where it is assigned to the appropriate policy committee for its first hearing. Bills are assigned according to subject area. During the hearing the author presents the bill, people testify in support or opposition of the bill, and the committee acts on the bill. The committee can pass the bill, pass the bill as amended, or defeat the bill. It takes a majority vote of the membership of the committee to pass a bill. Bills which require money must also be heard in fiscal committee, Senate or Assembly Appropriations.

SECOND AND THIRD READING

Bills passed by committees are read a second time in the house of origin and then placed in the Daily File on Third Reading. When a bill is read the third time it is explained by the author, discussed by the Members and voted on by a rollcall vote. Bills which require money, or which take effect immediately, require 27 votes in the Senate and 54 in the Assembly. All other bills require 21 and 41 votes, respectively.

REPEAT PROCESS IN OTHER HOUSE

Once the bill has been approved by the house of origin it proceeds to the other house where the procedure is repeated.

RESOLUTION OF DIFFERENCES

If a bill is amended in the second house, it must go back to the house of origin for concurrence, which is agreement on the amendments. If agreement cannot be reached, the bill moves to a two house conference committee to resolve differences. Three members of the committee are from the Assembly and three are from the Senate. If a compromise is reached, the conference report is voted upon in both houses.

GOVERNOR

The bill then goes to the Governor. The Governor has three choices. He or she can sign the bill into law, allow it to become law without his or her signature or veto it. A governor's veto can be overridden by a two-thirds vote in both houses. Most bills go into effect on January 1 of the next year. Urgency measures take effect immediately upon being signed by the Governor and chaptered by the Secretary of State.

SENATE STANDING COMMITTEES

COMMITTEE	STATE CAPITOL	PHONE (916)
Agriculture and Water Resources	Room 405	445-2206
Appropriations	Room 2206	445-3284
Budget and Fiscal Review	Room 5013	445-5202
Business and Professions	Room 2053	445-3435
Constitutional Amendments, 1020 N St.	Room 235	445-2802
Education	Room 2083	445-2522
Elections and Reapportionment	Room 5046	445-2601
Energy, Utilities and Communications	Room 4040	445-9764
Environmental Quality	Room 2203	324-0894
Finance, Investment and International Trade, 1020 N St.	Room 584	445-6306
Governmental Organization	Room 2193	445-1193
Health and Human Services	Room 2191	445-5965
Housing and Community Development	Room 407	445-8740
Industrial Relations	Room 4039	445-1237
Insurance	Room 2032	445-0825
Judiciary	Room 2205	445-5957
Local Government	Room 410	445-9748
Natural Resources and Wildlife	Room 2080	445-5441
Public Employment and Retirement	Room B-31	445-8958
Public Safety	Room 2031	322-1305
Revenue and Taxation	Room 408	445-3808
Rules	Room 400	445-4311
Transportation	Room 2209	445-3182
Veterans Affairs	Room 5061	445-5798

ACCESS TO INFORMATION

Access to information about your legislator as well as pending legislation is readily available from a number of sources. Your legislator's district office is an excellent resource. Not only can they provide you with information, but getting to know the staff will establish a relationship that will make you a valuable resource to



your legislator. Information available from your legislator includes:

- ▶ Copy of bills pending or passed by the Legislature

- ▶ Analyses of bills
- ▶ Bill status in the legislative process
- ▶ Legislative deadlines for current two-year legislative sessions
- ▶ Record of votes in committee and on the floor
- ▶ Veto message for bills vetoed by the Governor
- ▶ Legislator's biography
- ▶ Information on items included in the state budget

All of the above information is available on the Internet. If you don't have a personal computer, you can sometimes get free access through universities, colleges and public libraries. Getting to the State Legislature via the Internet:

- ▶ www.sen.ca.gov

- ▶ The Senate Home Page contains the following information:

WHAT'S NEW!!

A daily look at new press releases, publications, etc.

SENATORS

E-mail addresses, phone numbers, district maps, biographies, legislation, committee memberships, etc. for each Senator.

LEGISLATION

Bill text, analyses, status, history and votes for each bill, and the California Codes and Statutes. You can subscribe to be e-mailed changes in bills when they occur.

COMMITTEES

Membership, staff, addresses and phone numbers, meeting schedules and policy jurisdiction for each committee.

SCHEDULES

Today's events: floor sessions or committee hearings, upcoming events in the Daily File, Legislative deadlines and procedural rules.

OFFICES AND CAUCUSES

Other offices of the Senate and Caucuses.

AUDIO AND TELEVISION

Schedules of when floor sessions and committee hearings are broadcast. You can listen to audio of these events over the Internet.

FAQs AND LINKS

Frequently Asked Questions (FAQs) and links to other government web sites.

For further details on how to use your computer to find legislative information, ask your legislator for "The California Senate on the Internet" brochure.

CALIFORNIA CHANNEL

Legislative floor sessions and committee hearings are carried on the California Channel week days from 9:00 a.m. to 3:45 p.m. During hectic times of the legislative calendar there are many committee hearings happening at the same time. Only one floor session or committee hearing can be aired. Conversely, when the Legislature is out of session, previous hearings or floor sessions may be shown.

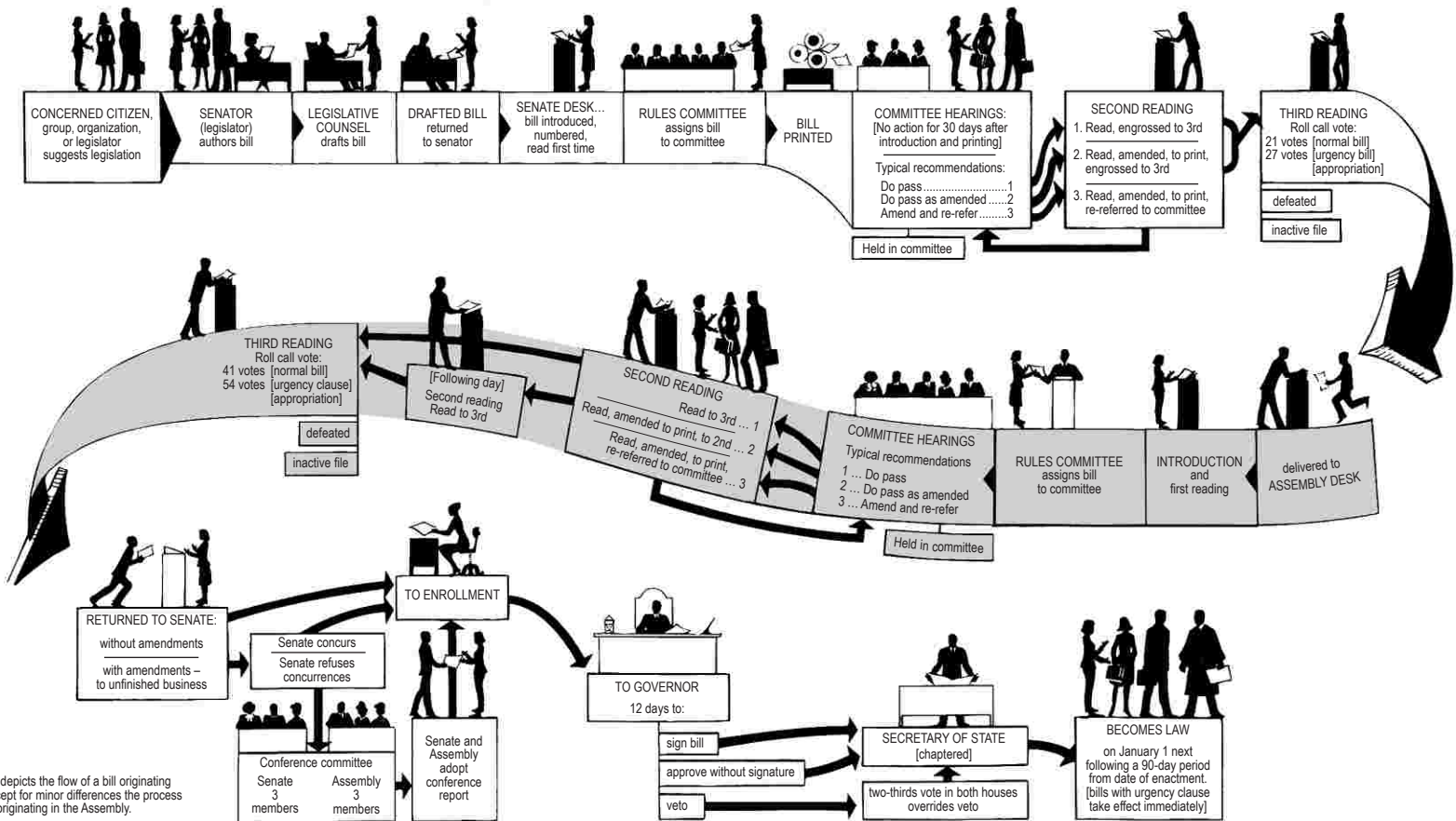
To give citizens an opportunity to directly express an opinion on an issue, some committee hearings are conducted as interactive hearings. This format allows viewers to call in to the committee to ask questions and make

comments about the issue under discussion.

Another interactive meeting is the LegiSchool Project Town Hall Meeting. The LegiSchool Project is a bipartisan collaboration between the Legislature and California State University. The purpose is to develop an issues-oriented civics curriculum for high school students and teachers.

HOW A BILL BECOMES LAW

A simplified chart showing the route a bill takes through the California Legislature.



NOTE: This chart depicts the flow of a bill originating in the Senate; except for minor differences the process is similar for bills originating in the Assembly.

Glossary of Legislative Terms

A

ABBREVIATIONS - The following abbreviations are commonly used by the California Legislature:

AB - Assembly Bill

SB - Senate Bill

ACA - Assembly Constitutional Amendment

SCA - Senate Constitutional Amendment

AJR - Assembly Joint Resolution

SJR - Senate Joint Resolution

ACR - Assembly Concurrent Resolution

SCR - Senate Concurrent Resolution

HR - House Resolution (Assembly)

SR - Senate Resolution

ACT - a bill passed by the Legislature

ACROSS THE DESK - official act of introducing a bill or resolution. The measure is given to the Chief Clerk at the Assembly Desk or the Secretary of the Senate at the Senate Desk. It then receives a number and becomes a public document available in the bill room.

ADJOURNMENT - a motion to end session for that day, with the hour and day of the next meeting being set prior to adjournment or by rule.

ADJOURNMENT SINE DIE - "Adjournment without day." The final termination of a regular or special legislative session.

ADOPTION - approval or acceptance of motions, amendments or resolutions.

ADVISE AND CONSENT - confirmation by the Senate of certain appointees of the Governor.

AMENDMENT - formal proposal to change the language of a bill after it has been introduced.

Author's amendments - submitted by the author of a bill and signed by the chair of the committee to which the bill has been referred. Permits the adoption of amendments by the house without the formality of a committee hearing and recommendation.

Hostile amendment - proposed by a member or committee that is not supported by the bill's author.

APPROPRIATION - the amount of money set aside for a specific purpose and designated from a specific source such as the General Fund, Environmental License Plate Fund, etc.

APPROVED BY THE GOVERNOR - signature of the Governor on a bill passed by the Legislature.

ASSEMBLY - the lower house of the California Legislature, consisting of 80 members, elected from districts apportioned on the basis of population, who, under term limits, can serve three two-year terms.

B

BICAMERAL - a legislature consisting of two houses.

BILL - a proposed law introduced in the Assembly or Senate and identified with a number.

BILL ANALYSIS - a document that must be prepared by committee staff prior to hearing the bill in committee. It explains how a bill would change current law and sometimes mentions support and opposition from major interest groups.

BUDGET - suggested allocation of state moneys presented annually by the Governor for consideration by the Legislature; compiled by the Department of Finance, in conjunction with directors of State Departments.

C

CALL OF THE HOUSE - directive by the presiding officer, on motion from the floor, empowering the sergeant-at-arms to lock the chamber, barring egress of Members present, and to “bring in the absent Members,” by arrest if necessary, to vote on a measure under consideration; action on such being suspended until motion to lift call is made, at which time an immediate vote must be taken.

CAL-SPAN (CALIFORNIA CHANNEL) - cable television channel which televises Assembly and Senate proceedings. Check your local cable provider to determine if they carry Cal-Span.

CAUCUS - a group of legislators who formally meet because of their interest in particular issues. Sometimes called on the basis of party affiliation.

CHAMBER - the Assembly or Senate chamber where Floor Sessions are held.

CHAPTER - after a bill has been signed by the Governor,

the Secretary of State assigns the bill a Chapter Number, such as Chapter 1235, Statutes of 1993, which is subsequently used to refer to the measure rather than the bill number.

CHAPTER OUT - provisions of one chaptered bill amends the same code section as another chaptered bill. The bill with the higher chapter number prevails. Chaptering out can be avoided with the adoption of “double joining” amendments.

COAUTHOR - any member of either house, with the agreement of the author of a bill, may add his or her name on that member’s bill as coauthor, usually indicating support for the proposal.

CODES - bound volumes of law organized by subject matter. The code to be changed by a bill is referred to at the top of the bill.

CONCURRENCE - one house approving a bill as amended in the other house. If the author is unwilling to move the bill as amended by the other house, the author requests nonconcurrence in the bill and asks for the formation of a conference committee.

CONCURRENT RESOLUTION - a measure introduced in one house which, if approved, must be sent to the other house for approval. The Governor's signature is not required. These measures usually involve the business of the Legislature.

CONFERENCE COMMITTEE - usually composed of three legislators (two from the majority party, one from the minority party) from each house who meet in public session to forge one version of similar Senate and Assembly bills. The final conference committee report must be approved by both Assembly and Senate. Assembly conferences are chosen by the Speaker; Senate conferences are chosen by the Senate Rules Committee.

CONFERENCE REPORT - amendments to a bill proposed by the conference committee that reconciles the differences in the Assembly and Senate versions of a measure. The report must be approved by both houses.

CONSENT CALENDAR - a group of noncontroversial bills passed by a committee or the

full Assembly or Senate on one vote.

CONSTITUENT - citizen residing within the district of a legislator.

CONSTITUTIONAL AMENDMENT - a resolution affecting the Constitution, adopted by the Legislature or presented by initiative, requiring an affirmative vote of the electorate to become effective.

CONVENE - to assemble, call together a meeting. The Legislature convenes daily, weekly, and at the beginning of a session as provided for by the Constitution.

D

DAILY FILE - publication produced daily by each house listing their official agenda, including a schedule of committee hearings and bills eligible for floor action.

DAILY HISTORY - publication produced by each house the day after each house has met. The History lists specific actions taken on legislation. Any measure acted upon in that house the previous day is listed in numerical order.

DAILY JOURNAL - a publication produced by each house the day after a Floor Session. Contains roll call votes on bills heard in policy committees and bills considered on the floor and other official action taken by the body. Any official messages from the Governor are also included. A Member may seek approval to publish a letter in the Journal on a specific legislative matter.

DIGEST - a brief statement, by the Legislative Counsel, of the effect of a proposed measure on existing law.

DISTRICT - that division of the State represented by the legislator, distinguished numerically and determined on the basis of population.

DO PASS - the affirmative recommendation made by a committee in sending a bill to the floor for final vote;

Do pass as amended - passage recommended providing certain changes are made.

DOUBLE JOIN - technical amendments that will prevent the amended bill from "Chaptering Out" the provisions of another bill.

DOUBLE REFER - legislation recommended for referral to two policy committees rather than one for hearing.

E

ENACTING CLAUSE - by statutory provision, each proposed law must be preceded by the phrase "The People of the State of California do enact as follows."

ENROLLED BILL - whenever a bill passes both houses of the Legislature, it is ordered enrolled. In enrollment, the bill is again proofread for accuracy and then delivered to the Governor. The enrolled bill contains the complete text of the bill with the dates of passage certified by the Secretary of State and the Chief Clerk of the Assembly or Senate.

ENGROSSMENT - comparison of printed bill to assure its likeness to the original and that amendments are properly inserted. The official proofreading which follows 2nd Reading and/or the adoption of any amendments.

EXECUTIVE SESSION - a committee meeting restricted to only committee members and specifically invited guests.

EX OFFICIO - (lit. out of or because of one's office) the holding of a particular office by reason of holding another, for example, the Lieutenant Governor is an ex officio member of the University of California Board of Regents.

EXTRAORDINARY SESSION - a special legislative session called by the Governor to address only those issues specified in the proclamation. Measures introduced in these sessions are numbered chronologically with a lower case x after the bill number (i.e., 28x); they take effect immediately upon being signed by the Governor.

F

FILE - daily printed program or agenda of business before the house and its committees.

FINAL HISTORY - final compilation of the Senate and Assembly Histories showing final disposition of all measures, together with tables, indexes and other information.

FIRST READING - each bill introduced must be read three times before the final passage. The first reading of a bill occurs when the measure is introduced.

FISCAL COMMITTEE - the Appropriations Committee in the Senate and Assembly to which all fiscal bills are referred if they are approved by policy committees. If the fiscal committee approves a bill, it then moves to the floor.

FLOOR - the Assembly or Senate chambers.

FLOOR JOCKEY OR MANAGER - the legislators responsible for taking up a measure on the floor. This is always the bill's author in the house of origin and a member of the other house designated by the author when the bill is considered by the other house. The name of the floor jockey in the other house appears in parenthesis after the author's name in the second or third reading section of the Daily File.

FLOOR PASS - no visitor may observe the respective houses from the rear of the chambers without a pass. Senate passes are issued by

the President pro Tempore's office; Assembly passes are issued by the Speaker's office. Passes are not required for the viewing area in the gallery above the chambers.

G

GALLERY - balconies of the chamber from which visitors may view proceedings of the Legislature.

GERMANE - this question refers to whether an amendment is relevant to the subject matter already being considered in a bill.

H

HEARING - a committee meeting convened for the purpose of gathering information on a specific subject or considering specific legislative measures.

HIJACK - an action to delete the contents of a bill and insert entirely new provisions.

HISTORY - a publication that gives a comprehensive list of all actions taken on every bill. It is published in volumes,

daily and weekly, by each house.

HOST - the communal file cabinet of the mainframe computer allowing access by all legislative employees in Sacramento and district offices. The Host is maintained by the Legislative Data Center under the direction of Legislative Counsel. It contains information such as bill status, bill text, bill analyses, votes and other useful information for bill tracking.

HOUSE - legislative body, either the Senate or Assembly in California; not limited solely, as in Washington, D.C., to the lower house.

HOUSE RESOLUTION - a document that is the expression of one house. House resolutions are generally used to amend house rules or to create committees.

I

INACTIVE FILE - the portion of the Daily File containing legislation that is ready for floor consideration, but, for a

variety of reasons, is dead or dormant. Any author may move a bill to the Inactive File and subsequently move it off the Inactive File at a latter date. During the final weeks of the legislative session, measures may be moved there by the leadership as a method of encouraging authors to take up their bills promptly.

INITIATIVE - a method of legislating that requires a vote of the people instead of a vote of the Legislature for a measure to become law. To qualify for a statewide ballot, statutory initiatives must receive 384,974 signatures and constitutional amendment initiatives must receive 615,958 signatures.

INTERIM - the period of time between the end of the legislative year and the beginning of the next legislative year. The legislative year ends on August 31 in even-numbered years and the middle of September in odd-numbered years.

INVOKE THE CONSTITUTION - an action taken only in cases of emergency, requiring a two-

thirds vote of the house, whereby the requirement of reading a bill on three separate days is temporarily dispensed with in relation to a specific measure.

ITEM VETO - the Governor's refusal to approve a portion or item of a bill; however, the remainder of the bill is approved.

J

JOINT RESOLUTION - expresses an opinion about an issue pertaining to the federal government; forwarded to Congress for its information. Requires the approval of both Assembly and Senate but does not require the signature of the Governor to take effect.

JOINT SESSION - meeting of the Assembly and Senate together, usually in the Assembly Chambers. The purpose is to receive special information such as the Governor's State of the State address.

JOURNAL - official chronological record of the proceedings of the respective houses, printed daily in pamphlet form, certified,

indexed and bound at the close of each session.

L

LAW - rule of conduct determined by the people through their elected representatives, or by direct vote.

LEGISLATIVE ADVOCATE - an individual engaged to present the views of a group or organization to legislators, and required by law to register with and be certified by the Secretary of State. Commonly called lobbyist.

LEGISLATIVE ANALYST - Legislature's independent fiscal advisor.

LEGISLATIVE COUNSEL - officer elected jointly by both houses. (S)He directs the drafting of proposed legislation and acts as the Legislature's lawyer.

LEGISLATIVE COUNSEL'S DIGEST - the digest is a brief summary of the changes the proposed bill would make to current law. The digest is found on the front of each printed bill.

LOWER HOUSE - the Assembly.

M

MOTION - a formal proposal offered by a Member while the house is in session, usually presented orally, that a certain action be taken or determination be made.

MOTION TO RECONSIDER - a parliamentary procedure which, if adopted, places the question in the same status it had been prior to the vote on the question.

O

OFFICERS - that portion of the legislative staff elected by the membership at the beginning of a session (with the exception of the Lieutenant Governor, who is President of the Senate by constitutional enactment). In the Assembly, the Speaker, Speaker pro Tempore, Chief Clerk, Sergeant-at-Arms; in the Senate, the President pro Tempore, Secretary, Sergeant-at-Arms.

ON FILE - a bill on the second

or third reading file of the Assembly or Senate Daily File.

P

PASSAGE - favorable action on a measure before either house.

POINT OF ORDER - motion calling attention to a breach of order or of rules.

POLICY COMMITTEE - each house of the Legislature has a number of committees referred to as "policy" committees. As bills are introduced in each house the Rules Committee assigns each to a policy committee. The policy committee sets up public hearings on the bills, conducts hearings and following such testimony, votes on whether or not to recommend passage of the bill to the floor of the respective house.

POSTPONE - motion to delay action on matters before the house.

PRESIDENT OF THE SENATE - the State Constitution designates the Lieutenant Governor as President of the Senate,

allowing him/her to preside over the Senate and cast a vote only in the event of a tie. The last time a tie vote was cast was in 1996.

PRESIDENT PRO TEMPORE - (*lit., for the time*); elected by Senate; Chair of Rules Committee; secures efficient disposition of Senate business; has same powers as President in the latter's absence.

PRESIDING - the management of proceedings during session by the Speaker, Speaker pro Tempore, or Member appointed by the Speaker; or by the President, President pro Tempore, or any Senator called to the Chair by the President pro Tempore.

PRIVILEGE OF THE FLOOR - permission to view proceedings from floor of chamber, rather than from the gallery. Request made by a legislator to the presiding officer, on behalf of constituents, relatives, and guests for such permission.

PUT OVER - an action delayed on a legislative measure until a future date without jeopardy to the measure.

Q

QUORUM - number of Members required to be present before business can be transacted: 21 in the Senate and 41 in the Assembly.

R

REAPPORTIONMENT AND APPORTIONMENT - division of the State into districts from which representatives are elected.

READING - presentation of a bill before either house by reading the title, a stage in the enactment of a measure. A bill, until passed, is either in process of first, second or third reading, no matter how many times it has actually been read.

RECONSIDERATION - motion which, when granted, gives rise to another vote annulling or reaffirming an action previously taken.

REFERENDUM - power of voters to reject a measure adopted by the Legislature by collecting enough signatures to place it on the ballot.

RESOLUTION - an opinion expressed by one or both houses which does not have the force of law. Concurrent resolutions and joint resolutions are voted on by both houses but do not require the Governor's signature.

ROLLCALL - a vote of a committee or the full Assembly or Senate. Committee rollcalls are conducted by the committee secretary who calls each member's name in alphabetical order with the Chair's name last. Assembly rollcalls are conducted electronically with each member pushing a button from his/her assigned seat. Senate rollcalls are conducted by the Reading Clerk who reads each Senator's name in alphabetical order.

RULES - methods of procedure: Joint Rules governing relationship between and affecting matters between the two houses; Standing permanent rules adopted by each house, for its own governance; Temporary practices usually adopted at the beginning of each session until Standing

Rules are adopted, consisting generally of the Standing Rules of the preceding session.

S

SECOND READING - each bill introduced must be read three times before final passage. Second reading occurs after a bill has been reported from committee.

SECRETARY OF THE SENATE - an officer of the Senate, elected by the Members to direct the clerical staff, the preparation of daily printing and general publications, and to be of assistance to the presiding officer in interpreting the rules.

SENATE - the upper house of the California Legislature, consisting of 40 members elected from districts apportioned on the basis of population, one-half of whom are elected or re-elected every two years. Under term limits, can serve two four-year terms.

SESSION - period during which the Legislature meets: Regular-the biennial session at

which all classes of legislation may be considered; Extraordinary-special session, called by and limited to matters specified by the Governor; Daily-each day's meetings; Joint-meeting of the two houses together.

SINE DIE - adjournment "without day" being set for reconvening. Final adjournment.

SPEAKER - highest ranking member of the Assembly; elected by all Assemblymembers at the beginning of each two-year legislative session.

SPEAKER PRO TEMPORE - (*lit., for the time*); substitute presiding officer, taking the chair on request of the Speaker, in his/her absence; elected by the body at each session.

SPOT BILL - measure introduced without substance.

STATUTES - compilation of all enacted bills, chaptered by the Secretary of State in the order in which they became law, and prepared in book form by the State Printer.

STOPPING THE CLOCK -

practice of lengthening the hours of the legislative day, irrespective of the passing of the hours of the calendar day, by stopping the clock.

T

THIRD HOUSE - lobbyists/ legislative advocates.

THIRD READING - each bill introduced must be read three times before final passage. Third reading occurs when the measure is about to be taken up on the floor of either house for final passage.

THIRD READING ANALYSIS - a summary of a measure ready for floor consideration. Contains most recent amendments and information regarding how members voted on the measure when it was heard in committees. Senate floor analyses also list support or opposition information on interest groups and government agencies.

TITLE - a brief paragraph, identifying the subject matter and preceding the contents of a measure.

U

UNFINISHED BUSINESS - that portion of the Daily File that contains measures awaiting Senate or Assembly concurrence in amendments taken in the other house. Also contains measures vetoed by the Governor for a 60-day period after the veto. The house where the vetoed bill originated has 60 days to attempt to override.

UNICAMERAL - a legislature consisting of one house.

UPPER HOUSE - the Senate.

URGENCY CLAUSE - a bill which contains an urgency clause takes effect upon the Governor's signature and being chaptered by the Secretary of State. A vote on the urgency clause must precede a vote on the bill and requires a $\frac{2}{3}$ vote for passage.

V

VETO - the Governor's refusal to approve a measure sent to him or her by the Legislature.

Item veto - Governor may reduce or eliminate items of appropriation while approving rest of bill. May

be overridden.

Pocket veto - Governor fails to sign bill after final adjournment. Cannot be overridden. A pocket veto is no longer possible under California Constitution.

VOTE - there are four categories of votes: majority, two-thirds, three-fourths, and four-fifths.

Majority Vote - a vote of more than half of the legislative body considering a measure. The full Assembly requires a majority vote of 41 and the full Senate requires 21, based on their memberships of 80 and 40 respectively.

Two-Thirds Vote - a vote of at least $\frac{2}{3}$ of the legislative body considering a measure. The full Assembly requires a $\frac{2}{3}$ vote of 54 and the full Senate requires 27, based on their memberships of 80 and 40 respectively.

Three-Fourths Vote - the constitution requires that a bill may not be heard or acted upon until the 31st day after introduction. This requirement may be dispensed with by 30 votes or more in the Senate and

by 60 votes or more in the Assembly.

Four-Fifths Vote - to amend the Tobacco Tax and Health Restoration Act of 1988 (Proposition 99) required 32 votes or more in the Senate and 64 votes or more in the Assembly.

W

WHIP - the party officers charged with monitoring floor activity of caucus members.

-Notes-

