
GLOSSARY OF LEGISLATIVE TERMS

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A

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

ADJOURNMENT – 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.

ADMINISTRATIVE PROCEDURE ACT (APA) – A statute containing required procedures for rulemaking and administrative hearings. (Chapter 3.5, 4, and 5 (commencing with Section 11340) of Part 1 of Division 3 of Title 2 of the Government Code.)

APA RULEMAKING PROCEDURES – Procedures set forth in the Administrative Procedure Act that generally requires state agencies, when adopting regulations, to give public notice, receive and consider public comments, submit their regulations and supporting RULEMAKING files to the Office of Administrative Law for review, and have the regulations published in the CALIFORNIA CODE OF REGULATIONS, the recognized source of California administrative law.

ADOPTION – The approval or acceptance of motions, amendments or resolutions.

AMENDMENT – Any alteration made, or proposed to be made, in a bill, motion, resolution or clause, by adding, changing, substituting or omitting language.

AUTHOR'S AMENDMENTS – 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 benefit of a committee hearing and recommendation.

HOSTILE AMENDMENT – An amendment that is proposed by a member or committee that is not supported by the bill's author.

ANALYSIS OF THE BUDGET BILL – The Legislative Analyst's comprehensive examination of the Governor's budget available to legislators and the public about six weeks after the budget is submitted to the Legislature.

APPEAL – A parliamentary procedure for challenging the decision of a presiding officer.

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.

APPROPRIATIONS LIMIT – Established by Prop. 4 (Article XIII B, California Constitution). Passed by voters in 1979, this is the maximum amount of tax proceeds that state and local government may appropriate in a fiscal year. The limit is adjusted annually but based on 1986-87 appropriation limits.

APPROVED BY GOVERNOR – The signature of the Governor on a bill passed by the Legislature.

B

BUDGET CHANGE PROPOSAL (BCP) – A document prepared by a state agency and submitted to an agency secretary and the Department of Finance to propose and document budget changes to maintain the existing level of service or to change the level of service; and is used in preparing the Governor's Budget.

BILL – A draft of a proposed law introduced by a member of the Legislature (Assembly Bill 4000 = AB 4000, Senate Bill 1 = SB 1).

PREPRINT BILL – A prototype, or first draft, of a bill used primarily to present a bill idea before the measure has been officially drafted. It is used primarily during interim hearings to test bill ideas.

BILL ANALYSIS – A brief summary of the purpose, content and effect of a proposed measure or amendment for committee and floor proceedings.

BILL DIGEST – The legal synopsis of measures prepared by Legislative Counsel.

BLUE PENCIL – The California Constitution grants the Governor "line item veto" authority to reduce or eliminate any item of appropriation from any bill including the Budget Bill.

BOND BILL – A bill authorizing the sale of state general obligation bonds to finance specified projects or activities, which must subsequently be approved by the voters.

BUDGET ACT – The Budget Bill after it has been signed into law by the Governor.

BUDGET BILL – The spending proposal for the next fiscal year prepared by the Department of Finance and submitted to the Legislature by the Governor.

BUDGET YEAR – The next, rather than the current fiscal year, beginning July 1 and ending June 30.

C

CALIFORNIA CODE OF REGULATIONS – The official compilation of regulations legally adopted by state agencies and filed with the Secretary of State, the recognized source of California administrative law.

CALL OF THE HOUSE – The procedure used to compel attendance of members and to require those in attendance to remain in the Chamber.

CAL-SPAN – The cable television channel which televises Assembly and Senate proceedings.

CAPITAL OUTLAY – Funds to be spent acquiring or constructing fixed assets.

CAPITOL PRESS CORPS – Those members of the press who are responsible for covering events in the Capitol.

CAUCUS – A group of legislators who formally meet because of their interest in particular issues (e.g., Democratic Caucus, Republican Caucus, Rural Caucus, Women's Caucus, etc.).

CAUCUS CHAIR – A member that is selected and required to perform the duties prescribed by their respective party caucus.

CAUCUS SECRETARY – An officer of the party caucus whose duties are prescribed by the caucus.

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 123, Statutes of 1992,” which is subsequently used to refer to the measure rather than the bill number.

CHAPTERING OUT – When the provisions of one chaptered bill amend the same code section as another chaptered bill. Chaptering out can be avoided with the adoption of “**double joining**” amendments. (Absent “double joining” language, the code section as amended by the bill with the higher chapter number takes effect and “chapters out” the code section as amended by the bill with the lower chapter number.

CHECK-IN SESSION – On non-floor session days, Members come to the floor throughout the day to be added to the roll for attendance purposes. A quorum must be recorded in order for legislative business to be transacted.

CHIEF ADMINISTRATIVE OFFICER – The chief staff person in each house responsible for administrative, fiscal and business affairs.

CHIEF CLERK – A non-partisan, non-member officer of the Assembly elected by the majority of the membership each session as its legislative officer and parliamentarian.

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 a 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 in the title at the top of the bill.

COLA – Cost-of-living adjustment.

COMMITTEE OF THE WHOLE – The entire Assembly or Senate sitting as a committee to consider any matter properly presented to it.

COMPANION BILL – An identical bill introduced in the other house. This is far more common in Congress than in the California Legislature.

CONCURRENCE – Approval by the house of origin to changes made to one of its bills while it was in the other house. (e.g., Assembly approval of Senate amendments.)

CONCURRENT RESOLUTION – A measure that can be introduced in either house, but must be approved by both houses and filed with the Secretary of State to take effect. These measures usually involve the business of the Legislature (e.g., adoption of the Joint Rules).

CONDITIONAL (OR CONTINGENT) EFFECT – Effectiveness of a bill, or portion thereof, is made dependent upon the occurrence of some event (for example, passage of another measure, securing a federal waiver, receipt of revenues, and so forth).

CONFEREES – Official designated members of a conference committee.

CONFERENCE COMMITTEE – A joint committee composed of three legislators from each house who meet in public session to reconcile differences in the Assembly and Senate versions of a measure. Assembly conferees are chosen by the Speaker; Senate conferees are chosen by the Senate Rules Committee.

CONFERENCE REPORT – A draft of 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 the Assembly and Senate.

CONFIRM – The process of approving gubernatorial appointments to executive departments and many boards and commissions.

CONSENT CALENDAR – A group of noncontroversial bills passed by a committee or the full Assembly or Senate on one vote without debate.

CONSULTANT – A committee professional staff person.

CONTINGENCY FUND – Moneys appropriated by the respective houses for operational expenses.

CURRENT YEAR – The current fiscal year that began on July 1 and ends next June 30.

D

DAILY FILE – A booklet published by each house, showing bills eligible for floor action. The official agenda of each house, including a schedule of committee hearings.

DAILY JOURNAL – A publication that is produced for each legislative day that contains the minutes of the session, vote information, motions, parliamentary inquiries, and letters of legislative intent.

DEADLINES – The dates by which bills must be introduced, heard and enacted.

DELEGATED AUTHORITY – Power granted by the Legislature to a state agency to implement and/or enforce a statute, including the power to adopt regulations.

DESK – The desk at the front of the chamber where much of the clerical work of the body is conducted. Also, a generic term for the staff and offices of the Chief Clerk of the Assembly and the Secretary of the Senate.

DESK IS CLEAR – A statement by the presiding officer, prior to the motion to adjourn, meaning there is no further business.

DISTRICT BILL – Legislation introduced specifically on behalf of a Legislator's district, generally affecting only that district.

DOUBLE JOINING – 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. The first committee is not bound by the recommended second referral. Both committees must approve the measure to keep it moving in the process. This is typically used for sensitive issue areas that transcend the jurisdiction of one policy committee. Bill referrals are made by the Assembly and Senate Rules Committees for their respective houses.

E

EFFECTIVE DATE – The date, specified by the constitution, when a law becomes binding.

ENGROSSED BILL – Whenever a bill is amended, the printed form of the bill is proofread to make sure all amendments are inserted properly. After being proofread, the bill is “correctly engrossed” and is therefore in proper form.

ENGROSSING AND ENROLLING – A non-partisan unit in each house, responsible for proofreading amended measures. The unit also prepares and delivers bills to the Governor for consideration.

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 Chief Clerk of the Assembly and the Secretary of the Senate.

EXECUTIVE SESSION – A committee meeting restricted to only committee members and specifically invited guests.

“EXEMPT FROM REVIEW BY THE OFFICE OF ADMINISTRATIVE LAW” – A statutory provision exempts a state agency only from the requirement in The Administrative Procedure Act to submit proposed regulations and supporting RULEMAKING file to the Office of Administrative Law for review. Other APA requirements apply.

“EXEMPT FROM THE APA” – A statutory provision exempting a state agency or its regulations from compliance with all standards and procedures set forth in the Administrative Procedure Act.

EXPUNGE – A motion to delete from the record any reference to a specific action. The motion must be made on the day the vote is taken.

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 number (e.g., AB 28x); they take effect generally the 91st day after adjournment of the special session.

F

FILE NOTICE – Bills that are scheduled for a committee hearing must be listed in the Daily File for not less than four days prior to the hearing. Two days’ notice is required if a bill is subsequently heard by another committee.

FILE NUMBER – The number assigned to a measure in the Assembly or Senate Daily File. The file number changes each day as bills move on or off the Daily File. These include measures on second and third reading and unfinished business. Legislation is taken up on the Assembly or Senate Floor in chronological order according to file number. Items considered on the floor are frequently referred to by file number.

FINANCE LETTER – Revisions to the budget bill and the Governor's budget for the current year proposed by the Department of Finance and addressed to appropriate committee chairs in the Assembly and Senate.

FIRST READING – The initial introduction of a bill. The clerk assigns it a number and reads its title. The bill is usually referred to committee for future hearing.

FISCAL BILL – Any measure that contains an appropriation of funds or requires a state agency to spend money for any purpose or results in a substantial loss of revenue to the state. Legislative Counsel determines which bills are fiscal bills. The designation appears at the end of the Legislative Counsel's Digest found on the first page of each bill. Fiscal bills must be heard by the Assembly Appropriations Committee and the Senate Appropriations Committee in addition to the appropriate policy committee in each house.

FISCAL COMMITTEE – The Appropriations Committee in the Assembly and the Appropriations Committee in the Senate are the fiscal committees 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.

FISCAL DEADLINE – The date on the legislative calendar by which all bills with fiscal implications must have been taken up in a policy committee and referred to a fiscal committee. Any fiscal bill missing the deadline is considered "dead" unless it receives a rule waiver allowing further consideration.

FISCAL YEAR – The 12-month period on which the budget is planned. The State fiscal year begins July 1 and ends June 30 of the following year. The federal fiscal year begins October 1 and ends September 30 of the following year.

FLOOR – That portion of the Assembly or Senate Chamber reserved for members and officers of the Assembly or Senate and other persons granted the privilege of the floor.

FLOOR ANALYSIS UNIT – A nonpartisan unit in each house which is responsible for editing the bill analyses that are prepared by committee staff. This "packet" of analyses are then made available to Members during floor sessions for reference purposes.

FLOOR JOCKEY OR MANAGER – The legislator 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 Assembly or Senate from the rear of the chambers without a pass. Assembly passes are issued by the Speaker's office; Senate passes are issued by the President pro Tempore's office. Passes are not required for the viewing area in the gallery above the chambers.

FOUR-DAY FILE NOTICE – The announcement which must appear in the Daily File four days prior to consideration of a bill or constitutional amendment at the original meeting of a policy committee. The second committee of reference, usually a fiscal committee, requires only a two day notice. Informational hearings require four days' notice. The File notice requirement may be waived by permission of the house.

G

GALLERY – The 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. Legislative Counsel may opine on germaneness, but the determination of germaneness is decided by the presiding officer, subject to an appeal by the membership.

GOVERNOR'S BUDGET – The spending plan submitted by the Governor in January.

GOVERNOR'S PROCLAMATION – A means by which the Governor may call an extraordinary or special session.

GOVERNOR'S REORGANIZATION PLAN – Proposal to reorganize the functions among the Executive Branch, subject to approval by the Legislature.

GRANDFATHERING – Specific situations that are allowed to continue while a law would make changes henceforth.

H

HANDBOOK – The 3" x 5¾" hardbound edition of California Legislature published for each two-year legislative session. It contains indexed versions of the Assembly, Senate, and Joint Rules; biographies of members; and other useful information. The handbook is published by the Assembly Chief Clerk and Secretary of the Senate for their respective houses.

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

HELP DESK – The place to call with questions about the hardware or software of the legislative computer network.

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 analyses, bill status, bill text, votes, and other useful information for bill tracking.

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 dormant or dead. An author may move a bill to the inactive file if they wish not to take it up until a later date. Once a bill is on the inactive file, it requires one day's public notice to place the bill back on the daily agenda.

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 signatures of voters equal to 5% of the votes cast for all candidates for Governor at the last gubernatorial election and constitutional amendment initiatives must receive 8%.

INQUIRY SYSTEM – The computer information system maintained by Legislative Data Center which contains all bill text, File information, analyses, codes, etc.

INTERIM – The period of time between the first and second year of the two-year session.

J

JOINT COMMITTEE – Membership composed of equal numbers of Assembly members and Senators. Usually created by statute.

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

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

L

LAY ON THE TABLE – A motion to set aside a matter (e.g., amendments) before the house which may not be taken up again during session. The motion is not debatable.

LEGISLATIVE ADVOCATE – A person engaged to present views of a group or organization to legislators. Commonly called lobbyists.

LEGISLATIVE ANALYST – Staff director of the joint budget committee. The Legislative Analyst provides thorough, nonpartisan analysis on the fiscal impact of legislation.

LEGISLATIVE COUNSEL – The attorney for the Legislature, elected jointly by both houses via concurrent resolution. The Legislative Counsel and his or her legal staff is responsible for drafting all bills and amendments, preparing a digest (summary) of each bill, providing legal opinions, and generally representing the Legislature in legal proceedings.

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

LOBBYIST – An individual who seeks to influence the outcome of legislation or administrative decisions. The law requires formal registration as a lobbyist if an individual's activity exceeds 25 contacts with decisionmakers in a two-month period.

LOBBYIST BOOK – The *Directory of Lobbyists, Lobbying Firms, and Lobbyist Employers* published every session by the Secretary of State; available for sale to the public from the Legislative Bill Room at the State Capitol or the Secretary of State's office. Photos and addresses of lobbyists are included with a list of the clients they represent. Employers of lobbyists are also listed alphabetically.

M

MAJORITY FLOOR LEADER – In the Assembly, appointed by Speaker. Represents the Speaker on the floor, expedites Assembly Floor proceedings through parliamentary procedures such as motions and points of order and promotes harmony among the membership. In the Senate, selected by majority caucus.

MAJORITY OF THE HOUSE – Quorum requirement of one more than half of the qualified members sitting at that time. For example, if there are four vacancies in the Assembly, 39 members would make a majority of the house.

MAJORITY OF THOSE PRESENT AND VOTING – A vote threshold that is determined by the number of members voting at that time. For example, if 40 members are voting on the adoption of amendments, a minimum of 21 “aye” votes would be necessary to adopt the amendments.

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 membership of 80 and 40, respectively.

MASON'S MANUAL – The definitive reference manual for parliamentary procedure unless specifically covered by the Legislature's own written rules. Most parliamentary situations are covered by the State Constitution, Joint Rules or Assembly Rules.

MAY REVISION – Occurring in early May, the updated estimate of revenues and expenditures that replaces the estimates contained in the Governor's Budget submitted in January.

MINORITY FLOOR LEADER – Elected by the caucus having the second largest house membership. Generally responsible for making motions, points of order and to represent the minority caucus on the floor.

MESSAGE FROM THE GOVERNOR – An official communication from the Governor which is read into the official record.

MOTION – A formal request for action made by a legislator during a committee hearing or Floor Session.

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.

MOVE A CALL – A parliamentary procedure that delays the announcement of the vote on a measure. This action gives a member additional time to gain more support for his or her bill, or to build opposition. A call must be “lifted” before the Houses adjourn that day.

MOVE THE PREVIOUS QUESTION – A motion made to end debate on a measure.

N

NONFISCAL BILL – A measure having no financial impact on the state and, therefore, not required to be heard in an Assembly or Senate fiscal committee as it moves through the legislative process. Nonfiscal bills are subject to somewhat different legislative calendar deadlines than fiscal bills.

O

OATH OF OFFICE – An oath that is taken by members-elect prior to being seated and embarking upon official duties.

OFFICE OF ADMINISTRATIVE LAW (OAL) – The independent executive branch agency charged with reviewing state agency RULEMAKING and regulations for compliance with procedures and standards set forth in the RULEMAKING portion of the Administrative Procedure Act (APA).

OUT OF ORDER – A parliamentary ruling by the presiding officer of a committee or the house that an action is not properly before the body or relevant to its discussion and, therefore, cannot be discussed at that moment.

OVERRIDE – An effort to reverse a Governor’s veto by a vote of two-thirds of the members of each house. This requires 54 votes in the Assembly and 27 votes in the Senate.

P

PARLIAMENTARY INQUIRY – A question of procedure posed by a legislator during a committee hearing or Floor Session. A member must be recognized for this purpose and the question is then answered by the committee chair or presiding officer. A parliamentary inquiry is sometimes referred to as a “point of information.” Parliamentary Inquiry is the preferred usage.

PASS AND RETAIN – If a member wishes to wait an additional day before taking up a bill, the member may ask the House for unanimous consent to “pass” his or her bill on File until the next legislative day without penalty.

PASS ON FILE – When the House refuses to “Pass and Retain” a measure on the agenda, it is “Passed on File.” Although the bill remains on the agenda for the next day, if it is not taken-up the second time, it will automatically be placed on the inactive file.

PASS TEMPORARILY – A measure temporarily skipped on the agenda. If the bill’s author does not take-up the measure by the end of the day, it may be penalized or retain its place on File by unanimous consent. (See Pass on File)

PER DIEM – Literally means “per day.” It is the daily expense money rendered to legislators.

POINT OF ORDER – A parliamentary procedure used by a member to bring attention to a possible violation of the rules. The presiding officer then makes a ruling on the validity of the point of order.

PRESIDENT OF THE SENATE – The State Constitution designates the Lieutenant Governor as President of the Senate, allowing him or her to preside over the Senate and cast a vote only in the event of a 20–20 tie.

PRESIDING OFFICER – The member who presides over a legislative Floor Session. In the Assembly, the presiding officer is usually the Speaker or Speaker pro Tempore.

PRESS CONFERENCE – A presentation of information to a group of reporters. Press conferences are frequently held in Room 1190 of the Capitol, the Governor’s press room, available to members on a reservation basis.

PRINCIPAL COAUTHOR – A legislator singled out to share credit along with the author of a bill or resolution.

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

Q

QUASI-LEGISLATIVE – The term applied to the action or discretion of public administrative officers or agencies to make law, primarily through RULE MAKING.

QUORUM – The minimum number of legislators needed to begin conducting official business in committee or on the floor. The absence of a quorum is grounds for immediate adjournment of a committee hearing or Floor Session.

QUORUM CALL – Transmitting the message that members are needed to establish a quorum so proceedings can begin.

R

RECESS – (1) An official pause of any length in a committee hearing or Floor Session that halts the proceedings for a period of time but does not have finality of adjournment; (2) A break of more than four days in the regular session schedule such as for “Spring Recess,” etc.

RECONSIDERATION – A motion that, if carried, allows a measure that failed to be heard again in committee or on the floor.

REFERENDUM – A method by which a measure adopted by the Legislature may be submitted to popular vote of the electorate.

REGULATION – “Every rule, regulation, order, or standard of general application . . . adopted by any state agency to implement, interpret, or make specific the law enforced or administered by it, or to govern its procedure.” (Government Code, Section 11342.) A legally adopted regulation has the force of law.

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

ROLL CALL – A vote of a committee or the full Assembly or Senate. Committee roll calls are conducted by the committee secretary who calls each member’s name in alphabetical order with the Chair’s name last. Assembly roll calls are conducted electronically with each Member pushing a button from their assigned seat. The green button designates “aye” and the red button designates “no.” Senate roll calls are conducted by the Reading Clerk who reads each Senator’s name in alphabetical order.

RULEMAKING – The exercise of power granted by the Legislature to a state agency to adopt regulations to implement, interpret, or make specific the law enforced or administered by it, or to govern its procedure.

RULE WAIVER – A specific exemption to the Assembly, Senate, or Joint Rules; formal permission must be sought to receive.

S

SECOND READING – The first order of business on the Daily File. The house approves or denies committee recommendations at this stage. This is usually accomplished without debate or vote.

SECRETARY OF THE SENATE – The principal parliamentarian and recordkeeper for the Senate, elected by Senators at the beginning of each two-year session. The Senate Secretary and his or her staff are responsible for publishing the Senate daily and weekly publications.

SERGEANT AT ARMS – Staff responsible for maintaining order and providing security for legislators. The Chief Sergeant at Arms in each house is elected by a majority of the Members of that house at the beginning of every legislative session.

SHORT COMMITTEE – Lacking sufficient members of the committee; less than a quorum.

SPEAKER – The leading officer of the Assembly; elected by the Assembly members at the beginning of each two-year legislative session. This member presides over floor sessions.

SPEAKER PRO TEMPORE – An officer who presides over floor sessions in the absence of the Speaker.

SPECIAL ORDER OF BUSINESS – Occasionally a bill is of such importance that advanced notice is given before it will be considered in the full Assembly or Senate. A request is made during a floor session by requesting unanimous consent to set the bill as a special order of business on a specific date and time. This assures adequate time for debate and allows all Members the opportunity to be present.

SPONSOR – The legislator, private individual, or group who developed a piece of legislation and advocates its passage.

SPOT BILL – A bill that amends a code section in such an innocuous way as to be totally nonsubstantive. The bill has been introduced to assure that a germane vehicle will be available at a later date after the deadline had passed to introduce bills. At that future date, the bill can be amended to incorporate more substantive provisions.

STATE MANDATE – Chapter 1406, Statutes of 1972, first established the requirement for the state to reimburse units of local government for all costs mandated on them by the state resulting from either legislative acts or administrative regulations which impose a new program or demand an increased level of service in an existing program. Proposition 4 of 1979 (Gann Initiative) incorporated this requirement into Section 6 of Article XIII B of the State Constitution.

SUBCOMMITTEE – A subgroup of a full committee, composed of committee members from both parties.

SUMMARY DIGEST – Brief summaries of each piece of legislation passed in the two-year session; prepared by Legislative Counsel. Measures are listed in the order they were signed into law.

T

TAX LEVY – Any bill that imposes, repeals, or materially alters a state tax. Legislative Counsel determines whether a bill is a tax levy.

THIRD READING – The stage at which bills are eligible for floor debate and final vote.

THIRD READING ANALYSIS – A summary of a measure ready for floor consideration. It contains most recent amendments and information regarding how Members voted on the measure when it was heard in committees.

THIRD READING FILE – The portion of the Daily File that lists the bills that are ready to be taken up for final passage.

THIRD SET – The third date scheduled by a committee for hearing a bill after two prior settings as requested by the author. Date changes made by the committee chairperson do not count as “sets.”

THIRTY-DAY PROVISION – The 30-day waiting period following a bill’s introduction before a bill may be heard or acted upon by the Legislature. The waiting period is required by the State Constitution and the Joint Rules and can be waived by a three-fourths vote (60 in the Assembly; 30 in the Senate).

TOMBSTONE – Specification in a bill that the act it creates will be named for a state legislator; i.e., “The (last name of individual) Act.”

U

UNANIMOUS CONSENT – The consent (permission) of those members present, absent any objection, debate, or vote. (i.e., Unanimous consent was granted to suspend the four-day File notice requirement to hear a bill in committee.)

UNDERGROUND REGULATION – An agency regulation that should have been, but was not, adopted following procedures set forth in the RULE MAKING portion of the Administrative Procedure Act (commencing with Government Code Section 11340) and, consequently, invalid.

UNFINISHED BUSINESS – The section of the Daily File containing bills vetoed by the Governor, concurrence items, conference reports, and certain motions to be voted on.

V

VETO – Latin, meaning “I forbid.” The formal action of the Governor in disapproving a bill. A two-thirds vote of each house is necessary to override the veto and make the bill become law.

VOICE VOTE – A vote that requires only an oral “aye” or “no” with no official count taken. The presiding officer determines whether the “ayes” or “noes” carry.

W

WHIP – A party officer charged with monitoring floor activity of caucus members.

WITHDRAW FROM COMMITTEE – A floor vote to compel the discharge of a bill from committee.

