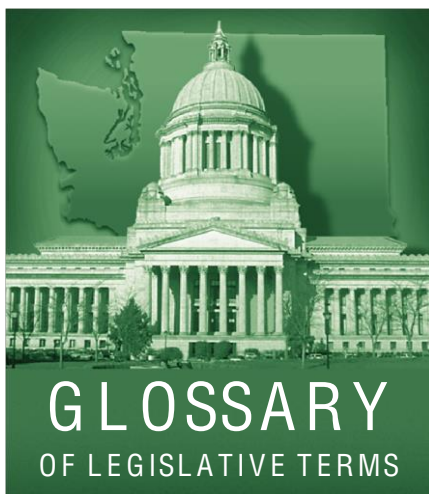


WASHINGTON STATE



ACT. A bill adopted by the Legislature.

AD HOC COMMITTEE. A committee formed for a short duration, usually to study a specific issue.

ADJOURN. Conclude a day's session with a time set to meet again, or conclude a meeting.

ADJOURN SINE DIE. Conclude a regular or special session without setting a day to reconvene.

ADOPT. Approve formally.

AMEND. Modify, delete or add to a proposal.

AMENDMENT. Any change in a bill, resolution or memorial. A committee amendment is an amendment proposed in a committee meeting. A floor amendment is an amendment proposed on the floor of a legislative chamber.

APPEAL FROM DECISION OF THE CHAIR. A parliamentary procedure for challenging the decision of a presiding officer by asking the members to uphold or reject the decision.

APPROPRIATION. A legislative allocation of money for a specific purpose.

AT EASE. A pause in the proceedings of either house, usually for an indefinite time.

BIENNIUM. Two-year period. The Washington State fiscal biennium is from July 1 of oddnumbered years to June 30, two years later.

BILL. A proposed law presented to the Legislature for consideration.

BILL DIGEST. Section-by-section summary of a bill, prepared by the Code Reviser's office.

BILL HISTORY. A record of the action taken on bills, resolutions and memorials.

BILL INDEX. A list of legislative measures by subject matter.

BILL REPORT. Summary of background and effect of bills, prepared by committee staff.

CALL OF THE HOUSE OR SENATE. A procedure used to compel attendance of members.

CALL TO ORDER. Notice given indicating the Legislature is officially in session. Also used to restore order during floor action.

CAUCUS. A meeting of members of a body who belong to the same political party.

CHAMBER. Official hall for the meeting of a legislative body.

CODE REVISER. Operating under the supervision of the Statute Law Committee, this person codifies into the appropriate sections of the RCW those measures enacted into law by the Legislature and also codifies administrative rules adopted by executive branch agencies.

COMMITTEE. A portion of a legislative body charged with examining matters specifically referred to it.

COMPANION BILL. A bill introduced in the same form in both the House and the Senate.

CONCURRENCE CALENDAR. A list of ownhouse bills amended by the opposite body and returned for possible concurrence.

CONCURRENT RESOLUTION. A resolution relating to the internal operation of the Legislature, in which one house concurs in the action of the other; it may originate in either house.

CONSENT CALENDAR. Bills with little or no known opposition which are placed on a special calendar by the Rules Committee.

COSPONSOR. Two or more persons proposing any document.

CUTOFF DATES. Time certain set by a legislative body for specified action such as bill introduction, committee action, or passage of bills by either house.

DISPUTE CALENDAR. Bills amended by one body where the second body refuses to concur and asks the first body to recede.

DIVISION. A method of voting by standing.

EFFECTIVE DATE. The date a bill, once passed, becomes law. Unless a different date is specified, bills become law ninety days after Sine Die.

EMERGENCY CLAUSE. A provision in a bill that allows a measure to become effective immediately upon the signature of the Governor.

ENGROSSED BILL. A bill which includes all amendments adopted on the floor of the house of origin.

EXECUTIVE ACTION. 1. Executive action of a standing committee refers to final consideration of a bill by the committee. 2. Executive action on a bill already passed by both houses refers to action taken by the Governor.

EXECUTIVE REQUEST BILL. Request for legislation proposed by the Governor.

EXECUTIVE SESSION. A meeting of committee members to discuss and vote on bills they wish to report out of committee. These meetings are open to the public but no testimony is taken. Note that in other contexts executive sessions are closed to the public.

COMMITTEE. The Senate leadership committee that oversees matters relating to staff, the physical plant and equipment, and operational matters. The corresponding House committee is called EXECUTIVE RULES.

FIRST READING. First of three readings required to pass measures. Bills on first reading are introduced and referred to standing committees.

FLASH CALENDAR. A listing of bills on the second or third reading calendar for the next day's agenda in the Senate.

FLOOR OF THE HOUSE OR SENATE. The actual floor space, committed primarily to legislators' desks, on which the business of the Legislature is conducted.

FLOOR RESOLUTION. A written motion calling for action, which may be offered from the floor of either house.

GALLERY. Areas of both chambers where public visitors may observe the Legislature in session.

GREEN SHEET. The list of bills eligible for action by the Senate Rules Committee. Green sheet bills can be placed directly on the floor calendar, if approved by a majority of the members of the Rules Committee.

HEARING. A legislative committee meeting at which witnesses present testimony on matters under consideration by the committee.

HOPPER. Box located in the bill drafting area in which legislative measures are deposited for introduction.

INITIATIVE. A legislative power vested in the people. An initiative is proposed through a petition containing signatures of 8 percent of the number of voters voting in the last preceding regular gubernatorial election.

INTERIM. Time between regular legislative sessions.

JOINT COMMITTEE. Committee which consists of members from both houses.

JOINT RESOLUTION. An act of the Legislature which proposes an amendment to the state Constitution for reference to the people for acceptance or rejection. To pass, joint resolutions must receive a two-thirds affirmative vote of the members elected in each house.

LAW. Common law is law set by precedent in court and by interpretation of the Constitution and statute law.

LEADERSHIP. The officers elected by their respective caucuses.

LEGISLATIVE DIGEST AND HISTORY OF BILLS. A publication issued periodically containing the sponsors, titles, short digest of content, legislative actions, and veto messages of the Governor for each bill, memorial, resolution and gubernatorial appointment.

LEGISLATIVE INTENT. If the words of a law cannot be clearly interpreted as written, the court may refer to the journal and bill reports to establish the intent of the Legislature in passing certain bills.

LEGISLATIVE REPORT. Summary of legislation passed during one or more legislative sessions.

LEGISLATURE. The body made up of the members of both the House of Representatives and the Senate.

LOBBYIST. A person who tries to get legislators to introduce or vote for measures favorable and against measures unfavorable to an interest that he or she represents.

MAJORITY LEADER. Leader of the majority party in the state Senate. In the House, second in command to the Speaker. Elected by the majority caucus in each body.

MAJORITY PARTY. The party numbering the most members in a legislative body.

MEASURE. Any matter before a body such as a bill, memorial or resolution.

MINORITY PARTY. A party numbering less than a majority of members in a legislative body.

MOOT. A term indicating that a motion is not timely because it can no longer affect an action or event.

MOTION. A proposal that the Senate or House take a certain action.

MOTION TO RECONSIDER. A motion which, if it succeeds, would place a question in the same status as it was prior to a previous vote on that question.

MOVE. A formal request for action.

NULL AND VOID CLAUSE. Language specifying that a measure is invalid unless funding is provided in the budget by a specified date.

ORDER OF BUSINESS. The usual order of daily activities of a body, set out in its rules.

ORDER OF CONSIDERATION. A list of measures anticipated to be acted upon by the House or Senate on a particular day.

PARLIAMENTARY INQUIRY. Question posed to chair for clarification of a point in the proceedings.

PASSAGE OF BILL. The act of passing a bill by either or both houses of the Legislature.

PDC. Public Disclosure Commission. Oversees the reporting of information filed by lobbyists, state agencies, legislators, candidates and political committees on the amount of money spent on the political process and enforces the campaign laws.

PETITION. A formal request.

PLURALITY. The person or alternative with the most votes between two or more choices; as opposed to a "simple majority," meaning 51 percent or more of those present and voting. A "constitutional majority" is 51 percent or more of those elected to the House or Senate.

POINT OF ORDER. A demand or request by a member for a legislative body to adhere to its rules of procedure.

PREFILING. The act of introducing a bill prior to the beginning of session. Prefiling starts on the first Monday in December prior to the commencement of the session, or twenty days prior to a special session.

PRESIDENT. Presiding officer of the Senate and Lieutenant Governor of the state.

PRESIDENT PRO TEMPORE. A senator elected by the Senate to discharge the duties of presiding officer in the Lieutenant Governor's absence.

PRIME SPONSOR. The originator or first name on a bill or amendment that has been introduced.

PROCLAMATION. An order issued by the Governor, such as a proclamation calling a special session of the legislature.

PROVISO. A clause in a bill that sets out specific exceptions to the general law.

PULL. Slang term for moving a bill.

QUORUM. A majority of members of the group concerned. This means a majority of those elected to either house; in a committee, this means a majority of members assigned to the specific committee.

RCW. See Revised Code of Washington.

RECALL. The recall is the vote of the people which, in effect, tries the elective public officer on charges brought against the officer. All elective public officers except judges of courts of record are subject to recall and discharge from elective offices.

RECEDE. Withdraw from an amendment in which the other house refused to concur.

RECOMMITTED BILL. A procedure whereby a bill is referred back to a standing or conference committee for further consideration. A bill may be recommitted at any time, usually on second or third reading. Recommitment of bills can be used to kill a bill during the final days of a session.

RECONSIDER. Vote again on a question previously before the body.

RED BOOK. The Legislative Manual.

REFER. Send a measure to a committee for study and consideration.

RE-REFER. Reassign a measure to a different committee.

REFERENDUM. Recently passed legislation referred by the Legislature to the voters for their rejection or enactment.

REFERENDUM MEASURE. The legislative power whereby the electorate may call back recently enacted laws for voter consideration. It originates in a petition containing signatures of 4 percent of those registered and voting at the last preceding regular gubernatorial election.

REPEAL. Revoke or abrogate by legislative action.

REPEALER CLAUSE. A section of a bill that lists which RCW sections and chapters of law are revoked and abrogated by the proposed legislation.

REPORTING OUT. Action by a committee on a measure which moves the measure out of the committee. Committee reports include do pass, do not pass, amend, substitute, refer to another committee, or no recommendation.

REVISED CODE OF WASHINGTON. A codification of current statutes as enacted and amended.

ROLL CALL. Record of how members voted on a particular issue or question.

RULE SUSPENDED. Temporarily set aside a rule.

RULES. Regulating principles used in the conduct of legislative business.

RULES COMMITTEE. Committee responsible for setting the daily calendar of the Senate and House. The President of the Senate and Speaker of the House, respectively, serve as chair of these committees.

SCOPE AND OBJECT. A parliamentary ruling by the presiding officer as to whether a proposed amendment fits within the subject matter of the bill under consideration. Senate and House rules prohibit amendments which change or expand the scope and object of a bill.

SECOND READING. The reading of a bill for the second time, in full, in open session, opening it to amendatory action.

SELECT COMMITTEE. A committee appointed to consider a particular topic for a limited time. Used interchangeably with special committee.

SERGEANT AT ARMS. Enforces protocol of the House or Senate and provides security for the legislative offices.

SESSION. Official meeting of the Legislature. The Constitution provides for one 105-day regular session during odd-numbered years and one 60-day regular session during even-numbered years each biennium.

SHORT TITLE. An abridged description of a bill.

SPEAKER. Presiding officer of the House of Representatives.

SPECIAL ORDER OF BUSINESS. A motion to take up a specified measure at a specific time.

SPECIAL SESSION. A session of no more than 30 days, convened by the Governor or the Legislature, following adjournment of the regular session. The Legislature, upon two-thirds vote of all members, may call itself into special session.

SPONSOR. Member offering a bill, amendment, resolution or memorial.

STANDING COMMITTEES. Committees set up by the Legislature to last for the entire length (two years) of a legislature.

STATUS SHEET. A daily publication during session giving status of bills pending or acted upon by the Legislature.

STATUTE. A law enacted by the Legislature.

STRIKE OUT. To delete language from a bill or resolution.

STRIKING AMENDMENT. Amendment removing everything after the title and inserting a whole new bill.

SUBCOMMITTEE. Selected members of a committee designed to study a special area of concern and then report to the whole committee their findings and recommendations.

SUBSTITUTE. A bill which replaces an entire bill or resolution.

SUNSET PROVISION. A date certain for a law to automatically be repealed unless renewed by the Legislature.

SUSPENSION CALENDAR. Special calendar of noncontroversial bills created by the House Rules Committee.

TABLE. To set aside a matter for possible consideration at a future time.

THIRD HOUSE. An association whose membership includes most of the professional lobbyists in the state.

THIRD READING. The final consideration of a bill before either house. The bill can be debated, tabled, referred, but not amended. Final passage takes a constitutional majority.

TITLE OF BILL. Description of bill or act which encompasses the intent of the bill.

TITLE-ONLY BILL. A bill which contains nothing more than a title and a number. It is introduced in order to have a vehicle on which to amend substance at a later time.

ULCER GULCH. Slang term for area in the Legislative Building used by lobbyists and general public for telephone calls and messages.

UNFINISHED BUSINESS. Business which has been laid over from a previous day.

VETO. Rejection of a bill by the Governor. Governor has power to veto sections of bills but cannot make any additions. The Governor can also veto appropriation items. To pass a bill over a Governor's veto takes a two-thirds vote of both houses and is known as overriding a veto.

WAYS AND MEANS. The chief revenue and appropriations committee in the Senate. The committee is responsible for deciding the ways in which state monies will be spent and the means that will be used to raise the tax revenues.

WHIP. An assistant to the majority or minority leader, the duties of the whip include counting votes, checking attendance and maintaining caucus discipline on partisan issues and procedural questions.

WHITE SHEET. The list of bills eligible for consideration to be moved to the green sheet by the Senate Rules Committee. Pulls from white to green do not require a vote.

WITHDRAW A MOTION. Recall or remove a motion according to parliamentary procedure.

WORK ROOM. An office in each house where the bills are processed, roll call information retained and bills engrossed, enrolled, etc.

WORK SESSION. Informal discussion of a measure or topic by a committee. No executive action or amendments are permitted.

YIELD. To relinquish the floor of the House or Senate to allow another member to speak.