

DEFINITIONS
FOR
SENATE STAFFERS

**AN ALPHABETICAL GUIDE TO
LEGISLATIVE TERMINOLOGY**



ALASKA STATE SENATE

DAILY ORDER OF BUSINESS
(Uniform Rule 17)

- (1) Roll call
- (2) Invocation or meditation
- (3) Pledge of Allegiance
- (4) Certification of the previous day's journal
- (5) Introduction of guests
- (6) Messages from the Governor
- (7) Messages from the House (including introduction of House Bills and Resolutions)
- (8) Communications
- (9) Reports of standing committees
- (10) Reports of special committees
- (11) Introduction of Senate resolutions
- (12) Introduction, first reading and reference of Senate bills
- (13) Consideration of daily calendar
 - A. Second reading of Senate bills
 - B. Second reading of House bills
 - C. Third reading of Senate bills
 - D. Third reading of House bills
 - E. All other matters up for final action in the Senate
- (14) Unfinished business
- (15) Announcement of committee meetings
- (16) Special orders (not set for a particular hour)
- (17) Adjournment

**This publication was prepared by the
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INTRODUCTION

This booklet provides both new and returning Senate staff with a quick resource for investigating the myriad of terms in use in the Alaska State Senate. The guide is organized alphabetically and is intended to be brief rather than comprehensive.

Those seeking greater exposition of certain terms will find many answers contained in:

- Alaska State Constitution (ASC)*
- Alaska State Legislature Uniform Rules (UR)*
- Alaska Statutes (AS)*
- Mason's Manual of Legislative Procedure*
- Manual of Legislative Drafting*
- 'Swiss Army Knife' Legislative Budget Handbook*

Two appendices are attached to the body of the main text: the first provides a list of common abbreviations in use in the legislature; the second provides an overview of the typical stages of law enactment.

<p>NOTE ON SOURCES: Some of the language and content that appears in this guide was researched using, or directly quotes, the following sources: BASIS glossary, previous Secretary's Office publications, National Conference of State Legislatures' <i>Parliamentary Procedure: A Legislators' Guide (NCSL)</i>, and the sources listed above.</p>
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ACT Legislation which has passed both houses in identical form and was either: 1) signed into law by the Governor, 2) vetoed by the Governor and overridden by the legislature, or 3) allowed to become law without signature; becomes law and is then referred to as an *Act*.

ADJOURNMENT Termination of legislative activities at the conclusion of each legislative day, or at the end of the first regular session of a legislature. (*UR 52*)

ADJOURNMENT SINE DIE Termination of a second regular session or special session, has the effect of closing the session and terminating all unfinished business. (*UR 52*)

ADOPTION Formal approval or acceptance; usually applied to amendments, committee substitutes, conference and committee reports. (*NCSL*)

ALLOCATION Expenditure guidelines for state programs for a designated purpose and amount. Agencies may move money freely between allocations within an appropriation (see *Appropriation*). (*Legislative Budget Handbook*)

AMENDMENT Any modification (deletion or addition) that alters the form or substance of

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legislation or a motion (*UR 35*). When a committee wishes to propose an amendment to a bill, they typically do so in the form of a Committee Substitute. (See *Committee Substitute*)

APPROPRIATION A legislative authorization for a state agency to spend funds for a specified purpose. It includes the conditions of payment (amount and purpose, method, manner). The *Alaska Constitution* bestows the power of appropriation on the legislature.

(See AS 24.08.030 and ASC Art. IX)

APPROPRIATION BILL The *Alaska Constitution* directs the Governor to submit budget and appropriation bills for the next fiscal year to the legislature. Appropriation bills typically submitted include: the operating budget, the mental health budget, one or more supplemental budgets, and a capital budget.

AT EASE A break in floor or committee activities, usually to allow legislators an opportunity to converse informally with fellow members. Microphones are turned off at this time.

BASIS Bill Action Status Inquiry System. An online resource available both to staffers and

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constituents. Contains detailed and up-to-date information on each bill including: bill version, current status, sponsor(s), short title, full title and bill text, fiscal notes, committee materials, and a chronological list of committee and floor actions including links to full legislative journal text.

BICAMERAL A legislature composed of two chambers such as the Alaska Legislature, which is made up of the Senate and the House of Representatives.

BILL A proposed law that has been introduced in either house of the legislature. A bill may set out new laws, or propose changes to existing laws. Also known as a *measure*.

BIPARTISAN Multi-party cooperation on a matter that is essentially political.

BTMF Bill Tracking Management Facility. A free electronic service available through BASIS which allows users to track the status of bills as they pass through the legislative process. BTMF will display the status of bills that the user specifies, and can also send email and text messages with bill status updates.

BY REQUEST These words follow the name of the sponsor or sponsoring committee on a

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measure to indicate that it is being introduced on behalf of another person or group.

CALENDAR Set by the Rules committee for each day that the legislature is in session and published the preceding day. Establishes the order that measures will be considered by the Senate, also lists proposed citations, as well as citations for final approval. The Calendar is different from the Daily Order of Business. (*UR 18*)

CALL OF THE HOUSE The right of any member during a floor session to compel the attendance of members who have not been previously excused. If a quorum is present, business may continue on items other than the question that was under consideration at the time of the call. (*UR 16*)

CAPITAL BUDGET A bill that appropriates funds for items that cost more than \$25,000 and have an anticipated life that exceeds one year. Can include land acquisition, structural improvements, engineering and design for projects, construction, equipment, and repair costs. Appropriations lapse only if projects are completed and funds remain. (*AS 37.07.120(4)*)

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CAUCUS A meeting of party or coalition members to decide on policies and actions. Not subject to *UR 23* (Open Meetings Guidelines).

CHAMBERS The room in which floor session is held is referred to as the *chamber*. The *two chambers* refers to the two bodies of the legislature: the Senate and the House.

CHAPTER When a bill becomes law it is designated as an act and assigned a chapter number (Ch.) in the *Session Laws of Alaska* (SLA) for a given year in the order in which it became law (e.g., Ch. 1, SLA 2013).

CHIEF CLERK The chief administrative officer of the House of Representatives who is responsible for duties provided for by law, the *Uniform Rules*, and orders of the House. The Chief Clerk is nominated by the Rules Committee and elected by a majority vote of the full membership of the House.
(See *AS 24.10.030* and *UR 3(a)*)

CITATION A document expressing appreciation, condolences, commendation, or congratulations to an individual or group; or recognizing a particular event or occasion. It is subject to approval by both houses.
(*UR 50*)

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COALITION An alliance of factions for some specific purpose; a grouping of parties into a working majority or minority.

COMMITTEE Committees are the principal vehicle through which legislation must pass for scrutiny, debate, and modification. They also serve as a major access point for citizens and interest groups to give formal input into the legislative process. The sole power of a committee is to make recommendations to the larger body. Committees can also sponsor legislation. (*NCSL*)

➤ **COMMITTEE OF THE WHOLE** When a house forms itself into one large committee the presiding officer vacates the chair and calls upon a member to preside. Amendments and reports by the committee can be made and adopted by the body. (*UR 25*)

➤ **CONFERENCE COMMITTEE** Consists of members from both bodies and is appointed when either body fails to agree with amendments made to a bill by the other body. The Conference Committee has before it versions of the bill that passed each house and if it cannot come to an agreement, or its agreement is not approved by the legislature, it can request limited powers of free conference, and when granted by the

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presiding officer enable the committee to propose a new version of the bill. (*UR 42* and *Drafting Manual*)

➤ **SPECIAL COMMITTEE** A committee established by Simple Resolution, composed of members of one house and appointed by the presiding officer. (*UR 21*)

➤ **STANDING COMMITTEE** A permanent committee established by the *Uniform Rules* to which bills and resolutions are referred for consideration. (*UR 20*)

COMMITTEE AIDE DOCUMENT SYSTEM An interface that allows committee aides to make documents that are relevant to a particular meeting or bill available to BASIS users. Accessed from the Intranet.

COMMITTEE ANNOUNCEMENTS A daily and weekly committee meeting schedule published by the Senate Secretary's and Chief Clerk's Offices and available on BASIS. Committee aides should deliver written notice of the time, place and subject matter of *all* standing, special and joint committee meetings to the Senate Secretary's office by 4 p.m. Thursday of the week preceding the scheduled meeting. (*UR 23*)

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COMMITTEE CHAIR The designated member of a committee who presides over the committee meeting. The chair usually determines which bills will be heard and when they will be scheduled.

COMMITTEE REPORT After a committee has heard testimony and finished deliberations on a matter, an official committee report is completed. Committee reports must be in writing and signed by a majority of the full membership of the committee. The report notes the recommendation of each member signing. Fiscal information is included if applicable. Committee Reports become public after they are read across on the floor. (See *UR 24* and *AS 24.08.035*)

COMMITTEE SUBSTITUTE A revised version of legislation which has been adopted by the committee and is proposed for consideration by the body under second reading. Technically, a committee substitute is an amendment that is presented in the form of a bill substitute. A committee substitute is not the official version of the bill until it has been adopted on the floor by the House or Senate.

COMMUNICATIONS Found in the Daily Order of Business, communications are usually agency reports submitted to the legislature.

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The titles are read by the Secretary and spread in the journal. The presiding officer may refer the communications to a committee.

COMPANION BILL Similar or identical legislation introduced in both houses to promote simultaneous consideration of the measure; will likely not have the same bill number.

CONCUR The action by which one house adopts amendments made to a measure by the other house.

CONFIRMATION By statute, certain appointments made by the Governor must be approved by a majority of the legislature. Following confirmation hearings in committee, the bodies meet in joint session to vote whether or not to confirm selected appointments.

COURT RULES The *Alaska Constitution* allows the legislature to change the rules that govern court practice and procedure, but requires a two-thirds vote in each house to effect the change. (See *ASC* Art. IV, Sec. 15 and *UR* 39(e))

DAILY ORDER OF BUSINESS The defined sequence of business to be considered for

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each day that a legislative body meets. (See inside cover and *UR 17*)

DEBATE Formal discussion of a matter before a legislative body. Debate should commence only when a motion is properly before the body. Typically under third reading.

DECORUM Proper order, etiquette, and conduct of members. Legislatures often encourage and preserve decorum by: requiring the use of appropriate language and parliamentary terminology; creating and enforcing a dress code; restricting food and beverages in the chambers; prohibiting the use of electronic devices on the floor; and establishing other rules and customs of behavior. (*UR 26*)

DOCUMENTS Office on the ground floor of the Capitol where staff and members of the public can get copies of bills, resolutions, journals, committee announcements, the *Uniform Rules*, the *Alaska Constitution*, and other publications.

DRAFTING MANUAL As required by *Uniform Rule 10*, the *Legislative Drafting Manual* is followed in the preparation, processing, and disposition of all legislative documents and records. Available from Documents and the publications website.

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EFFECTIVE DATE Date on which an act takes effect; 90 days after enactment unless otherwise specified in the measure itself. Special effective dates require a two-thirds vote of the full membership for passage. (ASC Art. II, Sec. 18)

ENACTING CLAUSE The clause “Be it enacted by the Legislature of the State of Alaska” is required by the *Alaska Constitution* to head all bills (but not resolutions) to formally express the legislative intent that what follows becomes law. (ASC Art. II, Sec. 13)

ENACTMENT Process by which a bill becomes law. See *Act*.

ENGROSSMENT The preparation by the Senate Secretary's Office of an exact and official copy of a measure in the Senate, along with amendments and proper signatures, before transmitting the measure to the House.

ENGROSSMENT WAIVED Occasionally due to time constraints (typically at the end of session) engrossment of a bill may be waived by the President. When this happens, certified amendments are attached to the bill and it is transmitted to the other body for consideration. (UR 43(b))

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ENROLLMENT The preparation by Legal Services (before transmittal to the Governor) of the final copy of a bill or resolution as passed by the legislature.

EXECUTIVE ORDER An order issued by the Governor and presented to the presiding officer of each house that proposes a change in the organization of the executive branch or the assignment of agency functions that has the force of law. Executive Orders may be disapproved by the legislature in a joint session. (See *ASC*, Art. III, Sec. 23, *AS* 24.08.210 and *UR* 49(a)(4))

FISCAL NOTE A statement itemizing funding sources and costs of proposed legislation. A fiscal note must accompany any bill or resolution reported out of its first committee (except an appropriation bill). (*AS* 24.08.035)

FIVE-DAY NOTICE The committee to which a bill or resolution is first referred is required to provide to the Senate Secretary written notice of the time and place of the first public hearing on the bill or resolution at least five days before the hearing. Meeting the Senate announcement deadline (Thursday of the week preceding at 4 p.m.) satisfies the five-day notice requirement for the Senate. (*UR* 23(a))

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FLOOR Refers to the interior of the chamber of either house. *Floor action* suggests consideration, debate, and amendment by the full membership of the House or Senate.

FREE CONFERENCE COMMITTEE If a conference committee cannot agree or either body fails to accept a conference committee report, the presiding officers may discharge the committee and either appoint a second conference committee or appoint a free conference committee (comprised of all new members) which has the latitude to propose new amendments. (See *UR 42* and *Drafting Manual*)

GERMANENESS The relevance or appropriateness of amendments or motions to the item under discussion. (*NCSL*)

HOUSE Generally, either body or chamber of the legislature; capitalized, it refers to the House of Representatives.

INITIATIVE A two-step process by which citizens may exercise their right to propose and enact laws. An initiative application, signed by no fewer than one hundred qualified voters, is submitted to the Lieutenant Governor for certification. Once certified, a petition is prepared for the sponsors to circulate and collect the required

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voter signatures in order to place the initiative on the ballot. (ASC, Art. XI, Sec. 1)

INTERIM The time between legislative sessions is referred to as the interim.

INTRANET The internal website maintained by the Legislative Information Office (LIO) which provides information and resources for legislative staff.
(<http://intranet.akleg.gov>)

INVOCATION Prayer or meditation given prior to a session by a chaplain or legislator. The schedule of chaplains is arranged by the Senate Secretary's Office. (*UR 17*)

JOINT SESSION The House and Senate meet jointly for certain purposes including: veto overrides, confirmations, and to hear annual addresses (e.g., from the Governor, Congressional delegation, and the Chief Justice). Joint sessions are held in the House chamber.

JOURNAL The official chronological record of the proceedings and action taken by a legislative body (*NCSL*). It is not a verbatim record; rather it reports only the essential items of daily business (See *UR 9* and *Drafting Manual Ch.1*).

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JOURNAL SUPPLEMENT Materials important to the legislative historical record, but outside the scope of the daily journal, are printed as journal supplements. (*UR 9*)

LETTER OF INTENT A stated goal of the Legislature in enacting legislation. Intent does not have the force of law, but may be used (e.g. in court) to interpret statutory language. A sponsor statement or committee letter of intent, if adopted by the Senate, may then be adopted by the other body to become a legislative letter of intent.

LIMITED POWERS If a conference committee fails to come to an agreement, the committee may request and be granted limited powers of free conference in order to address specific points. An itemized list of these points must be included in the request and submitted to the presiding officers of each body before limited powers can be granted. (See *UR 42(a)* and *Drafting Manual*)

LIO There are twenty-three Legislative Information Offices (LIOs) throughout Alaska. Their primary purpose is to facilitate communication between legislators and their constituents (this can include giving testimony via teleconference or contacting legislators with Public Opinion Messages (POMs)). Additionally, LIOs help citizens

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obtain information about public policy issues under consideration in the legislature.

MAJORITY AND MINORITY As each new legislature organizes itself, the political party with the most members in each house (or a coalition) is established as the majority party and selects a majority leader as well as the presiding officer. The minority selects a minority leader.

MANIFEST ERROR During the enrolling process, the legal editor or revisor may correct a technical error found in legislation which has passed both houses. When they do so, they report the correction to the originating body as a manifest error, which is then recorded in the journal and corrected on the enrolled bill. (*UR 43 (a)*)

MASON'S MANUAL The definitive reference manual of parliamentary procedure for the Alaska Legislature, having been adopted by *Uniform Rule 55*. In order of precedence *Mason's* falls after: Constitutional provisions, adopted rules (*Uniform Rules*), custom and precedent, and statutory provisions. (*Mason's 4.2*)

MEASURE All-encompassing term for a bill or resolution (joint, concurrent, or simple).

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MOTION A proposition or request that the body take some action upon a matter during floor session or in committee. (*UR 27*)

NONPARTISAN Free from party affiliation, bias, or designation.

OATH OF OFFICE Oath taken by members-elect of the legislature prior to being seated.

OPEN MEETING GUIDELINES A meeting of a legislative body is open to the public in accordance with open meetings guidelines established in the *Alaska Statutes*.
(See *AS 24.60.037* and *UR 23*)

OPERATING BUDGET A budget for government expenses other than capital expenditures. Annual appropriations cover ongoing operations of state programs. Appropriations are typically made for a fiscal year, with any unexpended and unobligated funds lapsing at the end of the fiscal year.

OVERRIDE The process by which the legislature, sitting in joint session, overrides the Governor's veto of a bill or appropriation. Pursuant to the Constitution, bills to raise revenue and appropriation bills or items, become law by an affirmative vote of three-fourths of the membership of the legislature. Other vetoed bills become law by an

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affirmative vote of two-thirds of the membership of the legislature. (ASC Art. II, Sec. 16)

PAGES The staff of the Sergeant-at-Arms are referred to as 'Pages'. They provide support services to their respective chambers and are present during floor session.

PARLIAMENTARY PROCEDURE A system for maintaining order in organizations. It provides an approved and uniform method of conducting meetings in a fair, orderly, and expeditious manner. The Alaska Legislature uses *Mason's Manual of Legislative Procedure*.

PARTISAN Taking the part of, or supporting, one party over another.

PERSONAL BILL DEADLINE No bill or resolution other than one sponsored by a standing committee (i.e. not an individual legislator or special committee) may be introduced after the thirty-fifth day of the second regular session of a legislature. (UR 44)

POINT OF ORDER A parliamentary device used to require the legislative body to observe its own rules and to follow established parliamentary procedure (NCSL). Typically

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in the form of an objection raised by a legislator that the rules of procedure are being violated.

PREFILE A procedure allowing a legislator to file a bill or resolution with the Legislative Affairs Agency at any time before January 1st. Bills are then duplicated and made available to the public during the week prior to session's convening date. Prefiled bills are formally introduced on the first day of session (if committees have been established and are ready to receive bills). A member may sponsor no more than ten prefiled bills. (See AS 24.08.050 and UR 36)

PRESIDENT The presiding officer of the Senate. The President is elected by a majority vote of the full membership of the Senate and is charged with maintaining order and decorum, recognizing members to speak, and interpreting the Senate's rules, practices, and precedents.

PRESIDENT PRO TEMPORE Literally, 'President for a time'. In the absence of the regular presiding officer, the majority leader of the house shall preside, unless another member is so designated. (UR 4)

PRIVILEGE OF THE FLOOR To make personal or special remarks during floor session, a

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member must make a motion stating the subject matter of the remarks and receive consent to proceed from the President (or two-thirds of those present). Customarily remarks are made under Special Orders in the Daily Order of Business. (*UR* 8)

QUESTION Refers to the proposition or motion that is before the body for discussion and voting. Includes any matter on which the Senate is to vote, such as passage of a bill, adoption of an amendment, agreement to a motion, or an appeal. (*UR* 28)

QUORUM The minimum number of legislators who must be present in order to transact business (subject to special voting requirements required by *ASC* Art. II, Secs. 14, 16, and 18). In Alaska, a quorum is a majority of the membership of each house (11 in the Senate, 21 in the House), although a smaller number may adjourn from day to day and may compel the attendance of absent members.
(See *UR* 14 and *ASC* Art. II, Sec. 12)

READING A reading is a formal procedure that presents a measure before a chamber and indicates a stage in its consideration. The *Alaska Constitution* requires three separate readings in each house on three separate days, except that any bill may be advanced

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from second to third reading on the same day by a three-fourths vote of the full membership of the house. (See *UR 39* and *ASC Art. II, Sec.14*)

➤ ***FIRST READING*** The first reading consists of a reading aloud by the Secretary or Clerk of the measure number, title, and sponsor(s). The presiding officer makes committee referrals at this time.

➤ ***SECOND READING*** Read in the same manner as the first reading. When the second reading of the bill (and associated committee reports) is completed the measure is then before the body for amendment, including the adoption of committee substitutes.

➤ ***THIRD READING*** Read by title and bill version only. The measure is before the members for debate and final passage on a roll call vote. Amendments (other than title amendments) cannot be made in third reading; the measure must be returned to second reading for an amendment.

RECESS A temporary halting of legislative proceedings.

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RECONSIDERATION After a measure has been voted on in third reading, any member who voted may request that the measure be voted on again (reconsidered) the next legislative day. A member can request that the reconsidered matter be taken up on the same legislative day, but if there is objection a two-thirds vote of the full membership is required. (*UR 30*)

REFERRAL After a bill or resolution is introduced it is referred by the President to the relevant committee (or multiple committees). Appointments which require confirmation by the legislature also receive referrals.

RESCIND A motion to rescind has the effect of undoing the previous action; not in order when the question can be reached by a motion to reconsider. (*UR 31*)

RESOLUTION Expresses the sentiment, intent, or recognition of the legislature. It also may establish procedures governing the business of the legislature. (*UR 49*)

➤ **SENATE RESOLUTION (SR)** A formalized motion passed by a majority vote of one house only. Used to express the will, wish, view, opinion, sympathy, or request of the

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house adopting it. Also used to establish special committees.

➤ ***SENATE SPECIAL RESOLUTION (SSR)***

Used only for the purpose of expelling a member under provisions of Art. II, Sec. 12 of the *Alaska Constitution*. Requires a referral to the Rules Committee, three readings, and a two-thirds vote of the full membership for approval.

➤ ***SENATE CONCURRENT RESOLUTION (SCR)***

Similar to a Simple Resolution, but reflects the will, wish, view, or decision of both houses speaking concurrently. Used in particular for internal business (adjournment, suspension and amendment of the *Uniform Rules*, setting a time and place for joint assemblies, etc.). Requires only majority approval in each house.

➤ ***SENATE SPECIAL CONCURRENT RESOLUTION (SSCR)***

Used to consider disapproval of an Executive Order from the Governor under provisions of Art. III, Sec. 23 of the *Alaska Constitution*. Must be considered by a standing committee and may be adopted by a majority of the full membership of the legislature in joint session.

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➤ **SENATE JOINT RESOLUTION (SJR)** The most formal type of resolution; it requires three readings, must be adopted by both houses, and signed by the Governor as a ministerial formality. It is accorded many of the formalities of a bill, but is not subject to veto. Mainly used to express the view or wish of the legislature to the President of the United States, Congress, or agencies of the U.S. government or governments of other states. It is required for proposing or ratifying amendments to the *U.S. Constitution*, proposing amendments to the *Alaska Constitution*, and disapproval of local boundary commission changes. (See ASC Art. X, Sec. 12 and Art. XIII, Sec. 1)

ROLL CALL VOTE A vote that is recorded either by voting machine or by voice (if by voice, the Clerk or Secretary calls the roll of the members). Required for certain questions (i.e., passage of a bill).

SENATE RECORDS The Senate Records Office provides secretarial support for committee meetings. Records staff record and transcribe all standing, joint, and special committee meetings (except Finance which is staffed by designated secretaries under the direction of Legislative Finance).

SENATE SECRETARY Chief administrative officer for the Senate. Provided for by the

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Uniform Rules, nominated by the Rules Committee, and elected by a majority of the full Senate to serve for a two-year duration (See *UR 3(a)*). The Senate Secretary's Office prepares and certifies the daily journal; maintains and prepares weekly and daily committee schedules; updates and maintains BASIS in real time; publishes a weekly status report for all bills and resolutions; and transmits bills, resolutions, fiscal notes, and reports to committees of referral, the House, and the Governor.

SERGEANT-AT-ARMS The Sergeant-at-Arms maintains order in the chamber, galleries, and adjacent hallways; ensures that members do not leave the chamber during a call of the Senate; secures attendance of missing members during a call; and is present at all sessions unless carrying out other responsibilities of the job. The Sergeant also supervises floor staff (Senate pages), schedules and prepares committee rooms, and performs other related duties. (*UR 3(c)*)

SESSION The term 'session' is used in two ways. First, the period in which the legislature is assembled and carries out regular business; each legislature generally has two 90-day sessions (a first and a second session). Additionally, the time in which the Senate or House is meeting on the floor is also

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referred to as being 'in session'. (See ASC Art. II, Sec. 8 and AS 24.05.090)

SLIP LAW After a bill becomes law, it is officially published first as a 'slip law'. Initially, slip laws are distributed unbound to legislators then, after review by the Revisor of Statutes, are officially published and bound in the *Alaska Statutes*.

SPECIAL ORDER OF BUSINESS Any subject not otherwise provided for in the rules may, by a vote of two-thirds of the members present, be made a Special Order of Business. When the time designated for consideration arrives, the presiding officer places it before the Senate. (*UR 19*)

SPECIAL SESSION May be called by the Governor or by a two-thirds vote of the legislature, and is limited to 30 calendar days. A special session called by the Governor is limited to subjects presented by the Governor in an executive proclamation. (See ASC Art. II, Sec. 9 and AS 24.05.100)

SPONSOR The member or members who introduce a bill are called sponsors. Committees can also sponsor bills on their own behalf or by request.

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➤ **PRIME SPONSOR** When a bill is introduced by an individual, the first sponsor listed is referred to as the 'Prime Sponsor'. The prime sponsor's name is listed in all capital letters on the bill and other official records.

➤ **COSPONSOR** A member of the body can be added as a *cosponsor* on a Senate bill or resolution by making a motion on the Senate floor. Committee bills and Governor's bills are not available for cosponsorship.

➤ **CROSS SPONSOR** A Senator can *cross sponsor* a House bill/resolution (that is in the Senate's possession) by making a motion on the Senate floor. Committee and Governor's bills are not available for cross sponsorship.

SPONSOR STATEMENT A statement prepared by the Senator who authored or is sponsoring the bill. Sponsor statements provide a general background for the bill, explaining why it is needed and what the sponsor hopes to accomplish by passing the bill into law. Sponsor statements often travel with the bill to committees of referral.

SPONSOR SUBSTITUTE The sponsor of a bill may introduce a substitute to replace the originally offered measure. This has the effect of withdrawing and replacing the original bill. A sponsor substitute is subject

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to all applicable rules governing the passage of bills and can be identified by the designation SS (e.g., SSSB 10). Sponsor substitutes are limited to bills sponsored by individual members. (*Drafting Manual*)

STATUS OF BILLS During the legislative session the Secretary and Clerk's Offices alternate weekly publication of a 'Status of Bills' which shows where each measure is in the legislative process at the time of publication. This information is also available online on the BASIS website. The printed report is available from Documents.

STATUTES The codified body of laws enacted by the legislature, known as the *Alaska Statutes*. Sets of *Alaska Statutes* are available in committee rooms, and are also searchable on the BASIS website.

SUNSET PROVISION A clause that provides for the automatic repeal of a law or sections of a law. The law or sections cease to have effect (or 'sunset') after the date specified in the provision unless further legislative action is taken to extend the law. (*Drafting Manual*)

SUPPLEMENTAL CALENDAR The Rules Committee may occasionally place additional measures on a supplemental calendar for the day's consideration. A supplemental calendar

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must be adopted by a two-thirds vote of those present. (*UR 18*)

SUPPLY General office supplies for legislative offices may be obtained in the Supply room located on the ground floor of the Capitol. Supply staff can also assist with requests for special equipment, and mail and pouch services.

TABLE A Senator may move to table ('lay on the table') certain pending questions. The motion is not debatable, and is used to dispose quickly of questions the Senate does not wish to further consider at that time. The motions to lay on or take from the table require a majority vote of those present. (*Mason's Sec. 492.3*)

TECHNICAL SESSION A floor session where a quorum is not present. In a technical session, roll call may be waived and business is restricted to: communications that do not require official action, the reading and transmittal of committee reports, and adjournment. When a quorum is not present the Senate cannot: spread the prayer on the journal, certify the journal, excuse Senators, introduce new bills or resolutions, nor approve citations or consider a calendar. No motion is in order other than the motion to

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adjourn. (See *Mason's* Secs. 505-506 for related information.)

TWENTY-FOUR HOUR RULE After a Conference Committee has been appointed for the operating budget, the preceding Thursday notice requirement for committee meetings is no longer in effect and is replaced by 24-hour notice. At this point in session, committee chairs must provide written notice of meeting time, place, and subject matter to the Senate Secretary's office *at least 24-hours* or the day prior to a meeting. (*UR 23(d)*)

UNANIMOUS CONSENT A senator may request unanimous consent on the floor to set aside the formality of voting (except where a vote is specifically required). Members grant unanimous consent by remaining silent or voicing no objection. Use of the unanimous consent motion can greatly expedite business on routine procedural questions in which the existence of a consensus is likely. (*Mason's 537*)

UNIFORM RULES Guiding procedures for enacting bills, adopting resolutions, and otherwise conducting legislative business; jointly adopted by the House and Senate. (*ASC, Art. II, Sec. 12*)

DEFINITIONS FOR SENATE STAFFERS

VETO The power vested in a Governor to disapprove measures passed by the legislature. The Governor can veto the entire measure or, in an appropriation bill only, disapprove distinct lines or items ('line item vetoes'). The veto process is time sensitive and vetoes can be overturned by an affirmative vote of three-fourths of the entire membership of the legislature for budget bills and two-thirds for non-appropriation bills. (See *UR 45* and *ASC Art. II, Secs. 15-16*)

VOTE The formal expression of the will of, or decision by, the body. Except where the constitution or rules specify a set number of votes, the Senate may agree to any question by a majority of Senators voting, if a quorum is present. (See *UR 34* and *Mason's 510(1)*)

DEFINITIONS FOR SENATE STAFFERS

LIST OF COMMON ABBREVIATIONS

HOUSE AND SENATE STANDING COMMITTEES

CRA	Community and Regional Affairs
EDC	Education
FIN	Finance
HSS	Health and Social Services
JUD	Judiciary
L&C	Labor and Commerce
RES	Resources
RLS	Rules
STA	State Affairs
TRA	Transportation

BILL IDENTIFICATION ABBREVIATIONS

AM	Amended
AM H	Amended House
AM S	Amended Senate
BRF SUP MAJ FLD	Budget Reserve Fund Super Majority Failed
BRF SUP MAJ PFLD	Budget Reserve Fund Super Majority Partially Failed
CCS	Conference Committee Substitute
CS	Committee Substitute
CT RULE FLD	Court Rule Failed
EFD ADD	Effective Date Added
EFD AM	Effective Date Amended
EFD DEL	Effective Date Deleted
EFD FLD	Effective Date Failed

DEFINITIONS FOR SENATE STAFFERS

FCC	Free Conference Committee
FCCS	Free Conference Committee Substitute
FLD H	Failed House
FLD S	Failed Senate
HB	House Bill
HCS	House Committee Substitute
HCR	House Concurrent Resolution
HJR	House Joint Resolution
HR	House Resolution
PFLD H	Partially Failed House
PFLD S	Partially Failed Senate
SB	Senate Bill
SCS	Senate Committee Substitute
SCR	Senate Concurrent Resolution
SJR	Senate Joint Resolution
SR	Senate Resolution
SS	Sponsor Substitute
TITLE AM	Title of bill was amended
2D	Second
3D	Third

COMMITTEE ANNOUNCEMENT SYMBOLS

- * Indicates that a bill is being heard for the *first time*, only indicated in first committee of referral
- = Indicates that a bill has been previously heard or scheduled in a committee
- + Indicates the meeting is teleconferenced

COMMON ABBREVIATIONS CONTINUED

TYPES OF FISCAL NOTES

FN: (dept. name)	Indicates fiscal note has a fiscal impact on a department
FN: ZERO (dept. name)	Note has no fiscal impact on a department
FN: INDETERMINATE (dept. name)	Note has fiscal impact of an unknown amount

FLOOR VOTES

Y	Yea
N	Nay
E	Excused
A	Absent
V	Vacant

COMMITTEE RECOMMENDATIONS

DP	Do Pass
DNP	Do Not Pass
NR	No Recommendation
AM	Amend

MISCELLANEOUS

AS	Alaska Statutes
SLA	Session Laws of Alaska
UR	Uniform Rules
ASC	Alaska State Constitution

TYPICAL STAGES OF LAW ENACTMENT

From NCSL's 'Parliamentary Procedure: A Legislators' Guide'

Below is a general outline of the stages involved in enacting a law that is followed by most U.S. states and territories.

1. The idea.
2. Drafting of a bill or resolution.
3. Consideration by the first legislative chamber (house of origin):
 - Introduction and referral (First reading)
 - Committee consideration
 - Consideration by the full chamber:
Second Reading -- typically when the body considers committee recommendations and amendments.
Third Reading -- typically when the chamber considers final passage of a bill.
4. Consideration by the second legislative chamber
 - Introduction and referral (First reading)
 - Committee consideration
 - Consideration by the full chamber:
Second Reading -- *see above*
Third Reading -- *see above*
5. If any amendments are made by the other body the originating body must concur or fail to concur. In the event the originating body fails to concur, the other body is requested to recede from their amendments. If they fail to recede a conference committee is appointed.

DEFINITIONS FOR SENATE STAFFERS

6. Development and consideration of a Conference Committee report, if necessary
7. Delivery to the Governor
8. Consideration of gubernatorial veto (if necessary)