A Guide to Participating in the Washington State Legislature

Legislative Information Center 12/08//2015

The Washington State Legislature

Washington has a bicameral legislature which convenes in regular session annually. Regular sessions begin the second Monday in January of each year and are constitutionally limited to 105 days during odd numbered years and 60 days in even years. Special sessions are called by the Governor's proclamation in which reason for the call must be stated, or by a two-thirds vote of the Legislature.

The Senate has 49 members and there are 98 representatives in the House. Districts from which legislators are elected are subject to redistricting and reapportionment on the basis of population after each decennial census.

State Representatives are elected to a two-year term and all Representatives stand for re-election at the general election held in even-numbered years. Members of the State Senate are elected for four-year staggered terms with about one half of the membership being up for re-election at general election in even-numbered years. You can find out precisely who is up for re-election in the Senate on the Legislature's website at www.leg.wa.gov/senate/senators. As provided by the State Constitution, each house is the judge of the election and qualifications of its own members.

The Legislature is the branch of government which establishes governmental policy and determines services people want and need from government. Thus the Legislature, as the policy forming representative of the people, fulfills its part in the American system of government.

Officers of the Legislature

With the exception of the **Lieutenant Governor**, who serves as the **President of the Senate**, the Constitution provides that each house shall elect its own officers. As President of the Senate, the Lieutenant Governor presides over the Senate, and the Constitution gives him the deciding vote in the case of an equal division of the members on a question, except on final passage of a bill; has the right to name any Senator to perform the duties of the chair in the absence of the President Pro Tempore; preserves order, controls the chamber and lobby, signs in open session all acts and resolutions; decides all questions of order without debate. The Lieutenant Governor may speak to points of order in preference to members, and signs all writs, warrants, and subpoenas issued by order of the Senate; has charge of and

sees that all officers, attaches, and clerks perform their duties. These duties are prescribed by rules of the Senate, and pass, in the absence of the President, to the **President Pro Tempore**, who is elected by fellow Senators. The Senate also elects a **Vice President Pro Tempore** to serve in the absence of the President Pro Tempore, in the event the Lieutenant Governor may be acting as Governor.

Other Legislative Officers: All other officers are elected in each house by its members. In the Senate, the President Pro Tempore, Vice President Pro Tempore, Secretary of the Senate, and Sergeant at Arms are elected immediately after the oath of office is administered to the members, roll is called, and temporary rules have been adopted. At the same time, the House of Representatives elects the Speaker of the House, Speaker Pro Tempore, Chief Clerk, Assistant Chief Clerk, and Sergeant at Arms.

Secretary of the Senate: The Secretary of the Senate is the administrative officer of the Senate. He or she selects and removes employees, subject to approval of the Senate, supervises all procedural details, and performs other duties of the office during the session and until the election of a successor at the next session.

Speaker of the House: Duties of the Speaker of the House include presiding over the House, preserving order and decorum, referring bills to committees, speaking to points of order, deciding questions of order, naming any member to perform the duties of the chair during a temporary absence, appointing all standing and special committees, signing all bills, resolutions and memorials in open session and, when necessary, signing all acts, orders and proceedings of the House. He or she also performs such other duties as may be assigned by action of members of the House both during the duration of session and the interim between sessions. In the event of illness, death, or inability to act, the **Speaker Pro Tempore**, who is also elected at the commencement of each regular session shall hold office during all sessions until the convening of the succeeding regular session.

Chief Clerk: The Chief Clerk of the House, like the Secretary of the Senate, is an administrative officer. Neither is a member of the Legislature, but both are elected by the bodies. The Chief Clerk selects and removes employees with approval of the Speaker of the House, supervises preparation of the journal, performs other duties of this office, and is responsible at all times for the acts of assistants.

Deputy Chief Clerk: The Deputy Chief Clerk is elected by the House and assists the Chief Clerk in all duties. In the event of the death, illness, or inability of the Chief Clerk to act, the Deputy Chief Clerk shall assume duties and powers of the Chief Clerk.

Sergeant at Arms: The Sergeant at Arms is elected by the body to administer services and security needs of the members. It is his or her specific duty to keep order, to summon members to their seats upon call of the House or Senate, and to see that the legislative premises are kept clean and comfortable. The Sergeant at Arms also supervises all other support services persons: tour guides, garage, parking, shuttle bus, cafeteria, pages, door keepers and building security persons.

The Committee System

With the introduction of well over a thousand bills during a regular legislative session, and the limited time for consideration, it would be an almost impossible task for the entire legislative body to give proper consideration and study to each proposed piece of legislation in detail. Therefore, the committee system has been developed to facilitate the detailed study of bills. The entire body of each house is divided into small groups or committees, each of which has a special field, and each of which considers proposed legislation dealing with particular subjects falling within the purview of the committee. The same rules of procedure that govern the conduct of business in the House and Senate apply where applicable in committee meetings, where the chair or, in his or her

absence, the vice chair presides.

After a bill is introduced and read the first time, it is assigned to an appropriate committee by the President of the Senate or the Speaker of the House. When the bill is reported out of committee, the committee report or reports must carry signatures of the majority of the members on the committee. The rules of each house require that a bill be reported back with one of the following recommendations: that the bill "Do Pass;" that it "Do Pass As Amended;" that it be rereferred to another committee; or "With No Recommendation." A bill may be reported back with both a majority and a minority recommendation if disagreement on the measure arises. A completely new bill may be drafted by the committee on the same subject, who then recommends that "The Substitute Bill be Substituted Therefor."

The committee often calls in representatives of various state agencies, holds joint meetings with their counterpart in the other house, and holds public hearings in order to obtain information regarding bills referred to it.

Committee Functions: Each of these committees is important to the legislative process and to the functioning of all departments of state government, but the most important committees — those upon which membership is highly esteemed in both houses of the Legislature — are those on Rules, Ways and Means, Transportation and Judiciary. The most important of these is the Committee on Rules because it determines what bills shall be brought before the respective houses for consideration. A simple majority of members present in the Senate can take a bill from the Rules Committee and place it on the calendar. In the House, an affirmative vote by a majority of elected members is necessary to bring a bill out of the Rules Committee and place it on the calendar. In actual practice, however, such floor action to place bills on the calendar is seldom, if ever, taken by either house.

Daily Order of Business

Each house follows a prescribed order of business, as provided by its rules, which is the standing agenda for each day of session.

House Order of Business: Business shall be disposed of in the following order:

1. Roll Call, Presentation of Colors, Prayer, and Approval of the Journal of the preceding day.
2. Introduction of Visiting Dignitaries.
3. Messages from the Senate, Governor, and other state officials.
4. Introduction and First Reading of Bills, Memorials, Joint Resolutions and Concurrent Resolutions.
5. Committee Reports.
6. Second Reading of Bills — Calendar of the Day.
7. Third Reading of Bills.
8. Floor Resolutions and Motions.
9. Presentation of Petitions, Memorials and Remonstrances addressed to the Legislature.
10. Introduction of visitors and other business to be considered.
11. Announcements.

Senate Order of Business: After the roll is called and Journal read and approved, business shall be disposed of in the following order:

1. Reports of Standing Committees.
2. Reports of Select Committees.
3. Messages from the Governor and other state officials.
4. Messages from the House of Representatives.
5. Introduction, First Reading and References of Bills, Joint Memorials, and Joint Resolutions.
6. Second Reading of Bills.
7. Third Reading of Bills.
8. Presentation of Petitions, Memorials, Resolutions, and Motions.

The order of business established by this rule may be changed and any order of business already dealt with may be reverted or advanced to by a majority of those present.

All questions relating to the priority of business shall be decided without debate. Messages from the Governor, other state officers, and from the House of Representatives may be considered at any time with the consent of the Senate.

Any standing rules of order or business may be suspended temporarily by a two-thirds vote of the members present.

Bills, Resolutions and Memorials

A bill is a written proposal to enact a law. It may propose to enact an entirely new law or make an addition to change an existing statute in order to add clarity. It may correct an error in statute, or adjust it to changing circumstances. A bill is born as an idea in the mind of a legislator, a department or agency of government, or an individual citizen or group. However, it must always be sponsored by a member or committee of the Legislature, and be approved or drafted by legislative bill drafters. The sponsor is responsible for placing the bill in the "hopper" for introduction.

Resolutions and memorials are written motions expressing the wishes and recommendations of the Legislature, and some resolutions have the effect of law for a temporary period.

A **Joint Memorial** is a message or petition addressed to the President and/or Congress of the United States, or the head of any other branch of federal government asking for consideration of some matter of concern to the state or region, or of universal interest.

A **Joint Resolution** may propose an amendment to the Constitution for reference to the people for acceptance or rejection, or it may formulate a legislative directive to state administrative officers and agencies. Joint resolutions which propose to amend the Constitution must receive a two-thirds affirmative vote of all members **elected** in each house to pass.

A **Concurrent Resolution** is a statement of policy concurred in by both houses. It may relate to the joint rules, to internal operations of the Legislature as a unit of government, or it can create and assign duties to an interim committee.

A **Floor Resolution** relates only to the business of the house in which it originates. It is not considered by the other house, it is treated as a written motion, and may be adopted by a voice vote.

Joint memorials and joint resolutions are subject to all procedural rules governing the course of bills. Concurrent resolutions require a roll call vote only when they authorize investigating committees and/or allocate or authorize expenditure of any funds; otherwise, they may be treated as motions and adopted without a roll call.

If you are a person with a disability and need a special accommodation, contact the House at (360) 786-7107, or the Senate at (360) 786-7400. TTY 1-800-562-9993.

For further legislative information, call the Legislative Hotline at 1-800-562-6000, or check the internet at www.leg.wa.gov (revised 9/08 SPS#08-7053)

WASHINGTON STATE LEGISLATURE

Overview of the Legislative Process

The Washington State Legislature is made up of two houses (or chambers), the Senate and the House of Representatives. Washington has 49 legislative districts, each of which elects a Senator and two Representatives. Senators serve four-year terms and Representatives serve two-year terms. The Senate and House of Representatives meet in session each year to create new laws, change existing laws, and enact budgets for the State.

The legislative cycle is two years long. Within that two-year cycle, there are two kinds of legislative sessions: regular sessions and extraordinary, or special, sessions. Regular sessions are mandated by the State Constitution and begin the second Monday in January each year. In the odd-numbered year, for example, 2005, the regular session is 105 days; in the even-numbered year, for example, 2006, it is 60 days. Extraordinary sessions are called by the Governor to address specific issues, usually the budget. There can be any number of extraordinary sessions within the two-year cycle, and they can last no more than 30 days.

The members of the House and Senate offer legislation, or bills, for consideration. The ideas for bills come from a number of places: something has happened in the last year that inspires new legislation (for instance, the change in people's perception of crime gave rise to the youth violence bills that were offered during the 1994 Session), a member wishes to address an issue that is specific to his or her district, the Legislature decides to tackle a major issue (such as regulatory reform), changes in technology dictate a change in the State's laws, etc.

Once a member introduces a bill, the legislative process begins. The process has a number of specific steps. If the bill makes it through all the steps in the chamber in which it was introduced (the "first house"), it goes to the other chamber (or "second house") and goes through the same steps there. Each step is identified and explained below.

Prefiling: Members can prefile bills for introduction in the month before session begins. (The House and Senate have slightly different rules regarding when the prefiling period begins.) Prefiled bills are officially introduced the first day of the session.

Introduction, or First Reading: The first thing that happens to bills on the "floor" is introduction and referral to committee. This is also referred to as the bill's first reading. (Bills must have three readings in each house in order to pass the Legislature.)

Leadership determines to which committees bills will be referred; this is usually determined by the bill's subject matter. Bills that require an appropriation or that raise revenue must also go to a fiscal committee for review **(the Appropriations Committee in the House or the Ways and Means Committee in the Senate).**

Committee Action: The chair of each committee works with leadership and staff to schedule bills to be heard by the committee. Committees hold three kinds of meetings: (1) work sessions, where issues are determined and reviewed; (2) public hearings, where testimony from interested parties is taken; and (3) executive sessions, where the committee decides how it will report the bill to the whole house. Not all bills get scheduled for hearing, so a good number of bills never get any further than committee.

Bills can be reported in several fashions, the most usual being "do pass" (pass the bill just as it is), "do pass as amended" (pass the bill as amended by the committee), and "do pass substitute" (the committee offers a different version to take the place of the original bill). The members on the prevailing side sign the "majority" report; those members who disagree with the majority sign the "minority" report. Not all bills coming out of committee have minority reports.

As a bill moves through the committee process, the staff prepares the "bill report." The bill report includes a legislative history of the bill, background on the issue, a summary of the legislation, the names of those who testified on the bill, and a summary of the testimony for and against the bill. The bill report is edited as the bill moves through the process. When the bill moves to the opposite house, that house prepares a bill report as well. A bill that has finally passed the Legislature would have House, Senate, and Final bill reports.

At the start of the session, both houses agree on dates by which bills have to be reported out of committee in order to be eligible for further consideration by the Legislature. There is a "cut-off" date for bills to be out of committee in the first house and one for bills to be out of committee in the second house.

Rules Committee: Once a bill has been reported by the appropriate committee(s), the floor acts on the committee report and then passes the bill to the Rules Committee. Usually, the floor adopts the committee's recommendation.

The Rules Committee is where leadership exercises the most control over the process. The Rules Committee is made up of members from both parties. Each member on the committee gets to select two or three bills that will move on to the next step in the process. Which bills a member selects could be the result of a party caucus, or another member approaching that member, or a piece of legislation about which the member feels strongly.

Rules Review/Rules White: The first step in the Rules Committee process is

called Rules Review in the House and Rules White in the Senate (the report that lists the bills in this step in the Senate is printed on white paper). Rules Committee members review the bills and decide whether or not to move them on to the next step.

Rules Consideration/Rules Green: The next step is called Rules Consideration in the House and Rules Green in the Senate (the report is printed on green paper). Sometimes bills skip this step and go to the calendar for second reading. It is another step that allows leadership to control the process.

Calendars/Bill Report Books: The Rules Committee decides which bills will be scheduled for second reading. Those bills that will probably require some debate are placed on the regular calendar. Those that the rules committee agree are not controversial may be placed on the suspension calendar in the House, the consent calendar in the Senate.

Each house prepares documents that list the bills scheduled to be heard on the floor. The House prepares "bill report books" (containing an order of contents and the bill report of each bill on the calendar) and "floor calendars" (a list of the bills, a brief description for each, and the committee action on each). The Senate prepares "calendars" (with an order of contents and the bill report of each bill), and "flash calendars" (the list with the brief descriptions and committee actions). The Senate flash calendar lists only those bills that were "pulled" from Rules at the last Rules Committee meeting.

Second Reading: It is on second reading that the chamber discusses the merits of the legislation. It is here, too, where members can offer amendments to the bill. Most bills that get this far get their second reading in the couple of weeks following the committee cut-off.

If a bill has been amended in committee or on the floor in the first house, it is ordered engrossed. Engrossing a bill means incorporating the amendments into the body of the bill so that the second house gets one document. If a bill has been amended in the second house, it is returned to the first house with the amendments attached so that the first house can decide whether or not it wishes to agree with the changes the second house made.

Third Reading: Third reading is where the roll call vote on final passage is taken. If the bill finally passes, it continues in the process. If the bill fails on final passage, it goes no further. Under certain circumstances, the chamber may decide to reconsider the vote that was taken; in that case, the chamber has twenty-four hours to make a motion to reconsider the bill.

If the bill passes third reading in the second house and the second house did not amend the bill, the bill has passed the Legislature.

At the start of the session, both houses agree on "cut-off" dates by which bills have to be finally passed out of the first house and finally passed out of the second house.

Concurrence, Dispute, and Conference Committees: If the bill has been amended by the second house, the first house has to decide whether it will concur in the amendments or not. Leadership decides which bills returned from the second house will be discussed and places those bills on the concurrence calendar (House) or concurring calendar (Senate). If the first house concurs in the amendments, the bill has passed the Legislature.

If the first house disagrees with the second house, it can ask the second house to recede from the amendments. If the second house recedes, the bill has passed the Legislature.

If the two houses cannot resolve their differences, one of them can ask for a conference committee. Members from each house meet to discuss the differences. If they agree on what is to be done, the conference committee makes a report. Both houses must adopt the conference committee report for the bill to pass the Legislature. If one house does not adopt the conference committee report (whether by vote or inaction), the bill has not passed. The House Floor Activity Report and the Senate Floor Activity Report list the bills on the concurrence, dispute, and conference calendars.

Enrolling: Once a bill has finally passed the Legislature, it is enrolled. A certificate proclaiming that it has passed is attached and, if necessary, the amendments from the second house or conference committee are incorporated into the body of the bill. The bill is signed by the Speaker of the House, the Chief Clerk of the House, the President of the Senate, and the Secretary of the Senate and is sent to the Governor for his or her action.

Governor's actions: The Governor reviews the bill. The Governor may decide to sign it, veto part of it, or veto all of it. If the Governor vetoes part or all of it, the Legislature may vote to override the veto. (That happens rarely.) If the governor does not act on a bill after the allotted number of days, it is as if it were signed. From the Governor's desk, bills go to the Secretary of State who assigns a session law chapter number. The Chapter to Bill Table (available on the Internet) lists the bills that have passed the Legislature, the chapter numbers assigned by the Secretary of State, vetoes, short descriptions, and the effective dates.

Carryover: The Legislature works within the framework of a two-year cycle. For instance, the 2005-06 Session is the 59th Session of the Legislature. There will be a least two regular sessions, a "long" session in 2005 (105 days) and a "short" session in 2006 (60 days). There could also be any number of special sessions, none of which can last longer than 30 days.

Therefore, just because a bill did not make it all the way through during the regular session in the odd-numbered year (for example, 2005) does not mean it is "dead." At the end of the session, all bills in the second house are returned to the first house; so a House bill in committee in the Senate when session ends is returned to the House. At the start of the next session, be it a special session or the next regular session, bills from the previous session are reintroduced and retained in their present position.

"Carryover" bills can be taken up again in subsequent sessions during the biennium. The Legislature has a lot of latitude with these bills. The first house can place the bill on the calendar for third reading and send it right back to the second house, or it can make the bill go to committee and through the whole process again.

This is in addition to the new bills introduced during the current session. This procedure can make it difficult to keep track of bills during a special session or the second regular session. If a bill does not make it through the process by the end of the two-year cycle, it is "dead."

A Citizen's Guide to Effective Legislative Participation

"There is but one element of government, and that is THE PEOPLE. From this springs all government."

— John Adams

"It is not the fact of liberty, but the way in which liberty is exercised that ultimately determines whether liberty itself survives."

— Dorothy Thompson

The Legislative Process

Every year, the Legislature meets to engage in the process of public decision making. The objective is to reach a consensus on a wide range of issues affecting every citizen and the future prosperity of Washington State. It is a process that involves cooperation to make critical decisions in everyone's best interest.

We have chosen representatives to carry out the difficult task of determining what kind of laws and policies will best serve these interests. However, to effectively perform their job, legislators rely heavily on input from a wide variety of different sources.

They receive a great deal of technical information from their staff, state agency personnel and professional lobbyists. Yet, much of what they actually decide depends on the views, interests and preferences of the citizens who elect them.

This is precisely how the legislative process was designed to work best. It is based on a close, open and positive relationship between elected officials and the citizens whom they represent.

You can actively participate in the legislative process in a variety of ways. Select the method that allows the fullest expression of your personal interest and commitment, but follow some basic steps.

Know How the Process Works

For your individual participation to be most effective, a basic understanding of the whole legislative picture is essential. If there is something you do not understand about the process, ask someone who can provide an answer. Here are some resources:

- Call the Legislative Information Center at **(360) 786-7573**.
- Call your legislator's office.
- Explore the Legislative Web Page at www.leg.wa.gov for an overview of the legislative process, and for information on how a bill becomes a law and how to read a bill.
- Listen to or watch broadcasts of committee hearings to see how they work. All committee hearings are broadcast live in streaming audio over our internet web site and many hearings are televised live on TVW (www.tvw.org).

Make Yourself the Expert

Before you address an issue, do some homework. Know the whole issue: who it affects, what others feel about it, how it will influence future trends, and any other information you are able to gather. Thorough research allows you to present your viewpoint with confidence and credibility, and, combined with your personal experience, is the most effective information you can provide.

Get to Know Your Legislators

To make a difference in the legislative process, you must develop a relationship with your legislators. Keep in mind that you can work effectively with someone, regardless of the personal opinions either of you may hold. Although you are unlikely to agree on every issue, you can still build a positive relationship.

The best way to get to know your legislators on a personal basis is to spend time with them when the Legislature is not meeting. Arrange a meeting during the months between sessions when they are home.

Your legislators are also your neighbors. You share many of the same interests and concerns, so make a strong effort to build on the common ground you both hold. Take the time to find out who they are as people.

You can contact your legislators in a number of ways:

- **Personal visit**. Call the office, introduce yourself, tell the legislator or the legislative assistant what you would like to discuss, and make an appointment for a visit.

  If you plan a visit, be prepared for your discussion. Know what you want to say, be factual, and make your comments as brief and specific as you can. If you do not know something, be willing to admit it and offer to follow up with more information later, which is also an avenue for further discussion.
- **Write a letter**. Express your views and request the member's attention through the mail. Make your letters brief, to the point, clear, and formal. Include your mailing address and phone number so the legislator knows where to respond.
- **Send an e-mail message**. Like letters, e-mails should be brief, to the point, clear, and formal. Include your name and mailing address, as well as your e-mail address, and let the legislator know how you'd prefer to be contacted.
- **Call the toll-free Legislative Hotline**. You can call the toll-free Hotline at 1-800-562-6000 to leave a brief message on any issue.
- **Testify before a committee**. Make your views and positions known by testifying before a committee that is having public hearings on an issue or bill.
- **Attend a Town Hall Meeting**. Most Legislators conduct periodic town hall meetings at various locations in their district. This is a good opportunity to meet your Legislator and to express your views and concerns in an informal setting.

Get to Know Legislative Staff

Legislators rely heavily on professional staff for information gathering and analysis. You can play an equally supportive role by making sure staff are aware of the perspective your personal knowledge and experience can provide. Legislative staff work on a wide range of issues. They always appreciate new sources of clear and accurate information, and they can provide you with the most current information they have.

Network with Other Citizens

Much of the information you need to be effective in the legislative process can be obtained from other concerned and active citizens. Most interest areas are represented by informal citizen groups, if not formal membership organizations.

Find out whether there are groups that share your concerns and establish a network. A group of concerned citizens can be much more effective working together, rather than as separate individuals trying to accomplish the same goal.

Key Points to Remember

Regardless of how frequently you contact your legislators, you will be far more effective if you follow these points:

1. Be well prepared for your discussions.
2. Provide a written statement with all verbal presentations.
3. Make letters and e-mail formal, specific, and concise.
4. Don't berate or argue with your legislator when you disagree. Simply thank the member for the time spent with you and express a desire for further discussion.

Whatever position you represent, however, remember your participation makes a difference. Our legislative process is one way each of us may contribute to the quality of life we experience in our state. Your willingness to be a responsible, involved participant is crucial to the decision-making process.

If you are a person with a disability and need a special accommodation, please contact the House at (360) 786-7107, or the Senate at (360) 786-7400. TTY 1-800-562-9993. For further legislative information, call the Legislative Hotline at 1-800-562-6000, or check the internet at www.leg.wa.gov

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To Testify at the Washington State Legislature

Every citizen has the right to testify, orally or in writing, on bills or constitutional amendments being heard by the Washington State Legislature.

"All political power is inherent in the people, and governments derive their just powers from the consent of the governed, and are established to protect and maintain individual rights."

— Article 1, Section 1
Washington State Constitution

"Every person may freely speak, write and publish on all subjects, being responsible for the abuse of that right."

— Article 1, Section 1
Washington State Constitution

If you are a person with a disability and need special accommodations, please contact the House at (360) 786-7101, and the Senate at (360) 786-7400.
TTY 1-800-635-9993.

"Open" Legislature

Washington State has one of the most "open" legislatures in the country. A bill has a public hearing before Senate and House committees before being considered on the floor of the House and Senate. Your opportunity to testify comes at the committee hearings. If you cannot appear before a committee, contact your legislator making your position on a bill known. You can do so by writing a letter, sending an e-mail, calling the legislator's Olympia office, or by calling the Legislative Hotline at 800-562-6000.

Senate committees usually meet in hearing rooms in the John A. Cherberg Building and House Committees usually meet in the John L. O'Brien Building. Both buildings are adjacent to the Legislative Building in Olympia.

Committee Hearings

Legislative hearings are conducted informally. They are not judicial proceedings and the rules are somewhat relaxed. Anyone can testify; you do not need formal training.

Schedules of committee hearings are published weekly and daily during the legislative session. To find out when a hearing is scheduled:

- Check our web site at www.leg.wa.gov.
- Call the toll-free Legislative Hotline number (1-800-562-6000).
- Inquire in person or by phone at the Legislative Information Center, 106 Legislative Building (360-786-7573).
- Subscribe to the Legislature's Committee E-mail Notification Service (Listserv).

The Legislative Information Center also has copies of bills for distribution. Be sure to ask for any pending amendments or substitutes to particular bills. Notices of interim committee hearings are sent out by committees between legislative sessions and are available via the Legislature's Committee E-mail Notification Service (Listserv).

Before the Hearing

Are you a Lobbyist? Generally, if you are testifying on a bill or issue and represent only yourself, you will not be required to register as a lobbyist.

A Public Disclosure Commission brochure outlines guidelines on this subject. *You do not have to register and report if you*:

1. Appear only before public meetings of legislative committees or state agencies, or
2. Do not receive pay, expenses or other consideration for lobbying and make no expenditure for or on behalf of a legislator, elected official or state employee in connection with lobbying, or
3. Restrict your lobbying to four days during any three month period and spend no more than $15 for or on behalf of a legislator, elected official or state employee.

A copy of this brochure is available through the State Capitol Information Center, or you may check with the Public Disclosure Commission if you're uncertain. The PDC provides on-line information for lobbyists as well.

Prepare Your Remarks. Time is usually limited, so be brief and direct. Written testimony should not be read at committee hearings. Committee staff will distribute copies of written testimony to members of the committee if you bring a sufficient number – one for each member.

Writing down your comments in outline form will be helpful when you speak, and you should summarize your written testimony.

Avoid Duplication. If other persons will be offering similar testimony at the hearing, try to coordinate your testimony and avoid duplication. Well-organized testimony is the most effective.

At The Meeting

- Be punctual; usually there is only one public hearing at which testimony is held on a particular bill.
- Locate the sign-up sheet near the entrance of the hearing room and write your name, address, and whether you favor or oppose the bill.
- Check to see if copies of proposed amendments or substitute bills are available.
- Take your written materials to the committee staff for distribution.
- Talk to the committee staff if you are going to use the presentation equipment

How the Meeting Is Conducted

Be present at the beginning of the hearing. The committee chair will open the hearing on a particular bill. Frequently, opening comments will be made by the bill's sponsor or by committee staff. Sometimes, however, the chair will ask for testimony from proponents and opponents immediately.

The chair will organize the hearing to ensure that:

1. The committee members hear relevant information,
2. Interested persons are given the opportunity to express their positions, and
3. The hearing does not exceed the time available.

Most committee hearings are limited to no more that two hours, and may have several matters pending. The chair will attempt to be fair and provide each person an opportunity to testify. It may be necessary, however, to restrict testimony so that everyone is given an opportunity to express his or her opinions. You may be called with others to save time.

Making Your Remarks

1. Begin by introducing yourself to the chair and committee members and stating your purpose. For example, "Mr. or Madam Chair and members of the committee, I am John Doe from Spokane. I am here representing myself. I support this bill because . . ."
2. In your opening remarks, make it clear whether you are representing other citizens, or a separate group.
3. Be brief, and be sure your remarks are clear. Avoid being too technical, and do not repeat previously made remarks. You do not need to be nervous or worried about how you present your testimony.
4. Be prepared for questions and comments from committee members. These are designed to gain additional information, but don't answer if you are not sure of the answer. Tell the members you will send a written answer back to the committee and then follow through.
5. Restrict yourself to your testimony. Abstain from other overt demonstrations such as clapping, cheering, booing, etc.

Parking

During the legislative session, parking is limited, particularly during the day. Parking at state lots is 50 cents per hour, payable at meters located in each parking area (quarters are needed). Take exit #105-A from Interstate 5, and follow the signs to public parking at one of the locations available for visitors to the Capitol. Parking for people with disabilities is available on the Capitol Campus.

For maps and more information on parking go to our web site at http://www.leg.wa.gov/ and click on "Visiting the Legislature".

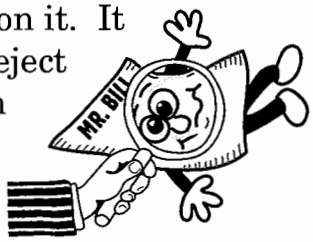
If you are a person with a disability and need a special accommodation, please contact the House at (360) 786-7107, or the Senate at (360) 786-7400. TTY 1-800-562-9993. For further legislative information, call the Legislative Hotline at 1-800-562-6000, or check the internet at www.leg.wa.gov

(revised 11/09 SPS#06-5935)

How a Bill Becomes a Law

1 A bill may be introduced in either the Senate or House of Representatives by a member.

2 It is referred to a committee for a hearing. The committee studies the bill and may hold public hearings on it. It can then pass, reject or take no action on the bill.



3 The committee report on the passed bill is read in open session of the House or Senate, and the bill is then referred to the Rules Committee.

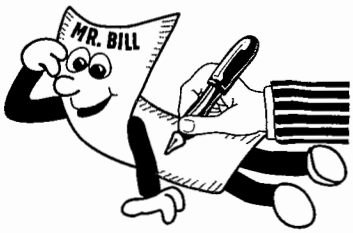
4 The Rules Committee can either place the bill on the second reading of the calendar for debate before the entire body, or take no action.

5 At the second reading, a bill is subject to debate and amendment before being placed on the third reading calendar for final passage.

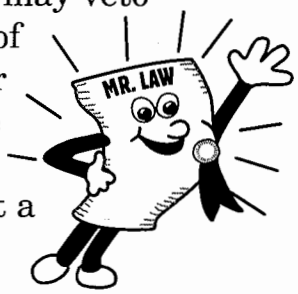
6 After passing one house, the bill goes through the same procedure in the other house.

7 If amendments are made, the other house must approve the changes.

8 When the bill is accepted in both houses, it is signed by the respective leaders and sent to the governor.



9 The governor signs the bill into law or may veto all or part of it. If the governor fails to act on the bill, it may become law without a signature.



House of Representatives – Graphics Dept. – Revised 11/05

HOW A BILL BECOMES A LAW

1. A bill may be introduced in either the Senate or House of Representatives, but the procedure by which a bill becomes a law is much the same, wherever the bill originates.

In this story, the bill is introduced in the Senate by a member, or members, of that body. After the bill is filed with the Secretary of the Senate, it is given a number and, unless a majority demands it be read in full, it is read the first time by title only in open session of the Senate. It is then referred to a standing committee of the Senate.

2. The committee studies the bill and often holds public hearings on it. The committee will then meet to consider the information it has gathered. It may approve the bill with or without amendments, draft a new bill on the same subject incorporating the desired changes, or take no action.

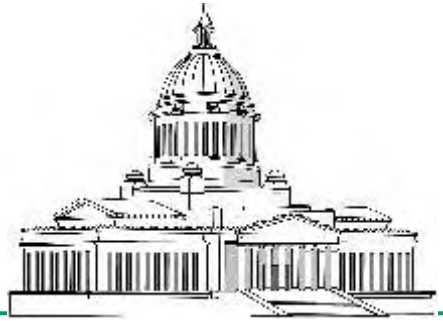
3. The committee is now ready to report back to the Senate. If the majority is in favor of the bill as introduced or with certain amendments, the committee recommends the bill for passage. The committee report is read in open session of the Senate, and the bill is then referred to the Rules Committee.

4. After the bill has been recommended for passage by the standing committee to which it was originally referred, the Rules Committee can either place it on the second reading calendar for debate before the entire body, or take no action. If the bill has a significant fiscal impact, it may be referred to the Ways & Means or Transportation Committee for budget impact

5. When the bill appears on the calendar for second reading, it is subject to amendment. It is then returned to the Rules Committee where it must receive a favorable vote before being placed on the third reading calendar for final passage. This referral to Rules is often bypassed by vote of the Senate and the bill is placed on final passage immediately following its second reading. Depending upon the degree of controversy, debate may last a few minutes to several hours — or even several days.

6. After passing in the Senate, the bill will go through an almost identical procedure in the House.

If the bill is passed by the House, but is amended by that body, the Senate must concur in the amendments or ask the House to remove them. If the Senate does not accept the change in the bill and the House insists on the change, a conference committee may be requested to work out the differences.



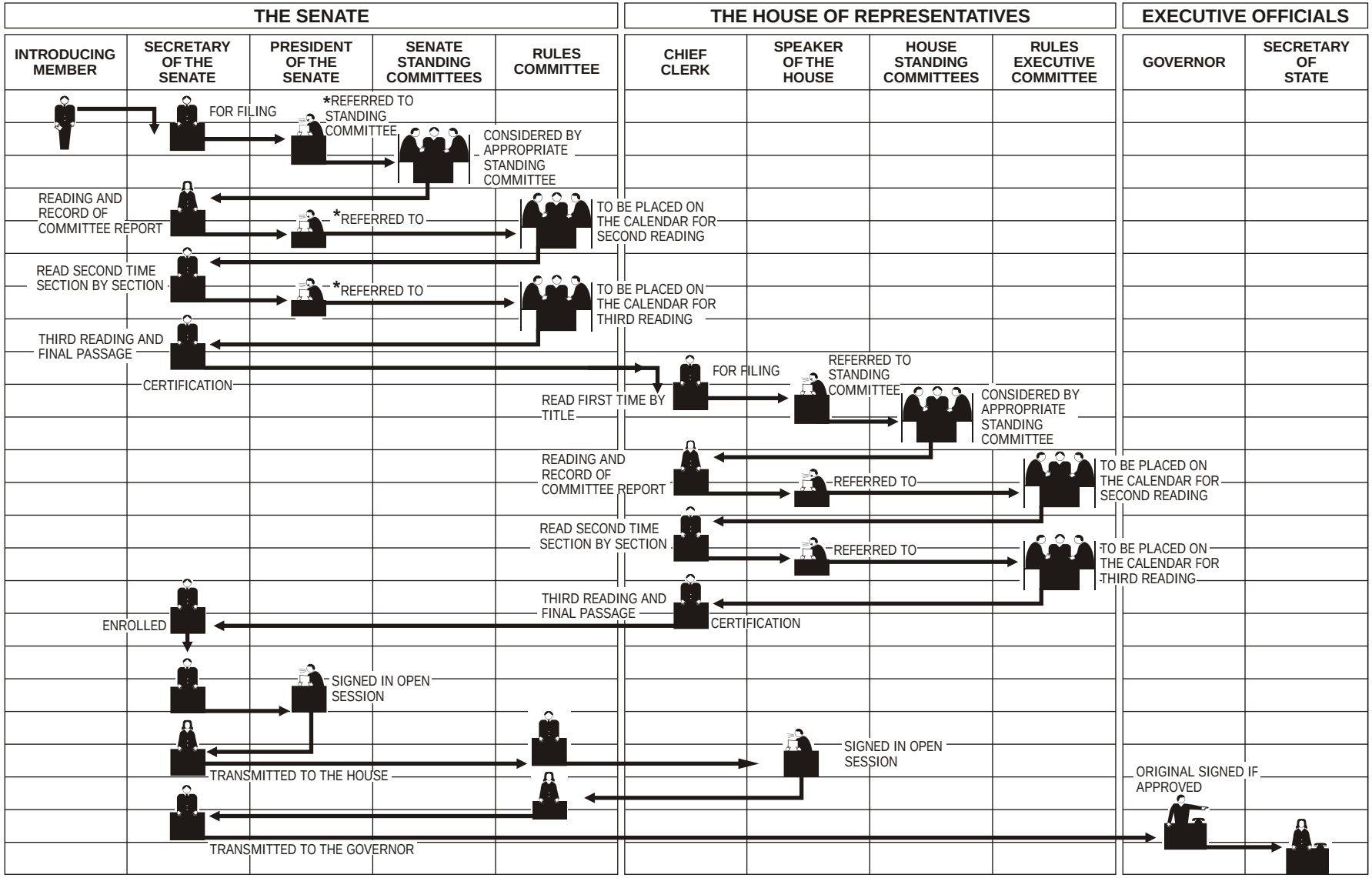
7. If appointed, a conference committee has the power to work from the proposed amendments or to recommend new amendments or a new bill, consistent with the subject matter of the original measure. When the conferees reach agreement, they report to their respective houses. Their report is either adopted or rejected without any changes.

8. If the report is adopted and the bill passed by both houses, the bill is signed by the President of the Senate and the Speaker of the House in open sessions of each body, and then is sent for the Governor's signature.

9. Within five days, if the Legislature is still in session, or twenty days after its adjournment, the Governor may sign the bill or veto all or any section of it. The Legislature can override the veto by a two-thirds vote of both houses. If the Governor fails to act on the bill, it becomes law without a signature.

THE COURSE OF A BILL

Published by the Senate and the House of Representatives



The above procedure for a noncommittee bill introduced in the Senate is the simplest possible, neither veto nor amendment has occured. If such a bill is introduced in the House, the Chief Clerk would perform essentially the same functions as the Secretary of the Senate as indicated above, and the action of the Senate thereon would occur after passage thereof by the House.

* By a vote of the Senate

Revised 12/4/15

A Guide to Reading a Legislative Measure

SENATE BILL 7999

State of Washington 59th Legislature 2005 Regular Session

By Senators Green and Blue (by request of Department of _____)

Read first time 01/10/2005. Referred to Committee on Government Operations & Elections.

AN ACT Relating to the board of accountancy; amending RCW 18.04.180; adding a new section to chapter 18.04 RCW; repealing RCW 18.04.183 and 18.04.320; and providing an effective date.

BE IT ENACTED BY THE LEGISLATURE OF THE STATE OF WASHINGTON:

Sec. 1. RCW 18.04.180 and 2004 c 159 s 3 are each amended to read as follows:

(1) The board shall issue a license to a holder of a certificate/valid license issued by another state that entitles the holder to practice public accountancy, provided that:

(a) Such state makes similar provision to grant reciprocity to a holder of a valid certificate or license in this state;

(b) The applicant meets the CPE requirements of RCW 18.04.215(5);

(c) The applicant meets the good character requirements of RCW 18.04.105(1)(a); and

(d) The applicant passed the examination required for issuance of his or her certificate or license with grades that would have been passing grades at that time in this state and meets all current requirements in this state for issuance of a license at the time application is made; or at the time of the issuance of the applicant's license in the other state, met all the requirements then applicable in this state; or has three years of experience within the five years immediately preceding application or had five years of experience within the ten years immediately preceding application in the practice of public accountancy that meets the requirements prescribed by the board.

(2) The board may accept NASBA's designation of the applicant as substantially equivalent to national standards as meeting the requirement of subsection (1)(d) of this section.

(3) A licensee who has been granted a license under the reciprocity provisions of this section shall notify the board within ((~~thirty~~)) sixty days if the license or certificate issued in the other jurisdiction has ~~lapsed or if the~~ status of the license or certificate issued in the other jurisdiction becomes ~~otherwise invalid~~.

NEW SECTION. **Sec.** 2. A new section is added to chapter 18.04 RCW to read as follows:

Each member of the board shall be compensated in accordance with RCW 43.03.240 and shall be reimbursed for travel expenses incurred in the discharge of such duties in accordance with RCW 43.03.050 and 43.03.060.

NEW SECTION. **Sec.** 3. The following acts or parts of acts are each repealed:

(1) RCW 18.04.183 (Accountants from foreign countries) and 2001 c 294 s 9, 1999 c 378 s 3, & 1992 c 103 s 18; and

(2) RCW 18.04.320 (Actions against license-—Procedures) and 1986 c 295 s 13, 1983 c 234 s 14, & 1949 c 226 s 31.

NEW SECTION. **Sec.** 4. This act takes effect July 1, 2006.

---END---

BILL NUMBER: Each bill is assigned a number for identification.

PRIME SPONSOR: The member of the Legislature who first introduced the bill.

CO-SPONSOR(S): The member(s) of the Legislature who join the prime sponsor in introducing the legislation.

AGENCY REQUEST: Indicates that bill was requested by an executive branch agency (legislative sponsor still required).

REFERRAL: The date the bill was introduced and to which committee it was referred.

BILL TITLE: Identifies the subject of the legislation and how it affects the Revised Code of Washington (RCW).

ENACTING CLAUSE: This states who intends to make this bill a law. It will either be by the people of the state or by the Legislature.

AMENDATORY HEADING: Also known as the "jingle," recites both the most recent session law and RCW citation being amended.

EXISTING LAW: The text of the current RCW to be amended.

DELETED LANGUAGE: Lined-out phrases are proposed deletions to existing law.

NEW LANGUAGE: Underlined phrases are proposed new language to existing law.

NEW SECTION: Proposed new language to be added as a new section to the existing RCW.

REPEALER: The section of a bill that lists which RCW sections are to be removed from state law by the proposed legislation.

EFFECTIVE DATE: The date the bill becomes a law.

Office of the Code Reviser/Senate Production Services—Revised 11/09/2005

A Guide to Reading a Legislative Measure

TYPES OF MEASURES

Bill: A proposed law presented to the Legislature for consideration; it may originate in either house.

Joint Memorial: A message or petition addressed to the president, Congress, or the head of any other agency of the federal or state government, asking for consideration of some matter of concern to the state or region. Proposed amendments to the U.S. Constitution are also in the form of joint memorials.

Joint Resolution: An act of the legislature which proposes an amendment to the state constitution for reference to the people for acceptance or rejection. Joint resolutions must receive a two-thirds affirmative vote in each house.

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.

Floor Resolution: A resolution adopted by either house usually honoring or commemorating an individual, organization, or event. It also may call for some type of action.

Initiative: A legislative power vested in the people. There are two types: (1) initiative to the people, which goes directly to the voters without consideration by the legislature; and (2) initiative to the legislature, which is considered by the legislature at its next regular session, and if not enacted, is placed on the next general election ballot.

DEFINITIONS OF TERMS

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.

Striking Amendment: Amendment removing everything after the title and inserting a whole new bill.

HB: Abbreviation for House Bill.

SB: Abbreviation for Senate Bill.

S (Substitute): A new bill is proposed by a committee to replace the original one. The substitution must be approved by the entire body.

E (Engrossed): Incorporates amendments that were passed by the house of origin (where the bill was introduced).

Scope and Object: If an amendment offered to a proposed bill does not relate closely to the content of the bill, a member may raise “scope and object.” The president then rules if the amendment is “in order” or “out of order.”

Enacted: When a bill is passed by both houses of the legislature and signed by the governor.

New Section: Proposed new language to be added as a new section to existing law.

Veto: Partial or complete rejection of a bill by the governor. The governor has the power to veto sections of bills but cannot make any additions.

Override: The legislature can override the governor’s veto with a two-thirds vote of both houses.

ELECTED OFFICIALS and their functions

The nine elected executives serve a four-year term. All run independently. The Superintendent of Public Instruction may not declare a partisan affiliation. They are listed in their order of ascension to the office of Governor.

Governor

The State Constitution assigns the Governor the "supreme executive power of this state." This role is continuously redefined through constitutional and statutory changes and through accepted practice.

The Governor is head of the executive branch of government, but also has legislative responsibilities, as well as serving as an agent of communications with other states and the federal government.

The Governor's executive branch responsibilities include appointing the heads of departments, agencies, and institutions. Also, mid-term vacancies in certain positions outside the executive branch, such as judges, are filled initially by gubernatorial appointment.

By holding cabinet meetings, communicating with other state officers and overseeing budget expenditures, the Governor fulfills the responsibility to "see that the laws are faithfully executed." The Governor further fulfills this responsibility by serving as an ex-officio member on a number of boards and commissions.

The Governor's legislative responsibilities include reporting to the Legislature annually on affairs of the state (the State of the State Address) and submitting a budget recommendation. Other legislative recommendations may also be issued by the Governor. Further, the Governor may veto legislation passed by the Legislature and may convene the Legislature in extraordinary session.

Other duties assigned to the Governor include serving as commander-in-chief of the state's military establishment (the National Guard), except when it has been called into federal service. Pardoning power also is vested in the Governor, subject to regulations and restrictions prescribed by law.

In addition, the Governor makes countless personal appearances at public and private events, and issues proclamations relating to matters of interest to the people of Washington.

Lieutenant Governor

The function of the Lieutenant Governor is to act as Governor if the Governor is removed from office or is unable to perform the duties of the office, to be the presiding officer of the Senate, to serve as acting Governor when the Governor is absent from the state, and to discharge other duties as prescribed by law.

The Lieutenant Governor serves by tradition as Chair of the Senate Rules Committee. The Lieutenant Governor is a member of the State Finance Committee, State Capitol Committee, the Washington Health Care Facilities Authority, the Washington Higher Education Facilities Authority, and the State Medal of Merit Committee.

Secretary of State

The office of the Secretary of State was established with the adoption of the State Constitution in 1889.

Elections

The Secretary of State is the state's chief elections officer, and as such, is responsible for supervising all state and local elections. The Elections Division produces and distributes the state's voters' pamphlet, verifies petition signatures on initiatives and referendums, accepts declarations of candidacy for federal and state offices, administers voter registration programs, canvasses state election returns, and tests and certifies electronic voting equipment.

Corporations

All corporations doing business in Washington must register with the Secretary of State through the agency's Corporations Division. These registrations provide information about a corporation's officers, and other related data for use by financial and legal services, law enforcement agencies, the IRS, and the general public.

Archives

The Secretary of State is responsible for collecting and preserving the historical records of the state, and making those records available for research. Records dating back to 1854 are held by the agency's Archives Division at the state capital and at five regional repositories across the state.

State Library

The Washington State Library became a part of the Secretary of State's Office in 2002. The State Library opened in 1853. Since 1889, the date of the first legislative session, the library has recorded every bill introduced in the Legislature. Its collections include the Journals of the Lewis and Clark Expedition, the papers of renowned activists like Emma Smith Devoe, details of Pacific Northwest science explorations of the 19th century, and medical books dating back to the 1600's.

Other functions of the Secretary of State include: registering all organizations involved in soliciting the public for charitable donations; administering the state's Productivity Board encouraging state employees to create solutions to make the state more efficient and effective; managing the Address Confidentiality Program for victims of domestic violence; affixing the State Seal and attesting to certain documents issued by the Governor; and certifying certain matters to the Legislature.

In addition to these constitutional and statutory duties, the Secretary of State is frequently called upon to greet and confer with dignitaries and delegations visiting the state of Washington from other countries.

State Treasurer

As the state's chief financial officer, the Treasurer provides for the banking, financial and investment needs of state government.

Revenues and other funds collected by state agencies are transmitted to the Treasurer daily. The Treasurer is responsible for distributing these funds to state agencies, counties, cities and school districts. As the state's disbursement officer, the Treasurer signs more than 5.4 million warrants annually. But, increasingly, the transactions are made electronically.

Treasury receipts, including investment transactions, average more than $310 million daily. Early every morning the Treasurer invests all cash in excess of the state's daily needs in short-term securities. In fiscal year 1995 the Treasurer's cash management investments averaged nearly $1.9 billion daily and earned taxpayers $128 million in interest.

The Treasurer is custodian for all state-owned investments (securities, bonds, stocks, etc.), including $30 billion in state pension and accident insurance funds managed by the State Investment Board. The Treasurer is one of nine members of the State Investment Board.

The Treasurer, on behalf of the State Finance Committee, issues state bonds to finance state construction projects and pays interest and principal to the state's bondholders.

The Treasurer chairs the Public Deposit Protection Commission which ensures the safety of all public deposits held in qualified commercial banking institutions in the state.

State Auditor

The State Auditor has the important responsibility to ensure that state and local governments are accountable to the public

they serve. The Washington State Constitution establishes the office as the auditor of all public accounts. Every public dollar spent by state agencies and local governments comes under the Auditor's purview.

The office's primary service is the performance of regular financial and legal compliance audits of all state agencies and local governments. There are more than 2,400 local governments in Washington including all cities, counties, schools, ports and special purpose districts. Also audited are all state agencies, boards and commissions, including public colleges and universities. Fraud and other special investigations are also performed.

In addition, the Auditor administers the Employee Disclosure, or "Whistleblower Act", and investigates citizen reports of government impropriety. As an elected office, the State Auditor has the independence necessary to objectively perform audits and investigations.

Other responsibilities include prescribing local governments' uniform budgeting, accounting and reporting systems; training and technical assistance; prescribing the accounting manual for public school districts jointly with the Superintendent of Public Instruction; annually publishing local government comparative statistics; and coordinating the audit efficiency and quality assurance program.

With a staff of nearly 300 located strategically around the state, the Auditor's Office is able to deliver services effectively and efficiently.

Attorney General

The office of the Attorney General is the largest law firm in the state of Washington. The office is headed by the Attorney General, the state's chief legal officer. The office is also staffed by attorneys, appointed as Assistant Attorneys General, administrative, investigative, paralegal, secretarial and other staff members.

The Attorney General has a broad array of responsibilities unique and necessary to the operations of state government. These responsibilities include: serving as legal counsel to the Governor, members of the Legislature, state officials, and the more than 230 state agencies, boards and commissions; defending the state officials and employees for actions performed in their official capacities; advising and representing the state agencies so they can fulfill their official duties; and issuing legal opinions. The Attorney General also enforces the Consumer Protection Act, and advises and assists local prosecuting attorneys when requested.

Superintendent of Public Instruction

As head of the state educational agency and Chief Executive Officer of the State Board of Education, the Superintendent is responsible for the administration of the total state kindergarten through twelfth grade education program. This includes administering approximately 46 percent of the state general fund, and providing the following services:

- Administers the basic education program for more than 956,572 Washington public school students and over 747,009 students attending approved private schools;
- Prepares the biennial state budget and administers that budget for the 296 school districts of the state;
- Grants certificates for teachers, administrators and others to work in the state's schools;
- Develops and disseminates curriculum guidelines and provides curriculum assistance to school districts;
- Administers the accreditation and school approval process for both public and private schools;
- Prepares state rules and regulations for disabled, gifted, remedial, health services, food services, vocational, basic education, bilingual, and other state programs;
- Reviews expenditures of local school districts and provides statistical analysis;
- Regulates apportionment of federally-supported program funds, including Goals 2000; and
- Administers education programs for children in state institutions.

Commissioner of Public Lands

The Commissioner of Public Lands is the elected head of the Washington State Department of Natural Resources (DNR), one of the largest natural resource agencies in the nation.

The Board of Natural Resources, chaired by the Commissioner of Public Lands, establishes policy for the department.

The department has four primary roles: land manager, regulator, firefighter, and conservator.

Land Manager

The department, led by the Lands Commissioner, manages about 5 million acres of public lands. DNR manages about 2 million acres of forest lands and 1 million acres of agricultural and grazing lands as well as urban properties, generating income to support school construction, colleges, counties, state institutions and other beneficiaries.

DNR manages nearly 2 million acres of state-owned aquatic lands – tidelands, harbors and the beds of navigable waterways – to benefit the people of Washington.

Regulator

DNR oversees dozens of resource-based businesses at the foundation of Washington's economy. The department enforces laws regulating logging practices, reforestation requirements, petroleum and natural gas exploration and surface mine reclamation.

Firefighter

The department's wildlife protection and suppression programs cover about 12 million acres of state and private forest land. Fighting fire is a priority that spans every level of DNR's seven regions and 13 divisions.

Conservator

DNR has taken a lead role in preserving Washington's natural heritage. A rapidly growing system of Natural Area Preserves and Natural Resources Conservation Areas protects sites of outstanding beauty and environmental significance.

DNR's responsibilities are linked by a guiding commitment to be good stewards of Washington's natural resources.

Insurance Commissioner

Consumer protection is the most important job of the Insurance Commissioner.

When the office was created by the first state Legislature in 1889-90, its main function was simply to register insurance companies that wanted to do business in Washington. Today, the role has expanded to include overall industry regulation, making sure companies meet all their obligations and abide by the rigorous financial and legal standards set for doing business in this state.

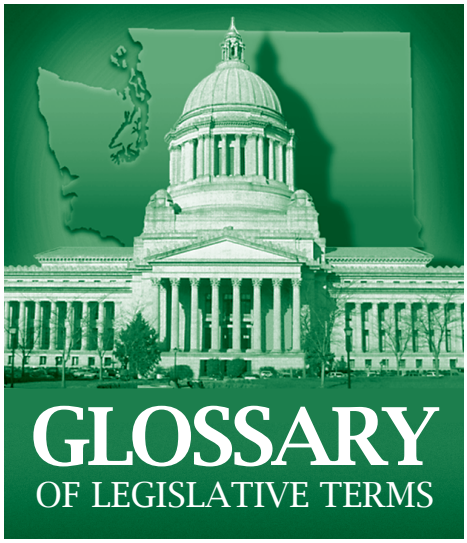
About 50 of the 1,500 authorized insurers in Washington State today are "domestic" insurers, which means they have their headquarters in the state. In addition, the agency is responsible for the testing, licensing and oversight of more than 36,000 individual companies and licenses each year.

Any citizen may file a complaint with the Insurance Commissioner and request an investigation of that complaint. The Consumer Protection Division routinely fields more than 200,000 contacts a year, many of them via a special toll-free hot line: 1-800-562-6900.

Seniors on Medicare or other retirement benefits have access to a special arm of the agency. The Senior Health Insurance Benefits Advisors are trained by the experts on the Commissioner's staff and are available in most Washington communities to meet with other seniors to discuss health-insurance concerns.

The Commissioner's office collects a special tax levied on insurance companies and turns over more than $100 million a year to the state's general fund. The insurance industry also must pay for its own regulation. Companies share that cost according to the amount of business they do in the state.

If you are a person with a disability and need a special accommodation, please contact the House at (360) 786-7107, or the Senate at (360) 786-7400. TTY 1-800-635-9993. For further legislative information, call the Legislative Hotline at 1-800-562-6000 or check the internet at: http://www.leg.wa.gov (revised 3/05)



ACT. A bill adopted by the Legislature.

ACTUARY. A legislative staff officer appointed by the Joint Committee on Pension Policy to prepare actuarial analyses of pension proposals and other items as directed by the Legislature.

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

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

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

ADOPT. To approve formally.

AGENCY REQUEST BILL. A request for legislation proposed by an agency of the executive branch of government.

AGENDA. The proposed order of business for a meeting.

AMEND. To 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.

APPORTIONMENT. The division of the state into districts with distinct geographic boundaries and the allocation of the number of legislators or congressmen to be elected to represent each district.

APPROACH THE BAR. A legislator's physical movement from any place on the floor of either house to the rostrum.

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.

ATTORNEY GENERAL'S OPINION (AGO). A formal expression of legal reasons and principles regarding statutory or common law questions from state agencies or legislators.

BAR OF THE HOUSE OR SENATE. The rostrum within both houses behind which sit or stand the President of the Senate, the Speaker of the House, and others as designated, for presiding over the body, recording, and processing legislation being considered by the houses.

BICAMERAL. Composed of two chambers or two legislative bodies. The Washington State bicameral legislature is made up of a House of Representatives and a Senate.

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

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

BILL BOOKS. Binders located adjacent to the chamber or in committees containing all bills and amendments currently before or passed by the Legislature or committee.

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

BILL DRAFTING OFFICE. Located in the Pritchard Building in the Code Reviser's office. Drafts legislation to be introduced to the Legislature. (Officially named the Statute Law Committee.)

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.

BILLS ON CALENDAR. Printed volumes with yellow covers distributed to each member's floor desk. Includes the full text of bills and proposed committee amendments on the pending calendar.

BOOST. A legislative procedure to move a bill directly from its introduction to the floor of the House or Senate without going through the committee process.

BUMPING. Slang term for suspending the rules to allow a bill to be advanced from second to third reading without having the bill revert to the Rules Committee.

CALENDAR. A list or schedule of pending business.

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.

CAPITAL. Olympia, Washington.

CAPITAL BUDGET. Appropriations made to state and local agencies for building and construction projects.

CAPITOL CAMPUS. The grounds and group of buildings surrounding the domed Legislative Building, holding the offices of most of the state's elected officials.

CAUCUS. A group of legislators from the House or Senate who unite to promote an agreed-upon agenda, influence a particular area of policy, and to decide on questions of policy or leadership. Typically, these take the form of political party (Democratic/Republican) caucuses but may also include members from multiple parties who join together to form a coalition.

CHAIR. Presiding officer.

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

CHAPTER NUMBER. A chapter number, in numerical order, given to each bill enacted. The chapter number is the number of the law. When codified the chapter is inserted in the appropriate section of the statutes known as the Revised Code of Washington (RCW).

CHERBERG, JOHN A. BUILDING. The four-story building directly southeast of the Legislative Building containing offices of senators and staff and hearing rooms.

CHIEF CLERK. A person elected by the members of the House of Representatives to record the official action sof the House and to be the chief administrative officer of the House.

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.

CODIFY. To consolidate, arrange and systematize the permanent legislation passed in a legislative session into a formal code organized by topic

COLLOQUY. A formal conversation in which one or more lawmakers recite a carefully written script, designed to clarify legislative intent.

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

COMMITTEE ON COMMITTEES. Committees in each house that select the chairs and members of standing committees.

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

CONCURRENCE CALENDAR. A list of own-house 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.

CONFERENCE CALENDAR. A list of bills to which both bodies have appointed conferees to discuss differences and seek resolution.

CONFERENCE COMMITTEE. A committee appointed to discuss specific differences of opinion between the House and Senate on bills which have passed each house but with differing positions on one or more amendments.

CONFIRMATION. Approval by the Senate of gubernatorial appointments.

CONFLICT OF INTEREST. Any interest, financial or otherwise, any business or professional activity, or any obligation which is incompatible with the proper discharge duties.

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

CONSTITUTION. The written instrument embodying the fundamental principles of the state that establishes power and duties of the government and guarantees certain rights to the people.

CONSTITUTIONAL AMENDMENT. Proposed change in the Washington State Constitution which has been approved by two-thirds of both houses of the Legislature. To be enacted, the proposed amendment must be placed on the next general election ballot and secure a simple majority of votes in favor of adopting the measure.

CONSTITUTIONAL MAJORITY. A majority of members elected to either the Senate or the House. In the Senate, a constitutional majority is 25; in the House, it is 50.

CONVENE. Assemble for an official meeting.

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.

DAY CERTAIN. Adjournment with specific day to reconvene.

DEBATABLE. Open for discussion or argument.

DEBATE. Discussion of a matter following parliamentary rules.

DEPARTMENT REQUEST BILL. A request for legislation proposed by a department of the state (also known as agency request bill).

DISCHARGE. What happens to an elected official who has been recalled.

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

DISSENT. Difference of opinion.

DISTRICT. Area encompassing citizens represented by a legislator. There are currently 49 legislative districts, each having two House members and one senator.

DIVISION. A method of voting by standing.

DIVISION OF QUESTION. Consideration of each item separately.

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.

ENACTMENT. The passage of a bill by both houses and the signing by the Governor.

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

ENROLLED BILL. A bill passed by both houses, which incorporates all amendments, and to which has been attached a certificate of enrollment indicating the date passed, votes cast on the bill, and the certifying officers' signatures. It is presented to the Governor for signature.

ETHICS. Standard of moral conduct. Legislative ethics standards are set forth in Chapter 42.52 RCW and House and Senate rules.

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 ORDER. A directive or command from the Governor to agencies in the executive branch.

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

EXECUTIVE RULES COMMITTEE. See Facilities and Operations (F&O).

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.

EX OFFICIO. Holding one office by virtue of holding another office. Ex-officio members of a committee have voice but may not vote.

EXPULSION. The act wherein a body removes one of its members as provided under its rules.

FACILITIES AND OPERATION 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. Bill on first reading are introduced and referred to standing committees. SEE INTRODUCTION OF BILLS.

FISCAL. Relating to financial matters. The state fiscal year (FY) is July 1 through June 30.

FISCAL COMMITTEES. Committees in each house that create the budgets and review the fiscal impact of pending legislation (for example, Ways and Means, Appropriations, Transportation, etc.).

FISCAL NOTE. An estimate of the expected cost of a measure to state and/or local government.

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.

GERMANE. Relating directly to a question.

GERRYMANDERING. Legislative district boundary lines drawn to obtain partisan or factional advantages.

GovDelivery. A software application which allows the user to be notified by e-mail or text messages of legislative events such as committee hearing times and agendas.

GOVERNOR. The chief executive officer of a state.

GRANDFATHER CLAUSE. Inserted in a bill making provisions nonapplicable to activities or personnel involved prior to the enactment of the new legislation.

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 Senate Rules Committee. Similar to the House Rules Consideration Calendar.

GUBERNATORIAL APPOINTMENT. Designation by the Governor to fill an office or position.

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

HONORARY PAGE. A young person who is acting as a nonpaid short-term page for either house.

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

HOTLINE. Toll-free number (1-800-562-6000) operated by the Legislative Information Center where citizens can leave a brief phone or e-mail message to communicate their concerns and opinions to their legislator, the Governor or the Lt. Governor.

HOUSE OF REPRESENTATIVES. Lower chamber of our two-body legislature. The House has 98 members who serve two-year terms.

INDEFINITELY POSTPONE. To postpone without setting a definite time for consideration.

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. There are two types of initiatives: 1. Initiative to the people. Original legislation by the voters, proposing a new law (or changing existing laws) without consideration by the Legislature. 2. Initiative to the Legislature. Original legislation by the voters, proposing a new law (or changing existing laws) for consideration by the Legis- lature at its next regular session. If not enacted, it is placed on the next general election ballot.

INSURANCE BUILDING. Lying directly to the east of the Legislative Building, the Insurance Building houses the Insurance Commissioner, the Office of Financial Management and the State Auditor.

INTERIM. Time between regular legislative sessions.

INTERIM COMMITTEE ASSEMBLY. A legislative practice during the interim of having some days devoted to committee hearings and caucuses in Olympia or another location within the state.

INTERN. A college or university student from a higher education institution within the state, working with the Legislature, who receives stipend and credit hours. Legislative interns are assigned to members' offices during session and to committee staff during the interim.

INTRODUCTION OF BILLS. An order of business during which new bills are read into the record. SEE FIRST READING AND ORDER OF BUSINESS.

INVOCATION. Prayer given prior to a session. The schedule for persons offering prayer is determined by the presiding officer.

JARRC. Joint Administrative Rules Review Committee. Reviews agency rules to ensure consistency with legislative intent.

JLARC. Joint Legislative Audit and Review Committee. A joint, bipartisan committee which conducts performance audits, program evaluations and other oversight duties assigned by the Legislature.

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

JOINT MEMORIAL. A message or petition addressed to the President and/or Congress of the United States, or the head of any other agency of the federal or state government, asking for consideration of some matter of concern to the state or region. Proposed amendments to the U.S. Constitution are also in the form of joint memorials.

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.

JOURNAL. Official record of action of legislative session.

LAW. Common law is law set by precedent in court and by interpretation of the Constitution and statute law. Statute law is governing action or procedure approved through the legislative process.

LEADERSHIP. The officers elected by their respective caucuses.

LEAP. Legislative Evaluation and Accountability Program. A computer-based program developed by the Legislature to monitor the budgetary process. Administered by a joint committee and staff.

LEGISLATIVE AUDITOR. Staff director of JLARC.

LEGISLATIVE BUDGET NOTES. Document providing detail about the biennial operating budget.

LEGISLATIVE BUILDING. The domed capitol building of the state of Washington containing both the House and Senate chambers and the offices of the Governor, Lt. Governor, Treasurer, Auditor and Secretary of State.

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 ETHICS BOARD. Nine-member board with four legislators and five nonlegislators. Authority to interpret and apply the state ethics law for legislators and staff by training, advisory opinions, and complaints.

LEGISLATIVE INFORMATION CENTER (LIC). Located on the first floor of the Legislative Building in which staff is available to answer questions about the legislature and the legislative process and provide copies of all bills and legislative documents.

LEGISLATIVE INFORMATION SPECIALIST. An employee of the Legislative Information Center (LIC) who can answer questions about the legisla-

ture and provide copies of bills, amendments, and other legislative documents.

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 MANUAL. Biennial publication that contains the rules of each body, joint rules, biographical and other information about the Legislature and state government.

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

LEGISLATIVE SUPPORT SERVICES (LSS). A legislative agency which provides joint administrative services such as printing, graphics, videography, photography, mail services, facilities support, supply, and technology support to the House, Senate and legislative agencies. LSS also manages the gift shop, the Legislative Information Center and Legislative Hotline.

LEGISLATOR. Elected member of either the House of Representatives or Senate.

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

LIEUTENANT GOVERNOR. Presiding officer of 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.

LSC. Legislative Service Center. A legislative agency providing planning, data and information processing services, equipment and training in support of the Legislature and legislative agencies. Policy and administrative supervision are provided by the Joint Legislative Systems Committee and the Legislative Systems Administrative Committee.

LTC. Legislative Transportation Committee. A joint committee composed of eleven senators and twelve representatives which conducts transportation studies between legislative sessions.

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.

MAJORITY REPORT. Document bearing the signatures of a majority of the members of a committee recommending a particular action on a measure.

MANSION. The official residence of the Governor, located directly west of the Legislative Building.

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

MEDIA DIGEST. Compilation of print media about legislative activities for a certain period. Also called "daily clips."

MEMBERS. Legislators having taken the oath of office.

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

MINORITY REPORT. Document carrying signature(s) of a minority of the members of a committee recommending an action different from the majority.

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.

NEWHOUSE, IRVING R. BUILDING. A two-story building southeast of the Legislative Building, it houses office space for senators and staff.

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

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

O'BRIEN, JOHN L. BUILDING. The four-story building southwest of the Legislative Building containing House members' and staff offices, hearing rooms, and other House facilities.

OFM. Office of Financial Management. The chief executive agency for evaluating the budget, preparing fiscal notes, and providing fiscal policy analysis to the Governor.

OPERATING BUDGET. Two-year plan for funding ongoing activities of state agencies, except transportation.

OPR. Office of Program Research. The House nonpartisan research and committee staff located in the John L. O'Brien Building. Equivalent to Senate Committee Services.

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.

PAGE. High school students who assist the House or Senate during regular legislative sessions. Each page is appointed by a member for one week for which they receive a stipend.

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.

PENALTY CLAUSES. Sections of bills which lay out criminal or civil penalties for violation of the law.

PENSION POLICY, JOINT COMMITTEE. Committee which reviews proposed changes to retirement laws and recommends changes.

PETITION. A formal request.

PER DIEM. Payment in lieu of living expenses.

PICTORIAL DIRECTORY. Publication containing pictures and biographical material about the statewide elected officials and members of the Legislature. Known as the "baby book."

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.

POLICY COMMITTEES. Committees in each house that examine bills and other matters related to specific policy areas (for example, Education, Health and Welfare, etc.).

POSTPONE TO A DAY CERTAIN. To defer consideration until a later time or day.

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.

PREVIOUS QUESTION. A motion to close debate and bring the pending question or questions to an immediate vote.

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

PRITCHARD, JOEL, M. BUILDING. The former library building South of the Legislative Building. It houses Senate staff, the Statute Law Committee, the public cafeteria and other legislative offices.

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. For example, Rules Committee members may move (pull) bills from the Green sheet to the floor for action by the full Senate or from the white sheet to the green sheet, or members may vote to pull a bill from a committee to the floor.

PUT THE QUESTION. When the presiding officer instructs the body what it is about to vote on.

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. To withdraw from an amendment in which the other house refused to concur.

RECODIFY. To reorganize existing sections, chapters or titles of a code, usually to conform to a scheme set forth in new legislation.

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. To vote again on a question previously before the body.

RED BOOK. The Legislative Manual.

REDISTRICTING. Redrawing the boundaries of areas of representation to make them equal in population. Generally done once each decade.

REFER. To send a measure to a committee for study and consideration.

RE-REFER. To 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.

RELIEVED. A committee may be relieved of further consideration of any bill in either house by a majority vote of the members of the particular house.

REPEAL. To revoke or abrogate by legislative action.

REPEALER CLAUSE. The 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.

RSS. A software program or application that notifies the user when a bill has changed status.

RULES CONSIDERATION CALENDAR. The list of bills eligible for action by the House Rules Committee. Bills from this calendar can be placed directly on the floor calendar, if approved by a majority of the members of the House Rules Committee. Similar to the Senate Green Sheet.

RULES REVIEW CALENDAR. The list of bills eligible to be moved to the Rules Consideration Calendar by the House Rules Committee. Pulls from this calendar to the Rules Consideration Calendar require a vote by the majority of members of the House Rules Committee. Similar to the Senate White Sheet.

RULE SUSPENDED. To 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.

SECRETARY OF THE SENATE. A person elected by the Senate members to record the official actions of the Senate and to be the chief administrative officer of the Senate.

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.

SENATE. Upper chamber of our two-body legislature. The Senate has 49 members who serve four-year terms.

SENATE COMMITTEE SERVICES. The Senate nonpartisan research and committee staff located in the John A. Cherberg Building. Equivalent to House Office of Program Research.

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.

SEVERABILITY CLAUSE. A section of a bill which instructs the court that if one section of the act is found unconstitutional, the remainder of the act will remain intact.

SHORT TITLE. An abridged description of a Senate Bill

SINE DIE. To conclude a regular or special session without setting a day to reconvene.

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.

STATE OFFICIALS. The nine elected statewide administrative officers: Governor, Lieutenant Governor, Attorney General, Secretary of State, Treasurer, Auditor, Commissioner of Public Lands, Insurance Commissioner and Superintendent of Public Instruction.

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.

STATUTE LAW COMMITTEE. See Code Reviser.

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. A program for review of state agencies, programs and statutes by JLARC and OFM.

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

SUPPLEMENTAL BUDGET. Changes in the second year of the biennium to funds allocated in the original capital, operating, or transportation budgets.

SUPREME COURT. The highest court of the state. Comprised of nine elected justices who serve staggered six-year terms.

SUSPENSION CALENDAR. Special calendar of noncontroversial bills created by the House Rules Committee. The only question on the floor is acceptance of committee recommendations and advancement to third reading. Closely related to the consent calendar occasionally used in the Senate.

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

TEMPLE OF JUSTICE. The building directly north of the Legislative Building housing the Supreme Court and offices of the Supreme Court Clerk, Commissioner, Reporter of Decisions, and the Law Library.

TERM. Duration of office of an elected official.

TERM LIMITS. Restrictions on the length of service for elected offices.

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.

TRANSPORTATION BUDGET. Appropriations for highways, bridges, ferries, transit, vehicle licensing, and traffic enforcement.

TVW. Washington State version of C-SPAN, broadcasting state government meetings and activities.

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.

UNICAMERAL LEGISLATURE. A legislative body having only one house, such as a city council. Nebraska has the only unicameral state legislature.

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.

WAC. Washington Administrative Code. States how state agencies shall organize and adopt rules and regulations. WACs and rules and regs refer to agency guidelines adopted pursuant to the Administrative Procedure Act.

WALIS. Washington Legislative Information System. A number of different types of services, including a data processing system, which provides accurate up-to-date information on legislative actions.

WASHINGTON STATE REGISTER. A monthly publication which lists all proposed new agency WAC rules and regs as well as proposed amendments, meeting notices, etc.

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 the White Sheet to the Green Sheet do not require a vote. Similar to the House Rules Review Calendar.

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

WITHIN THE BAR. Refers either to a legislator's presence within the bar of the house or to his or her physical presence on the floor of the Legislature.

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.

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2015 Organization Chart

Washington State Government

Legislative Branch

Senate and House of Representatives

- Joint Legislative Audit & Review Committee
- Joint Legislative Systems Committee
- Joint Transportation Committee
- Legislative Ethics Board
- Office of Legislative Support Services
- Legislative Evaluation & Accountability Program (LEAP) Committee
- Office of the State Actuary
- Redistricting Commission *(activated decennially)*
- Statute Law Committee *(Code Reviser's Office)*

Executive Branch

Judicial Branch

Supreme Court

- Administrative Office of the Courts
- Office of Civil Legal Aid
- Court of Appeals
- Commission on Judicial Conduct
- District Courts
- Law Library
- Municipal Courts
- Office of Public Defense
- Superior Courts

Agencies Managed by Statewide Elected Officials

Commissioner of Public Lands

Dept. of Natural Resources
- Board of Natural Resources
- Forest Practices Board

Insurance Commissioner

Treasurer

Public Deposit Protection Commission
State Finance Committee

Lieutenant Governor

Governor

Office of the Governor

Office for Regulatory Innovation & Assistance
Results Washington
Office of the Education Ombuds
Office of the Family & Children's Ombuds

Attorney General

Executive Ethics Board

Superintendent of Public Instruction

Board of Education
Professional Educator Standards Board

Auditor

Secretary of State

Productivity Board
State Library

Agencies Led by Governor-Appointed Executives

Environment and Natural Resources

- Dept. of Agriculture *(commodity commissions)*
- Dept. of Ecology
- Pollution Liability Insurance Program
- Puget Sound Partnership
- Recreation and Conservation Office

General Government

- Board of Accountancy
- Office of Administrative Hearings
- Dept. of Archaeology and Historic Preservation
- Consolidated Technology Services (WaTech)
  - *Technology Services Board*
- Dept. of Enterprise Services
  - *Building Code Council*
- Dept. of Financial Institutions
- Office of Financial Management
  - *Personnel Resources Board*
  - *Sentencing Guidelines Comm.*
  - *Washington Commission on National and Community Service*
- Governor's Office of Indian Affairs
- State Lottery
- Military Department
- Dept. of Retirement Systems
- Dept. of Revenue

Transportation

- Dept. of Licensing *(occupational regulatory boards)*
- State Patrol
- Traffic Safety Comm.
- Dept. of Transportation

Health and Human Services

- Dept. of Corrections
  - *Indeterminate Sentence Review Board*
- Employment Security Dept.
  - *Governor's Committee on Disability Issues and Employment*
- Dept. of Health
  - *Board of Health*
  - *(occupational regulatory boards)*
- Health Care Authority
  - *Public Employees Benefits Board*
- Dept. of Labor and Industries
- Dept. of Services for the Blind
- Dept. of Social and Health Services
- Dept. of Veterans Affairs

Education

- Center for Childhood Deafness and Hearing Loss
  - *Board of Trustees*
- Dept. of Early Learning
- School for the Blind
- Workforce Training and Education Coordinating Board

Community and Economic Development

- Commission on African-American Affairs
- Arts Commission
- Commission on Asian Pacific American Affairs
- Dept. of Commerce
  - *Community Economic Revitalization Board*
  - *Developmental Disabilities Council*
  - *Public Works Board*
- Commission on Hispanic Affairs
- Office of Minority and Women's Business Enterprises

Agencies Under Authority of a Board, Council, or Commission

- Columbia River Gorge Commission
- Conservation Commission
- Environmental and Land Use Hearings Office
  - *Growth Management Hearings Board*
  - *Pollution Control Hearings Board*
  - *Shorelines Hearings Board*
- Dept. of Fish and Wildlife
  - *Fish and Wildlife Commission*
- Parks and Recreation Commission
- Washington Materials Management and Financing Authority
- Caseload Forecast Council
- Citizens' Commission on Salaries for Elected Officials
- Economic and Revenue Forecast Council
- Forensic Investigations Council
- Gambling Commission
- Horse Racing Commission
- Investment Board
- Law Enforcement Officers' and Fire Fighters' Plan 2 Retirement Board
- Liquor and Cannabis Board
- Public Disclosure Commission
- Public Employment Relations Commission
- Board of Tax Appeals
- Utilities and Transportation Commission
  - *Energy Facility Site Evaluation Council*
- Board of Volunteer Firefighters and Reserve Officers
- County Road Administration Board
- Freight Mobility Strategic Investment Board
- Board of Pilotage Commissioners
- Transportation Improvement Board
- Transportation Commission
- Criminal Justice Training Commission
- Health Care Facilities Authority
- Human Rights Commission
- Board of Industrial Insurance Appeals
- Tobacco Settlement Authority
- Charter School Commission
- State Board for Community and Technical Colleges
  - *Boards of Trustees for 34 community and technical colleges*
- Governing Boards of Four-Year Institutions of Higher Education:
  - *Central Washington University*
  - *Eastern Washington University*
  - *The Evergreen State College*
  - *University of Washington*
  - *Washington State University*
  - *Western Washington University*
- Washington Student Achievement Council
- Eastern Washington State Historical Society
- Washington State Historical Society
- Higher Education Facilities Authority
- Economic Development Finance Authority
- Housing Finance Commission
- Life Sciences Discovery Fund Authority

PREPARED BY
OFFICE OF FINANCIAL MANAGEMENT
JULY 2015

Salutations for State and Federal Offices

Governor:	Sir or Madam; Dear Governor_____
Lt Governor:	Sir or Madam; Dear Lt Governor_____
Speaker of the House:	Dear Mr. or Madam Speaker_____
Senator:	Dear Mr. or Madam Senator; or Dear Mr. or Ms._____
Representative:	Dear Mr. or Madam_____
Attorney General	Dear Sir or Madam; Dear Mr. or Ms. Attorney General
President of the U.S.	Mr. President or Madam President; Dear Mr. President or Dear Madam President
U.S. Vice President	Dear Sir or Madam; Mr. Vice President or Madam Vice President

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