

# Washington State Legislature and the lawmaking process





# 2024 Organization Chart Washington State Government

## Legislative Branch

## Executive Branch

## Judicial 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  
 Office of Legislative Labor Relations

Legislative Evaluation & Accountability Program (LEAP) Committee  
 Office of the State Actuary  
 Redistricting Commission (*activated decennially*)  
 Statute Law Committee (*Code Reviser's Office*)

### Supreme Court

Administrative Office of the Courts  
 Office of Civil Legal Aid  
 Court of Appeals  
 Commission on Judicial Conduct

Law Library  
 Municipal Courts  
 Office of Public Defense  
 District and Superior Courts

<b>Commissioner of Public Lands</b>	<b>Insurance Commissioner</b>	<b>Treasurer</b>	<b>Lieutenant Governor</b>	<b>Governor</b>	<b>Attorney General</b>	<b>Superintendent of Public Instruction</b>	<b>Auditor</b>	<b>Secretary of State</b>
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Dept. of Natural Resources  
 - Board of Natural Resources

Public Deposit Protection Commission  
 State Finance Committee

See offices below

Executive Ethics Board

State Library

Environment and Natural Resources	General Government	Transportation	Health and Human Services	Education	Community and Economic Development
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### Agencies led by Governor-appointed executives

Department of Agriculture <i>(commodity commissions)</i> Department of Ecology Pollution Liability Insurance Agency Puget Sound Partnership Recreation and Conservation Office	Board of Accountancy Office of Administrative Hearings Dept. of Archaeology and Historic Preservation Washington Technology Solutions (WaTech) - Technology Services Board - Cybersecurity, Office of Department of Enterprise Services - Building Code Council Department of Financial Institutions Office of Financial Management - Personnel Resources Board - Sentencing Guidelines Commission - Serve Washington Office of the Governor - Corrections Ombuds, Office of - Education Ombuds, Office of - Equity Office - Family & Children's Ombuds, Office of - Independent Investigations, Office of - LGBTQ Commission - Regulatory Innovation & Assistance, Ofc. for - Results Washington - Women's Commission Governor's Office of Indian Affairs State Lottery Military Department Department of Retirement Systems Department of Revenue	Dept. of Licensing <i>(occupational regulatory boards)</i> Washington State Patrol Traffic Safety Commission Dept. of Transportation	Dept. of Children, Youth and Families Department of Corrections - Indeterminate Sentence Review Board Employment Security Dept. - Governor's Committee on Disability Issues & Employment Department of Health <i>(occupational regulatory boards)</i> - Board of Health - Environmental Justice Council Health Care Authority - Public Employees Benefits Bd. - School Employees Benefits Bd. Dept. of Labor and Industries Dept. of Services for the Blind Dept. of Social and Health Services Dept. of Veterans Affairs	Center for Deaf and Hard of Hearing Youth School for the Blind Workforce Training and Education Coordinating Board	Commission on African-American Affairs Arts Commission Commission on Asian Pacific American Affairs Department of Commerce - Community Economic Revitalization Board - Developmental Disabilities Council - Public Works Board - Broadband Office Commission on Hispanic Affairs Office of Minority & Women's Business Enterprises
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### 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 Energy Facility Site Evaluation Council	Caseload Forecast Council Citizens' Commission on Salaries for Elected Officials Economic & 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 Registration for Professional Engineers & Land Surveyors Tax Appeals, Board of Utilities and Transportation Commission Board for 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 of Education Professional Educator Standards Board State Board for Community and Technical Colleges - Boards of trustees for 34 community/technical colleges Governing boards of higher education institutions: - Central Washington University - Eastern Washington University - The Evergreen State College - University of Washington - Washington State University - Western Washington University Washington Student Achievement Council Higher Education Facilities Authority Eastern Washington State Historical Society Wash. State Historical Society Wash. State Leadership Council	Economic Development Finance Authority Housing Finance Commission
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## 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

## Table of contents

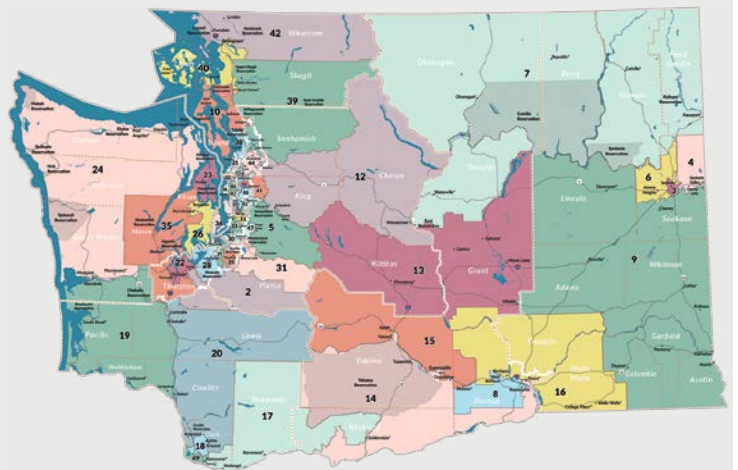
Washington State Organization Chart .....	2
Contents .....	3
How a bill becomes a law - short version .....	4
Overview of the legislature .....	5
Overview of the process.....	7
Effective participation.....	9
Testify at a committee meeting.....	11
How a bill becomes a law - long version .....	13
Understanding calendars .....	15
Reading a legislative measure .....	17
Elected officials.....	19
Glossary of legislative terms.....	21



## Legislative districts

The U.S. and state constitutions require that each congressional and legislative district represent roughly equal numbers of people and keep groups who have common minority interests together to make sure political power is fairly distributed. As states and communities grow and change, peoples' representation in government begins to get out of balance. Redistricting brings everything back into balance to make sure that every Washingtonian is represented fairly in the state Legislature and the U.S. Congress.

Washington is divided into 49 legislative districts, with one state Senator and two state Representatives elected in each district (49 Senators and 98 Representatives).





**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 unless otherwise ordered by the House or Senate.

**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 chamber, the bill goes through the same procedure in the other chamber.

**7** The bill's chamber of origin must come to an agreement on changes made to the bill by the opposite chamber.

**8** When the bill is accepted in both chambers, 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.

*If you are a person with a disability and need a special accommodation, please contact the House at (360) 786-7271, or the Senate at (360) 786-7558. TTY 1-800-833-6388. For further legislative information, call the Legislative Hotline at 1-800-562-6000, or check the internet at [www.leg.wa.gov](http://www.leg.wa.gov).*

The Legislature is the branch of government which establishes governmental policy and services. Under the Washington Constitution, the Legislature meets in Olympia for a legislative session every year, beginning the second Monday in January. In odd-numbered years, the legislative session is 105 days; in even-numbered years, the legislative session is 60 days.

There are 49 Districts in Washington state, each with one Senator and two Representatives. The Senate consists of 49 individuals, who serve for 4-year terms. Each Senator lives in and represents 1 legislative district. Senator's terms are staggered: Voters elect about half of the Senators in every even-numbered year's election.

The House consists of 98 elected officials who serve two-year terms. Every legislative district in Washington has two representatives who live in and represent the district. Voters elect the 98 representatives in every even-numbered year's election.

Both Senators and Representatives serve on several committees that meet frequently during session to discuss proposed laws and hear input from the public. The process is governed by many laws, rules, and procedures, making it both systematic and complicated because it is designed to facilitate thorough deliberations on issues that can have far-reaching effects on Washingtonians.

## Functions of the Legislature

**Taxation and spending** – Determines the level and means by which citizens will be taxed and how tax dollars will be appropriated.

**Public policy enactment** – Writes and modifies the Revised Code of Washington (RCW) in order to protect or restrict citizens, institute civil and criminal code, establish standards, etc.

**Oversight** – Regulates other branches of state government, (including itself) by establishing rules and by its power of impeachment.

**Assistance** – Helps constituents understand and work with state government.



## Member and Staff Roles

### Leadership

There are leadership roles in both chambers that help manage rules and process. These are elected positions, and are posted on the site by chamber.

- [Senate leadership](#)
- [House leadership](#)

Descriptions for each leadership role can be found in the [Guide to Lawmaking](#) document.

### Senate and House administration

In addition to elected officials, professional legislative staff assists the conduct of the official proceedings. Chamber administrators can be found here:

- [Senate administration](#)
- [House administration](#)

Descriptions for each leadership role can be found in the [Guide to Lawmaking](#) document.

### Committees and committee staff

Committees hold public hearings on bills, vote in executive sessions, and study issues in work sessions. Committees are divided by topics, and bills are generally referred to the most relevant committee. After a bill has been sent to the appropriate committee, a committee staffer is assigned to each bill to provide further research and drafting assistance to members. View committee information:

- [Senate committees](#)
- [House committees](#)

Descriptions about each committee, upcoming activity, and contact information for members and staff can be found on the individual committee pages.

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## Caucus staff

Caucus refers to a group within a legislative body seeking to represent a specific interest. Each chamber has a Republican and Democratic caucus who provide members with partisan policy, communications, and administrative support.

- Senate Caucuses: <https://leg.wa.gov/about-the-legislature/senate/>
- House Caucuses: <https://leg.wa.gov/about-the-legislature/house-of-representatives/>

## Lobbyists and Legislative Liaisons

Lobbyists play an important role in the legislative process and can be helpful to members by providing input and specialized information on the issues they represent.

The Public Disclosure Commission (PDC) regulates political disclosure to inform the public about campaign finances, lobbyist spending, and public official and candidate financial affairs. <https://www.pdc.wa.gov/>

## Legislative Agencies

Legislative agencies are special organizations that support the Legislature. They provide services that other legislative groups cannot. There are currently nine legislative agencies. Their information and site links are available here: <https://leg.wa.gov/about-the-legislature/legislative-agencies/>.

## Bills, Resolutions, and Memorials

A **bill** is a written proposal to enact a law. While it may seem like the legislative system is unnecessarily complicated, it is designed for most bills to fail. Hundreds of bills are introduced every session. *Out of all bills introduced, less than 20 percent become law.*

One of the most important functions of the legislative process is to thoroughly vet all proposed legislation by requiring bills to be carefully studied, debated, and amended. This screening process serves a vital purpose by closely examining all bills before they become law.

**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.

## Budgets

Passing the state's budget is one of the most important tasks of the Legislature. In this process, the Legislature and the Governor's Office work separately to create an overall budget each biennium. In December preceding an odd-numbered year, the Office of Financial Management (*part of the Governor's Office*) releases a budget based on a forecast of state revenues. By law, the Governor has to propose a balanced budget; however, it is not constitutionally mandated that the final budget passed by the Legislature be balanced. Still, the budget passed by the Legislature traditionally is balanced. The Legislature then reviews the Governor's proposed budget before drafting their own proposed budget.

In odd-numbered years, the Legislature passes three budgets, *Operating, Capital, and Transportation*, which together make up the state's budget for the next two years. The *Supplemental Budget* is passed in even-numbered years, which includes three separate bills in each chamber: the supplemental operating, capital, and transportation budgets.

Details about the budgets and links to additional information is available on [Fiscal.wa.gov](https://www.fiscal.wa.gov/).

## How we make laws

### Legislators introduce bills

First, legislators submit bills to the House or Senate. Leaders in those chambers choose which committees should receive them.

Bill introductions →



A bill may go through committee meetings, debates, changes, and votes. If both the House of Representatives and Senate pass it, the Governor decides whether to sign it into law. Below are the most common steps a bill will follow.

### Legislators introduce bills

First, legislators submit bills to the House or Senate. Leaders in those chambers choose which committees should receive them.

**Profile** (Filing a bill before session, opens first week of December): Members can file bills in the month before session begins. This is called “prefiling.”

Prefiled bills are officially introduced the first day of the session and are posted under *Bills, Common ways to search for bills, Prefiled bills*.

**First reading of a bill:** Normally, a bill is read the first time by title only in open session of the chamber. This is called the first reading.

**Assigning a bill to a committee:** Leaders in the House or Senate will decide which committee to refer a bill to. This usually relates to the bill’s subject.

**Budget-related bills:** Bills that affect the state budget must also go to a fiscal committee for review.

Each bill has a **bill page** showing sponsors, status, history, and available documents including fiscal notes. There are also links to Comment on the bill or get notifications regarding status.

### Committees review bills

Committees study bills and make reports on them. They also hold meetings that are open to the public.

Committees may:

- Pass the bill with or without changes
- Create and pass a new version of the bill
- Reject the bill
- Take no action

**Public meetings:** Committees often hold meetings to discuss bills. These are usually open to the public to attend and give their comments.

**To participate in the lawmaking process,** learn how to contact a legislator, participate in committee meetings, and share your opinion effectively.

**Committee report:** If a committee passes a bill, they will make a report and send it to be read in the House or Senate. The bill then goes to the Rules committee. To see a list of bills reported out of House or Senate committees each day, go to [standing committee reports](#).

During session, the **full committee schedule** can be found under Meeting Schedules. It can be filtered by date, chamber, committee, or bill. The agenda, documents, and video can be viewed for each meeting.

## Rules committees set the schedule

First, legislators submit bills to the House or Senate. Leaders in those chambers choose which committees should receive them. When a rules committee receives a bill, it can either:

- Schedule it for a second reading in the House or Senate
- Take no action

**First rules committee review:** In this first step, the rules committee reviews the bill and decides whether or not to move it to the next step. This 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 on white paper).

**Second rules committee review:** In this second step, the rules committee decides whether to schedule the bill for a second reading in the House or Senate. This is called Rules Consideration in the House and Rules Green in the Senate (printed on green paper). Bills sometimes skip this step and go to the calendar for second reading.

**Bills scheduled for readings:** To find out which bills are scheduled for readings, view the links below:

- [House floor activity](#)
- [Senate floor activity](#)

**Budget-related bills:** If the bill has a major effect on the state budget, the rules committee may ask a fiscal committee to review.

From the **floor activity pages**, you can not only see the schedule for the upcoming bills, but see and sort upcoming and previous calendars during session.

## The first chamber votes

Next, members of the House or Senate will debate and vote on bills in up to two separate sessions. These are called the second and third readings.

### Second reading: Debates and changes

At the second reading, members will debate the bill and may vote to change it. If they vote to approve the bill, they'll schedule a third reading for it.

### Third reading: Final vote

At the third reading, members will take a final vote on the bill. If the bill passes, it goes to the other house. To see how members voted on a specific bill, view our [roll calls on a bill](#) page.

The **Cutoff Calendar** shows the deadlines and dates for legislative activities like *House of Origin Cutoff*, *Fiscal Committee Cutoff*, *Opposite House Cutoff*, and *Sine Die*.

## The next chamber repeats the process

The other chamber follows the same steps as the first chamber. If the other house makes changes to the bill, the first house must approve them. If bills pass both chambers, they go to the Governor.

### Settling disagreements between the House and Senate

If the House and Senate disagree on changes to a bill, one of them can ask for a conference committee. At a conference committee, members from each chamber meet and try to come to an agreement.

If they agree on what to do, the conference committee will make a report. Both houses must vote to approve the conference committee report for the bill to pass.

## The Governor makes a choice

Finally, the Governor may sign bills into law or veto them. The Legislature can vote to override a veto. Visit the [bill-to-law cross reference page](#) for a list of bills that went to the Governor.

### What the Governor can do

The Governor makes the final decision on whether a bill should become a law. They may either:

- Sign the bill into law
- Veto all or part of the bill

### About vetoes

A veto is when the Governor rejects an entire bill or certain sections of it. Unless the Legislature overrides a veto, some or all parts of the bill won't become law.

If two-thirds of the members of both houses vote to override a veto, the entire bill will become a law without the Governor's signature.

### Deadlines for the Governor

If the Governor doesn't sign or veto a bill within a certain period, it will become law without their signature. When the Governor receives a bill, they need to act on it:

- Within 5 days if the Legislature is in session, or
- Within 20 days if the Legislature isn't in session

The **Statistical Report** is the number of bills introduced, considered, and passed for each biennium.

The **Selected Steps Report** gives options to pull bills introduced, considered, passed by chamber, passed, vetoed, and signed.

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You are an important part of how we make laws. Learn how to contact a legislator, participate in committee meetings, and share your opinion effectively.

## Contact a legislator

There are several ways to contact a legislator:

- Look up your legislator's contact information in our list of [legislators](#)
- Send your legislator a [comment on a bill](#)
- Schedule an appointment to visit your legislator
- Attend a legislator's town hall meeting in your district
- Write a letter to your legislator

## Participate in a committee meeting

During the legislative session, you can [sign in to a committee meeting](#) to:

- Register to testify in person or remotely
- Submit written testimony on a bill
- Ask us to note your opinion on a bill

For more information, learn how to [testify at a committee meeting](#).

### Accessibility for committee meetings

Need help with testifying or attending a committee meeting? Visit our accessibility help page for information about:

- Reasonable accommodations
- Interpretation in other languages

## Call us with questions or comments

Not sure where to start? Call us toll-free at 800-562-6000 to ask questions or leave a message about any issue.

## How your participation affects our laws

Every year, the Legislature meets to make decisions. The goal is to agree on issues affecting Washington's citizens and future. The process involves working together to make important choices that help everyone.

Legislators rely on information from staff, state agencies, and lobbyists, but what they do depends on citizens' opinions. This is exactly how the lawmaking process is supposed to work. It's based on a close, open, and positive relationship between you and your legislators.

The lawmaking process is a way for us all to contribute to our state. No matter what your opinion is, your participation makes a difference.



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

— Dorothy Thompson

## Tips for participating

However you choose to get involved, follow the tips below to make the most of your participation.

### Know how the process works

To participate effectively, you'll need a basic understanding of the lawmaking process. For more information, you can:

- Call the Legislative Information Center at 360-786-7573
- Call your legislator's office
- Read the [how a bill becomes a law](#) page
- Learn [how to read a bill](#)
- Listen to or watch [videos of committee meetings on TVW](#) to see how they work

### Become an expert

Before contacting your legislator about an issue, find out:

- Who it affects
- What others think about it
- How it will affect the future

By doing research, you'll sound more confident and credible.

## Get to know your legislators

The best way to get to know your legislators is to meet them during the months between legislative sessions.

While you may have disagreements, you can still work with them and have a positive relationship. Remember: Your legislators are also your neighbors. Learn who they are as people and find things you agree on.

## Get to know legislative staff

Legislators rely on their staff for information. Staff members always appreciate new sources of clear and correct information, and your personal knowledge and experience can provide an important perspective. They can also give you current information.

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

— John Adams

## Work with other citizens

Many people are part of organizations that care about the same issues as you. You're much more likely to be effective by working together than by yourself.

## Be prepared and polite

No matter how often you contact your legislators, follow this advice:

- Be prepared for your discussions
- Provide written statements with verbal presentations
- Make letters and emails formal, specific, and short
- Don't get upset or argue with your legislator
- Thank them for their time and ask to speak again in the future

## Additional Information about Testifying

- Registration opens when a bill is scheduled for public hearing. Registration closes one hour before the meeting is scheduled to begin. You should receive a link within a couple minutes of registration. Watch for your link and save the email to a location you can easily find it on the day of the hearing. If you do not receive a link see the troubleshooting tips below.
- Every registrant will automatically receive a Zoom link to the meeting. Each link is unique to the registrant. Registrants are prohibited from sharing links.
  - Those who signed up to testify in person should plan to do so, and only use their link as backup.
- Do not sign up multiple testifiers by using the same email address. Only one person per email account will be let into the meeting. Even though the system allows you to sign up multiple people using the same email address, only one link will work. **Use a different email address for each testifier, including panels.**
- Remote participants may participate via Zoom or phone. See instructions above on how to connect to the meeting.
- **Be advised: Registering to testify does not guarantee you a chance to speak or speak at specific times. Time constraints, technical issues, changes to committee schedules, etc. could affect your ability to testify.**
- Remote participants will be connected to the Zoom Webinar meeting in attendee view until called to speak.
- The committee Chair may limit public testimony (for example, one minute per testifier) due to time constraints. Be prepared to testify at any point during the hearing. It is also possible you will not be recognized to testify.
- Maintain proper committee protocol, which includes waiting to be acknowledged by the committee Chair before speaking, ensuring testimony is relevant; respectful, and professional; and following rules for testimony established by the chair and the House and Senate.
  - In-person testifiers may not bring signs into the hearing rooms and must adhere to the occupancy guidelines assigned to hearing rooms.
  - Remote testifiers may include the name of their organization in the background of video feeds, but backgrounds that include a campaign sign, a slogan, or any other material that is campaign-related, offensive, or otherwise defamatory will not be permitted.
- **Legislative committee and technical staff are unable to assist with any individual connection, Zoom link, or other technical issue you may experience.** Please see instructions document for tips on how to address any common link or other technical issues.
- **Anyone who fails to follow the rules for testimony established by the committee Chair and the House and Senate forfeits their opportunity to testify.**

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At committee meetings, you can share your thoughts on bills and current issues in Washington. Anyone can testify; you don't need training. See how to testify remotely, in person, and in writing.

## We're open to public participation

Washington has one of the most open legislatures in the country. Typically, a bill has a public hearing in House and Senate committees before it goes to all members of the House and Senate.

You can participate in committee meetings by:

- Submitting written testimony
- Noting your position on a bill
- [Testifying in person or remotely](#)

You may create a legislative account to speed up the sign-up process. [Information on how to create and use your account can be found here.](#)

## How we conduct meetings

The rules for committee meetings help ensure people behave appropriately and respectfully.

## Accessibility for committee meetings

Need help with testifying or attending a committee meeting? The [accessibility](#) page has information about:

- Reasonable accommodations
- Interpretation in other languages

## Testifying in person or remotely

Follow these steps to sign up to [testify at a meeting](#).

### 1. Find out when a meeting is scheduled

- Visit our [committee meeting schedules page](#)
- Subscribe to [email updates about committees](#)

### 2. Prepare your testimony

Time is usually limited, so be brief and direct. Write your comments in outline form and summarize your written testimony. Don't read testimony you plan to submit, or have already submitted, to the committee.

#### Don't repeat other people's testimony

If you know other people plan to give similar testimony at the meeting, work with them to avoid repeats. Well-organized testimony is the most effective.

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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

### 3. Sign in

You can [sign in online to testify](#) for all committees or at the kiosks located around the legislative campus. You can sign in as soon as the bill is added to an agenda for public hearing and up to 1 hour before the meeting starts.

Regardless of whether you sign in to testify remotely or in person, you'll be emailed a Zoom link to join the meeting remotely. Don't share your Zoom link.

#### After signing in

See if proposed amendments or substitute bills are available on the [committee meetings schedule](#) page. Choose "View docs" for the meeting you're interested in.

### 4. Be on time

Be at the meeting when it starts. If you're late, you might not be able to testify.

#### Joining a meeting in person

Don't use your Zoom link unless you can't testify in person. Don't share your Zoom link.

Approach the testimony table when the committee calls on you to testify. The microphones will already be turned on. Don't bring signs or props into the hearing room.

## Joining a meeting remotely

Once you're signed in, see the following instructions:

- [How to join a House committee meeting remotely](#)
- [How to join a Senate committee meeting remotely](#)

Your Zoom background cannot include:

- Campaign-related signs, slogans, or other materials
- Offensive or defamatory statements

If you don't follow the committee chair's rules for testimony, you might not be allowed to testify.

## 5. Understand the committee procedures

The committee chair will open a public hearing on a specific bill. Usually, committee staff brief the bill and then the bill's sponsor may comment first.

The chair's job is to ensure:

- Committee members hear relevant information
- People can share their opinions
- The meeting stays within the time limit

## 6. Give your testimony

### Wait your turn

- Wait to speak until you are called on
- Be respectful and professional during your testimony
- Be mindful of the testimony timer, if it is being used
- Follow the chair's rules for testimony

### Share your comments

First, introduce yourself to the Chair and committee members and give your reason for testifying. For example, you could say, "Mr. or Madam Chair and members of the committee, I am John Doe from Spokane. I support this bill because..."

### Follow this advice

- Be clear about whether you're representing other citizens or a separate group
- Be brief and clear
- Don't be too technical
- Don't repeat what someone else already said
- Don't clap, cheer, boo, or act in any inappropriate or distracting way

## 7. Be ready for questions and comments

Committee members may ask you questions to get more information. Don't answer if you're not sure. Instead, offer to send a written answer to the committee after the meeting.

## 8. Submit written testimony

Most committee meetings are limited to 2 hours and may have several topics to discuss. The chair will try give everyone an opportunity to testify, but may be limited. You can still [submit written testimony online](#) up to 24 hours after the start of the meeting.

## Lobbyist guidelines

If you are testifying and represent only yourself, you usually don't need to register as a lobbyist. This includes if you:

- Appear only at public meetings of legislative committees or state agencies, or
- Don't receive money or other consideration for lobbying and don't make payments for or on behalf of a legislator, elected official, or state employee in connection with lobbying, or
- Lobby only up to 4 days during any 3-month period and spend no more than \$35 for or on behalf of a legislator, elected official, or state employee.

If you're unsure, check the [lobbyist guidelines](#) on the Public Disclosure Commission (PDC) website.

## Submitting written testimony

You can submit written testimony in one of these ways.

### For a House committee

- [Submit written testimony online](#) up to 24 hours after the start of the meeting
- Email your written testimony to all committee members

Be sure to include the bill number and your position on the bill. See a list of [House committees](#).

### For a Senate committee

- [Submit written testimony online](#) up to 24 hours after the start of the meeting
- Email your written testimony to all committee members and committee staff

Be sure to include the bill number and your position on the bill. See a list of [Senate committees](#).

### For the Select Committee on Pension Policy

- [Submit written testimony](#) online up to 24 hours after the start of the meeting
- Email your written testimony to committee staff at [state.actuary@leg.wa.gov](mailto:state.actuary@leg.wa.gov)

### For your district's legislators

You may also contact your legislator to share your position on a bill. You can do so by:

- Writing a letter or sending an email
- Calling the legislator's Olympia office
- Calling the Legislative Hotline at 800-562-6000

See [how to comment on a bill](#) for instructions on sending bill comments to your district's legislators.

# How a bill becomes a law

A bill may be introduced in either the House of Representatives or Senate, but the procedure by which a bill becomes a law is much the same, wherever the bill originates. In this example, we'll use the Senate.



**1** A 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.

There has been an average of around **1,630 bills\*** introduced and **1,200 floor amendments\*** each year over the past ten years.

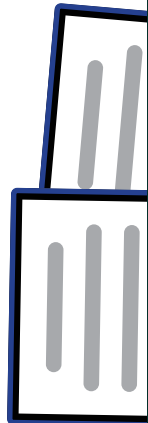
**2** The committee studies the bill and often holds public hearings on it. The committee will then meet to consider the information it has gathered. It may approve the bill with or without amendments, draft a substitute bill on the same subject incorporating the desired changes, or take no action.

*\* Includes special sessions.*

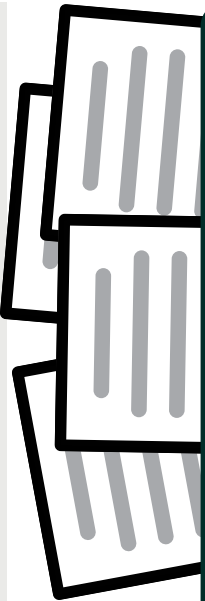
This process has to be completed before the fiscal committee's House of Origin **Cut-Off Date**. From here, same process in the opposite chamber.

**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.

**5** When the bill appears on the calendar for second reading, it is subject to amendment. The bill may be amended or left as is and moved to third reading and final passage. Debate may occur on amendments and final passage of the bill. Depending upon the degree of controversy, debate may last a few minutes to several hours — or even several days.



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



**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. If the bill has a significant fiscal impact, it may be referred to the Ways & Means or Transportation Committee for budget impact. If the bill is referred to a fiscal committee, it repeats steps 2 and 3.



**4** Once the bill reaches the Rules Committee, it can be placed on the second reading calendar for debate before the entire Senate, or take no action.

**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 chambers. If the Governor fails to act on the bill, it becomes law without a signature.





As bills are introduced and pass through the legislative process they are assigned to various calendars. Aside from the Cutoff Calendar and the various committee hearing calendars, these documents aren't calendars in the familiar sense. They are lists of bills with brief descriptions that have been cleared through one of the legislative steps like bill introduction or coming out of committee. These calendars are issued as these events occur, generally daily, and may have different names in the House and the Senate.

## The Cutoff Calendar

At the beginning of each session, the House and the Senate jointly agree on a timetable for considering bills. Bills that haven't moved forward through the various steps by the dates listed on the cutoff calendar will most likely receive no further consideration. Typical cutoff dates are last day to be voted out of committee, the last day to consider bills in the house of origin, the last day for bills from the opposite house to be voted out of committee, and the last day for bills from the opposite house to be considered on the floor.

<https://leg.wa.gov/bills-meetings-and-session/session/session-documents/cutoff-calendars/>

## The Introduction Calendars

The House and the Senate both have an Introduction Calendar (the Senate's is sometimes call the Short Titles). The respective Introduction Calendars list all the bills introduced for the day on the floor of the House or Senate and provide a short description of each.

## The Standing Committee Reports

The House and Senate both produce a Standing Committee Report which lists all the bills that have been passed out of committees for the day. The report lists the bill number, a brief description, the committee and its recommendation and the place to which the bill was referred next (usually the Rules Committee).

## The Rules Review Calendar (House) or Rules White Calendar (Senate)

Bills generally go through a two-step review process in the rules committee where members can select a limited number of bills on the calendar to receive further consideration. These calendars list the bills which are in the initial review stage in the rules committee.



All calendars are printed and available in the Legislative Information Center as they are published. They will also be posted on [www.leg.wa.gov](http://www.leg.wa.gov).

## The Rules Consideration Calendar (House) or Rules Green Calendar (Senate)

These calendars list the bills which have been selected from the Review or White calendars in the calendar above and are eligible to be pulled from this calendar to the floor of the House or Senate.

## The Rules Flash Calendar (Senate only)

This calendar lists the bills that have been pulled from the Green or White Calendars at the most recent Senate Rules meeting and sent to the floor. The House produces no comparable calendar.

## The X-Files Calendar

The House and Senate both produce an X-Files calendar. This is a list of bills which the Rules Committee members agree will not be sent to the floor of the House or the Senate for further consideration.

## The Suspension Calendar (House) or Consent Calendar (Senate)

These calendars are published after a Rules Committee meeting and contain a list of non-controversial bills all the rules members agree can be sent to the floor without the usual two-step process. These calendars have been used rarely in the past few years.

## The 2nd & 3rd Reading Calendar (House) or Green Book (Senate)

This is a list and description of all bills currently under consideration on the floor of the House or Senate.

## The Concurrence Calendar

This is a list of bills from the opposite house which have been amended and are seeking concurrence (agreement on the amendments by the house of origin).

## The Dispute Calendar

This is a list of bills with amendments that have come back from the opposite house without concurrence (the opposite house didn't agree with the amendments and asks the house making the amendments to just pass the original version of the bill).

## The Conference Calendar

This is a list of bills in dispute which have been referred to the Conference Committee.

## The Confirmation Calendar (Senate only)

This is a list of Gubernatorial appointments that are currently on the floor of the Senate awaiting confirmation.

Date	Day of Week	Day of Session
10	M	1
11	T	2
12	W	3
13	Th	4
14	F	5
15	S	6
16	Su	7
17	M	8
18	T	9
19	W	10
20	Th	11
21	F	12
22	S	13
23	Su	14
24	M	15
25	T	16
26	W	17
27	Th	18
28	F	19
29	S	20
30	Su	21
31	M	22
1	T	23
2	W	24
3	Th	25
4	F	26
5	S	27
6	Su	28
7	M	29
8	T	30
9	W	31
10	Th	32
11	F	33
12	S	34
13	Su	35
14	M	36
15	T	37
16	W	38
17	Th	39
18	F	40
19	S	41
20	Su	42
21	M	43
22	T	44
23	W	45
24	Th	46
25	F	47
26	S	48
27	Su	49
28	M	50
1	T	51
2	W	52
3	Th	53
4	F	54
5	S	55
6	Su	56
7	M	57
8	T	58
9	W	59
10	Th	60

### January

First day of session.

### Sample Calendar

Cut-off dates change between long and short session, and has to be adopted by the legislature. A draft is created and available in early January, but not official until after session begins.

### February

Last day to read in committee reports in chamber of origin, except House fiscal committees and Senate Ways & Means and Transportation committees.

Last day to read in committee reports from House fiscal committees and Senate Ways & Means and Transportation committees in chamber of origin.

Last day to consider bills in chamber of origin (5 p.m.).

Last day to read in committee reports from opposite chamber, except House fiscal committees and Senate Ways & Means and Transportation committees.

Last day to read in opposite chamber committee reports from House fiscal committees and Senate Ways & Means and Transportation committees.

### March

Last day to consider opposite chamber bills (5 p.m.) (except initiatives and alternatives to initiatives, matters necessary to implement budgets, matters that affect state revenue, amendments, differences, and business related to the interim or closing the session).\*

Last day allowed for regular session under state constitution.

\*After 5:00p.m. on the 54th day, only initiatives and alternatives to initiatives, budgets and matters necessary to implement budgets, matters that affect state revenue, messages pertaining to amendments, matters of differences between the two chambers, and matters incident to the interim and to the closing of the session may be considered.

The Governor has 5 days, if the Legislature is still in session, or 20 days, if the Legislature has adjourned, to take action on any bill passed by the Legislature.

If you are a person with a disability and need a special accommodation, please contact the House at (360) 786-7271, or the Senate at (360) 786-7558. TTY 1-800-833-6388.

For further legislative information, call the Legislative Hotline at 1-800-562-6000, or check the internet at [www.leg.wa.gov](http://www.leg.wa.gov).





SENATE BILL 7999

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

State of Washington 59th Legislature 2005 Regular Session

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

By Senators Green and Blue (by request of Department of \_\_\_\_\_)

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

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.

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

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:

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

(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:

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

(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

**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.

(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.

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

(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.

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

(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.

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

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

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

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

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

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

(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.

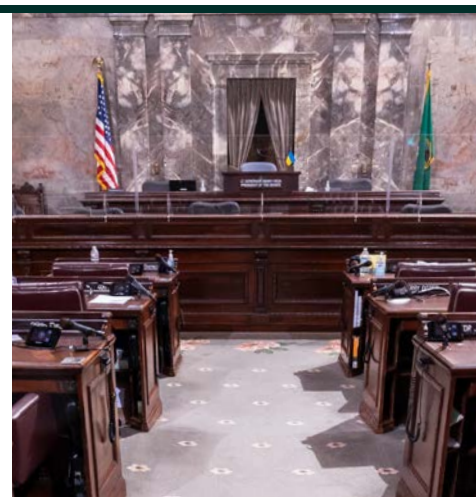
NEW SECTION. Sec. 4. This act takes effect July 1, 2006.

**EFFECTIVE DATE:** The date the bill becomes a law.

---END---

## Bill Numbering

House	Senate
Below 1000: initiatives and referenda	5000-7999: Bills
1000-3999: bills	8000-8199: joint memorials
4000-4199: joint memorials	8200-8399: joint resolutions
4200-4399: joint resolutions	8400-8599: concurrent resolutions
4400-4599: concurrent resolutions	8600-8799: resolutions
4600-4799: resolutions	9000 and above: Gubernatorial appointments.



## Types Of Measures

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

**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 chamber concurs in the action of the other; it may originate in either chamber.

**Floor Resolution:** A resolution adopted by either chamber 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. 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 either 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 chamber 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 or speaker then rules if the amendment is "in order" or "out of order."

**Enacted:** When a bill is passed by both chambers 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 chambers.

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For further legislative information, call the Legislative Hotline at 1-800-562-6000, or check the internet at [www.leg.wa.gov](http://www.leg.wa.gov).

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 • [governor.wa.gov](http://governor.wa.gov) • (360) 902-4111

The Governor is the chief executive officer of the state and makes appointments for hundreds of state positions, including directors of state agencies (subject to confirmation by the Senate). The Governor has the power to sign or veto (reject) legislation, and annually submits a budget recommendation and reports on state affairs to the Legislature.

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 by law.

The Governor can also issue proclamations relating to matters of interest to the people of Washington.

## Lieutenant Governor • [ltgov.wa.gov](http://ltgov.wa.gov) • (360) 786-7700

The Lieutenant Governor of Washington is the President of the Senate, and serves the state as acting governor in the absence of the Governor. The Lieutenant Governor, first in line of succession, is elected to a four-year term. Since the beginning of Washington's statehood, 15 officials have served in the Office.

As part of the duties, the Lieutenant Governor serves by statute on 10 committees or boards. These include the Senate Committee on Rules, the Legislative Committee on Economic Development and International Relations, and the Washington State Leadership Board.

## Secretary of State • [sos.wa.gov](http://sos.wa.gov) • (360) 902-4151

The office of the Secretary of State was established with the adoption of the State Constitution in 1889. The Secretary of State is the state's chief elections officer, chief corporations officer, and supervisor of the State Archives. They also represent the state in international trade and cultural missions, and greet delegations visiting the state from other countries.

Other functions include registering organizations involved in soliciting charitable donations; administering the state's Productivity Board; managing the Address Confidentiality Program; affixing the State Seal and attesting to documents issued by the Governor; and certifying certain matters to the Legislature.

## State Treasurer • [tre.wa.gov](http://tre.wa.gov) • (360) 902.9000

The state treasurer's role was instituted upon ratification of the State Constitution in 1889. The State Treasurer is Washington's chief financial officer, who manages the Office of the State Treasurer (OST), the state agency that serves as the bank for Washington State government.

OST operates divisions which manage public investments, debt, and cash for the State of Washington and leads policy initiatives affecting the State Treasury and the state's long-term fiscal health.

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## State Auditor • [sao.wa.gov](http://sao.wa.gov)

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Washington has had an independent auditor since its territorial days. In 1889, Washington enshrined the State Auditor's Office (SAO) in the state Constitution, reflecting a continued commitment to ensure public money is spent wisely and in the public interest. The State Auditor's Office operates across the state to help government work better and maintain public trust.

SAO provides citizens with independent and transparent examinations of how state and local governments use public funds, and develops strategies to make government more efficient and effective. The audits look at financial information and compliance with laws on the part of all local governments, schools, and state agencies.

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## Attorney General • [atg.wa.gov](http://atg.wa.gov) • (360) 753-6200

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Before Washington became a state, the Washington Territory's Legislature created the Attorney General's Office (AGO) in January 1887. When Washington became a state in 1889, the state constitution codified the AGO as part of the executive branch.

The AGO has grown to be one of the most powerful and important agencies in the state. It is now the state's

largest law firm, encompassing 28 divisions with more than 1,800 employees, representing over 230 state agencies, boards, and commissions.

The AGO's initiatives follow social changes in our state and the office has become more involved in legal work aimed at preserving and improving public welfare for individual Washingtonians and communities.



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## Superintendent of Public Instruction • [ospi.k12.wa.us](http://ospi.k12.wa.us) • (360) 725-6000

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The Superintendent of Public Instruction was established as a partisan position by the Washington State Constitution in 1889. However, an initiative to the people in 1938 made the position nonpartisan.

The goal of Washington's K-12 education system is to prepare every student for postsecondary

pathways, careers, and civic engagement. Led by the Superintendent, OSPI is the primary agency charged with overseeing public K-12 education in Washington state. OSPI allocates funding and provides tools, resources, and technical assistance so every student in Washington is provided a high-quality public education.

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## Commissioner of Public Lands • [dnr.wa.gov](http://dnr.wa.gov) • (360) 902-1000

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In 1957, the legislature created the Department of Natural Resources (DNR) to manage state trust lands for the people of Washington. The Commissioner of Public Lands is the elected head of the Washington State Department of Natural Resources (DNR). The Board of Natural Resources, chaired by the Commissioner of Public Lands, establishes policy for the department.

The DNR protects and cares for Washington's public lands and waters, and is central to the state's economic, social, and environmental success. Their mission is to manage, sustain, and protect the health and productivity of Washington's lands and waters to meet the needs of present and future generations.

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## Insurance Commissioner • [insurance.wa.gov](http://insurance.wa.gov) • (800) 562-6900

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The Office of the Insurance Commissioner was created by the first state Legislature in 1889-90 to register insurance companies that wanted to do business in Washington. Today, the role has expanded to make sure companies abide by the rigorous financial and legal standards set for doing business in this state.

The Office of the Insurance Commissioner is a small agency of about 280 employees who oversee the insurance market in Washington state. They protect consumers, the public interest and the state's economy through fair and efficient regulation of the insurance industry.

**ACT.** A bill adopted by the Legislature.

**ACTUARY.** A legislative staff officer appointed by the Select 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.

**ADOPTED AND ENGROSSED.** This is the amendment document which includes the text of the original amendment and all additional amendments made to it.

**ADOPTED AS AMENDED.** This is the original amendment. Text from additional amendments made to it are not included in this document.

**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 one proposed on the floor of a chamber. A striking amendment removes everything after the title and inserts a whole new bill. Amendments can be amended. Both chambers can propose amendments on bills being considered, but only the chamber of origin can adopt any amendments on it.

**APPEAL FROM DECISION OF THE CHAIR.** A legislative 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 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.

**APPROPRIATION COMMITTEE.** The chief fiscal committee in the House, responsible for recommending how state monies will be spent.

**AT EASE.** A pause in the proceedings, 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 processing legislation being considered by the chamber.

**BICAMERAL.** Composed of two chambers or two legislative bodies. The WA State bicameral legislature is a House of Representatives and a Senate.

**BIENNIUM.** A two-year period. The Washington State legislative biennium is from the second Monday in January in odd-numbered years to the 2nd Monday in January two years later.

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

**BILL BOOKS.** Binders that contain all current bills and amendments.

**BILL DRAFTING OFFICE.** See *Office of the Code Reviser/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.

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

**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 schedule of pending business. Each chamber has many types: Regular, Consent, Suspension, Concurring, Dispute, Conference, and gubernatorial appointments.

**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.** See *Legislative Building*.

**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 who unite to promote an agenda, influence policy, and to decide on leadership. While the most prominent caucuses are composed of legislators from the same political party (Democratic/Republican), they may also be multi-party coalitions.

**CHAIR.** Presiding officer.

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

**CHAPTER NUMBER.** Passed and signed bills are assigned a chapter number by the Secretary of State in the order that they are received as they become law.

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

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

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

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

**COMMITTEE ON COMMITTEES.**

Committees 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 which may be appointed to discuss specific differences of opinion between the House and Senate on bills which have passed each house but with differing positions on 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.** Special calendar of noncontroversial bills created by the Senate Rules Committee. Related to the Suspension Calendar used in the House.

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

**CONSTITUTIONAL AMENDMENT.**

A change in the Washington State Constitution which has been approved by two-thirds of legislators in both chambers of the Legislature and enacted by a simple majority of votes on the next general election ballot in favor of adopting the amendment.

**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.** Additional legislator(s) signing their support of proposed bill.

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

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

**DAY CERTAIN.** Adjournment with specific day to reconvene.

**DEBATABLE.** Open for discussion or argument.

**DEBATE.** Discussion of a matter following legislative rules.

**DEPARTMENT REQUEST BILL.**  
*See 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 in the Legislature. There are currently 49 legislative districts, each having two House members and one Senator.

**DIVISION.** 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 chambers and signing by the Governor.

**ENGROSSED AMENDMENT.** When an amendment has been amended, the changes are worked into the text to create the engrossed amendment.

**ENGROSSED BILL.** A bill reflecting all amendments made in the chamber of origin.

**ENROLLED BILL.** A bill passed by both chambers, 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.

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

**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.**

The House leadership committee that oversees matters relating to staff, the physical plant and equipment, and operational matters. The corresponding Senate committee is called Facilities and Operations Committee (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.

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

**FACILITIES AND OPERATIONS**

**COMMITTEE.** *See Executive Rules Committee.*

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

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

**FISCAL NOTE.** An estimate of the expected cost of a measure to state and/or local government. Fiscal notes are prepared by the affected agencies and the Office of Financial Management (OFM).

**FLAG CIRCLE.** The area between the Legislative Building and the Temple of Justice.

**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. Floor resolutions are usually congratulatory, commendatory, or memorial.

**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.

**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 second or third reading calendar, if approved by a majority of the members of the Senate Rules Committee. Equivalent to the House Rules Consideration list.

**GUBERNATORIAL APPOINTMENT.** Designation by the Governor to fill an office or position. The Senate confirms gubernatorial appointments (SGA).

**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. Citizens can leave brief messages to communicate their concerns and opinions to their legislators and the Governor (if requested).

**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 Legislature at its next regular session. If not enacted, it is placed on the next general election ballot.

**INSURANCE BUILDING.** Directly east of the Legislative Building, it houses the Insurance Commissioner, the Office of Financial Management, and the State Auditor.

**INTERIM.** Time between regular legislative sessions.

**INTERIM COMMITTEE ASSEMBLY.** The legislative practice of devoting some days to committee hearings and caucuses during the interim.

**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.** See *First Reading*.

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

**JOINT ADMINISTRATIVE RULES REVIEW COMMITTEE (JARRC).** Reviews agency rules to ensure consistency with legislative intent.

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

**JOINT LEGISLATIVE AUDIT AND REVIEW COMMITTEE (JLARC).** A joint, bipartisan committee which conducts performance audits, program evaluations, and other oversight duties assigned by the Legislature.

**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 proposing an amendment to the state Constitution for the people to accept or reject. To pass, joint resolutions must receive a two-thirds affirmative vote in each chamber.

**JOINT TRANSPORTATION COMMITTEE (JTC).** Serves as the joint House and Senate fact-finding committee on highways, streets, and bridges.

**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.

**LEGISLATIVE AUDITOR.** Staff director of JLARC.

**LEGISLATIVE BUDGET NOTES.** Detailed document about the operating budget.

**LEGISLATIVE BUILDING.** The domed capitol building of Washington State, also called the Legislative Building, containing the House and Senate chambers and offices for the Governor, Lieutenant Governor, Treasurer, 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 appointment. *Discontinued in 2019.*

**LEGISLATIVE ETHICS BOARD (LEB).** Nine-member board with four legislators and five nonlegislators. Enforces state ethics laws and rules with respect to members and employees of the Legislature.

**LEGISLATIVE EVALUATION AND ACCOUNTABILITY PROGRAM (LEAP).** Serves as the Legislature's independent source of information and technology with respect to budgets and revenue.

**LEGISLATIVE INTENT.** If the words of a law cannot be clearly interpreted as written, the court may refer to the journal and recordings of floor and committee sessions 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. *Informally called the Red Book.*

**LEGISLATIVE REPORT.** Summary of legislation passed during one or more legislative sessions. *Discontinued in 2017.*

**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 the Legislative Hotline.

**LEG-TECH (Legislative Service Center).** Provides the IT infrastructure used by legislative agencies for law-making, research, communication, administrative, and accounting responsibilities.

**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. Legislative biennia are also referred to as Legislatures, for example, “The 68th Legislature.”

**LIEUTENANT GOVERNOR.** Presiding officer of the Senate.

**LOBBYIST.** A person who tries to get legislators to introduce or vote for measures favorable and oppose measures specific to the interest.

**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.

**MEMBERS.** Legislators having taken the oath of office. See *Legislator*.

**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 (JLOB).** The four-story building southwest of the Legislative Building containing House members' and staff offices, hearing rooms, and other House facilities.

**OFFICE OF FINANCIAL MANAGEMENT (OFM).** The chief executive agency for evaluating the budget, preparing fiscal notes, and providing fiscal policy analysis to the Governor.

**OFFICE OF PROGRAM RESEARCH (OPR).** The House nonpartisan research and committee staff, equivalent to Senate Committee Services.

**OFFICE OF THE CODE REVISER/ STATUTE LAW COMMITTEE (SLC).** Codifies, indexes, and publishes the Revised Code of Washington (RCW). Provides a central bill drafting service.

**OFFICE OF THE STATE ACTUARY (OSA).** Monitors the balance between the cost of future retirement benefits and the projected value of retirement fund assets. Performs actuarial services for the Department of Retirement Systems. Provides actuarial assistance and advice to the Legislature.

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

**ORDER OF BUSINESS.** The 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.

**PASSED TO RULES COMMITTEE FOR SECOND READING.** The bill has been sent to the Rules Committee which will decide if the bill will be placed on the floor calendar for a second reading.

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

**PER DIEM.** Payment in lieu of living expenses.

**PETITION.** A formal request.

**PICTORIAL DIRECTORY.** Publication containing pictures and biographical material about the statewide elected officials and members of the Legislature. Informally called “The Baby Book.”

**PLURALITY.** The candidate or proposition that receives more votes than any other option has received the plurality of votes. Does not need to be over 50% as in the case of majorities.

**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 chamber 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.

**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.

**PUBLIC DISCLOSURE COMMISSION (PDC).** 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.

**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 chamber; or in a committee, a majority of members assigned to the specific committee.

**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.

**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.

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

**RED BOOK.** See *Legislative Manual*.

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

**REED'S RULES.** A system of general parliamentary rules, and the inspiration for many of the House and Senate's rules and procedures.

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

**REFERENDA.** The plural form of Referendum.

**REFERENDUM BILL.** Recently passed legislation referred by the Legislature to the voters for their selection.

**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 chamber by a majority vote of the members of the particular house.

**REORGANIZATION MEETINGS.** Meetings of legislative caucuses to select leaders. Generally held in even-numbered years shortly after the general election.

**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. A measure may be reported out with a do pass, do not pass, amend, substitute, refer to another committee, or no recommendation.

**RE-REFER.** To reassign a measure to a different committee.

**REVISED CODE OF WASHINGTON (RCW).** A codification of current statutes as enacted and amended.

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

**ROSTRUM.** A raised platform on which a person stands to make a public speech.

**RULE SUSPENDED.** To temporarily set aside a rule.

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

**RULES 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.

**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 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 the House Rules Committee. Similar to the Senate White Sheet.

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

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

**SECRETARY OF THE SENATE.** Elected by the Senate members to record the official actions of the Senate and to be the chief administrative officer.

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

**SELECT COMMITTEE ON PENSION POLICY (SCPP).** Committee which reviews proposed changes to retirement laws and recommends changes.

**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; 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 instructing 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 the 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 biennium.

**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.

**STATUTE.** A law enacted by the Legislature.

**STATUTE LAW COMMITTEE (SLC).** See Office of the Code Reviser.

**STRIKE OUT.** To delete language from a bill or resolution by putting a line through it.

**STRIKING AMENDMENT.** Amendment removing everything after the enacting clause and inserting a whole new bill. The version of the amendment with the changes worked into the text is labeled "Engrossed."

**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 version of a bill offered by a committee in the first chamber. If adopted, the substitute replaces the original bill or resolution. There can be multiple substitutes with the same bill number, i.e., 2nd and 3rd substitutes. The floor and the second chamber cannot offer substitutes.

**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 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, 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.

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

**VETO.** Rejection of a bill by the Governor, who can veto sections of all bills and line items of appropriation bills but cannot make 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.

**WASHINGTON ADMINISTRATIVE CODE (WAC).** The administrative rules and regulations by which state agencies operate to execute the Laws enacted by the Legislature.

**WASHINGTON LEGISLATIVE INFORMATION SYSTEM (WALIS).** 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 recommending how 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 to a legislator's physical presence on the floor of the Legislature.

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

**WORKROOM.** An office in each chamber where the bills are processed and roll call information retained.

**X-FILE.** The House and Senate Rules Committees may place bills that have been tabled in the process on the "X-file."

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



REPLICA OF TIVOLI FOUNTAIN  
TIVOLI PARK, COPENHAGEN, DENMARK

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STATE OF WASHINGTON

BY  
OLYMPIA - TUMWATER FOUNDATION  
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