



2019 LEGISLATIVE TRAINING DOCUMENTS

Legislative Training

California State Politics

The California State Legislature is a bicameral body consisting of the lower house, the California State Assembly, with 80 members, and the upper house, the California State Senate, with 40 members. Legislators can serve a total of 12 years total in either, or both, houses. California is only one of eleven states with a full-time legislature, and has the longest scheduled session of any state legislature in the country.

The State Senate

The Senate is currently made up of 29 Democrats and 11 Republicans, and all represent 931,349 Californians.

Leadership and Key Members:

President Pro Tempore - Senator Toni Atkins

Majority Leader - Senator Robert Hertzberg

Minority Leader - Senator Pat Bates

Education Committee Chair - Senator Connie Leyva

Budget Committee Chair - Senator Holly Mitchell

Budget Subcommittee #1 on Education - Senator Richard Roth

Appropriations Committee Chair - Senator Anthony Portantino

Full roster: www.senate.ca.gov/senators

Important Committees:

Senate Rules Committee

Senate Budget

Senate Budget Subcommittee #1 on Education

Senate Appropriations

Senate Education

Committee list: www.senate.ca.gov/committees

The State Assembly

The Assembly is currently made up of 60 Democrats and 20 Republicans, and all represent at least 465,000 Californians.

Leadership and Key Members:

Speaker - Assemblymember Anthony Rendon

Speaker pro Tempore - Assemblymember Kevin Mullin

Majority Leader - Assemblymember Ian C. Calderon

Minority Leader - Assemblymember Marie Waldron

Higher Education Committee Chair - Assemblymember Jose Medina

Budget Committee Chair - Assemblymember Phil Ting

Budget Subcommittee #2 Chair Education Finance - Assemblymember Kevin McCarty

Appropriations Committee Chair - Assemblymember Lorena Gonzalez- Fletcher

Full roster: www.assembly.ca.gov/assemblymembers

Important Committees:

Assembly Higher Education

Assembly Budget

Assembly Budget Subcommittee 2 Education Finance

Assembly Appropriations

Committee list: www.assembly.ca.gov/committees

The Governor

The California Governor is the chief executive of the state government and the commander-in-chief of the California National Guard and the California State Military Reserve.

Established in the Constitution of California, the governor's responsibilities also include making the annual State of the State address to the California State Legislature, submitting the budget, and ensuring that state laws are enforced. The position was created in 1849, the year before California became a state.

The Lieutenant Governor

The Lieutenant Governor of California is a statewide constitutional officer and vice-executive of the State of California. The lieutenant governor is elected to serve a four-year term and can serve a maximum of two terms. In addition to basically ceremonial roles, serving as acting governor in the absence of the Governor, and as President of the California State Senate, the lieutenant governor sits on the Board of Regents of the University of California, California State University Board of Trustees, Ocean Protection Council, California Emergency Council, and State Lands Commission. The Lieutenant Governor of California chairs the Commission for Economic Development which is responsible for fostering economic growth in California by developing and implementing strategies for attracting new business to the state, increasing

state exports, creating new jobs, and stimulating industries statewide.

California is one of eighteen states where the governor and lieutenant governor do not run as running mates on the same ticket: in California the governor and lieutenant governor are elected separately, although both are up for election in the same year every four years. As a result, California has frequently had a governor and a lieutenant governor of different parties.

Resources

Legislative Information and Tracking - leginfo.legislature.ca.gov/

Senate Daily File - www.senate.ca.gov/dailyfile

Assembly Daily File - www.assembly.ca.gov/dailyfile

Webcasts and Media Archives - www.calchannel.com/live-webcast/

Previous Legislation

Food Insecurity

AB 1747 (Weber) 2015-16

AB 218 (Weber) 2017-18

AB 1894 (Weber) 2018-19

Mental Health & Housing

SB 918 (Wiener) 2018-19

SB 968 (Pan) 2018-19; vetoed

SB 1004 (Wiener) 2018-19

Undocumented Students

AB 21 (Kalra) 2017-18

SB 68 (Lara) 2017-18

SB 54 (Kevin De Leon) 2017-18

SB 691 (Lara) 2018-19

AB 1896 (Cervantes) 2018-19

AB 2477 (Rubio) 2018-19; vetoed

Cost to Attend & Financial Aid

AB 990 (Rodriguez) 2017-18

AB 1064 (Calderon) 2017-18

AB 1178 (Calderon) 2017-18

AB 1858 (Calderon) 2018-19

AB 1895 (Calderon) 2018-19

Student Trustee

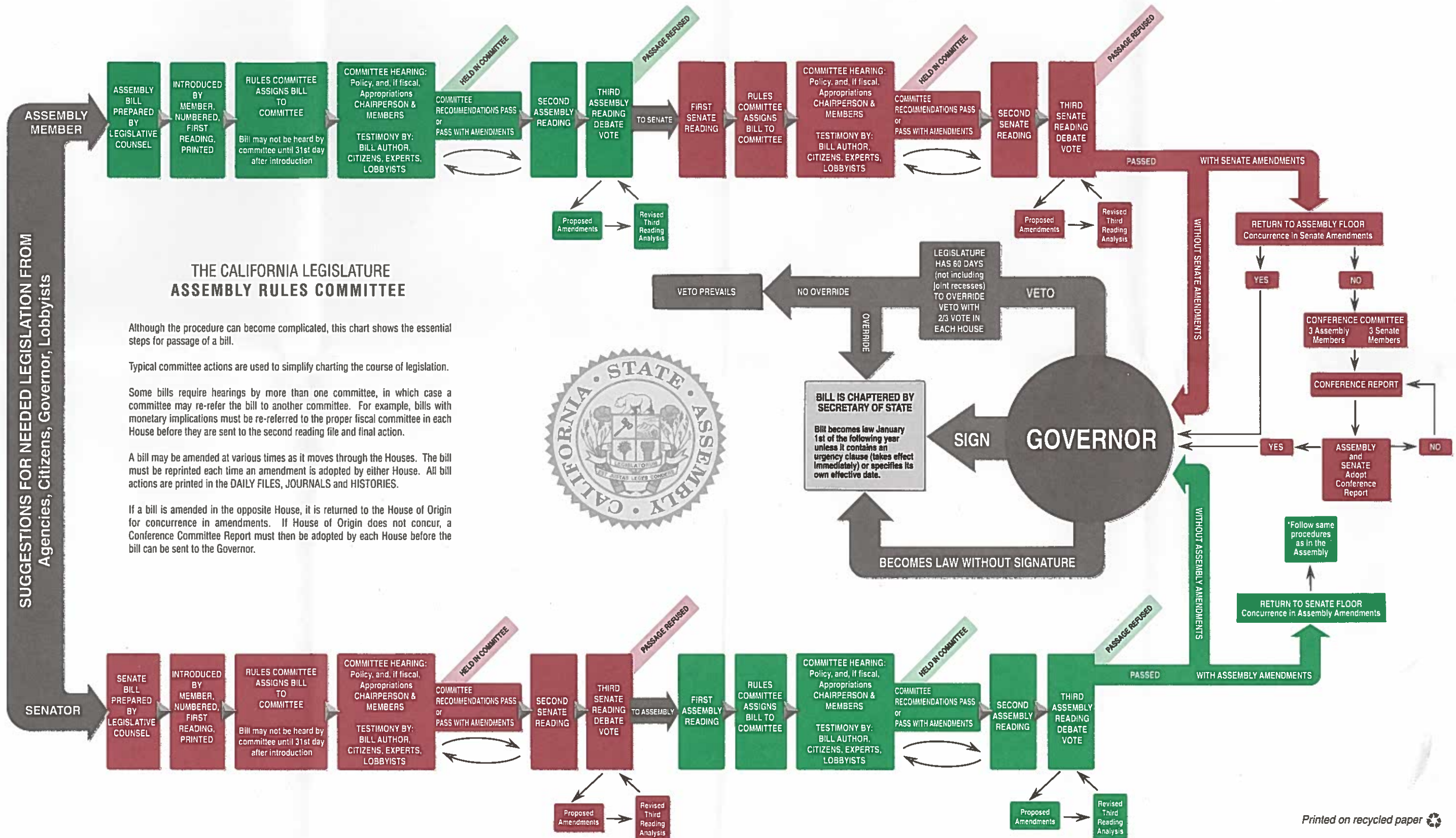
First Student Trustee - 1975

Nonvoting Student Trustee - 1999

AB 1887 (Medina) 2018-2019

THE LIFE CYCLE OF LEGISLATION

From Idea into Law



THE CALIFORNIA LEGISLATURE ASSEMBLY RULES COMMITTEE

Although the procedure can become complicated, this chart shows the essential steps for passage of a bill.

Typical committee actions are used to simplify charting the course of legislation.

Some bills require hearings by more than one committee, in which case a committee may re-fer the bill to another committee. For example, bills with monetary implications must be re-referred to the proper fiscal committee in each House before they are sent to the second reading file and final action.

A bill may be amended at various times as it moves through the Houses. The bill must be reprinted each time an amendment is adopted by either House. All bill actions are printed in the DAILY FILES, JOURNALS and HISTORIES.

If a bill is amended in the opposite House, it is returned to the House of Origin for concurrence in amendments. If House of Origin does not concur, a Conference Committee Report must then be adopted by each House before the bill can be sent to the Governor.



SUGGESTIONS FOR NEEDED LEGISLATION FROM Agencies, Citizens, Governor, Lobbyists

Information to Help You Follow the Process

Live hearings or floor session, and all archived video can be found at: <http://www.calchannel.com/live-webcast/>

The Lawmaking Process:

To be enacted into law, a measure must be approved by the appropriate policy and fiscal committees in both the 40-member Senate and 80-member Assembly, and receive enough votes from the entire membership of both houses to pass. Then it is sent to the Governor who may veto the bill or sign it into law.

A bill might take a year or more to move through this process. During that time, there is ample opportunity for citizens to express their opinions and concerns and to influence legislation.

The following information, available via the Internet, will help you follow the process:

[Senate Daily File](#): Tells you what bills are scheduled to be heard in Senate committee or on the Senate Floor on that day.

[Legislative Calendar](#): Gives you the key dates and legislative deadlines for the current two year legislative session; the last day to introduce bills, when bills must move out of committee, the last day for the Governor to sign or veto bills, etc.

[Description of the Legislative Process](#): An overview of the processes involved in a bill becoming law and the various documents that result from that process.

[Glossary of legislative terms](#)

[Senate Rules](#): The procedural rules that govern the Senate

[Assembly Rules](#): The procedural rules that govern the Assembly

[Joint Rules](#): The procedural rules that govern the legislative process.

[Real Audio](#): You can now listen to live Senate hearings, Floor Sessions, and Press Conferences over the Internet.

[Television Schedule](#): Since the Senate televises all the Senate Floor Sessions and most committee hearings, you may be able to watch Senate proceedings on your local cable station. Information about which cable operators carry the legislative programming, which events are scheduled to be televised, where tapes are archived, and how to order dubs is accessible via the Internet.

Legislation: A tremendous amount of information about legislation is now accessible to the public via Internet. You can find the following [information about each bill](#).

Bill Text: Complete text of bills with annotations to identify material added/removed due to amendments.

Bill History: Chronological listing of legislative activity for each bill (where the bill was heard, if amended, approved, etc.)

Bill Status: Current location of a bill and pending action.

Bill Analyses: Staff reports describing the history and impact of the legislation and arguments of the groups supporting and opposing the bill.

Votes: Record of votes in committee and on the floor.

Veto: Text of Governor's veto message.

[Bill Tracking](#): You can "subscribe" to a bill.

[Bill Searching](#): If you don't know the bill number of the legislation you are interested in, you can search by key word or code section number. The computer will return a list of all bills that contain the key word you specify. For example, if you specified "gun", you would get a list of all current bills that contain "gun" in the text.

[Chaptered Bills \(Statutes\)](#): After legislation has been signed into law and chaptered, it is referred to as a statute. You can get the text of a chaptered bill via Internet.

[California Codes](#): You can get the text of the California Codes (The laws of California are organized by subject matter into 29 codes; i.e. the Civil Code, the Insurance Code, etc.) over the Internet.

[California Constitution](#): You can also get the text of the California Constitution.

[Issue Briefs and Reports](#): The Senate Office of Research (SOR) produces bipartisan reports, analyses, and issue briefs on issues of concern to Californians and the Legislature. You can also subscribe to SOR reports by sending an email message.

Senators:

Information about each of the forty State Senators is available to the public over the Internet.

[Who is your Senator?](#) Not sure who represents you in the Senate? You can easily find out by entering your address.

[Senator Profiles](#) If you already know the name of your Senator, you can find a profile of pertinent information about him/her: occupation, party affiliation, district number, committee memberships, Capitol and District Office addresses and phone numbers, legislation he/she is authoring, etc.

[Senator Publications](#): Some Senators also post press releases, policy positions, legislative updates, etc. on the Internet. You can view these documents on-line or you can subscribe to a Senator's information by topic. Every time that Senator posts a press release, for example, it will automatically be sent to you as email.

[Senator Email Addresses](#): Some Senators have established e-mail addresses. All Senator Email addresses follow the same format as shown in this example: senator.lastname@senate.ca.gov

Committees:

Policy committee hearings are the forums for public input, the best place for citizens to make their feelings known about legislation. Legislation is heard in Standing Committees which meet on a regular basis throughout the year. Many standing committees have Subcommittees that work on particular issues. Select Committees and Special Committees study issues and problems in order to develop longer range solutions. Joint Committees have membership from both houses and consider issues of joint concern.

[List of Committees](#): Via the Internet, you can get a list of all Senate and Assembly committees, plus for each committee you can get the membership, the chair and vice chair, the committee's policy jurisdiction, meeting schedule, the committee staff, and the committee office phone number and address.

[Committee Publications](#): Some committees may also make committee agendas, reports, or transcripts available on the Internet. You can view these documents on-line or you can subscribe to them.

Legislative Process

Step 1: How Your Idea Becomes a Bill

All legislation starts off as an idea. These ideas can come from anybody and the process begins when either an individual or group persuades a Member of the Legislature to author a bill. The Member then sends the idea and the language for the bill to the Legislative Counsel's Office, where it is drafted into the actual bill. The drafted bill is returned to the legislator for his or her review. Persons or groups that originated the idea for the bill may also review it to ensure that the provisions they desire are in the bill in the correct form. If the author is a Senator, the bill is introduced at the Senate Desk; if an Assemblymember, at the Assembly Desk, where it is assigned a number and read for the first time.

Step 2: What to Do When Your Bill Goes To Policy Committee

The bill then goes to the Senate or Assembly Rules Committee, where it is assigned to a policy committee. You can find out where your bill is assigned by calling the author. Since bills are not heard in policy committee until 30 days after they have been introduced and printed, there is plenty of time to investigate a bill or contact your legislator to communicate your position on the bill.

Each bill must appear in the [Daily File](#) for four days prior to being heard in a committee. The Daily File is the agenda of the day's business, together with public notice of bills set for committee hearings. By checking the File, you can keep track of bills that are being scheduled for committee. If you live out of town and plan to testify at the hearing, it is a good idea to call the author or your legislator to make sure that the bill is going to be heard on that date. Sometimes bills are taken off the agenda at the last moment.

At this point, the role of the District Office should be emphasized. District Office staff are there to serve the needs of constituents. They can be extremely helpful in making contacts and getting information from Sacramento.

It is a good idea to schedule a meeting with your legislator while he or she is in the district. Communicate your concerns regarding legislation. Indicate that you want to work with the Member's office on a particular issue.

Most bills generate support and opposition from a variety of groups. Find out who these groups or individuals are by calling the author's office where lists of the letters and phone calls received on each bill are kept. A good strategy is to align yourself with the groups that hold your position and work together to talk to the members of the committee BEFORE the bill is heard. Keep your letters and discussions with the legislators short and to the point.

When testifying before the committee, first state your name and the organization that you represent or indicate that you are a concerned citizen and state where you live. The Members of the committee will be interested to hear what you have to say and usually do not grill individual citizens who testify in the same way that they do lobbyists. Keep your testimony short and to the point.

Step 3: What If Your Bill Goes To A Fiscal Committee?

If the bill has a fiscal impact or a state cost, it will be heard in either the Senate or Assembly Appropriations Committee. At this point, you should inform the Members of the committee why you support or oppose the bill based on a fiscal argument. The finance committees are concerned about fiscal impact and not policy considerations.

Try to see the staff analysis that has been done on the bill by the policy committee, the Department of Finance, and/or the Legislative Analyst. Members of the fiscal committees read these analyses before they vote. These analyses are available on the Internet.

If you believe that the numbers or the fiscal impact of the bill are not correct as reported in these analyses, you should prepare your written comments before the committee meets. Your written material should be available to pass out to the committee Members at the hearing where you present your testimony.

After the bill passes the fiscal committee, it is read for the second time on the Floor.

Step 4: After Your Bill Passes the House of Origin and Goes to the Second House

Third Reading is the last stage that a bill goes through in the house of origin before it passes to the second house to go through the committee process all over again. On Third Reading, the author presents the bill for passage by the entire house. Most bills require a majority vote (it must pass by 21 votes in the Senate and 41 votes in the Assembly), while urgency measures and appropriation bills require a two-thirds vote (27 in the Senate, 54 in the Assembly).

At any time during the legislative process the bill may be amended, either in committee or on the Floor. After the amendments have been submitted to the author, the bill goes to another printing to reflect the changes that have been made. The Senate or Assembly History records the dates when a bill has been amended. Amendments can be substantial or technical and may affect your position on the bill.

Amendments should be followed very carefully. Contact with the District Office can be helpful in keeping track of current versions of a bill. If you subscribe to the bill, these amendments will automatically be sent to you. If you change your position on a bill due to a favorable or unfavorable amendment, you should inform the author and your legislator.

If a Senate bill is amended by the Assembly, or vice versa, and the house of origin refuses to concur in those amendments, the bill will go to a conference committee. If the house of origin does concur, the bill goes to the Governor.

Members of the conference committee are appointed by the Rules Committees; three members from the Senate and three from the Assembly meet to negotiate out the differences. If they agree on a single version, it goes back to both Floors for approval.

Communicate to your legislator or the author which amendments you prefer and why. The conference committee meetings, particularly at the end of the two-year legislative session, are scheduled quickly

and can be easily missed. You must stay in close contact with the author's staff to stay on top of fast-breaking developments. It is also important to know who will be serving on the conference committee so you can inform them of your position.

Step 5: You Can Still Act after Your Bill Goes To the Governor

The Governor has 12 days to sign, approve without signing, or veto a bill. A letter or phone call to the Governor's Office is appropriate to state your position on the bill.

If the bill is signed or approved without a signature, it goes to the Secretary of State to be chaptered. If the Governor vetoes the bill, a two-thirds vote in each house is needed to override the veto. The Governor's Office releases veto messages which explain the veto; these messages are available from the Governor's Office and on the Internet.

A wealth of legislative information is now available on the Internet. You can get bills, amendments, staff analyses, committee agendas, and other legislative information, plus a simple way to track legislation.

How the Budget Process Works

THE GOVERNOR'S BUDGET PROPOSAL

Legislative review of the budget begins in January and typically runs through June.

The State Constitution requires the Governor to submit a balanced budget proposal to the Legislature by January 10 of each year. The proposal details his or her spending plan for the fiscal year beginning on July 1.

The Constitution requires that the Governor's proposal be introduced in both the Assembly and the Senate as identical budget bills.

A large portion of state spending is constrained by the Constitution or Court action. Many of these constraints have been imposed by the voters through the initiative process. Proposition 13 of 1978 limits the amount of property tax that can be levied and increases state control over local finances; Proposition 4 of 1979 limits the amount of money that the state can appropriate; Proposition 98 of 1988 mandates funding levels from kindergarten to community college. A new budget is adopted for the state every year. The fiscal year runs from July 1 through June 30.

After its introduction, the Legislature has until June 15 to pass the budget. This five-month period—a comparatively short time frame for consideration and passage of the state's multi-billion dollar budget—is the critical period for public comment on the state's spending priorities.

The Legislative Analyst's Office (LAO), the Legislature's nonpartisan fiscal advisor, publishes a series of reports that review the Governor's budget proposal, starting in January. The LAO's analyses often serve as the starting point for discussion in both houses of the Legislature. The analyses include program background, economic projections and recommended revisions.

LEGISLATIVE BUDGET COMMITTEE HEARINGS

In each house, the budget committee reviews the budget bill through May. The Senate budget committee, officially known as the Senate Budget and Fiscal Review Committee, breaks the budget into broad subject matters (such as Education, Resources, Health and Human Services or State Administration), and assigns each state agency and department to one of five subcommittees. Subcommittee hearings typically begin in March. Before each hearing, the subcommittee staff prepare extensive agendas detailing the Governor's proposals and alternatives. The agendas are available to anyone on the budget committee's website.

During the subcommittee hearings, the Legislature has its broadest discussion of budget alternatives and makes many changes to the original proposed budget. State agencies, the Governor's Department of Finance and the LAO appear before these subcommittees with their recommendations. Interested citizens or groups may also appear before subcommittees. The subcommittee hearings are the best time to have your voice heard. Subcommittee hearings are open to the public and often televised on the California Channel.

By May 14, the Governor announces an updated revenue forecast, which accounts for changes in revenues since January. If the forecast changes significantly, the Governor proposes more changes to his/her budget proposal. The update is known as the "May Revise" or "May Revision." The subcommittees have about a week to consider the changes proposed.

Make sure that any communication you attempt is accomplished as early in the budget process as possible. If you are concerned about budget issues, let your legislator know.

- Call the district office.
- Write a letter.
- Meet with your legislator or a member of his/her staff.
- Send an email.

After completion of the hearings, each subcommittee votes on the proposed changes and submits a report to the full Senate budget committee.

The full committee may accept the report or amend it. The revisions are incorporated into the budget bill and sent to the full membership of the Senate for consideration. The Assembly follows a similar process.

Each house discusses and then votes on its version of the budget bill. A few items may receive careful scrutiny at this time, but most are accepted. It is possible for the bill to be amended on the floor of either house. Amendments may be suggested by any member of the Legislature. From the floor, each house's budget bill is referred to a joint budget conference committee where differences between the houses can be resolved.

LEGISLATIVE CONFERENCE COMMITTEE

The differences between the Assembly and Senate versions are worked out in the budget conference committee made up of three members from each house. Traditionally, the committee may only discuss those items in which there are differences between the two versions. These items are typically the most contentious in the budget. The hearings of the budget conference committee are open to the public and are broadcast by the California Channel.

No public testimony is heard during the conference committee hearings. The Legislature's role to agree, amend or reject budget items is on full display during the conference committee hearings.

Upon completion of its review, the conference committee votes on the proposed version. Legislative rules require that any conference committee change must garner two votes from each house.

In the event the conference committee cannot conclude or agree, legislative leadership may meet privately with the Governor or with each other to discuss any impasse.

LEADERSHIP MEETINGS

When a compromise is reached, the leadership requests the conference committee to conclude its deliberations and include the compromise.

When the conference committee adopts a compromise, it amends the budget bill, referred to at this point as the "conference committee report." The report is passed to the floor of each house simultaneously. A conference committee report cannot be amended and must be approved by each house. If substantive statutory law must be amended in order to implement the budget, these statutory changes must also be passed by each house. Such bills are known as "trailer bills," as they "trail" the budget and are processed separately from the main budget bill.

GOVERNOR'S SIGNATURE

Typically, the Governor has 12 working days to sign the budget bill. The Governor also has the authority to "blue pencil" (reduce or eliminate) any appropriation contained in the budget. It is critical that you contact the Governor either by letter, phone or email to express your concerns about the budget. Because the budget bill is an urgency measure, it goes into effect as soon as it is signed.

VETO OVERRIDE

The Legislature can override any blue-penciled item by a 2/3 vote in both houses. In practice, the Legislature rarely overrides a budget veto.

Budget Timeline

July 1

Fiscal year begins.

July 9 - September 15

Department directors and agency heads initiate detailed reviews and develop budget proposals for their programs for the next fiscal year. These requests for program changes are then sent to the Department of Finance for review.

October - January 10

The Governor evaluates the requests as reviewed by the Department of Finance and sends his or her proposed budget to the Legislature. On or before January 10, the Governor delivers a state-of-the-state speech and presents his/her budget.

January - February

The budget committee chairs in each house introduce the Governor's budget proposal in bill form. The Legislative Analyst's Office prepares a detailed review of the budget bill.

March - May

Each house refers its budget bill to their respective budget committees. The bills are then broken down by subject and assigned to the appropriate subcommittees by subject areas. After completion of the hearings, each subcommittee votes and then sends its report to the full budget committee.

Late May - June 15

The budget committee of each house considers the subcommittees' reports and sends a revised budget bill to the floor for evaluation by the full body. Each house discusses and then votes on its version of the budget bill. The differences between the Assembly and Senate versions of the budget bill are worked out in a conference committee made up of three members from each house. Upon completion of its review, the conference committee submits a single version of the budget bill to both houses. The Senate and Assembly each vote on this final version before it is sent to the Governor.

The houses also vote on trailer bills if statutory changes are necessary to implement provisions of the budget bill.

June 15 - July 1

The bill becomes law as soon as it is signed by the Governor due to its status as an urgency measure.

Documents

GOVERNOR'S BUDGET

Over 1,300 pages long and contains details of expenditures proposed for the next budget year. Each item of appropriation is numbered with a 10-digit code that identifies the department, general purpose and funding source. The Governor's budget is available online at www.dof.ca.gov.

GOVERNOR'S BUDGET SUMMARY

Contains an overview of the major provisions of the proposed budget and is a more manageable document of less than 100 pages. The Governor's budget summary is available online at www.dof.ca.gov.

SALARIES AND WAGES SUPPLEMENT

Contains the three-year detail of expenditures for positions in state government.

BUDGET BILL

Prepared by the Department of Finance, identical bills are introduced in each house of the Legislature by the chair of the budget committee. The bill is arranged in the same order as the Governor's budget and reflects the same proposed requests. The budget bill is available online at www.leginfo.ca.gov/bilinfo.html.

SENATE BUDGET COMMITTEE'S QUICK SUMMARY

The Senate Budget and Fiscal Review Committee publishes a brief summary of the Governor's budget proposal. The summary is typically available on the committee's website.

SENATE BUDGET COMMITTEE'S OVERVIEW OF THE BUDGET

The Overview provides a general discussion of the Governor's budget and an item-specific description of the major items proposed by the Governor. The Overview is available in late January on the committee's website.

LEGISLATIVE ANALYST'S ANALYSIS OF THE BUDGET

The Legislative Analyst's Office analyzes items contained in the Governor's budget and starts releasing reports on the budget analysis in January. These reports are available online at www.lao.ca.gov.

SUBCOMMITTEE AGENDAS

For each hearing, the budget subcommittee staff prepares extensive agendas for the budget items discussed at the hearing. Agendas are available on the budget committee's website and at the hearings.

SUBCOMMITTEE REPORTS

Each budget subcommittee issues a report to the full budget committee at the conclusion of the subcommittee's hearing. The reports list the actions recommended by the subcommittee on all the items it has had under consideration. Each subcommittee report is available on the Senate budget committee's website.

CONFERENCE COMMITTEE AGENDA

The agenda lists budget items in conflict between the two houses and the final resolution of the conference committee. The conference committee agenda is available on the Senate budget committee's website.

BUDGET ACT

The final budget bill, as enacted by the Legislature and signed into law by the Governor.

SENATE BUDGET COMMITTEE'S FINAL ACTION REPORT

The report provides a general discussion of the signed budget, vetoes, and an item-specific description of the major changes in the budget. The report is available on the committee's website.

Major State Budget Propositions

PROPOSITION 13

Passed in June 1978, Proposition 13 puts a cap on property taxes by assessing property value upon change of ownership. Thereafter, the taxable value may increase by no more than the rate of inflation or 2%, whichever is less. Proposition 13 and legislation following the enactment of Proposition 13 fundamentally shifted the funding of schools and other services delivered by the counties to the state.

PROPOSITION 98

An initiative passed in November 1988 that provides a minimum funding guarantee for school districts and community colleges. The term is also used to refer to any expenditure which fulfills the guarantee.

PROPOSITION 1A

In November 2004, the voters of California approved an amendment to the California state constitution intended to provide predictability and stability to local government budgets. The measure:

- Requires the state to fully fund its mandates or to suspend them in any year the Legislature does not fully fund them
- Expands definition of state mandate to include transfer of responsibility for a program for which the state had responsibility
- Prohibits decreasing the Vehicle License Fee revenue from the 0.65% rate without providing replacement revenue to cities and counties
- Prohibits shifting property taxes from cities, counties and special districts to schools

PROPOSITION 25

Passed in November of 2010, Proposition 25 changes the legislative vote requirement to pass the budget and budget-related legislation from two-thirds to a simple majority vote. The measure retains the two-thirds vote requirement for tax

Glossary Of Terms

A B C D E F G H I J L M N O P Q R S T U V

A

Across the Desk

The official act of introducing a bill or resolution. The measure is given to the Chief Clerk or his or her representative at the Assembly Desk in the Assembly Chamber or to the Secretary of the Senate or his or her representative in the Senate Chamber. The measure then receives a number and becomes a public document available from the bill room (or at leginfo.legislature.ca.gov). Each proposed amendment to a measure also must be put across the desk in the Assembly or Senate in order to be considered for adoption.

Act

A bill passed by the Legislature and enacted into law.

Adjournment

Termination of a meeting, occurring at the close of each legislative day upon the completion of business, with the hour and day of the next meeting being set prior to adjournment.

Adjournment Sine Die

Final adjournment of the Legislature; regular sessions of the Legislature, and any special session not previously adjourned, are adjourned sine die at midnight on November 30 of each even-numbered year.

Adoption

Approval or acceptance; usually applied to amendments, resolutions, or motions.

Amendment

Proposal to change the text of a bill after it has been introduced. Amendments must be submitted to the Legislative Counsels for drafting or approval.

Author amendments - Amendments proposed by the bill's author. Author's amendments to a bill may be adopted on the floor prior to the committee hearing on the bill with the committee chair's approval.

Hostile amendments - Amendments proposed by another member and opposed by the author in a committee hearing or during Assembly or Senate Floor consideration.

Analysis of the Budget Bill

The Legislative Analyst's comprehensive examination of the Governor's budget, available to legislators and the public about six weeks after the Governor submits the budget to the Legislature.

Appropriation

The amount of money made available for expenditure by a specific entity for a specific purpose, from the General Fund or other designated state fund or account.

Appropriations Limit

A limitation in the California Constitution on the maximum amount of tax proceeds that state or local government may appropriate in a fiscal year. The limit is based on 1986-87 fiscal year appropriations, and is adjusted annually.

Approved by the Governor

Signature of the Governor on a bill passed by the Legislature.

Archives

Refers to both location and contents of public records kept by the Secretary of State, including copies of all measures considered at each session, journals, committee reports, and documents of historic value.

Assembly

The house of the California Legislature consisting of 80 members, elected from districts determined on the basis of population. Two Assembly districts are situated within each Senate district.

Author

Member of the Legislature who introduces a legislative measure.

B

BCP (Budget Change Proposal)

A document prepared by a state agency, and submitted to the Department of Finance, to propose and document budget changes to support operations of the agency in the next fiscal year; used in preparing the Governor's budget.

Bicameral

Refers to a legislature consisting of two houses (see Unicameral).

Bill

A proposed law, introduced during a session for consideration by the Legislature, and identified numerically in order of presentation; also, a reference that may include joint and concurrent resolutions and constitutional amendments.

Bill Analysis

A document prepared by committee and/or floor analysis staff prior to hearing the bill in that committee or on the floor of the Assembly or Senate. It explains how a bill would change current law and sometimes identifies major interest groups in support or opposition.

Blue Pencil

The California Constitution grants the Governor "line item veto" authority to reduce or eliminate any item of appropriation in any bill including the Budget Bill. Years ago the Governor used an editor's blue pencil for the task.

Bond Bill (general obligation bonds)

A bill authorizing the sale of state general obligation bonds to finance specified projects or activities. Subsequent to enactment, a general obligation bond bill must be approved by the voters.

Budget

Proposed expenditure of state moneys for the next fiscal year, presented by the Governor in January of each year for consideration by the Legislature; compiled by the Department of Finance, in conjunction with state agency and department heads.

Budget Act

The Budget Bill after it has been enacted into law.

Budget Bill

The bill setting forth the spending proposal for the next fiscal year, containing the budget submitted to the Legislature by the Governor.

Budget Change Proposal

See BCP.

Budget Year

The fiscal year addressed by a proposed budget, beginning July 1 and ending June 30.

C

Cal-SPAN or The California Channel

The cable television channels that televise agency meetings and Assembly and Senate proceedings.

Call of the House

On motion from the floor to place a call of the house, the presiding officer directs the Sergeant-at-Arms to lock the chambers and bring in the absent Members (by arrest, if necessary) to vote on a measure under consideration. Action is not taken on an item under call until the call is lifted, at which time it must be immediately voted on.

Call the Absentees

Order by the presiding officer directing the reading clerk to call the names of Members who have not responded to the roll call.

Capital Outlay

Generally, expenditures to acquire or construct real property.

Capitol Press Corps

Those members of the press who cover events in the Capitol.

Casting Vote

The deciding vote the Lieutenant Governor may cast in the case of a tie vote in the Senate.

Caucus

(1) A closed meeting of legislators of one's own party.

(2) Any group of legislators who coalesce formally because of their common interest in specific issues.

Chair

The current presiding officer, usually in the context of a committee hearing.

Chamber

The Assembly or Senate location where floor sessions are held.

Chapter

When a bill has been passed by the Legislature and enacted into law, the Secretary of State assigns the bill a "chapter number" such as "Chapter 123, Statutes of 1992," which is subsequently used to refer to the measure in place of the bill number.

Chapter Out

When, during a calendar year, two or more bills amend the same section of law and more than one of those bills becomes law, the bill enacted last (and therefore given a higher chapter number) becomes law and prevails over the bill or bills previously enacted (see Double Joint).

Check-in Session

Certain weekdays when legislators do not meet in formal legislative sessions, they are required to "check in" with the Chief Clerk of the Assembly or Secretary of the Senate. Mondays and Thursdays are ordinarily floor session days. Check-in days are typically Tuesdays and Wednesdays.

Chief Clerk

An Assembly employee elected by Assembly Members at the beginning of every two-year session to serve as principal parliamentarian and record keeper of the Assembly. Responsible for all Assembly daily and weekly publications.

Coauthor

A member of either house whose name is added to a bill as a coauthor by amending the bill, usually indicating support for the proposal.

Codes

Bound volumes of law organized by subject matter. The code sections to be added, amended, or repealed by a bill are identified in the title of the bill.

COLA

Cost-of-living adjustment.

Committee of the Whole

The Assembly or Senate meeting as a committee for the purpose of receiving information.

Companion Bill

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

Concurrence

The approval by the house of origin of a bill as amended in the other house. If the author is unwilling to move the bill as amended by the other house, the author requests "nonconcurrence" in the bill and asks for the formation of a conference committee.

Concurrent Resolution

A measure introduced in one house that, if approved, must be sent to the other house for approval. The Governor's signature is not required. These measures usually involve the internal business of the Legislature.

Conferees

Members of a conference committee.

Conference Committee

Usually composed of three legislators (two voting in the majority on the disputed issue, one voting in the minority) from each house, a conference committee meets in public session to forge one version of a bill when the house of origin has refused to concur in amendments to the bill adopted by the other house. For the bill to pass, the conference committee version must be approved by both Assembly and Senate. Assembly conferees are chosen by the Speaker; Senate conferees are chosen by the Senate Committee on Rules.

Confirm

The process whereby one or both houses approve the Governor's appointments to executive offices, departments, boards, and commissions.

Consent Calendar

File containing bills that received no dissenting votes in committee.

Constituent

A person who resides within the district represented by a legislator.

Constitutional Amendment

A resolution proposing a change to the California Constitution. It may be presented by the Legislature or by initiative, and is adopted upon voter approval at a statewide election.

Consultant

Ordinarily, a professional staff person who works for a legislative committee.

Contingent Effect

Section in a bill indicating that it is to become operative only upon the enactment of another measure (to be distinguished from double jointing).

Convene

To assemble a meeting. Each house of the Legislature usually convenes twice a week.

D**Daily File**

Publication produced by each house for each day the house is in session. The publication provides information about bills to be considered at upcoming committee hearings and bills that are eligible for consideration during the next scheduled floor session. Pursuant to Joint Rule 62(a), any bill to be heard in committee must be noticed in the Daily File for four days, including weekend days. The Daily File also contains useful information about committee assignments and the legislative calendar.

Daily History

Produced by the Assembly and Senate respectively the day after each house has met. The History lists specific actions taken on legislation. Each measure acted upon in that house the previous day is listed in numerical order.

Daily Journal

Produced by the Assembly and Senate respectively the day after a floor session. Contains roll call votes on bills heard in policy committees and bills considered on the floor, and other official action taken by the body. Any official messages from the Governor are also included. A Member may seek approval to publish a letter in the Journal on a specific legislative matter. At the end of a legislative session, the Journals are bound.

Desk

The long desk in front of the presiding officer's rostrum where much of the clerical work of the body is conducted. Also, a generic term for the staff and offices of the Secretary of the Senate and the Chief Clerk of the Assembly.

Desk Is Clear

Statement by the presiding officer that there is no further business before the house.

Digest

Prepared by the Legislative Counsel, it summarizes the effect of a proposed bill on current law. It appears on the first page of the printed bill.

District

The area of the state represented by a legislator. Each district is determined by population and is designated by a number. There are 40 Senate districts and 80 Assembly districts.

District Bill

A bill that generally affects only the district of the Member of the Legislature who introduced the bill.

Do Pass

Motion that, if adopted by a committee, moves a bill to the floor or to the next committee.

Do Pass As Amended

Committee motion that a bill be passed with the recommendation that the floor adopt specified amendments.

Double Joint

Amendments to a bill providing that the amended bill does not override the provisions of another bill, where both bills propose to amend the same section of law (see Chapter Out).

Double Refer

Legislation recommended for referral to two policy committees for hearing rather than one. Both committees

must approve the measure to keep it moving in the process. Typically used for sensitive subject areas that transcend the jurisdiction of one policy committee. Bill referrals are made by the Assembly and Senate Committees on Rules for their respective houses.

Dropped

Author has decided not to pursue the passage of the bill.

E

Enacting Clause

The following phrase at the beginning of the text of each bill: "The people of the State of California do enact as follows."

Engrossment

When a bill is amended, the printed form of the bill is proofread by staff to assure that the amendments are inserted properly. After being proofread, the bill is "correctly engrossed" and is thereupon deemed to be in proper form.

Enrollment

Whenever a bill passes both houses of the Legislature, it is ordered enrolled. In enrollment, the bill is again proofread for accuracy and then delivered to the Governor. The "enrolled bill" contains the complete text of the bill with the dates of passage certified by the Secretary of the Senate and the Chief Clerk of the Assembly. A resolution, when enrolled, is filed directly with the Secretary of State.

Ex Officio

(literally: out of or because of one's office) The act of holding one office by reason of holding another. For example, the Lieutenant Governor is, ex officio, a member of the Regents of the University of California.

Executive Session

A committee meeting restricted to committee members and specifically invited persons.

Expunge

A motion by which an action taken in a floor session is deleted from the Daily Journal (for example, "Expunge the record").

Extraordinary Session

A special legislative session called by the Governor by proclamation to address only those issues specified in the proclamation; also referred to as a special session. Measures introduced in these sessions are numbered chronologically with a lowercase "x" after the number (for example, AB 28x).

F

File

See Daily File.

File Number

The number assigned to a measure in the Assembly or Senate Daily File. The file number changes each day as bills move on or off the Daily File. File numbers are assigned to measures on second and third reading; in conference; unfinished business (a bill amended in the other house and awaiting concurrence in amended form); and Governor's appointments. Legislation is taken up on the Assembly or Senate floor in chronological order according to file number. Items considered on the floor are ordinarily referred to by file number.

Final History

The publication printed at the end of every session showing the final disposition of all measures.

Finance Letter

Revisions to the Budget Bill proposed by the Department of Finance and addressed to appropriate committee chairs in the Assembly and Senate.

First Reading

Each bill introduced must be read three times before final passage. The first reading of a bill occurs when it is introduced.

Fiscal Bill

Generally, a measure that contains an appropriation of funds or requires a state agency to incur additional expense. The Legislative Counsel's designation of whether a bill is a fiscal bill appears at the end of the Digest found in the printed bill. Fiscal bills must be heard by the Assembly and Senate Appropriations Committees in addition to the policy committees in each house

Fiscal Committee

The Appropriations Committee in the Assembly and the Appropriations Committee in the Senate, to which each fiscal bill is referred upon approval by policy committee. If the fiscal committee approves a bill, it then moves to the floor.

Fiscal Deadline

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

Fiscal Year

The 12-month period on which the state budget is planned, beginning July 1 and ending June 30 of the following year. The federal fiscal year begins October 1 and ends September 30 of the following year.

Floor

- (1) The Assembly or Senate Chamber.
- (2) The term used to describe the location of a bill or the type of session, connoting action to be taken by the house. Matters may be said to be "on the floor."

Floor Manager

The legislator responsible for taking up a measure on the floor. This is always the bill's author in the house of origin, and a Member of the other house designated by the author when the bill is considered by the other house. The name of the floor manager in the other house appears in parentheses after the author's name in the second or third reading section of the Daily File.

Floor Pass

A visitor may not observe the Assembly or Senate from the rear of the chamber without a floor pass. Assembly passes are issued by the Speaker's office; Senate passes are issued by the President pro Tempore's office. Passes are not required for the viewing area in the gallery above the chamber.

Foreign Amendments

Amendments not drafted by the Office of Legislative Counsel

Four-Day File Notice

As set forth in Joint Rule 62(a), the requirement that each bill in the first committee of reference be noticed in the Daily File for four days prior to the committee hearing at which it will be considered. At a second or subsequent committee of reference, a notice of only two days is required.

G

Germaneness

Referring to the legislative rule requirement that an amendment to a bill be relevant to the subject matter of the bill as introduced. The Legislative Counsel may be asked to opine on germaneness, but the matter is subject to final determination by the full Assembly, or the Senate Committee on Rules.

Governor's Budget

The spending plan submitted by the Governor in January for the next fiscal year (see Budget).

Grandfathering

When a preexisting situation is exempted from the requirements of a new law.

H

Handbook

The 3" x 5-3/4" hardbound edition of "California Legislature" published for each two-year legislative session. Contains indexed versions of the Assembly, Senate, and Joint Rules; biographies of members; and other useful information. Published by the Chief Clerk of the Assembly and Secretary of the Senate.

Hearing

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

Held in Committee

Status of a bill that fails to receive sufficient affirmative votes to pass out of committee.

Hijack

Adoption of amendments that delete the contents of a bill and insert provisions on a different subject (see Germaneness). May occur with or without the author's permission.

House

In California, refers to either the Senate or the Assembly.

I

Inactive File

The portion of the Daily File containing legislation that is ready for floor consideration, but, for a variety of reasons, is dormant. An author may move a bill to the inactive file, and move it off the inactive file at a later date. During the final weeks of the legislative session, measures may be moved there by the leadership as a method of encouraging authors to take up their bills promptly.

Initiative

A legislative proposal to change statutory law or the California Constitution, submitted directly by members of the public rather than by the Legislature, and requiring voter approval at a statewide election. To qualify for a statewide ballot, a statutory initiative must receive signatures equal to 5 percent, and a constitutional amendment initiative must receive signatures equal to 8 percent, of the votes for all candidates for Governor at the last gubernatorial election.

Interim

The period of time between the end of a legislative year and the beginning of the next legislative year. The legislative year ends on August 31 in even-numbered years and in mid-September in odd-numbered years.

Interim Study

The assignment of the subject matter of a bill to the appropriate committee for study during the period the Legislature is not in session.

J

Joint Committee

A committee composed of equal numbers of Assembly Members and Senators.

Joint Resolution

A resolution expressing the Legislature's opinion about a matter within the jurisdiction of the federal government, which is forwarded to Congress for its information. Requires the approval of both Assembly and Senate but does not require signature of the Governor.

Joint Session

The Assembly and Senate meeting together, usually in the Assembly Chamber. The purpose ordinarily is to receive special information such as the Governor's State of the State address.

Journal

See Daily Journal.

L

Laws

The rules adopted by formal governmental action that govern our lives in various respects.

Lay On The Table

A motion to temporarily postpone consideration of a matter before a committee or the house, such that the matter may later be brought up for consideration by a motion to "take from the table."

Legislative Advocate

An individual (commonly known as a lobbyist) engaged to present to legislators the views of a group or organization. The law requires formal registration with the Secretary of State if an individual's lobbying activity exceeds 25 contacts with decision makers in a two-month period.

Legislative Analyst

The Legislative Analyst, who is a legislative appointee, and his or her staff provide thorough, nonpartisan analysis of the budget submitted by the Governor; also analyze the fiscal impact of other legislation and prepare analyses of ballot measures published in the state ballot pamphlet.

Legislative Counsel

The Legislative Counsel (who is appointed jointly by both houses) and his or her legal staff are responsible for, among other things, drafting all bills and amendments, preparing the Digest for each bill, providing legal opinions, and representing the Legislature in legal proceedings.

Legislative Counsel's Digest

See Digest.

Legislative Data Center

Department of the Office of Legislative Counsel that maintains the Legislative Information System, operates the database under which legislation is drafted and conveyed to the Office of State Publishing to be printed, and otherwise provides technological support to the Legislature.

Legislative Information System (LIS)

A database containing bill analyses, bill status, bill text, votes, and other useful information for bill tracking and research by legislative employees in Sacramento and district offices. The system is maintained by the Legislative Data Center, which is a part of the Office of Legislative Counsel. (leginfo.legislature.ca.gov)

Lieutenant Governor

The President of the Senate, as so designated by the California Constitution, allowing him or her to preside over the Senate and cast a vote only in the event of a tie. If the Governor cannot assume his or her duties or is absent from the state, the Lieutenant Governor assumes that office for the remainder of the term or during the absence.

Line Item Veto

See Blue Pencil.

Lobbyist

See Legislative Advocate.

Lobbyist Book

The Directory of Lobbyists, Lobbying Firms, and Lobbyist Employers published every legislative session by the Secretary of State. Photos and addresses of lobbyists are included with a list of the clients each represents. Employers of lobbyists are also listed alphabetically. cal-access.sos.ca.gov/Lobbying

Lower House

The Assembly

M

Majority Floor Leader

Assembly Member or Senator who is an issues and political strategist for their respective majority party, second in command to the Assembly Speaker or Senate President Pro Tempore. Elected by the members of the Assembly or Senate's majority party.

Majority Vote

A vote of more than half of the legislative body considering a measure. Constituted by 41 votes in the Assembly, and by 21 votes in the Senate.

Majority Whip

One of the members of the majority party's leadership team in the Assembly or Senate; responsible for monitoring legislation and securing votes for legislation on the floor.

Mason's Manual

The reference manual that governs matters of parliamentary procedure that are not covered by the Legislature's own written rules.

May Revision

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

Measure

A bill, resolution, or constitutional amendment that is considered by the Legislature.

Minority Floor Leader

The highest-ranking minority party post in each house; chief policy and political strategist for the minority party.

Minority Whip

One of the members of the minority party's leadership team in the Assembly or Senate; responsible for monitoring legislation and securing votes for legislation on the floor.

Minutes

An accurate record of the proceedings (see Daily Journal).

Motion

A formal proposal for action made by a legislator during a committee hearing or floor session.

N

Nonfiscal Bill

A measure not having specified financial impact on the state and, therefore, not required to be heard in an Assembly or Senate fiscal committee as it moves through the legislative process. Nonfiscal bills are subject to different legislative calendar deadlines than fiscal bills.

O

Officers

Those Members and employees of the Legislature who are elected by the membership of each house at the beginning of each session to perform specific functions on behalf of the house. Assembly officers include the Speaker, Speaker pro Tempore, Chief Clerk, and Sergeant-at-Arms. Senate officers include the President pro Tempore, Secretary of the Senate, and Sergeant-at-Arms.

On Call

A roll call vote in a committee or an Assembly or Senate floor session that has occurred but has not yet been concluded or formally announced. Members may continue to vote or change their votes as long as a measure remains "on call." Calls are usually placed at the request of a bill's author in an effort to gain votes. Calls can be lifted by request any time during the committee hearing or floor session, but cannot be carried over into the next legislative day.

On File

A bill on the second or third reading file of the Assembly or Senate Daily File.

Out of Order

A parliamentary ruling by the presiding officer of a committee or the house that a matter is not, at that time, appropriate for consideration by the body.

Override

Enactment of a bill despite the Governor's veto, by a vote of two thirds of the members of each house (27 votes in the Senate and 54 votes in the Assembly).

P

Parliamentary Inquiry

A procedural question posed by a legislator during a committee hearing or floor session. A member must be recognized for this purpose and the question answered by the committee chair or presiding officer.

Pass on File

A bill is taken up during a floor session by its author or floor manager according to its order in the Assembly or Senate Daily File. An author may choose to "pass on file," thus temporarily giving up his or her opportunity to take up a measure on the floor.

Passage

Adoption of a measure by the Assembly or the Senate.

Per Diem

(literally: per day) Daily living expense payment made to legislators when a house is in session.

Petition

A formal request submitted to the Legislature by an individual or group of individuals.

Point of Order

A request that the presiding officer remedy a breach of order or of the rules.

Point of Personal Privilege

Assertion by a Member that his or her rights, reputation, or conduct have been impugned, entitling the Member to repudiate the allegations.

Postpone

A motion to delay action on a matter before the house.

President Of The Senate

See Lieutenant Governor.

President Pro Tempore Of The Senate

(literally: for the time) Highest-ranking member of the Senate; also chairs the Senate Committee on Rules. Elected by Senators at the beginning of each two-year session.

Presiding

Managing the proceedings during a floor session. In the Assembly, the presiding officer can be the Speaker, Speaker pro Tempore, or any other Assembly Member appointed by the Speaker. In the Senate, the presiding officer can be the President, President pro Tempore, or any other Senator appointed by the President pro Tempore.

Press Conference

A presentation of information to a group of reporters. Press conferences are frequently held in Room 1190 of the Capitol, the Governor's press room, which is available to Members on a reservation basis (445-4571).

Previous Question

If a Member seeks to cut off all further debate on a measure, he or she may call the previous question to seek to compel the body to vote immediately on the issue.

Principal Coauthor

A Member who is so designated on a bill or other measure, indicating that the Member is a primary supporter

of the measure.

Privilege of the Floor

Permission given, by the presiding officer, to view the proceedings from the floor of the Chamber, rather than from the gallery. Members request that permission on behalf of constituents or other guests.

Put Over

A motion to delay action on a measure until a future date.

Q

Quorum

A simple majority of the membership of a committee or the Assembly or Senate; the minimum number of legislators needed to begin conducting official business. The absence of a quorum is grounds for immediate adjournment of a committee hearing or floor session.

Quorum Call

Transmitting the message that members are needed to establish a quorum so that proceedings may begin.

R

Reading

Presentation of a bill before the house by reading its number, author, and title. A bill is on either first, second, or third reading until it is passed by both houses.

Reapportionment

Revising the allocation of congressional seats based on census results. Also used to refer to redistricting (the revision of legislative district boundaries) to reflect census results.

Recess

(1) An official pause in a committee hearing or floor session that halts the proceedings for a period of time but does not have the finality of adjournment.

(2) A break of more than four days in the regular session schedule such as the "Easter recess."

Reconsideration

A motion giving the opportunity to take another vote on a matter previously decided in a committee hearing or floor session.

Referendum

The method, used by members of the public, by which a measure adopted by the Legislature may be submitted to the electorate for a vote. A referendum petition must be signed by electors equal in number to 5 percent of the votes for all candidates for Governor at the last gubernatorial election.

Rescind

A motion to revoke an action previously taken.

Resolution

See Concurrent Resolution and Joint Resolution.

Roll Call

Recording the vote of each member of a committee or of the full Assembly or Senate. Committee roll calls are conducted by the committee secretary, who calls each member's name in alphabetical order with the name of the chair called last. Assembly roll calls are conducted electronically, with each Member pushing a button from his or her assigned seat. Senate roll calls are conducted by the Reading Clerk, who reads each Senator's name in alphabetical order.

Rule Waiver

Exemption to the Assembly, Senate, or Joint Rules, for which formal permission must be granted.

Rules

Principles formally adopted to govern the operation of either or both houses. These include Standing Rules of the Assembly, Standing Rules of the Senate, and Joint Rules of the Senate and Assembly.

S

Second Reading

Each bill introduced must be read three times before final passage. Second reading occurs after a bill has been reported to the floor from committee.

Second Reading File

The portion of the Daily File that lists measures that have been reported out of committee. Measures stay on the second reading file for one legislative day before moving to the third reading portion of the File.

Secretary of the Senate

A Senate employee serving as principal parliamentarian and record keeper for the Senate, elected by Senators at the beginning of each two-year session. The Senate Secretary and his or her staff are responsible for publishing the Senate daily and weekly publications.

Section

Ordinarily, a portion of the California Codes or other statutory law; alternatively, a portion of the text of a bill. The text of code sections is set forth in bills as proposed to be amended, repealed, or added.

Senate

The house of the California Legislature consisting of 40 members elected from districts apportioned on the basis of population, one-half of whom are elected or re-elected every two years for four-year terms.

Sergeant-At-Arms

Employee responsible for maintaining order and providing security for the Legislature. The Chief Sergeant-at-Arms in each house is elected by the Members of that house at the beginning of every legislative session.

Session

The period during which the Legislature meets. The Legislature may meet in either regular or special (extraordinary) session.

Short Committee

A hearing of a committee attended by less than a quorum of the members of the committee.

Sine Die

See Adjournment Sine Die.

Speaker

The presiding officer of the Assembly, elected by the membership of the Assembly at the beginning of the two-year session. This is the highest-ranking Member of the Assembly.

Speaker Pro Tempore

Member, appointed to this office by the Speaker, who presides over a floor session of the Assembly at the request of the Speaker.

Special Order of Business

Occasionally a bill is of such importance that advance notice is given as to when it will be considered by the Assembly or Senate. Notice is given during a floor session by requesting unanimous consent to set the bill as a special order of business on a specific date and time. This assures adequate time for debate and allows all Members the opportunity to be present.

Sponsor

The Member of the Legislature, private individual, or group who develops a measure and advocates its passage.

Spot Bill

A bill that proposes nonsubstantive amendments to a code section in a particular subject; introduced to assure that a bill will be available, subsequent to the deadline to introduce bills, for revision by amendments that are germane to the subject of the bill.

State Auditor

Head of the Bureau of State Audits, which conducts financial and performance audits of the state and local government agencies at the request of the Joint Legislative Audit Committee.

State Mandate

State legislative enactment or administrative regulation that mandates a new program or higher level of service on the part of a local government, the costs of which are required by the California Constitution to be reimbursed.

Statutes

Enacted bills, which are chaptered by the Secretary of State in the order in which they become law.

Subcommittee

A subgroup of a full committee, appointed to perform work on one or more functions of the committee.

Summary Digests

Digests of each bill enacted in a two-year session, as prepared and compiled by the Legislative Counsel. The measures are listed by chapter number, reflecting the order in which they were signed into law.

Suspend the Constitution

A motion to waive requirements that the California Constitution imposes, but permits to be waived in a specified manner. A motion to suspend requires an extraordinary vote.

T

Table

See Lay on the Table.

Tax Levy

Any bill that imposes, repeals, or materially alters a state tax. The Legislative Counsel indicates in the title and Digest of the bill whether the bill is a tax levy.

Third House

Collective reference to lobbyists (see Legislative Advocates).

Third Reading

Each bill introduced must be read three times before final passage. Third reading occurs when the measure is about to be taken up on the floor of either house for final passage.

Third Reading Analysis

A summary of a measure that is ready for floor consideration. Describes most recent amendments and contains information regarding how Members voted on the measure when it was heard in committee. Senate floor analyses also list support or opposition by interest groups and government agencies.

Third Reading File

That portion of the Daily File listing the bills that are ready to be taken up for final passage.

Title

The material on the first page of a bill that identifies the provisions of law affected by the bill and the subject matter of the bill.

Two-Thirds Vote

In the Assembly, 54; in the Senate, 27. Required, for example, for urgency measures and most measures making appropriations from the General Fund.

U

Unanimous Consent

The consent of all of those Members present, ordinarily presumed to exist in the absence of objection.

Unfinished Business

That portion of the Daily File that contains measures awaiting Senate or Assembly concurrence in amendments adopted by the other house. Also contains measures vetoed by the Governor for a 60-day period after the veto or Governor's Appointments for confirmation.

Unicameral

A legislature consisting of one house (Nebraska has the only unicameral state legislature).

Upper House

The Senate.

Urgency Clause

Section of a bill stating that the bill will take effect immediately upon enactment. A vote on the urgency clause, requiring a two-thirds vote in each house, must precede a vote on the bill.

Urgency Measure

A bill affecting the public peace, health, or safety, containing an urgency clause, and requiring a two-thirds vote for passage. An urgency bill becomes effective immediately upon enactment.

V**Veto**

The Governor's formal rejection of a measure passed by the Legislature. The Governor may also exercise a line item veto, whereby the amount of an appropriation is reduced or eliminated, while the rest of the bill is approved (see Blue Pencil). A veto may be overridden by a two-thirds vote in each house.

Voice Vote

A vote that requires only an oral "aye" or "no," with no official count taken. The presiding officer determines whether the "ayes" or "noes" carry.

2019 TENTATIVE LEGISLATIVE CALENDAR

COMPILED BY THE OFFICE OF THE SECRETARY OF THE SENATE AND THE OFFICE OF THE CHIEF CLERK
October 31, 2018 (revised)

DEADLINES

JANUARY						
S	M	T	W	TH	F	S
		<u>1</u>	2	3	4	5
6	<u>7</u>	8	9	<u>10</u>	11	12
13	14	15	16	17	18	19
20	<u>21</u>	22	23	24	<u>25</u>	26
27	28	29	30	31		

- [Jan. 1](#) Statutes take effect (Art. IV, Sec. 8(c)).
- [Jan. 7](#) Legislature **reconvenes** (J.R. 51(a)(1)).
- [Jan. 10](#) Budget must be submitted by Governor (Art. IV, Sec. 12(a)).
- [Jan. 21](#) Martin Luther King, Jr. Day.
- [Jan. 25](#) Last day to submit **bill requests** to the Office of Legislative Counsel

FEBRUARY						
S	M	T	W	TH	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	<u>18</u>	19	20	21	<u>22</u>	23
24	25	26	27	28		

- [Feb. 18](#) Presidents' Day.
- [Feb. 22](#) Last day for **bills to be introduced** (J.R. 61(a)(1)), (J.R. 54(a)).

MARCH						
S	M	T	W	TH	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	<u>29</u>	30
31						

- [Mar. 29](#) Cesar Chavez Day observed.

APRIL						
S	M	T	W	TH	F	S
	1	2	3	4	5	6
7	8	9	10	<u>11</u>	12	13
14	15	16	17	18	19	20
21	<u>22</u>	23	24	25	<u>26</u>	27
28	29	30				

- [Apr. 11](#) **Spring recess** begins upon adjournment of this day's session (J.R. 51(a)(2)).
- [Apr. 22](#) Legislature **reconvenes** from Spring recess (J.R. 51(a)(2)).
- [Apr. 26](#) Last day for **policy committees** to hear and report to **fiscal committees** **fiscal bills** introduced in their house (J.R. 61(a)(2)).

MAY						
S	M	T	W	TH	F	S
			1	2	<u>3</u>	4
5	6	7	8	9	<u>10</u>	11
12	13	14	15	16	<u>17</u>	18
19	20	21	22	23	24	25
26	<u>27</u>	<u>28</u>	<u>29</u>	<u>30</u>	<u>31</u>	

- [May 3](#) Last day for **policy committees** to hear and report to the Floor **nonfiscal bills** introduced in their house (J.R. 61(a)(3)).
- [May 10](#) Last day for **policy committees** to meet prior to June 3 (J.R. 61(a)(4)).
- [May 17](#) Last day for **fiscal committees** to hear and report to the Floor bills introduced in their house (J.R. 61(a)(5)). Last day for **fiscal committees** to meet prior to June 3 (J.R. 61(a)(6)).
- [May 27](#) Memorial Day.
- [May 28-31](#) **Floor Session Only.**
No committees, other than conference or Rules committees, may meet for any purpose (J.R. 61(a)(7)).

- [May 31](#) Last day for bills to be **passed out of the house of origin** (J.R. 61(a)(8)).

*Holiday schedule subject to Rules committee approval.

2019 TENTATIVE LEGISLATIVE CALENDAR

COMPILED BY THE OFFICE OF THE SECRETARY OF THE SENATE AND THE OFFICE OF THE CHIEF CLERK
October 31, 2018 (revised)

JUNE						
S	M	T	W	TH	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30						

Jun. 3 Committee meetings may resume (J.R. 61(a)(9)).

Jun. 15 **Budget Bill** must be passed by **midnight** (Art. IV, Sec. 12(c)(3)).

JULY						
S	M	T	W	TH	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

Jul. 4 Independence Day.

Jul. 10 Last day for **policy committees** to hear and report **fiscal bills** to **fiscal committees** (J.R. 61(a)(10)).

Jul. 12 Last day for **policy committees** to meet and report bills (J.R. 61(a)(11)). **Summer recess** begins upon adjournment of this day's session, provided Budget Bill has been passed (J.R. 51(a)(3)).

AUGUST						
S	M	T	W	TH	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

Aug. 12 **Legislature reconvenes** from Summer recess (J.R. 51(a)(3)).

Aug. 30 Last day for **fiscal committees** to meet and report bills to Floor (J.R. 61(a)(12)).

SEPTEMBER						
S	M	T	W	TH	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

Sep. 2 Labor Day.

Sep. 3-13 **Floor Session Only**. No committees, other than conference and Rules committees, may meet for any purpose (J.R. 61(a)(13)).

Sep. 6 Last day to **amend bills on the floor** (J.R. 61(a)(14)).

Sep. 13 Last day for **each house to pass bills** (J.R. 61(a)(15)). **Interim Study Recess** begins upon adjournment of this day's session (J.R. 51(a)(4)).

*Holiday schedule subject to Senate Rules committee approval.

IMPORTANT DATES OCCURRING DURING INTERIM STUDY RECESS

2019

Oct. 13

Last day for Governor to sign or veto bills passed by the Legislature on or before Sep. 13 and in the Governor's possession after Sep. 13 (Art. IV, Sec.10(b)(1)).

2020

Jan. 1

Statutes take effect (Art. IV, Sec. 8(c)).

Jan. 6

Legislature reconvenes (J.R. 51 (a)(4)).

Federal Government

The Constitution of the United States divides the federal government into three branches to make sure no individual or group will have too much power:

Legislative - Makes laws (Congress—House of Representatives and Senate)

Executive - Carries out laws (president, vice president, Cabinet, most federal agencies)

Judicial - Evaluates laws (Supreme Court and other courts)

Each branch of government can change acts of the other branches:

- The president can veto legislation created by Congress and nominates heads of federal agencies.
- Congress confirms or rejects the president's nominees and can remove the president from office in exceptional circumstances.
- The Justices of the Supreme Court, who can overturn unconstitutional laws, are nominated by the president and confirmed by the Senate.
- This ability of each branch to respond to the actions of the other branches is called the system of checks and balances.

Legislative Branch

The U.S. Congress makes the laws and is bicameral, meaning it is made up of two bodies - the Senate and the House of Representatives.

Senate	House
100 members - 2 from each state	435 members - based on each state's population (CA has 53)
6 year term limits	2 year term limits
Members represent the entire state	Members represent districts within the state
Weaker centralization of power, less leadership	Stronger centralization of power, more leadership
Confirms Presidential nominees	Doesn't confirm nominees
Ratifies treaties	Doesn't ratify treaties
Cannot introduce revenue or appropriations bills	Originates all revenue and appropriations bills
Unlimited debate	Limited debate

Executive Branch

The executive branch carries out and enforces laws. It includes the president, vice president, the Cabinet, executive departments, independent agencies, and other boards, commissions, and committees.

Key roles of the executive branch include:

President - The president leads the country. He or she is the head of state, leader of the federal government, and Commander in Chief of the United States Armed Forces. The president serves a four-year term and can be elected no more than two times.

Vice President - The vice president supports the president. If the president is unable to serve, the vice president becomes president. The vice president can be elected and serve an unlimited number of four-year terms as vice president, even under a different president.

The Cabinet - Cabinet members serve as advisors to the president. They include the vice president, heads of executive departments, and other high-ranking government officials. Cabinet members are nominated by the president and must be approved by a simple majority of the Senate - 51 votes if all 100 Senators vote.

Judicial Branch

The judicial branch interprets the meaning of laws, applies laws to individual cases, and decides if laws violate the Constitution. It's comprised of the Supreme Court and other federal courts.

- Supreme Court - The Supreme Court is the highest court in the United States. The Justices of the Supreme Court are nominated by the president and must be approved by the Senate.
 - Nine members make up the Supreme Court - a Chief Justice and eight Associate Justices. There must be a minimum or quorum of six Justices to decide a case.
 - If there is an even number of Justices and a case results in a tie, the lower court's decision stands.
 - There is no fixed term for Justices. They serve until their death, retirement, or removal in exceptional circumstances.
- Federal Courts and Judicial Agencies – The Constitution gives Congress the authority to establish other federal courts to handle cases that involve federal laws including tax and bankruptcy, lawsuits involving U.S. and state governments or the Constitution, and more. Other federal judicial agencies and programs support the courts and research judicial policy.