

KENTUCKY SOCIAL WORK
LOBBY DAY

MARCH 5, 2024



TOOLKIT TABLE OF CONTENTS

Tips for Effective Citizen Lobbying	p. 2-5
How Bills Become Law in Kentucky	p. 6
Navigating the 2024 Kentucky Legislative Website	p. 7-8
Capitol Grounds Walking Tour	p. 9-10
Kentucky General Assembly 2024 Accessibility	p. 11-15
Legislative Glossary	p. 16-24
NASW Code of Ethics	p. 25
How to Get Licensed as a Social Worker in Kentucky	p. 26
Kentucky Social Work Organizations and Acknowledgements	p. 27-29
Certificate of Participation	p. 30

Tips for Effective Citizen Lobbying

Lobbying Tip Sheet

- ➔ Take the long-term view of your relationship with each legislator.
- ➔ Tell personal stories. Why is the issue important to you?
- ➔ Do your homework. You should know the basic facts of the bill, the bill number, who the sponsors are, and where it is in the legislative process.
- ➔ Always be more reasonable than our opponents. Stay calm, cool, respectful and firm.
- ➔ Understand that your job is to educate lawmakers about issues and bills they may not be familiar with.
- ➔ Ask directly for their support. "Will you vote for this bill?"
- ➔ Say thank you, no matter his/her response, and send a note.

- ⊗ Don't make stuff up. If you don't know the answer to a question, say that you will find out. Be sure to follow up!
- ⊗ Don't threaten lawmakers. Don't make disrespectful statements. (Be hard on the issues, not the people.)
- ⊗ Don't assume that lawmakers know every bill or issue.
- ⊗ Don't get discouraged. You have every right to be heard. Your voice and your perspective matter.

Tips for Effective Citizen Lobbying

Calling your Legislator

If you cannot reach the legislator directly, leave a phone number where calls can be returned to and ask to speak to available staff. They will notify the legislator of contact of calls received and are often very helpful.

Before you call, jot down the main points that you want to include in your conversation. Practice what you are going to say.

- Ask to speak directly to the legislator.
- Identify yourself and where you are from (city, county).
- Be brief and concise. State the purpose for your call.
- Express your appreciation if the legislator is supportive of your issue. If the legislator is undecided, offer to provide more information.
- If you know the bill number and title, be sure to refer to it in your conversation.
- Be prepared to spend more time if the legislator wants more information.
- Remember to be courteous and to thank the legislator or staff person for their time.
- Send a follow - up letter restating the substance of the call and the legislator's position on the issue as it was understood (whether there was direct contact with the legislator or with their staff). Again, thank the legislator for their time.

NOTE: The content of a phone call to a legislator is very similar to that of a letter. Be prepared to answer questions and provide additional information. Following is a sample phone call script that you can use as a guide for calling legislators.

Tips for Effective Citizen Lobbying

Sample Letter/Email to a Legislator

Dear Senator or Representative,

As a Social Worker and voter in your district, I welcome you to the [Insert Year] session for the Kentucky General Assembly. I'd also like to take this opportunity to introduce myself.

(Take 1 PARAGRAPH to describe your social work practice or if you're a student, the type of social work practice you're planning to go into). I am a Licensed Social Worker and member of the Kentucky Chapter of the National Association of Social Workers. I provide clinical social work services including therapy with individuals, groups, and families at the XYZ mental health center in Your Town. I have been practicing here since 1990.

(Take 1 PARAGRAPH to describe the most pressing things you see or experience in your practice) While I love the practice of social work, the many hurdles my clients must face in using my services do frustrate me. Sometimes treatment is denied or they cannot utilize their health insurance and must pay out of pocket. It is my hope that we can discuss these issues further.

Please don't hesitate to contact me if I can ever serve as a resource, and I look forward to further contacts with you.

Sincerely,

Jane Addams, MSW, LCSW

Tips for Effective Citizen Lobbying

Sample Letter/Email to a Legislator

Your Address
City, state, zip code
Phone number
Date

The Honorable (full name)
Address

Dear Representative OR Senator (last name):

I am a registered voter in (City, County, District) and I work in the field of (mental health, school social work, public welfare, etc.). It has come to my attention that the KY General Assembly is considering (describe action and give a bill number). I am concerned about the negative impact this action will have on (client/group)...OR, I support this bill (give reasons for support. Also, give cost implications and anecdotal information about client impact.).

These services are critical to my clients and to many others in Kentucky with similar issues.

I realize that you are faced with many tough decisions but providing services to people who desperately need them should be a priority. Have the courage to do the right thing and invest in all our people. Please let me know your position on (your issue).

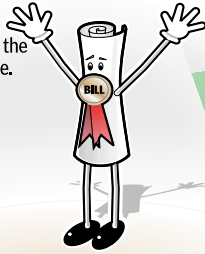
Sincerely,

Your name, Title, Credentials

How bills become law in Kentucky

1 A bill is introduced

Bills are filed in the House or Senate.



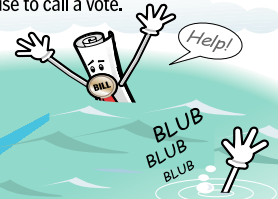
2 To committee

Once filed, a bill gets a number and is referred to a committee that handles similar topics. An anti-pollution bill, for example, would go to the House Natural Resources and Environment Committee. A bill can be amended in committee.



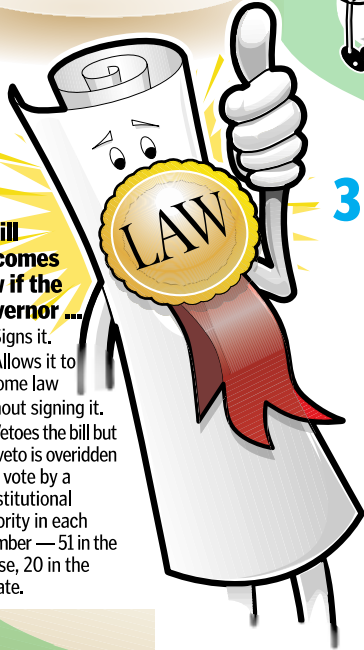
Troubled waters

A bill can be assigned to a committee whose chairman opposes it. The chairman can refuse to schedule the bill for a hearing — known as “stalling” it — or allow a hearing but refuse to call a vote.



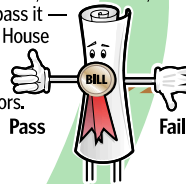
8 A bill becomes law if the governor ...

- Signs it.
- Allows it to become law without signing it.
- Vetoes the bill but the veto is overridden by a vote by a constitutional majority in each chamber — 51 in the House, 20 in the Senate.



3 Floor vote

When a committee passes a bill, it goes back to the House or Senate for a floor debate and vote, where a majority of voting members, in most cases, is enough to pass it — 51 if all 100 House members vote, or 20 of 38 senators.



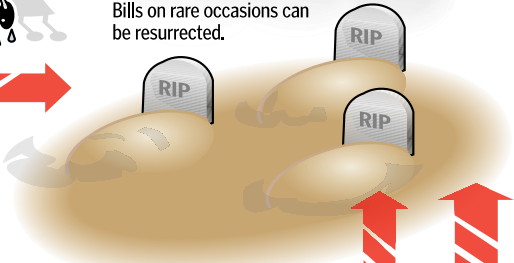
Rescuing a bill

If a majority opposes holding a bill in committee, they can vote to “discharge” it from the committee and send it to the floor. But this rarely happens.



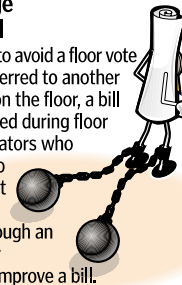
Bill graveyard

Bills on rare occasions can be resurrected.



Adding baggage or gutting a bill

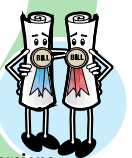
Opponents can try to avoid a floor vote by getting a bill referred to another committee. Once on the floor, a bill can also be amended during floor debates, and legislators who oppose it can try to minimize its impact — known as “gutting” it — through an amendment. Other amendments can improve a bill.



5 Compromise

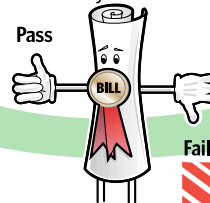
If the House and Senate pass different versions of a bill, each chamber appoints members to a conference committee to work out a compromise. The agreed-upon version then goes back to each chamber for a final vote.

If the conference committee fails to reach a compromise, the bill dies.



4 On to the other chamber

When the Senate passes a bill that was introduced there, it then goes to the House and is referred to a House committee, and vice versa. The bill goes through the same committee and floor vote procedures. In addition to the usual committee and floor debate risks, bills that pass one chamber can run into greater opposition once they go to the other side, especially when the House and Senate are controlled by different political parties.



Bills can be held “hostage” — set aside until the Senate or House acts on bills considered a priority by the other chamber.



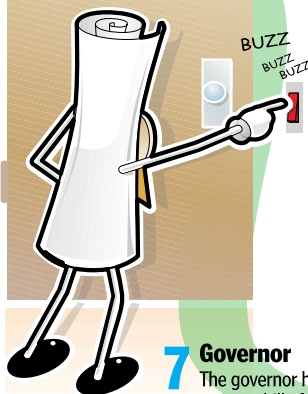
6 Final vote

If the House and Senate accept the compromise, the bill passes and goes to the governor. If either chamber doesn't like the compromise, lawmakers can reject it.



7 Governor

The governor has 10 days to act on a bill after receiving it.



A bill will not become law if ...

- The governor vetoes the bill and the House or Senate fails to override the veto.

Source: Courier-Journal research

By Steve Reed, The Courier-Journal

Navigating the 2024 Kentucky Legislative Website

<https://legislature.ky.gov/>

We have made it easy to access the many different sections of the website simply by clicking ‘open hyperlink.’ As social workers, social work students, and voters, it is critical we become familiar with our legislative process. Please take some time to review each link so you can become informed and active in Kentucky policy and advocacy!

SOCIAL WORK IS POLITICAL!

CALL 1-800-372-7181

MONDAY THROUGH FRIDAY 8:00AM-4:30PM/EST

****EXCEPT DURING THE LEGISLATIVE SESSION the hours are****

- 7:00AM-11:00PM Monday-Thursday
- 7:00AM-6:00PM Friday

You can leave a message of **support** OR **opposition** for bills and can call every day. You can have your message shared with:

- your Representative
- your Senator
- the Committee sponsoring the bill
- AND/OR the entire General Assembly

****Please keep your message SHORT as EVERY WORD IS recorded as spoken.****
NO FOUL LANGUAGE PLEASE.

LRC provides several toll-free Numbers.*

Legislative Message Line	1-800-372-7181
Bill Status Line	1-866-840-2835
Kentucky Relay Service	711
Calendar (Meetings) Line	1-800-633-9650
En Español Solamente durante la sesión legislativa	1-866-840-6574

**Toll-free numbers are operational only in Kentucky*

Navigating the 2024 Kentucky Legislative Website

LEGISLATIVE RESEARCH COMMISSION

Main Phone: 502-564-8100

Address: 700 Capital Ave., Frankfort, KY 40601

Please **CLICK ON EACH SECTION** to be directed to the specific information on the legislative website. If you have trouble accessing these links, please refer to:

<https://legislature.ky.gov>

- [Bills](#)
- [Kentucky Law](#)
- [Kentucky Revised Statutes](#)
- [Kentucky Administrative Regulations](#)
 - [KAR FAQs](#)
 - [Registers](#)
 - [Emergency Regulations by Number](#)
 - [Last Effective Dates, Expirations, and Certifications](#)
- [Legislators](#)
 - [Find your legislator](#)
- [Legislative Calendar](#)
- [Schedules & Calendars](#)
- [Search](#)
- [Committees](#)
 - [House Standing Committees](#)
 - [Senate Standing Committees](#)
 - [Interim Joint Committees](#)
 - [Special Committees](#)
 - [Caucuses](#)
 - [Statutory Committees](#)
- [Public Services](#)

WATCH LIVE!

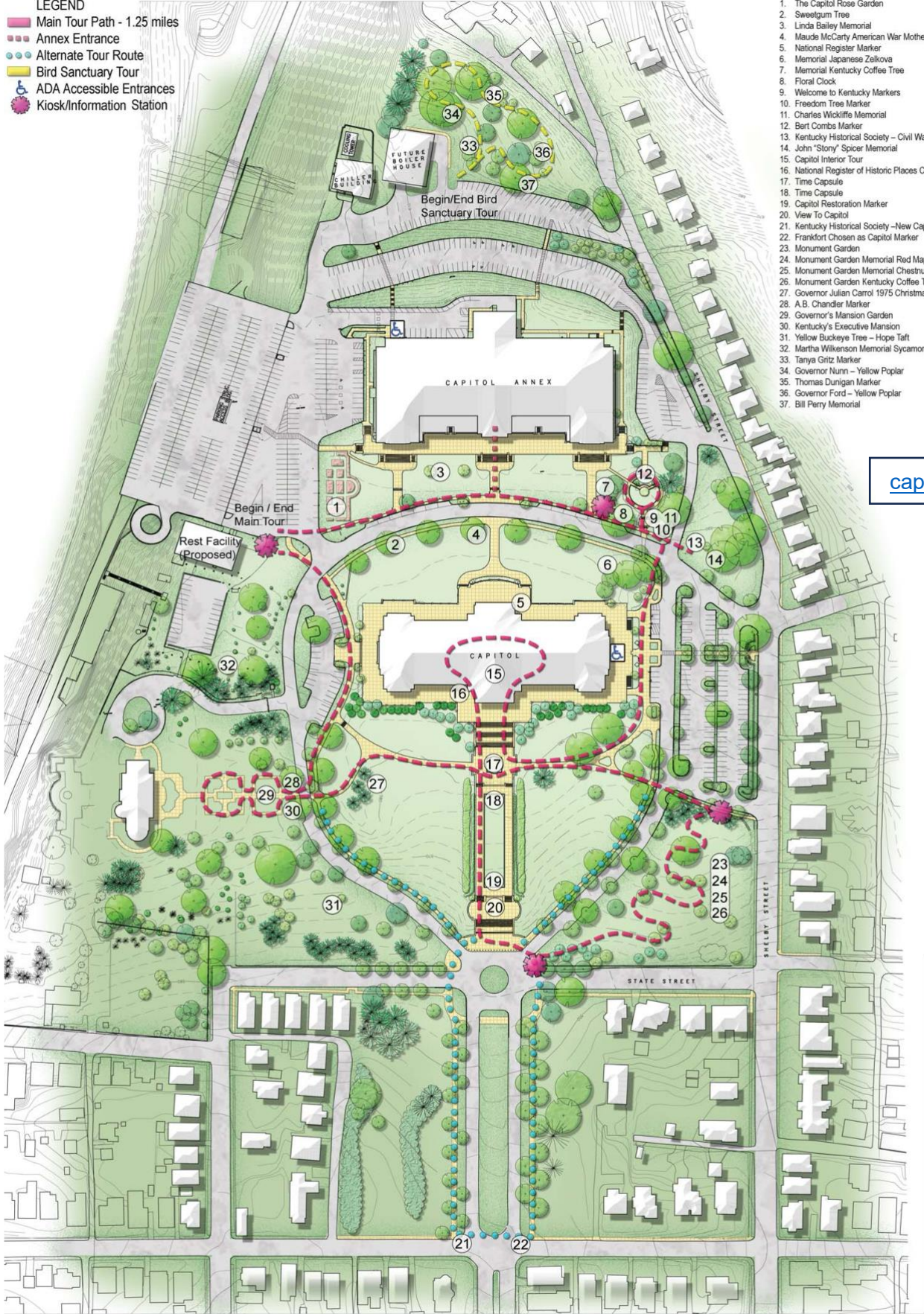
- [KET Livestream](#) (there's an app for that!)
- [Watch committee meetings on YouTube](#)
- <https://www.facebook.com/NASWKentucky/>

LEGEND

- Main Tour Path - 1.25 miles
- - - Annex Entrance
- - - Alternate Tour Route
- - - Bird Sanctuary Tour
- ADA Accessible Entrances
- Kiosk/Information Station

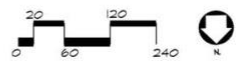
1. The Capitol Rose Garden
2. Sweetgum Tree
3. Linda Bailey Memorial
4. Maude McCarty American War Mothers Memorial
5. National Register Marker
6. Memorial Japanese Zelkova
7. Memorial Kentucky Coffee Tree
8. Floral Clock
9. Welcome to Kentucky Markers
10. Freedom Tree Marker
11. Charles Wickliffe Memorial
12. Bert Combs Marker
13. Kentucky Historical Society - Civil War Marker
14. John "Stony" Spicer Memorial
15. Capitol Interior Tour
16. National Register of Historic Places Capitol Marker
17. Time Capsule
18. Time Capsule
19. Capitol Restoration Marker
20. View To Capitol
21. Kentucky Historical Society - New Capitol Marker
22. Frankfort Chosen as Capitol Marker
23. Monument Garden
24. Monument Garden Memorial Red Maple
25. Monument Garden Memorial Chestnut Tree
26. Monument Garden Kentucky Coffee Tree
27. Governor Julian Carroll 1975 Christmas Tree
28. A.B. Chandler Marker
29. Governor's Mansion Garden
30. Kentucky's Executive Mansion
31. Yellow Buckeye Tree - Hope Taft
32. Martha Wilkenson Memorial Sycamore
33. Tanya Gritz Marker
34. Governor Nunn - Yellow Poplar
35. Thomas Dunigan Marker
36. Governor Ford - Yellow Poplar
37. Bill Perry Memorial

capitol.ky.gov



Tour Route

Capitol Grounds Walking Tour



Capitol Grounds Walking Tour

In January 1905, a special session of the Kentucky Legislature was called to consider a site for a new State Capitol building, due to the rising need for more space as well as space with modern technologies. An appropriation of \$40,000 was allotted for the purchase of the land and preparation for the new building. The site chosen was known in Frankfort as the "Hunt Place," a farm containing 33 acres in South Frankfort. The amount expended on the purchase of the grounds for the site and the work done thereon, performed by day labor, totaled \$100,000. The setting was a naturally picturesque location. Frank M. Andrews, the architect whom the commission selected to build the new Capitol, stated that "Nature herself fixed the site."

Source: C.M. Fleenor, *Kentucky's New State Capitol And its Construction*, 1910, Historic Frankfort, Inc.

The Kentucky State Capitol Grounds was one of the few state capitol ground sites designed by the Olmsted brothers, a team including step-brothers John Charles Olmsted and Fredrick Law Olmsted Jr. The brothers formed their partnership in 1898 and followed in the footsteps of their father, the notable Frederick Law Olmsted, the nation's first landscape architect. Not only did the Olmsted Brothers carry on the ideals and characteristics of their father, but they also were outstanding leaders in advancing landscape architecture to a status of honor and recognition among professions. The two brothers were among the founding members of the American Society of Landscape Architects and played an influential role in creating the National Park Service. Their notable Commissions include the United States Capitol and White House grounds, Great Smoky Mountains and Acadia National Parks, Yosemite Valley, Central Park in New York City, Atlanta's Piedmont Park, as well as entire park systems in cities such as Seattle, Boston, and Louisville.

- 1 **Rose Garden**
Created in 1961, the Rose Garden is a colorful spot on the Capitol grounds boasting many varieties of beautiful roses.
- 2 **Sweetgum Tree**
The Sweetgum Tree, also known as red gum, southern gum, American Sweetgum and American red gum, is one of the most important timber trees in the United States. It is often used for sliced veneer and furniture stock, and its even texture allows it to be stained or painted easily.
- 3 **Linda Bailey Marker**
A memorial plaque and tree are dedicated to Linda Bailey, a respected employee that began working for the state in 1967 and ended her career as Personnel Branch Manager for the Finance Cabinet. She was born in 1949 and died in 1990.
- 4 **American War Mothers Marker (Bridge-Capitol Avenue)**
Organized in 1917 in response to a call from the national government for food conservation, the American War Mothers grew rapidly in 1919, and received a national charter in 1925. The Kentucky State Chapter was organized in 1919, and multiple branches exist in the state.
- 5 **National Register of Historic Places**
The Kentucky State Capitol was built in 1910 and placed on the National Register of Historic Places in 1973.
- 6 **Japanese Zelkova**
This tree is an Asian cousin to America's native elm tree, and is popular because of its resistance to Dutch elm disease and its tolerance of urban conditions.
- 7 **Kentucky Coffee Tree Marker**
A long debate over whether the Tulip Poplar or the Kentucky Coffee Tree should serve as the Commonwealth's tree lasted from 1956 to 1994. The Tulip Poplar was victorious in the first and final outcome. Today the Kentucky Coffee Tree serves as the official State Heritage Tree.
- 8 **Floral Clock Marker**
Dedicated in 1961 as a project of the Commonwealth and the Garden Club of Kentucky, Kentucky's floral clock is the perfect photo opportunity. Boasting immense hands and a face 34 feet across, the clock is one of the largest of its kind in the world and is planted seasonally with more than 10,000 plants grown in the Commonwealth's greenhouses.
- 9 **Welcome to Kentucky Marker**
This marker highlights Kentucky's recreational opportunities, including the Kentucky State Park System.
- 10 **Freedom Tree Marker**
This tree honors those Prisoners of War who served during the Vietnam War from Kentucky.
- 11 **Charles Wickliffe Marker**
A marker and tree are dedicated in memory of Charles D. Wickliffe, general counsel and procurement law expert for the Finance and Administration Cabinet from 1966-1995.
- 12 **Bert Combs Marker**
Bert T. Combs was an important political figure in Kentucky. His political career is highlighted on this marker.



- 13 **A Civil War Reprisal KHS Marker**
The Civil War was one of the most divisive, bloody, and tragic times in our country's history, especially in the state of Kentucky.
- 14 **John "Stony" Spicer**
Marker honors John "Stony" Spicer, who died in 1993. Stony was a long time director of the Physical Plant, which is a part of the Finance and Administration Cabinet.
- 15 **Capitol Interior-Rotunda Statuary**
Beginning in 1911 with Abraham Lincoln and finished in 1963 with Alben Barkley, the Capitol's Rotunda Statuary is a fascinating chronicle of Kentucky's history and is part of the guided interior tour of the Kentucky State Capitol.



- 16 **National Register of Historic Places**
National Register of Historic Places designation plaque adorns the north entrance vestibule of the Kentucky State Capitol.
- 17 **Time Capsule**
This capsule was placed on the Capitol Grounds to be opened in the year 2076, marking the 300th year anniversary of our nation's founding.
- 18 **Time Capsule**
A time capsule was buried as part of the 75th birthday celebration of the Capitol. Its opening on June 1, 2060 will mark the 150th birthday of the State Capitol Building.
- 19 **Restoration Marker**
A major restoration of the Kentucky "New" State Capitol was undertaken during 1986-1987.
- 20 **View of Capitol**
This vantage point affords one with a picturesque view of the Capitol building and its promenade.
- 21 **New Capitol KHS Marker**
Marker describes the New Capitol's construction, funding, and architectural style.
- 22 **Frankfort Chosen as Capitol KHS Marker**
This marker chronicles the events and happenings in the history of Frankfort and its destiny as the Capital of Kentucky.
- 23 **Landscape Garden**
An area to relax, reflect and gather at the west side of the Capitol building. Future development of this area will feature walkways, benches, beautiful flowers, and areas for markers and monuments reflecting Kentucky's rich heritage.
- 24 **Red Maple Tree**
The Red Maple tree, also known as the Swamp Maple or Soft Maple, is one of the most common and widespread trees of the eastern half of North America.

- 25 **Chestnut Tree**
The American chestnut tree was once used in Kentucky for a variety of purposes, and keeping it planted is vital to not only Kentucky's forests but also to its heritage and culture.
- 26 **Kentucky Coffee Tree**
Kentucky Coffee Tree is the official State Heritage Tree.
- 27 **Governor's Christmas Tree 1975 and Julian Carroll Marker**
In 1975, Governor Julian Carroll planted a Christmas tree in honor of the first child to be born to a Governor while in office to reside at the Governor's Mansion.
- 28 **A.B. "Happy" Chandler**
This marker given by the Kentucky Chapter of the American War Mothers, honors A.B. "Happy" Chandler, who served as governor of Kentucky from 1935 to 1939 and 1955-1959.
- 29 **Governor's Mansion Garden**
The current Governor's Mansion garden, intended to convey the feel of a formal French garden, was completed during the John Y. Brown Administration as part of a major renovation from 1982-1983 of the Governor's Mansion.
- 30 **Kentucky's Executive Mansion**
The history of Kentucky's second Governor's Mansion, built in 1914, is explained on this marker by the Kentucky Historical Society. The executive residence was placed on the National Register of Historic Places in 1972.



- 31 **Yellow Buckeye from Hope Taft**
A Yellow Buckeye tree was planted as part of a state tree exchange between Ohio and Kentucky, given by First Lady of Ohio Hope Taft in 2006.
- 32 **Sycamore Tree from Martha Wilkinson**
A Sycamore tree was planted by Martha Wilkinson, the First Lady of Kentucky from 1987 to 1991, wife of Wallace G. Wilkinson.
- 33 **Tanya Gritz Marker**
A Dogwood Tree was planted in the bird sanctuary in memory of Tanya Maria Gritz in 1995.
- 34 **Yellow Poplar from Governor Nunn**
A Yellow Poplar Tree, also known as the Tulip Poplar Tree was planted by Governor Louie B. Nunn in the bird sanctuary in 1970.
- 35 **Thomas Dunigan Marker**
Bird sanctuary marker in memory of Thomas L. Dunigan who served the Commonwealth as a Finance employee from 1963 to 1999.
- 36 **Yellow Poplar from Governor Ford**
A Yellow Poplar or Tulip Poplar, the official State Tree of Kentucky was planted by Governor Ford in the bird sanctuary in 1972.
- 37 **Bill Perry Marker**
Bird Sanctuary marker in memory of Bill Perry, a former employee with the office of Controller from 1990 to 2005.



Kentucky General Assembly 2024 Accessibility January 11, 2024

As an advocate for your issues in Frankfort, knowing how to maneuver the rules in place for Capitol Campus visitors and how to access legislators, whether one-on-one or in a public hearing capacity, is critical to advocating for the issues important to you and to your organization.

Every session, adjustments are made by the Kentucky General Assembly that impact your ability to participate and be a part of the process. Below is a summary of how we expect the session to logistically operate and how you can best access the legislative process in 2024.

GENERAL ACCESS & PARKING: General public access to the Capitol Annex and to the Capitol Building is permitted. [Here is a Capitol Campus map](#) that shows where you can find general public parking, as well as locations for reserved parking (staff and legislators) and handicap sticker accessible parking. There is limited streeting parking near the Capitol Campus including on Capital Avenue, State Street, Shelby Street and so forth. Please observe and adhere to any City of Frankfort parking restrictions or limitations if you choose to utilize street parking.

PLEASE NOTE that as of 2023, general public access to the underground tunnel connecting the Annex and Capitol buildings is no longer allowed. Individuals must enter each building at public entrance guard desk checkpoints at both the Capitol and the Annex. Please see the 'wheelchair access' section below for information about limited access badges.

All individuals can enter either building with their standard identification, and upon entering the Annex will typically be asked where you are going (e.g. committee hearing, Annex cafeteria, legislator appointment, other meetings). Once security has seen and/or scanned your identification, you will enter your name into the digital kiosk near the metal detector. Enter the name you wish to have on your nametag. It is our understanding you do not have to wear the nametag printed for you at the door; however, we strongly suggest you at least keep it on your person for the duration of your visit that particular day.

WHEELCHAIR ACCESS: Wheelchair access for the Annex is at a rear entrance to the basement, the door underneath a white awning nearest the main visitor parking lot on the east side of the building. Wheelchair access for the Capitol is at the basement entrance on the west-end side of the building (near the floral clock). At both entrances, you will find a security desk where you will check in as described above. [Here is a Capitol Campus map](#) that shows each entrance as well as the nearest parking options.

As of February 2023, there is a new "limited access badge" option for Kentuckians using a wheelchair or who have other mobility issues and would like to access the lift in the basement tunnel that connects the Annex and Capitol buildings underground. [Information about this process and the form needed to complete your request for the limited access badge can be found here.](#) All other mobility questions and inquiries should be directed to Mike.Wynn@lrc.ky.gov.

We encourage individuals in need of a limited access badge to go through the process of completing and submitting this form prior to their visit to Capitol Campus where they wish to attend meetings or other events as doing so on arrival could delay your ability to make any scheduled meetings or appointments

on time. If you only wish to attend Annex meetings and do not have a need to access the Capitol, you do not need to complete this form and can attend Annex meetings using your standard form(s) of personal identification.

SCHEDULED ANNEX MEETINGS: Each individual legislator determines how many people they are willing to meet with at one time. For slightly larger groups, conference rooms will occasionally be used, if available. When you arrive at the main visitor entrance of the Annex, you will let the security desk know you are there for a meeting and go through the check-in process. Give yourself ample time to park, get through security and to the floor needed for your meeting. There will occasionally be long lines to get through the security process and to enter the building. At times during the 2023 Regular Session, the line to enter the Annex was long and took some individuals 45-minutes or more before they could get into the building and to the meetings they were there to attend.

ANNEX EVENTS: Committee hearings are open to the public; the usual schedule for committee meetings can be found [HERE](#). Various groups may also choose to organize rallies, forums or other special events throughout the session. If you are interested in reserving an Annex committee room or other meeting space, reach out to Kate Talley at kate.talley@lrc.ky.gov to make this request and she will send you the necessary reservation forms to complete. Please know that space is extremely limited and many days there are simply no remaining available options so the farther in advance you can make your request, the better chance you have of securing a space. Food is only allowed in on Annex meeting room, either for a legislator breakfast or for lunch. Additional information can be found [HERE](#).

The daily legislative calendar of meetings can always be found [HERE](#). During the active session (Jan. 2nd-Apr. 15th), the calendar is updated daily, and during the interim, the legislative calendar is updated weekly. If you wish to receive or add an event to the social calendar to which legislators are invited, contact Melissa Scott in the Speaker's Office at melissa.scott@lrc.ky.gov. If you wish to receive email updates for the latest committee agendas, meeting rooms and times for all committee meetings, contact Kate Talley at kate.talley@lrc.ky.gov and request to be added to the LRC distribution list.

You can also contact specific committee staff if you are only interested in receiving a handful of committee communications and not updates for all committees. Please call 502.564.8100 and ask to speak with the staff person assigned to the committee you are interested in for assistance in being added to their committee distribution list.

ROTUNDA, MEZZANINE & CAPITOL EDUCATION CENTER EVENTS: There are currently no known limitations to events scheduled in the Rotunda, Mezzanine (the 2nd floor veranda space of the Capitol), or Capitol Education Center. If you would like to schedule an event, reserve these spaces, or have questions, contact Linda Stevens of Historic Properties with the Capitol Tour Desk at 502.564.3449 or linda.stevens@ky.gov.

HOUSE/SENATE CHAMBERS & GALLERIES: The House gallery is open to the public on a first come, first serve basis and access is granted on the third floor of the Capitol. When you are looking at the entrance to the House Chamber on the third floor of the Capitol, access will be on the left-hand side of the Chamber entrance. Senate gallery passes and the process to acquire them has not changed. For questions on acquiring Senate gallery passes, individuals can contact the Senate President's Office at 502.564.3120, their respective State Senator, or visit Capitol Room 319 the day they are in Frankfort. You are not allowed to have food or drink in the galleries, to hold signs, to be disruptive, or to take photos.

Members of the Senate must be present in the chambers in order to vote. Currently, House Rule 67A is disabled and although they have the option to authorize remote voting for members if a need arises in

the future, members of the House must also be present in the chambers in order to vote. At the time of this guide being updated, complete rules related to discussion or debate for 2024 have not been added to the LRC website, however when they are, you can find them [HERE](#) on the right hand set of links.

SESSION CALENDAR: The [session calendar](#) has been approved by the Legislative Research Commission as of December 28th, 2023. It reflects the “typical” long-session calendar of session dates including any observed legislative holidays, bill request and bill filing deadlines, concurrence days, March and April’s veto recess period, and Sine Die Adjournment (the last day of session), which, in an even-numbered year session, must occur by midnight on April 15th. Toward the end of the session, there are sometimes slight changes made in the session calendar which will be noted on an updated version.

COMMITTEE MEETING CALENDAR: The [standing committee meeting calendar](#) looks similar to the schedule in previous legislative sessions, but with some changes. Meeting rooms and times may be changed. Last year, the Senate Health & Welfare and House Health & Family Services Committees split and both the House and Senate now have a Health Services Committee and a Families & Children Committee, respectively. Learn more about the membership, committee jurisdiction, and access meeting materials for all legislative standing committees [HERE](#) for the House and [HERE](#) for the Senate.

In recent sessions, Committee Chairs have limited committee meetings to only one hour in order to accommodate cleaning of the rooms between meetings. However, with many COVID-19 precautions and safety protocols lapsed and the return to “business as usual”, we have already encountered multiple committee hearings that have lasted two-hours or more. It is unclear at this point in time if there will be an attempt to get uniformity on committee meeting duration during the 2024 Regular Session, or, if committee meeting times will simply be at the discretion of the Chair. With a shortage of meeting rooms, most committees are not able to go beyond two hours during the session because another committee meeting is scheduled in that room. For these reasons and others, it is important to be early for meetings you wish to attend since they will typically be prompt in beginning on time.

COMMITTEE AGENDAS: Committee agendas are supposed to be available 48 hours prior to a scheduled committee meeting. Contact committee staff to request to be added to their agenda distribution list using the process described above, or, the names of these individuals can be found on each corresponding landing page for [House Standing Committees](#) and [Senate Standing Committees](#) pages. You will need to call 502.564.8100 and ask for them by name, or, you can email them by using the FirstName.LastName@lrc.ky.gov method. The upcoming day’s Legislative Calendar [can be found here](#) and will have agendas listed as well. You can also email Kate Talley (kate.talley@lrc.ky.gov) to be added to the larger LRC distribution list to get information on all committees. However, depending on the timing of when committee staff issuing agenda information, there is occasionally a delay on when you would receive agendas and other committee updates. Typically, being on a particular committee staff’s email list is going to be the most efficient at receiving timely updates.

A rule change made by both the Senate and the House in 2021 allows bills to be placed on the agenda with only 24 hours’ notice. This means that an agenda you receive online or via email may not always reflect the agenda that is used during the meeting. We have also seen expedited bill movements using discretionary motions on the floor of both the House and the Senate, in order to quickly hear a bill they wish to vote on the same day it was passed by the committee. Use [Bill Watch](#) to track bills, get updates, and follow the action through your organization’s legislative activity. [Watching the live-streams](#) of committee activity also helps keep up with the latest bill movements.

ACCESS TO & PARTICIPATION IN COMMITTEE MEETINGS: We understand that all committee meeting rooms will be equipped to broadcast committee meetings, testimony, etc. Since committee proceedings have returned to pre-pandemic standards, we anticipate most testimony will be delivered in

person, but virtual participation throughout the 2023 Interim Session was still allowed and will likely be permitted as needed in 2024. To watch committee hearings, you can access live meeting coverage via the [LRC livestream channels](#) (YouTube, KET). If you miss the meeting, both YouTube and KET will have archived committee meetings that you can watch within 24 hours after the meeting.

[Please review the LRC Policy Guidelines for Legislative Committee Rooms here](#) that describes the do's and don'ts preferences of the legislature on both decorum and technical use of meeting spaces in the Annex.

VIRTUAL/REMOTE COMMITTEE PARTICIPATION: Requests for virtual/remote testimony should be made directly to the Committee Chair and/or Committee Staff Administrator (CSA); the COVID-19 request portal is no longer available. Before preparing your testimony, presentation or other materials including handouts you wish to disseminate to committee members, individuals should utilize the LRC's ["Presenting to Legislative Committees"](#) guidelines and recommendations page.

Legislators will participate and vote in committee meetings in person this year. The previous COVID-19 flexibility of allowing members to vote from their Annex office ended and pre-pandemic committee standards have resumed.

PUBLIC BILL ROOM: The [Public Bill Room](#) is open to the public, and has MOVED locations in recent months. It is no longer in the basement of the Capitol, but is instead located in Room 029 in the basement of the Annex. Individuals can pick up copies of bills, of the *Legislative Record*, and more - full subscription and prices [HERE](#). If you would like to have a regular subscription of materials in the Public Bill Room, please email Lawrence Tyree at Lawrence.Tyree@lrc.ky.gov with questions.

WHO IS YOUR LEGISLATOR AND HOW DO I CONTACT THEM? There are 100 House members and 38 Senate members, however, there is currently one vacancy in the House for House District 26 following Rep. Russell Webber's resignation to become Deputy State Treasurer. Rep. Brandon Reed has also announced he will be departing the legislature soon, but he is still currently a member of the House of Representatives. In 2024, all House members will be up for election, and half of the Senate seats will be on the ballot as well. Many legislators are not seeking reelection this year so will effectively retire at the end of their respective terms on December 31, 2024.

Communications with legislators can be done remotely or in-person. See the latest [LRC news related](#) from December 2023 for useful tips on navigating the legislature.

- You are encouraged to use legislators' LRC email addresses and to leave messages for them by calling the MESSAGE LINE: 1-800-372-7181.
- A Spanish language line for legislative information is available by calling 1-866-840-6574.
- Kentuckians with hearing loss can use Kentucky Relay at 7-1-1 to share feedback with their legislators.
- You can also call individual legislator offices at 502-564-8100 and speak with their legislative assistant ("LA") to leave a message or try to catch your legislator by phone. If you are calling your legislator, be sure that the LA you speak with knows that you are a constituent.
- If you are reaching out to your Representative or to your Senator for the first time, we suggest that you send them an email with this Subject Line: "I am Your Constituent!" Be sure to include your home address and a phone number so they can get in touch with you.
- All legislators have LRC email addresses. You can find current contact information for all legislators [HERE](#).
- The process by which materials are approved for dissemination to members of the General Assembly are outlined in this [LRC Memo](#). Please note that this policy does NOT apply to handing

materials directly to legislators when you meet them in person; it only applies to when you wish for LRC to handle the physical distribution of your materials.

- o Note: The LRC Business Office is located in Room 076 of the Annex basement.
- o The memo explains notification to legislators of events such as receptions, luncheons, etc. Prior submission of event notification (e.g. put on the General Assembly Social Events Calendar) means that any printed materials regarding the same event, will not be disseminated.
- o If you plan to share materials with all legislators, the LRC Business Office requests that you do NOT individually address or label these documents.
- o Questions about the materials dissemination process should be directed to LRC Deputy Director for Business Operations Joy Kiser at 502.564.8100 ext. 59948.

ADDITIONAL INFORMATION: We will continue to update you with further information or clarification as it becomes available. If you have other information to share or questions, please contact us!

Sheila Schuster
kyadvocacy@gmail.com

Emily Beauregard
emily@kyvoicesforhealth.org

Legislative Glossary

A

- **ABSENCE, EXCUSED** - Not present, with consent of body.
- **ACTS** - The volume of bills enacted at one session; published by the Legislative Research Commission.
- **ACTUARIAL ANALYSIS (AA)** – An attachment to a bill indicating changes to benefits, participation in benefits, or the actuarial accrued liability of any state administered retirement system.
- **ADJOURN (motion to)** - An action to discontinue proceedings for the day; a privileged motion non-debatable, not subject to amendment, and requires for its adoption the assenting votes of a majority of the members present and voting.
- **ADJOURNMENT SINE DIE** - Adjournment without a day. This action ends a session, since no time is set for reconvening.
- **ADMINISTRATIVE REGULATION** - An enactment of law by an executive branch agency or department, under authority granted by the General Assembly.
- **ADMINISTRATION BILL** - Legislation introduced at the behest of the Governor, usually sponsored by the majority floor leader.
- **ADOPTION** - Approval or acceptance; usually applied to resolutions or amendments
- **AMEND (motion to)** - An action to modify the contents of a bill or question under consideration; the motion to amend is in order at any time prior to final passage, unless the previous question has been ordered.
- **AMENDMENT** - Any alteration made or proposed to be made in a bill, motion or clause thereof, by adding, substituting or deleting.

C

- **CHAMBER** - A legislative, judicial or deliberative assembly.
- **CLINCHER** - Procedural act by which a chamber agrees that it shall require the consent of a majority of its members to reconsider a just-adopted bill. "I move the clincher" is an abbreviated way of saying: 'I move that the vote by which House Bill 100 was adopted be reconsidered, and that the motion to reconsider be laid upon the table. Since the rules require a majority of the members elected (20 in the Senate, 51 in the House) to bring a motion off the table, the clincher helps assure that the just-adopted bill will not be reconsidered.
- **COMMITTEE** - A group of legislators, usually members of the same house, assigned to consider some issue or question and submit a report on its recommendations for action by the body which created it.
- **COMMITTEE AMENDMENT** - An amendment to a bill which is attached to the bill by a committee and made a part of the committee's report on the bill.
- **COMMITTEE CHAIR** - The presiding officer of a committee.
- **COMMITTEE, CONFERENCE** - A joint committee of senators and representatives directed to reach agreement on legislation on which the two house are unable to agree.
- **COMMITTEE, INTERIM JOINT** - A committee composed of all members of a Senate standing committee and all members of a House standing committee, which meets between sessions as a subcommittee of the Legislative Research Commission.
- **COMMITTEE REPORT** - The document by which a committee submits its recommendations to its parent body.

Legislative Glossary

- **COMMITTEE, SPECIAL** - A committee established to consider only one issue, and which ceases to exist after submitting its report.
- **COMMITTEE, STANDING** - A committee established to function for the entire session, to consider any questions the body cares to submit to it.
- **COMMITTEE SUBSTITUTE** - A bill offered by a committee in lieu of a bill it has considered; technically, the committee substitute is an amendment to the original bill.
- **COMMITTEE OF THE WHOLE** - Resolution of the entire house membership into a single committee.
- **COMPANION BILL** - A bill which is identical to a bill having been introduced in the opposite house.
- **CONCUR** - Action by one house to agree to modifications of its legislation by the opposite house.
- **CONFLICT OF INTEREST** - Threat to the public interest by a private interest; usually the position of a legislator unable to vote impartially due to some personal interest in a legislative matter.
- **CONSENT CALENDAR** (or consent orders) - A list of bills having had one (or two) reading(s), and on which members in attendance are presumed to vote yes unless they indicate a negative vote prior to the call of the roll.
- **CONSTITUENT** - A citizen who resides in the district of a legislator.
- **CONSTITUTION** - A written instrument defining and limiting the duties and powers of a government, and guaranteeing certain rights to the people who are subject to the edicts of such government.
- **CONSTITUTIONAL AMENDMENT** - A proposal to modify a constitution in some manner.
- **CONSTITUTIONAL CONVENTION** - An assemblage convened for the purpose of writing or rewriting a Constitution.
- **CONSTITUTIONAL MAJORITY** - One more than half of the members of a deliberative body.
- **CONSTITUTIONAL OFFICER** - An officer selected by a legislative body in compliance with a constitutional provision that it do so; in Kentucky these officers are clerk, assistant clerk, enrolling clerk, sergeant at arms, doorkeeper, cloakroom keeper, janitor and page.
- **CONTESTED SEAT** - Assertion by two or more persons of the right to represent a given district in a legislative assembly.
- **CONTINGENCY FUND** - Money appropriated (to the governor in Kentucky) to meet expenses which are unforeseen at the time of budget preparation.
- **CONVENE** - The assembly or meeting of a legislative body, on the periodic basis provided by law.
- **CORRECTIONS IMPACT STATEMENT (CI)** - An attachment to a bill indicating its impact to incarceration at local and state correctional facilities, supervision, or treatment services provided by the Department of Corrections.
- **CO-SPONSOR** - A sponsor of a bill or resolution who is not the principal sponsor.

D

- **DEBATE** - Discussion or a question according to parliamentary rules.

Legislative Glossary

- **DEFICIENCY APPROPRIATION** - An appropriation to compensate for an impending deficit in an account budgeted for the preceding time period.
- **DILATORY** - Designed to cause delay.
- **DISCHARGE PETITION** - A notice filed one day in advance of an attempt to take a bill or resolution from a committee.
- **DISSENT** - Disagreement, or the cast of a negative vote.
- **DISTRICT** - The area or division of the governed territory which is represented by an individual member of its legislative body.
- **DIVISION** - A method of voting by way of a show of hands or by standing; provides a count without a roll call.
- **DIVISION OF A QUESTION** - The separation of one item to be voted on into two or more items to be voted on

E

- **EFFECTIVE DATE** - The date on which a legislative measure begins to function as a part of the law; in Kentucky, most legislation becomes effective 90 days after sine die adjournment.
- **ELECTION** - The process of selecting a person to occupy an office, by way of balloting.
- **EMERGENCY CLAUSE** - Provision in a bill that it become effective immediately upon approval by the governor rather than 90 days after adjournment.
- **ENABLING ACT** - Legislation permitting an entity which depends upon the legislative body for its power to take a certain action.
- **EN BLOC VOTING** - To consider several questions in a single vote; or to vote as a unit on a particular question, as when all senators present are presumed to vote yes enbloc on consent bills.
- **ENACTING CLAUSE** - The clause preceding any legislative measure which expresses formally the legislative sanction of the body promulgating the enactment.
- **ENGROSSMENT** - The act of perfecting an item of legislation in accordance with any amendments which have been adopted to it since its origin.
- **ENROLLMENT** - The act of comparing a printed bill to be transmitted to the governor with the original introduced bill with all amendments, so as to ascertain their identical form.
- **EXECUTIVE ORDER** - Action by the governor in implementing executive authority under the law
- **EXECUTIVE SESSION** - A meeting of any deliberative body which excludes from attendance any person who is not a member of the body or one of its essential staff.
- **EX OFFICIO** - The holding of an office or assumption of a duty by virtue of holding a particular office, as when the majority floor leader is by virtue of that office an ex-officio member of the Legislative Research Commission.
- **EXPUNGE** - Action to delete certain portions of the official record of a governmental body.

F

- **FILE** - A collection of documents belonging in the same or similar category; or the act of presenting a paper or document to an official entity such as a court or legislative body.

Legislative Glossary

- **FISCAL NOTE** - An attachment to a bill or resolution indicating its impact on state finances.
- **FLOOR** - The area of a legislative chamber which is occupied by the members and staff of the body.
- **FLOOR AMENDMENT** - An amendment filed with the clerk to be considered on third reading of the bill to which it has been filed.
- **FISCAL IMPACT STATEMENT** - An analysis and summary of a bill's impact on revenues and expenditures within certain areas. There are five types of fiscal impact statements: Fiscal Note, Actuarial Analysis, Corrections Impact Statement, Mandated Health Benefit, and Local Government Mandate.

G

- **GALLERY** - The area of a legislative chamber from which the proceedings may be viewed by spectators; usually a balcony or other raised area.
- **GENERAL ORDERS** - A list of measures eligible for debate, amendment and voting on a given day without reference to a particular time of day or place in the order of business.
- **GERMANENESS** - The relevance or appropriateness of a particular question, usually an amendment.
- **GERRYMANDERING** - The act of drawing legislative district boundaries so as to gain partisan or fractional political advantages.
- **GOVERNOR'S PROCLAMATION** - The document issued by the governor to convene an extraordinary session of the legislative body.
- **GRANDFATHER CLAUSE** - Exemption from regulation for certain persons having engaged in the regulated activity for a specified period of time prior to the effective date of the regulatory legislation.

H

- **HEARING** - A meeting, usually of a committee, at which testimony on a question or issue is accepted, whether from the public generally or from invited witnesses.
- **HOPPER** - Colloquial name given the repository for bills awaiting introduction; in Kentucky such bills are filed with the clerk.
- **HOUSE** - One body of deliberation in a legislature; customarily a shortened name for the House of Representatives.

I

- **IMMUNITY** - Constitutionally, legislators are privileged from arrest, except for certain offenses, and may not be brought to question for remarks made in speech or debate on the floor.
- **IMPEACHMENT** - A legal procedure, originating in the legislative branch of government, by which public officials may be removed from office by reason of misconduct.
- **INITIATIVE** - A procedure by which the general public may present and require consideration of legislative proposals.
- **INTERIM** - The period of time between sessions of a legislature.

Legislative Glossary

- **INTRODUCTION** - The presentation of a bill or resolution to the legislative body for its consideration.
- **INVOCATION** - The prayer preceding each daily session of a legislative body.

J

- **JOINT SPONSORSHIP** - A procedure in the Kentucky House of Representatives whereby several members may sponsor legislation without one being a principal sponsor, and each bearing equal responsibility as endorsing the measure.
- **JOURNAL** - The official, written record of the proceedings of a legislative body.

K

- **KENTUCKY REVISED STATUTES (KRS)** - The official title of statute law in Kentucky; each bill creates, amends, or repeals a section of the KRS.

L

- **LAY ON THE CLERK'S DESK (motion to)** - An action to place a measure in a position of temporary postponement.
- **LAY ON THE TABLE (motion to)** - An action to declare a measure defeated.
- **LEGISLATIVE ADVOCATE OR AGENT** - A person, usually under hire, engaged in representing a particular interest or group of interests before the legislature; commonly referred to as a lobbyist.
- **LEGISLATIVE ANALYST** - A staff person engaged to determine the effects of legislation, and assist a committee in its deliberations.
- **LEGISLATOR** - A member of the legislature
- **LEGISLATURE** - A deliberative, representative assembly formed by constitution to enact change in statute law; usually the term legislature refers to the state level of government.
- **LOBBYIST** - See Legislative advocate.
- **LOCAL GOVERNMENT MANDATE (LM)** - An attachment to a bill indicating its estimated impact of the bill's changes to local governments' revenues or expenditures.

M

- **MAJORITY CAUCUS CHAIRMAN** - A member affiliated with the majority party, who is responsible for convening the caucus of one party, and presiding over its deliberations.
- **MAJORITY FLOOR LEADER** - A member affiliated with the majority party, designated to act for the party during the proceedings on the floor.
- **MAJORITY PARTY** - The political party whose members occupy at least one more than half of the total membership of the body.
- **MAJORITY WHIP** - A member affiliated with the majority party, designated to assist the floor leader during proceedings on the floor.
- **MANDATED HEALTH BENEFIT (HM)** - An attachment to a bill indicating its impact on health benefit plans.
- **MASON'S MANUAL** - A volume of parliamentary law and procedure providing a basis for ruling on questions of order in the General Assembly.

Legislative Glossary

- **MEMBERS-ELECT** - Persons having been elected members of a legislative body, but not yet having been sworn into office.
- **MEMORIALIZE** - To address or petition another agency or entity of government.
- **MESSAGE** - An official communication from beyond the body which is read into and made a portion of its journal.
- **MINORITY FLOOR LEADER** - The minority party officer corresponding to the majority floor leader.
- **MINORITY REPORT** - A report filed by those members of a committee in the minority relative to the decision of the majority of the committee; the minority report may be adopted in lieu of the majority report.
- **MINUTES** - The written record of proceedings of a deliberative body.
- **MOTION** - A proposal, usually oral, made to the presiding officer calling for specific action by the body; the motion is the principal tool used to conduct legislative business.

N

- **NOMINATION** - The placement of a person's name in consideration for election or appointment to an office.
- **NON-DEBATABLE** - Those subjects or motions which under parliamentary rules may not be discussed or debated.

O

- **OATH OF OFFICE** - Oath or vow taken by public officials prior to being seated and taking up their official duties.
- **OMBUDSMAN** - An official, usually appointed, charged with the duty of receiving and investigating public complaints, and directing action thereon by the responsible agency.
- **ORDER OF BUSINESS** - The defined routine of procedure in the legislative body each day; may be deviated from only by suspension of the rules.
- **ORDERS OF THE DAY** - A list of bills and resolutions scheduled for third reading, debate, amendment and vote on a particular day.
- **OUT OF ORDER** - The offer of an improper motion, amendment or question to a deliberative body.
- **OVERSIGHT COMMITTEE** - A committee, usually legislative, created to maintain a review of some aspect or operation of government, usually related to the executive branch.

P

- **PAIRS, OR PAIRINGS** - An arrangement between two members by which they agree to be recorded as voting on opposite sides of an issue, and be absent when the vote is taken.
- **PARLIAMENTARY INQUIRY** - A question posed to the presiding officer for clarification of a particular point in the proceedings.
- **PASSAGE** - The approval of a bill or resolution by way of an affirmative vote.
- **PER DIEM** - A basis of compensation for services, from day to day.
- **PETITION** - A formal, written request submitted by an individual or group to some official body or agency.

Legislative Glossary

- **PINK SHEET** - The colloquial term applied to the form used for technical or typographical changes to bills in Kentucky without benefit of amendment; this form originates in the Legislative Research Commission.
- **POINT OF ORDER** - The calling of attention to a breach of order or the rules.
- **POINT OF PERSONAL PRIVILEGE** - Defense of the rights, reputation or conduct of a legislator in his or her official capacity.
- **POSTPONE INDEFINITELY (motion to)** - Action to prevent consideration of a measure for the remainder of the session, unless a constitutional majority sustains a motion to reconsider the matter.
- **POSTPONE TO A FIXED TIME (motion to)** - To defer consideration of a question until a time specified in the motion.
- **PRECEDENT** - Previous evidence or example for action or decision of a question.
- **PREFILED BILL** - A bill filed prior to the session, for public discussion and printing.
- **PRESIDENT** - The presiding officer in the Senate.
- **PRESIDENT PRO TEMPORE** - The Senator, elected by the Senate, chosen to preside in lieu of the President when such officer is absent or unable to preside.
- **PRESIDING OFFICER** - The person designated to preside over the proceedings of a legislative body.
- **PRESSURE GROUP** - A group or organization which attempts to influence action on legislation.
- **PREVIOUS QUESTION (motion for)** - Action to prevent additional debate on or amendment of a question, and to cause an immediate vote on the matter at issue.
- **PRIVILEGED MOTION** - motions to which a special status is applied, whereby such take precedence if offered while other matters are pending.
- **PRIVILEGE OF THE FLOOR** - Authorization for members of the general public to visit the floor, granted usually for the day.
- **PROCEDURE** - Rules and traditional practices of the respective houses of the legislature.

Q

- **QUORUM** - The number of members of a legislative body which must be present to transact business.
- **QUORUM CALL** - Action to require a call of the roll to determine the presence of a quorum.

R

- **RATIFY** - To approve and make valid.
- **READING** - Each bill to be enacted in Kentucky must have three readings, at length, in each house.
- **REAPPORTIONMENT** - Redrawing legislative district boundaries so as to provide equality of representation.
- **RECALL** - To cause removal of a legislative enactment or public official by popular action.
- **RECEDE** - To undo action previously taken.
- **RECESS** - Intermission during a daily session, usually for caucus or committee meetings.

Legislative Glossary

- **RECOMMIT (motion to)** - Action to send a measure to committee after it has been previously reported.
- **RECONSIDER (motion to)** - Action to re-take a vote; the motion may be offered only by a member having voted previously on the prevailing side.
- **REFER** - To send a measure or question to committee.
- **REFERENDUM** - Submission of a question to decision by the electorate.
- **RESCIND** - To annul or undo an action previously taken.
- **REPEAL** - To delete and make of no effect.
- **REPORT** - To communicate opinion or recommendations.
- **RESOLUTION, CONCURRENT** - Expression of opinion or request by both houses of a legislature, without the force of law.
- **RESOLUTION, JOINT** - To enact matters of law not to be made a portion of the statutes.
- **RESOLUTION, SIMPLE** - Expression or request by one house.
- **RESOLVING CLAUSE** - Language in a resolution defining the action taken.
- **REVENUE** - The yield of taxes and other sources of public moneys.
- **REVISION** - The process of inserting the enactments of a session into existing statute law.
- **RIPPER BILL** - A colloquial term applied to legislation designed to harm a particular person or bill.
- **ROLL CALL** - To determine a vote on a question by taking of names in favor and opposed.
- **RULES** - A code of procedure adopted by each house of a legislature to govern its operations.
- **RULING OF A CHAIR** - A decision by the presiding officer concerning a question of order or procedure.

S

- **SECTION** - A division of a bill or statute, separated according to topic covered or action taken.
- **SENIORITY** - Length of service as bearing on duties or functions.
- **SESSION, EXTRAORDINARY** - A session convened by call of the Governor; Usually called a "special session".
- **SESSION, REGULAR** - A session convened on a regular basis by way of constitutional provision as to its date and length.
- **SIMPLE MAJORITY** - A majority of those voting on a question.
- **SINE DIE** - See ADJOURNMENT.
- **SPEAKER** - The presiding officer of the House of Representatives.
- **SPEAKER PRO TEMPORE** - The member of the House of Representatives elected to preside in the absence or inability of the Speaker.
- **SPECIAL ORDER** - An action predetermined to occur at a specific time on a specific date.
- **SPONSOR** - The legislator responsible for presenting an item of legislation to the body
- **STATIONERY ALLOWANCE** - each member is given an allowance per session for the purchase of stationery.

Legislative Glossary

- **STOPPING THE CLOCK** - An occasional tactic on the final evening of a regular session whereby the proceedings continue into the following day, with the clock and journal continuing to indicate occurrences of action on the preceding day.
- **SUNSET LEGISLATION** - A law requiring termination of a particular agency or program on a predetermined date, unless justification for continuance is presented to the legislature prior to such occurrence.
- **SUSPEND THE RULES** - Action to negate the application of a particular rule of procedure; the rule and purpose must be stated in the motion to suspend.

T

- **TERM OF OFFICE** - The period of time for which a person is elected or appointed to occupy an office or position.
- **TITLE** - A caption indicating the subject matter of a bill or resolution, required by the Constitution.

U

- **UNANIMOUS CONSENT** - A vote, by voice, expressing adoption of a question without dissent or objection.
- **UNICAMERAL** - A legislature composed of one house.

V

- **VETO** - Rejection of an enactment without authority to modify; usually the prerogative of the Governor.
- **VETO OVERRIDE** - Authority of the legislature to overturn a rejection of legislation by the Governor.
- **VOICE VOTE** - A method of voting whereby only a vocal response to a question is indicated.
- **VOTE** - A decision on a question by a member of a deliberative body, either affirmative or negative.

W

- **WITHDRAW** - To recall, remove or delete a question from consideration.

Y

- **YIELD** - A parliamentary term referring to the cession of the floor by one member to another.

NASW CODE OF ETHICS: ETHICAL STANDARDS

6.01 SOCIAL WELFARE

Social workers should promote the general welfare of society, from local to global levels, and the development of people, their communities, and their environments. Social workers should advocate for living conditions conducive to the fulfillment of basic human needs and should promote social, economic, political, and cultural values and institutions that are compatible with the realization of social justice.

6.02 PUBLIC PARTICIPATION

Social workers should facilitate informed participation by the public in shaping social policies and institutions.

6.03 PUBLIC EMERGENCIES

Social workers should provide appropriate professional services in public emergencies to the greatest extent possible.

6.04 SOCIAL AND POLITICAL ACTION

(a) Social workers should engage in social and political action that seeks to ensure that all people have equal access to the resources, employment, services, and opportunities they require to meet their basic human needs and to develop fully. Social workers should be aware of the impact of the political arena on practice and should advocate for changes in policy and legislation to improve social conditions to meet basic human needs and promote social justice.

(b) Social workers should act to expand choice and opportunity for all people, with special regard for vulnerable, disadvantaged, oppressed, and exploited people and groups.

(c) Social workers should promote conditions that encourage respect for cultural and social diversity within the United States and globally. Social workers should promote policies and practices that demonstrate respect for difference, support the expansion of cultural knowledge and resources, advocate for programs and institutions that demonstrate cultural competence, and promote policies that safeguard the rights of and confirm equity and social justice for all people.

(d) Social workers should act to prevent and eliminate domination of, exploitation of, and discrimination against any person, group, or class on the basis of race, ethnicity, national origin, color, sex, sexual orientation, gender identity or expression, age, marital status, political belief, religion, immigration status, or mental or physical ability.

HOW TO GET LICENSED AS A SOCIAL WORKER IN KY

KY

Graduate From A CSWE-Accredited Program
BSW=GO LEFT
MSW=GO MIDDLE/RIGHT

IF YOU WANT TO DO CLINICAL SOCIAL WORK

Complete the CSW Experience

The SW license application requires:

- 2 Years full-time post grad
- 3 Years Part-time post grad
- Must be supervised by KY Board of Social Workers accredited 3 Year LCSW
- 150 Hours of supervision
- 100 Hours must be individual, 50 may be group

Complete the LCSW Application

The SW license application requires:

- Official Transcript from program
- Supervised experience Documentation form
- Three References
- \$25 Dollar application Fee

Pass The ASWB Clinical Exam

- 170 Multiple Choice Questions
- \$260 Exam Fee
- After test, receive and mail Unofficial Score to KY Board of Social Workers for \$200 Dollars

Receive LCSW License

After the completion of graduate experience, completing/submitting LCSW application, registered for exam, taken and passed the exam:

SW is now able to practice clinical and non-clinical SW independently and may supervise other SWs after 2 years of licensed experience. Must be supervised until license is received

IF YOU JUST GRADUATED WITH A MSW

Complete the CSW Application

The SW license application requires:

- Official Transcript from program
- \$25 Dollar Application Fee
- If all requirements are met except for completion of ASWB Exam, may qualify for temporary license

Pass The ASWB Master's Exam

When Application is approved:

- Receive approval email and schedule exam date
- 170 Multiple-choice questions
- \$230 Registration Fee
- After test, receive unofficial score
- Mail unofficial score to KY Board of Social Workers for \$125 dollars

Receive CSW License

After the completion of applying and passing the ASWB Exam:

SW is now able to provide non-clinical SW services, and may practice clinical SW under the supervision of an LCSW

IF YOU GRADUATED WITH A BSW

Complete the LSW Application

The SW license application requires:

- Official Transcript from program
- Three references
- \$25 Dollar Application Fee
- If you meet criteria but have not taken the ASWB Exam, may qualify for a temporary license

Pass The ASWB Bachelor's Exam

When application is approved:

- Receive approval email and schedule exam date
- 170 Multiple-choice questions
- \$230 Registration Fee
- After test, receive unofficial score
- Mail unofficial score to KY Board of Social Workers for \$75 Dollars

Receive LSW License

After the completion of applying and passing the ASWB Exam:

SW is now able to provide non-clinical social work services without supervision

Go Online At:

<https://bsw.ky.gov/licenseApplication/Pages/overview.aspx>

KENTUCKY SOCIAL WORK ASSOCIATIONS

Kentucky Social Work Lobby Day is a collaboration between the below social work associations and groups who work together to engage, educate, and empower social workers and students through advocacy, networking, and mentoring. We strive to support each other and our commitment to make a better Kentucky for everyone.

what's
NEW

[Kentucky Society for Clinical Social Work - KSCSW](#)

The Kentucky Society for Clinical Social Work (KSCSW) is committed to promoting a strong professional image for Kentucky clinical social workers, educating its members about legislation that affects their practices, and upholding ethical excellence.

www.kscsw.org



[Home | KASSW](#)

About Us. KASSW is committed to improving the quality of life and education for Kentucky's children by enhancing the professional development of school social workers.

www.kasswky.com

SOCIAL WORKERS
generations
STRONG

For more information about the Kentucky Chapter, please contact:
Brosen.naswky@socialworkers.org

[National Association of Social Workers - NASW Home](#)

Founded in 1955, the National Association of Social Workers (NASW) is the largest membership organization of professional social workers in the world, with more than 120,000 members. NASW works to enhance the professional growth and development of its members, to create and maintain professional standards, and to advance sound social policies.

www.socialworkers.org

KENTUCKY SOCIAL WORK ASSOCIATIONS



South Central Chapter:
Monica.hines@wku.edu or
Torchia.rogers@gmail.com
Phone number 270-745-2523
UK Chapter: @ABSW_UK (Twitter
and Instagram)
kywildcatsabsw@nabsw.org

[National Association of Black Social Workers \(NABSW\)](#)

Join the National Association of Black Social Workers . The National Association of Black Social Workers, Inc., comprised of people of African ancestry, is committed to enhancing the quality of life and empowering people of African ancestry through advocacy, human services delivery, and research.

www.nabsw.org

SWARCK
SOCIAL WORK ANTI-RACIST COALITION OF KENTUCKY

[Social Work Anti-racist Coalition of Kentucky](#)

The Social Worker Anti-Racist Coalition of Kentucky believes it is the responsibility of social workers to focus on the elimination of white supremacy in micro, mezzo, and macro levels of practice. Our work is powered by intersectionality, social justice, social action, institutional accountability, practice reform, and policy activism.

<https://www.swarck.com/demands>



[KASWE \(Kentucky Association of Social Work Educators\)](#)

The members of KASWE strive to:

- Promote a better understanding and communication among social work educators, and between social work educators and social work practitioners, and between social work educators and students.
- Facilitate the coordination and linkages of social work education programs within the state of Kentucky.
- Advocate the professional interests of social work educators and of the social work profession.

KASWE also *supports the demands* of the Social Work Anti-Racist Coalition of Kentucky.

www.kaswe.org

KENTUCKY SOCIAL WORK ASSOCIATIONS



[Kentucky Social Work Advocacy Network \(KSWAN\)](#)

Kentucky Social Work Advocacy Network (KSWAN) is a collaboration across all Kentucky Social Work associations and universities, comprised of all Kentucky Social Workers, both students and...

<https://www.facebook.com/groups/3949197731781127>

Additional Resources for Social Workers

Kentucky Board of Social Work	https://bsw.ky.gov/Pages/index.aspx
Association of Social Work Boards	https://www.aswb.org/
Council on Social Work Education	https://www.cswe.org/

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- The **Kentucky Legislative Research Commission** for the www.legislature.ky.gov website and the extraordinary work they do to keep citizens updated daily.
- **Kate Mitchum**, MSW practicum student with KSCSW, for her outstanding work on revitalizing the entire SWLD toolkit. Thank you for your creativity and IT genius!
- **Ondine Quinn, MSW, CSW**, who created the original toolkit in 2018, and Tips for Effective Lobbying
- **Courier-Journal.com** (1.6.2008): How bills become law in Kentucky
- **Brenda Rosen, MSW, CSW**: Navigating the 2024 Legislative Website content
- **Advocacy Action Network/Kentucky Voices for Health**: Kentucky General Assembly 2024 Accessibility
- **Emma Dickinson, MSW**: Legislative Glossary
- **Eddie Escamilla, MSW, CSW**: How to Get Licensed as Social Worker in Kentucky

CERTIFICATE of Participation

This certificate is presented to

On March 5, 2024 for participating in Kentucky Social Work Lobby Day
and in Recognition of your Essential Work as a Kentucky Social Worker
or Social Work Student

SOCIAL WORK
BREAKS BARRIERS