

## 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.

- **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.

- **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.

- **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.

- **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.

- **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.

- **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.

- **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.



- **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.