

## **ACT**

A bill passed in an identical version by both the House and Senate and signed by the Speaker of the House and the President of the Senate. The act then is sent to the Governor for approval or veto, or becomes law without the Governor's signature.

## **ADJOURN or ADJOURNMENT**

A motion used to signal the end of a legislative session on a particular day and which suspends operations and terminates business until the next scheduled meeting. Adjournment sine die ("without a day") refers to the final adjournment of the General Assembly.

## **ADMINISTRATIVE CODE**

A compilation of rules, regulations, policies, and standards adopted by state agencies. These rules are collected in the Ohio Administrative Code (OAC) and are available in different formats through commercial publishers.

## **ADMINISTRATIVE RULE**

A written statement of law adopted by an administrative agency pursuant to authority granted by the General Assembly to carry out the policies and intent of a statute enacted by the General Assembly.

## **ADVISE AND CONSENT**

The power vested in the Senate to review and reject or approve gubernatorial appointments to various positions, such as appointments to boards and commissions.

## **AMEND or AMENDMENT**

A proposal to alter the text of a bill or another amendment by substituting, adding, or deleting language.

## **APPORTIONMENT**

The redrawing of Ohio House and Senate districts according to the state's population as determined by the decennial U.S. Census. The constitutionally created Apportionment Board draws a new apportionment plan every ten years.

## **APPORTIONMENT BOARD**

A five-member board composed of the Governor, Auditor of State, Secretary of State, a person chosen by the Speaker of the House and the leader of the party in the Senate of which the Speaker is a member, and a person chosen by the President of the Senate and the leader of the party in the House of which the President is a member. The Board apportions state legislative districts based upon the state's population as determined in the last decennial U.S. Census. The Board must prepare and submit its report not later than October 5 of every tenth year ending in 1.

## **APPROPRIATION**

A legal authorization granted by the General Assembly to a particular agency to make budgetary expenditures and incur obligations for specific purposes. An appropriation limits the amount that may be spent for a given purpose in a given period of time. No appropriation may be made for a period longer than two years.

## **BICAMERAL**

A two-house legislature; in Ohio, the House of Representatives and Senate comprise the legislative branch. The legislature is also referred to as the Ohio General Assembly.

## **BIENNIAL SESSION**

A meeting period for a legislature consisting of two calendar years (a biennium); this two-year period may also be referred to as a session of the General Assembly.

## **BILL**

A legislative proposal to do one or all of the following: 1. create a new law (enact), 2. change an existing law by adding new language to or eliminating language in one or more sections of existing law (amend), or 3. eliminate an existing section or sections of law (repeal). A bill must proceed through various constitutionally prescribed steps in order to be enacted into law.

## **BILL ANALYSIS**

A document prepared by Legislative Services Commission staff that summarizes key points within a bill and details changes to the law proposed by the bill. A new analysis of a bill is prepared at several stages in the legislative process; the first analysis is usually prepared when a bill is scheduled for a first hearing in committee.

## **BLUE BOOK**

The term used for the Governor's executive budget document, so named because of its blue covers. This document lists the Governor's requested appropriations for state agencies. It also includes other budget-

related information, such as historical expenditures, revenue analyses, and supporting documentation.

## **BONDS**

Debt instruments, subject to limitations of the Constitution and the Revised Code, issued to fund capital improvements. A bond is a certificate acknowledging a debt and the amount of interest to be paid each year the debt is outstanding. Bonds are distinguished by the manner in which their payment is guaranteed. Bonds can be general obligation (GO) bonds (backed by the full faith and credit of the state) or one of the many types of revenue bonds (backed by designated revenue sources).

## **BUDGET**

The biennial appropriation plan, also called the "operating budget," which allocates certain state funds to state agencies for specified purposes, including the administration and personnel of the agency, the implementation and enforcement of programs within the jurisdiction of the agency, and equipment.

## **BULLETIN (LEGISLATIVE)**

A publication compiled approximately two to three times during a General Assembly by the Senate Clerk. The Bulletin lists every bill introduced, including the dates of action on each bill, bill sponsor and cosponsors, and the page numbers of the Senate and House Journals that contain amendments to, and roll call votes for, the bills. The Bulletin also provides information about Revised Code sections affected, special committees, and a bill subject index.

## **CALENDAR (LEGISLATIVE)**

A legislative agenda for a day's floor session including bills and other items of business that will be offered for consideration. Calendars are generally published on the day of session by the Senate and House Clerks' Offices.

## **CALL TO ORDER**

The notice given to indicate that the House or Senate is officially in session.

## **CAPITAL APPROPRIATIONS BILL**

One of the several appropriation bills usually enacted during the second regular session of the General Assembly. The capital appropriations bill authorizes new capital spending for projects such as the acquisition, construction, equipment, or renovation of facilities of agencies other than the Department of Transportation.

## **CAPITAL REAPPROPRIATIONS BILL**

The capital reappropriations bill reappropriates money for projects that were not completed during the two-

year life of their original appropriation. Thus, the money was earlier appropriated but had not been spent yet.

## **CAUCUS**

A meeting of a group of legislators from the same political party of the House or Senate usually held to discuss legislative issues and make policy and strategy decisions. This term can also refer to the members of a political party or organization comprising a group.

## **CHAMBER**

The official location for convening a legislative session. The House and Senate have separate chambers.

## **CHAPTER**

A subdivision of a Title of the Ohio Revised Code containing a specific part of the law relating to the broader classification of the Title. The first and second digits to the left of the decimal point in a section number indicate the chapter to which it belongs. The third and fourth digits to the left of the decimal point indicate the Title.

## **CHIEF OF STAFF OF THE SENATE**

The person employed by the Senate whose responsibilities include overseeing its day-to-day operations.

## **CLERK, HOUSE and CLERK, SENATE**

A person elected by the House and a person elected by the Senate who act as administrative officers and are responsible for keeping the official record of all bills and resolutions introduced in their respective houses. Other duties include printing and distributing bills, resolutions, and reports, acting as Parliamentarian, and facilitating the

orders of business during a floor session. Assisting the Clerks of the House and Senate are various specialized clerks.

### **CODE REVISION**

The formal and official codification of the laws of the state. This activity is a statutory responsibility of the Legislative Service Commission.

### **COMMIT/REFER**

A motion used to assign a bill to a committee for consideration. A motion to recommit or to re-refer sends a bill back to a committee anytime before passage.

### **COMMITTEE OF THE WHOLE**

The entire membership of the House or Senate meeting as a body to deliberate a bill in a manner similar to a standing committee's deliberation.

### **CONCURRENCE IN AMENDMENTS**

The point in the legislative enactment process at which the first house approves (concur in), without alteration, amendments adopted by the second house.

### **CONCURRENT RESOLUTION**

The formal expression of the intent, desire, or wish of the legislature. This type of resolution may originate in either house but must be adopted by both houses. Concurrent resolutions most often deal with joint procedural matters, communications to the U.S. Congress, commendation of persons, groups, or special events, and the invalidation of administrative and court rules.

### **CONFERENCE COMMITTEE**

A committee created to resolve points of difference between versions of one bill passed by both houses. If a conference committee resolves differences in the two versions of the bill, the committee adopts a Conference Committee report. A Conference Committee report must be approved by a majority of the House and Senate in order for the bill to be enacted into law.

### **CONFIRMATION**

The Senate's approval of a Governor's appointee.

### **CONFLICT OF INTEREST**

A situation in which a government official's private interests benefit from his or her public actions. The Ohio Ethics Laws, contained in Chapter 102. and sections 2921.42 and 2921.43 of the Revised Code, and the Legislative Code of Ethics prohibit certain actions associated with conflicts of interest.

### **CONSTITUENT**

A resident of a legislator's district.

### **CONSTITUTIONAL AMENDMENT (OHIO)**

A proposal to change the language of a section of the Ohio Constitution which may originate

in the legislature through a Joint Resolution passed by the legislature or through an initiative petition of the electorate. Both must be submitted to a vote by the general electorate.

### **COSPONSOR**

A legislator who adds his/her name to the list of sponsors of a bill as an expression of support. A bill can have many cosponsors.

### **DEBT SERVICE**

Money appropriated for the payment of the principal and interest on the state's bonded indebtedness.

### **DISTRICT (LEGISLATIVE)**

A geographical division of the state from which a legislator is elected.

### **EFFECTIVE DATE**

The date on which a law can first be applied and enforced. In most cases, the effective date is the 91st day after a law has been filed with the Secretary of State.

### **ELECTOR / ELECTORATE**

An individual/individuals qualified to vote in an election.

### **EMERGENCY CLAUSE**

A clause that must be included in a bill if the bill is to take effect immediately upon passage by the General Assembly and approval by the Governor. The clause, as constitutionally required, sets forth the reasons a bill is an emergency measure. The clause is voted on separately by the legislature and requires an affirmative vote of 2/3 of the members of each house; if the emergency clause is approved, the bill as an emergency measure is voted on and also requires a 2/3 majority vote to pass.

### **ENCUMBRANCE**

The commitment of funds against a state agency's appropriations for the purchase of goods or services.

**ENGROSSMENT** The preparation of a copy of a bill by incorporating all of its amendments. The House or Senate Clerk's office engrosses a bill before it is sent to the Rules Committee and before it is sent to the other house.

### **ENROLLED BILL**

A printed version of a bill that is prepared when the bill has passed both houses. The enrolled bill is signed by the Speaker of the House and the President of the Senate and becomes an act awaiting the Governor's approval.

### **EX OFFICIO MEMBER**

A person who is automatically made a member of certain committees or boards by virtue of a particular office or position held.

## **EXECUTIVE BUDGET**

The Governor's budget bill "as introduced" in the General Assembly which represents the Governor's requested appropriations for the operations of state government. It also can include the Governor's proposals for permanent and temporary law changes needed to implement the Governor's proposed budget.

## **EXECUTIVE ORDER**

Any written or printed order, directive, rule, or regulation promulgated by the Governor either (1) in the exercise of the constitutional authority as "chief executive," (2) in fulfillment of the duty to enforce state laws, (3) in the exercise of responsibilities as commander-in-chief of the armed forces and civil defense forces of the state, or (4) in the role as "agent" of the state legislature in exercising powers delegated by statute to administer and implement particular state laws and programs.

## **EXECUTIVE SECRETARY OF THE HOUSE**

A person elected and employed by the House of Representatives who oversees the day-to-day administration of the House.

## **FINAL ANALYSIS**

An LSC analysis prepared immediately after legislation has been passed by the second house incorporating the last revisions made to the legislation.

## **FIRST CONSIDERATION**

The point in the legislative enactment process at which a bill is introduced and receives its first reading by the House or Senate Clerk. The Ohio Constitution requires that each bill receive three separate considerations in each house.

## **FISCAL NOTE**

A fiscal analysis prepared by the Legislative Budget Office (LBO) that estimates the financial impact of proposed legislation on state and local government revenues and expenditures.

## **FISCAL YEAR (FY)**

A 12-month period used for fiscal planning purposes. The state fiscal year (usually FY, but sometimes abbreviated as SFY), begins July 1 and ends June 30. The federal fiscal year (FFY) begins October 1 and ends September 30. The year identified with a fiscal year is the year of the ending date. Therefore, FY 96 is the 12 months starting July 1, 1995 and ending June 30, 1996.

## **GALLERY**

The section of the House or Senate chamber from which members of the public may observe legislative proceedings.

## **GENERAL ASSEMBLY**

The House and Senate comprise the Ohio General Assembly. This term also is used in conjunction with a specific biennial session of the legislature.

## **GENERAL REVENUE FUND (GRF)**

The primary operating fund of the state. It is the fund that receives the unrestricted revenues of the state, from such tax sources as the personal income tax, the sales tax, the corporation tax, and others. Approximately 60% of the activities of state government are funded through the GRF.

## **GRANDFATHER CLAUSE**

A provision in a bill that specifies separate standards for a class of individuals to protect an existing class of persons from certain provisions of new law.

## **HEARING**

A meeting of a legislative committee in which members "hear" testimony from Legislators, interest groups, or private citizens regarding legislation under consideration by the committee.

## **HOUSE BILL ROOM**

The location from which copies of House Bills may be obtained by members of the House and their staff.

## **HOUSE FLOOR OR SENATE FLOOR**

The section of the House or Senate chamber in which members are seated during floor sessions.

## **IMMEDIATE CONSIDERATION**

A provision allowing 2/3 of the membership of a house to vote to suspend the requirement that bills be considered on three different days making it possible to bring a bill to an immediate floor vote.

## **INITIATIVE**

A process authorized by the Ohio Constitution that permits qualified electors of the state to enact laws independently of the General Assembly. An initiative petition may propose an amendment to the Ohio Constitution or propose any law that the General Assembly has the power to enact.

## **INTERIM STUDY COMMITTEE**

A committee created to study a subject of interest to the General Assembly during periods in which the General Assembly is in recess. As a result of its study, the committee may publish a report make recommendations, or propose legislation.

## **INTRODUCTION**

The first step in the legislative enactment process occurring when a member files copies of a bill with the appropriate Clerk and the bill is read in the regular order of floor business.

## **JOINT COMMITTEE**

A committee consisting of both House and Senate members.

## **JOINT RESOLUTION**

A formal written expression of the General Assembly's opinions and wishes usually reserved for matters required by the Constitution or statutes to be in joint resolution form, such as proposing amendments to the Ohio Constitution, ratifying amendments to the U.S. Constitution, and calling for a federal constitutional convention. To be effective, a joint resolution must be adopted by both houses.

## **JOINT RULES**

Procedural guidelines adopted by both the House and Senate that govern matters of concern to both houses including committees of conference; form, preparation, and signing of bills; and joint sessions.

## **JOINT SESSION**

A combined meeting of both the House and Senate.

## **JOURNAL**

The House and Senate Journals are the official printed records of legislative floor sessions prepared and distributed by the Clerks' offices.

## **LAW**

An act that has been signed by the Governor or that has become effective without the Governor's signature. This term also refers to existing statutes.

## **LAWS OF OHIO**

A compilation of all acts and resolutions enacted by the General Assembly during a specific biennial session. Each volume of Laws of Ohio covers one biennium and is organized chronologically by bill number.

## **LAY ON THE TABLE**

A motion used to dispense with an issue without voting on it.

## **LEGISLATIVE LIAISON**

A person designated by an agency to represent the agency during the legislative process and assist members of the General Assembly in understanding programs or obtaining information relative to the agency.

## **LOBBYIST (LEGISLATIVE AGENT)**

A spokesperson hired to represent the interests and positions of his or her employer on issues pending before the legislature.

## **LOCAL IMPACT STATEMENTS**

An estimate prepared by the Legislative Budget Office of the fiscal impact of pending legislation on counties, municipalities, townships, and school districts. A Local Impact Statement can't of a Fiscal Note or a separate document and is required at specific points during the legislative process.

## **LSC DOCUMENTS DISTRIBUTION CENTER**

An office in the basement of the State House Atrium from which the public may obtain copies of bills, analyses, summaries, and other legislative documents for the current General Assembly, and some previous General Assemblies.

### **MEMORIALIZE**

To convey the opinion of the General Assembly to the United States Congress by resolution.

### **MINORITY LEADER**

The leader of the minority party in each house, selected by the members of the minority party and elected by the members of each house.

### **MOTION**

A legislator's formal request for consideration of a proposal for action by a legislative body.

### **MOTION TO RECONSIDER**

A motion to reconsider the vote on a bill or resolution as if it had never been considered. The motion must be made by a member who voted on the prevailing side and must be made not later than the second legislative day following the day on which the vote was taken.

### **OPEN MEETINGS**

Meetings of legislative and governing bodies that must be open to members of the public under the provisions of the Open Meetings Law. Under this Law, the public must be properly notified of meeting times and locations.

### **OPERATING FUNDS**

Funds appropriated for the day-to-day administration of an agency. Operating funds do not include capital funds or subsidy funds.

### **ORDER OF BUSINESS**

The order in which the House or Senate considers items of legislative business.

### **OUT OF ORDER**

Actions which are not being conducted under proper parliamentary rules and procedures.

### **PARLIAMENTARY PROCEDURE**

Various formal procedures and requirements of parliamentary debate. The House and Senate refer to specific published parliamentary guides in cases not addressed by the rules.

### **PARTISAN STAFF**

The staff serving under the majority and minority leadership to provide research and administrative support to members of their party.

### **PERMANENT LAW**

Legislation enacted by the General Assembly and signed into law by the Governor or allowed to become law without his signature. Permanent law becomes a part of the codified statutory Ohio Revised Code, and is assigned a section number. It remains in effect until repealed by the General Assembly or found to be unconstitutional.

### **PERSONAL PRIVILEGE**

A provision within the rules of procedure under which a member may ask to explain a personal matter but not discuss or debate an issue during the explanation.

### **POST AUDIT**

An after-the-fact examination and verification of accounts, records, receipts, and disbursements.

### **PRE AUDIT**

An audit based on a before-the-fact examination of proposed disbursements.

### **PRESIDENT OF THE SENATE**

A member of the Senate from the majority party elected to serve as its presiding officer.

### **PRESIDENT PRO TEMPORE**

The President Pro Tempore (or Pro Tem) is a Senator from the majority party elected to serve in the absence of the President.

### **PREVIOUS QUESTION**

A procedural motion under which a member moves to close debate on a question. A majority vote is required for the motion to pass.

### **QUESTION (POINT) OF ORDER**

A motion through which a member may question a procedure and state the rule, statute, or constitutional provision which the member believes is being violated.

### **QUORUM**

The minimum number of members who must be present in order to officially conduct business.

### **RECESS**

The interim period between any two sessions on the same day. Questions pending at the time of recess are resumed without any motion to that effect.

### **REDISTRICTING**

The redrawing of Congressional districts according to the state's population as determined by the decennial Census. The General Assembly officially draws the districts by enacting legislation for that purpose.

### **REFERENCE COMMITTEE**

The standing committee responsible for referring bills and resolutions to a standing

committee for consideration.

## **REFERENDUM**

The power of the people to approve or disapprove any law (other than laws levying taxes, appropriating money for operating expenses, or declaring an emergency) passed by the General Assembly. A referendum petition may be filed within 90 days after a law has been filed by the Governor with the Secretary of State.

## **REPEAL**

To revoke or annul a law or rule by legislative action.

## **RESOLUTION**

A formal written expression of the opinion or will of the legislature, the subject matter of which would not properly constitute a statute.

## **REVISED CODE**

The Official Ohio Revised Code (ORC or RC) consists of the current codified law of the state on file with the Secretary of State. Commercial versions of the Code, published privately, include annotations and case notes.

## **ROLL CALL VOTE**

The method of recording by name each member's vote.

## **ROSTER**

A listing of members of the General Assembly published by the Senate Clerk. The roster lists legislators' committee memberships, districts, home addresses, occupations, terms served in the legislature and similar information.

## **RULES (HOUSE OR SENATE)**

Legislative rules of procedure adopted at the beginning of each General Assembly. Both the House and Senate adopt rules that are printed in the Journals of the respective house.

## **RULES COMMITTEE**

A standing committee in both the House and Senate that schedules the agenda for floor sessions and performs other responsibilities as might be assigned.

## **SECOND CONSIDERATION**

The point in the legislative process at which the Reference Committee reports a bill back to its house with its referral (assignment) to a standing committee.

## **SECTION (REVISED CODE)**

The most fundamental unit in the Revised Code organizational structure. The digits to the right of the decimal point indicate the section number. For example, section 103.13 is the thirteenth section of the 3rd chapter of Title 1.

## **SENATE BILL ROOM**

The location from which copies of bills may be obtained by Senators and Senate staff.

### **SERGEANT-AT-ARMS**

An employee of the House or Senate responsible for maintaining order in the chambers, halls, galleries, corridors, and committee rooms; enforcing the rules; and issuing subpoenas and warrants issued by the house or any duly authorized officer or committee.

### **SESSION**

A meeting convened by the House or Senate in its chamber during which the House or Senate conducts its official business.

### **SIMPLE RESOLUTION**

An expression of the opinions or the wishes of a house and adopted only by that house relating to the organization of the house or extending recognition to individuals or organizations.

### **SPEAKER OF THE HOUSE**

A member of the House of Representatives from the majority party elected by the membership to serve as the presiding officer.

### **SPEAKER PRO TEMPORE**

The Speaker Pro Tempore (or Pro Tem) is a representative from the majority party elected by the membership to serve in the Speaker's absence.

### **SPECIAL ORDER**

A motion to bring up an issue at a particular day and hour for consideration under a suspension of the regular order of business upon a vote by the membership.

### **SPECIAL COMMITTEE**

A committee created by a rule, resolution, or statute for a particular purpose or task; it is automatically dissolved upon completion of the assigned task or upon reaching its specific termination date.

### **SPONSOR**

The member primarily responsible for the introduction of a bill. The sponsor's name appears in the heading of a bill.

### **STANDING COMMITTEE**

A committee established at the beginning of a General Assembly; standing committees are organized by subject matter and are responsible for considering legislation referred to them.

### **STATUS SHEET**

A report of all legislative action on all bills and joint resolutions introduced during a particular General Assembly. It is issued weekly during a legislative session and is compiled and published by the LSC staff.

## **STATUTORY COMMITTEE**

A legislative committee or commission created by law. Their duties and membership are prescribed by the statutes creating them.

## **STYLE CLAUSE**

The constitutionally-required phrase "BE IT ENACTED BY THE GENERAL ASSEMBLY OF THE STATE OF OHIO" immediately preceding Section 1 of a bill.

## **SUBCOMMITTEE**

A form of committee that is one of two types: standing subcommittee or ad hoc subcommittee. Formed under the supervision of a standing committee, a standing or permanent subcommittee functions similarly to a standing committee in that it considers several bills during a General Assembly. An ad hoc subcommittee is appointed by the chair of a standing committee to consider a single issue and is dissolved once its task is complete.

## **SUBSTITUTE BILL**

A substantially amended or redrafted version of a bill that replaces its predecessor version.

## **SUMMARY OF ENACTMENTS**

A collection of final analyses of enacted bills published by the LSC staff.

## **SUNSET**

A provision enacted by the General Assembly that places an expiration date on an entire act or part of an act.

## **SUPPLEMENTAL APPROPRIATIONS**

Any appropriation made in addition to the biennial appropriation made in the principal budget act.

## **SUPPLEMENTAL SECTION**

A section of the Revised Code used to amplify or elaborate upon the provisions of the principal section that it follows. These sections are indicated by a third digit to the right of the section number's decimal point.

## **SUSPENSION OF THE RULES**

A motion used to dispense with the operation of the rules.

## **TABLE**

A motion to postpone action on legislation for an indefinite time period.

## **TAKE FROM THE TABLE**

A motion used to revive a tabled motion for consideration; used only under a suspension of the rules.

## **THIRD CONSIDERATION**

As provided for in the Constitution, the point in the enactment process at which the full membership of the House or Senate vote on a bill. This step is also known as "floor action."

### **THREE CONSIDERATIONS**

The requirement stated in the Ohio Constitution that every bill receive consideration on three different days by each house. This provision may be suspended by a 2/3 majority vote by the members of the house considering the provision.

### **TITLE (BILL)**

The formal part of a bill immediately preceding the style clause that includes a list of all Revised Code sections the bill proposes to amend, enact, and repeal as well as a brief description of the subject of the bill.

### **TITLE (REVISED CODE)**

The division within the structure of the Revised Code containing the most general classification of the law. Currently, there are 32 odd-numbered titles of the Code, Titles 1 through 61.

### **UNCODIFIED LAW**

Law of a temporary nature, not assigned a permanent Ohio Revised Code section number.

### **VETO**

The Governor's official disapproval of an act which must be made within ten days of receipt of the act. A vetoed act must be returned to the house in which it originated accompanied by the Governor's written objections.

### **VETO, LINE ITEM**

The Governor's disapproval of an item or items in an appropriation act. Those provisions of the act that are not vetoed become law. The Ohio Supreme Court has ruled that an "item" in this meaning must be separate and distinct from other provisions of the bill.

### **VETO, OVERRIDING A**

The option available to the General Assembly to reconsider a bill after the Governor has vetoed it. The Ohio Constitution requires a 3/5 vote of each house to override a vetoed bill.

### **VOICE VOTE**

A method of voting by which members indicate approval or disapproval of a measure by saying "aye" or "nay." The presiding officer determines from the ayes and nays which side prevails.

Ohio General Assembly Glossary of Terms taken from the internet site.

Additional terms not directly pertaining to the legislature or the legislative process are available in the Legislative Service Publication [www.lsc.state.oh.us](http://www.lsc.state.oh.us)