

GLOSSARY

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GLOSSARY

Legislative Terms: Definitions

This dictionary of legislative terms provides very brief explanations of the listed terms. Many of the terms are formal parliamentary usage. Others are informal terms, and even slang terms, in common usage in the Louisiana Legislature. The cited provisions of the constitution, laws, and rules, where applicable, may be consulted for additional information.

8G Money Funds appropriated annually by the legislature to the State Board of Elementary and Secondary Education and the Board of Regents in equal amounts from the Louisiana Quality Education Support Fund, a constitutionally and statutorily established special fund in the state treasury. This funding is referred to as "8(g) money" due to a federal law reference to a settlement of disputed mineral production funds from the Outer Continental Shelf. (Const. Art. VII, §10.1 and R.S. 17:3801-3804)

Abstract A concise overview of the contents of a bill appearing after the body of the bill and before the digest.

Act A bill that has been finally passed by the House and Senate, enrolled, signed by the legislative presiding officers, signed by the governor (or allowed to become law without his signature), and assigned an act number by the secretary of state. Joint resolutions (proposed constitutional amendments) are processed as bills, except they are not signed by the governor or subject to the governor's veto.

Actuarial Note An estimate of the actuarial effect of a bill or resolution that will affect a state, parochial, or municipal retirement system. (R.S. 24:513(D)(2) and 521, Joint Rule 4(G), and House Rules 7.16(C), 7.17, and 14.48)

Adjournment Termination of business for a legislative day until a fixed hour on a succeeding day during a session. (Const. Art. III, §10(C) and House Rules 9.6, 9.7, and 9.14A)

Adjournment Sine Die Final adjournment at the end of a legislative session. Sine Die (correctly pronounced "see-nay dee-ay"; in Louisiana, it is sometimes pronounced "sigh-knee die") is Latin for "without a day."

Adopt To finally approve an amendment, motion, or resolution.

Agenda, Committee	A list of instruments or other matters to be considered or acted upon at an upcoming committee meeting. (House Rule 14.30) (Also see Notice, Committee)
AG Opinion	An Attorney General's (AG) Opinion is a formal, written analysis of a question of law prepared by the attorney general at the request of the legislature, head of an executive agency, or a state or local governing authority or official.
Amendment	<p>The modification of a bill or resolution by adding or deleting language or changing wording. (House Rules 8.12, 8.13, 11.1 through 11.6)</p> <p>Committee amendment – Changes in a bill or resolution recommended to the full house by a majority of the quorum present of the committee to which the bill or resolution was referred. Must be adopted by the full house to become a part of a bill or resolution. (House Rules 6.11, 6.12, 14.6, and 14.7) (Also see Substitute Bill)</p> <p>Floor amendment – Amendment offered by a member of the house to a bill or resolution under consideration, usually when a bill is being considered on the floor on third reading and final passage. (House Rules 7.17, 7.19, and 9.13, 11.1 through 11.6)</p>
Amendment Room	Small room adjacent to the House Desk where staff are available to draft floor amendments to legislation while the House is in session.
Appropriation Bill	<p>A bill to authorize payment of funds from the state treasury to a particular public entity; sometimes specifies a particular purpose. (Const. Art. III, §16 and Art. VII, §10(D), House Rules 6.6(C), 7.19, and 11.6)</p> <p>General Appropriation Bill – Comprehensive bill to fund the ordinary expenses of the executive branch of state government. Appropriations are itemized to show the public entity to which the appropriation is made and the treasury fund from which it is made. The bill is organized in “schedules” applicable to particular departments and agencies or functions, with “items” within each schedule. (Const. Art. III, §16, House Rules 6.25, 7.3, 7.9(C) and (D), 7.19, 8.15, and 11.6)</p> <p>Appropriations for the legislative and judicial branches are proposed in separate bills.</p> <p>Capital Outlay Bill – Also an appropriation bill; it authorizes expenditures for the capital construction needs of the state. (Const.</p>

Art. VII, §6, House Rules 6.8(C) and 7.3)

At Ease An informal intermission in the House proceedings declared by the Speaker, who may announce that "The House will stand at ease."

Author The member sponsoring a particular piece of legislation. (Also see **Co-author**)

BA-7 (Budget Adjustment No. 7, as described in R.S. 39:73) A request for a budget adjustment or supplement, received from state agencies, reviewed by the Legislative Fiscal Office, and approved/rejected by the Joint Legislative Committee on the Budget.

Bagneris Rule A Senate rules suspension to defer action on one or more bills. This shortcut motion is used exclusively by the Senate. This motion was originated by former Senator Dennis Bagneris.

Bill A legislative instrument proposed by a legislator(s) to change existing or enact new statutory law or to repeal existing law, or to propose changes or additions to the constitution (joint resolutions). Statutory law includes the Louisiana Revised Statutes, various codes, and uncodified acts. (Const. Art. III, §15)

Prefiled bill – Original bill that is filed by a legislator with the chief clerical officer of the respective house prior to a legislative session. Such a bill receives a bill number, is printed, and may be assigned to and heard by a standing committee prior to a session. On the opening day of the session, it will be formally introduced. (Const. Art. III, §2 and House Rules 6.11, 7.2, 14.16, 14.19, and 14.24)

Original bill – The bill as introduced into the legislature that is used in the legislative process until it is engrossed. (House Rules 7.2 and 7.6)

Engrossed bill – Original bill prepared with amendments adopted upon initial consideration by the house of origin incorporated into its text. Usually, this is a bill which incorporates committee amendments to the original bill adopted during the second reading in the originating house. (Rarely, a bill is amended on the floor at second reading; and the engrossed bill, including these amendments, is referred to committee.) The engrossed bill is ordinarily the version used on the House floor for debate on third reading and final passage. (House Rules 7.8, 7.9, 8.16, and 8.17)

Reengrossed bill – Refers to a bill to which has incorporated in it

additional amendments adopted in the house of origin after its engrossment. Usually these are floor amendments adopted in the house of origin when the bill is considered on third reading and final passage, but could also refer to committee amendments from a second committee adopted in the house of origin. (House Rules 7.8, 7.9, and 7.10)

Substitute bill – (See **Substitute Bill**)

Enrolled bill – A bill in its final form, including all amendments agreed upon by both houses, to be submitted (joint resolutions excepted) to the governor for approval or veto. (House Rules 7.12, 7.14, and 7.15)

Bill Number Number given to each bill by the House Clerk or Senate Secretary's Office when it is first introduced or prefiled for a session. These bills receive the same number for each session: the General Appropriation Bill is House Bill No. 1, Capital Outlay Bill is House Bill No. 2, and Omnibus Bond Bill is House Bill No. 3. (House Rule 7.3)

Bill Room A central location during session which provides copies of bills and legislative documents. The Bill Room is located on the Ground Floor on the Senate side of the Capitol.

Bill Status The current stage of a legislative instrument in its progression from its introduction to passage.

Boilerplate Standard bill-drafting language used in the Louisiana Legislature and designed to maintain legal consistency and uniformity.

Bruneau Box Also referred to as "cost box". A printed statement, bordered by a box, on a public document printed by a state agency that includes the name and address of the agency that published it, at what cost, how many copies, and for whom. This legislation was originated by former Rep. Emile "Peppi" Bruneau. (R.S. 43:31)

Budget Stabilization Fund Commonly known as "the rainy day fund," which is established as a special fund within the state treasury to be available for use in the state budget in the event of certain unexpected shortfalls in revenue. Limited to amounts necessary to cover a projected deficit or drop in revenues, also limited to certain amounts of the fund balance, and requires a two-thirds vote of the legislature to appropriate from the fund. (Const. Art. VII, §10.3 and R.S. 39: 94 and 95)

Bust the Cap

The legislature by a 2/3 vote may agree to increase the annual expenditure limit ("the cap") of state general funds and dedicated funds as provided for in the Constitution. An AG opinion stated that the legislature may entertain changing the expenditure limit in any fiscal year. (La. Atty. Gen. Op. # 07-0124) (Const. Art. VII, §10)

CSG

The Council of State Governments. A multibranch organization forecasting policy trends for the community of states, commonwealths, and territories on a national and regional basis. Serves the executive, judicial, and legislative branches of state government through leadership education, research, and information services.

Calendar

(1) The daily listing in the Order of the Day, in order of precedence, of resolutions, bills, and other documents on which action may be taken. (Also see **Order of the Day**)

Debate calendar – The list of legislative instruments to be considered on third reading and final passage on a particular day.

Subject to call – An instrument may be returned to the calendar upon approval of a majority of the members present and voting. Instruments so returned are listed in numerical order and may be called from the calendar for further action or consideration at a later time when the House is in that same order of business. Only the author or the member handling a Senate instrument or a member authorized by such member may move to call an instrument from the calendar. However, members must give at least a day's notice that they intend to call a bill from this calendar; and such bills are listed on the Order of the Day in the order the Clerk received the member's notice under the heading "Notice Given Subject to Call". (House Rule 8.20) (Also see **Order of the Day**)

Involuntary calendar – A Senate procedure when a legislative instrument is returned to calendar, subject to call, upon the order of the majority of members present and voting. After such action, the instrument may be called from the calendar only upon a favorable vote of a majority of members present and voting.

(2) The **Legislative Calendar** is the final published compilation of the action on each instrument during a legislative session. It lists all instruments in numerical order by house with a chronological notation of all action taken by each house. It includes an author, subject, and journal information index. Interim Calendars are prepared periodically during the interim. (House Rules 12.6 and 12.7)

(3) The **Interim Calendar** is a compilation of the action taken on each legislative instrument prior to the convening of the legislative session. (House Rule 12.7)

Calendar Day	Any day from convening to adjournment of a legislative session whether or not either house meets.
Call	The proclamation by which the governor or the legislature convenes the legislature into extraordinary session. The subject scope of the session is determined in this written document. (Const. Art. III, §2(B))
Call the Bill or Amendment	The announcement by the House Clerk or Senate Secretary of the item about to be debated on the floor.
Caucus	A group of legislators, most often organized on the basis of party affiliation, common interest, or regional representation. Also, a meeting of such a group. Some groups refer to themselves as “delegation” rather than caucus.
Chamber	(1) The rooms where the House and Senate meet. (2) The House or Senate itself. (For House chamber see House Rules 1.1 and 1.2)
Claim Against the State	A financial judgment rendered by a court to pay a claim made by a citizen upon the state; requires appropriation in order to pay it. (Const. Art. XII, §10)
Clerk	The clerical officer of the House of Representatives, elected by the members. (Const. Art. III, §7 and House Rules 2.9 and 2.10)
Closing	Refers to ending the debate on a bill, which only the author of a House Bill or the handler of a Senate Bill has the right to do. Closing is limited to 15 minutes. (House Rule 5.7)
Coauthor	Legislator who adds his/her name to the list of authors on another legislator's bill, resolution, or amendment. (Joint Rule 12)
Commendation	Resolution of either or both houses expressing legislative tribute. Also may be an interim commendation by an individual House member.
Committee	A group of legislators of one or both houses which considers legislation, conducts studies, and/or makes recommendations to the Senate and/or House.

Committee of the whole (COW) – The entire membership of the House, acting in the capacity of a committee to consider the General Appropriation Bill or other matters. A member other than the Speaker serves as the chairman. (House Rules 6.18 through 6.25)

Conference committee – A committee, composed of three members from each house, the purpose of which is to propose to the two houses a means to resolve differences in a bill when the house of origin refuses to concur in amendments adopted by the opposite house. (House Rules 6.14, 7.11, and 8.21)

Interim committee – A special committee created to make a study or investigation during the interim between sessions of the legislature. (Joint Rule No. 13 and House Rules 6.8(B), 14.16, and 14.17)

Joint committee – A committee composed of members of both houses. May be composed of standing committee members from each house (or certain members thereof) or may be a special joint committee with members selected without regard to standing committee membership. Used during the interim. (House Rules 14.16, 14.17, and 14.49 and Joint Rules Nos. 8 and 13)

Select committee – A committee established by the presiding officer of a house composed of members of that house for a designated purpose.

Special committee – A committee of one or both houses appointed for a limited purpose and discharged upon completion of this function.

Standing committee – A permanent committee of the House or Senate with subject matter jurisdiction defined by rules of its house. Functions both during and between legislative sessions to conduct public hearings on proposed legislation, review proposed administrative rules, make its own studies of problems, make reports and recommendations to the house it serves, etc. (House Rules 6.1, 6.2, 6.3, 6.4, 6.5, 6.6, and Chapter 14. Also Joint Rules Nos. 13 and 16)

Committee Report

A written list of the legislative instruments on which a standing committee took action and the committee's recommendation on each, including any proposed amendments. Includes certain other procedural information. May also refer to the annual report of a standing committee's activities and studies during the interim. (House Rules 6.11 and 14.45)

Committee Staff	The staff assigned to assist a standing committee chair and members. This usually consists of the committee secretary, a legislative analyst, and/or an attorney.
Concur	Action by the house of origin on a legislative instrument to agree to amendments to the instrument adopted by the opposite house.
Condolence	A resolution which tenders condolences upon the death of a person.
Conferees	Members of a conference committee appointed by the House Speaker or Senate President.
Conference Committee Report	The recommendations of a conference committee to resolve the differences between the two houses when the house of origin does not concur in amendments adopted in the second house. (House Rules 6.14, 7.11, and 8.27)
Conflict of Interest	A situation in which any interest (financial or otherwise), any business or professional activity, or any general activity may prevent the fair execution of one's obligation of official duties. (Also see Recuse)
Constituent	A citizen residing within a legislator's district.
Constitution	The written instrument stating the fundamental principles of a state government. Unlike the federal constitution, a state constitution's provisions are not grants of power, but, instead, are limitations on the otherwise plenary power of the people of a state, exercised through its legislature.
Constitutional Amendment	(See Joint Resolution under Resolution)
Convene	The assembling of a legislative body. Usually refers to the initial convening of a legislative session.
Co-Sponsor	(See Coauthor)
Custom, Usage, and Practice	Legislative procedures that, while not formally adopted or codified, have been sanctioned by general usage and have grown into general acceptance. They are a source for parliamentary procedure in the House when the House Rules are silent or inexplicit. (House Rule 13.3)
Cutoff Date	Time certain set by a legislative body for specified action, such as bill introduction, committee action, or passage of bills by either house.

Dead	This means a bill is defeated or otherwise removed from consideration for the rest of a session.
Deferred	A legislative instrument scheduled for hearing by a committee may be voluntarily deferred upon the request of the author. An instrument voluntarily deferred without objection may be rescheduled for committee hearing. A legislative instrument is involuntarily deferred when so ordered by a vote of a majority of the committee members present and voting, notwithstanding the request of the author. An involuntarily deferred instrument may be rescheduled for a committee hearing (after opportunity for hearing all other House instruments requested to be heard) only by motion adopted by the vote of two-thirds of the committee members present and voting. (House Rules 6.9 and 6.10)
Desk, The or House Desk	Raised area at the front of the House Chamber where the Clerk carries out administrative functions, including the receipt of bills and proposed floor amendments. The presiding officer presides from a raised desk behind the House Desk. (House Rule 1.2, Diagram)
Digest	A summary of the substance of a legislative instrument that appears at the end of the text of the instrument. It explains changes in the law proposed by a bill. Redigests also include a summary of amendments adopted. Digests of legislation as finally passed comprise the Résumé , which is the publication describing all legislation passed by the legislature in a given session. (House Rules 7.9(B) and 7.11 and Joint Rule No. 6)
Docket	(1) A list of all legislative instruments pending before a committee or the full body of the legislature. (2) A central location for filing of official legislative instruments and publications. The House and Senate maintain separate Docket locations.
Draft	(1)(v.) To write a bill, resolution, or amendment. (2)(n.) An unfiled, written version of a bill, resolution, or amendment.
Effective Date	Date upon which enacted bills and constitutional amendments take effect. Acts from an annual regular session – Unless the act itself states otherwise, all acts become effective on August 1 after the regular legislative session during which they are enacted. (Const. Art. III, §19) Acts from an extraordinary session – Unless the act itself states

otherwise, all acts become effective on the 60th day after final adjournment of the extraordinary session in which they were enacted.

Constitutional amendments – Unless the amendment provides otherwise, constitutional amendments approved by the voters become effective 20 days after issuance of the governor’s proclamation that they have been adopted. (Const. Art. XIII, §1(C))

Enabling Legislation	A bill designed specifically to implement a proposed or adopted constitutional amendment.
Enacting Clause	The language “Be it enacted by the Legislature of Louisiana”, which is established by the constitution as the style of law enacted by the legislature. Without this clause a bill is unconstitutional. (Const. Art. III, §14)
End Consideration of Amendments	A motion that, when adopted, prevents the House from adopting any other amendments on the instrument pending, except the amendment under consideration at the time, an amendment to change coauthors, or technical amendments. (House Rule 9.13) (Also see Previous Question)
Executive Order	A written document issued by the governor to accomplish a purpose over which he has authority, such as establishment of executive branch policies, the declaration of certain holidays, establishment of a study or other commission or committee, or other directive within his power as chief executive. (R.S. 49:215)
Executive Session	A closed meeting of a legislative committee to discuss certain matters or appointments as provided by law or rule. Generally open only to members and specified staff. (Const. Art. XII, §3, R.S. 42:18, and House Rule 14.11)
File a Bill	To formally introduce a bill during a session by delivering a copy to the House Clerk (House Bills) or Senate Secretary (Senate Bills). (Also see Profile)
Final Action	The ultimate action of the legislature on a bill or resolution, such as final passage, failure to pass, indefinite postponement, tabling, or concurrence.
Fiscal Note	An estimate of the fiscal effect of a bill, joint resolution, simple or concurrent resolution which will affect the receipt, expenditure, or allocation of \$100,000 or greater of state funds or funds of any political

subdivision of the state or that will authorize the issuance of general obligation bonds or other general obligations of the state for capital outlay purposes. (House Rule 7.16 and Joint Rule No. 4)

Fiscal Year	The 12-month period for which appropriations, budgets, and financial reports are made. The state's fiscal year commences on July 1 and ends the following June 30. (R.S. 39:53)
Floor	<p>The area of the House or Senate Chamber designated by rule for use of members and staff. Access to the floor area of the House and Senate chambers is limited by rule when the body is in session. (For House Chamber, see House Rule 1.2)</p> <p>Also referred to in legislative procedure: A bill "on the floor" means it is under consideration on final passage. A member recognized to speak on debate is said to "have the floor".</p>
Floor Leader(s)	Legislator(s) designated by the governor to handle his/her legislative package.
Fourth Floor	Refers to the Governor's Office.
Gallery	Balconies above the House and Senate chambers from which visitors may view proceedings. (For House Chamber, see House Rule 1.2)
General Bill	(1) A bill applying statewide. (2) A bill proposing a law separate from a codified body of Louisiana law (i.e. Civil Code, Code of Civil Procedure, Code of Criminal Procedure, Children's Code, Code of Evidence, and Revised Statutes). (Also see Local bill, Local and Special Laws)
General Fund	The treasury fund into which the majority of state revenues flow and from which are appropriated the funds for the expenditures of the three branches of government. It does not include federal monies, certain self-generated revenues, and certain transfers among state agencies or by the state to local governments. Also referred to as the "State General Fund." (Const. Art. VII, §§ 9 and 10(J))
Germaneness	The relevance of amendments or a substitute bill to an original bill. The constitution and rules require that amendments and substitute bills be germane to the original bill. (Const. Art. III, §15(C) and House Rules 6.12(B) and 11.1)
Governor's Package	Bills introduced by legislators at the request of the governor.

Grandfather Clause	A provision in a bill that exempts certain persons previously involved or preexisting conditions from the bill's effects.
Gut	Amending a bill to remove key provisions such that the bill's effect is drastically weakened.
Hearing	A committee meeting to discuss matters and receive public comment.
Hitchhiker	Amendment to a bill that is not related to the bill author's intent as introduced. The amendment can add new matter or delete the contents of a bill and insert new provisions. (Also see Germaneness)
Hopper, Drop it in the	Submit a bill or resolution to the Clerk for formal introduction. "Hopper" is a traditional term for a box in which a bill to be considered by a legislative body is placed or "dropped". In practice today, there is no such box.
House of Origin	The chamber of the legislature where a bill is introduced and which debates and votes on the bill first.
Interim	The interval between annual regular sessions.
Introduce	To formally present a proposal for consideration in the Legislature.
Joint Session	Formal meeting of the members of both houses together. Held in the House chamber. (Joint Rule No. 1)
Journal	A record of daily proceedings of each house: the House Journal, Senate Journal . Also refers to the final compilation of journals which is published at the end of each session as a set (which also includes the Legislative Calendar). (Const. Art. III, §10(B), House Rules 6.22 and 12.1 through 12.5)
Keyword	General subject of bill or resolution that appears above the heading ("An Act", "A Joint Resolution", etc.) Not part of proposed law.
Lay Over, Laid Over, or Lying Over	Used to describe a motion on which action has been delayed from one day to the next or a legislative instrument advancing from one day's reading to the next. (House Rules 8.8 through 8.12, 8.21, and 8.22)
Legislative Bureau	A group composed of two members of the legislature, one selected by each house, and ex officio, the clerk of the House, the secretary of the Senate, and the executive director of the Legislative Council (commonly

referred to as the Legislative Bureau). Bills, joint resolutions, and suspension resolutions are referred to the bureau prior to advancement to third reading in the second house. The bureau makes an advisory report on the construction of the instrument and any duplication and may suggest amendments. The bureau also must examine each instrument upon its engrossment and passage to third reading in the house of origin and make recommendations for floor amendments. (Joint Rule No. 3 and House Rule 8.19)

Legislative Day	A calendar day on which either house of the legislature is in session. (Const. Art. III, §2(A)(1))
Legislative History	Refers to the collection of documents and other indicia that are created during the legislative process and used by the legal community as an aid in the interpretation of law when its meaning cannot be ascertained by the actual text of the law. The degree to which this information is admissible in court depends upon its authenticity and relevancy to the legal proceeding.
Legislative Instrument	One of the following: a bill; a concurrent resolution; a resolution. (Bill includes a joint resolution.) (House Rule 7.1)
Legislative Research Library	The David R. Poynter reference library and staff, which is available to legislative staff and legislators. The library contains court opinions, reports, state/federal statutes, agency rules and regulations, serials, and legislative documents. (R.S. 24:761)
Lobbyist	Person representing various interest groups and others to influence the passage or defeat of legislation. House employees are prohibited from lobbying. (R.S. 24:50 through 58.1, House Rule 3.4)
Local Bill	A bill that applies to an area or group that is less than the total area or population of the state. (Also see Local and Special Laws)
Local and Special Laws	A law affecting only one or more particular local areas, such as one or more particular parishes or municipalities (local law). A law that, because of its restrictions, can operate upon or affect only a portion of citizens or a fraction of property embraced within a classification (special law). (Const. Art. III, §§2, 12, and 13) (Also see Official Journal)
Local Notice	Published notice of intention to introduce a bill which will apply only to a designated area of the state, such as a single parish or municipality. Must be published in the official journal of the locality where the matter

to be affected is situated. (Const. Art. III, §13)

Lockout	The temporary disabling of the voting machine of any member who does not answer a quorum call before a record vote. (House Rule 4.5) (Also see Quorum Call)
"Machine is Open – Vote Your Machine"	The announcement by the presiding officer that the voting machine is open and that a member should record his position on a matter before the House by pushing the "yes" or "no" button to vote.
Majority	<p>A number of votes greater than half of a total. Final passage of a bill generally requires approval of a majority of the elected members (total number of seats including vacancies), with certain exceptions requiring a greater number. (Const. Art. III, §15(G))</p> <p>Simple majority – Often used to indicate that the vote required is a majority of the members present and voting. (House Rule 9.14(A))</p> <p>Super majority – A required number of votes larger than a majority of the elected members. (See, principally, Const. Art. III, §18; Art. VII, §§2, 2.1, and 10.3; and Art. XIII, §1)</p>
Mandate, Legislative	Anything the legislature requires. Usually used to mean a legislative requirement of local government to establish, expand, or modify a practice which, in turn, necessitates the expenditure of money.
Mason's	Refers to Mason's Manual of Legislative Procedure, which is a book of parliamentary procedure that, together with the rules of each chamber, the Constitution, laws, and custom, governs the manner in which the legislature transacts business. (House Rule 13.3)
Moot	A term indicating that a motion is not timely because it can no longer affect an action or event.
Memorial	A simple or concurrent resolution which expresses views of one or both houses and requests a course of action be taken by officials or departments (as in "To memorialize the United States Congress to [take such action...]").
Motion to Reconsider	A motion which, if successful, returns the question to its status before adoption of the motion to reconsider. (House Rules 8.22, 9.2, 9.11, 9.14, and 11.5)
NCSL	National Conference of State Legislatures. A membership organization of all state legislators and staff in the U.S. for the purpose of research

and information on public policy and administrative issues.

Necessary for Passage	The number of "yes" votes needed to pass a particular measure. May differ depending on the nature of the measure. Most bills require 53 votes in the House; proposed constitutional amendments, taxes, fees, and certain others require 70 votes. (Also see Majority)
Non-Partisan Staff	Legislative employees not assigned to work solely for a caucus who provide objective, impartial, and professional services to the members of the legislature.
Notice, Committee	In session, a written announcement of the date, time, place, and matters to be considered of a legislative committee meeting. The notice must be posted publicly a day in advance. In the interim, a written announcement of the date, time, place, and matters to be considered of a legislative committee or subcommittee meeting. The notice must be transmitted to committee members seven days in advance and be publicly available. (House Rule 14.24)
Official Journal	The newspaper of general circulation in which official notices and announcements of the state or units of local government are published. The official journal of the state is <i>The Advocate</i> (Baton Rouge). Notices of intent to introduce retirement bills are published in the official state journal. Notices of intent to introduce local bills are published in the local official journals. (Const. Art. III, §§13 and 19 and Art. X, §29(C) and R.S. 43:81 et seq. and 141 et seq.)
One-liner	A phrase or sentence that describes a bill or resolution. It appears on the bill or resolution after the keyword and before the heading ("An Act", "A Joint Resolution", etc.). It is not part of the proposed law. (Also see Keyword)
Order of the Day	(1) The order of business followed in each house of the legislature in transacting its daily business. (House Rules 8.1, 8.2, 8.6, and 8.20) (2) A legislative document prepared daily in each house of the legislature by the office of the House Clerk, reflecting expected or proposed action on legislative instruments, organized by the order of business in which action may occur. (House Rule 2.10(A)(12)) (Also see Calendar)
Oversight	Legislative review of executive branch implementation of laws and programs and of proposed administrative rules.
PAR Book	The legislative directory published annually by the Public Affairs Research (PAR) Council of Louisiana, Inc.

Per Diem	Latin for "for the day". An allowance made to legislators for legislative work as part of their taxable income and payable based on calendar days. (R.S. 24:31 and House Rule 4.7)
Point of Information	The parliamentary device used to request information from the presiding officer regarding the procedure or the business before the House. Also known as a parliamentary inquiry. (House Rule 5.6)
Point of Order	The parliamentary device used to require a deliberative body to observe its own rules and to follow established parliamentary practice. A member may raise a point of order, asking for a ruling of the chair (presiding officer) as to the correct procedure. If the member disagrees with the chair's ruling, he or she may appeal the ruling of the chair to a vote of the entire house. Also utilized in committees. (House Rules 5.6, 9.12, and 9.14)
Point of Personal Privilege	The parliamentary device by which members gain the floor to comment on matters affecting their rights, reputation, or conduct in their representative capacity or on other personal matters. (Members must confine themselves to decorous language (House Rule 5.1).
Profile	To formally file a legislative instrument for introduction by providing a copy to the House Clerk (House Bills) or Senate Secretary (Senate Bills) before the start of a legislative session. (Const. Art. III, §2 (A)(2 and Art. XIII, §1(A); and House Rules 7.2 and 7.6) (Also see File a Bill)
President	The presiding officer of the Senate, elected by the members. (Const. Art. III, §7(C))
Previous Question	A motion that, if successful, closes debate and brings the House to a vote on the question under consideration. A motion in the form of previous question on the entire subject matter , if successful, ends debate on the main question and requires immediate voting on any subsidiary motion or amendments and then on the main question. (House Rules 9.10 and 9.14(A)) (Also see End Consideration of Amendments)
Public Hearing	Meetings held by committees at which members of the public, lobbyists, legislators, and state agency representatives address issues on the committee agenda. (Const. Art. III, §15(D) and House Rules 6.9, 6.10, and 14.32)
Public Records Law	The provisions of law providing that government records may be inspected and copied at reasonable times, under reasonable conditions,

and under the supervision of the person who has custody of the records. (R.S. 44: 1 et seq.)

Quorum	The number of members required to conduct business. (Const. Art. III, §10(A), House Rules 4.3, 4.4, 6.3(C)(3), 14.17, and 14.36 through 14.40, and Joint Rule 8)
Quorum Call	Opening of the voting machine for a roll call to determine whether or not a quorum is present. (House Rule 4.5)
Rainy Day Fund	(See Budget Stabilization Fund)
Reading of a Bill	Constitution requires that each bill must be read at least by title on three separate days in each house. (Const. Art. III, §15(D) and House Rules 8.9 through 8.14 and 8.16 through 8.18) (Also see Third Reading)
Recess	An interruption or intermission during the course of floor (or committee) proceedings. (House Rules 9.7 and 9.14(A)(26))
Recommittal	The assignment of legislation to either a committee that has already considered it or to another committee. House Rules require that certain instruments be recommitted to other committees after being reported by the committee to which initially referred. (House Rules 6.8, 6.11, and 8.18)
Reconsideration	Permitting a vote to be considered and taken a second time. The initial vote on any question may be reconsidered whether the question carried in the affirmative or negative, but the motion to reconsider must be made by a member who voted on the side that prevailed. (House Rules 8.22, 9.2, 9.11, 9.14(A)(16) and (17), and 11.5) (Also see Veto)
Recuse	To withdraw from voting so as to avoid any semblance of partiality relating to a question in which a member believes he or she has a conflict of interest. (House Rules 10.1, 14.9, and 14.40)
Redistricting or Reapportionment	Realignment of boundaries of legislative, congressional, and other government districts to reflect proper population representation. Generally done after each 10-year federal census. (Const. Art. III, §6)
Refer	To send any item of legislative business to a committee. (House Rules 6.5, 6.6, 7.2, and 14.16(B))
Referral	An assignment of legislation to a specific standing committee for consideration and report to the House. (House Rules 6.5 and 7.2)

Regular Order	The fixed schedule of consideration of legislative instruments during the course of a legislative day that has been established by the House Rules. (House Rules 8.2 and 8.8) (Also see Special Order)
Repeal	To delete and nullify a previously established law.
Resolution	A legislative instrument that generally is used for making declarations, stating policies, and making decisions where some other form of legislation is not required. Not subject to governor's veto. (Const. Art. III, §17 and House Rules 6.8, 7.2, 7.4, 8.11, and 13.1)
	Concurrent Resolution – Resolution to be considered by both houses that can be used to express legislative intent, adopt or change joint rules of the legislature, memorialize congress, and request or direct a state agency to take a specified action. Can also be used to suspend a law. (House Rules 7.4, 7.10, and 8.11) (Also see Suspension of Law)
	Joint Resolution – A proposal to change (amend) or repeal existing provisions of or to add new provisions to the constitution. It is designated a House or a Senate bill, with a bill number, and requires passage by a 2/3 majority of each house to be placed on the election ballot. If finally passed by the Legislature, it is given an act number as well. The favorable vote of a majority of all state electors voting on it is required for it to become effective (and a majority of those voting in the local area if it is local in nature). (Const. Arts. III, §15(A) and XIII, §1)
	Simple Resolution – Resolution passed by only one house that expresses an opinion or intent, but does not have the force of law. It may also be used to change the rules of a house. It takes effect upon adoption. (House Rules 7.4, 8.11, and 13.1)
Résumé	Digest or summary prepared by staff of all legislative instruments finally passed – includes acts, vetoed bills, and adopted resolutions and study requests. The digest distinguishes how the new law changes the old. Also refers to the publication that includes all such résumés and statistical information for the session.
Revised Statutes	The Louisiana Revised Statutes of 1950 is the entire codified body of effective general law aside from the Constitution, Civil Code, Code of Civil Procedure, Code of Criminal Procedure, Code of Evidence, and Children’s Code. New law is incorporated into the revised statutes by amending, repealing, or enacting provisions.

"Roll Call – Vote Only Your Machines"	The announcement by the presiding officer that legislators should push the "yes" button on their machines to establish attendance. This is also done to establish the existence of a quorum. No one but the legislator is allowed to vote his/her machine. (House Rules 4.5, 10.3, and 10.7)
Rookie-Do	To hoodwink or cheat someone, often by failing to live up to a bargain.
Rotunda	Memorial Hall, the vaulted entrance hall located between the lobbies of the House Chamber and the Senate Chamber on the first floor of the Capitol, embellished with marble walls, murals, statues, flags, and a large bronze relief map of Louisiana.
Ruling of Chair	(See Point of Order)
Safe Day	The day on or before which certain bills must be received by HLS in order to ensure timely submission to the appropriate official journal regardless of the publication dates or deadlines of that journal. Includes "Retirement Bill Safe Day", "Security Bill Safe Day", and "Local Bill Safe Day".
SLC	Southern Legislative Conference. A regional legislative group operating under The Council of State Governments that fosters and encourages intergovernmental cooperation. Provides services primarily to the legislative members and staff of its 16-state region.
Sergeant at Arms	Appointed officer of the House of Representatives whose job it is to maintain order in the House Chamber and committee rooms. (House Rules 2.11 and 2.12)
Session	The period during which the legislature assembles and carries on its business. (Const. Art. III, §§2 and 18) Regular session – The legislature meets annually in regular session. In even-numbered years, a regular session is restricted to not more than 60 legislative days within a period of 85 calendar days; in odd-numbered years, it is restricted to not more than 45 legislative days within 60 days. The subject matter of regular sessions in odd-numbered years is limited to specified fiscal matters; however, a member may introduce any bill intended to enact a local or special law or may prefile a maximum of five bills not within the subject matter restrictions. Extraordinary session – Such a session is limited to not more than 30 days. There is no restriction on the number of extraordinary sessions

that can be held in one year. The governor may call the session; the presiding officers must call an extraordinary session if a majority of each house petition for an extraordinary session. The call defines the subject scope. Also called a "special session."

Organizational session – Session held on the day legislators take office for the primary purpose of judging the members' qualifications and elections, taking the oath of office, organizing the two houses, and selecting officers. An organizational session cannot exceed three legislative days.

Veto session – Session required by the constitution to be held on the 40th day following final adjournment of the most recent session to consider all bills vetoed by the governor. Not held if a majority of either house declare it unnecessary in writing.

Speaker	The presiding officer of the House of Representatives, elected by the members. (Const. Art. III, § 7(C) and House Rules 2.3, 2.4, and 2.5)
Speaker Pro Tempore	The officer of the House of Representative whose job it is, in the absence of the Speaker, to preside over the Chamber and, in the event of the disability or absence of the Speaker, to assume the powers, duties, and responsibilities of the Speaker. This office is elected by the members. (House Rules 2.7 and 2.8)
Special Order	The order of business in which bills or resolutions to be considered at a specifically fixed time rather than their regular order are placed. Used for controversial or time-consuming bills. A bill is placed on special order by the favorable vote of a majority of those present and voting, provided the standing committee which reported the bill recommends such placement. (House Rules 8.4 through 8.6)
Sponsor	The originator of a legislative bill or resolution. (Also see Author)
State General Fund	(See General Fund)
Study Request	A written instrument which requests a standing committee or committees to conduct a study of an issue or item during the interim between legislative sessions. A study request does not go through the traditional approval process of legislative instruments, but rather is adopted if, after a specific period of time, there is insufficient objection made to the proposed study request. (Joint Rule No. 13)

Concurrent – A request for a study by a standing committee of each house of the legislature.

Simple – A request for a study by a standing committee of one house of the legislature.

Subject to Call Calendar

(See **Calendar**)

Subject Matter Restrictions

Matters that can be considered at even-year regular sessions (general matters excluding certain tax matters) and odd-year regular sessions (specified fiscal and limited other matters), respectively. (Const. Art. III, §2 (A)(3) and (4); and Joint No. Rule 20) (Also see **Session, Regular Session**)

Substantive

Term applied to an amendment that alters the substance of a bill rather than one that makes technical changes.

Substitute Bill

A new bill recommended by a committee to replace a bill referred to it. The committee reports the bill "by substitute" when it recommends that the bill be substantially rewritten. Resolutions may also be reported by substitute. (House Rule 6.12)

Summary of Senate Amendments

A document prepared by staff that summarizes substantive Senate amendments. It also includes a digest of the changes proposed by Senate amendments to a House bill returned to the House for concurrence in amendments.

Sunset

(1) A program for legislative review of state agencies, programs, and statutes. A date is set for automatic repeal (sunset) of the law creating the agency or program unless specifically renewed by the Legislature. (R.S. 49:190 et seq.) (2) Also used to indicate a termination date for an act or a single provision of law.

Sunshine Bill

Legislation that deals with open meetings and public record laws.

Suspension of Law

The legislature may suspend a law for a restricted period of time by adoption of a concurrent resolution, and, as such, the resolution has the effect of law. It is not subject to the governor's veto. (Const. Art. III, §20 and House Rule 8.11)

Suspension of Rules

Also referred to as "rule suspension". A motion to temporarily negate the application of a provision of the Rules of Order of the House to the proceedings. Often adopted without objection. If

objected to, requires favorable vote of two-thirds of the members present and voting to pass. (House Rule 13.2)

Tabled	A bill is tabled (and usually dead) upon adoption of a motion by majority vote to “lay on the table.” As a parliamentary maneuver, it is an alternate way to kill a bill. Used only for House bills. Equivalent motion on a Senate Bill is “to indefinitely postpone”. Motions can also be tabled (such as the motion to reconsider the final passage of a bill). It takes a 2/3 vote of those present to call a bill (or motion) from the table. (House Rules 9.5, 9.8, 9.9, and 9.14(A)(5) and (12))
Task Force	A special group created by resolution and authorized to study a particular issue and report back to the Legislature. Its members may include legislators and citizens from designated groups or associations.
Technical	Nonsubstantive change.
Third Reading	The regular advancement of a bill once it has been reported by a committee and ordered engrossed by the House. Bills that have advanced to third reading may be considered on final passage in their regular course. (Const. Art. III, §15(D) and House Rules 8.14, 8.16 and 8.17) (Also see Reading of a Bill)
Title	<p>(1) A concise statement appearing at the beginning of a bill which is indicative of the object of the bill as required by the constitution and embraces the significant aspects of the subject content of the bill. (Const. Art. III, §15(A) and House Rule 7.5)</p> <p>(2) A brief statement in each simple or concurrent resolution indicative of its subject and purpose. (House Rule 7.4)</p> <p>(3) The largest subdivision of the Louisiana Revised Statutes. The revised statutes are comprised of Titles 1 through 56.</p>
Veto	<p>Governor’s disapproval of an enrolled bill. Has the effect of killing the bill unless the legislature subsequently votes to override the governor’s action by a 2/3 vote of each house. (Const. Art. III, §18 and Art. IV, §5(G) and House Rule 8.22) (Also see Session, Veto Session)</p> <p>Line item veto – Power exercised by the governor to veto specified items (single appropriations) of an appropriation bill, although signing the remainder of the bill into law. (Const. Art. IV, §5(G))</p>

Vote	<p>Record vote – A formal roll call of a house or committee of the legislature in which each member’s vote (yea or nay) on a motion is recorded (manually or electronically). Such vote is also recorded in the committee records and minutes and, in the case of floor action, in the Journal of the House or Senate. Certain votes are required to be record votes. All roll call votes in committee are record votes. (Const. Art. III, §§10(B) and 15(G) and House Rules 4.5, 6.22(B), 10.9, 12.2, and 14.43)</p> <p>Voice vote (viva voce) – A vote taken orally or electronically in which the vote of each member is not permanently recorded. Response is given to the clerk calling the roll (or on the voting machine) in the form of yea or nay, with only the overall totals being recorded in the House or Senate Journal. Election of the Speaker, the Speaker Pro Tempore, and the Clerk is conducted by voice vote. (House Rules 2.3 and 2.4)</p>
Vote to Reconsider	(See Reconsideration)
Weekly Committee Schedule	A written announcement of a standing committee's activities for the upcoming session week. Includes the time, location, and matters to be considered at each of the committee's meeting days. A rule suspension is required to change this schedule, including adding a legislative instrument to be considered. (House Rule 14.23)
Well of the House	The area of the House floor, located between the House Desk and the first row of the members' desks, that contains the podium from which members address the House. (House Rule 1.2, Diagram)
Withdraw	<p>(1) To remove a motion from consideration. Must be made by the proposer. (House Rules 9.2 and 9.14(A))</p> <p>(2) To remove an amendment or bill from consideration. Must be made by the proposer. (See Custom, Usage, and Practice in the Louisiana House of Representatives appendix)</p> <p>(3) Any bill or resolution not finally passed in any session shall be withdrawn from the files of the legislature (Const. Art. III, §1(B)).</p>
"Without Objection"	A phrase used by the presiding officer during session or by a presiding member during a committee meeting to indicate that he or she is disposing of a matter without taking a roll call vote because a record vote is not required and no member has voiced an objection.

It is understood that the action taken is approved unanimously by the members present.

Yield

Formally, one legislator relinquishing the floor to another to speak during debate; or informally, pausing during speaking to allow another to ask a question. (House Rules 5.4 and 5.7)

**State Departments/Agencies/
Federal Agencies (continued)**

DPSC..... Department of Public Safety
& Corrections

DCFS..... Department of Children
& Family Services

EPA..... Environmental Protection
Agency (U.S.)

FCC..... Federal Communications
Commission (U.S.)

GOHSEP..... Governor's Office of
Homeland Security and
Emergency Preparedness

IEB..... Interim Emergency Board

JDC..... Judicial District Court

LASERS..... Louisiana State
Employees Retirement System

LCTCS..... Louisiana Community &
Technical College System

LDR..... Department of Revenue

LED..... Department of Economic
Development (also **DED**)

LFO..... Legislative Fiscal Office

LGCB... Louisiana Gaming Control Board

LIGA..... Louisiana Insurance
Guaranty Association

LPFA..... Louisiana Public
Finance Authority

LSLI..... Louisiana State Law Institute

NOCAA..... New Orleans Center
for Creative Arts

OMV..... Office of Motor Vehicles

OSFA.... Office of Student Financial Aid

OYD..... Office of Youth Development

PRSAC.... Public Retirement Systems'
Actuarial Committee

REC..... Revenue Estimating Conference

PSC..... Public Service Commission

ULS..... University of Louisiana System

USDOJ..... United States
Department of Justice

Laws and Bodies of Law

ADA.... Americans with Disabilities Act

APA.... Administrative Procedure Act

CC..... Civil Code

CCP..... Code of Civil Procedure

CCrP..... Code of Criminal Procedure

CE..... Code of Evidence

CFR..... Code of Federal Regulations

ChC..... Children's Code

RS..... Revised Statutes

UCC.... Uniform Commercial Code

Miscellaneous

AFL-CIO. American Federation of
Labor-Council of Industrial Organizations

CABL. Council for a Better Louisiana

CAFR. Comprehensive Annual
Financial Report (state)

COLA. Cost-of-Living Adjustment

CPI. Consumer Price Index

CSG. Council of State Governments

DA. District Attorney

DROP. Deferred Retirement
Option Plan

EBR. East Baton Rouge Parish

ES. Extraordinary Session

FITAP. Family Independence
Temporary Assistance Program

FY. Fiscal Year

LABI. Louisiana Association of
Business & Industry

LaCHIP. Louisiana Children’s
Health Insurance Program

MFP. Minimum Foundation Program

NCSL. National Conference
of State Legislatures

PAR. Public Affairs Research Council

PSA. Public Systems Associates

RS. Regular Session
or Revised Statutes

SELF. Support Education in
Louisiana First Fund

SLC. Southern Legislative Conference

SREB. Southern Regional
Education Board

START. Student Tuition Assistance
& Revenue Trust Program

TANF. Temporary Assistance
to Needy Families

TIMED. Transportation Infrastructure
Model for Economic Development

TOPS. Taylor Opportunity
Program for Students