



**OFFICE of  
LEGAL  
SERVICES**

**USER GUIDE**

***OUR MISSION:  
TO PROVIDE TO THE MEMBERS OF THE GENERAL  
ASSEMBLY LEGAL ANALYSIS AND ADVICE; AS WELL AS  
RESEARCH, DRAFTING, LIBRARY, AND CODIFICATION  
SERVICES; ALL IN A PROFESSIONAL, CONFIDENTIAL,  
AND NON-PARTISAN MANNER.***

This document may be electronically accessed by highlighting either link below, right clicking, and then clicking Open Hyperlink:

On the Legislative Intranet at:

<http://intranet/OLS/Olsmain.shtml>

or

On the General Assembly Page at

<http://www.capitol.tn.gov/joint/staff/legal/User%20Guide.pdf>

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**OUR PLEDGES:**

**CONFIDENTIALITY.** OLS STAFF STRICTLY OBSERVE AND ENFORCE THE ATTORNEY-CLIENT RELATIONSHIP. CONFIDENTIAL COMMUNICATIONS AND MATERIALS ARE ZEALOUSLY PROTECTED.

**MISSION.** OLS STAFF HONOR AND RESPECT THE MEMBERS' CONSTITUTIONAL ROLE AS LAWMAKERS AND DO NOT INTERFERE WITH OR USURP THAT ROLE.

**PROFESSIONALISM.** OLS STAFF NEVER OFFER ANYTHING LESS THAN AN HONEST, FAIR, IMPARTIAL, AND DILIGENT EFFORT WITHIN THE CONSTRAINTS OF TIME THAT ARE BEYOND OUR CONTROL.

**IMPROVEMENT.** OLS STAFF DILIGENTLY AND CONTINUALLY STRIVE TO IMPROVE COMPETENCY AND PROFESSIONALISM AND STRIVE TO EARN, MAINTAIN, AND DESERVE THE MEMBERS' FULL TRUST AND CONFIDENCE.

**ATTITUDE.** OLS STAFF PROMOTE A WARM, COURTEOUS, AND RESPECTFUL DEMEANOR AT ALL TIMES.



**OFFICE of**  
**LEGAL**  
**SERVICES**

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**OLS STAFF ASSIGNMENTS BY COMMITTEE**  
**(SUBJECT TO CHANGE FOR THE 111<sup>th</sup> GENERAL ASSEMBLY)**

**HOUSE AGRICULTURE AND  
NATURAL RESOURCES**

\*DOUG GARRETT & SEAN MCMINN

**HOUSE COMMERCE**

\*JAMIE SHANKS & KATIE ROBERTSON

**HOUSE CONSUMER AND  
HUMAN RESOURCES**

\*JAMIE SHANKS, MATTHEW KING & SEAN MCMINN

**HOUSE EDUCATION**

\*KASEY WASHBURN & JACQUELINE NASH

**HOUSE FINANCE, WAYS AND MEANS  
CAMPBELL**

\*JOEL HAYES, ANDREW BEELER & ANASTASIA

**HOUSE GOVERNMENT OPERATIONS**

\*KATIE ROBERTSON & DOUG GARRETT

**HOUSE HEALTH**

\*MATTHEW KING & MICHELLE FOGARTY

**HOUSE JUDICIARY**

\*MICHELLE FOGARTY & ELIZABETH INSOGNA

**HOUSE INSURANCE AND BANKING**

\*ANDREW BEELER & JAMIE SHANKS

**HOUSE LOCAL GOVERNMENT**

\*JOSHUA HOUSTON & KASEY WASHBURN

**HOUSE STATE GOVERNMENT**

\*DOUG GARRETT & ELIZABETH INSOGNA

**HOUSE TRANSPORTATION**

\*MEGAN MOORE & JOEL HAYES

**SENATE COMMERCE AND LABOR**

\*MATTHEW KING & ANDREW BEELER

**SENATE EDUCATION**

\*JOHN WILLIAMS, SEAN MCMINN, JACQUELINE NASH

**SENATE ENERGY, AGRICULTURE  
AND NATURAL RESOURCES**

\*SEAN MCMINN & DOUG GARRETT

**SENATE FINANCE, WAYS AND MEANS**

\*MEGAN MOORE, JOSHUA HOUSTON & KAREN GARRETT

**SENATE GOVERNMENT OPERATIONS**

\*DOUG GARRETT & KATIE ROBERTSON

**SENATE HEALTH AND WELFARE**

\*JAMIE SHANKS & MATTHEW KING

**SENATE JUDICIARY**

\*ELIZABETH INSOGNA & KATIE ROBERTSON

**SENATE STATE AND LOCAL  
GOVERNMENT**

\*JOSHUA HOUSTON, & DOUG GARRETT

**SENATE TRANSPORTATION  
AND SAFETY**

\*JOEL HAYES & MEGAN MOORE

\*Indicates primary committee attorney



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## OFFICE OF LEGAL SERVICES ("OLS")

### WHAT SERVICES DOES OLS PROVIDE?

Services Provided by OLS	Services <u>NOT</u> Provided by OLS
Researching federal and state case law	Providing legal services to constituents
Writing legal opinions	Writing press releases
Drafting general and local bills	Writing speeches
Drafting resolutions and proclamations	Writing talking points
Drafting amendments	Compiling voting records
Drafting Attorney General opinion requests	Providing secretarial services for committees
Providing legal services for committees	Transcribing committee meetings

### WHERE ARE OLS OFFICES LOCATED?

OLS occupies the 9th floor of the Cordell Hull Building and the House and Senate chambers. Listed below are the OLS areas most frequently visited by members and members' staff. You may drop off requests and pick up legislation with our receptionist on the 9th floor.

**(1) MAIN OLS OFFICE.** The Main OLS Office is located on the **9th Floor**. Office hours out of session are Monday through Friday, 8:00 a.m. until 4:30 p.m. Office hours during session are Monday through Friday, 8:00 a.m. until the last committee meeting ends or the last chamber adjourns for the day. The phone number for the Main OLS Office is **(615) 741-3056** or internal extension **13056**. You are also always welcome to contact the Main OLS Office by email at **[LegalServicesRequest@capitol.tn.gov](mailto:LegalServicesRequest@capitol.tn.gov)**.

**(2) HOUSE CHAMBER.** The House Amendment Office is located in the first room immediately to your left upon entering the House Chamber. The House Amendment Office ("AO") opens approximately thirty minutes prior to the first chamber starting session for the day. The AO is open until both chambers have adjourned, except for periods when both chambers are in recess.

**(3) SENATE CHAMBER.** OLS is present on the left side of the Senate Chamber, in the press box area. OLS staff occupies this space approximately thirty minutes prior to the start of the Senate's session for the day and remains present until the Senate recesses or adjourns for the day.

## **CONFIDENTIALITY**

### **WHAT IS THE OLS CONFIDENTIALITY POLICY?**

All communications and requests between a member and OLS staff are statutorily and ethically confidential and privileged communications. The records and work product of OLS are not public records.

All requests are kept confidential, even if two duplicate requests are made by different members. A member may ask that a request not duplicate another bill, and such request will be honored if public records indicate a similar bill has been filed.

Any legislation drafted as a result of a member's request will be delivered to the member's office. No copy will be released until the member has filed it for introduction or otherwise makes it public. If a member wants OLS to release a draft of legislation to any person prior to its introduction, then the member must supply OLS with **written authorization** (email is acceptable).

**CAUTION:** When a request is made to **Fiscal Review staff** to provide a preliminary fiscal note to a bill or amendment draft prior to filing the bill or amendment, the draft becomes a public record because the draft is distributed by Fiscal Review staff for outside review and input.

### **HOW DOES THE POLICY AFFECT A MEMBER'S STAFF MAKING A REQUEST?**

OLS assumes that staff assigned to a member are authorized to receive materials and make requests on the member's behalf. This assumption applies to permanent administrative staff, research analysts, interns, and any other staff employed by the member's office.

### **HOW DOES THE POLICY AFFECT A LOBBYIST MAKING A REQUEST?**

A member may authorize a lobbyist or other person to make requests on behalf of the member by advising OLS of the arrangement **in writing** (email is acceptable). OLS will notify the member or the member's staff of any requests made in the member's name by anyone other than the member's staff. If the member has not authorized the request, please notify OLS as soon as possible. Completed requests will be delivered directly to the member's office.

### **CAN A MEMBER AUTHORIZE OLS TO SHARE INFORMATION WITH OTHER MEMBERS?**

A member may authorize OLS to share information about a specific request with other members. The member must request a waiver of confidentiality for each, individual request.

### **WHOM CAN I CONTACT IF I HAVE QUESTIONS OR CONCERNS REGARDING CONFIDENTIALITY?**

If a member or member's staff ever has grounds to believe that confidentiality has been violated or if the member or member's staff has questions regarding the confidentiality of services provided by OLS, then the member or the member's staff is urged to contact the Directors of OLS:

**Karen Garrett** (Suite 932)  
(615) 741-9549 internal extension 45057  
**karen.garrett@capitol.tn.gov**

and

**Anastasia Campbell** (Suite 966)  
(615) 741-6228 internal extensions 45072  
**anastasia.campbell@capitol.tn.gov**

## **LEGISLATIVE LIBRARY**

### **WHAT IS THE LEGISLATIVE LIBRARY?**

In January 1854, the 30th General Assembly of Tennessee adopted Joint Resolution Number IV, declaring "that the Secretary of State be and he is hereby instructed to collect all of the books belonging to the State, and have them in his office in the capitol as soon as possible for the use of the Legislature." This collection of books became the first Legislative Library, and would later form the beginning collection of the State Library and Archives.

Today, the State Library and Archives serves the citizens of the state while the members and staff of the Legislature still have their own library, the Legislative Library. Although the Legislative Library no longer has "all of the books belonging to the State," its collection of Journals, Acts, Tennessee history, and reference materials are available to assist the members and the members' staff in their duties.

### **WHERE IS THE LEGISLATIVE LIBRARY?**

The Legislative Library is located on the **8th Floor of the Cordell Hull Building**. Office hours are Monday through Friday, 8:00 a.m. until 4:30 p.m. year-round. The Legislative Library is staffed by the Legislative Librarian, Eddie Weeks, who may be contacted in person in **Suite 804**, by phone at **(615) 741-5816** or internal extension **45069**, or by email at **eddie.weeks@capitol.tn.gov**.

### **WHAT SERVICES DOES THE LEGISLATIVE LIBRARY PROVIDE?**

**(1) GENERAL RESEARCH.** The Legislative Library serves the members and staff of the General Assembly by providing reference and referral services as requested. The Legislative Library is the General Assembly's source for copies of bills, resolutions, laws, and statutes from prior years, and can provide members' offices with copies of other states' laws, bills, and reports. If you have a research request, you may submit the request in person at **Suite 804**, by phone at **(615) 741-5816** or internal extension **45069**, or by email at **eddie.weeks@capitol.tn.gov**.

**(2) LIAISON TO OBTAIN INFORMATION ANONYMOUSLY.** If you need to obtain information from a state or national agency but the member wishes to remain anonymous, then you may ask the Legislative Librarian to obtain this information on the member's behalf.

**(3) UPDATING TENNESSEE CODE ANNOTATED BOOKS.** The Legislative Librarian emails instructions to members' staff on the manner in which the members' copies of the Tennessee Code Annotated should be updated after the publisher of the Tennessee Code Annotated finishes its annual post session update. However, the actual process of updating the copy of the Tennessee Code Annotated in each member's office is the responsibility of each member's staff. Additionally, updating the copies of the Tennessee Code Annotated located in committee rooms is the responsibility of the Office of Legislative Administration. If a member's office or a committee room is missing any parts of the Tennessee Code Annotated, staff should contact the Office of Legislative Administration in person in **Suite 802**, by phone at **(615) 741-1919** or internal extension **11919**, or by email at **connie.ridley@capitol.tn.gov**.

**(4) GUIDED TOUR.** The Legislative Library is here to serve the General Assembly. Members and their staff may contact the Legislative Librarian for a guided tour of the library's materials.

## LEGISLATIVE LIBRARY

### **WHAT ARE EXAMPLES OF AVAILABLE RESOURCES?**

#### Tennessee:

Annual reports for state departments  
Attorney General opinions (dating back to 1971)  
Blue Books (dating back to 1927)  
Biographical entries for all previous members of the General Assembly  
House and Senate Journals (dating back to 1855)  
House and Senate Rules (dating back to 1933)  
Outdated versions of the Tennessee Code (dating back to the 1700s)  
Printed bills, amendments, and fiscal notes (dating back to 1970)  
Public and Private Acts (dating back to 1827)  
Rules and Regulations of the State of Tennessee (as updated within the past two years)  
Unofficial Index to Legislation (dating back to 1969)  
OLS Legislative Drafting Guides

#### United States and Legal Materials:

Tennessee Jurisprudence  
Tennessee Digest  
United States Code Annotated  
Supreme Court Decisions (U.S. and Tennessee)

#### Miscellaneous:

The Tennessean (copies retained for two months)  
USA Today (copies retained for one month)  
Wall Street Journal (copies retained for one month)

## **RESEARCH REQUESTS**

### **HOW DO I MAKE A GENERAL RESEARCH REQUEST?**

If you have a general research request, then you may submit the request to the Legislative Library. Examples of general research requests include finding information on Tennessee government and details on Tennessee legislative matters such as when a bill passed, whether or not a bill on a certain topic has been introduced in the past, the number of votes a bill received, or when a member served. The Legislative Librarian can answer any non-legal question that does not need to be addressed with an attorney. Additionally, if a member is interested in obtaining a Uniform Law or Suggested State Legislation, these publications are available in the Legislative Library. The Legislative Library can also acquire copies of statutes from other states.

**Step 1:** Submit the request in person at **Suite 804**, by phone at **(615) 741-5816** or internal extension **45069**, or by email at **[eddie.weeks@capitol.tn.gov](mailto:eddie.weeks@capitol.tn.gov)**.

**Step 2:** Include in the request:

- **Your name and contact information;**
- The **name of the member** for whom you are submitting the request; and
- The **issue to be researched** and any **background information**.

**Step 3:** The Librarian will notify you when the request is complete.

### **HOW DO I MAKE A LEGAL RESEARCH REQUEST?**

If you have a legal research request, then you may submit the request to the Main OLS Office. Examples of legal research requests include comparing laws in other states, analyzing federal and state case law, and researching current Tennessee law on a subject.

**Step 1:** Submit the request in person with the **9th Floor Receptionist**, by phone at **(615) 741-3056** or internal extension **13056**, or by email at **[LegalServicesRequest@capitol.tn.gov](mailto:LegalServicesRequest@capitol.tn.gov)**.

**Step 2:** Include in the request:

- **Your name and contact information;**
- The **name of the member** for whom you are submitting the request; and
- The **issue to be researched** and any **background information**.

**Step 3:** OLS will notify you when the request is complete.

### **WHY IS THERE A DELAY BETWEEN MAKING THE REQUEST AND COMPLETION?**

OLS strives to provide all services in a timely manner while ensuring quality of work product. We can respond to most questions on Tennessee statutory law fairly quickly over the phone. However, in the weeks preceding the general bill filing deadlines ("cut-off"), bill drafting takes priority. Additionally, please be aware that complicated issues and questions involving federal law or laws from other states may require more time.

## RESEARCH REQUESTS

### WHAT ARE QUESTIONS THAT OLS CANNOT ANSWER?

**(1) PERSONAL LEGAL ISSUES.** By statute, OLS is only authorized to provide legal services that aid the members in their official duties. Therefore, OLS is unable to give legal advice or representation concerning personal legal issues of any member or member's staff.

**(2) CONSTITUENT LEGAL ISSUES.** The clients of OLS are the members of the General Assembly. Therefore, OLS is unable to give legal advice or representation concerning constituent legal issues. You may wish to direct constituent legal issues to the sources mentioned below.

Chattanooga	Legal Aid of East Tennessee	(423) 756-4013
Gallatin	Legal Aid Society of Middle Tennessee and the Cumberland	(615) 451-1880
Jackson	West Tennessee Legal Services	(731) 423-0616
Johnson City	Legal Aid of East Tennessee	(423) 928-8311
Knoxville	Legal Aid of East Tennessee	(865) 637-0484
Maryville	Legal Aid Society of Middle Tennessee and the Cumberland	(865) 981-1818
Memphis	Memphis Area Legal Services	(901) 523-8822
Middle Tennessee	Legal Aid Society of Middle TN and Cumberland	(800) 238-1443
Morristown	Legal Aid Society of Middle Tennessee and the Cumberland	(423) 587-4850
Murfreesboro	Legal Aid Society of Middle Tennessee and the Cumberland	(615) 890-0905
Nashville	Legal Aid Society of Middle Tennessee and the Cumberland	(615) 244-6610
Tennessee	Tennessee Bar Association's lawyer referral service	(615) 383-7421
Tennessee	aLEGALz	(888) 253-4259

**(3) PROCEDURAL QUESTIONS.** All questions pertaining to legislative procedure should be directed to the appropriate Chief Clerk or rules committee.

**SENATE CHIEF CLERK**

State Capitol, 2nd Floor  
(615) 741-2730  
Ext. 12730

**HOUSE CHIEF CLERK**

State Capitol, 2nd Floor  
(615) 741-2901  
Ext. 44941

## **BILL DRAFTING REQUESTS**

### **HOW DO I MAKE A BILL DRAFTING REQUEST?**

**Step 1:** Submit the request in person to the **9th Floor Receptionist**; or by phone at **(615) 741-3056** or internal extension **13056**, or by email at **LegalServicesRequest@capitol.tn.gov**.

**Step 2:** Include in the request:

- **Your name and contact information**;
- The **name of the member** for whom you are submitting the request;
- The **issue to be addressed in the bill** and any **background information**; and
- Any **pre-drafted language**.

**Step 3:** OLS will notify you when the bill has been jacketed and the location for pickup.

### **WHEN DO I SUBMIT A BILL DRAFTING REQUEST?**

Bill drafting requests should be submitted **as soon as possible** so that OLS may give members the best and most expedient service possible. OLS is responsible for providing each member with the bills requested. During the 110th General Assembly, **4,477** bills, **6,561** amendments, **3,275** resolutions, and **3,637** proclamations were drafted and processed by OLS. The weeks leading up to general bill filing deadlines ("cut-off") are the busiest time for OLS, so members are strongly encouraged to send bill requests in advance (one month if possible) of cut-off.

### **WHY SHOULD I BE CONCERNED ABOUT FILING DEADLINES ("CUT-OFF")?**

Sometimes, one or both chambers have a deadline for all general bills to be filed with the Chief Clerk in the annual session, after which date all other filed bills will be placed in a delayed bills committee. If the other chamber's filing deadline has already occurred, it could prevent a member from being able to find a bill sponsor in the other chamber. Therefore, you should inquire with the Chief Clerks in both chambers about filing deadlines.

### **WHAT IF I HAVE PRE-DRAFTED TEXT?**

Submitting pre-drafted text to OLS in electronic form in Microsoft Word format will assist OLS in entering the text into the legislative database and preparing the bill for introduction. Although there is no requirement that OLS draft all bills, **OLS must enter all legislation into the legislative database and review all legislation** for form and style prior to introduction. The sample bill on the next page is in the standard form for bills in the State of Tennessee.

**SAMPLE BILL (WITH LABELED PARTS)**

**CAPTION  
DONE BY OLS**

AN ACT to amend Tennessee Code Annotated, Title 68, relative to healthcare.

**ENACTING CLAUSE**

BE IT ENACTED BY THE GENERAL ASSEMBLY OF THE STATE OF TENNESSEE:

SECTION 1. Tennessee Code Annotated, Title 68, is amended by adding Sections 2 through 5 as a new chapter.

**DIRECTORY LANGUAGE**

**SHORT TITLE**

SECTION 2. This chapter shall be known and may be cited as the "Emergency Medical Services Act."

SECTION 3. As used in this chapter:

**DEFINITIONS**

(1) "Category 'B' hospital" means a hospital facility within the state of Tennessee assigned to a category B by the board for licensing health care facilities of the department of health; and

(2) "Health care professional" includes a person licensed under the provisions of title 63.

SECTION 4.

**BODY**

(a) The department shall create and administer a statewide system of emergency medical service area telecommunications through rules.

(b) It is a Class A misdemeanor for health care professionals and category B hospitals to fail to report to the department pursuant to this section.

**PENALTIES**

SECTION 5. If any provision of this act or the application of any provision of this act to any person or circumstance is held invalid, the invalidity shall not affect other provisions or applications of the act that can be given effect without the invalid provision or application, and to that end, the provisions of this act are declared to be severable.

**SEVERABILITY CLAUSE**

SECTION 6. For purposes of promulgating rules, this act shall take effect, upon becoming a law, the public welfare requiring it. For all other purposes, this act shall take effect January 1, 2015, the public welfare requiring it.

**EFFECTIVE DATE**



0616523456



\*001676\*

**DRAFTING NUMBER  
DONE BY OLS**

## **BILL DRAFTING REQUESTS**

### **WHAT IF I DO NOT HAVE PRE-DRAFTED TEXT?**

If a member wishes to discuss a request, OLS staff will be glad to visit the member's legislative office, if time permits, or the member is welcome to discuss the request with any of our staff. There will be fewer chances for errors and greater opportunities to clarify instructions if requests are submitted by a member in person.

If a member is uncertain as to the specifics of a bill or is interested in finding information from other states or national organizations, OLS staff will be glad to research or suggest alternative approaches.

### **WHY IS THERE A DELAY BETWEEN MAKING THE REQUEST AND PICKUP?**

OLS endeavors to complete all bill drafting requests **as soon as reasonably possible, while ensuring quality and accuracy**. To ensure quality and accuracy, each bill must be reviewed according to the Bill Checklist on the following page. **This process requires careful attention to detail and that takes time. Haste frequently results in errors and hampers the overall efficiency and effectiveness of the General Assembly.** OLS policy is to complete requests in the order that they are received, although priority will be given to general bills over local bills closer to cut-off because local bills are not subject to cut-off. If you have a local bill that you need prepared quickly, we urge you to request it at a non-rush time (well in advance of cut-off). If this is not possible, it is important to advise OLS that the local bill is a priority matter. Otherwise, OLS will prepare general bill requests first.

**NOTE:** We encourage all pre-drafted text to be submitted to OLS in **Microsoft Word** format to expedite the drafting process.

# BILL DRAFTING REQUESTS

## HOW DO I FILE A JACKETED BILL?

**Step 1:** Deliver the appropriate bill jacket to the bill co-sponsor in the other chamber (the cream jacket is for the Senate sponsor and the white jacket is for the House sponsor).

**Step 2:** Ensure that the House and Senate sponsors **SIGN** the outside of the bill jackets.

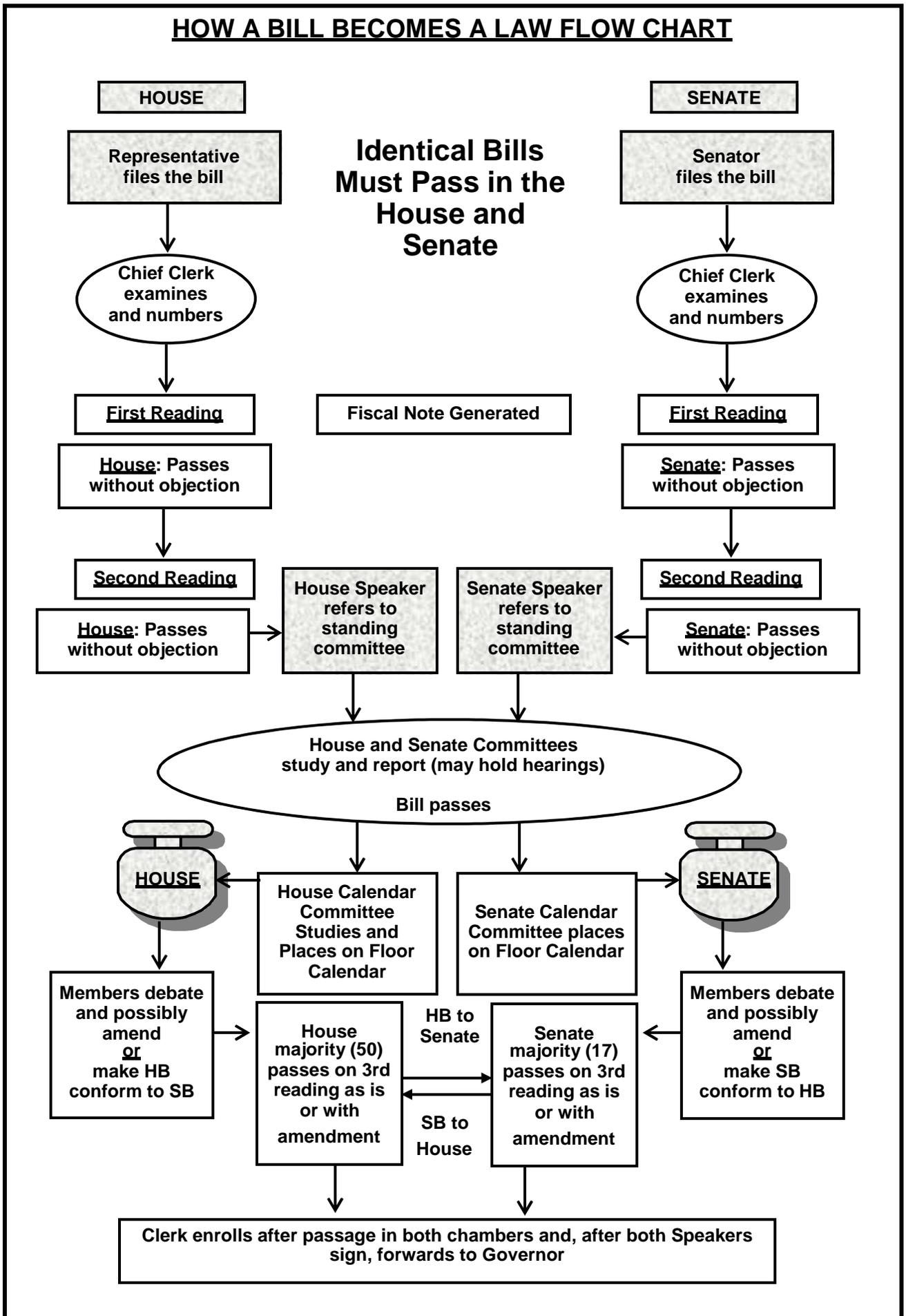
**REMINDER:** For local bills, remember that in the case of Davidson, Knox, and Hamilton counties, the signature of **all** Senators from those counties is required.

**Step 3:** File the copy of the bill attached to the jacket with the appropriate Clerk.

## WHAT HAPPENS AFTER THE BILL IS FILED?

The flow chart on the following page illustrates the legislative process after the filing of the bill with the Chief Clerk's office.

# HOW A BILL BECOMES A LAW FLOW CHART



## **RESOLUTION DRAFTING REQUESTS**

### **HOW DO I MAKE A RESOLUTION DRAFTING REQUEST?**

**Step 1: Complete the Resolution Request Form in its entirety.** It is available online on the Legal Services page of the Legislative Intranet, at the **Receptionist desk on the 9th Floor** of the Cordell Hull Building, or on page 19 of this guide.

**Step 2:** Include in the request, along with the completed form:

- **Your name and contact information;**
- The **name of the member** for whom you are submitting the request;
- The **subject of** and **reason for** the resolution; and
- Any background and support information.

**CAUTION:** Any materials submitted to OLS for resolutions, such as newspaper clippings or event programs, are needed for our records. Please do not submit the original of a document if you will need it back.

**Step 3:** Submit the request in person with the **Receptionist on the 9th Floor** or by email at **LegalServicesRequest@capitol.tn.gov**.

**Step 4:** OLS will notify you when the resolution has been jacketed and the location for pickup.

### **WHEN DO I SUBMIT A RESOLUTION REQUEST?**

Resolutions are only adopted **during the legislative session** and can include constitutional amendments, legislative appointments, legislative statements, study committees, and directives to state agencies. Resolutions can also be congratulatory or memorializing documents.

Since there are several different purposes for introducing a resolution, the process for passing each resolution is unique. The amount of time that the resolution will need in order to be passed should be considered in order to give OLS ample time to draft the request.

### **WHAT IS A SUBSTANTIVE AS OPPOSED TO A MEMORIALIZING RESOLUTION?**

Substantive resolutions pertain to constitutional amendments, legislative statements, study committees, and directives of state agencies and are normally included on each chamber's regular calendars. These types of resolutions must be read three times in each chamber, pass both bodies, and be signed by the Governor.

Congratulatory or memorializing resolutions acknowledge a Tennessee citizen's anniversary, death, birthday, professional achievement, retirement, sporting event, or other special life event. These types of resolutions are normally placed on the consent calendar of the sponsor's chamber in the case of a resolution, or on both chambers' consent calendars in the case of a joint resolution. Both Senate and House Joint Resolutions must pass both bodies and be signed by the Governor.

**CAUTION:** Substantive resolutions count towards the fifteen-bill limit in the House. Substantive resolutions do **NOT** include administration resolutions, resolutions approving revisions to rules of procedure promulgated by the Supreme Court and the annual codification act, memorializing or congratulatory resolutions, resolutions confirming appointments, resolutions authorizing charitable events, or resolutions that are procedural and not referred to a standing committee. House Rule 44.

## **RESOLUTION DRAFTING REQUESTS**

### **WHY IS THERE A DELAY BETWEEN MAKING THE REQUEST AND PICK UP?**

OLS endeavors to complete all resolution drafting requests **as soon as reasonably possible, while ensuring quality and accuracy.** To ensure quality and accuracy, each resolution must be reviewed. **This process requires careful attention to detail and that takes time. Haste frequently results in errors and hampers the overall efficiency and effectiveness of the General Assembly.** OLS policy is to complete all requests of any type in the order that they are received, although priority will be given to general bills (over local bills and resolutions) closer to cut-off.

## HOW DO I FILE A JACKETED JOINT RESOLUTION?

- Step 1:** Deliver the appropriate jacket to the resolution's co-sponsor in the other chamber (the green jacket is for the Senate sponsor and the grey jacket is for the House sponsor).
- Step 2:** Ensure that the House and Senate sponsors **SIGN** the outside of the jackets.
- Step 3:** File the copy of the resolution attached to the jacket with the appropriate clerk.

This image shows a grey jacketed joint resolution form. It features several sections for tracking and action:

- ORIGINAL:** HJR No. and Profile Date.
- HOUSE ACTION:** Includes 'INTRODUCED' (with a date line), 'STANDING COMMITTEE ON:', and two 'Recommended:' boxes for 'For Adoption' and 'For Adoption w/a' (with date lines and 'Chmn.' labels).
- SENATE ACTION:** Includes 'TRANSMITTED' (with a date line), 'STANDING COMMITTEE ON:', and two 'Action:' boxes for 'For Concurrence' and 'For Concurrence w/a' (with date lines and 'Chmn.' labels).
- COMMITTEE ON CALENDAR AND RULES:** Includes 'For Calendar' (with a date line) and 'Reg' and 'Con' checkboxes.
- COMMITTEE ON CALENDAR:** Includes 'Received' and 'Reported Out' (both with date lines).
- SIGNATURES OF PRIME SPONSORS:** A list of five numbered lines for signatures.
- SIGNATURES OF SECONDARY SPONSORS:** A list of five numbered lines for signatures.
- Resolution Text:** A central box containing the drafting number '000992' and the text: 'A RESOLUTION to confirm the appointment of Herbert H. Hilliard as a director of the Tennessee regulatory authority.'
- Checkboxes:** Two checkboxes at the bottom left: 'All members voting ays be added as sponsors' and 'All members be added as sponsors'.
- Barcode:** A dashed box labeled 'BAR CODE'.

Callouts with arrows point to specific areas: 'House sponsors sign here' points to the prime sponsors list; 'Type of legislation' points to the 'ORIGINAL' section; 'Drafting number' points to the number '000992'; and 'Senate sponsors sign here' points to the secondary sponsors list.

This image shows a green jacketed joint resolution form, similar in layout to the grey one but with a different color scheme:

- ORIGINAL:** SJR No. and Profile Date.
- SENATE ACTION:** Includes 'INTRODUCED' (with a date line), 'STANDING COMMITTEE ON:', and two 'ACTION' boxes for 'FOR ADOPTION' and 'FOR ADOPTION W/A' (with date lines and 'CHMN' labels).
- HOUSE ACTION:** Includes 'INTRODUCED' (with a date line), 'STANDING COM' (partially visible), and two 'ACTION' boxes for 'FOR CONCURREN' and 'FOR CONCURREN' (partially visible).
- COMMITTEE ON CALENDAR:** Includes 'RECEIVED' (with a date line) and 'Reg' and 'Con' checkboxes.
- SIGNATURES OF PRIME SPONSORS:** A list of five numbered lines for signatures.
- SIGNATURES OF OTHER SPONSORS:** A list of five numbered lines for signatures.
- Resolution Text:** A central box containing the drafting number '000209' and the text: 'A RESOLUTION to honor the memory of Lieutenant General Eugene P. Forrester, United States Army, of Tennessee.'
- Barcode:** A dashed box labeled 'Bar Code'.
- Vertical Note:** A note on the left side reads: 'THIS FILE IS AN INTEGRAL AND VITAL PART OF THE LEGISLATIVE RECORD. IT IS AN INTEGRAL AND VITAL PART OF THE LEGISLATIVE RECORD. DO NOT REMOVE! DO NOT DEFACE!'.

Callouts with arrows point to specific areas: 'Senate sponsors sign here' points to the prime sponsors list; 'Type of legislation' points to the 'ORIGINAL' section; 'Drafting number' points to the number '000209'; and 'House sponsors sign here' points to the other sponsors list.

## RESOLUTION DRAFTING REQUESTS

### HOW DO I FILE A JACKETED RESOLUTION?

**Step 1:** Deliver the appropriate jacket to the resolution's sponsor (a blue jacket is for the Senate sponsor and a green jacket is for the House sponsor).

**Step 2:** Ensure that the sponsor **SIGNS** the outside of the jacket.

**Step 3:** File the copy of the resolution attached to the jacket with the appropriate clerk.

The image shows a green House Resolution jacket form. On the left, there is a section titled "SIGNATURES OF PRIME SPONSORS" with five numbered lines (1-5) for signatures. Below this is a box containing the drafting number "001698" and the text: "A RESOLUTION to honor and commend Dr. Glenda Baskin Glover for her appointment as President of Tennessee State University." On the right, there is a section titled "HOUSE ACTION" with fields for "ORIGINAL HR No.", "Profile Date", "INTRODUCED" (with a date line), "STANDING COMMITTEE ON:", and "Recommended: For Adoption For Adoption w/a" (with a date line and "Chmn." field). A callout box labeled "House sponsors sign here" points to the signature lines. Another callout box labeled "Type of legislation" points to the "ORIGINAL HR No." field. A third callout box labeled "Drafting number" points to the drafting number box.

The image shows an orange Senate Resolution jacket form. On the left, there is a section titled "BY SENATOR" with a box containing the drafting number "000823" and the text: "A RESOLUTION to memorialize the Congress of the United States to propose an amendment to the United States Constitution relative to authorizing states to rescind certain federal laws." On the right, there is a section titled "SENATE ACTION" with fields for "ORIGINAL SR No.", "Profile Date", "INTRODUCED" (with a date line), "STANDING COMMITTEE ON:", and "ACTION: FOR ADOPTION FOR ADOPTION W/A" (with a date line and "CHMN." field). A callout box labeled "Senate sponsor signs here" points to the "BY SENATOR" section. Another callout box labeled "Type of legislation" points to the "ORIGINAL SR No." field. A third callout box labeled "Drafting number" points to the drafting number box.

### WHAT HAPPENS AFTER THE RESOLUTION IS FILED?

Resolutions differ from bills in that they do not have the force and effect of law. The type of resolution is determined and can be identified by its resolving clause language. Joint resolutions must pass in both chambers to be adopted, while House Resolutions and Senate Resolutions only need to pass in the respective chamber.

In the **House**, substantive resolutions are generally referred to standing committees while congratulatory and memorializing resolutions are placed on a consent calendar. Joint resolutions calling for a joint convention of both chambers are referred to the House Committee on Delayed Bills (the Speaker, the majority leader, and the minority leader).

In the **Senate**, all congratulatory and memorializing resolutions are referred to the Senate Calendar Committee. All other resolutions, except for joint resolutions proposing joint conventions, which are referred to the Committee on Delayed Bills, are referred to standing committees. Senate Rule 21.

No resolution, except one proposing an amendment to the Constitution, is required to be read three times. However, all joint resolutions, except those calling for adjournment of the General Assembly and those proposing specific amendments to the Constitution, must be submitted to the Governor for signature. The Governor may veto a joint resolution but the General Assembly may override the veto by a simple majority vote of those entitled to vote. Tenn. Const. Art. III, § 18.



**OFFICE of  
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**Main Office:  
9th Floor Cordell Hull Building  
Phone: 615-741-3056  
Internal Extension: 13056**

**RESOLUTION REQUEST FORM**

Resolutions are the vehicle document for a number of special items, including, constitutional amendments, joint conventions, legislative procedures such as extended recess and final adjournment, creation of study committees, confirmation of appointments to state boards and commissions, and statements of policy. Resolutions may also be memorializing and congratulatory. Resolutions do not have the force and effect of law, and can only be passed during session.

**Please complete all sections of this form.**

**MEMBER:** \_\_\_\_\_

**YOUR NAME:** \_\_\_\_\_

**PHONE NUMBER:** \_\_\_\_\_

**TODAY'S DATE:** \_\_\_\_\_

**TYPE OF REQUEST** (please check appropriate box):

- |   |  |
|---|--|
| <input type="checkbox"/> House Resolution       | <input type="checkbox"/> Senate Resolution       |
| <input type="checkbox"/> House Joint Resolution | <input type="checkbox"/> Senate Joint Resolution |

**SUBJECT OF REQUEST** (include name of person or entity to be honored):

\_\_\_\_\_  
\_\_\_\_\_

**REASON FOR REQUEST** (please check appropriate box):

- |   |  |
|---|--|
| <input type="checkbox"/> Anniversary              | <input type="checkbox"/> Special Event                 |
| <input type="checkbox"/> Birthday                 | <input type="checkbox"/> Sporting Achievement          |
| <input type="checkbox"/> Death                    | <input type="checkbox"/> Valedictorian or Salutatorian |
| <input type="checkbox"/> Professional Achievement | <input type="checkbox"/> Other: _____                  |
| <input type="checkbox"/> Retirement: _____        |  |

- Please complete a separate form with attachments for each requested resolution.
- Please **staple** forms & attachments together (clips fall off).
- Please do not use this form for bills or amendments.

**Deliver form with attachments to the Receptionist on the 9th Floor  
or  
E-mail form with attachments to LegalServicesRequest@capitol.tn.gov**

## **COMMITTEE STAFF SERVICES**

### **WHAT COMMITTEE SERVICES DOES OLS PROVIDE?**

**(1) SERVICES PROVIDED BY OLS.** OLS provides, at the request of committee Chairs, at least one attorney to attend meetings of all the standing committees and subcommittees of the General Assembly. The attorney provides services that facilitate the committee in the performance of its duties, such as preparing written or verbal amendments adopted by the committee that have not been prepared in advance of the committee meeting. OLS also provides both legal and research services to special and study committees.

**(2) SERVICES NOT PROVIDED BY OLS.** OLS does not provide secretarial services for committees. Customarily, the administrative assistant or the intern of the Chair of the committee serves as the secretary for the committee.

### **WHICH COMMITTEE DOES EACH ATTORNEY STAFF?**

This guide lists the committee assignments for each OLS attorney as of the printing of this User Guide. For the most up-to-date list of committee assignments, please check on the Legal Services page of the Legislative Intranet under **OLS Staff for Standing Committees**.

### **HOW CAN I GET MORE INFORMATION ON OLS COMMITTEE SERVICES?**

If a member is interested in learning more about the services that OLS provides for committees, the member should contact the Directors of OLS:

**Karen Garrett** (Suite 932-B)  
(615) 741-9549 internal extension 45057  
**karen.garrett@capitol.tn.gov**

and

**Anastasia Campbell** (Suite 966)  
(615) 741-6228 internal extensions 45072  
**anastasia.campbell@capitol.tn.gov**

## **AMENDMENT DRAFTING REQUESTS**

### **HOW DO I MAKE AN AMENDMENT DRAFTING REQUEST?**

**Step 1:** Submit the request in person to the **9th Floor Receptionist**; or by phone at **(615) 741-3056** or internal extension **13056**; or by email at **LegalServicesRequest@capitol.tn.gov**.

**Step 2:** Include in the request:

- **Your name and contact information;**
- The **name of the member** for whom you are submitting the request;
- The **bill or resolution number** of the bill or resolution to be amended;
- **Details on the desired changes or pre-drafted language;**
- The **appropriate contact person** if questions arise; and
- The **day and time when the bill or resolution will be heard.**

**Step 3:** OLS will notify you when the request is complete and the location for pickup.

### **WHEN DO I MAKE AN AMENDMENT DRAFTING REQUEST?**

Amendment requests should be submitted **as soon as possible** after deciding that an amendment is needed. The substance of an amendment determines the amount of time that is needed to prepare it. It is very difficult to prepare a comprehensive amendment to a bill or resolution if the request is submitted a short period of time before the bill or resolution is considered by a committee or on the House or Senate floor. The preparation of amendments requires the time necessary to draft the amendment and to physically produce the amendment in proper form for filing with committees or the Clerk. OLS endeavors to complete all amendment drafting requests **as soon as reasonably possible, while ensuring quality and accuracy**. To ensure quality and accuracy, each amendment must be reviewed. **This process requires careful attention to detail and that takes time. Haste frequently results in errors and hampers the overall efficiency and effectiveness of the General Assembly.**

When requesting amendments to bills or resolutions, **please provide OLS with the bill or resolution number** and the exact nature of the change. If the changes are extensive, it may be preferable to simply delete all sections of the introduced bill or resolution and rewrite the bill or resolution in the amendment. Please advise OLS if this is the member's preference.

### **WHAT IF I NEED AN AMENDMENT DRAFTED FOR A COMMITTEE MEETING?**

Some committees have amendment filing deadlines. You should speak with the office of the Chair of the respective committee concerning such deadlines.

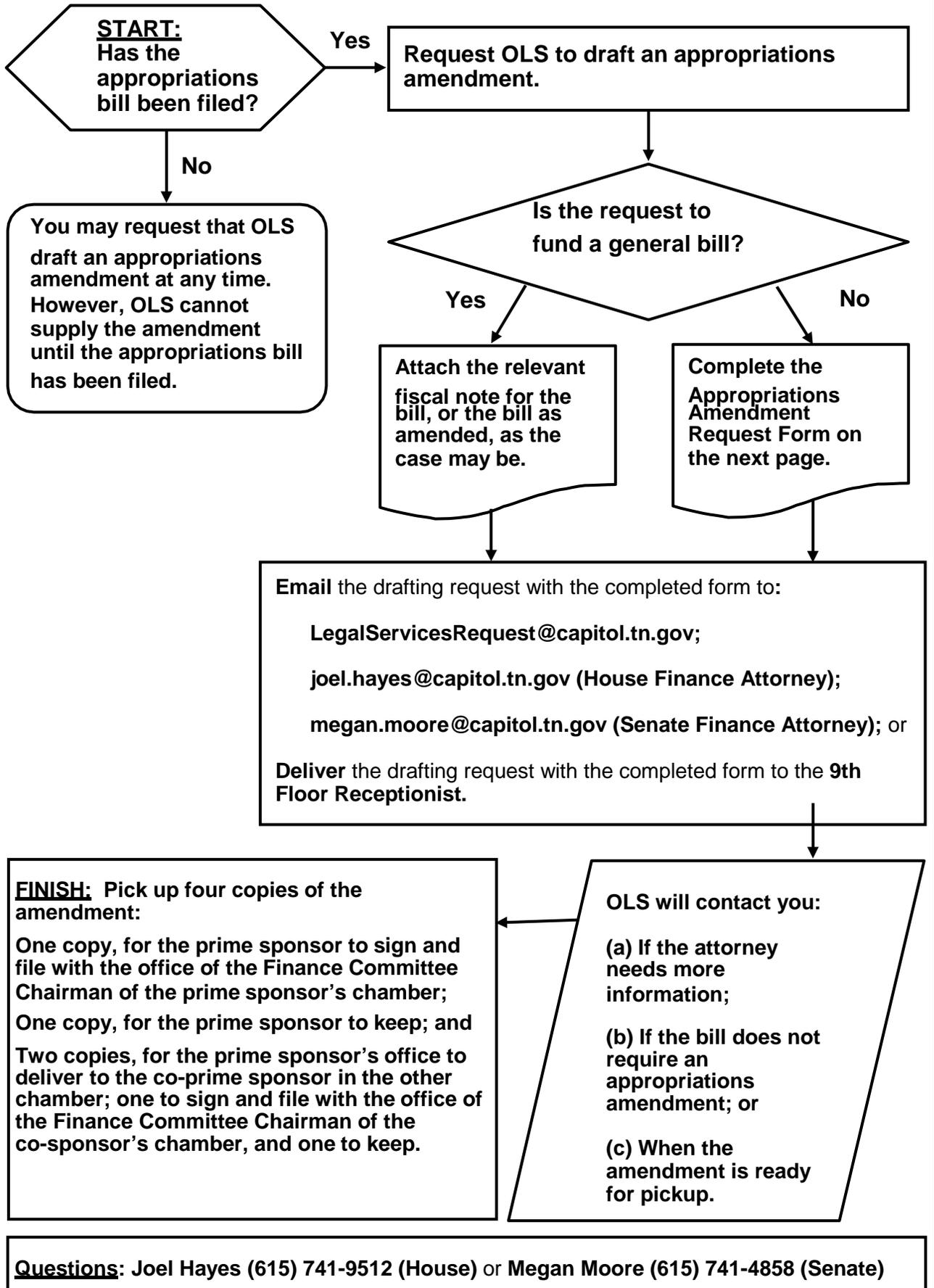
### **CAN I SUBMIT AN AMENDMENT DRAFTING REQUEST IN THE AMENDMENT OFFICE?**

The amendment office is staffed during floor sessions so that members can have amendments drafted for the floor calendar and delivered on the floor. However, amendment requests can still be made to the Main OLS Office, by phone, or email. The Main OLS Office can arrange for delivery of amendments to the floor.

### **WHAT IF I HAVE AN APPROPRIATIONS (“BUDGET”) AMENDMENT DRAFTING REQUEST?**

Amendments to the General Appropriations Bill have filing deadlines with the Finance, Ways and Means Committee of each chamber. Please refer to the Appropriations Amendment flow chart immediately following this page for steps on submitting an appropriations amendment drafting request. A copy of the **Appropriations Amendment Request Form** is available on the OLS page of the Legislative Intranet or on page 20 of this guide.

## APPROPRIATIONS AMENDMENT FLOW CHART





**OFFICE of  
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**Main Office:  
9th Floor Cordell Hull Building  
Phone: 615-741-3056  
Internal Extension: 13056**

**APPROPRIATIONS AMENDMENT REQUEST FORM**

**DATE:** \_\_\_\_\_

**MEMBER:** \_\_\_\_\_

**YOUR NAME:** \_\_\_\_\_

**PHONE NUMBER:** \_\_\_\_\_

**AMOUNT:** \_\_\_\_\_

**RECIPIENT:** \_\_\_\_\_

**RECIPIENT'S LOCATION:** \_\_\_\_\_

**CITY:** \_\_\_\_\_

**COUNTY:** \_\_\_\_\_

**PURPOSE:** \_\_\_\_\_

**DISBURSING AGENCY (Finance and Administration unless specified as follows):**

\_\_\_\_\_

**SPECIAL INSTRUCTIONS** \_\_\_\_\_

\_\_\_\_\_

**For an appropriation amendment to fund a bill, please staple the most current fiscal note and any material relevant to the request to this form and deliver it to the 9th Floor Receptionist or email it to LegalServicesRequest@capitol.tn.gov.**

## **ATTORNEY GENERAL OPINION REQUESTS**

### **HOW DO I MAKE AN ATTORNEY GENERAL OPINION REQUEST?**

**Step 1:** Submit the request in person to the **9th Floor Receptionist**; or by phone at **(615) 741-3056** or internal extension **13056**, or by email at **LegalServicesRequest@capitol.tn.gov**.

**Step 2:** Include in the request:

- **Your name and contact information;**
- The **name of the member** you are submitting a request for;
- Details on **the issue** that the member wants to ask the Attorney General about; and
- The **appropriate contact person** if questions arise.

**Step 3:** OLS will notify you when the request is complete and the location for pickup.

### **WHEN DO I MAKE AN ATTORNEY GENERAL OPINION REQUEST?**

An Attorney General opinion request may be made at any time, during and out of session. Normally, a member seeks an Attorney General opinion request when a question arises pertaining to the application of Tennessee statutes or the constitutionality of a bill or resolution being heard in committee or on the floor.

### **WHY IS THERE A DELAY BETWEEN MAKING THE REQUEST AND PICKUP?**

Preparing an Attorney General opinion request letter is an art because careful drafting is required to ensure that the Attorney General will answer the entirety of the member's concerns. Research into the law and the background behind the request will be necessary, as well as proofing.

## **PROCLAMATION DRAFTING REQUESTS**

### **HOW DO I MAKE A PROCLAMATION REQUEST?**

**Step 1: Complete the Proclamation Request Form in its entirety.** It is available online on the Legal Services page of the Legislative Intranet, at the **9th Floor Receptionist's desk**, or on page 24.

**Step 2:** Include in the request, along with the completed form:

- **Your name and contact information;**
- The **name of the member** for whom you are submitting the request; and
- The **subject of** and **reason for** the proclamation with background information.

**Step 3:** Submit the request in person to the **9th Floor Receptionist** or by email at: **LegalServicesRequest@capitol.tn.gov**.

**Step 4:** OLS will deliver the proclamation by email to the member and their assistant when it is completed.

### **HOW DOES A PROCLAMATION DIFFER FROM A RESOLUTION?**

Unlike a resolution, which might be substantive, a proclamation is purely a memorializing or congratulatory document. A proclamation **CANNOT** proclaim days, weeks, or months as special holidays or designations. These designations must be adopted by a joint resolution or a general bill. Additionally, proclamations are **NOT** published in the same manner as resolutions.

**SINCE PROCLAMATIONS ARE PREPARED FOR MEMBERS UNDER THE AUTHORITY OF EACH SPEAKER, ALL PROCLAMATION REQUESTS AND INFORMATION SUBMITTED WITH SUCH REQUESTS ARE SUBJECT TO DISCLOSURE TO THE RESPECTIVE SPEAKER'S OFFICE.**

### **WHEN DO I MAKE A PROCLAMATION REQUEST?**

A proclamation may be requested year-round, including **out of session**.

### **WHAT IF OTHER MEMBERS WANT TO BE ADDED?**

A proclamation bears the signature of the respective Speaker and the requesting member. To include additional members of the General Assembly on a proclamation, notify the appropriate Engrossing Clerk.

### **WHY IS THERE A DELAY BETWEEN MAKING THE REQUEST AND PICKUP?**

OLS endeavors to complete all proclamation drafting requests **as soon as reasonably possible, while ensuring quality and accuracy**. To ensure quality and accuracy, each proclamation must be reviewed. **This process requires careful attention to detail and that takes time. Haste frequently results in errors and hampers the overall efficiency and effectiveness of the General Assembly.** OLS policy is to complete all requests of any type in the order that they are received, although priority will be given to general bills (over local bills, resolutions, and proclamations) closer to cut-off.

## PROCLAMATION DRAFTING REQUESTS

### HOW DO I FILE THE PROCLAMATION?

- Step 1:** Notify the appropriate Engrossing Clerk to prepare a presentation copy by giving the Engrossing Clerk the drafting number located in the lower right-hand corner.
- Step 2:** Deliver the drafting number to the appropriate Chief Clerk to get the proclamation printed and then signed by the appropriate Speaker.
- Step 3:** Have all of the members cited in the proclaiming clause sign the proclamation.



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Main Office:  
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Phone: 615-741-3056  
Internal Extension: 13056

**PROCLAMATION REQUEST FORM**

A "Proclamation" is a memorializing or congratulatory document that may be requested year round. There are two types of proclamations: House Proclamations and Senate Proclamations. Neither House nor Senate Proclamations can proclaim days, weeks, or months as special holidays or designations. These designations must be adopted by a joint resolution or a general bill during session. A proclamation bears the signature of the respective Speaker and requesting members. Proclamations are not published in the same manner as resolutions.

**SINCE PROCLAMATIONS ARE PREPARED FOR MEMBERS UNDER THE AUTHORITY OF EACH SPEAKER, ALL PROCLAMATION REQUESTS AND INFORMATION SUBMITTED WITH SUCH REQUESTS ARE SUBJECT TO DISCLOSURE TO THE RESPECTIVE SPEAKER'S OFFICE**

**Please complete all sections of this form.**

**YOUR NAME & MEMBER'S NAME:** \_\_\_\_\_

**YOUR PHONE NUMBER:** \_\_\_\_\_

**TODAY'S DATE:** \_\_\_\_\_

**TYPE OF REQUEST** (please check appropriate box):

House Proclamation       Senate Proclamation

**SUBJECT OF REQUEST** (include name of person or entity to be honored):

\_\_\_\_\_

**REASON FOR REQUEST** (please check appropriate box):

- |   |  |
|---|--|
| <input type="checkbox"/> Anniversary              | <input type="checkbox"/> Special Event                 |
| <input type="checkbox"/> Birthday                 | <input type="checkbox"/> Sporting Achievement          |
| <input type="checkbox"/> Death                    | <input type="checkbox"/> Valedictorian or Salutatorian |
| <input type="checkbox"/> Professional Achievement | <input type="checkbox"/> Other: _____                  |
| <input type="checkbox"/> Retirement: _____        |  |

Please complete a separate form with attachments for each requested proclamation.

- Please **staple** forms & attachments together (clips fall off).
- Please do not use this form for bills, resolutions or amendments.

**Deliver completed form with attachments to the 9th Floor Receptionist**

**or**

**Email form with attachments to LegalServicesRequest@capitol.tn.gov**

## **TENNESSEE LEGISLATIVE GLOSSARY**

### **ABSTRACT (contrast with CAPTION)**

An abstract is a brief summary of an introduced bill or resolution (not part of the bill or resolution) that is prepared by OLS. Abstracts are made public in the Bill Tracking Program but do not reflect adopted amendments until final passage.

### **ACT**

An act is a law enacted by the legislature, and either signed by the Governor or allowed to become law after ten days without the Governor's signature.

#### **PRIVATE ACT**

A private act applies to a limited area or subdivision of government.

#### **PUBLIC ACT**

A public act applies to the entire state or is of a general nature with local application.

### **ADJOURNMENT**

An adjournment is the termination of session for that day after setting the hour and the day of the next meeting.

### **AMENDMENT**

An amendment is the modification of a bill or resolution by adding or deleting language.

### **APPROPRIATIONS ACT**

An appropriations act is an act that appropriates money from the state treasury for a fiscal year to implement the state operating budget. Money may be provided for other items of expenditure, for example local projects.

### **APPROPRIATIONS BILL**

An appropriations bill is a bill that appropriates money from the state treasury for a fiscal year. Money may be provided for other items of expenditure through amendments to this bill but must be in the form specified in Tenn. Code Ann. § 9-4-5106.

### **BILL**

A bill is proposed legislation introduced to enact a new law or to change or to repeal an existing law.

#### **INTRODUCED**

The original bill is the bill as introduced and used throughout the legislative process until engrossed.

#### **ENGROSSED**

An engrossed bill is a bill as passed by a chamber with corrections or adjustments made through amendments.

#### **ENROLLED**

An enrolled bill is a bill as finally passed by both chambers and prepared for signature of the presiding officers of both chambers and transmittal to the Governor for signature or veto.

#### **PREFILED**

A bill filed between legislative sessions with the Chief Clerk of either chamber. Prefiled bills are numbered and printed in preparation for the session.

### **BILL TRACKING PROGRAM (“BILL TRACKING”)**

The Bill Tracking Program is the program operated by LIS that is only made available to the members and staff of the General Assembly and provides information on filed legislative documents including bill summaries, abstracts, legislative history, and fiscal memos and notes.

### **BUDGET**

The budget is the financial plan of the state for the next fiscal year. The budget document has three parts:

1. A budget message by the Governor and a schedule on tax exemptions;
2. Detailed budget estimates both of expenditures and revenues; performance measures and standards; a statement of the bonded indebtedness of the state government; and
3. Complete drafts of the budget bills, that is, the legislative measures required to give legal sanction to the financial plan when adopted by the General Assembly. Tenn. Code Ann. § 9-4-5106.

### **BUDGET BILLS**

The budget bills include an appropriation bill that authorizes, by spending agencies and by funds, all expenditures of the state government for the next fiscal year. Other bills may be required to provide the revenues necessary to finance the budget. Other bills include a bond bill, and, when necessary, an indexing bill and a budget implementation bill that makes substantive changes to statutes that are needed to implement the appropriations act. Tenn. Const. Art. II § 24.

# **TENNESSEE LEGISLATIVE GLOSSARY**

## **CALENDAR**

The calendar is the list of bills and resolutions to be considered by a chamber or committee.

### **CONSENT CALENDAR**

The consent calendar is the bill calendar used to allow rapid floor consideration for final passage of noncontroversial bills

### **REGULAR CALENDAR**

The regular calendar is the written calendar (list of bills to be considered for third reading) required to be posted in the Senate at least twenty-four hours prior to consideration by the Senate or in the House at least forty-eight hours prior to consideration by the House. Senate rules limit the Senate calendar to fourteen general bills, plus holdovers, while House rules place the maximum at twenty-five, including any bills held over from previous calendars or any bills set by special order and excluding only those bills "bumped" or objected to on a consent calendar.

## **CAPTION (contrast with ABSTRACT)**

The caption is the part of the bill that appears above the enacting clause. The caption details the subject matter and scope of the bill, either by language or by code cites, or by both. A bill's content cannot be any broader than its caption. Tenn. Const. Art. II, §§ 17 and 20.

## **CATCHLINE**

The catchline is the boldface language between the section number and the section material in the Code, providing a brief description of the material in the section. It is prepared by the publisher of the Code and is not part of the statute. Therefore, it cannot be amended or deleted in a bill.

## **CHAMBER AUTOMATION**

Chamber Automation is a computer program operated by LIS that tracks actions taken on bills and resolutions during committee meetings and floor sessions. This program is not made available to the public.

## **CHIEF CLERK**

The Chief Clerk is a non-member selected by the Speaker of each chamber to serve as its administrative officer.

## **COMMITTEE**

A committee is a group of legislators of one or both chambers (if both chambers, then it is called a joint committee) that conducts studies or makes recommendations.

### **CONFERENCE COMMITTEE**

A conference committee is a committee composed of members of chambers created to resolve differences in a bill when one chamber does not concur in amendments made by the opposite chamber which refuses to recede from its action. Members are appointed by the Speaker of each chamber. Most conference committees are appointed at the session. A conference and committee may not be appointed or may not meet even if appointed.

### **SELECT (AD HOC OR STUDY) COMMITTEE**

A select committee is a committee established temporarily by the Speaker of a chamber composed of members of that chamber for a designated purpose.

### **STANDING COMMITTEE**

Senate and House standing committees function during both session and may function between legislative sessions. Depending on a committee's subject matter jurisdiction, as defined by rule, the committee conducts public hearings on proposed legislation, conducts studies, makes reports and recommendations, reviews proposed legislation, and reviews proposed administrative rules.

## **COMPANION BILL**

Tennessee is a "companion bill state," meaning that to become law, identical bills must be introduced, and, if amended, the bills must be passed in the same form in both chambers. After introduction, the two bills go through the committee system in both chambers. After the first chamber passes the bill, it goes to the other chamber where it is held on the desk in the second chamber. When the bill is called up on the second chamber's calendar, the bill in the second chamber is conformed to the bill which passed the first chamber and that bill is substituted for the bill in the second chamber. For example, if the House passes the bill first, then the bill is sent to the Senate. Once the Senate bill arrives for floor action, the bill, as passed by the House, is substituted for the Senate bill. The Senate then acts on the bill as passed by the House.

## **CONFERENCE COMMITTEE REPORT**

When the Senate and House are unable to agree on the final version of a bill, a conference committee consisting of members from each chamber may be appointed. The report that the committee creates will detail the amendments that will be kept, those that will be deleted, and new amendments to be included. OLS drafts the final report and any minority reports.

# **TENNESSEE LEGISLATIVE GLOSSARY**

## **CONSTITUTIONAL AMENDMENTS**

Constitutional amendments are proposed amendments to the Tennessee Constitution. Tenn. Const. Art. XI, § 3.

## **CUT-OFF**

Following the tenth legislative day of an annual session, general bills may not be introduced in either chamber without permission of the Delayed Bills Committee.

## **DELAYED BILLS COMMITTEE**

The Committee on Delayed Bills is a select committee established in both the Senate and the House of Representatives. The committee is composed of the Speaker, the majority floor leader and the minority floor leader, and meets at the call of the Speaker. The committee determines if legislation introduced after the filing deadline will be considered. Senate Rule 76(3) and House Rule 77.

## **DRAFTING NUMBER**

The drafting number is a unique number and barcode that is assigned to each bill that is drafted through OLS. This information appears at the bottom right hand corner of each page of a drafted bill.

## **EFFECTIVE DATE**

The effective date is the exact date that the legislation would go into effect as law with the passage of the bill.

## **ENACTING CLAUSE**

Tenn. Const. Art. II, § 20 requires that the laws of this state include the language: "BE IT ENACTED BY THE GENERAL ASSEMBLY OF THE STATE OF TENNESSEE."

## **EXECUTIVE ORDER**

An executive order is a written document issued by the Governor to effectuate a purpose over which the Governor has authority.

## **FISCAL MEMO**

A fiscal memo is a document prepared by Fiscal Review that details the fiscal impact of an amendment. The draft code of the affected amendment will be listed on the memo.

## **FISCAL NOTE**

A fiscal note is a document prepared by Fiscal Review that details the fiscal impact of a particular piece of legislation. A fiscal note is issued for each general bill and substantive resolution.

## **FISCAL REVIEW COMMITTEE ("FISCAL REVIEW")**

The Fiscal Review Committee is a statutorily created special continuing oversight committee of the General Assembly. The committee is composed of six senators and nine representatives, elected by members of each chamber respectively. In addition, the Speaker of each chamber and the Chair of the Finance, Ways and Means Committee of each chamber serve as ex officio members. Fiscal Review employs staff that perform various responsibilities, one of which is to prepare fiscal notes and memos for all general bills or resolutions that have a fiscal effect on state or local government. Tenn. Code Ann. Title 3, Chapter 7.

## **FISCAL YEAR**

A fiscal year is the twelve-month period for which appropriations, budgets, and financial reports are generally made. The state's fiscal year commences on July 1 and ends the following June 30.

## **FLOOR SESSION**

A floor session is when members of the House of Representatives and the Senate meet on the floor of the members' respective chambers.

## **GENERAL BILL OF LOCAL APPLICATION**

A general bill of local application is a regular bill that applies to a limited area or subdivision of government but does not require approval at the local level.

## **JACKET**

A jacket is the cover for a bill or resolution, which differs based on the chamber of introduction and type of document.

## **JOURNAL**

The journal is a daily published record of the proceedings of each chamber.

## **LEGISLATIVE DAY**

A legislative day is any day that the House or Senate has a floor session. Legislative days for the Senate and House are counted independently from those of the other chamber.

# **TENNESSEE LEGISLATIVE GLOSSARY**

## **LINE ITEM VETO**

A line item veto is the power exercised by the Governor to veto specified items (single amounts of money) of an appropriation bill, while signing the remainder of the bill into law.

## **LOCAL BILL**

A local bill is a bill that applies to a limited area or subdivision of government and requires approval at the local level.

## **MAJORITY**

A constitutional majority is seventeen votes in the Senate and fifty votes in the House.

## **PROCLAMATION**

A proclamation is a memorializing or congratulatory document that may be requested year round. There are two types of proclamations: Senate Proclamations and House Proclamations. Neither a House nor a Senate Proclamation can proclaim days, weeks, or months as special holidays or designations. These designations can only be adopted by joint resolution. A proclamation bears the signature of the respective Speaker and requesting member.

## **RESOLUTION**

Although most often memorializing or congratulatory, resolutions are also the vehicle document for a number of special items, including, for example, constitutional amendments, joint conventions, legislative procedures including extended recess and final adjournment, creation of study committees, confirmation of appointments to state boards and commissions, and statements of policy. Resolutions differ from bills in that they do not have the force and effect of law. There are four types of resolutions: House, Senate, House Joint, and Senate Joint. The type of resolution is determined and can be identified by its resolving clause language; joint resolutions must pass both chambers to be adopted, House Resolutions and Senate Resolutions do not.

## **ROLL TO THE HEEL**

Roll to the heel is a phrase commonly used in committee or on the floor by a member to ask that the bill or resolution currently being considered be moved to the end of the calendar.

## **SESSION**

Depending on its usage, "session" may refer to the entire annual meeting of the General Assembly or to the daily meeting of one or both chambers, (i.e. the House is in session). A General Assembly is held over a two-year period with members receiving pay for only ninety legislative days combined. The first year of a General Assembly is officially referred to as the First Regular Session of the (—)th General Assembly and the second as the Second Regular Session of the (—)th General Assembly. Tenn. Const. Art. II, § 23.

## **ORGANIZATIONAL SESSION**

Tenn. Const. Art. II, § 8 requires the General Assembly to convene on the second Tuesday of January in an odd-numbered year in organizational session. An organizational session cannot exceed fifteen days. Although bills may be introduced, no legislation can be passed on third and final reading during organizational session. Organizational activities include election of respective House/Senate presiding officials, election of constitutional officers, and usually committee Chair appointments and committee membership assignments. Every four years, inauguration of the Governor occurs during organizational session. Immediately upon adjournment of the organizational session, the General Assembly convenes the regular session and traditionally takes a recess of one or two weeks. There is no organizational session in even-numbered years, which marks the beginning of the second regular session of a General Assembly.

## **SPECIAL SESSION**

A special session may be called by the Governor, Tenn. Const. Art. III, § 9, or by the Speakers, upon petition of two-thirds of the members in each chamber, Tenn. Const. Art II, § 8. It is restricted to matters specifically enumerated in the call. A special session can be called during a regular session, whereby the regular session is recessed until completion of the special session. Members may be paid for only thirty legislative days of a special session. Special sessions are officially referred to as Extraordinary Sessions.

## **SINE DIE ADJOURNMENT**

Sine die adjournment is the final adjournment at the completion of a two-year General Assembly.

## **SUSPENSION OF THE RULES**

Suspension of the rules is parliamentary procedure whereby actions can be taken that would otherwise be out of order. A two-thirds vote of each body present and voting is required to adopt a motion to suspend the rules.

## **YIELD**

A yield is the relinquishing of the floor to another member to speak or ask a question.