APPENDIX IV

LEGISLATIVE DEFINITIONS

ABSENT WITH LEAVE - Not present at session with consent of the Speaker.

ABSENT WITHOUT LEAVE - Not present at session without consent of the Speaker.

ABSTRACT - A concise statement of the contents of a bill.

ACT, PRIVATE - Legislation enacted into law with limited application, usually to local government, and not amending public statute law.

ACT, PUBLIC - Legislation enacted into general law.

ADJOURNMENT - Termination of a session for that day, with the hour and day of the next meeting being set prior to adjournment.

ADJOURNMENT SINE DIE - Final termination of a regular or special legislative session.

ADMINISTRATION BILL - Bill proposed by the Executive Branch.

ADOPTION - Approval or acceptance; usually applied to amendments or resolutions.

ADVISE AND CONSENT - Confirmation by the Senate of certain appointees of the Governor.

AGENDA - Schedule of business proposed for each legislative day.

AMEND - To alter formally by modification, deletion or addition.

AMENDMENT - Any alteration made or proposed to be made, in a bill, motion or clause thereof, by adding, changing, substituting or omitting.

AMENDMENT, CONSTITUTIONAL - Resolution passed by both houses which affects the Constitution which requires approval by voters at a general election.

ANNOTATE - To update by notation.

APPEAL - A parliamentary procedure for testing and possibly changing the decision of a presiding officer.

APPORTIONMENT - Establishment of legislative districts from which members are elected.

APPROPRIATE - The legislative act of deciding upon the use to which public funds shall be applied.

APPROPRIATION - Fund allocated by the legislature for a specific use by a specific agency or department of government.

APPROVED BY GOVERNOR - Signature of the Governor on a bill or resolution passed by the legislature.

ARCHIVES - Location and contents of public records, including copies of all measures considered at each session, journals, committee reports and documents of historical value.

ASSEMBLY - In some states, that house of the legislature made up of the larger number of members.

BICAMERAL - A legislature composed of two houses.

BILL - A written proposal for creation, modification or repeal of statute law and introduced to the legislature for consideration.

BILL ANALYSIS - Brief summary of the purpose, content and effect of a proposed measure.

BILL, CAPTION - A bill, having a broad caption with a constitutionally sufficient body which will be substantially revised by an amendment at a later date.

BILL HISTORY - Record of all the action on any given proposal. The term is also applied to action on resolutions and joint resolutions.

BILL INDEX - List of legislative bills by subject matter or number.

BILL JACKET - A protective cover placed on the introductory copies of a bill or resolution.

BILL, LOCAL - Legislation of limited application, usually local government, school district or other local matter.

BILL, PRE-FILED - Bills prepared and filed prior to the opening of a regular session or after 4:00 on a session day.

BILL, PRINTED - Process by which copies of bills are made available to public.

BILL SUMMARY - A brief statement of the content and changes to law proposed in a bill.

BLOC - A group of legislators who have certain interests in common and who may vote together on matters affecting those interests. Also commonly referred to as caucus.

BUDGET - Suggested allocation of state moneys presented by the Governor for consideration by the legislature; compiled by the department of finance or treasury in conjunction with state department heads usually for a given period of time.

CALENDAR, CONSENT - A list of noncontroversial bills and/or resolutions on which members in attendance vote in a single motion.

CALENDAR, OR CALENDER, REGULAR - Printed list of proposals, arranged according to the order of business, which is scheduled for consideration for third reading, debate, amendment and vote on a particular day.

CALENDAR DAY - Literally the days as listed on the Gregorian calendar as distinguished from a "legislative day" which refers to a day on which the legislature is in session.

CALENDAR, MESSAGE - A list of bills scheduled for consideration during a daily session, which have been passed and amended by opposite house.

CALL TO ORDER - Announcement by the presiding officer that a deliberative body is convened officially and ready to proceed with its business.

CAPTION - Recitation of the title or substance of the proposed legislation.

CAUCUS - A closed meeting of a particular group of legislators, usually those of a particular party, to discuss strategy, programs or legislation.

CENSURE - An act by a legislative body to officially reprimand an elected official for actions by that official while in office. The act of censuring is an official condemnation for actions committed by a public official while holding a position of trust.

CHAIR - Presiding officer or chairperson.

CHAMBER - The official room or location for meetings of a legislative body.

CLERK, CHIEF - A non-member officer elected or appointed by the body as its chief administrative officer and parliamentarian.

CLERK'S DESK - The area at the front of the chamber where the clerk is stationed during proceedings. Also used as a point of reference in filing official documents.

CODE - A compilation of laws on a given subject or a state code; the official publication of the statutes as in Tennessee Code Annotated.

COMMIT - Action to send a measure to a committee after it has been previously reported.

COMMITTEE - A group of legislators, usually members of the same house, assigned to consider some issue or question and submit a report on its recommendations for action by the body which created it.

COMMITTEE, AD HOC - Committee appointed for some special purpose. The committee automatically dissolves upon the completion of this specified task.

COMMITTEE AMENDMENT - An amendment to a bill which is attached to the bill by a committee and made a part of the committee's report on the bill.

COMMITTEE CHAIRMAN - A member appointed to function as the parliamentary head of a standing or special committee in the consideration of matters assigned to such committee by the body.

COMMITTEE CLERK - Employee designated to take notes and keep official records, including votes, on actions taken during the meetings.

COMMITTEE, CONFERENCE - A joint committee of Senators and Representatives directed to resolve differences in legislation on which the two houses are unable to agree.

COMMITTEE, INTERIM JOINT - A committee composed of all members of a Senate standing committee and all members of a House standing committee, which meets between sessions.

COMMITTEE, JOINT - Committee composed of members of both houses to study or review a particular issue and which ceases to exist after submitting its report.

COMMITTEE OF THE WHOLE - Resolution of the entire house membership into a single committee.

COMMITTEE REPORT - The document by which a committee submits its recommendations to its parent body.

COMMITTEE, SELECT - Committee appointed to consider and make recommendations for specific proposals or to perform a specific task.

COMMITTEE, SPECIAL - A committee established to consider only one issue, and which ceases to exist after submitting its report. Usually appointed by the Speaker.

COMMITTEE, SPECIAL JOINT - Study committee composed of members of both houses to study a particular issue and which ceases to exist after submitting its report. Usually set up by resolution.

COMMITTEE, STANDING - A committee established to function the entire session, to consider any questions the body cares to submit to it.

COMPANION MEASURE - Identical bill introduced in both houses.

CONCURRENCE - Action by which one house agrees to a proposal or action which the other house has approved. A proposal may be amended, passed and then returned to the other house for concurrence.

CONFIRMATION - Approval by legislature of an executive appointment.

CONFLICT OF INTEREST - Untenable position which threatens the ability of a legislator to vote impartially due to some personal interest in a legislative issue.

CONSIDERATION - Presentation of a bill. Each bill to be enacted in Tennessee must be considered on three days in each house.

CONSTITUENT - A citizen residing within the district of a legislator.

CONSTITUTION - A written instrument embodying the fundamental principles of the state that guarantees powers and duties of the government and guarantees certain rights to the people.

CONSTITUTIONAL AMENDMENT - A proposal to modify a constitution in some manner.

CONSTITUTIONAL MAJORITY - One more than half of the members of a deliberative body.

CONSTITUTIONAL OFFICER - An officer selected by a legislative body in compliance with a constitutional provision that it do so; in Tennessee these officers are Secretary of State, Treasurer and Comptroller.

CONSTITUTIONAL RIGHT - Right or privilege provided or guaranteed by the constitution.

CONTESTED SEAT - A seat in the legislative body to which two or more persons state they have been duly elected.

CONTINGENCY FUND - Money appropriated to meet expenses which are unforeseen at the time of budget preparation.

CONVENE - The meeting of a legislative body, on the periodic basis provided by constitution or by law.

CONVENTION, CONSTITUTIONAL - The assembling of citizens or delegates for the purpose of writing or revising a constitution.

CONVENTION, JOINT - The assembling of both houses of the legislature for a specific purpose. Such purpose is stated in the call of the joint convention.

DEBATE - Discussion of a matter according to parliamentary rules.

DECISION - Official ruling of presiding officer in response to a point of order.

DISSENT - Disagreement, or the cast of a negative vote.

DISTRICT - That area or division of the state represented by an individual legislator, distinguished numerically and by geographical boundaries.

DIVISION - A method of voting by way of a show of hands or by standing; provides a count without a roll call.

DIVISION OF A QUESTION - The separation of one item to be voted upon into two or more items to be voted upon.

DOCUMENT - An original or official paper relied upon as the basis, proof or support of something.

EFFECTIVE DATE - The date a law becomes binding, either upon a date specified in the law itself or, in the absence of such date, a certain number of days, specified by constitution or law, after executive action.

ELECTION - The process of selecting a person to occupy an office, by way of balloting.

ENABLING ACT - A statute which makes it lawful to do something which otherwise would not be lawful. In some states the legislature enacts a law which becomes operative only upon the adoption by the people of an amendment to the Constitution.

ENACTING CLAUSE - The clause preceding any legislative measure which expresses formally the legislative sanction of the body promulgating the enactmen

ENGROSSMENT - The act of perfecting an item of legislation in accordance with any amendments which have been adopted to it since its origin.

ENROLLMENT - The act of comparing a printed bill to be transmitted to the Governor with the original, introduced bill with all amendments, so as to ascertain their identical form.

ENTRY MODE - Input of material into terminal of computer.

EXCUSED - Absent with permission of the body or the presiding officer.

EXECUTIVE APPOINTEE - Designated by the Governor to fill an office or position.

EXECUTIVE ORDER - Action by the Governor in implementing his authority under the law.

EX OFFICIO - The holding of an office or assumption of a duty by virtue of holding a particular office, as when the Speaker is by virtue of that office an ex officio member of all standing committees.

EXPUNGE - An action which directs that specific portions be removed from the journal, the record or both. This is applicable in situations where objectionable, inflammatory or incorrect matter has been included in the journal.

FIRST CONSIDERATION - To consider the first of 3 times (see Passed First Consideration) the bill or title for consideration.

FISCAL NOTE - A fiscal note states the estimated amount of increase or decrease in revenue or expenditures and the present and future fiscal implications of pending legislation.

FISCAL YEAR - An accounting period of 12 months.

FLOOR - That portion of the chamber reserved for members and officers and other persons granted access.

FLOOR AMENDMENT - An amendment filed with the Clerk to be considered on third reading of the bill to which it has been filed (usually by an individual rather than a Committee).

FORTHWITH - Immediately, without delay; promptly and with reasonable dispatch.

GALLERY - The area of a legislative chamber from which the proceedings may be viewed by spectators; usually a balcony or other raised area.

GERMANENESS - relevance or appropriateness of a particular question, usually an amendment, to the main issue.

GERRYMANDERING - The act of drawing legislative district boundaries so as to gain partisan or factional political advantages.

GRANDFATHER CLAUSE - Exemption from regulation for certain persons having engaged in the regulated activity for a specified period of time prior to the effective date of the regulatory legislation.

HEARING - A meeting, usually of a committee, at which testimony on a question or issue is accepted, whether from the general public or from invited witnesses.

HOUSE - One body of deliberation in a legislature; customarily a shortened name for the House of Representatives.

IMMEDIATE EFFECT - Legislative action to render a law effective at an earlier date than the normal course of events would allow.

IMPEACHMENT - A legal procedure, originating in the legislative branch of government, by which public officials may be removed from office by reason of misconduct.

INDEFINITE POSTPONEMENT - A form of final adverse disposition of a proposal for that session of the legislature.

INITIATIVE - A procedure by which the general public may present and require consideration of legislative proposals.

INPUT - Material typed into computer terminal after a sign-on with the subsystem.

INSERT - Add language to a bill or resolution.

INTERIM - The period of time between regular sessions of a legislature.

INTERIM COMMITTEE - A committee delegated to study or investigate certain matters, primarily after the legislature creating the committee has adjourned and report to the next regular session.

INTRODUCTION - The formal presentation of a bill or resolution to the legislative body for its consideration; usually combined with passed first consideration.

INVOCATION - The prayer preceding each daily session of a legislative body.

JOURNAL - An official chronological record of the action taken and proceedings of the respective houses.

JUNKET - Travel by public official at public expense.

LYING OVER - Postponing of consideration.

LAY ON THE DESK (MOTION TO)) - An action to place a measure in a position of temporary postponement.

LAY ON THE TABLE - Postponement of the matter before the house, which may later be brought up for consideration by a motion to "Take from the table".

LEAVE OF ABSENCE - Permission granted by the house to a member who wishes to be absent for a specific period.

LEGAL SERVICES DIRECTOR - Officer or employee appointed to act as the legislature's lawyer or legal advisor; sometimes employed jointly by both houses; frequently involved in bill drafting process.

LEGISLATIVE ADMINISTRATION - An office created by the legislature to keep its financial accounts regarding salaries, pensions, expenses, etc.

LEGISLATIVE IMMUNITY - Constitutionally, legislators are privileged from arrest, except for certain offenses; and may not be brought to question for remarks made in speech or debate on the floor.

LEGISLATIVE LIAISON - Person appointed to communicate between legislators and other departments.

LEGISLATIVE PRIVILEGE - Legislator privileged from civil arrest and civil process during session of the legislature and frequently several days before and after session.(See Legislative immunity)

LEGISLATOR - A member of a legislature.

LEGISLATURE - A deliberative, representative body formed by constitution to enact changes in statute law; usually the term "legislature" refers to the state level of government.

LOBBYIST - A person engaged in representing a particular interest or group of interests before the legislature.

MAJORITY CAUCUS CHAIRMAN - A member affiliated with the majority party, who is responsible for convening the caucus of his party and presiding over its deliberations.

MAJORITY, CONSTITUTIONAL - One more than half of those to which the body is entitled; in the House, 50; in the Senate, 17.

MAJORITY FLOOR LEADER - A member affiliated with the majority party, designated to act for the party during proceedings on the floor.

MAJORITY PARTY - The political party whose members occupy at least one more than half of the total membership of the body.

MAJORITY, SIMPLE - One more than half of those voting on a question.

MAJORITY WHIP - A member affiliated with the majority party, designated to assist the floor leader during proceedings on the floor.

MASON'S MANUAL - A volume of parliamentary law and procedure providing a basis for ruling on questions of order in the Senate and House.

MEMBERS-ELECT - Persons having been elected members of a legislative body but not yet having been sworn into office.

MEMBERS PRESENT - The term used to refer to those members who are actually present at a daily session.

MEMORIALIZE GOVERNMENT OR CONGRESS - To address or petition another agency or entity of government.

MEMORY BANK - Information stored in a computer; sometimes used as slang expression for file for stored documents.

MESSAGE - An official communication from beyond the body which is read into and made a portion of its journal.

MESSAGES FROM GOVERNOR - Official communications from Governor read into official record.

MINORITY FLOOR LEADER - The minority party officer with the same duties corresponding to the majority floor leader.

MINORITY PARTY - The political party whose members occupy less than one-half of the total membership of the body.

MINORITY REPORT - A report filed by those members of a committee in the minority relative to the decision of the majority of the committee; the minority report may be adopted in lieu of the majority report.

MINORITY WHIP - A member affiliated with the minority party, designated to assist the floor leader during proceedings on the floor.

MINUTES - Accurate record of the proceedings of a meeting in chronological order.

MOTION - A proposal, usually oral, made to the presiding officer calling for specific action by the body; the motion is the principal tool used to conduct legislative business.

NOMINATION - The placement of a person's name in consideration for election or appointment to an office.

NON-DEBATABLE - Those subjects or motions which under parliamentary rules may not be discussed or debated.

OATH OF OFFICE - Oath or vow taken by public officers prior to being seated and taking up their official duties.

OMBUDSMAN - An official of the Executive Branch charged with the duty of receiving and investigating public complaints, and directing action thereon by the responsible agency.

ORDER OF BUSINESS - The defined routine of procedure in the legislative body each day; may be deviated from only by suspension of the Rules.

OUT OF ORDER - The offer of an improper motion, amendment or question to a deliberative body.

OVERSIGHT COMMITTEE - A committee created to maintain a review of some aspect or operation of government.

PARLIAMENTARY INQUIRY - A question posed to the presiding officer for clarification of a particular point in the proceedings.

PASSAGE - The approval of a bill by way of an affirmative vote.

PER DIEM - Literally means "per day"; refers to expense money paid on a daily basis to legislators.

PERSONAL INDEX - Listing of all legislation sponsored by a particular member.

PETITION - A formal, written request submitted by an individual member or groups of members to the body to which they belong.

POINT OF ORDER - A question on the appropriateness of a particular action which has been taken previously or is about to take place.

POINT OF PERSONAL PRIVILEGE - A statement usually made by a legislator defending his/her rights, reputation or conduct as called into question by another member.

POSTPONE INDEFINITELY (MOTION TO)) - Action to prevent consideration of a measure for the remainder of the session, unless a constitutional majority sustains a motion to reconsider the matter.

POSTPONE TO A DAY CERTAIN - To defer consideration to a specific date.

PRECEDENT - Previous evidence or example for action or decision of a question.

PRE-FILED BILL OR RESOLUTION - A bill or resolution filed prior to the session or after 4:00 p.m. on the date preceding introduction.

PRESIDING OFFICER - The person designated to preside over the proceedings of a legislative body.

PRESSURE GROUP - A group or organization which attempts to influence action on legislation.

PREVIOUS QUESTION, MOTION FOR - Action to prevent additional debate on or amendment of a question and to cause an immediate vote on the matter under discussion.

PRINT OUT - Hard copy of material printed by computer.

PRIVATE ACTS - Enacted laws affecting a limited area, and usually requiring approval of local legislative body.

PROCEDURE - Rules and traditional practices of the respective houses of the legislature.

PUBLIC ACTS - Enacted laws amending the TCA or creating new law.

QUESTION, PRIVILEGED - Those questions which, according to rules or by consent of the body, shall have precedence.

QUORUM - The number of members of a legislative body which must be present for it to transact business. For the House, under the constitution a quorum is 66. For committees of the House under the rules, a quorum is a majority.

QUORUM CALL - Action to require a call of the roll to determine the presence of a quorum.

RATIFY - To approve and make valid.

REAPPORTIONMENT - Redrawing boundaries for legislative or other districts to comply with the one man one vote rule.

RECALL PETITION- To call for the removal of a public official by popular action.

RECALL A BILL - A motion which enables the House to retrieve a bill from one of its standing committees and return it to the floor.

RECEDE, MOTION TO - To reverse action previously taken; usually applies to amendments.

RECESS - Intermission in a daily session.

RECOMMIT, MOTION TO - Action to send a measure to the same committee from which it was previously reported.

RECONSIDERATION - A motion which, when granted, gives rise to another vote annulling or reaffirming an action previously taken.

RECONSIDER, MOTION TO - A motion which places the question in the same status it was in prior to the vote on the question. Also, action to re-take a vote; the motion may be offered only by a member having voted previously on the prevailing side.

RECORD - By custom, members often request that the "record" show or that they be "recorded" in a certain way; these requests, if approved by the presiding officer, are entered in the journal.

REFER - To send a measure or question to committee.

REFERENDUM - Submission of a question to decision by the electorate.

REGULAR ORDER OF BUSINESS - The established sequence of business set up for each legislative day.

REGULATION - A rule or order of an agency promulgated under the authority of a statute passed by the legislature.

REJECTION - An action which defeats a bill, motion or other matter, and prohibits its reconsideration in the same General Assembly.

REPEAL - A method by which legislative action is revoked or reversed.

REPORT - Usually refers to a record of the actions of a committee as it relates to specific pieces of legislation.

REPRESENTATIVE - A member of the House of Representatives.

RE-REFER - To reassign a bill or resolution to a committee.

RESCIND - To annul or reverse an action previously taken.

RESOLUTION, CONGRATULATORY - Honors or congratulates groups or individuals.

RESOLUTION, JOINT - Expression of opinion or request by both houses of a legislature, without the force of law.

RESOLUTION, MEMORIALIZING - Conveys the position of the General Assembly on a particular issue or expresses sorrow on the death of the person so named.

RESOLUTION, SENATE OR HOUSE - Same as joint resolution except it is the expression of one house.

RESOLVING CLAUSE - That portion of a resolution which set forth the sentiment, views, intent or directions.

REVENUE - Yield of taxes and other sources of income the state collects.

REVISED CODE - Updated statutory laws of the state.

ROLL CALL - The vote on an issue before the body; either by an electrical tabulating machine or by voice vote, names of members being called in alphabetical order and recorded.

RULES, PERMANENT AND TEMPORARY - Regulating principles, methods of procedure;

RULES, PERMANENT - rules adopted by each house for the duration of the session;

RULES,TEMPORARY - practices usually adopted at the beginning of each session until standing rules are adopted and consisting generally of standing rules of the preceding session.

RULE, SUSPENDED - Temporarily set aside a rule.

RULING OF THE CHAIR - A decision by the presiding officer concerning a question of order or procedure.

SECTION - Portion of the codes, cited in each bill which proposes to amend, create or replace same.

SELECT COMMITTEE - Special committee of legislators or of senators or house members.

SENIORITY - Measure of service in the House of Representatives.

SERGEANTS-AT-ARMS - Officers of the legislature appointed by the Speaker to maintain order. They serve under the supervision of the Chief Sergeant-at-Arms.

SESSION; REGULAR, EXTRAORDINARY, DAILY AND JOINT - Period during which the legislature meets.

REGULAR - the annual session at which all types of legislation may be considered.

EXTRAORDINARY - special session which may be called by the Governor or two-thirds of the General Assembly and limited to matters specified in the call (sometimes called Special).

DAILY - each day's meeting.

JOINT - meeting of the two houses together.

SINE DIE - Adjournment literally "without future day"; refers to final adjournment.

SPEAKER - Presiding officer of the House elected by the body.

SPEAKER PRO TEMPORE - The member elected by the body to preside in lieu of the Speaker when such officer is absent or unable to preside.

SPECIAL ORDER - Matter of business set for consideration on a specific day.

SPONSOR - The legislator responsible for presenting an item of legislation to the body.

STANDING COMMITTEE - Regular committee of the legislature set up to perform certain legislative functions. Usually created at the beginning of a two-year session with membership remaining constant throughout.

TABLE, MOTION TO - The action taken when the desired result is to defer consideration of the issue.

TENNESSEE CODE ANNOTATED - The official title of Tennessee statute law; each bill amends or repeals a section of the TCA, or creates new law.

TERM OF OFFICE - the period of time for which a person is elected or appointed to occupy an office or position.

TITLE - a caption indicating the subject matter of a bill or resolution, required by the Constitution.

TITLE, SHORT - An abridged description of a bill.

UNANIMOUS CONSENT - A vote, by voice, expressing adoption of a question without dissent or objection.

UNFINISHED BUSINESS - Business which has been carried over from a previous day.

UNICAMERAL - A single body legislature.(Nebraska)

VETO - The prerogative of the Governor to reject an action of the General Assembly.

VETO, ITEM - Prerogative of the Governor to reduce or eliminate an item of appropriation while approving remainder of a bill.

VETO OVERRIDE - Authority of the legislature to overturn a rejection of legislation by the Governor. Requires 50 votes in the House; 17 in the Senate.

VOICE VOTE - A method of voting whereby vocal response is given by "ayes" and "nays" and the presiding officer declares the prevailing side.

VOTE - A decision on a question by a member of a deliberative body.

VOTE, ROLL CALL - Any vote taken on an issue as recorded in the journal.

WHIP - An elected member whose duty it is to keep the rest of the members informed as to the decisions of the leadership of their respective parties.

WITHDRAW - To remove or delete a question from consideration.

WITHOUT RECOMMENDATION - Committee indicating that, after studying the bill in question, the committee does not give it a favorable or unfavorable recommendation but recommends that it be placed on the calendar for the consideration of the body.

YEAS AND NAYS - Recorded vote of members on an issue.

YIELD - The relinquishing of the floor to another member to speak or ask a question