
APPENDIX I

GLOSSARY

ACT: A bill which has been approved by both houses of the General Assembly and has become a law either with or without the governor's signature. Acts adopted in each session of the General Assembly are annually published in the Session Laws of Colorado and then compiled, edited, and published in the Colorado Revised Statutes.

ADHERE: A parliamentary procedure whereby, in response to some conflicting action by the other house, one house votes to stand by its previous action.

ADJOURNMENT: The ending of a legislative business day or a legislative session. A legislative house can either end its business day by adjourning until a stated time on another day or until the time fixed by its rules for reconvening. Constitutionally, neither legislative house may adjourn for longer than 72 hours without the consent of the other. When the General Assembly ends its legislative session, the final action is adjournment *sine die* ("without day").

ADOPTED: To consent or accept in the form presented. Adopted is synonymous with the term "carried".

AMENDING CLAUSE: Language at the beginning of each section of a bill that amends, adds, or repeals a section or specific portions of a section of the Colorado Revised Statutes, the Session Laws of the General Assembly, or the Colorado Constitution.

AMENDMENT: A change made in a bill, resolution, or memorial offered by an individual member either in committee or on the floor of the legislative house. Amendments made to a bill or resolution by a committee are contained in the committee report on the bill or resolution.

APPROPRIATION CLAUSE: Language in a bill that authorizes the spending of funds to implement the bill.

APPROPRIATIONS BILL: A bill authorizing the spending of public money.

BILL: A proposed law by a member of the appropriate legislative house that is presented to the General Assembly to amend or repeal an existing law or to create a new law.

BILLBACKS: The colored jackets that cover copies of proposed legislation for introduction. The billback includes the OLLS number, assigned bill number, title, sponsors, and legislative history of the bill throughout the session.

CALENDAR: A listing of the bills, resolutions, and memorials ready for introduction or for floor consideration on second or third reading. The calendar for the Senate also includes board or commission confirmations ready for Senate action. The calendar also lists meetings of committees scheduled for that day or for the next several days, as well as conference committees that are to report. The calendars are available to members and the public on the morning of each legislative day.

CALL, THE: The proclamation of the governor (or of the presiding officers of the House and Senate) convening the General Assembly in special session and stating the necessity for the session. The General Assembly is restricted to considering only matters pertaining directly to the call. By a two-thirds vote of the members elected to each house, the General Assembly may call themselves into special session.

CALL OF THE HOUSE: A request that all members of the legislative house be present for action on a pending motion. While a call is on, no member of the legislative body may leave the chamber, and the sergeant-at-arms are requested to bring those members absent back to the chamber. A call may be raised by a majority of those members present in the chamber.

CARRIED: See "ADOPTED".

CASH FUND: A fund created in the state treasury where money is deposited in lieu of being deposited in the state general fund.

CAUCUS: A private (although not necessarily closed) meeting of members. The caucus is most often members of a political party, where party positions on pending legislation may be determined.

CHAIR: The presiding officer of a committee.

CHAMBER: The hall in which the Senate or the House of Representatives meets. This term is synonymous with the term "floor".

CITATION: A specific reference in a bill to another portion of existing law or to another portion of the bill itself.

COMMITTEE: A group of persons chosen to perform specific functions. Legislators use a number of different committee formats:

A **committee of reference** is a committee to which legislation is referred for consideration.

A **conference committee** is composed of assigned members from each legislative house meeting together to work out language acceptable to both houses on a measure where an agreement could not be reached through committee or floor amendments. A majority of the members of each legislative house must agree before the conference committee report

may be submitted to the Senate and House. Neither house is obligated to accept the report, but the alternative could be the failure of the legislation for that session.

A **committee of the whole** is when either house meets to debate bills calendared for second reading.

Joint committees or interim committees are composed of members from each legislative house and sometimes of nonmembers. Interim committees generally meet during the period between sessions, and joint committees meet during session or between sessions.

COMMITTEE REPORT: A statement by a committee of reference on its recommendation concerning a bill. A committee can recommend that a bill be reported favorably, with or without amendments, or be postponed indefinitely.

CONCURRENCE: Action taken by one legislative house when it accepts the amendment or amendments adopted by the other legislative house.

CONCURRENT RESOLUTION: A proposal to amend the state constitution, to recommend the holding of a constitutional convention, or to ratify proposed amendments to the federal constitution. Concurrent resolutions are treated like bills, except they do not have the same limits on single subjects or on the time frame for introduction and action. A concurrent resolution does not become law unless it is approved by a majority vote at the next general election.

CONFERENCE COMMITTEE: See "COMMITTEE".

CONFIRMATION: Action of the Senate in accepting appointments made by the governor.

COSPONSOR: Members who sign on with their endorsement of the bill but who are not prime sponsors.

C.R.S.: Abbreviation for Colorado Revised Statutes, which is the compilation of Colorado laws.

DIGEST: Annually published summary of all bills enacted and concurrent resolutions passed by the General Assembly during the legislative session, including bills that were vetoed by the governor or that became law without the governor's signature.

DISTRICT: The area from which a Senator or Representative is elected. The boundaries of districts are drawn in the decennial reapportionments.

DIVISION: A vote taken by having those members in the affirmative on a question first rise and be counted and then having those members in the negative rise and be counted. A division may be used when the chair is in doubt on a voice vote or when called for by any member.

EFFECTIVE DATES: The date a law becomes effective or binding. The date is either specified within the law or in the absence of such date, the law becomes effective on the date on which the governor signs the bill or allows it to become law without his signature.

ENACTING CLAUSE: The phrase "Be It Enacted by the General Assembly of the State of Colorado" that is required under the Constitution to be at the beginning of every act. A successful amendment or motion to strike the enacting clause "kills" a proposed law.

ENGROSSED BILL: A bill that has passed second reading in the legislative house of origin.

ENROLLED ACT: A bill that both houses of the General Assembly have agreed to pass as law. The enrolled act is signed by the constitutional officers of the House and Senate and transmitted to the governor for consideration.

EX OFFICIO: An officer who serves in one position by virtue of holding another.

FIRST READING: The official introduction of a bill into one of the houses of the General Assembly where it is read by title by the reading clerk.

FISCAL NOTE: A statement of the estimated amount of increase or decrease in revenue or expenditures and the present and future fiscal implications of a piece of pending legislation. Each piece of legislation with fiscal implications must have a fiscal note attached upon favorable recommendation by a committee of reference.

FLOOR, THE: (1) The hall in which the Senate or the House of Representatives meets. This term is synonymous with the term "chamber".

(2) A member is declared to "have the floor" when the presiding officer recognizes him or her for speaking or a stated purpose.

GAVEL: An acronym for "Give a vote to every legislator" which is a reference to the 1988 amendment to sections 20 and 22a of the Constitution that related to actions on bills by committees and that prohibited caucus positions on bills.

GRANDFATHER CLAUSE: A provision in a bill which exempts a person from a proposal's coverage based on the person's present status.

HB: Abbreviation for a bill introduced in the House. See "BILL".

HCR: Abbreviation for a concurrent resolution introduced in the House. See "CONCURRENT RESOLUTION".

HJM: Abbreviation for a joint memorial introduced in the House. See "JOINT MEMORIAL".

HJR: Abbreviation for a joint resolution introduced in the House. See "JOINT RESOLUTION".

HM: Abbreviation for a memorial introduced in the House. See "MEMORIAL".

HOUSEKEEPING BILL: A bill of no significance beyond codifying or updating laws applying to an agency and primarily used to eliminate obsolete sections.

HR: Abbreviation for a resolution introduced in the House. See "RESOLUTION".

INTERIM: The period between regular sessions.

INTERIM COMMITTEE: See "COMMITTEE".

JOINT MEMORIAL: Expression of the General Assembly's sympathy on the death of certain persons or request for the United States Congress to take a certain action.

JOINT RESOLUTION: Action by the General Assembly pertaining to the transaction of business of both houses, establishing investigating committees composed of members of both houses, or expressing the will or sentiment of both houses on any matter.

JOURNAL: The official record of the proceedings of each legislative house during the session. The journals record only formal actions of the General Assembly and its committees, as well as the titles of bills introduced and considered by committees and the voting history of members on bills that passed on the floor. The journal is not a verbatim record.

LAW: The final product of the legislative process. It is the end result of the introduction of a bill, its passage by both houses into an act, its becoming law either through action by the governor or the overriding by the General Assembly of a governor's veto, and its recording by the Secretary of State. A statute is a law after it has been organized by topic into the compiled body of laws known as the Colorado Revised Statutes.

LEGISLATIVE COUNCIL: There are two distinct organizations which are both referred to as the Legislative Council.

(1) The Legislative Council is an eighteen member body of the General Assembly comprised of six members of the Senate appointed by the President of the Senate, six members of the House appointed by the Speaker of the House of Representatives, the Speaker, the President, and the majority leaders and the minority leaders of the House and Senate.

(2) The Legislative Council is the name of the nonpartisan research staff of the General Assembly. This office staffs committees of the General Assembly, conducts research, prepares fiscal notes, provides revenue projections, and performs centralized support services.

LEGISLATIVE DAYS: Each calendar day after the session starts and each calendar day until adjournment is counted as a legislative day, even though the General Assembly may not meet on a particular day during the session.

LINE ITEM: An item that appears in an appropriations bill on a separate line, apart from the overall funding of an agency.

LINE ITEM VETO: The veto by the governor of a separate line item appropriation in an appropriations bill.

LOBBYIST: A person (except members and authorized staff) who seeks to encourage the passage, defeat, or modification of any legislation. The term derives from the fact that lobbyists usually frequent the lobbies adjacent to the chambers of the Senate and the House either seeking to talk with members as they walk to and from the chambers or awaiting legislative action that might affect their interest. Individual citizens may also "lobby" the members on matters of concern to them. Lobbyists are required to register with the Secretary of State.

MEMORIAL: Expression of one legislative house's sympathy on the death of certain persons or the request for the United States Congress to take a certain action.

MOTION: A request by a member of the legislative house that a certain action be taken.

OVERRIDE: Action by the General Assembly in passing a bill (or a vetoed item or section of an appropriation bill) over the veto and objections of the governor. An override requires an affirmative vote of two-thirds in each legislative house.

P.I.: An acronym for "postpone indefinitely", which is action taken by a committee in determining that a bill should not be referred favorably. When a bill is postponed indefinitely, it is "killed".

PINK BOOK: A pocket-sized directory listing members' names, addresses, home and work phone numbers, occupations, and committee assignments. It also lists names, addresses, and phone numbers of House and Senate employees.

POSTPONE INDEFINITELY: See "P.I."

PRESIDENT: The presiding officer of the Senate annually designated by the majority party in caucus and then elected by the body. The President appoints the members of all committees and designates the chairman and vice-chairman of each committee; refers bills and other legislation to committees; presides over the meetings of the Senate; recognizes those members who wish to speak; accepts motions; and designates temporary presiding officers who serve in the President's absence.

PRIME SPONSOR: The member introducing legislation in each house. The prime sponsor's name appears first not only on the original bill but in all printed versions of the bill and is included on all references to the bill.

PRINTED BILL: The bill as introduced before any amendments are made.

QUORUM: A majority of the members elected to a legislative house. The Constitution requires a quorum for the transacting of legislative business; however, a smaller number may adjourn from day to day and compel the attendance of absent members.

RECALL: Action by one house of the General Assembly seeking the return of a bill from the other house or from the office of the governor. Recall is requested in writing by sending a message to the other house or to the governor.

RECESS: The period that a legislative house is not in session after once having been convened. Recess includes stated periods, such as those for lunch, and informal periods, when the members await the presiding officer's call to return. An informal recess may be necessitated by a caucus to determine a political party position, to await the report of a special orders calendar, or while the House awaits the arrival of the Senate for a joint session.

RECONSIDER: To reconsider the action taken on a bill. A motion to reconsider may only be made by a member who has voted on the prevailing side and must be made on the same day the action in question was taken, or on either of the next two days of actual session thereafter.

RED BOOK: A pamphlet with a red cover prepared after every regular session of the General Assembly that contains a list of all sections of the Colorado Revised Statutes that have been repealed, amended, recreated, or added by laws enacted at that regular session and at any extraordinary session held since the publication of the last red book.

REENGROSSED BILL: A bill that has passed third reading in the house of origin.

RESOLUTION: Action by one legislative house relating solely to that house. Resolutions may pertain to the transaction of the business of that house, establish investigating committees composed of members of that house, or express the will or sentiment of that house on any matter.

REVISED BILL: A bill that has passed second reading in the second legislative house.

REREVISED BILL: A bill that has passed third reading in the second house.

ROLL CALL: The calling of the names of members of a legislative house either to determine the presence of a quorum or to act upon a matter before it for disposition.

SAFETY CLAUSE: The clause at the end of a bill eliminating the need to subject that bill to referendum by the people. The safety clause originates in the initiative and referendum provisions of the state constitution, which provide that laws shall be referred to the people, except those "necessary for the immediate preservation of the public peace, health, or safety"

SB: Abbreviation for a bill introduced in the Senate. See "BILL".

SBSO: An acronym for "submitted by subject only", which is a reference to a bill request that is not accompanied by the material necessary to draft the bill.

SCR: Abbreviation for a concurrent resolution introduced in the Senate. See "CONCURRENT RESOLUTION".

SEBEC: An acronym for "strike everything below the enacting clause", which is a reference to an amendment that strikes everything in the current version of the bill and replaces it with a new version of the bill.

SECOND READING: The time when a bill is being considered by the committee of the whole of either legislative house.

SESSION: The daily meeting of the Senate or House or the regular, special, or organizational period for which the General Assembly has been called together. Two annual or "regular" sessions make up a General Assembly.

SESSION LAWS: The annual publication of all acts and selected resolutions and memorials adopted at a session of the General Assembly.

SEVERABILITY CLAUSE: A clause providing that it is the stated intention of the General Assembly that the remainder of the law stand if a court declares one portion of the law invalid.

SINE DIE: "Without day". The adoption of a joint resolution by the two houses to fix the hour of adjournment. *Sine die* is the action that concludes a session of the General Assembly.

SJM: Abbreviation for a joint memorial introduced in the Senate. See "JOINT MEMORIAL".

SJR: Abbreviation for a joint resolution introduced in the Senate. See "JOINT RESOLUTION".

SM: Abbreviation for a memorial introduced in the Senate. See "MEMORIAL".

SPEAKER: The presiding officer of the House of Representatives who is annually designated by the majority party in caucus and then elected by the body. The Speaker appoints the members of all committees and designates the chairman and vice-chairman of each; refers bills and other legislation to committees; presides over the meetings of the House; recognizes those members who wish to speak; accepts motions; and designates temporary presiding officers who serve in the Speaker's absence.

SPECIAL ORDERS CALENDAR : A list of bills that are given priority over other bills for consideration on second reading. Near the end of the legislative session, a special orders calendar supplements the bills on the daily calendar to make a fuller agenda. Unless otherwise stated, the special orders calendar is good for one day, but, in recent sessions, a bill placed on the special orders calendar has retained its place until reached or passed over by motion.

SPONSOR: See "PRIME SPONSOR".

SR: Abbreviation for a resolution introduced in the Senate. See "RESOLUTION".

STATUTE: A particular law enacted by the legislature.

Colorado Revised Statutes is the current publication of all the laws of the state of Colorado of a general and permanent nature, as compiled, edited, arranged, and prepared for publication by the revisor of statutes. (See section 2-5-101, C.R.S.)

SUNSET: The periodic review of statutes controlling advisory committees and agencies exercising the state's power for regulation. Committees and agencies under sunset are terminated automatically by specific dates unless their life has been extended by legislative action. See sections 2-3-1203 and 24-34-104, Colorado Revised Statutes.

SUNSHINE LAW: A reference to the three parts contained in article 6 of title 24, Colorado Revised Statutes, relating to public access to government: A public official disclosure provision; the regulation of lobbyists; and open meetings.

SUPPLEMENTS: The compilation of all laws enacted after publication of the bound volumes of the Colorado Revised Statutes or their replacement volumes. Through 1996, the supplements were published annually after each regular session of the General Assembly to include laws passed at that session. Since 1997, the Colorado Revised Statutes have been published in full annually.

TABLE: To lay aside the pending question. Generally seen as a final adverse disposition of the question; except that Colorado does not tend to view "tabling" as a final disposition and may reconsider such an action.

THIRD AND FINAL READING: The time when a bill is being considered by the entire legislative house for final passage. Passage is determined by a recorded vote of the members.

TITLE: The statement clearly expressing the subject matter of the bill, resolution, or memorials.

TRIBUTE: Nonlegislative action that does not require introduction or floor action. Tributes usually take the form of expressing the congratulations, recognition, appreciation, greetings, or sentiment of the General Assembly.

VETO: Action by the governor for disapproving a bill. The vetoed bill, with a statement by the governor of his objections, is returned to the legislative house in which the bill originated or to the Secretary of State if the General Assembly has adjourned *sine die*. If the General Assembly is still in session when the governor vetoes a bill and if the bill is repassed by a two-thirds vote of the members elected to each house, the veto is overridden, and the act becomes law despite the governor's objections.

VETO MESSAGES: The message the governor sends in the form of a letter to the General Assembly giving the reasons for vetoing a bill.

VOTE: An expression of the collective judgment of the House or the Senate. The constitution requires the yeas and nays of the individual members to be recorded on third and final passage of all legislation. A voice vote will be used for adoption of amendments and some matters, although a roll call can be obtained even on these if five members, by a show of hands, demand a record vote.