APPENDIX F
LEGISLATIVE TERMINOLOGY

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Act..... A bill passed by both houses and signed by the Governor.

Action..... Any step of parliamentary procedure upon a proposed law or resolution.

Adjournment ..... The ending of a legislative day; regular adjournment sets the date for the next meeting.

Agenda ..... A public notice document generated and posted by each committee listing bills to be considered by the committee on a given date and time.

Amend..... To alter formally by modification, deletion, or addition.

Amendment..... The document that reflects the proposed change (modify by adding, deleting, or changing) to a bill.

Apportionment ..... A division of the State into districts from which members of the Legislature are elected.

Appropriation..... A legislative grant of money for a specific purpose.

Assembly..... One of the chambers in a bicameral legislature; some states use the name "House of Representatives."

Attaché ..... Legislative assistants, clerks, and other staff who are appointed to their positions via a one-house resolution.

Authorized Expenditures Act..... An omnibus act authorizing and limiting, except under certain conditions, the expenditure of special or dedicated revenues for government departments and programs.

Bar of the Assembly..... The dividing line between the floor of the Assembly chamber and the public area.

Bicameral legislature ..... A two-house legislature.

Biennial ..... Occurring every two years; applied to the scheduled regular session of the Legislature.

Bill..... A draft of a proposed law presented for enactment.

Bill Draft Request ..... (BDR) A bill draft request submitted to the Legislative Counsel Bureau (LCB) by a legislator, an executive agency, a member of the judiciary, or a local government, and assigned a two-part number; the first part, the title number of *Nevada Revised Statutes* (NRS), the second part, a unique sequence number for a session.

Boilerplate..... Standard bill drafting language common to various subjects and designed to maintain the legal consistency of the language of the NRS.

Bond..... A certificate of indebtedness issued by the government in return for money it has borrowed.

Budget ..... Estimate of the receipts and expenditures needed to carry out programs for a fiscal period.

By request ..... Introduction of a measure by a legislator on behalf of another individual or group.

Calendar day ..... Each consecutive day on the calendar for the duration of the legislative session, whether or not the houses convene.

Caucus ..... Conference of legislative party members to decide on party policies and action, or a meeting of the legislators from a particular county or group of counties.

Certification of visitation ..... A document generated by the Sergeant at Arms for guests of a member.

Chief Clerk ..... The members of the Assembly elect a Chief Clerk who serves as the administrative officer and parliamentarian of the Assembly.

Closing budgets ..... The process whereby final action is taken by the money committees on individual budgets.

Committee meeting schedule ..... A document listing the Assembly standing committees, their membership, their meeting place, days, and time. Also included is a list of the majority and minority leadership and each member's office telephone number.

Committee of the whole ..... A committee comprised of the entire membership of the house usually convened to informally consider proposed legislation.

Concur ..... Agree to an amendment on a bill/resolution adopted by the other house.

Concurrent resolution ..... A resolution that will be heard and acted on in both the Senate and Assembly.

Conference committee ..... A joint meeting of a conference committee from each of the two houses whose function is to arrive at a single version of a bill that has passed both houses in different form.

Consent calendar ..... A list of bills, of a noncontroversial nature, which is voted on as a single roll call vote instead of roll calls on each bill on the list.

Constitution ..... The written instrument agreed upon by the people of the United States, or of a particular state, as the absolute rule of action and decision for the government.

Daily File ..... List or docket of bills awaiting action, entered in order reported.

Engrossment ..... The preparation of a bill or joint resolution for third reading and concurrent resolutions for adoption by incorporating all amendments adopted, and proofreading.

Enrollment ..... The final printing of a bill or resolution after enactment by both houses.

Executive Budget..... Program of expected revenues and proposed expenditures comparing current, future, and past completed years for existing programs, and projecting revenues and expenditures of new programs for future years. The *Executive Budget* is proposed by the Governor and the Budget Administrator of the Budget Division of the Department of Administration.

Exemption..... A designation made by the Fiscal Analysis Division of the LCB indicating that a bill is not subject to the introduction or passage deadlines for processing bills due to the bill's impact on the *Executive Budget*.

Ex officio..... Holding two offices; holding another office by virtue of or because of the holding of the first office.

Expunge ..... To delete or remove completely.

First Reading..... Introduction of a bill in either house of the Legislature by giving it a number and reading it before the full house by title before it is referred to the appropriate committee.

Fiscal note ..... Analysis required by statute to be prepared by an executive agency estimating revenue or expenditure changes that would be entailed by the passage of a proposed bill. The Fiscal Analysis Division of the LCB prepares this estimate to accompany any bill that reduces the revenues or increases the expenditures of a local government.

Floor..... Recognition by the Chair or presiding officer for the purpose of discussion, debate, or remarks while a house is in session.

Floor leader ..... A member chosen by the majority/minority party as their spokesperson.

Floor session ..... The part of a legislator's work day that takes place when the full Senate or Assembly meets in its chamber to conduct business.

General Appropriation Act..... An omnibus act appropriating funds for government departments or programs, usually from the State General Fund.

General File..... The third reading file of bills and joint resolutions due for consideration in the houses.

General law ..... A law of general, or potentially general, application throughout the State.

Grandfather clause ..... A provision in a bill making it inapplicable to activities or personnel involved prior to the enactment of new legislation.

Hearing..... A session of a legislative committee at which witnesses present testimony on matters under consideration by the committee.

History..... A cumulative list of actions on all measures in the houses.
House ..... Either of the chambers in a bicameral legislature.
Impeachment..... A formal accusation against a public official by the Assembly. After the Assembly has impeached, the Senate tries the official.
Initiative petition..... (IP) A procedure that enables a specified number of voters to propose, by petition, a law or constitutional amendment, and to secure its submission to the electorate for approval.
Interim..... The period from the adjournment sine die of one regular legislative session to the convening of the next regular session.
Introduction..... The initial presentation of a bill or resolution for consideration by a house.
Joint committee..... A committee comprised of one standing committee of the Senate and one of the Assembly for joint consideration of measures.
Joint session ..... A floor session in which both houses participate for the specific purpose of hearing a presentation by a congressional representative, a Nevada constitutional officer, or a judicial representative.
Journal..... Record of daily proceedings in the houses.
Law ..... Bill passed by both houses and approved by the Governor, or, if vetoed by the Governor, the veto overridden by a two-thirds vote of each house.
Leadership..... Includes the presiding officers of both houses (President of the Senate and President Pro Tempore; Speaker of the Assembly and Speaker Pro Tempore) and the floor leaders of both houses (Majority and Minority Leaders, Assistant Majority Leaders, and Assistant Minority Leaders).
Legislative Commission..... A body consisting of 12 legislators from both houses who exercise general policy-making and supervising authority over the operations of the LCB.
Legislative Counsel Bureau ..... (LCB) A nonpartisan, centralized agency that serves both houses and legislators.
Legislative day..... Each day that the houses actually convene. These do not necessarily coincide in number with calendar days.
Legislative rules..... The methods of procedure determined by the Legislature at the beginning of a session.
Lobbyist ..... A representative of a special interest who attends sessions to oppose or support the enactment of legislation.
Majority Floor Leader..... A member of either house chosen by the members of the majority party in the Senate and the Speaker in the Assembly as their spokesperson.

Minority Floor Leader..... A member of either house chosen by the members of the minority party in that house as their spokesperson.

Money committees..... The committees in each house that hear all appropriations requests and recommend the appropriations bills; specifically, the Senate Standing Committee on Finance and the Assembly Standing Committee on Ways and Means.

Motion..... A statement by a legislator proposing action to be taken by the body.

Nevada Administrative Code ..... (NAC) The compilation of all effective, permanent regulations adopted by Nevada state agencies, except those of certain exempted agencies, after review by the Legislative Commission.

Nevada Revised Statutes ..... (NRS) The statutory law of Nevada of a general nature enacted by the Legislature, with such law arranged in an orderly manner by subject, and updated after every regular legislative session.

Preamble ..... The introductory part of a bill or resolution that states the reasons for and intent of the measure.

President of the Senate..... Lieutenant Governor as presiding officer of the Senate.

President Pro Tempore ..... A Senator elected by the Senate to preside in the absence of the President.

Presiding officer ..... The person in each house who chairs the conduct of business before the body and guides and directs the proceedings of the body.

Quorum ..... The number of members of a house or of a committee who must be present for the body to conduct official business.

Recall ..... Requesting the return of a measure from the Governor or the other house by a resolution.

Recede..... Withdraw from an amendment in which the other house refused to concur.

Recess ..... An interruption in a meeting when the meeting will continue at a later time in the same day. The time to reconvene may be at the "call of the chair" or time specific.

Redistricting..... The division of existing districts into new districts with different boundaries.

Redo ..... The redrafting of a bill by the LCB prior to its introduction.

Referendum..... The principle or practice of submitting a law to popular vote after the filing of a petition expressing the wish of the people to vote on such law.

Referral ..... Sending a measure to a committee for study and consideration.

Regular session ..... The 120-day period during which the Nevada Legislature meets biennially, in odd-numbered years.

Repeal ..... To revoke or annul a legislative action.

Reprint..... Version of a bill or resolution subsequent to the introduced version, which reflects amendments adopted by either house. Each formal amendment of a bill or resolution will be identified in sequence, such as "First Reprint," "Second Reprint," and so on.

Resolutions..... A one-house resolution expresses facts, principles, opinions, and purposes of one house. A concurrent resolution expresses facts, principles, opinions, and purposes of the two houses and authorizes the creation of joint committees. A joint resolution memorializes federal officials to engage in an action, proposes amendments to the *Nevada Constitution*, or ratifies amendments to the *U.S. Constitution*.

Roll call..... Recording of the presence of members or a tally by individual votes on a bill or joint resolution.

Second Reading ..... When a bill, after it has been reported from committee, is read for the second time before the full house. Committee amendments or amendments from the floor are adopted or rejected by simple majority vote of the members present and voting.

Second Reading File ..... File of bills for second reading and consideration of amendments in the houses.

Secretary of the Senate..... The members of the Senate elect a secretary who serves as the administrative officer and parliamentarian of the Senate.

Select committee..... A temporary committee (for the duration of the session) appointed for a specific purpose. The Select Committee on Economic Growth and Employment in the 2011 Session is an example.

Senate..... One of the chambers in a bicameral legislature.

Seniority..... Length of legislative service. Seniority is often used to assign committee positions and political rank.

Session ..... The period during which the Nevada Legislature convenes to consider possible legislation and State budgets.

Session staff ..... Legislative assistants, clerks, and other staff who are appointed to their positions via a one-house resolution.

sine die ..... Final adjournment of a legislative session. (See "Adjournment.") Adjournment sine die literally means "adjournment without a day"; it marks the end of the legislative session, since it does not set a time for reconvening.

Speaker of the Assembly..... The presiding officer of the Assembly.

Speaker Pro Tempore ..... A member of the Assembly chosen by the Assembly to preside in the absence of the Speaker.

Special law ..... A law of local or limited application.

Special session ..... A meeting of the Legislature convened on the call of the Governor or the Legislature and restricted to the subjects stated in the Governor's call or the Legislature's petition.

Sponsor ..... The legislator(s), legislative committee, or entity requesting that a bill or resolution be drafted.

Standing committee ..... A committee of either the Senate or Assembly that is created by legislative rule and is responsible for considering legislation in a certain subject area.

Statute ..... Bill passed by both houses and approved by the Governor, or, if vetoed by the Governor, the veto overridden by a two-thirds vote of each house.

Statutes of Nevada..... The bound compilation of all general and special laws and resolutions enacted in a specific year.

Summary ..... A brief and unofficial résumé of the contents of a bill or resolution.

Third Reading ..... When the bill, reprinted with any adopted amendments, is debated by the full house on another day after the second reading. It may be passed, rejected, or further amended, in which case final action on the newly amended version is taken on a later day. If the bill is passed, it is sent to the other house; it is sent to the Governor if passed in identical form by both houses.

Title ..... An official summary of the contents of a bill or resolution.

Two-thirds majority ..... The majority needed to enact legislation establishing a tax or fee: 14 in the Senate, 28 in the Assembly.

Veto ..... Governor's formal disapproval of a bill or joint resolution.

Whip..... A member appointed by their political party to act as a liaison between the party leaders and members to enforce party discipline and secure attendance at sessions and to assist in managing the party's legislative program in the chamber.