

Glossary of Legislative Terms

ACROSS THE DESK — The official act of introducing a bill or resolution. The measure is given to the Chief Clerk in the House of Representatives, or to the Secretary of the Senate in the Senate Chamber. The measure then receives a number, is sent to the printer, and becomes a public document available in the bill room. Amendments are also "read across the desk."

ACT — A bill that has been approved or "enacted" by both houses of the General Assembly and has become a law either with or without the Governor's signature. The acts adopted in each session of the legislature are published annually in bound volumes, called the Session Laws of Colorado. Acts are also compiled, edited, and published in Colorado Revised Statutes.

ADHERE — A parliamentary procedure whereby one house of the legislature votes to stand by its previous action in response to some conflicting action by the other chamber.

ADJOURNMENT — A legislative house either ends its business day by adjourning until a stated time or day, or until the time fixed by its rules for reconvening. Neither house may adjourn for longer than 72 hours without the consent of the other.

ADOPTION — Approval or acceptance; usually applied to amendments, committee reports, or resolutions.

AMENDMENT — A formal proposal to change the language of a bill or a resolution after it has been introduced. Committee amendments are amendments made to a bill by a legislative committee. Floor amendments are offered to legislation while that legislation is being debated on the floor of the House or Senate.

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

APPORTIONMENT — Establishment of the legislative districts from which members are elected.

APPROPRIATION — The amount of money made available to the various departments of state government from a specific source such as the General Fund, the Highway Users Tax Fund, etc., and for a specific purpose.

APPROPRIATION BILL/LONG BILL — The bill that allocates funding for state departments.

BICAMERAL — A legislature consisting of two separate chambers, such as Senate and House of Representatives, each serving as a check on the other's power.

BIENNIUM — Two-year term of legislative activity.

BILL — A proposed law presented by a member of the legislature to the General Assembly that amends or repeals an existing law, or that creates a new law.

BILL BACK — Colored paper back enclosing a bill that bears the bill number, sponsor, and dated history of the bill's action through the legislative process.

BIPARTISAN — Having an affiliation or association with (or representatives of) both political parties or caucuses in a two-party system.

Glossary of Legislative Terms (Cont.)

BUDGET — The suggested allocation of state moneys presented to the legislature for consideration; a formal document that reflects the authorized expenditures of the state.

CALENDAR — A printed list of proposals that are arranged according to the order of business and are scheduled for consideration by a chamber or committee. Agenda of daily legislative business in a chamber.

CALL OF THE SENATE OR HOUSE — Procedure used to compel the attendance of members who are missing from the chamber and to compel those members already in attendance to remain in the chamber.

CALL, THE — The proclamation of the Governor or of a two-thirds vote of the members elected to each house convening the General Assembly in special session and stating the necessity for the session. The legislature is restricted to considering only matters pertaining directly to the call.

CARRIED — To consent or accept; to adopt.

CASH FUND — A fund created in the state treasury where money is deposited in lieu of being deposited in the General Fund.

CAUCUS — An informal meeting of a group of the members where a position on pending legislation may be discussed. The group is most commonly based on political party affiliation, but may have other bases, such as gender, race, geographic location or specific issue.

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

CHAMBER — Official hall for the meeting of a legislative body.

CHIEF CLERK OF THE HOUSE — A non-legislator officer who is appointed by the members of the House of Representatives to perform and direct the parliamentary and clerical functions of the chamber.

COAT RULE — The rule that requires gentlemen members to wear a suit coat or sport coat whenever the House is conducting business in the House chambers. Woman are required to be dressed in a similar manner but not necessarily required to wear a jacket. In the Senate, it is custom and practice that requires gentlemen members to wear a suit coat or sports coat whenever the Senate is conducting business in the Senate chambers.

COMMITTEE — A body of members appointed by the presiding officer (or another authority specified by the chamber) to consider and make recommendations concerning disposition of bills, resolutions and other related matters. Types of committees include:

- Committee of Reference/Standing Committee - A committee appointed with continuing responsibility in a general issue area or field of legislative activity.
- Conference Committee - A committee composed of members from the two houses specifically appointed to reconcile the differences between House and Senate versions of a bill.

Glossary of Legislative Terms (Cont.)

- Interim Committee - A committee established to study or investigate certain matters between legislative sessions and to report to the next regular session.
- Joint Committee - A committee composed of members from both chambers.
- Select Committee - A committee created to review a single, specified subject or issue during a regular session of the legislature.
- Statutory Committee - A legislative committee established by statute. For example, Transportation Legislation Review Committee.

COMMITTEE OF THE WHOLE (COW) — When either legislative chamber meets to debate bills calendared for second reading, the chamber is acting as a committee of the whole.

COMMITTEE ON LEGAL SERVICES — The legislative committee tasked with overseeing the functions of the Office of Legislative Legal Services. The committee includes the chairs of the House and Senate Committees on Judiciary; and four members each, two from each major political party, from the House and the Senate. One member from each party is to be an attorney-at-law if an attorney is available.

COMMITTEE REPORT/COMMITTEE AMENDMENT — 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. It is customary for the House to refer to committee reports and for the Senate to refer to committee amendments.

CONCURRENCE (TO CONCUR) — Action by which one house agrees to a proposal or action that the other chamber has approved.

CONCURRENT RESOLUTION — Proposes amendments to the state constitution, or recommends the holding of a constitutional convention, or ratifies proposed amendments to the federal constitution. Concurrent resolutions are treated as bills, except that they do not have the same limits on the time of introduction and rate of dispatch through the legislative process.

CONFIRMATION — The action of the Senate in accepting appointments, typically made by the Governor.

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

CONSENT CALENDAR — A procedure used in the Senate which allows for certain bills to be passed on second reading or third reading, for final passage of noncontroversial memorials and resolutions other than concurrent resolutions, and for confirmation of noncontroversial gubernatorial appointments through an expedited process in which substantial debate does not occur and in which a slate of bills, resolutions, memorials, or confirmations are passed with a single vote.

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

CONSTITUTIONAL AMENDMENT — A change to the state's constitution. A constitutional amendment may be proposed by the General Assembly in the form of a concurrent resolution that must be adopted by both chambers of the legislature by a two-thirds vote. If the concurrent resolution is adopted by both chambers, it must then be approved by a majority of the voters to become effective. A constitutional amendment may also be proposed through the initiative process of the electorate. An initiated constitutional amendment must also be approved by a majority of the voters to become effective.

Glossary of Legislative Terms (Cont.)

CONVENE — When the members of a chamber gather for the meeting of the legislature daily, weekly and at the beginning of a session as provide by the constitution or law.

CO-SPONSOR — Those legislators who sign on as a sponsor to a bill after the bill has passed third reading are known as co-sponsors.

C.R.S. — Colorado Revised Statutes, the compilation of Colorado laws.

DEBATABLE — Open to parliamentary discussion or argument.

DEBATE — Discussion of a matter according to parliamentary rules.

DECORUM — Proper order, etiquette and conduct of members during a floor session.

DILATORY — Deliberate use of parliamentary procedure to delay.

DISSENT — Difference of opinion; to cast a negative vote.

DISTRICT — That division of the state represented by a legislator distinguished numerically and by geographical boundaries.

DIVISION — A method of voting; a request that members stand or raise hands to be counted when the outcome of a voice vote is unclear or in dispute.

DIVISION OF A QUESTION — Procedure to separate a matter to be voted upon into two or more questions.

EFFECTIVE DATE — 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 or her signature.

EMERGENCY CLAUSE — A statement in a bill that indicates the act shall take effect immediately.

ENACTING CLAUSE — The phrase "Be It Enacted by the General Assembly of the State of Colorado" that is required under the state Constitution to be at the beginning of every act. An amendment or motion to strike the enacting clause "kills" a proposed law. Proposed initiated measures also must include an enacting clause.

ENGROSSED BILL — The version of a bill as passed on second reading in the house of introduction and including all amendments adopted thus far. The engrossed bill is the bill that is considered during third reading.

ENROLLED BILL — A bill that has been adopted and agreed upon by both houses of the General Assembly is called an enrolled bill. The bill is then signed by officers of the House and Senate and sent to the Governor for signature.

EX OFFICIO — An officer who serves in one position by virtue of holding another. The person may or may not be a voting member.

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

Glossary of Legislative Terms (Cont.)

EXECUTIVE SESSION/SECRET SESSION — A session excluding from the chamber or committee room all persons other than members and essential staff personnel.

EXPUNGE — An action that directs the removal of specific portions from the journal. This is applicable in situations where objectionable, inflammatory or incorrect matter has been included in the journal.

FILIBUSTER — The prolonged discussion of a bill to delay legislative action.

FIRST READING — The first presentation of a bill or its title for consideration. In Colorado, the first reading is done at the time of introduction.

FISCAL — Dealing with state revenues and expenditures.

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 prepared by the nonpartisan Legislative Council Staff.

FISCAL YEAR (FY) — A 12-month period used for fiscal purposes. The state fiscal year begins July 1 and ends June 30. The federal fiscal year begins October 1 and ends September 30. The year identified with a fiscal year is the year of the ending date.

FLOOR — That portion of the legislative chamber reserved for members and officers of the assembly or other persons granted privileged access.

GALLERY — Balconies of the chamber from which visitors may view the proceedings of the legislature.

GAVEL — An acronym for "Give a Vote to Each Legislator," which is a reference to the 1988 amendment to sections 20 and 22a, of Article V of the state constitution related to actions on bills by committees and that prohibit caucus positions on bills.

GENERAL FUND — The primary operating fund of the state. By law, all state moneys are required to go into the General Fund unless otherwise specified. Also, all interest derived from moneys in a fund is to be credited to the General Fund unless specified otherwise.

GENERAL ORDERS — Another name for Second Reading.

GRANDFATHER CLAUSE — A provision in a bill that exempts a person or a class of persons from a proposal's applicability based on the person's or persons' 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."

HEARING — A meeting of a legislative committee in which members receive testimony from legislators, interest groups, or private citizens regarding legislation under consideration by the committee.

Glossary of Legislative Terms (Cont.)

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."

HOUSE STAFF — Employees of the House of Representative, including: Chief Clerk, Journal Clerk, Reading/Docket Clerk, Calendar Clerk, Bill Status Clerk, Sergeant-at-arms, Assignable Clerks, Enrolling Clerks, Legislative Assistants, and Finance Clerk.

HOUSEKEEPING BILL — A bill that codifies or updates laws applying to an agency and primarily used to eliminate obsolete sections.

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

IMMEDIATE RECONSIDERATION — A motion, based on either House Rule 35 or Senate Rule 18, that allows a committee, the House, or Senate to question an action taken by a committee, the House, or Senate. In the Senate, the motion must be made by a member who voted on the prevailing side and no later than two legislative days after the vote on the action was taken. In the House, the motion must be made by a member who voted on the prevailing side the same day or by 12:00 noon the next actual day of session.

IMPEACHMENT — Procedure to remove from office a public official accused of misconduct.

INITIATIVE — A measure that, pursuant to the process authorized by the Colorado Constitution, permits qualified electors of the state to enact measures independently of the General Assembly. An initiated measure may propose an amendment to the Colorado Constitution or to the Colorado Revised Statutes.

INSERT — Add language to a bill or resolution.

INTERIM — The interval between regular sessions of the legislature.

INTRODUCTION — The formal presentation of a bill after it has been drafted.

ITEM VETO — An action taken by the Governor to prevent the enactment of an item of an appropriation bill; also may be called line item veto.

JOINT BUDGET COMMITTEE (JBC) — The General Assembly's permanent fiscal and budget review agency, which writes the annual appropriations bill — called the Long Bill — for the operations of state government. The JBC has six members: the Chairman and one majority and one minority member of the House Appropriations Committee, and the Chairman and one majority and one minority member of the Senate Appropriations Committee.

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

Glossary of Legislative Terms (Cont.)

JOINT PRIME SPONSORS — The term used to refer to members introducing legislation in each chamber when there is more than one prime sponsor. The joint prime sponsors' names 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.

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

JOINT RULES — Parliamentary rules governing joint procedures or operations of the Senate and House.

JOINT SESSION — A combined meeting of the Senate and House in one chamber.

JOURNAL — An official chronological record of the actions taken and proceedings of the respective chambers.

LAID OVER — A motion whereby consideration on a measure is postponed to a later time.

LAW — The final product of the legislative process. It is the end result of the introduction of a bill, its passage by both houses, and its approval by the Governor (or the overriding by the legislature of his 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 Colorado Revised Statutes.

LAY ON THE TABLE — A motion used to dispense with an issue without voting on it.

LEGISLATIVE COUNCIL — The Legislative Council is an 18-member body of the General Assembly comprised of 6 members of the Senate appointed by the President of the Senate; 6 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.

LEGISLATIVE COUNCIL STAFF (LCS) — The Legislative Council is the common name of the Legislative Council Staff, 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 — Legislative days are regarded the same as calendar days; each day after the session starts and until adjournment is counted as a legislative day even though the General Assembly may not be meeting on a particular day, such as a Saturday or Sunday.

LEGISLATIVE INTENT — Purpose for which a measure is passed.

LEGISLATIVE LIAISON — An employee of a department of state government designated to communicate with legislators regarding the activities of that department.

LEGISLATIVE OVERSIGHT — Scrutiny of executive branch programs and performance by the legislature.

Glossary of Legislative Terms (Cont.)

LEGISLATIVE SERVICE AGENCY — One of the four nonpartisan legislative branch agencies providing services such as impartial research and information, legal and bill drafting, budget analysis, or technical services.

- Legislative Council Staff
- Office of Legislative Legal Services
- Joint Budget Committee
- Office of the State Auditor

LEGISLATOR — Elected member of the General Assembly.

LEGISLATURE — The branch of state government responsible for enacting laws.

LINE ITEM — Numeric line in an appropriation or budget bill.

LOBBYIST — A representative of a special interest group whose function is to influence and inform legislators regarding a special interest.

LONG BILL/APPROPRIATIONS BILL — The bill that allocates funding for state departments.

MAJORITY LEADER — A member of the majority political party elected by the legislators of that party to be a leader.

MAJORITY PARTY — The political party having the greatest number of members in the legislature or in either chamber.

MEASURE — General term for bill, resolution or memorial.

MEMBER-ELECT — Member who has been elected, but who has not yet taken the oath of office or who is not yet officially serving.

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

MEMORIAL — The method by which the legislature addresses or petitions Congress and other governments or governmental agencies; also, the method by which the legislature congratulates or honors groups or individuals.

MINORITY LEADER — A member of the minority political party elected to be leader of that party.

MINORITY PARTY — The political party having fewer numbers of members in the legislature or in either chamber.

MOTION — A legislator's formal request for consideration of a proposal for action by a legislative body.

NONPARTISAN — Having no association or affiliation with a political party or caucus.

OATH OF OFFICE — Oath taken by members-elect of the legislature prior to being seated and embarking upon official duties.

Glossary of Legislative Terms (Cont.)

OFFICE OF LEGISLATIVE LEGAL SERVICE (OLLS) — Nonpartisan staff charged with drafting and reviewing legislation; providing legal assistance to members of the General Assembly; reviewing administrative rules and regulations; and maintaining complete legislative records.

ORDER OF BUSINESS — The defined routine of procedure in the legislative body each day.

OUT OF ORDER — Not being conducted under proper parliamentary rules and procedures.

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 chamber.

PARLIAMENTARY INQUIRY — Question posed by a member to the presiding officer for clarification of the procedure or business before the house.

PARTISAN — Associated or affiliated with a single political party or caucus.

PER DIEM — Literally, per day; daily expense money rendered to legislators or staff.

PINK-BOOK — A pocket-sized directory listing names of legislators, their addresses, occupations, and committee assignments. It also lists the names of House and Senate employees.

POINT OF INFORMATION — A request from a legislator to the presiding officer for clarification of a procedural matter.

POINT OF ORDER — A question by a member to the presiding officer calling attention to a breach of order or of the rules.

POINT OF PERSONAL PRIVILEGE — A provision within the rule of procedure under which a member may speak upon personal matters.

POSTPONE INDEFINITELY (PI) — A motion to postpone indefinitely a bill has the same effect as moving to kill a measure.

PRECEDENT — Interpretation of rulings by presiding officers on specific rules; unwritten rules that are established by custom.

PRESIDENT — The presiding officer of the Senate.

PREVIOUS QUESTION — A motion to close debate and bring the pending question or questions to an immediate vote.

PRIME SPONSOR — The member introducing legislation in each chamber. 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 to it.

PRO TEMPORE (PRO TEM) — The designated officer of the Senate or House acting in the absence of the regular presiding officer.

Glossary of Legislative Terms (Cont.)

QUORUM — When a legislative body is assembled, the minimum number of members required to transact business.

QUORUM CALL — A method used to establish the presence of a majority for the lawful transacting of business.

RATIFY — To approve and make valid.

READING — Presentation of a bill before either chamber by the reading the bill, its title, or its number. A formal procedure required by constitution and rules that indicates a stage in the enactment process. Most often, a bill must receive three readings on three different days in each chamber; therefore, it can take no less than three days for a bill to pass each chamber.

REAPPORTIONMENT — Redrawing legislative district boundaries to provide equality of representation.

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

RECEDE — To withdraw from a position on a matter.

RECESS — The period that a legislative chamber 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.

RECONSIDERATION — A motion giving the opportunity to take another vote on the item in question. After a question has been decided by the House or the Senate, any member voting on the prevailing side may move for reconsideration within a specified period of time.

RECORDED VOTE — A vote taken by machine or roll call and recorded in the journal. The constitution requires the "yeas" and "nays" of the individual members to be recorded on third and final passage of all legislation.

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 added, amended, recreated, or repealed by laws enacted at that regular session and at any extraordinary session held since the publication of the last red book.

REENGROSSED BILL — The bill as passed on third reading in the house of introduction and including all amendments adopted by that house. The reengrossed bill is transmitted to the second house.

REFERRAL — The assigning or referring of a bill to committee.

REGULAR SESSION — The annual meeting of the legislature required by the constitution.

REPEAL — A method by which a legislative action is revoked or annulled.

Glossary of Legislative Terms (Cont.)

REREVISED BILL — Includes amendments made by the second house on third reading. The rerevised bill is transmitted back to the house of origin for any action that it may have to take on the bill or for enrollment and transmittal to the Governor for action.

RESOLUTION — A document that expresses the sentiment or intent of the legislature or a chamber, that governs the business of the legislature or a chamber, or that expresses recognition by the legislature or a chamber.

REVISED BILL — A bill that has passed second reading in the second legislative chamber. It includes any amendments made to the bill on second reading by the second house.

RISE AND REPORT — The motion to end second reading. The motion "rise and report and beg leave to sit again" indicates the intention to continue second reading at a specified time later in the day.

ROLL CALL — Names of the members being called in alphabetical order and recorded; used to establish a quorum or to take a vote on an issue before the body.

RULES — Regulating principles or methods of legislative procedure.

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

SAFETY CLAUSE — The clause at the end of a bill that exempts that bill from a citizen referendum petition. 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 or information 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 a 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 chamber, also known as general orders.

SECRETARY OF THE SENATE — A non-legislator officer elected by the members of the Senate to perform and direct the parliamentary and clerical functions of the Senate.

SENATE — A legislative body; usually the body in a bicameral legislature having the fewer number of members.

Glossary of Legislative Terms (Cont.)

SENATE SERVICES STAFF — Employees of the Senate, including: Secretary of the Senate, Assistant Secretary, Reading Clerk, Calendar Clerk, Docket Clerk, Senate Services Coordinator, Senate Services Clerk, Chief Enrolling Clerk, Enrolling Clerks, Assignable Clerks, Sergeant-at-Arms, and Bill Room Clerks.

SENIORITY — Recognition of prior legislative service.

SERGEANT-AT-ARMS — Staff responsible for maintaining order and providing security for legislators.

SESSION — This term has two meanings. A session may be the daily meeting of the Senate or House. It may also be the regular, special, or organization session, meaning the whole period for which the legislature has been called together. Two annual or "regular" sessions make up a General Assembly. Thus the 69th General Assembly included the 2013 regular session and the 2014 regular session. The 70th General Assembly will include the 2015 and the 2016 regular sessions.

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 a law stand if a court declares one portion of the law invalid.

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

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

SINGLE SUBJECT — By law, a bill must contain only one subject that must be clearly expressed in its title.

S.J.M. — 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 OF THE HOUSE — The presiding officer of the House of Representatives who is annually designated by the majority party caucus and then elected by the body. The Speaker appoints the members of all House committees and designates the chairman and vice-chairman of each; refers bills and other legislation to committees; presides over 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.

Glossary of Legislative Terms (Cont.)

SPECIAL SESSION (OR EXTRAORDINARY SESSION) — A session of the General Assembly convened either by the Governor by a proclamation that states the reason for the special session, or by a written request signed by two-thirds of the members of each house to the presiding officer of each house. No business may be transacted during a special session other than that specially named in the proclamation or written request. The Governor may also convene the Senate in extraordinary session for the transaction of executive business.

SPONSOR — The legislator who presents a bill or resolution for consideration; may be joined by others, who are known as co-sponsor.

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

STATUS OF BILL — The progress of a bill at any given time in the legislative process. It can be in committee, on the calendar, in the other house, etc.

STATUTE — A particular law enacted by the legislature. The 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.

STRIKE OUT — The deletion of language from a bill or resolution.

SUNRISE — The system for reviewing the necessity of regulating an occupation or profession prior to enacting laws for such regulation. (See Section 24-34-104.1, 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 authorization has been extended by legislative action. (See Sections 2-3-1203 and 24-34-104, C.R.S.)

SUNSHINE LAW — A reference to the state law governing public access to government, including: a public official disclosure provision; the regulation of lobbyists; and requirements for open meetings.

SUPPLEMENTAL APPROPRIATION — Adjustment of funds allocated by the original appropriation.

SUSPENSION OF THE RULES — Parliamentary procedure whereby actions can be taken that would otherwise be out of order.

TERM OF OFFICE — Period of time for which a person is elected.

THIRD AND FINAL READING — The time when a bill is being considered by the entire legislative chamber 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 memorial. The Colorado Constitution states that no bill, except general appropriation bills, shall pass containing more than one subject, which must be clearly expressed in its title.

Glossary of Legislative Terms (Cont.)

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 chamber of origin or to the Secretary of State if the General Assembly has adjourned sine die.

VETO MESSAGE — The message the Governor sends in the form of a letter to the General Assembly giving the reasons for vetoing a bill.

VOICE VOTE — A vote taken orally. A voice vote will be used for adoption of amendments and some matters. In the Senate, a roll call can be obtained even on these if five members, by a show of hands, demand a recorded vote.

VOTE — An expression of the collective judgment of the House or the Senate.

YIELD — To relinquish the floor to another member to speak or ask questions.