



### **ACT**

A bill passed in identical versions by both the House of Representatives and Senate and signed by the Speaker of the House and the President of the Senate. An act is then sent to the Governor for approval or veto or becomes law without the Governor's signature.

### **ADJOURN**

A motion used to signal the end of a legislative session on a particular day and that suspends operations and terminates business until the next scheduled meeting.

### **ADMINISTRATIVE RULE**

A written statement of law adopted by an administrative agency pursuant to authority granted by the General Assembly to carry out the policies and intent of a statute enacted by the General Assembly.

### **ADVISE AND CONSENT**

The power vested in the Senate to review and approve or reject gubernatorial appointments to various positions, such as the appointment of administrative department directors.

### **AMENDMENT**

A proposal to alter the text of a law, bill, or another amendment by substituting, adding, or deleting language.

### **APPROPRIATION**

An authorization granted by the General Assembly, usually to a state agency, to spend money for a specific purpose during a fiscal year or biennium. No appropriation may be made for a period longer than two years.

### **BICAMERAL LEGISLATURE**

A two-house legislature. In Ohio, the legislature is called the General Assembly and comprises the House of Representatives and Senate.

### **BIENNIAL SESSION**

A meeting period for a legislature consisting of two calendar years (a biennium). This two-year period may also be referred to as a session of the General Assembly.

### **BILL**

A formally proposed change or addition to Ohio law.

### **BILL ANALYSIS**

A document prepared by the Legislative Service Commission staff that summarizes key points of a bill and details changes to the law proposed by the bill. An analysis is revised at several stages in the legislative process. The first analysis is usually prepared when a bill is scheduled for a first hearing in committee.



## **BUDGET**

The biennial appropriation plan, also called an “operating budget,” which allocates certain state funds to state agencies for specified purposes, including the administration and personnel of the agency, the implementation and enforcement of programs within the jurisdiction of the agency, and equipment.

## **CALENDAR (SENATE)**

The Senate Clerk’s Office publishes two Calendars: the Rules Calendar and the Senate Calendar. The Rules Calendar is a list of bills or resolutions (all appear under the black line) that have been reported by a committee for favorable consideration. The Rules Committee may use the list to decide which bills will be on the legislative agenda for the next floor session.

Upon favorable vote by Rules Committee, bills or resolutions are moved above the black line, creating the Senate Calendar. Bills, resolutions, and other items above the black line serve as a legislative agenda for some items that will be voted on during Senate Session.

## **CAPITAL APPROPRIATIONS BILL**

The capital appropriations bill authorizes new capital spending for projects such as the acquisition, construction, equipment, or renovation of facilities of state agencies. It is usually enacted during the second year of a biennium.

## **CAUCUS**

A group of Ohio Senate members determined by political party (i.e. Republican caucus). Caucus can also refer to a meeting of the minority or majority party members.

## **CHAMBER**

The official location for convening a legislative session. The House of Representatives and Senate have separate chambers.

## **CLERK (SENATE)**

The Senate Clerk is an administrative officer elected by the Senate. The individual serves as the Senate’s parliamentarian overseeing the chamber’s legislative proceedings and legislative record-keeping functions. The Senate Clerk also manages the Senate’s fiscal and personnel matters, internet technology functions, and the Senate’s Page Program.

## **COMMITTEE REPORT**

A report issued by a committee recommending that a bill be considered for a floor vote by the full membership of the Senate. A committee report consists of a signature page containing the signatures of the committee members who voted for or against the bill and a copy of the bill with any amendments attached or, if the committee adopted a substitute bill, a copy of the substitute version of the bill.



### **CONCURRENCE IN AMENDMENTS**

The point in the lawmaking process at which the first house approves (concurr in), without alteration, amendments adopted by the second house.

### **CONCURRENT RESOLUTION**

A formal expression of the intent or wish of the legislature. This type of resolution may originate in either house but must be adopted by both houses. Concurrent resolutions most often deal with joint procedural matters, communications to the U.S. Congress, and invalidation of administrative and court rules.

### **CONFERENCE COMMITTEE**

A committee created to resolve points of difference between two versions of one bill passed by the two houses. If a conference committee resolves differences in the versions of the bill, the committee adopts a conference committee report. A conference committee report must be approved by a majority of both the House of Representatives and the Senate in order for the bill to become a law.

### **CONSIDERATIONS**

The Ohio Constitution requires a bill to have three considerations on three different days by each house. The three-day rule may be suspended by a 2/3 majority vote by the members of the house considering the bill. (See also **FIRST CONSIDERATION**, **SECOND CONSIDERATION**, and **THIRD CONSIDERATION**.)

### **CONSTITUENT**

A resident of a district represented by a senator.

### **DISTRICT**

The geographical area a senator represents. A Senate district is comprised of about 349,600 people.

### **EMERGENCY CLAUSE**

A clause that must be included in any bill, other than a bill that levies a tax or makes an appropriation for current expenses, if the bill is to take effect immediately upon passage by the General Assembly and approval by the Governor. The clause, as constitutionally required, sets forth the reasons a bill is an emergency measure. The clause is voted on separately by the legislature and requires an affirmative vote of 2/3 of the members of each house. If the emergency clause is approved, the bill as an emergency measure is voted on and also requires a 2/3 majority vote to pass.

### **ENGROSSMENT**

The preparation of a bill upon introduction, committee recommendation and passage.



### **ENROLLED BILL**

A printed version of a bill that is prepared when the bill has passed both houses in identical form. The enrolled bill is signed by the Speaker of the House and the President of the Senate and becomes an act awaiting the Governor's approval.

### **FIRST CONSIDERATION**

The point in the legislative process at which a bill is read on the floor, and thereby introduced. The Ohio Constitution requires that each bill receive three separate considerations in each house. (See also CONSIDERATION, SECOND CONSIDERATION and THIRD CONSIDERATION.)

### **FISCAL NOTE**

An analysis required by law that estimates the financial impact of proposed legislation on state and local government revenues and expenditures. This analysis is published and updated for individual bills as part of the combined Fiscal Note and Local Impact Statement by the Legislative Service Commission.

### **GENERAL ASSEMBLY**

The legislative body of the state, consisting of the 99 members of the House of Representatives and 33 members of the Senate. This term also refers to a specific biennial session of the legislature if modified with a number (e.g., 132nd General Assembly).

### **INITIATIVE**

A process authorized by the Ohio Constitution that permits qualified electors of the state to enact laws independently of the General Assembly. An initiative petition may propose an amendment to the Ohio Constitution or propose any law that the General Assembly has the power to enact.

### **JOINT RESOLUTION**

A formal written expression of the General Assembly's opinions and wishes usually reserved for matters required by the Constitution or statutes to be in joint resolution form such as proposing amendments to the Ohio Constitution, ratifying amendments to the U.S. Constitution, and calling for a federal constitutional convention. To become effective, a joint resolution must be adopted by both houses.

### **JOURNAL (SENATE)**

The official printed record of Senate floor sessions prepared by the Senate Clerks' office.

### **LEGISLATIVE SERVICE COMMISSION**

A nonpartisan agency providing the Ohio General Assembly with drafting, research, budget and fiscal analysis, training, and other services.



### **MAJORITY PARTY**

The political party having the most members in one house. In the current Ohio Senate, the Republicans are the majority party.

### **MINORITY PARTY**

The political party having the fewer members in one house. The Democrats are the minority party in the current Ohio Senate.

### **QUORUM**

The minimum number of members who must be present to officially conduct business.

### **REFERENCE COMMITTEE**

The standing committee responsible for referring bills and resolutions to another standing committee for consideration. During some General Assemblies, the Rules Committee and Reference Committee have been combined to form the Rules and Reference Committee.

### **ROLL CALL VOTE**

An official vote on a bill or resolution where each senator is called upon to vote.

### **RULES**

Legislative rules of procedure adopted at the beginning of each General Assembly.

### **RULES COMMITTEE**

A standing committee that schedules the agenda for floor sessions and performs other responsibilities as might be assigned. During some General Assemblies, the Rules Committee and Reference Committee have been combined to form the Rules and Reference Committee.

### **SECOND CONSIDERATION**

The point in the legislative process at which the Reference Committee refers (assigns) a bill to a standing committee. The bill is referred when the Reference Report is read on the floor. The Ohio Constitution requires that each bill receive three separate considerations in each house. (See also CONSIDERATION, FIRST CONSIDERATION and THIRD CONSIDERATION.)

### **SIMPLE RESOLUTION (SENATE)**

A formal written expression of the Senate, adopted only by the Senate, relating to the organization of the Senate or extending recognition to individuals or organizations.

### **SINE DIE**

Marks the end of an Ohio General Assembly and means no further meetings of the Senate are scheduled.



### **STANDING COMMITTEE**

A committee established at the beginning of a General Assembly. Most standing committees are organized by subject matter so that most bills referred to a particular committee address related topics.

### **SUBSTITUTE BILL**

A redrafted version of a bill, usually substantially amended, that replaces a preceding version.

### **THIRD CONSIDERATION**

The point in the legislative process at which the full membership of the Senate votes on a bill. The Ohio Constitution requires that each bill receive three separate considerations in each house. (See also CONSIDERATION, FIRST CONSIDERATION and SECOND CONSIDERATION.)

### **VETO**

The Governor's official disapproval of an act. A veto must occur within ten days, Sundays excepted, of receipt of the act. A vetoed act must be returned to the house in which it originated accompanied by the Governor's written objections.

### **VETO, LINE-ITEM**

The Governor's disapproval of an item or items in an appropriation act. Those provisions of the act that are not vetoed become law. The Ohio Supreme Court has ruled that an "item" must be separate and distinct from other provisions of the bill.

### **VETO OVERRIDE**

The option available to the General Assembly to repass a bill after the Governor has vetoed it. The Ohio Constitution requires a  $3/5$  vote of each house (or  $2/3$  in certain instances) to override a veto.