

LRC'S ROLE IN SESSION OPERATIONS: A PROCEDURES MANUAL



Informational Bulletin No. 159

*Legislative Research Commission
Frankfort, Kentucky
Revised December 2001*

INTRODUCTION

As the administrative arm of the General Assembly, the Legislative Research Commission is responsible for the daily operations of regular and special legislative sessions, including virtually every aspect of the legislative process. The House Clerk Services Office and the Senate Clerk's Office perform the technical operations which facilitate the movement of bills through the legislative process, while other staff within LRC provide specialized services to the members of the General Assembly and the public.

Previous editions of this publication focused primarily upon the function of the House Clerk's office. However, as the role of LRC staff in legislative sessions has expanded, with the advent of an independent General Assembly, it has become important to have a more complete overview of the myriad of session services provided by House Clerk Services, the Senate Clerk's office, and the LRC staff.

This publication has been prepared by the staff of the Legislative Research Commission, House Clerk Services, and the Office of the Senate Clerk.

ROBERT SHERMAN
Director

The Capitol
Frankfort, Kentucky
December 2001

TABLE OF CONTENTS

	Page
I. Bill Tracking	1
II. House Clerk Services	3
III. Fiscal Statements	27
IV. House Committee Assistants	29
V. Senate Services and Procedures	37
VI. Legislative Support Services	49
VII. Legislative Citations and Page Certificates	51
VIII. The <i>Legislative Record</i>	53
IX. Internet Services: Kentucky Legislature Internet Site	55
X. Project and Message Centers; Annex Bill Room	57
XI. Courier Services	59
Appendices	61

CHAPTER I.

BILL TRACKING

The Assistant Director for Committee and Staff Coordination is responsible for general coordination of bill drafting by LRC staff members during session. All requests for drafting bills should be directed to the Assistant Director immediately upon receipt. It is important for a bill request to be logged on the same day it is submitted to the LRC staff, since the “logged in” date will help determine the priority given the request throughout the drafting process.

The LRC staff will assist only legislators in drafting bills. Interest groups and individual citizens are encouraged to approach legislators with their ideas for legislative proposals. If a legislator is interested in the idea, the member can request a bill draft. Executive agencies should be directed to the Governor’s staff handling bill requests.

All requests for bill drafting should initially come to the Assistant Director for Committee and Staff Coordination, including letters, phone calls, and personal contacts. Although an individual staff member may assist a legislator in developing a bill request, the formal request must be officially assigned and properly recorded. A bill request form is also completed for bills being drafted in conjunction with committee assignments. The drafter should advise the Assistant Director that a committee has requested the bill.

After bill requests are received and logged, they are assigned for drafting. Staff members may ask for specific assignments and legislators may request specific drafters. However, no staff member should assume an assignment until it is officially made. This procedure requires strict adherence except for some situations in which bills are drafted in conjunction with committee assignments. Every effort is made to distribute the bill drafting workload as evenly as possible among staff members, although workload will vary according to issues involved in a given session.

When a bill request is assigned for drafting, the name of the drafter and the date of assignment are recorded. The sponsor is then notified by letter of the bill request number and the drafter’s name and telephone number. Later in the session, letters will cease to be sent because of the increasing workload. The bill request form, a copy of the notification letter, and any other materials pertaining to the bill are then assembled in a numbered folder and forwarded to the drafter.

After official notification of the assignment, direct communication between the sponsor and drafter is essential. Drafters contact legislators as often as necessary to work out details, report on progress, and discuss alternatives. If a legislator is working in conjunction with an interest group, executive agency, or other constituents, the drafter may discuss the bill with them *if the legislator specifically agrees to this procedure and identifies the person or persons with whom the draft may be discussed*. All bill requests

are considered confidential. Inquiries from persons other than the sponsor concerning bill requests should be referred to the Director's Office.

During session, all bill drafts must be completed within three days of receipt of the request, unless other arrangements are made between the drafter and sponsor. When a draft is completed, it is reviewed by the statute revision staff for format and compatibility with existing statutes. Questions regarding possible constitutional conflicts may be raised. The bill summary and index entries are also checked at this point. In most cases, the reviser's review will take place before bills are logged for bill processing. Also, a check is completed to ensure that all affected sections of the KRS have been included in the draft. If a bill requires drastic alteration as a result of the legal review or conformity check, the drafter will be contacted. Otherwise, the bill will be forwarded to bill processing.

Upon return to bill tracking, the draft is immediately logged and filed in the order received. Priority in bill processing is based on the dates of receipt of the drafts in the bill processing room rather than on bill request numbers. The only time bill request numbers have significance in determining bill processing priority is when several bill drafts are logged into the bill processing room on the same day. In those cases, the drafts with lower bill request numbers are entered first. In a few exceptional cases, bill drafts will be given special priority for bill processing. These situations include when a bill is to be presented before a committee as an item on the agenda, or if a bill will be offered as a substitute or amendment to legislation that is before the General Assembly for action. Exceptions to regular bill processing priorities must be authorized by the Assistant Director for Committee and Staff Coordination.

Once a bill draft has been entered by bill processing, a printout will be produced to be used for duplication. This printout is placed in the bill folder and returned to bill tracking, who will contact the drafter so that the drafter can review the bill for errors. After the drafter has reviewed the bill printout, copies will be made for the sponsor. The appropriate number of copies in House or Senate jackets will be delivered automatically to the sponsors in the chamber as soon as they are ready.

All completed bill drafts are treated as confidential information. The sponsor is solely responsible for releasing copies or information concerning a completed draft. Bill drafts become public information when the sponsor releases the draft for public review; when a committee discusses or debates the draft; or when the sponsor introduces the bill for consideration by the General Assembly.

CHAPTER II.

HOUSE CLERK SERVICES

Bill Control

Bill Control is the section of House Clerk Services (HCS) which prepares the Rules Committee Report, the Orders of the Day, and the House Daily Action. Daily preparation and distribution of these documents and other functions of House Clerk Services are explained in the following sections.

Rules Committee Report

Each day of the session, a numerical list of bills referred to the Rules Committee is prepared as bills are passed out of committees. Information for this list is taken from the day's committee reports and the House Daily Action, but can usually be compiled from first readings, as reported in the House Minutes (see Appendices). This becomes the Rules Committee Report for the following day and is used by the Rules Committee for purposes of bill referral. For example, a bill receiving its first reading on March 17 will receive its second reading on March 18 and can be considered by the Rules Committee that same day.

After a bill has received its second reading on the House floor, it goes immediately to the Rules Committee, which may take one of three actions:

- It may be posted for passage on the House floor (The date the bill is posted for passage appears on the Orders of the Day.);
- It may be recommitted to a House committee with a brief written explanation for its recommitment (No bill or resolution may be recommitted by the Rules Committee more than once (see Rule 41 of the *House Rules of Procedure*).); or
- It may be retained in the Rules Committee for up to five legislative days (see Rule 41 of the *House Rules of Procedure*).

On the fifth day, if no action has been taken by the Rules Committee, the bill is automatically posted for passage.

The Rules Committee Report consists of each bill number, accompanied by any appropriate committee substitute(s) and/or committee amendment(s), a brief summary taken from the bill, the primary sponsor, the name of the committee reporting the bill, and other notations, such as recommitted, emergency, appropriation, constitutional amendment, and effective date. Floor amendments are not listed on this report. The bills are categorized as to whether they are on the Consent Calendar or on the Regular Calendar. They are further delineated according to the number of days they have been in

the Rules Committee (see Appendices). This report is distributed to House Leadership offices, House and Senate clerks, selected Senate offices, and other offices each day upon adjournment. A Rules Committee Report Addendum is prepared for any “recommitted” bills coming out of committee that particular day, showing those bills as being in the first day in the Rules Committee, indicating that they have had a first reading on a previous day and will have a second reading on that given day, when the Committee Report is read into the Minutes (see Appendices). The Bill Control employees attend all Rules Committee meetings, may take minutes of the meeting if required, and one of them is designated to file a report with the Assistant Clerk in the House Chamber immediately following the Rules meeting, listing those bills in the same order as “posted for passage” by the Rules Committee in the following order:

- Bills going to the Consent Orders;
- Bills going to the Regular Orders; and
- Bills going from the Consent Calendar to the Regular Orders.

Bills recommitted by the Rules Committee are listed at the end of the Rules Committee Report, accompanied by a brief explanation. In the event that the House recesses for a Rules Committee meeting, Bill Control employees must be prepared for another Rules Committee meeting upon adjournment. The report prepared for such a meeting consists of those bills remaining in the Rules Committee. Copies of the Rules Committee Report are distributed at the Rules Committee meeting and the report is filed with the Assistant Clerk, listing those bills in the same order as “posted for passage” by the Rules Committee.

Orders of the Day

The Orders of the Day is the agenda of bills on which final action may be taken on the House floor on a given day. It is prepared daily upon adjournment for the next day’s session. The bills are categorized as to whether they are on the Consent Orders or the Regular Orders. This listing consists of the bill number, committee substitute(s), committee amendment(s), floor amendments, a brief summary, the primary sponsor, and any other notations, such as recommitted, emergency, appropriation, constitutional amendment, and effective date (see Appendices). All of this information is compiled from the Rules Committee Report, except the floor amendments, which are collected from the House Minutes and confirmed by the Amendment Clerk, the Engrossing and Enrolling Clerk, and/or the Bill Room Clerk. The name of the committee reporting the bill is deleted on this report, because the bill is reported by the Rules Committee at this point.

Any bills which are on the Orders of the Day but are not considered on the designated day retain their place on the Orders for the following legislative day (see Rule 41 of the *House Rules of Procedure*). The Orders of the Day also reflect actions taken on the House floor, such as removing bills from the Clerk’s Desk or reconsidering the vote by which a bill passed or was defeated, and lists these bills in the order in which they are recorded in the House Minutes. Likewise, bills are deleted from the Orders of the Day if

they are recommitted to a specific committee. The Orders of the Day are established by the Rules Committee and distributed to House members, House and Senate clerks, House leadership, selected Senate offices, and other offices upon adjournment, and posted on the Kentucky LRC Home Page (<http://www.lrc.state.ky.us/home.htm>). Bill Control staff also post the Orders of the Day outside the House Chamber.

There may be additional categories of bills on the Orders of the Day, which are listed after the Regular Orders and before the bills Posted for Passage. This listing includes those bills that have passed the chamber of origin and passed the second house with amendments. These categories are established according to the body of origin, the amending body, and whether either concurs or refuses to concur with the other (e.g., House Bills with Senate amendments, nonconcur, nonrecede is titled HB w/SA (N.C.)(N.R.). Additionally, bills which are vetoed by the Governor follow the above. All of these bills carry the same preliminary information as those on the Regular Orders. A Committee on Committees report is prepared when a House Bill has been amended in the Senate and has been returned to the House for concurrence in the amendment, and for bills originating in and passed by the Senate when reported to the House (see Rule 55 of the *House Rules of Procedure*).

This report is prepared in the same manner as the Orders of the Day, and is taken to the House Speaker's office after being checked against the House minutes (see Appendices).

Posted for Passage

The Posted for Passage category reflects action taken by the Rules Committee, and legislation under this heading is added to the end of the Orders of the Day. The date indicates when those bills will be posted for passage (the date when they will become the Orders of the Day), which is usually the second legislative day. For example, the Rules Committee meets upon adjournment on March 17 and posts bills for passage on March 19. After the Rules Committee meeting, a Posted for Passage list is prepared and attached to the Orders of the Day for March 18. On March 18, the action taken by the Rules Committee on March 17 is reported on the House floor and recorded in the House Minutes (see Appendices). If the House recesses for a Rules Committee meeting and the Rules Committee Report is read into the House Minutes before adjournment, those bills which are reported to the floor will appear in the Orders of the Day on the next legislative day. If the Rules Committee Report is not read into the minutes before adjournment, the bills are posted for passage on the second legislative day. This report, along with the Orders of the Day, is distributed to members of the House and other offices as prescribed (see Appendices).

Other Reports

Bill Control employees prepare the Rules Committee Reports, the Orders of the Day, and additional reports requested by leadership, proofing for corrections and omissions. Bill Control retains copies of all bills, resolutions, amendments, committee

actions, and inter-office communications, Senate messages (see Appendices), and veto messages from the Governor. Charts are maintained for use in preparing the documents as previously discussed.

Display of Bills, Amendments, and Substitutes

For many years, the House of Representatives utilized transparencies to display the Orders of the Day and those bills Posted for Passage for the convenience of members. Beginning with the 2002 Regular Session, that overhead projection system will be replaced by two plasma screens mounted above the doors on either side of the chamber. These boards will be connected to the electronic bill book system and will display bill numbers, floor amendment numbers, and committee amendment or substitute numbers, as each bill is called by the floor leader. During the last few weeks of session, House Bills with Senate amendments, Senate Bills with House amendments, and vetoed bills will also be displayed. A color and font coding system will replace the old manual marking system for indicating the matter before the body and final disposition.

House Daily Action Report

The House Daily Action Report is compiled by staff in the Clerk's office (see Appendices). The information is gathered from the minutes as they are reported during and upon adjournment of the House. The report is intended as an unofficial in-house report, which is distributed by e-mail shortly upon adjournment of the House for staff to use in verifying the actions of the House for any particular day.

The report lists information under the following headings:

- Introduction of Bills;
- Referral of Bills;
- First Readings;
- Second Readings;
- Orders of the Day;
- Floor Amendments Filed;
- Other Action including Conference Committee Reports and other announcements;
- Senate Messages;
- Enrollment Committee Report;
- Citations Adopted;
- Announcements, including committee meetings and caucus meetings; and
- Adjournment.

The House Daily Action Report is a tool for tracking the movement of a bill at the end of each day's session. The information is concise, easy to read, and available within an hour upon adjournment. In contrast, the official record of the daily action is reported in the *Legislative Record*, which is not available until the next business day.

Engrossing and Enrolling (E&E)

The Engrossing and Enrolling (E&E) section of House Clerk Services (HCS) is concerned with the paperwork that is essential to keeping up with each bill after it is introduced, including action on each bill, preparation of amended versions of a bill, communications between chambers, and preparation of the final copy of a bill for delivery to the Governor or the Secretary of State, when applicable.

According to *Mason's Legislative Manual*, Section 735, Subsection 2., "An engrossment is a proofreading and verification in order to be certain that the bill before the house is identical with the original bill as introduced with all amendments which have been adopted correctly inserted..." In Section 738, Subsections 1. and 2., *Mason's* states, "An enrolled bill, in legislative parlance, is a reproduction or copy of the identical bill passed by both houses. After passage, a bill is enrolled, authenticated by the signatures of the presiding officers and chief legislative officers of both houses, and presented to the Governor for signature." *Webster's Dictionary* defines enrollment as the preparation of a final perfect copy of a bill in written or printed form.

Following is a step-by-step description of the flow of a House bill as it moves through the legislative process and the role of E&E in tracking the bill and completing the required paperwork:

Travels of a House Bill

1. Seven jacketed copies of the bill are numbered, lettered (A-B-C-D-E-F-G) and dated by the Introduction Clerk when the bill is received from the legislator (see Appendices).
2. The bill is read on the floor by number, title, and sponsor, which constitutes its introduction. The "B" copy of the bill is pulled by the Assistant House Clerk and brought in a basket to LRC, Room 300. The "A" and "C" copies of the bill come to Engrossing with the minutes, which are brought from the floor by a House Page. "D, E, F, and G" copies of the bill are placed in baskets on the House floor for the press and Committee on Committees.
3. The "C" copy of the bill is the working copy and is filed in the "Committee on Committees" drawer as it is introduced. The "A" copy is filed in a drawer labeled "'A' Copies" until the House acts on the bill.

After the "B" copy is brought to the LRC in Room 300, staff prepares a worksheet (see Appendices) that shows the BR number, bill number, sponsors, and date of introduction, and three copies are made. One copy is sent to Bill Processing for use in pulling bills for the *Record*, one copy goes to staff responsible for preparing bill covers, and one copy goes to staff responsible for bill summaries. The information on the worksheet is used in the preparation of bill covers. Only names of legislators who have signed the printed bill jacket go on the printed bill cover. Once the cover is

ready, the original bill printout is pulled from a file, attached to the cover, and sent to the LRC print shop.

4. The Committee on Committees refers House bills to the appropriate standing committees. When referral is noted in the House Minutes, the “C” copy of the bill is marked with the proper committee, dated, and filed numerically in the particular committee drawer. The “C” copy stays in the committee drawer until it is acted on by the committee. The “C” copy is not taken to meetings of the standing committees. Printed copies of the bill are used by the standing committee in its considerations.
5. When a bill is reported out of committee, the committee assistant delivers the Report of Committee/Roll Call Voting, the original and six signed and dated copies of each committee amendment, a copy of any fiscal note, local mandate, corrections impact statement, health benefit mandate and/or actuarial analysis to E&E. One copy of each committee amendment is forwarded to the Amendment Clerk, to be recorded and filed. The committee assistant pulls the “C” copy from the proper committee drawer and attaches the above to the “C” copy. E&E prepares an in-house “Report of Committee,” a list of all bills reported out of each committee. This report reflects committee amendments, committee action, and previously adopted amendments, which are noted in parenthesis (see Appendices). The Report of Committee is delivered to the Assistant House Clerk by E&E prior to the session, or is taken directly to the House floor, if there has been a delay and time so dictates.

When Reports of Committees comes up in the regular Order of Business, the report is read, and the bill has its first reading. The bill is dated and the first reading noted on the bill jacket of the “C” copy. All attachments are folded and placed inside the “C” copy. The bill is filed numerically in the “Second Reading” Drawer. At this point, a bill is proofed by the fourth floor proofing staff, using the printed copy against the “A” copy, to ensure the printed copy is identical to the introduced copy. Bills are proofed for technical errors, not content. Two proofed printed copies are filed for the Engrossing Clerk and two proofed printed copies for the Journal Clerk. Proofed copies for the Journal Clerk are filed in the Journal Clerk’s file. The fourth floor proofing staff will note technical corrections on all proofed printed copies, even if Bill Processing has already received authorization from the Statute Reviser to make technical changes. Pink slips identify technical corrections and blue slips are used for typographical errors. These slips are filed with the “A” copy of the bill.

6. In most cases, a bill will receive its second reading on the next legislative day. The Assistant House Clerk prepares a list of the bills that will receive their second readings to be reported during session.
7. After second reading, the “C” copy is so noted and filed in the “Rules Committee” drawer. If the Rules Committee recommit a bill to the same or another committee, the date and the committee are indicated on the jacket of the “C” copy and placed in the proper committee drawer. (A bill sent back to committee after being reported on the floor is a “Recommitted” bill and will go directly to Rules after it comes out of

Committee the second time and obtains its Report of Committee reading on the floor.) When the committee assistant files the committee report for a recommitted bill, the word “Recommitted” is written at the top of the report. When the report comes back to E&E from the floor, the date is written on the jacket of the “C” copy in the space marked “Return to Rules.”

8. The Rules Committee reports out the House bills to be posted for passage, which are placed in the “Orders of the Day” drawer after being dated on the bill jacket. The bills are filed numerically, but are reported on the floor in the order in which they are posted by Rules.
9. When a bill has been acted upon in the House, it is brought to E&E with the minutes. All actions on the bill are then recorded on the jacket of the “A” copy to correspond with the “C” copy. If a title amendment has been adopted, the title needs to be changed on both jackets.
 - a. If the bill passes without amendment, the “A” copy is signed by the Chief Clerk and it is taken to the Senate with one proofed printed copy (the proofed printed copy becomes the Senate’s “C” copy) in a Senate Message listed in the “House Clerk to Senate Clerk” book. The Senate must be in open session for this action. One proofed printed copy is placed in LRC’s basket and taken to Bill Processing, and a GA copy of the bill is generated. Should the proofed printed copy reflect technical corrections, it is taken to LRC staff responsible for proofing. In most cases, Bill Processing has already received authorization from the Statute Reviser to make technical corrections, but this process assures that all necessary changes have been made. Any amendments that have passed will be incorporated into the GA copy (for procedure, see subsection (c) below). A “GA” will be inserted after the BR number in the upper right hand corner of each page of the bill. The “GA” printout, generated from bill processing, is given to the Bill Cover staff person, who generates one copy and prepares the GA cover sheet. The GA cover sheet is attached to the printout and delivered to the print shop for duplication. The Bill Cover staff person adds the GA cover sheet and signature page to the copy, runs seven pink copies of the GA version of the bill, and returns four of these to the LRC proofing supervisor. The other three pink copies are sent to the Statute Reviser (see Appendices).
 - b. When a committee substitute is adopted by the House, it takes the place of the bill. The words “Committee Substitute to HB 00” are stricken from one printed copy and the jackets of the “A” and “C” copies. All information is transferred to the “A” and “C” copies, including the title amendment, if adopted. The “A” and “C” copies of the committee substitute follow the usual flow of a House bill to the Senate (see subsection c. below). The “A” and “C” copies of the original bill are filed in the “House Bills Replaced by House Committee Substitute” drawer.
 - c. If a bill passes with amendments, including a committee substitute, the Engrossing Clerk will prepare a folder by bill number for the LRC engrossing

staff. When the House minute sheet and the “C” copy are received from the House floor, the Engrossing Clerk notes the action on both “A” and “C” jackets and pulls one proofed printed copy from the file. The E&E Clerk then pulls the passed amendments and marks in the margins of the proofed printed copy where the amendments are to be inserted. The marked copy and the amendments are put in the prepared bill folder, noted in the “House Clerk to LRC” book, and taken to LRC for computer engrossing. LRC staff signs the “House Clerk to LRC” book. The “A” and “C” copies of the bill are banded together and put into the “Bill Processing” drawer. The LRC engrossing or cover sheet staff takes the bill folder to Bill Processing for computer engrossing. A GA printout is generated and filed inside the bill folder from E&E. This folder is placed in a “proofing” basket for LRC staff. After proofing, the folder is given to the Bill Cover staff and E&E is notified. The E&E staff runs three unstapled copies of the GA printout. The original printout and one copy go to the Bill Cover staff (see 9 (a) above). Two copies are placed in the same bill folder and taken to E&E. The “A” and “C” copies are taken from the “Bill Processing” drawer. The “A” copy isunjacketed and marked “old A” in the top right corner. The “C” copy isunjacketed and recycled. The “A” and “C” jackets are then placed on the two GA copies. The old “A” copy is placed inside the “C” jacket, along with the marked copy which was used by bill processing. These are filed numerically in the “House Bill to Senate” drawer. The newly engrossed “A” is jacketed, with any notes that are applicable, and signed by the Chief Clerk. It is taken to the Senate with one engrossed copy (the Senate’s “C” copy) attached. These are delivered during open session as a House message listed in the “House Clerk to Senate” book (see Appendices).

- d. The “C” copy of any bill which has been laid on the clerk’s desk or tabled will be taken to the floor each day prior to the session, in case the bill is called for further action.
 - e. If a bill is tabled, action is noted on the “A” jacket and it is filed in the “House Bills Tabled” drawer.
 - f. If a bill is laid on the clerk’s desk, that action is noted on the “A” jacket and it is filed in the “Laid on Clerk’s Desk” drawer.
 - g. If a bill is withdrawn on the floor, the action is noted on the “A” and “C” jackets and they are filed in the “Withdrawn” drawer.
 - h. If a bill is defeated, the action is noted on the “A” and “C” jackets and they are filed in the “House Bills Defeated” drawer.
10. A House bill goes through the same procedure in the Senate. When it is returned to the House (“A” copy), it is treated as follows:

- a. The pink copies are proofed against the “A” copy to be sure all pages are present and in order.
- b. A bill returned from the Senate (without amendment) is enrolled and listed in the “House Enrolling Clerk to Chairman, Senate Committee on Enrollment” book. First, the House Enrolling Committee announces to the House in open session that the bill has been examined and found to be in order and is ready to be signed, and one pink copy of the bill is signed by the Speaker and the Chief Clerk. It is then taken to the Senate Enrolling Committee and signed by the President Senate in open session. The bill is then listed in the “House Clerk to Governor” book, and delivered to the Governor’s office or to the Secretary of State. The “A” copy is filed in the “House Bills to Governor” drawer numerically with the “C” copy. The E&E staff are responsible for pulling a proofed copy of the bill (pink or green), identical to the enrolled copy, for the Statute Reviser. The bill is marked “To Governor” and delivered to the Statute Reviser at the end of the day. After a bill has been enrolled and delivered to the Governor’s office, pages from the appropriate books are copied and distributed as follows:

“House Enrolling Clerk to Chairman, House Committee on Enrollment” Book:

- 1 copy to Chief Clerk
- 1 copy to LRC
- 1 copy to Journal Clerk

“House Enrollment Clerk to Chairman, Senate Committee on Enrollment” Book:

- 1 copy to Chief Clerk
- 1 copy to LRC
- 1 copy to Journal Clerk

“House Clerk to Governor” Book:

- 1 copy to Chief Clerk immediately upon delivery. The date and time of the delivery are reflected in the House minutes.
- 1 copy to LRC
- 1 copy to Journal Clerk

When the Chief Clerk signs the “Senate Enrollment Clerk to Chairman, House Committee on Enrollment” Book, she sends her page from the book to E&E, where it is delivered to the Journal Clerk. Bills proposing Constitutional amendments do not go to the Governor, but are delivered to the Secretary of State, and the “A” copy is filed in the “House Bills to Secretary of State” drawer numerically with the “C” copy. The Secretary of State also receives bills that are passed over a Governor’s veto (see Appendices).

- c. When a House bill comes back from the Senate in a message with a Senate amendment, it must be voted on again. The original letter and eight copies, along with the amendment, are sent up in a basket from the House floor. The Chief

Clerk retains one copy for immediate distribution to leadership offices. A file folder is prepared, "Letters from the Senate," for the Assistant House Clerk. One copy of the Senate letter with the attached amendment and the original bill ("A" copy) are placed in the folder and given to the Assistant House Clerk to be taken to the floor at the appropriate time. One copy of the Senate letter and the attached amendment is given to the Amendment Clerk for distribution (see section entitled "Amendments"). Two copies of the letter go to the Journal Clerk, two copies of the letter go to LRC, one copy goes in the "Committee on Committees" drawer, and one copy is filed inside the "A" copy. The "C" copy is pulled from the "House Bills to Senate" drawer, put in the same folder, and filed in the "House Bills w/ Senate Amendments" drawer. (All corresponding letters are filed with the "C" copy in this folder.)

If the House concurs in the amendment, the Engrossing Clerk identifies the amendment to be incorporated in the margin of the pink copy. The pink copy and the amendment are put in another folder, by bill number, and taken to the LRC engrossing or cover sheet staff, at which time LRC signs the "House Clerk to LRC" book. The LRC engrossing or cover sheet staff takes the folder, which includes the bill, amendments, and letter, to Bill Processing to be computer engrossed. The LRC Bill Processing staff generates one printout (EN version), which is filed inside the bill folder from E&E. The folder is placed in a "proofing" basket for LRC staff. After proofing, the folder is delivered to the bill cover staff and E&E is notified. E&E runs two copies of the computer engrossed bill. One copy is placed inside the bill folder and is taken to the E&E office. E&E pulls the proper bill folder from the proper file drawer and removes the old "A" jacket and attaches it to the new "A" copy generated from Bill Processing. The old "A" is folded inside the "C" copy and filed with the new "A" in the proper bill folder awaiting the green copies (ENs). The original printout and one copy (not stapled) go to the bill cover staff person, who attaches an EN cover sheet and signature sheet to the original printout and runs seven green copies, four green copies (EN versions) go to E&E to be filed in the "House Bill to Governor" drawer, and three green copies go to the Statute Reviser. The bill is enrolled according to the process outlined above (see Appendices). The bill cover staff attaches an EN bill cover to the copy of the bill and sends it to the print shop. If the House does not act on the bill, all originals, pinks, and greens are retained by E&E until the next session.

- d. If the House does not concur with the Senate amendment, the bill is sent back to the Senate with a letter requesting the Senate to recede. If the Senate refuses to recede, the bill is kept in the Senate E&E Office until a conference committee report is adopted and final passage of the bill, to ensure proper enrollment. Conference committees are appointed by the Committee on Committees of each chamber to discuss the disputed amendments and report to the respective bodies. If they still cannot agree, free conference committees may be appointed.

The Journal Clerk needs two copies of all letters to and from both houses concerning these conference committees. LRC gets one copy and the Assistant HCS Manager gets one copy. If the conference or free conference committee reaches agreement, the bill (“A”) is returned to the House upon final passage by the Senate. The E&E office pulls a proofed pink copy from the proper file and prepares another bill folder, which contains the conference or free conference committee report, any previously adopted Senate amendments, and the pink copy identifying the amendments to be incorporated, and takes it to LRC for computer engrossing. The bill is engrossed, proofed, and enrolled according to the process specified in 10(c). Again, all bills are to be checked for any Senate amendments adopted and agreed to prior to the conference committee. (Copies of all corresponding letters are filed with the “C” copy of the bill.)

11. A Senate Committee Substitute to a House bill must be voted on by the House and, if passed, it takes the place of the original bill and follows the same process as any other bill amended in the Senate and concurred in by the House. The original House bill (“A” with the “C” folded inside) is filed in the “House Bills Replaced by Senate Committee Substitute” drawer.

Resolutions

Resolutions fall into three categories: joint, concurrent, and simple. Joint resolutions have the force of law and are treated the same as bills. Concurrent resolutions are adopted by both Houses and are sent to the Governor. Concurrent resolutions do not have to have three readings. The *sine die* resolution is a concurrent resolution but is not delivered to the Governor. Simple resolutions require adoption by only one chamber, and after adoption, they are filed in the “Resolutions Adopted” drawer. Adopted resolutions requiring that letters be written are usually processed after they have been proofed and the necessary correspondence written over the signature of the Chief Clerk of the House. The jacket is marked with a letter “L” when the letter has been sent.

Joint or concurrent resolutions follow the same flow as a House bill. Simple resolutions, when introduced, go directly to the “Committee on Committees” Drawer for any action by the Committee. Pursuant to Rule 65, the Committee on Committees will send a simple resolution that is substantive in nature to a standing committee. When a simple resolution is called on the floor and adopted, the “C” copy is placed inside of the “A” copy and filed in the “Resolutions Adopted” drawer. It is important to see whether a resolution specified that letters are to be written and to determine that it is indeed a simple resolution. Simple resolutions are not sent to the Senate.

Travels of a Senate Bill

When a Senate bill is delivered to the House in a Senate Message, the bill and one proofed, printed copy are brought to E&E with the minutes from the House floor. A green jacket is typed to correspond with the “A” jacket of the Senate bill and the proofed printed copy is attached to the jacket (“C” copy) (see Appendices).

The “A” copy (gray jacket) is filed in the “Senate Original” drawer; and the “C” copy (green jacket) is filed in the “Committee on Committees” drawer for referral. The Senate bill then follows the same process as a House bill until final passage.

When a Senate bill passes the House, the information is transferred from the “C” jacketed copy to the back of the “A” jacketed copy. The “A” copy is taken to the Senate in a “Senate Message.” If the House adopts an amendment to a Senate bill, it is returned to the Senate with the “A” copy, accompanied by a letter, with ten copies of the letter and amendments attached. If the Senate refuses to concur, the “A” copy is brought back to the House E&E office until concurrence, to ensure proper enrollment. If the conference or free conference committee reaches agreement, the bill is returned to the Senate, accompanied by a letter, and the Senate Clerks follow the same procedure as outlined in 10(d).

A House committee substitute to a Senate bill must be voted on by the Senate and, if passed, it takes the place of the original bill (see 10(c)).

When a House substitute to a Senate bill is adopted with amendments to the substitute, a letter is sent to the Senate to notify the members that amendments have been adopted. Senate Clerks follow the same procedure for computer engrossing as outlined in 10(c).

Amendments

All amendments are delivered to E&E for proper copying (or printing) and distribution. The original and six copies of the amendment that are signed by the sponsor are distributed as follows: original and one copy to E&E, two copies to the House Journal Clerk, and two copies to LRC, Room 300. The Amendment Clerk is given the original amendment for duplication and distribution.

Once the amendments have been reported on the House floor, as reflected in the House minutes, the Amendment Clerk records the amendments on a bill chart. The original floor amendment is filed in a basket labeled E&E/ Chief Clerk/ Assistant House Clerk. The original committee amendment is filed with the “C” copy of the bill. The Amendment Clerk is responsible for filing the original floor amendment in a notebook for the Chief Clerk/ Assistant House Clerk. Depending upon the length of the amendment, the Amendment Clerk will either make the number of copies needed or take the amendment to the LRC print shop for duplication. The number of copies to be printed and distributed is as follows:

Two copies are placed in a basket labeled “Majority Floor Leader,” to be delivered at the end of the day.

Two copies are placed in a basket labeled “Speaker’s Office,” to be delivered at the end of the day.

Four copies are placed in a basket in folders labeled “House Clerk’s Office,” to be delivered at the end of the day.

Seven copies are placed in a basket labeled “Amendment Clerk’s File,” to be filed according to bill number and amendment number (HB 77 ca 4).

Thirty copies are placed in a basket labeled “Public Bill Room,” to be delivered at the end of the day or upon duplication.

Two hundred and fifty copies are placed in a basket labeled “House Bill Room,” to be delivered at the end of the day or upon duplication.

Letters from the Senate are duplicated on the fourth floor and distributed in the same manner, except that 150 copies are placed in a basket for the House Bill Room. Senate letters do not go in the bill books in the Annex.

The Amendment Clerk double checks the minutes to ensure that all amendments and letters have been processed and charted.

When necessary, the Amendment Clerk assists E&E, as directed.

Vetoed Bills

Bills may be vetoed by the Governor within ten days of presentation to him (Sundays excepted). The Chief Clerks of the House and Senate receive the enrolled bill with the attached veto message from the Governor’s office. The bill and veto message are given to E&E and two copies are made. One copy is kept on file in E&E, one copy is given to the Amendment Clerk, and the original is filed in a basket for the Chief Clerk until action is taken. During the veto period, the E&E staff will make a note for the Chief Clerk on a basket labeled “vetoed bills” so that the date and time of receipt of the veto messages are reflected in the House minutes upon convening.

The Amendment Clerk is responsible for distribution of vetoed bills and messages. Distribution is as follows:

Two copies to the Journal Clerk.

Two copies to all House Leadership offices.

Two copies to LRC.

Four copies to the Office of the Chief Clerk of the House.

Seven copies for the Amendment Clerk’s file.

Thirty copies to the Public Bill Room.

One hundred and five copies to the House Bill Room.

One copy to the HCS Manager and **one copy** to the Assistant HCS Manager.

If the House overrides the Governor’s veto, a copy of the veto message is taken to the Senate with a letter informing the Senate of the action taken by the House. The same

is true with Senate bills that have been vetoed. It is the responsibility of the Amendment Clerk to complete the proper distribution of Senate bills vetoed by the Governor, as outlined above. If a veto has been overridden, the bill may be re-enrolled before being taken to the Secretary of State's office.

Preparation of the *House Journal*

Section 40 of the Kentucky Constitution requires that each house of the General Assembly maintain a daily journal of its proceedings. The Journals are the official record of the General Assembly's daily legislative activities. The Journal of the Senate must be approved and signed in open session by the President and Chief Clerk of the Senate, and the Journal of the House by the Speaker and Chief Clerk of the House of Representatives prior to *sine die* adjournment. Rule 30 of the Senate Rules of Procedure requires the Clerk of the Senate to keep the Senate Journal. However, Rule 30 of the *House Rules of Procedure* states that the Legislative Research Commission shall maintain the House Journal.

Specific entries in the Senate and House Journals are required by various sections of the Kentucky Constitution:

- Section 40 requires the votes of the members on any question, if requested by two members of the elected body;
- Section 46 requires the votes of the members on bills;
- Section 55 requires justification for the enactment of emergency legislation;
- Section 88 requires the Governor's veto messages;
- Section 256 requires proposed constitutional amendments and the vote of the members thereon; and
- Section 258 requires the call for a Constitutional Convention and the votes of the members thereon.

In addition to the constitutional requirements, Senate and House Rules 30 state that each Journal shall note all questions of order, together with the disposition of same, and the dates upon which all bills and resolutions were sent to committee and returned to each respective body.

The Rules of both the House and Senate further require that the Journal of the preceding daily session be available on the Clerk's desk at least 30 minutes prior to the convening hour for approval on that day. Only the text of each day's Journal is sent to the Chamber floor for approval. Any inserts alluded to therein are available in the Journal office file for inspection at any time and may be delivered to the floor if needed. The reading and approval of the Journal is the third order of business in both the Senate and House. The usual motion is that "the reading of the Journal be dispensed with and the same approved," but the body may call for the reading of the Journal at any time.

Journal Text

The daily Senate and House Journals are prepared by the Journal Clerk with the help of one or more assistants. The text of the Journal is written in past and past perfect tense, composed and typed by the Journal Clerk, following the order of business, as reflected by the minute sheets. Inserts and related charts are compiled and prepared by the assistants. The lists attached to the minutes are checked to insure that they are recorded on the minute sheets as the lists indicate (see Appendices). After lists have been checked with the minutes, they are returned to E&E office for filing. Co-sponsor, absentee, vote change, roll call, and withdrawn bill forms are retained in the Journal office. The only form that does not come through E&E is the absentee form, which is delivered to the Journal Clerk by the Assistant House Clerk.

The House Journal contains the following headings, all of which are in bold print and centered:

- Introduction of Bills and Resolutions;
- Reference of Bills and Resolutions;
- Posting of Bills and Resolutions for Consideration;
- Report of Committees (first readings);
- Calendar (second readings);
- Consent Calendar;
- Motions, Petitions, and Communications;
- Orders of the Day (third readings);
- Floor Amendments;
- Consent Orders of the Day;
- Announcements;
- Adjournment;
- Report on Enrolled Bills;
- Recess;
- Joint Session;
- Senate Message; and
- Message from the Governor.

Most items of business before the General Assembly will come under one of these headings. (Call to Order, Invocation, Roll Call, and Reading and Approval of the Previous Day's Journal are not in bold print and centered in the Journal.) Due to the LRC's more active role in the administration of the House Clerk Services (HCS) office, this section places emphasis on the preparation of the House Journal (see Appendices).

Inserts to the Journal are handled in the following manner:

1. Bills and resolutions are inserted in their entirety when they are given a first reading. The **original** copy of a House Bill is inserted. The **General Assembly (GA)** copy of a Senate Bill is inserted. (The reverse of this is true in the Senate Journal.) Two printed, proofed copies are brought to the Journal office by the House proofreaders and placed

in the basket marked “Proofed Bills and Resolutions.” This applies to House bills and resolutions only. GA copies of Senate bills and resolutions are secured from the House Bill Room and do not need to be proofed.

2. Simple resolutions adopted without readings are inserted in their entirety.
3. Legislative Citations are inserted in their entirety when adopted and are provided by the Citations Clerk. (A document number is provided for citations honoring more than one individual.)
4. Committee substitutes are inserted at the time they are reported out of committee with a bill being reported favorably and being read for the first time, or when they come out with a bill after recommitment. The original bill is always inserted first, with the committee substitute following. Two printed, proofed copies of these are secured from the House Proofreaders in the same manner as the original bill.
5. Committee amendments are inserted at the time they are reported out of committee with a bill. Two copies are delivered to the Journal office from E&E.
6. Floor amendments are inserted at the time they are filed, according to where they appear in the minutes. Two copies are delivered to the Journal office from E&E.
7. All miscellaneous roll calls (other than roll calls on final passage or defeat of bills and resolutions, which are placed in a separate appendix to each Journal) are inserted in the Journal immediately following the action on the floor pertaining to them. These are prepared in duplicate from the roll calls, which come to the Journal office from E&E. Beginning with the 1986 Regular Session, all roll calls on final passage or defeat of bills and resolutions were placed in an appendix. These roll calls are kept in a separate file marked “Appendix A” for delivery to LRC at the end of the session.
8. Conference Committee Reports, communications from the Senate, and any items requested to be spread upon the Journal come from E&E.
9. Messages from the Governor (when available) usually come to the Journal office in duplicate from LRC, E&E, or the Amendment Clerk.
10. Senate amendments or Senate committee substitutes to House bills or resolutions are inserted at the time they are considered for concurrence. Senate amendments are attached to Senate letters to the House and are delivered from E&E. Senate committee substitutes are obtained from the House Bill Room.

Journal Wording of Floor Actions

The following language is used to denote floor action in the House Journal:

- If there is more than one amendment, the amendments are numbered and referred to by number.
- Bills are **passed** or **defeated**.
- Motions are **adopted** or **rejected**.
- Simple Resolutions adopted without roll calls are **agreed to** or **rejected by voice vote**.
- Other resolutions are **adopted** or **defeated upon roll call**.
- When a member requests and receives permission from the floor that a vote be changed, this is recorded in the Journal by a statement that the member made the request. However, **the original roll call is never changed to reflect this action**. The vote change is recorded at the time it takes place on the floor, and the action is indexed in the Journal under the member's name as "Voting Modification." The same applies when members request to add their names as co-sponsors of bills and resolutions.
- The Speaker and the President are referred to by title only, not by name.
- References in the text of the Journal to the standing committees are written as "the Committee on Agriculture and Natural Resources" - not the "Agriculture and Natural Resources Committee."

Daily Journal Procedures

If there should be some error or omission in the Minute Book Clerk's minutes, this error or omission is never corrected in the typewritten copy of the Journal until the Minute Book Clerk has first corrected the handwritten copy of the minutes. The Journal record is then changed to agree with the minutes. The HCS Manager and the LRC staff responsible for updating the *Legislative Record* are notified of the revisions.

All roll calls, the text of the House Journal, and every other item necessary to compile the daily Journal are proofed daily. It is imperative that the Journal be correct because it becomes the historical record of actions of the House for that session.

The House Journal Clerk types an original of the text and makes seven copies, and assistants prepare two sets of inserts. The seven copies of the text are for the following purposes:

- **Two copies** of the text, plus two copies of inserts, are kept in daily file folders in the House Journal office.
- **One copy** of the text is delivered to the Chief House Clerk at least one hour before each day's session, for consideration on the floor.
- **One copy** of the text is delivered to the House Minute Book Clerk at least one hour before each day's session.
- **One copy** of the text is put in the folder marked "For LRC Staff." Each week these are dispatched to LRC staff for editing. When staff returns these, any corrections or revisions suggested are made on the two copies in the daily file folders. These, with inserts, will become the official copies (one to be delivered to LRC for the Bill Status

system and one to remain on file as a duplicate), and they must be correct. The copy of the text LRC returns is retained in a folder marked “Edited by LRC Staff.”

- **Two copies** of the text for the two House Journal Clerk’s assistants are used by them as a guide for marking inserts, for preparation of charts kept for their own purposes to avoid errors or omissions, for reference throughout the session, and for checking all entries with the *Legislative Record*.

The original copy is retained as a “working copy” and kept on the House Journal Clerk’s desk to refer to when preparing the next day’s text and at other times throughout the session.

Senate procedures for daily preparation of the Journal vary in the following manner:

- The Senate Journal Clerk traditionally works with only one assistant.
- The Senate Journal Clerk prepares an original of the text and two copies are made for the following purposes:

One copy is delivered to the Senate Clerk at least an hour before each day’s session for consideration on the floor; and

One copy is used by the Assistant Journal Clerk to proofread and check inserts before entries are forwarded to the Senate Clerk.

Each week proofed copies of the daily Journal are delivered to the Senate Clerk for editing. Corrections or revisions are made by the Senate Clerk and these, along with inserts, are dispatched to LRC staff for editing.

During the recess before the veto session, the Journal staff completes the Journal and delivers it, along with inserts from the final days leading up to the veto session. Because of the magnitude of text, this usually consists of about the last twenty legislative days, with the prior days already having been periodically transmitted to LRC. After editing by the Senate Clerk, the Journal entries for these days are then ready for delivery to LRC. Only the Journal entries for the veto days remain. These entries are later completed and delivered to LRC and are combined with the balance of the Journal.

Post-Session Journal Activities

Upon *sine die* adjournment of the General Assembly, the LRC staff is responsible for the preparation of the necessary indices and other ancillary material for the Senate and House Journals, pursuant to KRS 57.151. Bound printed copies are distributed as provided by law.

As previously cited, prior to *sine die* adjournment, the LRC staff edits the daily entries for both the Senate and House Journals. The text of the Journals is then entered into the LRC Bill Status system by the LRC Bill Processing staff. The LRC Office of

Computing and Information Technology then writes a program to facilitate preparation of the Journals for publication.

Once the Journals have completed the data processing stage, the material is forwarded to the designated LRC staff person for completion of the subject indices and history tables for bills.

Subject Index

The first step in preparing the Senate and House Journal subject index is to obtain two electronic copies of the subject index from the final action edition of the *Legislative Record* for the session which has just been completed. One printout will be used for the subject index for the Senate Journal and the other will be designated for the House Journal. Certain information is electronically deleted to reflect the actions of either the House or the Senate on each piece of legislation introduced during the session. Other information is edited to reflect only the material pertinent to the particular chamber for which it will be used. The editorial process includes manually adding and deleting material. A major task in the process is the inclusion of an index heading for the legislators of each particular body and for Legislative Citations. Also included in the subject index is a list of bills by sponsor, taken from the *Legislative Record's* "Bills and Amendments by Sponsor" list. This list is edited to reflect only bills, not amendments, by sponsor, and then each legislator's list is inserted under his/her name.

The subject index has a heading for all officers and session employees, legislative citations, and important session activities, such as the State of the Budget, State of the Commonwealth, and State of the Judiciary addresses. Information is electronically recorded in the subject index for legislative citations and other session material and is obtained by reading through the text of each Journal day.

History Tables

The information for the History Table of bills is compiled by reading the text of each Journal day and electronically recording the page number where any action occurs for each bill and resolution. While reading through the Journal text, any necessary minor corrections, such as omissions or typographical errors, are made electronically. The following supplemental reference materials are necessary for working on the History Table of bills:

1. A copy of the handwritten minutes taken on the chamber floor by the Minutes Clerk of each house for every legislative day;
2. Access to the electronic Journal entries compiled by the Senate and House Journal Clerks;
3. Access to the electronically stored bills, resolutions, and amendments within the LRC computer system;

4. A copy of the forms signed by legislators to co-sponsor bills and to change the record of their voting;
5. A copy of legislative citations;
6. A copy of the roll calls for each house;
7. Two separate and distinct copies of the final legislative action for each chamber from the *Legislative Record*; and
8. The Journal from a previous session for use as a guide (on file in the LRC library).

Proofing

The proofing operation, under House Clerk Services (HCS), entails reading for obvious mistakes and errors, such as spelling, grammatical and typographical errors, and omitted or unintentionally repeated language. The proofers usually work in three teams of two, one reading aloud while the other follows with a copy of the printed material. Three proofing rooms and six proofers are used.

House bills are proofed as they are passed out of committee. E&E provides the proofers and the LRC Proofing Supervisor with a list of daily committee actions, as reflected in the Report of Committees. This report indicates the bills that have passed out of committees. The LRC Proofing Supervisor pulls the “A” copy of the bill from E & E and four printed copies. The printed copies are provided by the House Bill Room and stored in file cabinets near Lobby G.

New language is read word for word. All existing language with no amendments is “line proofed,” a process of confirming that the two versions (the jacketed bill and the printed copies) are identical by reading only the first word of each line, or the last word of each line. The KRS number and the enacting clause are always proofed.

Proofing Procedures-Bills Reported Out of Committee

- The LRC Proofing Supervisor pulls the “A” copy of the House bills listed on the “Report of Committees” and four printed copies.
- The “A” copy is read against four printed copies.
- The “A” copy of a committee substitute is read against four printed committee substitute copies. Printed copies of committee substitutes are not printed or available until the day after they pass out of committee. House and Senate bills listed on the “Report of Committees” as passing out of committee with a committee substitute are noted and the committee substitutes are pulled the following day to be proofed.
- If no errors are found, two copies are placed in a folder and filed in the E&E office. The other two printed copies are delivered to the Journal Clerk. Any errors found are “tagged” on the printed copy. After all bills are proofed for the day, the LRC Proofing

Supervisor reports these errors to the Statute Reviser, who determines whether corrections are in order and if “corrected copies” should be printed. The Statute Reviser initials each correction on two printed copies. One copy is marked “Bill Processing Room” in red on the front cover, and the second copy is marked “E and E” in red on the front cover. Corrections to be made in Bill Processing are marked on the front cover by page number and line number on both copies. The copies for the Journal Clerk do not require marked corrections.

- When the Statute Reviser determines that a technical correction is necessary, a pink slip is required. A typographical error of a more substantive nature requires a blue slip. Both of these procedures are handled by the Statute Reviser. Once the papers are completed and have the necessary signatures, the forms are delivered to the E&E office, where they are filed in the “A” copy of the bill.
- After the proofing process is completed, the Proofing Supervisor returns the “A” copy to its proper drawer in E&E.

General Assembly Bills

- Bills are proofed again after they pass the House. This time the “C” copy (and amendments, if applicable) is read against four pink printed copies (the pink color indicating that the bill has passed the House and is now a General Assembly (GA) bill).
- The LRC Proofing Supervisor receives the four pink printed copies from the LRC Bill Cover staff the morning after the bill is passed by the House.
- The LRC Proofing Supervisor pulls the “C” copy from its proper drawer in the E&E office.
- All other steps remain the same as those followed for bills reported out of committee. However, all four copies are filed in the E&E office. The Journal Clerk does not receive any of the pink GA copies.

House Resolutions

- House Concurrent and Joint Resolutions are proofed in the same manner as bills reported out of committee as indicated on the Report of Committees provided by the E&E staff. The only difference in the procedure for resolutions is that the LRC Proofing Supervisor pulls five printed copies for the proofing staff. If a resolution includes instructions for the Chief Clerk to deliver a copy to someone, these instructions are cut from the fifth copy and attached to the front of the jacketed “A” copy.
- Simple Resolutions may be referred to a committee, and those are proofed in the same manner as a House Concurrent or Joint Resolution.
- Simple Resolutions that are not referred to a committee are proofed the day after their adoption on the House floor.

General Assembly Resolutions

- When a concurrent or joint resolution passes the House, it is proofed again. The same proofing procedures are used for the pink copies of resolutions as those used for pink copies of bills.

House Committee Substitutes to Senate Bills

- House Committee Substitutes to Senate bills are proofed by House Proofers when they are reported out of committee. This information is provided on the Report of Committees. The printed copies of House Committee Substitutes to Senate bills are not available until the day after being reported out of committee. Proofing procedures follow those for House Committee Substitutes to House bills.

Senate Amendments to House Bills Concurred in by the House

- A House bill that passes the Senate with amendments is proofed again upon concurrence. The pink copy and the Senate amendments are read against the green copy (enrolled version). All of the proofing procedures remain the same as with pink copies (GA).
- The LRC Proofing Supervisor receives four green printed copies from the Bill Cover staff following House concurrence to the Senate amendments.
- The LRC Proofing Supervisor pulls the pink copy and applicable Senate amendments from the E&E office.
- On the last working day of the session, the Proofers must wait for the green printed copies of the bills, so they can immediately proof these last bills. The House waits to adjourn until these bills are proofed, so the bills can be enrolled and sent to the Governor prior to the veto days.

House Bill Room

The House Bill Room is under the supervision of House Clerk Services. A full-time LRC employee associated with House Clerk Services will act as the liaison with the GA employees who staff the House Bill Room. There are Team Leaders who have some supervisory responsibilities for the GA employees. Approximately ten GA employees staff the House Bill Room.

Each day the House Bill Room is responsible for collating and distributing to House Leadership, House members (upon request), the HCS, the Chief House Clerk, and the LRC Library the following: House Bills, House Resolutions, House Committee Substitutes, General Assembly copies of Senate Bills and Resolutions, amendments, notes, vetoed bills, and conference committee bills (see Appendices).

Each day the House Bill Room Team Leader compiles a list from the House minutes of new introductions, amendments, and General Assembly copies of Senate Bills, committee substitutes and resolutions. This list is used to check against those

delivered by the LRC print shop to the House Bill Room. Amendments are delivered by the Amendment Clerk and the Team Leader signs for each amendment. Notes are delivered to the House Bill Room by the Notes Clerk associated with HCS. Bills and amendments are then collated in sets numerically for distribution in the Capitol and the Annex.

Two full sets of bill books, compiled from the Orders of the Day, are maintained daily and kept in the House Bill Room, in case of an emergency. With the implementation of the computerized bill books on the members' desks, there are now only eight sets of chamber bill books maintained by the House Bill Room staff; six are for the press and two are kept along the walls in the back of the chamber for members' use.

The House Bill Room employees are responsible for pulling bills and amendments referred by the House Committee on Committees and recommitted bills for House committee assistants. These bills and amendments are labeled by committee and placed on a bookcase near Lobby G. This delivery is made immediately upon adjournment after the minutes have been checked for any reassignments or for the recommitment of any bills. Distribution to the committee assistants is made after HCS staff have attached any other documents and information to be delivered to the assistants.

The House Bill Room employees are responsible for keeping daily files on all amendments and notes. All amendments are collated and sent to Budget Review staff, upon request.

It is important that the House Bill Room staff be informed of all current information regarding the status of bills, to keep bill books current. The *Legislative Record*, House Referrals, House Rules, Committee Reports, Orders of the Day, House Minutes, and the House Daily Action are all references available and distributed to the House Bill Room.

During the recess between the last day of the session and the veto days, the House Bill Room staff remove old materials from the bill room. The public bill room is contacted to see whether they need any bills that the House Bill Room staff will be discarding. When the General Assembly returns after the veto days, the House Bill Room staff distribute 105 copies of any veto messages to the members on the House floor.

CHAPTER III.

FISCAL STATEMENTS

The Legislative Research Commission's staff prepare the Fiscal Notes (FN), Local Mandates (LM), Corrections Impact Statements (CI), Health Mandate Analyses (HM) and the Actuarial Analyses (AA), according to Rules 52, 52a, and 52b of the *House Rules of Procedure* (see Appendices). Upon introduction of a bill in either the House or Senate, notes are forwarded for distribution by the appropriate staff.

When a note is received, the bill number is checked against the *Legislative Record*, to determine the bill's current status. This information is charted by staff. Information for the chart includes bill number, sponsor, status, amendments requiring notes, type of statement, and date received (see Appendices).

Distribution of the notes depends upon the status of the bill. If a note prepared for a bill is assigned to a committee, a copy of the note is sent to the House Bill Room, House and Senate leadership, and the designated LRC committee staff and committee assistant. If a note prepared for a bill is in possession of the Rules Committee, that note is distributed to the House Bill Room and House and Senate Leadership. If a note is for a bill that is on the Orders of the Day for the House or is Posted for Passage, 115 copies (3-hole-punched) are made and sent to the House Bill Room. The Senate Clerk handles copying for Senate floor action.

Occasionally, there may be a note on a bill which has not yet been referred to a committee. In that case, distribution is made to the appropriate leadership offices at the time the note is received, but distribution to the appropriate committee is made after the bill is referred.

Once a bill is reported out of committee, the note follows the bill through the entire bill flow process. When the bill is "posted for passage," copies are sent to the House Bill Room to await legislative action.

In many cases, notes are prepared for committee substitutes (cs), committee amendments (ca) and floor amendments (fa). The distribution remains the same as for a note to a bill, depending on the location of that bill.

When a bill passes one chamber, staff identifies the amendments that were adopted, in order to make the proper distribution of the notes. Notes prepared on amendments that were not adopted by one chamber no longer pertain to the bill. Most of the time a GA note will be produced to be sent instead of the In House or In Senate note, but in some cases the information must be distributed immediately to the appropriate area. Staff updates the chart daily.

Staff receives the *Legislative Record*, House and Senate Committee Referrals, Reports of Committees, House Rules Committees Report (including Rules minutes and Addendum), In-Senate, House Orders of the Day, House and Senate letters requesting concurrence, and the House Minutes.

The original copy of the note is retained and filed with the bill to which it is attached. When a note is updated or is no longer needed, the old information is transferred to a “dead note file.” Copies of all notes remain on file with their respective bills for at least two years in the Bill Tracking office in case LRC staff or legislators should request a copy for reference.

CHAPTER IV.

HOUSE COMMITTEE ASSISTANTS

Committee Procedure

During the session, each House member is appointed to several of the 16 standing committees, which are composed of up to 29 members each. Each committee assistant is responsible for keeping a three-ring binder for each member of the committee and LRC staff containing all bills and resolutions that have been referred to their committee. In addition, the committee assistant keeps a separate three-ring binder with the proper forms, as discussed below.

In the front of the committee assistant's notebook, there should be a **Bill Log** form (see Appendices) to be updated **daily** by the committee assistant. This form shows a list of bills that have been referred to the committee, the sponsors of the bills, the date they were referred, the date they were posted, the fiscal statements (fiscal note, local mandate, corrections impact, actuarial analysis, or health mandate analysis), and committee action.

When a bill is referred to a committee, House Clerk Services completes a **House Referral** form (see Appendices) for the committee assistant of that committee. This same form is used to communicate to a committee assistant the bills that have been reassigned, recommitted, posted for consideration, withdrawn from consideration, and had other relevant floor action. House Clerk Services checks with each committee assistant for the exact number of bills needed for the committee notebooks and relays this information to the House Bill Room. Assume a House standing committee consists of the House members of the interim joint committee (unless it is one of those unusual committees that combine more than one standing committee or is combined into another committee; if in doubt, contact House Clerk Services and they will help in determining correct membership). The House Bill Room places the specified number of bills for each committee on a large table outside Lobby G, Capitol, to be picked up by the committee assistant or delivered upon adjournment.

Once a bill has been referred, the committee chair **posts** the bill, making it possible to bring the bill before the committee for consideration by the members. The **Committee Posting** form is obtained from the House Clerk and is completed by the chair only. Once the form is completed and filed with the House Clerk, the bill **must** be posted for **three** days before action may be taken by the committee, unless the three-day posting requirement is waived. Count the day of posting as the first day, and the bill may be considered on the third day. A recommitted bill referred back to the same committee does **not** need to be posted again. House Clerk Services informs the committee assistants of committee postings and posting waivers through communication on the **House Referral** form. (**Note:** The three-day posting requirement begins the same day it was read into the minutes on the Floor; the House Referral form may be consulted for the correct date.)

When in doubt if a bill has been posted or if it has been three days, contact House Clerk Services the day before the meeting.

Any member of the House may request that a bill be posted for consideration by completing a ***Request for Posting*** form (see Appendices). This form can be obtained from the committee assistant. If the form is filed with the House Clerk, it is sent to House Clerk Services for proper committee distribution (through the ***House Referral***). The committee assistant is responsible for the distribution, as shown on the bottom of the form.

The Committee Staff Administrator will usually have the committee assistant type an agenda (see Appendices) to distribute to the members and staff, listing bills that will be considered at the next meeting. This gives the committee assistant an opportunity to check the bills listed for consideration against the ***Bill Log*** to determine whether the posting requirement of three days has been filed. If not, inform the Committee Staff Administrator so he or she can contact and let the chair know that no official action can be taken on the bill that has not met the three-day posting requirement. At this time, **prepare a *Report of Committee*** form (see Appendices) to be attached to each bill **and the necessary memoranda** to sponsors, agencies, or interested parties (see Appendices).

At the beginning of each meeting, the committee assistant calls the roll using the ***Attendance Roll Call*** form (see Appendices). The roll call form should list the members in alphabetical order, with the chair's name last. Before the meeting begins, the committee assistant should have all visitors sign the ***Guest List*** form (see Appendices), noting on which bill they wish to speak and whether they are for or against that bill.

When final committee action is taken on a bill, the committee assistant indicates on the ***Report of Committee*** how each member votes — yes, no, or pass. (As on the Attendance Roll Call form, the members should be listed in alphabetical order, with the chair's name last.) In order for a bill to be passed out of committee, **a majority of members appointed to the committee (constitutional majority) must vote yes** (see Rule 47 of the *House Rules of Procedure*). Committee amendments do not require a constitutional majority for passage. A committee may report the bill in one of the following ways:

1. With the expression of opinion that the same should pass; or
2. With the expression of opinion that _____ should pass as previously adopted by _____ committee; or
3. With the expression of opinion that the same should pass, with the committee amendment(s) _____ attached thereto; or
4. With the expression of opinion that the same should pass, with the committee title amendment _____ attached thereto; or
5. With the expression of opinion that the same should pass, with the committee substitute _____ attached thereto; or
6. With the expression of opinion that the same should pass to consent calendar; or
7. With the expression of opinion that the same should not pass.

Mark either option 1, option 2, option 2 and 3, option 3, option 3 and 4, option 4, option 4 and 5, option 5, option 6, or option 7. A motion to pass a bill that fails does **not** mean that you mark option 7. It only means that the motion failed and the bill remains with the committee.

If the bill passes, the chair must sign the *Report of Committee* and the committee assistant checks the appropriate box(es) indicating the committee's action, including committee amendments (numbered consecutively as passed), committee substitutes, and title amendments (numbered consecutively as other committee amendments, with the letter "T" after the number to designate a title amendment) before it goes to Engrossing and Enrolling (E&E — Room 439, Capitol).

Anyone outside LRC or the General Assembly requesting a copy of the *Report of Committee* should be referred to the House Clerk.

After the meeting has adjourned, the committee assistant makes two copies of the *Report of Committee* on those bills passed out of committee. One copy is kept in the committee assistant's notebook. The original report and one copy are taken to the E&E office. E&E maintains a separate drawer for each committee containing the "C" copies of the bills referred to committee. When a bill has passed out of committee, the committee assistant attaches the **original Report of Committee**, committee amendments, title amendments, and fiscal statements to that "C" copy and places it in the specified basket for engrossing. A copy of the report is placed in a basket labeled "Speaker's Office."

If the bill was passed out of committee with a committee amendment, the original and six signed copies must be attached to the original report. If the bill was passed out of committee with a committee substitute, the committee assistant turns in the original report and one copy to E&E (the copy for the basket labeled "Speaker's Office"). The seven jacketed substitutes are delivered to E&E from Bill Tracking. It is the responsibility of committee staff to see that the substitute is delivered to Bill Tracking, unless the committee assistant has been directed to deliver the substitute to Bill Tracking or to statute revision for review. If the bill had fiscal statements, copies are attached to the jacketed "C" copy and marked on the "C" jacket. (For your information, if delivery of the committee substitute is delayed due to time required for preparation, E&E is directed to send the original report on to the Floor because the substitute can be attached later.)

Note: It is possible that committees may adopt *proposed* committee substitutes and report separate amendments with it, rather than rolling them into the adopted substitute. Committee amendments may have been drafted to the *proposed* committee substitute, but when reported out, a proposed committee substitute gets reprinted as an HCS or SCS. To avoid confusion, draw a line through the PHS or PSS designation in the header of any committee amendments that are reported separately (and were drafted to the PHS or PSS) and write in the appropriate HCS or SCS designation, placing your initials in the right margin. **Remember, this applies only to separately reported amendments on an adopted proposed committee substitute.**

If the bill did not pass out of committee, the committee assistant keeps the original report in his or her notebook and makes one copy and takes it to E&E for the Speaker's Office basket.

Recommitted Bills

A recommitted bill usually has had two readings and will be referred either from the Rules Committee or the House Floor to the same committee or a different committee, with any committee substitutes, committee amendments, floor amendments, title amendments, or fiscal statements attached. House Clerk Services flags those bills which have been recommitted on the *House Referral* form, noting amendments when applicable. The committee assistant fills out a *Report of Committee* form for those bills, as previously discussed, and writes **RECOMMITTED** in the right hand corner. This form is kept with the bill until the committee takes final action, at which time the remainder of the form is completed.

The committee assistant next prepares *minutes* of the meeting using the LRC template (see Appendices), indicating action on and speakers for or against all bills considered by the committee that day. It is helpful to include summaries of those bills in addition to the title. The minutes for all meetings are kept in the committee assistant's notebook, with the guest list for each meeting attached to same. The committee assistant is responsible for forwarding a copy of the first page of the minutes to the LRC Library indicating *Taped* or *Not Taped* across the top. If the meeting was recorded, the tapes, identified by committee, date, time, and place, are sent to the LRC Library.

Bills that have been passed out of committee should be removed from each member's notebook, unless the member indicates otherwise. General Assembly bills (bills that have passed one house, GA versions) are sent back to the House Bill Room because there may be a shortage of copies when conference committees start meeting.

Consent Calendar

When a bill is passed out of committee, has its first and second readings, and is posted for passage by the Rules Committee, it is then placed in the Orders of the Day. If a bill has passed out of committee with no "no" votes, the chair and the sponsor of the bill may wish to have the bill placed on the Consent Calendar, which means there will be no discussion of the bill on the House Floor, and that no floor amendments may be filed, unless a petition is filed with the House Clerk to remove the bill from the Consent Calendar.

In order for a bill to be placed on the Consent Calendar, it must be unanimously passed out of committee, and all members attending the meeting must have voted "yes" on the *Report of Committee* for that bill. (The chair must sign the Report in accordance with Rule 58 of the *House Rules of Procedure*.) The sponsor of the bill must sign the *Request of Committee on Consent Bill* (see Appendices). This form is attached to the *Report of Committee* for that particular bill when that report is taken to E&E and

attached to the “C” copy of the bill. (The committee assistant should keep a supply of these forms in his or her committee notebook. If the sponsor of the bill has not signed the *Request of Committee on Consent Bill*, the committee assistant should notify E&E before attaching the form to the “C” copy of the bill.)

Conference and Free Conference Committees

When a bill is passed in its chamber of origin, it is sent to the opposite chamber, where it undergoes a similar process. If the bill is amended by the opposite chamber, the bill as amended is returned to the original chamber for consideration of the amendment. If the original chamber does not adopt the amendment, it asks the second chamber to recede. If the second chamber refuses to recede from its amendment, that chamber requests appointment of a conference committee to try to resolve the conflict. A conference committee of three or more members appointed by the Speaker of the House and three or more members appointed by the Senate may be formed. The committee assistant who will handle the appointed conference committee is given the list of members appointed and the time and place of the meeting by the *Secretarial Services Manager*. Materials needed for the meeting are a shorthand pad, copies of the **GA bill** to be considered, the amendments in dispute, the *Conference Committee Report* (see Appendices), and five conference committee folders for House bills (printed in black). *Note:* Copies of bills and amendments are provided by House Clerk Services and need to be picked up in Lobby G, Capitol.

The conference committee may consider only the amendment or amendments in controversy and may in its report recommend only that the House/Senate concur in House/Senate amendment or that the House/Senate recede from its amendment (see Rule 44 of the *Rules and Committees of the House of Representatives*). The committee assistant completes the *Conference Committee Report* form, with the action so indicated, has the **members of the conference committee voting “yes” sign the report (must have a majority of EACH chamber)**, attaches the staff analysis of the conference committee report, if applicable, and distributes these documents, in folders, **to House Clerk Services, who will make distribution as follows:**

House in Session

- a. House Clerk immediately receives **original** and six copies in “Conference Committee” folder for House bills. House Clerk Services notifies the House Clerk that 100 copies will be delivered as soon as possible for distribution.
- b. Engrossing and Enrolling (E&E) receives one copy of the report in folder.
- c. Senate Clerk/Senate Committee Assistant receives one copy of the report in folder (they will make 40 copies for distribution).
- d. Majority Floor Leader receives one copy of the report in folder.
- e. Speaker of the House receives one copy of the report in folder.
- f. House Clerk Services receives one copy of the report (no folder).

If the conference committee cannot agree on the bill, the committee report is adopted and often a free conference committee is appointed — usually, but not necessarily, with the same members as the conference committee. The free conference committee may change any portion of the bill and is not limited to the area of dispute, so long as it proposes no new appropriation nor any appropriation above the level originally designed by either chamber (see Rule 44 of the *House Rules of Procedure*). When the free conference committee has come to an agreement, the committee assistant completes a **Free Conference Committee Report** form (see Appendices), has the **members voting “yes” sign the form, (must have a majority of EACH chamber)**, attaches the staff analysis of free conference committee report, and delivers copies to **House Clerk Services** in the same manner as for conference committee reports. (Note: Take the signature page for conference and free conference to the meetings. This will cut down on time in trying to get members to sign the report after it is typed.)

Members voting against an agreement may request that a minority report be written and filed with the House Clerk. In such cases, the committee assistant will have two conference committee or free conference committee reports — one marked **Majority Report** and one marked **Minority Report** in large print in the top right-hand corner. **The committee assistant must notify House Clerk Services of the Minority Report.**

If a conference committee/free conference committee is appointed for a **Senate Bill**, an LRC committee assistant will be appointed to handle the conference committee in the **same manner as a conference committee/free conference committee for House Bills**. The Secretarial Services Manager will notify the committee assistant of members appointed and time and place of the meeting. House Clerk Services will provide five conference committee folders for Senate Bills (printed in red), copies of bills, and amendments. **Signed reports and staff analysis are delivered to House Clerk Services, who will make distribution as follows:**

House in Session

- a. House Clerk immediately receives six copies in “Conference Committee” folder for House bills. House Clerk Services notifies the House Clerk that 100 copies will be delivered as soon as possible for distribution.
- b. Engrossing and Enrolling (E&E) receives one copy of the report in folder.
- c. Senate Clerk receives the **original** report in folder (they will make 40 copies for distribution)
- d. Majority Floor Leader receives one copy of the report in folder.
- e. Speaker of the House receives one copy of the report in folder.
- f. House Clerk Services receives one copy of the report (no folder).

Except for report of disagreement, the question of consideration of the report of a conference committee or a free conference committee shall not be in order on the same legislative day as distribution of copies of the report and staff analysis of the report to the members of the House (see Rule 44 of *House Rules of Procedure*).

DURING THE VETO PERIOD: House Clerk Services provides binders, dividers, and labels to House committee assistants for each standing committee. The committee assistants insert into these binders copies of the Bill Logs, Attendance Roll Calls, Guest Sheets, Reports of Committee, and committee minutes for each House standing committee meeting held during the session. A similar process is done for Senate standing committees; binders are provided by the Senate Clerk's Office. The completed binders for House committees are forwarded to the LRC Library. Completed binders for Senate committees are forwarded to the Senate Clerk.

CHAPTER V.

SENATE SERVICES AND PROCEDURES

The General Assembly is organized and operates according to definite procedures established by the rules of each chamber. These rules are only effective for the duration of the session for which they are adopted. These rules define the order in which the business of the Senate or the House of Representatives is conducted, the various motions which may be offered to accomplish such business, duties of various leaders and employees, including the presiding officers, types of committees and their jurisdiction and duties, hours of meeting, attendance and decorum of members, methods of voting, and other general procedural matters. The entire legislative operation depends upon the rules. Each chamber adopts its rules by way of a simple resolution.

The smooth functioning of the General Assembly depends largely upon the efficient operation of the office of the Chief Clerk. In the Senate this officer records and files the daily Journal, superintends the engrossing of bills, reads and compares enrolled bills, calls the roll, and records the voting. The Chief Clerk endorses on each bill and resolution a brief note of action taken thereon, and keeps a register showing the status of each measure.

There are ten permanent standing committees with specific jurisdictions. In the Senate, the size of committees other than Appropriations & Revenue and Education are limited to 11 members. The chair of a committee supervises its work. The time and place for regular weekly committee meetings are determined before the session convenes, and the schedule is posted and published in the Legislative Record and the Daily Calendar. The committee chair may call special meetings in addition to those regularly scheduled.

A committee assistant is assigned to each standing committee. Some committee assistants may serve on more than one committee. In addition to the reports and committee work required by the clerk's office, committee assistants help with committee work as requested by the LRC committee staff administrators. Assistants follow the directions of the LRC staff. If there is a conflict, the assistant should contact the Chief Clerk.

The Senate Clerk's office provides some Senate committee assistants who are employees of the General Assembly and report to the Chief Clerk on personnel matters. They should follow the instructions of the committees clerk regarding reports and procedures.

Everything that is done on the Senate floor is recorded in the Senate Minutes. The minutes are then used by the clerk's office to produce the "Senate Daily Action" (see Appendices). All of the reports that are read on the floor are listed in this document —

introductions, referrals, report of committees, rules committee, and floor amendments filed. Shortly after adjournment each day, this report is made available to everyone by e-mail. This is a very useful document for the assistants to consult for information about the bills referred to their committees and generally everything that is done to those bills from introduction, to amendments filed, to enrollment.

Referrals

Bills & resolutions are introduced by the sponsor by filing five signed jacketed copies with the Clerk. These are labeled A, B, C, D, and E. The Clerk assigns bill numbers in the order in which bills are received. The Clerk then records the bill's introduction as it is read on the floor by number, title, and sponsor. The "B" copy is pulled and transferred to LRC, Room 300. The "A" and "C" copies of the bill go to the Clerk's Office, and the "D" and "E" copies are placed in baskets on the Senate floor for the media.

All introduced bills go directly to the Committee on Committees. The majority of the Committee on Committees has the authority to act on all matters referred to it. A meeting of the Committee on Committees may be called by the President, the Majority Floor Leader, or a majority of the Committee members. The President serves as the Chair of the Committee on Committees, and in his absence, the Majority Floor Leader acts as Chair. **(Rule 37)** All bills shall be referred to the proper standing committee not later than the third day in which the Senate is in session after the date of introduction. **(Rule 54)** After introduction of bills on the Senate floor, the Committee on Committees meets and refers each bill to one of the ten standing committees. The Committee on Committees secretary (Senate Clerk's Office) attends this meeting, taking a numerical list and the "C" copy of the bills for referral. The secretary notes where each bill is referred and, immediately upon adjournment of the Committee on Committees, generates a "Referral" Report, which is the list read on the floor during the "Report of Reference of Bills to Committees" in the Order of Business. The standing committee and date are marked on the "C" copy, and it is filed numerically in the appropriate committee drawer. The "C" copy stays in the drawer until the committee acts on it.

Committee Activity

Each committee assistant is assigned to one or more committees and must be able to identify the committee members and staff. The assistant is responsible for keeping a three-ring binder for each member and LRC staff. The notebooks contain:

- A copy of all Senate and House bills and resolutions referred to that committee; and
- The minutes of prior meetings.

The assistant keeps a separate three-ring binder with the above items and the proper forms as follows:

- Bill Log (see Appendices) — the bill log is a list of the bills referred to the committee, the date referred, and their final disposition;
- Attendance Roll Call (see Appendices) — the roll call form should list the members in alphabetical order with the chairman’s name last;
- A committee report/consent calendar posting form and amendment roll call voting form (see Appendices) — filled out and attached to the appropriate bill.

Before each committee meeting notebooks are brought up-to-date by including if applicable:

- An agenda;
- Fiscal Notes (attached to the appropriate bill);
- Corrections Impact Statement (attached to the appropriate bill);
- Local Mandates (attached to the appropriate bill);
- Actuarial Statements (attached to the appropriate bill); and
- Health Mandate (attached to the appropriate bill).

When bills are referred from the Committee on Committees, the Senate bill room staff will obtain a sufficient number of bills for each committee and staff from the bill room located in the back of the Senate chamber. They will deliver them as soon as possible to each assistant who had bills referred to his or her committee. The assistant should fill out and attach a “Committee Report” form to each bill referred for his or her notebook. These forms are kept with the bill until final action is taken. He or she should also make and keep in the notebook a number of copies of the committee amendment roll call voting form, to be used only if a roll call vote is taken on amendments.

Also, bills previously reported out of committee and their appropriate paperwork are moved to another “Bills Passed” assistant notebook for a more permanent record. The bills are also removed from committee members’ and staff notebooks when they are reported out of committee.

Prior to a committee meeting, whether called or regularly scheduled, it is the committee assistant’s duty to:

- Assemble all notebooks;
- Distribute name plates;
- Provide a guest register (see Appendices) — the assistant should have all visitors sign the guest list prior to the meeting; and
- Provide a form to list those testifying before the committee (see Appendices) — the assistant should have all individuals who are called to appear before the committee sign the form.

In the Senate, it has traditionally been the responsibility of each standing committee chair to determine which bills shall be on the agenda for each committee meeting. At the meeting, the assistant calls the roll, takes the minutes, and indicates on the committee report form how each member votes, i.e. “aye,” “nay,” or “pass.” **A**

majority of the committee membership (not just majority of the members present) is required to report a bill. (Rule 47) The chair may sign committee reports on behalf of a majority of the committee members, and his signature attests the action of a majority, but shall not be construed as his personal approval or disapproval of a bill. A minority, or dissenting, report may be issued, although this is rare. In this instance, there are two “Committee Report” forms, one majority and one minority (“MINORITY” is typed at the top), which is signed by the dissenting members. Both are sent to the floor to be read. On the floor, it shall require the votes of at least 20 members to adopt the minority report.

It is important to record any floor amendments and other data that affect the bill in any way. Accuracy is critical. **It is the assistant’s responsibility to date and get the chair’s signature on the “Committee Report,”** which may include:

- Committee Amendment(s) (see Appendices) — Amendments normally come from the LRC committee staff. **The original signed copy and one copy of the signed original must be turned in.** The amendment is not numbered or otherwise marked on;
- Committee Substitute(s) — A committee substitute to a bill is generated in bill processing and goes directly to the clerk’s office. **It is however, the responsibility of the LRC committee staff to alert the bill tracking staff that a substitute has passed out of committee;**
- Consent calendar posting — **To be placed on the consent calendar, a bill must be passed out of committee unanimously and signed by the committee chair;** or
- A motion to report “without expression of opinion” — This motion stops further action on the bill. Because this motion ultimately kills the bill, it is critical that the correct motion is noted. If the assistant is unsure, he or she should ask the chair. The assistant still makes a “Committee Report” to be turned in to the committees clerk.

Occasionally a bill that was previously considered by a committee is recommitted. A recommitted bill usually has its two readings. Recommitted bills follow the same committee procedure. The assistant fills out a “Committee Report” form for those bills, as previously discussed, and writes “recommitted” in the right hand corner. When the committee takes final action, the rest of the form is filled out.

All of the above documentation must be accurately noted on the report. A copy of the report and supporting documents are made and kept in the assistant’s notebook.

The signed original “Committee Report” with all amendments (signed original and one copy) is delivered immediately to the committees clerk for inclusion in that day’s Senate deliberations. If a committee substitute is adopted, it gets jacketed and delivered to the committees clerk by bill tracking staff. **Time is of the essence in getting material**

from the meeting room to the committees clerk in the Clerk's office to ensure that the materials are properly assembled and distributed.

Typing and duplicating the committee minutes are done after the report is completed. A copy of the minutes is inserted in all notebooks. At the end of session, each assistant is responsible for compiling a permanent record of accurate and complete information pertinent to all actions taken by his or her committee. Included are:

- Attendance roll call sheets;
- Bill log;
- Minutes; and
- Copies of all the report forms and all supporting documents pertinent to each bill or resolution passed.

Committee Reports

After each assistant turns in his or her "Committee Report" forms to the committees clerk, the clerk:

- Pulls the "C" copy from the bill files;
- Notes on the jacket if the bill has a fiscal note (FN), corrections impact statement (CI), local mandate (LM), actuarial statement (AS), or health benefit mandate (HM), and the date it was reported out along with expression and any amendment(s), etc. If it was a recommitted bill, the date it went back to Rules is noted. Also on the jacket after "SENATE BILL NO 00," include w/cs if it came out with a substitute, and w/ca(s) if it came out with amendment(s);
- Attaches the "Committee Report" and all the supplemental material to "C" copy; and;
- Generates a "Report of Committees" from the computer system listing the committee, bill number, bill title, and should pass, should pass w/ca, etc. One copy is made for the proofreaders, one for the Chief Clerk (to be read during "Report of Committees"), and one is turned in with the "C" copies to the clerk's office.
- A recommitted bill should be listed SB 00 — Should Pass — To Rules. Sometimes a recommitted bill has previous amendments attached. Those amendments cannot be ignored and stay with the bill until some action is taken on the floor. It is imperative that the bill does not lose any of its amendments when it goes back to committee.

Discharge Petition

If a committee does not report a bill, any member may file with the Chief Clerk a petition to determine if the committee has held the bill for an unreasonable time. The petition may be called for consideration on the next legislative day after its filing. If at least 20 members agree that the bill has been held an unreasonable time by voting to

approve the petition, the bill shall be considered as though it had been regularly reported, and shall be given its first reading and treated as any other bill which has been reported from a committee. **(Rule 48)**

From Committee to the Floor

When Report of Committees comes up in the order of business, this report is read, and the bills have their first reading. The bill is dated and the first reading noted on the bill jacket of the “C” copy. All attachments are folded and placed inside the “C” copy and filed as they came out of committee in the Calendar drawer.

At this point, the bill is proofed by the fourth floor Senate proofing staff, using the printed copy against the “A” copy, to ensure that the printed copy is identical to the introduced copy. Two proofed printed copies are filed with the Engrossing Clerk and two proofed printed copies are filed with the Journal Clerk. The fourth floor proofing staff will note technical corrections on all proofed printed copies and inform the Statute Reviser. Pink slips identify technical corrections (signed by the sponsor, Clerk, and Statute Reviser) and blue slips are used for typographical errors (signed by the Clerk and Statute Reviser). These slips are filed with the “A” copy of the bill.

Reading of Bills

When a bill is reported favorably by a committee, it shall then be given its first reading and placed by the Clerk upon the Calendar, and it shall be entitled to its second reading on the next legislative day. **(Rule 56)** The reading of the Calendar constitutes the second reading for all bills. Most receive their second reading the day immediately following their first reading. The Clerk reads each bill by number, title, and sponsor.

Rules Committee

When a bill or resolution has its second reading, it is referred to the Rules Committee to be placed in the Orders of the Day, or be recommitted, either to the committee which reported it or to the Appropriations and Revenue Committee if there are fiscal implications which require additional consideration. **(Rule 41)**

The “C” copy is so noted and filed numerically in the “Rules Committee” drawer. If the Rules Committee recommits a bill to the same or another committee, the date and the committee are indicated on the jacket of the “C” copy and placed in the proper committee drawer. A bill sent back to committee after being reported on the floor is a “Recommitted” bill and will go directly to Rules after it comes out of committee the second time and obtains its Report of Committee reading on the floor. When the “C” copy and report come back from the floor, the date is written on the jacket of the “C” copy in the space “Return to Rules.”

No bill or resolution may be considered by the Rules Committee except on the call of the Chair (the President), or by a vote of a majority of the members of the

committee. Except for Senate bills with House amendments, conference committee reports, or veto messages, no bill or resolution shall be referred back to the Rules Committee on more than one occasion or may be retained by the Rules Committee for more than five legislative days. **(Rules 41 and 59)**

The Chief Clerk attends the Rules Committee meetings and takes the “C” copies, along with a numerical list, of all the bills in Rules. The Clerk notes when each bill is posted to the Orders, and immediately upon adjournment of the Rules Committee, generates a Rules Report, which is the list read on the floor of bills posted to the Orders of the Day. Bills that are reported out of Rules to be posted for passage are placed in the “Orders of the Day” drawer after being dated on the jacket. The bills are filed numerically, but are reported on the floor in the order in which they are posted by Rules. A bill must be posted at least one legislative day prior to being considered on the Senate floor. The same is true of floor amendments.

The Majority Floor Leader shall act for the Rules Committee in calling any bills or resolutions from the Orders of the Day and shall be recognized by the President for that purpose. The President Pro Tem acts as chair of the Rules Committee in the absence of the President. **(Rule 41)**

Consent Calendar/Consent Orders

Rule 57 provides a consent procedure for consideration of uncontested bills. At the time of favorably reporting any Senate or House Bill, a standing committee may recommend that it be placed on the Consent Calendar. If it is a Senate Bill, the primary sponsor must request placement on the Consent Calendar, and the bill must receive a “should pass” recommendation by a unanimous vote of the committee members present.

After a sufficient number of bills has accumulated on the Consent Calendar, the Rules Committee may post any or all of them to the Consent Orders for a day certain. On that day, the Consent Orders shall be called before the Regular Orders.

When the Consent Orders are called, each bill in the Orders shall be given a third reading by title only. The President shall then allow a reasonable time for questions from the floor and any necessary explanation. Consent Order bills may not be amended from the floor.

Engrossing and Enrolling (E&E)

When a bill has been acted upon in the Senate, it is brought to E & E with the minutes. All actions on the bill are then recorded on the jacket of the “A” copy to correspond with the “C” copy. If a title amendment has been adopted, the title needs to be changed on both jackets.

The “A” and “C” copies of the bill are banded together and put into the “Bill Processing” drawer. E & E proofs the minute sheet by highlighting information relative

to the daily actions taken by the Senate and comparing that information with roll calls, messages, and other forms. This information is then recorded on a bill flow chart kept by E & E, which then takes the bill to Bill Processing for preparation of the GA version. In most cases, Bill Processing has already received authorization from the Statute Reviser to make technical corrections.

If a bill passes with amendments, including a committee substitute, the Engrossing Clerk will prepare a folder by bill number for the LRC proofing staff. When the Senate minute sheet and the “C” copy are received from the Senate floor, the Engrossing Clerk notes the action on both “A” and “C” jackets and pulls one proofed printed copy from the file. The Engrossing Clerk then pulls the passed amendments and attaches a copy of each amendment to the proofed copy, which is marked to indicate amendment placement. These are put in the prepared bill folder, noted in the “Senate Clerk to LRC” book and taken to LRC for computer engrossing. LRC Cover staff signs the “Senate Clerk to LRC” book. Any amendments that have passed will be incorporated into the GA copy and a “GA” will be inserted after the BR number in the upper right hand corner of each page of the bill.

A GA printout is generated and filed inside the bill folder from E & E. This folder is placed in a proofing basket for the Director’s Office. After proofing, the folder is returned to the Bill Cover staff and E & E is notified. The E & E staff runs three unstapled copies of the GA printout. The original printout and one copy go to Bill Cover staff. Two copies are placed in the same bill folder and taken to E & E. The “A” and “C” copies are taken from the “Bill Processing” drawer.

The “GA” printout, generated by Bill Processing, is given to the Bill Cover staff who generate one copy and prepare the GA cover sheet. The GA cover sheet is attached to the printout and delivered to the LRC Print Shop for duplication. The Bill Cover staff adds the signature page to the copy, runs seven pink copies of the GA version of the bill, and delivers four copies to the Senate Clerk and three copies to Statute Revision.

The “A” copy is unjacketed and marked “Old A” in the top right corner. It is then placed inside the “Old C” copy with the marked copy which was used by Bill Processing. These are filed numerically in the “Senate Bill to House” drawer. The newly engrossed “A” is jacketed, with any notes that are applicable, and signed by the Chief Clerk. It is taken to the House with one engrossed copy attached. These are delivered during open session in a House message listed in the “Senate Clerk to House” book.

Upon receipt of the GA pink version of the bill, the bill is proofed again by the fourth floor Senate proofing staff, using the printed pink copy against the “C” copy (the “A” copy is in the House), to ensure that the printed GA version (pink copy) is identical to the engrossed copy. The proofed pinks are then returned to the Chief Clerk’s office and the “C” copy is returned to the drawer.

A Senate bill goes through the same basic process when it reaches the House. If it passes the House, and is returned to the Senate (“A” copy), it is treated as follows:

Senate Bill (GA Version) Returned to Senate Without House Amendment

A bill returned from the House (without amendment), is received in Senate in open session through a House message. The bill is listed in the “Senate Enrolling Clerk to Chairman, House Committee on Enrollment” book. First, the Senate Enrolling Committee announces in the Senate in open session that the bill has been examined and found to be in order and is ready to be signed, and one pink copy of the bill is signed by the President of the Senate and the Chief Clerk. It is then delivered to the House by Senate message in open session. The Enrolling Committee accepts the bill, and the bill is signed in open session. The bill is then listed in the “Senate Clerk to Governor” book and delivered to the Governor’s Office by the Senate Clerk.

The “A” copy is filed in the “Senate Bills to Governor” drawer numerically. The Clerk’s Office staff are responsible for pulling a proofed copy of the bill (pink), identical to the enrolled copy, for the Statute Reviser. The bill is delivered to the Statute Reviser at the end of the day. After a bill has been enrolled and delivered to the Governor’s Office, the Governor either signs or vetoes the bill within 10 days, or allows it to become law without his signature. If the bill is signed, it is delivered to the Secretary of State. If a bill is vetoed, a veto message is delivered to the Clerks within 10 days. If a bill is neither signed nor vetoed within 10 days, it becomes law without the Governor’s signature and is delivered to the Secretary of State. Bills proposing constitutional amendments do not go to the Governor, but are delivered to the Secretary of State (the “A” copy is filed in the “Senate Bills to Secretary of State” drawer numerically). The Secretary of State also receives bills that are passed over a Governor’s veto.

Senate Bill (GA Version) Returned to Senate with House Amendment

When a Senate Bill and message have been received from the House requesting concurrence in an amendment(s) or committee substitute adopted thereby, or when a report of a conference committee or a veto message is received, the bill and message or report so received shall be referred to the Rules Committee for posting to the Orders of the Day. (**Rule 59; see also Rules 41, and 54**) The original letter and eight copies, along with the amendment and the original “A” copy are delivered to the Clerk in open session. One copy of the House letter and the attached amendment(s) are given to the Amendment Clerk for distribution. Two copies of the letter go to the Journal Clerk, two copies go to LRC, and one copy is filed inside the “A” copy, along with a proofed pink copy.

If the Senate concurs in the amendment, the Engrossing Clerk identifies the amendment to be incorporated in the margin of the pink copy. The pink copy and the amendment are put in another folder, by bill number, and taken to the LRC Bill Cover staff, at which time LRC signs the “Senate Clerk to LRC” book. The LRC Bill Cover staff takes the folder, which includes the bill, amendments, and letter to Bill Processing to be computer engrossed. The LRC Bill Processing staff generates one printout (EN version), which is filed inside the bill folder from E & E. The folder is placed in a proofing basket for the Director’s Office. After proofing, the folder is returned to the Bill

Cover staff and E & E is notified. E & E runs two copies of the computer engrossed bill. One copy is placed inside the bill folder and is taken to the E & E Office. E & E pulls the proper bill folder from the proper file drawer and removes the old “A” jacket and attaches it to the new “A” copy generated from Bill Processing. The old “A” is folded inside the “C” copy and filed with the new “A” in the proper bill folder awaiting the green copies (ENs). The original printout and one copy (not stapled) goes to the Bill Cover staff who attaches a signature sheet to the original printout and runs seven green copies of the enrolled (EN) version of the bill. Four green copies are delivered to the Clerk’s Office and three green copies to the Statute Reviser. The green EN copies are proofed by Senate proofing staff, and the bill is enrolled according to the process described above. The Bill Cover staff attaches a bill cover to the second copy of the bill (EN version) and sends it to the print shop for duplication.

If the Senate does not concur in the House amendment, the bill is sent back to the House by Senate message read in open session, with a letter requesting the House to recede. If the House refuses to recede, it then requests, through a House message read in open session, that a conference committee be appointed to resolve the conflict. Three members from each body are appointed by their Committee on Committees and a time and place for the meeting is arranged. If the measure under consideration is a Senate bill, the Clerk notifies the Director’s Office, which provides a committee assistant and LRC committee staff to cover the meeting. The Clerk also supplies a list of members. While LRC committee assistants are responsible for conference committee meetings, the appropriate Senate assistant may assist if the bill in question is a Senate bill. The LRC assistant is responsible for the “Conference Committee Report” (see Appendices) and attaching the staff analysis.

The conference committee considers only the amendments in dispute, and it may not alter the amendments. It recommends that the Senate concur in the House amendments or that the House recede from its amendments. If the committee cannot agree on either of these options, the conference report so states and requests appointment of a free conference committee.

At this point, the LRC assistant completes and has the committee members sign the “Conference Committee Report.” An analysis is prepared by the LRC staff if applicable. When the report is finished, the assistant takes the original signed copy of the report to House Clerk Services, which makes all necessary distributions, including to the Senate Clerk. The “Conference Committee Report” is read on the floor, and copies of the report and analysis are made and distributed.

If the conference committee cannot agree, a free conference committee may be appointed, consisting of three or more members. Usually, but not always, the conference committee members are appointed to the free conference committee. The procedures for notifying the Director’s Office staff are the same for the free conference committee as for the conference committee.

The free conference committee may change any portion of the bill but should not propose to insert the substantial text of any other bill which has not passed both the House and the Senate and should not propose subject matter not previously considered during the session. **(Rule 44)** If an agreement is reached by the free conference committee, the LRC assistant completes and has the members sign the “Free Conference Committee Report” and attaches the staff analysis. The assistant takes the original signed copy of the report to the House Clerk Services, where it is distributed to the appropriate parties.

If the Senate does not concur with a House amendment(s) and the House refuses to recede, the bill is kept in the House E & E Office until adoption of the conference/free conference committee report and final passage of the bill, to ensure proper enrollment. The Journal Clerk needs two copies of all letters to and from both houses concerning these conferences. If the conference committee reaches agreement, the bill (“A”) is returned to the Senate upon final passage by the House. The E & E Office pulls a proofed pink from the proper file and prepares another bill folder, which contains the conference committee report, any previously adopted House amendments, and the pink copy identifying the amendments to be incorporated, and takes it to LRC for computer engrossing. The bill is proofed and enrolled according to the process specified previously for producing an EN version of the bill. Also, copies of all corresponding letters are filed with the “C” copy of the bill.

CHAPTER VI.

LEGISLATIVE SUPPORT SERVICES

Each legislator is assigned an office within a suite in the Capitol Annex. Senate members are housed on the second floor, and House members occupy the third and fourth floors. A support staff is provided by the Legislative Research Commission to assist the legislators in meeting their needs. The staff consists of legislative assistants, secretaries, word processors, proofreaders, and message recorders.

During the session, it is especially important that legislators maintain close contact with constituents regarding their views on issues being debated and voted upon. In addition to a constituent being able to contact a legislator's office directly, a toll-free telephone number is provided for the public's use so that constituents may voice their opinions regarding legislation or other issues of importance. The support staff will print and distribute the messages that the telephone operators in the Message Center receives. An average of 30,000 calls are received on this toll-free line during a regular session. Additional "session-only" employees are hired to assist with the increased volume of work.

Legislative Assistants

A legislative assistant is located in the main reception area on each floor to greet and assist visitors and to schedule meeting rooms for the legislators. In each suite of offices, there is also a legislative assistant who assists legislators with incoming phone calls in addition to those placed on the toll-free line, appointments, meeting schedules, and constituent tour arrangements. Additional services include mail and message distribution, preparation of citations and colonelcies, and procurement of bill copies, publications, and other needed information, such as vital statistic documents. A legislative assistant may work for as many as sixteen legislators, using a variety of skills to keep the suite running smoothly.

Legislative Secretaries

Each legislator is assigned a secretary who handles correspondence, takes and transcribes dictation, compiles data bases, tracks legislation, maintains the legislator's files, types newsletters, compiles surveys, prepares citations and colonelcies, and works closely with committee staff and other agencies. The secretaries work with other staff to compose and type speeches. During the session, it is essential that each secretary provide the legislator with follow-up letters on constituent correspondence concerning proposed legislation and its status. On occasion the secretary is asked to call constituents on behalf of the legislator to relay a message or to seek information concerning the status of a bill, a complaint, or other matter. A secretary will work with a legislator to order stationery and business cards and is responsible for maintaining an adequate supply. One secretary may assist as many as fourteen legislators with legislative work.

Word Processors

Word processing staff are available to assist the secretarial staff and legislative assistants. Their skills and flexibility allow them to be integrated into the workday wherever they are needed.

Proofreaders

All legislative written and oral communications prepared by support staff for a member are proofread to eliminate errors in grammar, spelling, and factual information. A proofreader is located on each floor.

Staff

All Legislative Support Services staff work together to maintain a balance that is beneficial to both the legislator and the Legislative Research Commission. As a result, they are an integral part of the legislative process.

CHAPTER VII.

LEGISLATIVE CITATIONS AND PAGE CERTIFICATES

Legislative Citations

Legislative citations are used for extending the commendations, congratulations, or condolences of the General Assembly to a particular person or group, or to recognize a significant event or occasion. These are recorded in the House Journal after formal adoption during floor proceedings. When a citation addresses more than one individual, the secondary document (names of honorees) is attached to the citation for entry in the Journal. The Journal Clerk is responsible for entering citations in the House Journal (see Appendices).

Legislators provide the Citations staff with a Citation Request Form, which includes the pertinent information they want included in the citation, and the Citation Clerks draft the citation.

After the original citation has been prepared, it is printed and proofed. It is then assigned a citation number and entered on the floor Citation Log. Three plain paper copies are then made, with the Citation Information (from the citation prompt) in the top right corner. The Citation Information includes the following: citation number, computer pathway, name and seat number of the representative. The original and one copy of the citation are placed, along with a protective piece of cardboard, inside a brown envelope; and the Citation Information is repeated underneath the return address on the envelope. The Legislative Citation Notice is completed and paper clipped, along with a second copy of the citation, to the outside of the envelope. The third copy of the citation is attached to the original Citation Request Form, along with any other pertinent information, and is placed inside the Citation Log Folder in the order in which the citations are listed on the outside of the folder. The original Citation Request Form is completed and returned, with attending information, to the legislative staff requesting the citation.

Ten minutes prior to session, the brown envelopes containing floor Citations are delivered to the Chief House Clerk on the floor by Citation Clerks. The Chief Clerk then has the Legislative Citation Notice, which includes the citation number and title, placed on the legislator's desk, to inform him or her that the citation is ready for adoption. Citations are considered in the order of business "Motions, Petitions and Communications."

Each day, upon adjournment, the Citations Clerks transfer copies of each adopted citation into appropriate drive shared with the Journal Clerk. All information regarding citations and citation requests is kept on file in the Citations office.

Page Certificates

Honorary Page Certificates are also requested frequently by legislators. The Citations Clerks are provided with a Citation Request Form, on which the appropriate box for Honorary Page Certificates is marked, appropriate information is noted, and the list of names is attached. Upon completion, the certificates are returned to the legislative staff indicated on the Citation Request Form.

Active Floor Page Certificates are requested by the House Page Supervisor. The Supervisor provides the Citation Clerk daily with a list of active pages immediately prior to or following the House convening. Those certificates are immediately generated, logged into the House Page Log, placed in individual brown envelopes labeled with the name of the recipient, and returned to the House Page Supervisor.

Personal Page Certificates are requested either by legislators or, at their request, by the House Page Supervisor, following the same procedures as the Active Floor Page Certificates. The Personal Page Certificates are placed in individual brown envelopes which carry the name of the recipient and the name and seat number of the individual legislator being served by the Personal Page. These also are returned to the House Page Supervisor, who then delivers them to the appropriate legislator. Records of all requests and page certificates are maintained by the Citations office.

The Senate issues page certificates and legislative citations similar to those of the House although there are procedural differences for distribution. The Senate Personal Page Certificates, for those either serving on the Floor of the Senate or visiting the Senate Gallery, are prepared by the Senate Clerk's Office. The Honorary Page Certificates, for those young constituents simply visiting the Capitol, and the Senate legislative citations are prepared by the Citations Staff.

Senate Procedures

Senate citations, like House citations, are used to extend commendations, congratulations, and condolences to individuals or groups of individuals from the members of the Senate (see Appendices). Information pertaining to the citation will be submitted to the Citations Clerk for drafting, printing, and proofing.

After the original citation has been prepared, it is assigned a number, solely for the purposes of the Citations office, and two plain paper copies are made. The original citation and a copy are placed in an orange folder with the legislator's name and seat number attached to the outside. This folder is delivered to the Senate Clerk ten minutes before the day's session for distribution to the appropriate legislator. The other copy is attached to the information originally sent by the legislator and is returned to the appropriate legislator or legislative assistant. All information regarding citations and citation requests is kept on file in the Citations office.

CHAPTER VIII.

THE LEGISLATIVE RECORD

The *Legislative Record (Record)* is a newspaper published by the Legislative Research Commission after each legislative day. In addition to being a digest of all bills and resolutions introduced in the General Assembly, the *Record* also records all daily legislative action occurring or reported on the House and Senate floor. Hence, the *Record* provides a current summary of the status of each bill and resolution before the General Assembly. The *Record* is divided into four parts: the front page, the Bill Summaries, the Bills and Amendments by Sponsors, and the Bill and Amendment Index.

Four sections of the front page of the *Record* delineate the proceedings of the respective chambers on the previous legislative day and provide a means for determining the current status of a given bill on that day. The **In Senate** and **In House** sections identify: all bills and resolutions (by number) that were introduced the previous day; bills and resolutions reported from committee the previous day and given a first reading; bills and resolutions with at least two readings; bills and resolutions referred to a committee the previous day; bills and resolutions posted for consideration in and/or reported from specific committees; the Orders of the Day; and the outcome of the previous day's votes on bills and resolutions. The **Passed** section reflects: legislation that has passed one or both chambers, enrolled legislation awaiting the Governor's signature, legislation signed or vetoed by the Governor, and legislation delivered to the Secretary of State or that has become law without the Governor's signature. The **Bills In Committee** section of the front page gives the current status of bills and resolutions referred to committees in the respective committees. The **Committee Meetings** section provides a schedule of legislative meetings scheduled for the day.

The **Bill Summaries** part of the *Record* lists all bills and resolutions introduced in the Senate and the House by the date of introduction. Each itemized entry includes: the bill or resolution number, BR (bill request) number, primary sponsor(s) and co-sponsor(s), the title, and a summary of the legislation, and denotes the existence of any fiscal statements prepared on the legislation. Each entry also includes a summary of committee and/or floor amendments filed to the bill or resolution. Under the bill (or resolution) and amendment summaries the *Record* reflects all legislative action to the legislation occurring or reported on the Senate and House floor.

The **Bills and Amendments by Sponsor** part of the *Record* is a listing of each member of the General Assembly, identifying the bills, resolutions, and amendments which he or she sponsored or co-sponsored. The **Bill and Amendment Index** section is an index of each bill and resolution introduced, indexed by subject area.

Several LRC staff contribute to the *Record*. However, the actual compilation and preparation for publication is assigned to a minimum of three staff (the *Record* staff). Daily preparation is based on the official minutes of the Senate and House, and starts

when the chamber Minute Clerks begin the page-by-page distribution of the minutes. At that point, the *Record* staff begin inputting all actions on bills and resolutions, either carried out on the floor, or reported on the floor into the *Record* computer data base. Upon the introduction of bills and resolutions in the Senate and House, the Chief Clerks of the respective chambers forward the “B” copy of the legislation to the *Record* staff. From the “B” copy, the *Record* staff prepare a bill introduction sheet indicating the BR number, the Bill or Resolution number, the introduction date, and the primary sponsor and any co-sponsors. One copy of the bill introduction sheet is forwarded to the Bill Cover staff for preparation of bill covers to be printed with the bill by the LRC print shop. Another copy of the bill introduction sheet goes to the LRC Bill Processing staff as a signal to introduce the bill or resolution and a summary of the legislation prepared by LRC bill drafters into the *Record* data base. Concurrently, the *Record* staff begin updating and building the columns and tables appearing on the front page.

At the completion of data input from the Senate and House minutes, the LRC *Record* staff check the data file based on their reading of the minutes with reports prepared by the respective chambers for omissions, mistakes or differences in interpretation of the written minutes. Once the data file is verified, an electronic version of the *Legislative Record* is sent to the Frankfort Publishing Company for printing and delivery for distribution the following morning.

CHAPTER IX.

INTERNET SERVICES

KENTUCKY LEGISLATURE INTERNET SITE

<http://www.lrc.state.ky.us/home.htm>

The Kentucky General Assembly's World Wide Web pages provide both legislative staff and the public the means to identify, read, copy, and track legislation electronically from their computers. Additionally, computer users who visit the legislature's web site can learn meeting schedules and House and Senate daily agendas as well as locate and contact legislators.

The INTERNET address above is the legislature's homepage. This page, or file, and all other files which comprise the legislature's web site, reside on a file server (web server), connected to the LRC computer system. INTERNET users access the legislature's web site via their web browser, then click on hypertext links embedded in web pages to navigate to legislative information and documents. Microsoft's Word for Windows is required to view the text of bills and resolutions. A helper application, or Word browser, with an LRC link is available free of charge from Microsoft for users without Word for Windows.

Legislative Record Online (Legislation)

- Proposed legislation, including bills, resolutions and amendments, once entered into the legislative computer system, is made available on the legislative web site the morning following introduction.
- Both the summary and the text of proposed legislation can be accessed. Pages in html (hypertext mark-up language) format provide summaries, actions, and links to the text documents in Word for Windows 2.0 format.
- As the legislation moves through the legislative process, the latest version of a bill or resolution, as well as any subsequent amendments or subsequent action to it, is posted on the web site.
- An automated routine, or computer program, converts the data above into web pages in html format, then copies these pages and related text documents (bills & resolutions) to the web server. This program is run each evening, once all changes and actions on bills have been entered into the system.
- The *Bills & Amendments Index*, *Bills & Amendments by Sponsor*, and *BR to Bill Conversion List* are created by another computer program run each evening to compose the *Legislative Record* for printing. This data is also converted to html documents and copied to the Web server by an automated routine.

Calendar & Minutes (*Legislative Record* front-page)

- The computer program run each evening to compose the *Legislative Record* for printing is also used to extract the calendar and actions data of each chamber and convert it to html documents. These documents, *In Senate* and *In House*, contain the data that appears as Calendar and Proceedings on the front page of the printed *Record*. Before copying these documents to the web server, the Webmaster inserts hypertext links to bill summary pages for each of the bills listed.
- The *Regular Session Legislative Calendar* is produced as a Word document by the LRC front office, converted to a .pdf (portable file format) file by the Webmaster, and copied to the web server preceding the convening of the legislature. An Acrobat reader, available free from Adobe, is required to view .pdf files.
- Each day's *House Minutes*, compiled in cursive handwriting while the House is in session, is scanned, upon adjournment, by House Clerk Services staff and saved as a .max document. (Because a PaperPort viewer is required to view this document, and is available only to purchasers of the scanning software, *House Minutes* can be accessed only by LRC staff.) Upon notification by e-mail, the LRC Webmaster copies this document to the Web server.

Meeting Schedules

- The *Daily Schedule of Meetings* is composed by the Public Information Office as a html document. An automated routine that copies this document to the Web server is run each evening.

Searching Services

- The web pages and text documents containing information described under "Legislative Record Online" above are also made available by key-word searching, using "search engine" software that resides on the Web server. An automated routine re-indexes all these files at hourly intervals throughout the day so that as bill, resolution, and amendment data are updated, they are made available for searching within one hour of being copied to the web server.

Finding & Contacting Legislators

- An image map of Kentucky's counties allows a PC user to click on a county and jump to county web pages that provide biographical data, committee assignments, mailing addresses, phone numbers, and e-mail links for individual legislators. These pages are updated manually, as necessary, by the LRC Webmaster.
- Web pages which list legislators in each chamber alphabetically contain hypertext links to the web pages for individual counties above. These pages are updated manually, as necessary, by the LRC Webmaster.
- Other web pages, which provide toll free phone numbers for messages and e-mail addresses for all legislators on one page, are also available. These pages are updated manually, as necessary, by the LRC Webmaster.

CHAPTER X.

PROJECT AND MESSAGE CENTERS; ANNEX BILL ROOM

The Project Center, with staff located primarily in the basement of the Annex, is responsible for a variety of functions. The one most directly affecting all legislators is the legislative postage system, which processes all outgoing first-class mail for non-leadership members. The postage system utilizes a postal meter, which necessitates that all mail be sent through the Frankfort Post Office. During session, a postage statement is delivered to each legislator's Annex office every two weeks. This statement reflects the remaining balance of the \$950 yearly postage allowance.

Legislators often conduct issue-related surveys of constituents prior to the beginning of session or immediately after session begins. Due to the nature and timing of these surveys, it is important for legislators to receive prompt results. The Project Center staff can assist with the tallying of these questionnaires. In order to expedite the process, the Project Center staff should receive a copy of the survey at the same time it is distributed to constituents. This allows staff sufficient lead time to develop the computerized programs for tallying and generating the charts, graphs, and reports of the survey results. Also, this helps staff produce the survey results much faster once the completed surveys are returned to the legislator.

The Project Center is also involved in the creation of mailing lists (commonly referred to as "data docs") which allow for large mailings with a personalized appearance. For these large mailings, staff generate labels, collate, stuff and/or seal. Additionally, staff collate packets of tour material, copy large projects, and complete other "one-of-a-kind" projects.

Another area of responsibility for the Project Center is the preparation, delivery, and clean-up of coffee/water, etc., in the legislative offices, committee rooms, and legislative lounges. Throughout the year, two full-time staff provide this service, and during session, to accommodate the increased activity, additional staff are hired. These staff also assist in handling food for special functions.

The Legislative Message Center also is located in the Project Center. Although it operates year-round, its activity increases considerably during session, when fifteen operators answer the toll-free calls. Many callers are surprised and appreciative when they reach a "real" person rather than voice mail. Constituents may call 1-800-372-7181 to leave a message for a legislator. The caller must be willing to leave a name, since no messages will be delivered from an anonymous caller. The caller's address and telephone number are requested; however, providing this information is not mandatory. Message Center operators offer a link between the legislator and constituent and must maintain an empathetic yet professional demeanor on the telephone. It is helpful if constituents know that incoming calls on this toll-free number *cannot* be transferred to a legislator's office. Messages are transmitted electronically to staff in the legislative offices. Hours of

operation during session are Monday through Thursday, 7:00 a.m. — 11:00 p.m. and Friday until 5:00 p.m.

During session the Project Center staffs a Bill Status Line. This is a toll-free phone number whereby citizens may ascertain the current status of a piece of legislation. Callers may refer to a specific bill by bill number, or they may inquire about an issue by subject matter. This service is available Monday through Thursday, from 8:00 a.m. until 7:00 p.m., and until 5:00 p.m. on Friday.

Another session-only area of responsibility for the Project Center is the Annex Bill Room located within the Peggy King Legislative Research Library, Room 027 in the Annex basement. It is staffed by one full-time LRC employee and one session worker. In addition, two session workers from the Project Center help with bill distribution on the Annex's third and fourth floors.

Each day the Annex Bill Room receives ten copies of all introduced House and Senate bills and resolutions, and later the General Assembly (GA) bills, with all related amendments, committee substitutes, and notes. This material is filed and then distributed upon request to any legislator or member of his/her staff. It is also available to any committee staff or other LRC personnel located in the Annex.

A second responsibility of the Annex Bill Room is the maintenance of the House bill books located on the Annex's third and fourth floors. Each day, approximately 20 copies of all introduced House bills and the GA form of Senate bills and resolutions, with amendments, committee substitutes, and notes, are received. Each legislative suite and floor lounge has a set of the bill books, as do most leadership offices. Specific requests for copies of bills and the related materials can be made by contacting the Annex Bill Room.

CHAPTER XI.

COURIER SERVICES

During a legislative session the Couriers staff an auxiliary office located in the Capitol. In addition to their normal courier duties, Couriers assist House Clerk Services in the photocopying and distribution of House minutes. They also deliver urgent LRC-related materials, such as amendments, official documents, and telephone messages, to the Capitol and Annex offices, and they assist the leadership offices.

The Capitol Couriers must work extended hours to serve the Leadership Offices and Legislative Staff. Some of their other responsibilities include the preparation of ice coolers and coffee, and the distribution of supplies to all leadership offices in the Capitol.

APPENDICES

	Page
House Minutes	63
Rules Report	71
House Of Representatives Orders of the Day	72
House Of Representatives Posted for Passage	74
Rules/Calendar	75
Message from Senate	77
House Daily Action	78
House Bill Jacket--Blue	79
House Resolution Jacket--Beige	80
“B” Copy Worksheet	81
Report of Committee (E&E)	82
GA Cover	83
Receipt for Secretary of State/Message to Senate	84
Bill Flow Chart	85
Information Used by House E&E	88
Green Senate Jacket	90
Journal Lists	91
Journal Day	93
House Bill Room Distribution	108
Notes	110
House Bill Log	111
House Referral Sheet	112
House Request for Posting	113
House Committee Agenda	114
House Report of Committee	115

House Committee Memoranda	116
House Attendance Roll Call	117
House Guest List	118
House Committee Minutes	119
House Request to Committee Chair for Consent Bill	120
Conference Committee Report	121
Free Conference Committee Report	123
Senate Daily Action	126
Senate Bill Log	127
Senate Attendance Roll Call	128
Senate Committee Report	129
Senate Amendment Roll Call Voting	130
Senate Guest List	131
Senate Committee Appearance List	132
Senate Committee Amendment	133
House and Senate Citations	134