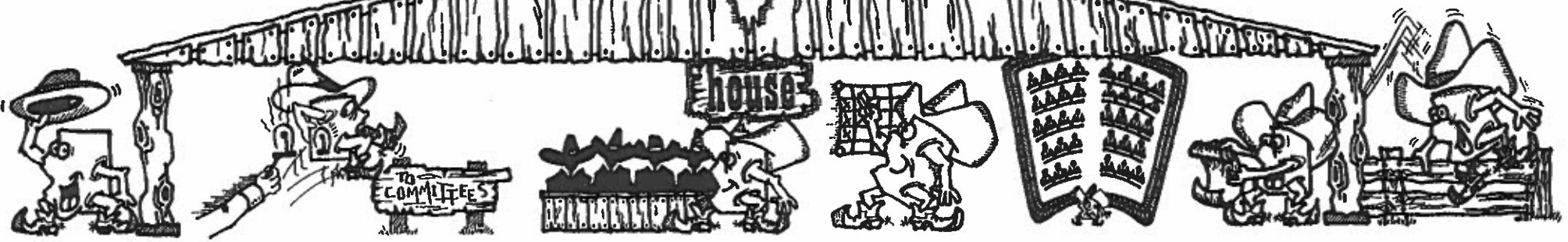


How "Bill" becomes Law



Arizona Bill is introduced in the House by a Member, a group of Members, a Standing Committee or a Majority of a Committee, after being written in proper form by the Legislative Council.

Bill is branded (assigned a number), First Read and referred by the Speaker to appropriate Standing Committees and to the Chief Clerk for printing and distribution.

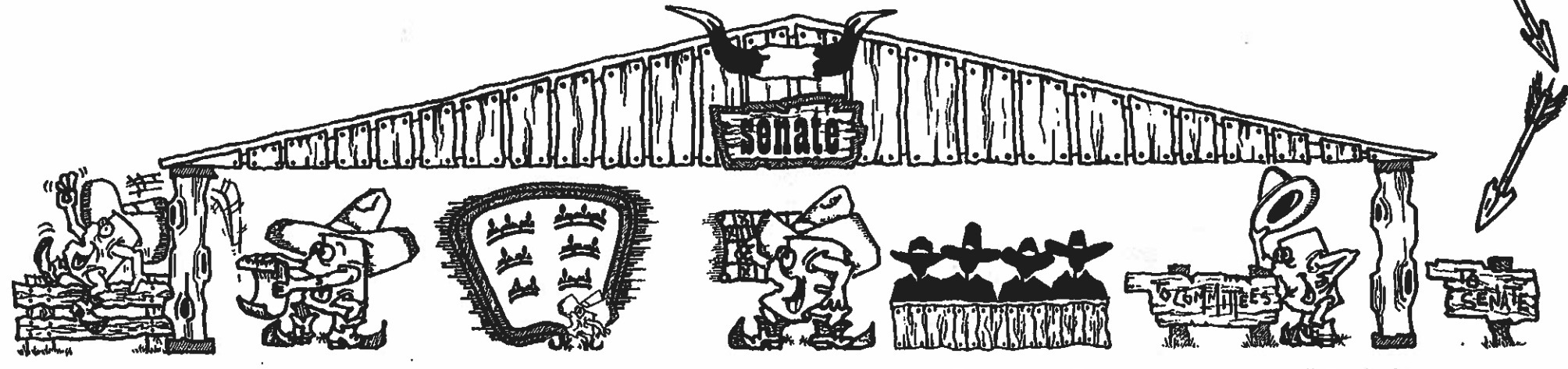
Committees consider Bill (may include hearings, expert testimony, statements from citizenry). Reports recommendations to Whole House. Committee on Rules determines if Bill is constitutional and in proper form.

Committee on Rules places Bill on Active Calendar and Speaker sets order in which measures will be considered.

Committee of the Whole. Informal session of entire House membership acting as one committee. Debate, amendment, recommendations on Bills on Calendar.

Third Reading-Roll Call. Every Member present must vote (unless excused) and no Member may vote for another Member.

If passed by House, Bill goes on to Senate.



If passed by Senate (either in identical form or amended by adding or deleting material), Bill is sent back to House...

Third Reading-Names called alphabetically and unless excused, each Senator present must vote on each measure.

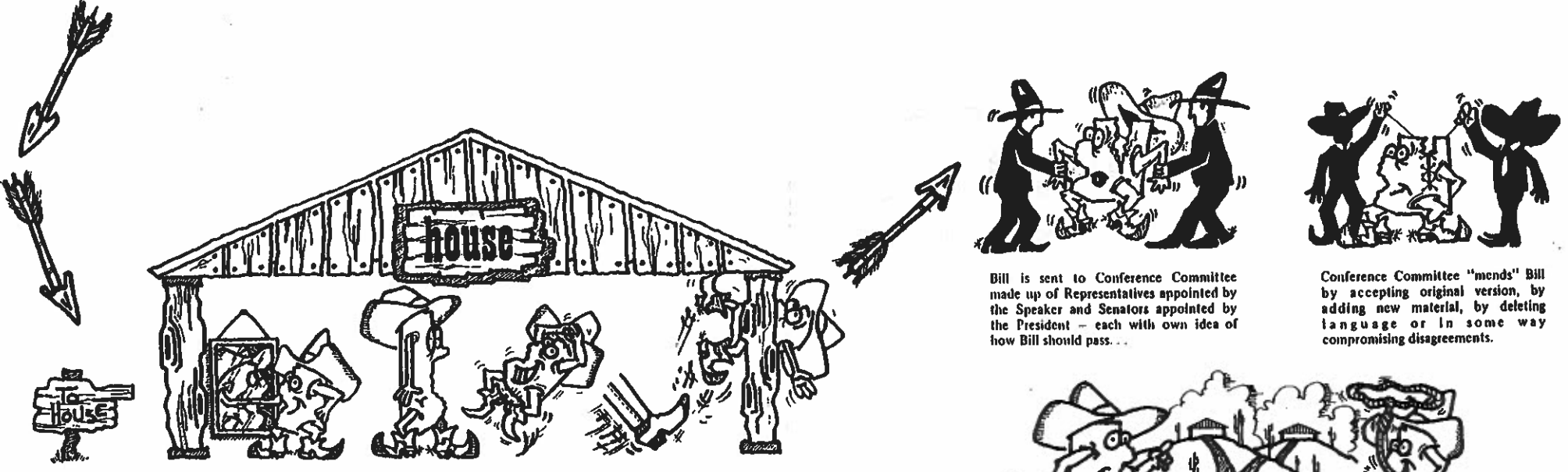
Committee of the Whole. Entire membership of Senate acts as one committee. Debate, amendments and recommendations on Bills on Calendar.

Committee on Rules' agenda becomes the calendar for Committee of the Whole and after 5 days President designates which measures are to be placed on Active Calendar of the Committee of the Whole.

Committees consider Bill (May include hearings, expert testimony, statements from citizenry). Reports recommendations to entire Senate.

Second Reading-President refers Bill to appropriate Standing Committees.

House Bill is First Read in the Senate and laid over one day.



If Bill is identical to measure originally passed by House, goes to Governor...

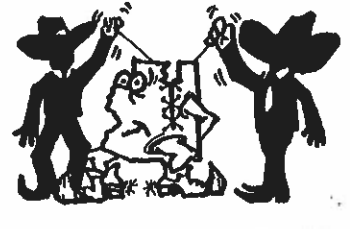
If Bill comes back to House in different form (amended either by addition or deletion of material)

Bill may be accepted in new form and sent to Governor...

Bill may be rejected and sent to a Conference Committee



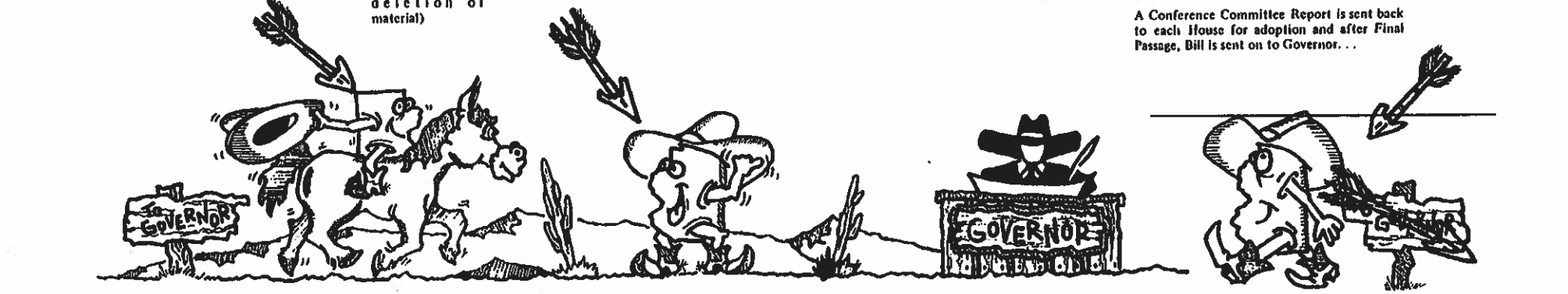
Bill is sent to Conference Committee made up of Representatives appointed by the Speaker and Senators appointed by the President - each with own idea of how Bill should pass...



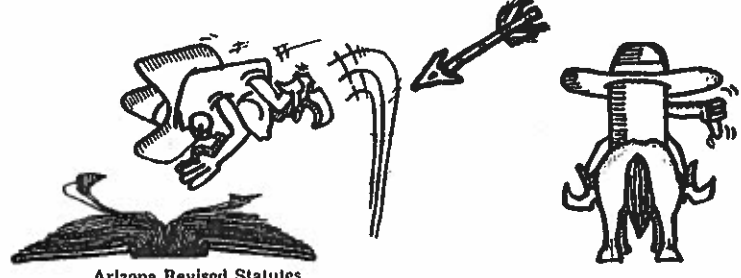
Conference Committee "mends" Bill by accepting original version, by adding new material, by deleting language or in some way compromising disagreements.



A Conference Committee Report is sent back to each House for adoption and after Final Passage, Bill is sent on to Governor...



After Bill is received by Governor having been passed by both House and Senate, the Governor may sign Bill or allow Bill to become law without his signature if he takes no action during next five days (or ten days after adjournment). Then Bill becomes law - a part of the Arizona Revised Statutes.



The Governor may veto Bill, but must return Bill to House stating his reasons. The House and Senate may override the Governor's veto by a two-thirds vote (or three-fourths, if an emergency measure).

Arizona Revised Statutes

ARIZONA BILL

© Rob Richards 1977



LEGISLATIVE GLOSSARY

adjournment — termination or closing of a session of the Legislature or committee until another set time for meeting

adjournment sine die — final adjournment of legislative body — adjournment "without day" being set for reconvening

adopt — to accept or approve

agenda — list of action or bills to be considered by standing committees issued prior to scheduled meeting

amendment — changes in pending legislation by adding, deleting or modifying material

apportionment — establishment of legislative districts after every 10th year federal census — based on population with boundaries established by Legislature

appropriation — money allocated by the Legislature to various departments or agencies for their operation

Arizona Revised Statutes — ARS — the set of books which contains the Constitution and laws enacted by the Legislature to govern the state — updated after every session

attache — employee of the Legislature

bicameral — a legislature composed of two houses — in Arizona, a House of Representatives and a Senate. Only the State of Nebraska has a unicameral, or one house, legislature

bill — a proposal for the enactment of a new law, the amendment or repeal of an existing one, or appropriation of public money. The only vehicle for enactment of a law by the Legislature. It may originate in House or Senate but must be passed on roll call vote by both bodies and be approved by the Governor to become law. If the Governor vetoes the measure, the Senate and House may override his decision as provided by the Constitution of Arizona.

bills passed by Legislature and signed by Governor become law as follows:

with emergency clause — date Governor signs

with effective date — date given in measure providing it is at least 90 days after adjournment of Legislature

without emergency clause or effective date — automatically 90 days after adjournment of Legislature

calendar — listing of bills reported out of committees and ready for floor action.

caucus — an informal meeting of a group of members — usually of same political party — to discuss policy or legislation

chair — presiding officer of Legislature — may be member, Speaker, President or committee chairman

chamber — the area reserved for members and staff for conducting legislative sessions — also called "floor"

chief clerk — chief administrative officer of the House of Representatives elected by House membership

committees:

committee of the whole — informal session of entire membership of House or Senate acting as one committee — presided over by chairman appointed by Speaker or President

conference committee — a joint committee made up of Representatives appointed by Speaker and Senators appointed by President to try to resolve differences in legislative measures. A majority of conferees of each house required to approve compromise before submitting to entire membership of each house for final approval

select committee — created by Speaker or President to handle specific matters and usually dissolved when purpose accomplished

standing committee — members appointed by Speaker and President at beginning of Legislature — has continuing responsibility in a general field of legislative activity — name reflects area of jurisdiction, i.e., Education, Health

statutory committee — created by passage of legislation for specific purpose and with composition of membership defined

subcommittee — small committee appointed by standing committee chairman to research and study bill or problem and to report findings to entire committee

concurrence — action of one house agreeing to or approving proposal or action by the other body

constituent — a citizen residing within the district of a legislator

convene — to assemble — the meeting of the Legislature daily or at beginning of session as provided by Constitution or law.

debate — discussion of a matter according to parliamentary rules

decorum — proper conduct of legislator as set forth in House and Senate Rules

digest, legislative — weekly publication of House listing bills introduced in Legislature by number, short title, sponsors and committees to which assigned

emergency clause — statement added to legislation which declares necessity of immediate enactment — requires 2/3's vote by each house and becomes law immediately upon Governor's signature

engrossed bill — version of bill which includes all amendments attached to original measure

enrolled bill — final official version containing all necessary signatures

gallery — balcony of House or Senate chamber from which visitors may view proceedings of Legislature

hopper — desk which assigns numbers to legislative measures and processes for introduction

initiative — a method of initiating legislation by the people

interim — period between legislative sessions

introduction of legislation — bills, memorials, resolutions may be introduced during first 29 days of first and second regular session; first 10 days of special session. House and Senate rules spell out provisions for prefilling

journal — official chronological record of each house — contains roll call votes, attendance records, committee assignments, daily record of events, but not a verbatim transcript

laid over — a postponement of consideration of legislative measure for a day — usually in connection with introduction and committee assignments in Senate

Legislature — in Arizona, the House of Representatives and the Senate made up of 30 Senators and 60 Representatives elected for two-year terms from 30 legislative districts

lobbyist — person who seeks directly or indirectly to encourage the passage, defeat or modification of any legislation

majority — group of legislators usually of same political party who have greatest number of elected members and who control top leadership positions — also the number of members, 31 in House and 16 in Senate, necessary to pass legislation

minority — group of legislators usually of same political party which numbers fewest members

President — presiding officer of Senate elected by Senate members

pro tempore — designated officer of House or Senate to act in absence of Speaker or President

qualifications of members of Legislature — must be citizen of United States, an Arizona resident 3 years, county resident one year and 25 years of age

quorum — a majority of the membership necessary to conduct business

recall — constitutional process by which elected officials may be removed from office

recess — intermission in daily session or committee meeting

referendum — constitutional process by which Legislature or qualified voters may refer certain legislative measures to a vote of the electorate

rules — the set of regulations and parliamentary procedures adopted separately by House and Senate

secretary of Senate — chief administrative officer of the Senate elected by Senate membership

Speaker — presiding officer of House of Representatives elected by House members

veto — the action of the Governor in disapproving a legislative measure