Guide to Texas Legislative Information

(Revised)

Texas Legislative Council
For the 84th Legislature
March 2015

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Guide to
Texas Legislative Information
(Revised)

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of the
Texas Legislative Council

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For the 84th Legislature
March 2015

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Preface

The purpose of this publication is to help legislators, other state officials and employees, and interested citizens in researching the work of past legislatures and in tracking the work of the current legislature. This guide is divided into four sections that provide descriptions of available information. Section 1 describes the legislative process in Texas and provides diagrams of the legislative process. Section 2 describes computer applications and websites that can be used to access legislative information. Section 3 describes legislative documents, publications, and recordings. Section 4 describes legislative information service providers, including certain house and senate offices, legislative agencies, and divisions of those agencies. The appendix consists of information about Texas legislative sessions and years and a legislative glossary.

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Section 1: The Legislative Process in Texas

The Texas legislative process is governed by the Texas Constitution, applicable statutes, and the rules of procedure of the senate and house of representatives adopted by the respective chambers at the beginning of each session. The different phases of the legislative process typically occur within a prescribed timetable and the following is a general summary of that process.

Process for a Bill

How a Bill Originates

A legislator may draft legislation personally (see *Texas Legislative Council Drafting Manual*) or obtain the services of professional staff of the Texas Legislative Council or the engrossing and enrolling department of the senate. Legislation may also be prepared by organizations or individuals with a particular interest in certain matters. The bill, the most common type of legislative document, is the only means by which laws may be enacted, amended, or repealed. The Legislative Budget Board drafts the general appropriations bill. All bills except for general appropriations bills are limited to a single subject.

A bill may originate as the idea of a single legislator or may grow out of the recommendations of a standing or special committee of the legislature that has conducted interim studies on specific issues of legislative interest. The presiding officers of the house and senate specify interim charges for standing house committees and senate committees and any additional authority and duties necessary to carry out the charges, and those committees are required to submit interim reports on their charges before the next session. Special interim committees may consist entirely of legislators from one chamber or, in the case of a joint committee, of legislators from both the house and senate. A presiding officer also may appoint citizen members and other public officials of state and local governments to a special interim committee to augment its membership for the purpose of conducting a special study. A special interim committee usually expires on the release of its final report or when the next legislature convenes, whichever occurs first.

Introducing a Bill

A bill may be introduced by any member of the legislature in the member's own chamber, and the steps in a bill's progress in each chamber are basically the same. A bill passed by one chamber must proceed to the other for passage before going to the governor for approval or veto.

To introduce a bill in the house of representatives, a state representative first must file the bill with the chief clerk of the house. The house rules of procedure permit unrestricted introduction of bills during the first 60 calendar days of each regular session. After the 60-day deadline, the introduction of any bill in the house, other than a local bill, emergency appropriations, or emergency matters submitted by the governor, requires the consent of at least four-fifths of those members present and voting.

To introduce a bill in the senate, a senator first must file the required number of copies of the bill with the secretary of the senate, who sequentially numbers each bill in the order

in which it is received. The senate rules of procedure also permit unrestricted introduction of bills during the first 60 calendar days of each regular session. After the 60-day deadline, the introduction of any bill in the senate, other than a local bill, emergency appropriations, or emergency matters specifically submitted by the governor, requires the consent of at least four-fifths of the membership of the senate.

The Role of Committees

The size of the legislature and the volume of work confronting it each session make lengthy deliberation on all proposed measures by the entire membership a difficult task. For this reason, the basic business in both chambers is conducted according to the committee system. Committees are created in the rules of procedure of the respective chambers to consider introduced bills and to advise on their disposition. Although virtually all bills are referred to a committee, a large number of bills are never reported out of committee. Thus, committee action is the first crucial step in the process by which a bill becomes law.

Referral to a Committee

When a bill is introduced or is received from the opposite chamber for consideration, it is read for the first time by its caption only and is referred by the speaker or lieutenant governor to an appropriate committee.

In the house rules, each committee is assigned jurisdiction over a specific subject matter, and the speaker refers legislation to house committees based on those subject matter jurisdictions. The senate rules do not specify subject matter jurisdictions for senate committees. The lieutenant governor may refer legislation in the senate to any standing committee or subcommittee, although unofficial subject matter jurisdictions are usually followed.

Committees are formed at the beginning of the regular session. For committees of the house of representatives, membership of most committees is determined in part by seniority and in part by appointments by the speaker. Each representative sits on at least one committee, and most representatives sit on two or three committees. The house in the 84th Legislature (2015) has 38 substantive and procedural standing committees with most committees consisting of 7 to 11 members. For committees of the senate, membership is determined entirely by appointments by the lieutenant governor. Senators generally sit on four or five committees each, and the senate in the 84th Legislature (2015) has 14 standing committees with most committees consisting of seven or nine members.

A bill requiring extensive analysis may be assigned to a subcommittee of the standing committee to which the bill has been referred. Subcommittees are appointed by the committee chair from the standing committee's membership. After concluding its deliberations on a bill, the subcommittee may submit a written report to the full committee.

Immediately after a bill has been referred to committee, a determination must be made as to whether a fiscal note or other impact statement is required, and if so, the Legislative Budget Board prepares the note or statement. In preparing the note or statement, the Legislative Budget Board may consult the state agencies affected by the legislation. In the house, the fiscal note must be attached to the affected bill before a public hearing on the bill may be held, and if the bill is reported from committee, the fiscal note must be attached to the bill as part of the committee report when it is printed and distributed to the members of the house. A bill may proceed through the legislative process before an impact statement is completed,

but a copy of the impact statement must be distributed to the members as soon as it has been completed. Senate practice is for a copy of the fiscal note to be provided to the committee members before a final vote on a bill in committee is taken. The fiscal note is included as part of the senate committee report.

The Committee Process

All committee business on a bill is required to be conducted in open meetings. No official action or vote may be taken except in a meeting that is open to the public. The house rules permit a house committee or subcommittee to meet: (1) in a public hearing where testimony is heard and where official action may be taken on bills, resolutions, or other matters; (2) in a formal meeting where the members may discuss and take official action without hearing public testimony; or (3) in a work session for discussion of matters before the committee without taking formal action. The senate rules do not provide for different types of meetings but do require that a public hearing allowing public testimony be held on a bill before it can be reported from committee. Testimony may be heard and official action may be taken at any meeting of a senate committee or subcommittee.

A house committee or subcommittee holding a public hearing during a legislative session must post notice of the hearing at least five calendar days before the hearing during a regular session and at least 24 hours before the hearing during a special session unless the house posting rules have been suspended by a vote of the members on the house floor, in which case an announcement of the hearing may be made on the house floor. If a house committee or subcommittee is convening for a formal meeting or a work session, written notice must be posted and transmitted to each member of the committee two hours in advance of the meeting, or an announcement must be filed with the journal clerk and read in the house while the house is in session. A senate committee or subcommittee must post notice of a meeting at least 24 hours before the meeting.

Committee Reports

After considering a bill, a committee may choose to take no action or may issue a report on the bill to the house or senate. Committee reports are advisory only and may take several forms. The committee may recommend passage of the bill without amendments, or it may recommend amendments to the bill or even substitute a new bill for the original document.

The committee report includes a record of the committee's recommendations and vote regarding house or senate action on the bill, including the recommendation regarding placement on a calendar; the text of the bill as reported by the committee, which may be the introduced text or a substitute; any proposed amendments; a detailed bill analysis; a fiscal note or other impact statement; and other attachments as necessary.

In the house, all committee reports are referred to the committee coordinator, who forwards them to the printer. Each bill or resolution, except the general appropriations bill, is delivered to each member electronically. If a member informs the chief clerk in writing that the member also wants paper copies of bills and resolutions, the chief clerk delivers a paper copy of the bill or resolution in the newspaper mailbox of the member as soon as practicable after the electronic copies of the bill or resolution are made available for viewing. A printed copy of the general appropriations bill is placed in the newspaper mailbox of each member. The chief clerk then delivers a certified copy of the committee report to the appropriate calendars committee (the Committee on Calendars or the Committee on Local and Consent Calendars) for placement

of the bill on a calendar for consideration by the full house. Calendars committees are given wide discretion in scheduling bills for floor consideration.

The senate rules also require committee reports to be printed. After being printed, a copy of the senate committee report printing is placed in the bill book on each senator's desk in the senate chamber. Except for the role of the Senate Committee on Administration in scheduling local and noncontroversial bills for consideration, there is no equivalent to a calendars committee in the senate. The senate's regular order of business lists all bills and resolutions that have been reported from a senate committee in the order in which they were reported. The calendar containing the senate's regular order of business functions more as a listing of bills that are eligible for consideration because the senate's usual practice is to consider bills out of calendar order. The senate rules provide that a bill may not be considered out of order without a suspension of the senate's regular order of business by three-fifths of the members present and voting. During a regular session, the senate rules further require the publication of an Intent Calendar listing the bills for which authors and sponsors will make motions to suspend the regular order of business for consideration by the full senate.

House Calendars and List of Items Eligible for Consideration

House calendars. The house rules provide for four types of printed calendars:

(1) the Daily House Calendar, which contains a list of new bills and resolutions scheduled by the Committee on Calendars for consideration by the house and which must be distributed to the members 36 hours before the house may consider those measures (24 hours during special sessions);

(2) the Supplemental House Calendar (prepared by the Committee on Calendars), which must be distributed two hours before the house convenes and which may contain: (a) measures passed to third reading on the previous day; (b) measures on the Daily House Calendar for a previous day that were not reached for consideration; (c) measures on the Daily House Calendar for the current day; (d) postponed business from a previous day; and (e) notice to call from the table a measure laid on the table subject to call on a previous day;

(3) the Local, Consent, and Resolutions Calendar, which must be distributed to the members 48 hours before the listed measures may be considered and which contains a list of local or noncontroversial bills scheduled by the Committee on Local and Consent Calendars for consideration by the house; and

(4) the Congratulatory and Memorial Calendar, which must be distributed 24 hours before those measures may be considered and which contains a list of congratulatory and memorial resolutions scheduled by the Committee on Rules and Resolutions for consideration by the house.

The Supplemental House Calendar, because it includes the measures listed on the Daily House Calendar, is the primary agenda followed by the house during its deliberations. The Local, Consent, and Resolutions Calendar and the Congratulatory and Memorial Calendar are special calendars that are prepared approximately once a week during the last half of a regular session.

The house rules provide for seven categories that may be used to group bills and resolutions on the calendars. Those categories, listed in order of priority, are the: (1) emergency calendar; (2) major state calendar; (3) constitutional amendments calendar; (4) general state calendar; (5) local, consent, and resolutions calendar; (6) resolutions calendar; and (7) congratulatory and

memorial resolutions calendar. Within each category, senate bills and resolutions are required to be listed on the calendars separately from house bills and resolutions, and consideration of senate bills and resolutions on senate bill days (Wednesdays and Thursdays) has priority in the order specified by house rule.

Except during the latter part of the regular session, when calendars become especially lengthy, the house normally considers all measures listed on its calendars before adjourning or recessing for the day.

List of items eligible for consideration. This list is prepared by the chief clerk of the house, on request of the speaker, when the volume of legislation warrants (normally during the last few weeks of a regular session). The list, which must be distributed six hours before it may be considered, contains: (1) house bills with senate amendments eligible to be considered; (2) senate bills for which the senate has requested the appointment of a conference committee; and (3) conference committee reports eligible to be considered.

Senate Agenda and Intent Calendar

Senate agenda. The senate agenda includes the following information:

(1) notice of intent, giving the number, author or sponsor, and short caption for each measure that may be considered during the day's session;

(2) list of senate bills returned from the house with amendments;

(3) status of bills in conference committees, giving a short caption and brief history of the action on the bills;

(4) local and uncontested bills calendar;

(5) gubernatorial appointments to boards and commissions that have been reported favorably from the Senate Committee on Nominations and are awaiting confirmation by the senate;

(6) committee hearings scheduled, including short captions for all measures scheduled to be considered by the committees;

(7) regular order of business, listing all bills and resolutions that have been reported favorably from committees in the order in which they were reported to the senate;

(8) miscellaneous announcements;

(9) senate floor action, giving the numbers and short captions for and action taken on all measures brought up for consideration during the previous legislative day;

(10) senate committee action, giving the same information for all measures considered by committees on the previous day; and

(11) morning call, which includes senate and house bills and resolutions on first reading and referral to committee, the introduction and consideration of memorial and congratulatory resolutions, messages and executive communications, and other motions.

Copies of the senate agenda (usually referred to as "green books" because they are printed on green paper) are available the morning of each legislative day.

Intent calendar. Senate rules require that bills and resolutions be listed on the regular order of business and be considered on second reading in the order in which committee reports on the measures are submitted to the senate. The rules are frequently suspended to take bills and resolutions out of their regular order, which requires a vote of three-fifths of the members present. During a regular session, the senate adopts a further rule specifying that before a bill or resolution may be brought up for floor debate out of its regular order, notice of intent must be filed with the secretary of the senate by 3 p.m. on the last preceding calendar day the senate was in session. A senator may give notice on no more than three bills or resolutions before April 15 and on no more than five bills or resolutions on or after April 15. Senate rules direct the secretary of the senate to prepare a list of all legislation for which notice has been given. The list, called the Intent Calendar, must be made available to each senator and to the press not later than 6:30 p.m. on the day the notice is filed. Before the 130th calendar day of the regular session, the rules may not be suspended to consider a bill or resolution out of order until the second day the measure has been listed on the Intent Calendar. The senate rules do not require measures to be brought up for consideration in the order listed on the Intent Calendar, and the senate routinely considers only a portion of those measures listed on the Intent Calendar for a given day. A senator must give notice from day to day for a measure that was not brought up for consideration to remain on the Intent Calendar. Any provision of the senate rule governing the Intent Calendar may be suspended by a vote of four-fifths of the members present.

Floor Action

The first floor consideration of a bill occurs on its second reading. After it is read the second time, again by caption only, the measure is subject to debate and amendment by the entire membership of the chamber. On second reading, a bill may be amended by a simple majority of those members present and voting. A vote is taken on each amendment that is presented. If no amendment is made or if those proposed are disposed of, a vote is taken on the bill as amended, if applicable. For the originating chamber, that vote is a vote to engrossment. In the opposite chamber, that vote is a vote to third reading. The bill in either chamber is then laid before the body for a third reading and final passage. A bill may be amended again on third reading, but amendments at this stage require a two-thirds majority of the members present for adoption.

Although the Texas Constitution requires a bill to be read on three separate legislative days in each chamber before it can have the force of law, this constitutional rule may be suspended by a four-fifths vote of the members present from the chamber in which the bill is pending. In such cases, the bill is given an immediate third reading following the vote to pass the bill to engrossment or third reading. The senate routinely suspends the constitutional provision in order to give a bill an immediate third reading. The house, however, rarely suspends this provision, and third reading consideration of a bill in the house normally occurs on the day following second reading consideration.

After a bill has been read a third time, a vote is taken for final passage. If the bill receives a simple majority vote, it is considered passed, and the chief clerk of the house or the secretary of the senate, as appropriate, certifies the bill's final passage, noting on it the date of its passage and the vote by which it passed. When the bill is passed in the originating chamber, the bill is engrossed (all corrections and amendments are incorporated into it), and an exact and accurate copy of the engrossed bill is prepared and sent to the opposite chamber for consideration.

Consideration of Local and Noncontroversial Bills

The house and senate rules both provide for special calendars for the consideration of local and noncontroversial bills. The calendar used for consideration of these bills in the house is the Local, Consent, and Resolutions Calendar, which is set by the Committee on Local and Consent Calendars. A standing committee may recommend, when reporting a bill or resolution, that the measure be sent to the Committee on Local and Consent Calendars for placement on an appropriate calendar. Such a recommendation requires the unanimous consent of all the committee members present when the measure is reported from committee. Measures that are eligible for consideration by the Committee on Local and Consent Calendars are bills that are local as defined by the house rules and bills and resolutions to which no opposition is anticipated. If the Committee on Local and Consent Calendars determines that a measure is not eligible for placement on the Local, Consent, and Resolutions Calendar, it has the power to transfer the measure to the Committee on Calendars. Local, Consent, and Resolutions Calendars normally are prepared for consideration by the house once a week during the last half of the regular session. These calendars usually are lengthy, but consideration of them is expedited because debate is limited and amendments to measures on these calendars may not be offered unless they have first been approved by the Committee on Local and Consent Calendars. A measure may be removed from the Local, Consent, and Resolutions Calendar if debate exceeds 10 minutes or if five or more representatives object to the consideration of the measure.

The calendar used for consideration of local and noncontroversial bills in the senate is the Local and Uncontested Calendar, which is set by the Senate Committee on Administration. A measure may not be considered for placement on the Local and Uncontested Calendar unless both the author or sponsor of the measure and the chair of the committee from which the measure was reported file a written request for placement on the Local and Uncontested Calendar with the Senate Committee on Administration. Measures ineligible for placement on the calendar are local or general bills and resolutions that are contested in committee, create new departments or subdivisions within state government, or contain any state appropriations. Local and Uncontested Calendars normally are prepared for consideration by the senate once or twice a week during the last half of the regular session. Measures on the Local and Uncontested Calendar are considered without a suspension of the regular order of business, which generally is required for consideration of legislation in the senate. As in the house, consideration of Local and Uncontested Calendars in the senate is expedited because the measures on these calendars usually are not debated and floor amendments to measures on these calendars are prohibited. A measure may be removed from the Local and Uncontested Calendar if two or more senators object to the consideration of the measure.

Return of a Bill to the Originating Chamber

After a bill has passed through committee deliberation and three readings in the opposite chamber, the bill is sent back to the originating chamber. A new copy of the bill is not prepared; rather, any amendments adopted by the opposite chamber are simply attached to the bill. If no amendments were adopted by the opposite chamber, the bill is enrolled (prepared for signing). The enrolled bill then is signed by both presiding officers in the presence of their respective chambers and sent to the governor. Any bill making an appropriation must be sent to the comptroller of public accounts for certification before going to the governor.

When a bill that has been amended by the opposite chamber is returned to the originating chamber, the originating chamber must concur with all of the amendments made by the

opposite chamber before the bill can be enrolled. If the originating chamber does not concur with some or all of the opposite chamber's amendments, it may request the appointment of a conference committee to resolve the differences between the house and senate versions of the bill.

Conference Committee

If a conference committee is requested, the presiding officers each appoint five members from their respective chambers to serve on the committee. The senate rules require that at least two of the senate conferees be members of the senate committee from which the bill was reported. A conference committee's charge is limited to reconciling differences between the two chambers, and the committee, unless so directed, may not alter, amend, or omit text that is not in disagreement. The committee also may not add text on any matter that is not in disagreement or that is not included in either version of the bill in question. After the committee has reached an agreement, a report is prepared for submittal to the house and senate. The report must be approved by at least three conferees from each chamber and must contain the text of the bill as approved by the conference committee, a side-by-side analysis comparing the text of the compromise bill to both the house and the senate versions, and the signatures of those members of the conference committee who approved the report. A conference committee report is not subject to amendment by the house or senate but must be accepted or rejected in its entirety.

Should the proposed compromise remain unacceptable to either chamber, it may be returned to the same conference committee for further deliberation, with or without specific instructions, or the appointment of a new conference committee may be requested. Failure of the conference committee to reach agreement kills the measure. If the conference committee report is acceptable to both chambers, the bill is enrolled, signed by both presiding officers in the presence of their respective chambers, and sent to the governor.

Governor's Action

Except in the case of a bill sent to the governor within 10 days of final adjournment, on receiving a bill, the governor has 10 days in which to sign the bill, veto it, or allow it to become law without a signature. If the governor elects to veto the bill and the legislature is still in session, the bill is returned to the chamber in which it originated with an explanation of the governor's objections. A two-thirds majority in each chamber is required to override the veto. If the governor neither vetoes nor signs the bill within the allotted time, the bill becomes law. If a bill is sent to the governor within 10 days of final adjournment, the governor has until 20 days after final adjournment to sign the bill, veto it, or allow it to become law without a signature.

Effective Date

Section 39, Article III, Texas Constitution, provides, "No law passed by the Legislature, except the general appropriation act, shall take effect or go into force until ninety days after the adjournment of the session at which it was enacted, unless the Legislature shall, by a vote of two-thirds of all the members elected to each House, otherwise direct." If an act does not specify an effective date, the act becomes effective on the 91st day after the date of final adjournment.

If the act specifies an effective date earlier than the 91st day after adjournment, and the effective date rule is suspended, the act becomes effective on the specified date. If the act specifies that it has immediate effect, and the effective date rule is suspended, the act becomes effective on the date of the last action necessary for it to become law, which is: (1) the date the governor approves the act; (2) the date the governor files the act with the Office of the Secretary of State (SOS) (having neither approved nor vetoed it); (3) the date the appropriate period for gubernatorial action expires, if the governor fails to act within that period (Section 14, Article IV, Texas Constitution); or (4) in the event of a veto, the date the veto is overridden.

The act can specify an effective date after the 91st day after adjournment without suspending the effective date rule, make the effective date contingent on an event or the expiration of a specified period after that event takes place, or make it contingent on the adoption of a proposed constitutional amendment. Parts of a bill can take effect on different dates, or particular sections or applications of an act may be delayed or accelerated.

Filing and Publication of Laws

Once an enrolled bill or concurrent resolution is signed by the governor, or the governor allows a bill to become law without a signature, the executive clerk to the governor forwards the bill or resolution to the Office of the Secretary of State (SOS), where it is considered "filed" once the secretary of state signs it. A joint resolution is not submitted to the governor for signing and is filed directly with the SOS. Official signed copies of enacted bills and resolutions can be viewed online at the SOS website.

On filing, the original signed bill or resolution and a copy are sent to the SOS Statutory Documents Section. There, the original signed documents are microfilmed and sent to be bound. The bound documents are stored at the Texas State Library and Archives Commission. Copies of enacted bills and joint and concurrent resolutions are compiled, certified, and sent to West, a Thomson Reuters business, for inclusion in the *General and Special Laws of the State of Texas*, also called the "session laws." SOS staff assign a session law chapter to each enacted bill based on the date the bill is filed with the secretary of state; bills that are filed on the same date are placed in chronological bill number order for chapter number assignment. The Texas Legislative Council and West incorporate the changes made by enacted bills into their respective compilations of Texas statutes and codes.

Other Legislation—Resolutions

While the bill is the most common type of legislation, three types of resolutions, which follow somewhat different processes, also are used by the legislature. Resolutions are used to handle specific activities of the legislature and are commonly used to propose amendments to the Texas Constitution; take care of housekeeping functions; convey congratulations or condolences to individuals or groups in the state; express legislative intent; express an opinion or sentiment on matters of public interest; give direction to a state agency or official; or call on certain governmental agencies, offices, or units such as the U.S. Congress to take a specific course of action. They are legislative instruments that must be introduced, assigned numbers, and acted on by the legislature. The three types of legislative resolutions are joint resolutions, concurrent resolutions, and simple resolutions. Except for concurrent resolutions, they are not sent to the governor for signing, and the governor cannot veto them.

Joint Resolutions

Joint resolutions are used to propose amendments to the Texas Constitution, ratify proposed amendments to the U.S. Constitution, or request a constitutional convention to propose amendments to the U.S. Constitution. Joint resolutions proposing amendments to the Texas Constitution require a vote of two-thirds of the total membership of each chamber for adoption. Other joint resolutions require a simple majority vote in each chamber for adoption. A joint resolution takes the same course through both chambers as a bill and is like a bill in all respects, except that, in the house, if it receives the required number of votes at any reading after the first reading, the resolution is passed. Three readings are required to pass a joint resolution in the senate.

Joint resolutions passed by the legislature are not submitted to the governor for signing but are filed directly with the Office of the Secretary of State (SOS). An amendment to the Texas Constitution proposed by an adopted joint resolution does not become effective until it is approved by Texas voters at a general election. The SOS conducts a drawing to determine the order in which the proposed constitutional amendments will appear on the ballot.

Concurrent Resolutions

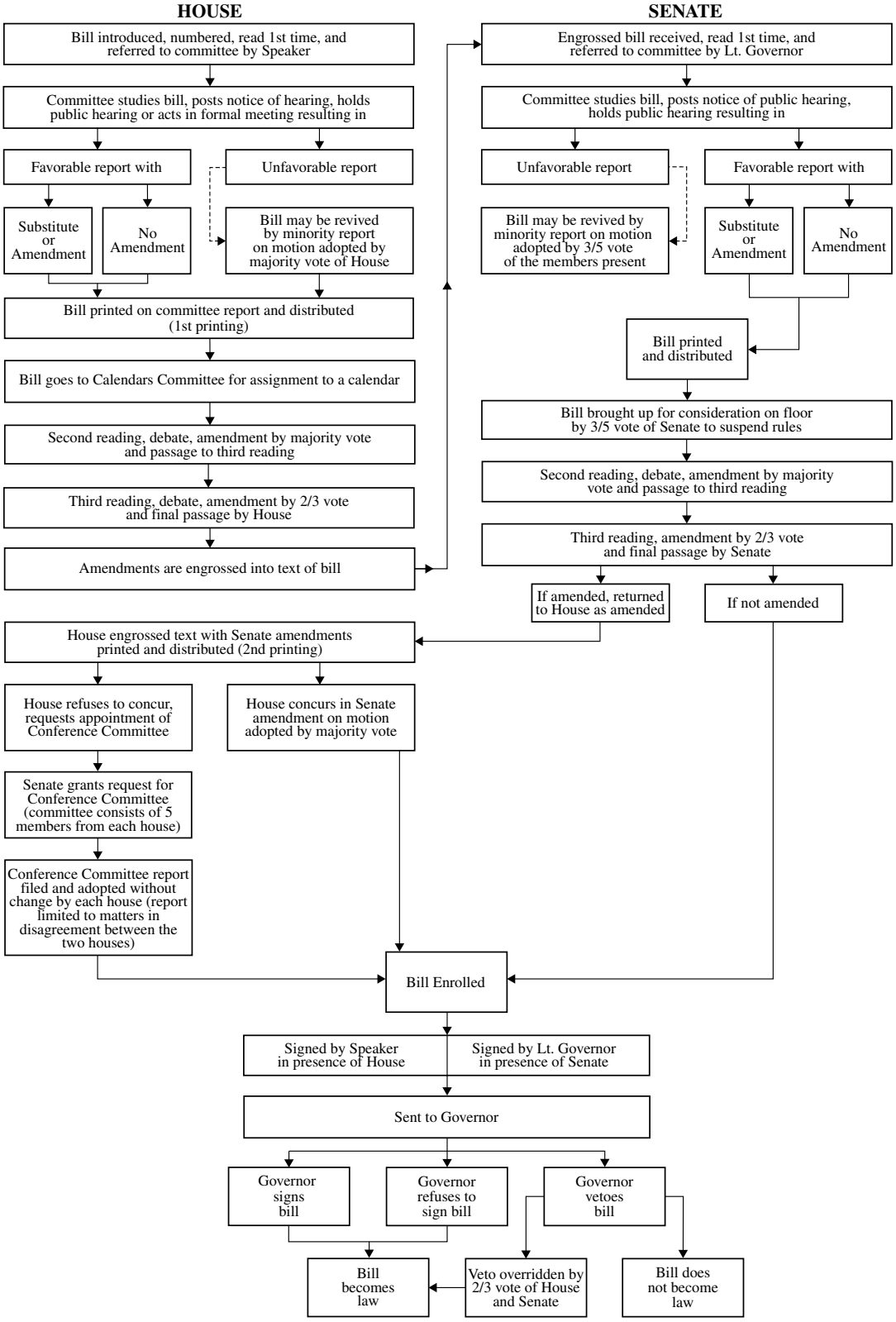
A concurrent resolution is used when both chambers have an interest in a particular matter. Such resolutions may originate in either chamber but must be adopted by both. Concurrent resolutions may be used for matters affecting operations and procedures of the legislature, such as joint sessions or adjournment sine die. They also are used to memorialize (petition) the U.S. Congress; give directions to a state agency, board, or commission; express the views of the legislature; designate an official state symbol; adopt an official place or date designation; or express congratulations or condolences. Concurrent resolutions, except those that pertain solely to matters between the two chambers, must be submitted to the governor for approval.

Simple Resolutions

Simple resolutions pertain to matters considered by the originating chamber only. They are used to adopt or change rules of procedure; name a mascot; express congratulations or condolences; memorialize the U.S. Congress; direct a state agency, board, or commission; initiate a study by a single house; or express the views of that chamber.

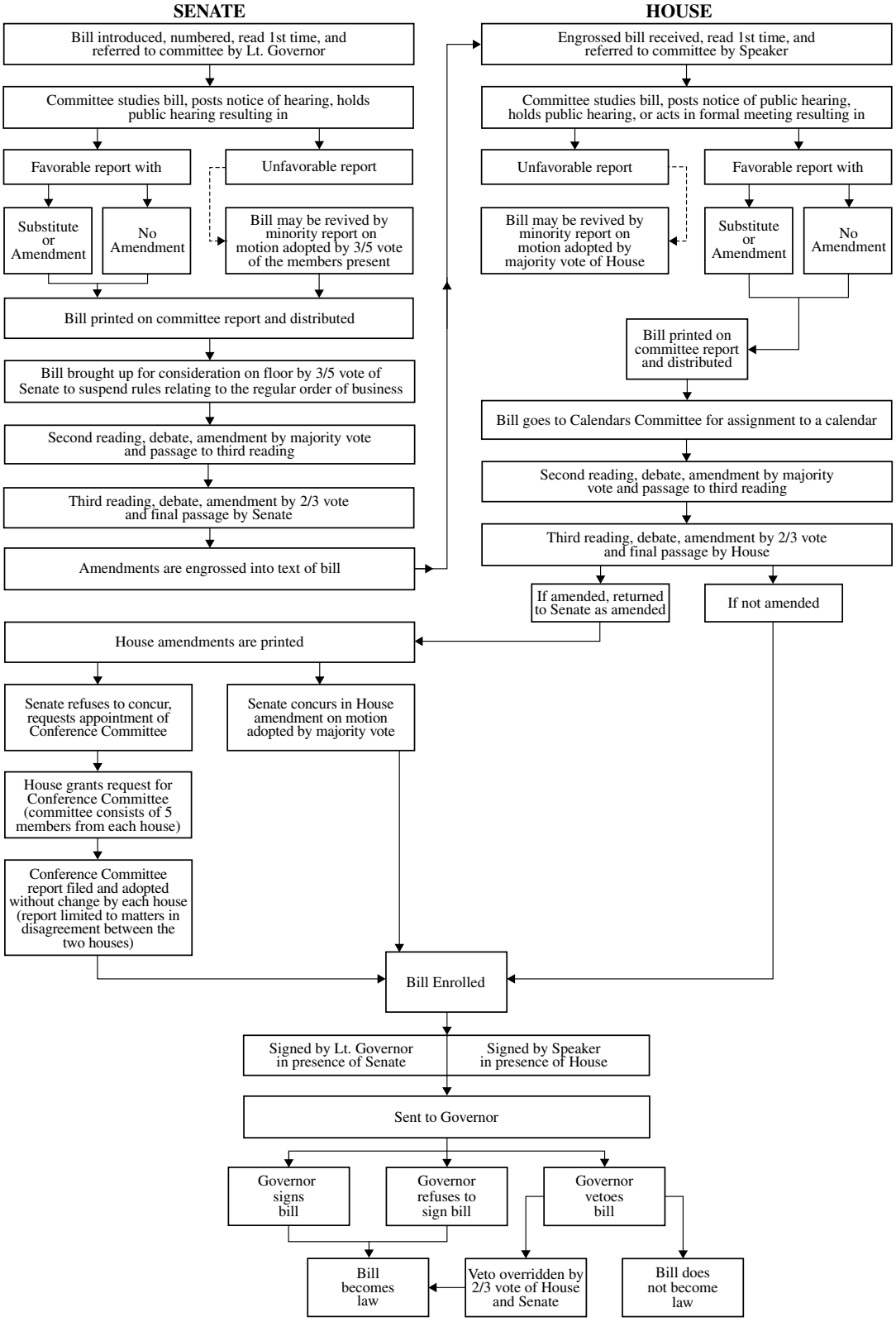
The Texas Legislative Process for House Bills and Resolutions

This diagram displays the sequential flow of a bill from the time it is introduced in the house of representatives to final passage and transmittal to the governor.



The Texas Legislative Process for Senate Bills and Resolutions

This diagram displays the sequential flow of a bill from the time it is introduced in the senate to final passage and transmittal to the governor.



Section 2: Computer Applications and Websites

The majority of the legislative information discussed in this guide is available online. Because online resources can be updated continually, they often are the most reliable sources for up-to-date information relating to recent legislative activity. Legislators and legislative staff have access to legislative information through Capitol Complex network applications and legislative intranet and Internet applications and websites. Members of the public can access most of the same information through the legislature's Internet websites or through public access terminals located in the Legislative Reference Library.

Capitol Complex Resources

Intranet Web Applications and Websites

The following web applications and websites are available only to users who are directly connected to the Capitol Complex servers:

- **Capweb: Inside the Texas Legislature**—Serves as the default browser home page for the legislative community. It provides convenient links to legislative web applications such as TLIS, TLO, LexisNexis Research Services, and the Legislative Draft Request (LDR) system, the Texas Legislative Council's preferred method for submission of draft requests, as well as the Who Represents Me? website. Capweb also provides links to other sources of legislative and related information, including the Texas Constitution and Texas Statutes; the Texas Administrative Code; the senate and house rules of procedure; the senate and house daily journals; the Legislative Clipping Service; the Index to Sections Affected; the bill/session law chapter cross-reference; the Texas Appointment System; a description of the legislative process; and a legislative glossary. Links to websites for the senate, the house of representatives, legislative agencies and offices, and other state and federal resources also are provided. The page has sections for the current day's events; general announcements and publications and reports of current interest; a listing of important dates in the legislative biennium and an end-of-session calendar; Capitol information and maps; and legislative directories. During a session, the Capweb home page also shows the dates and times when the senate and house will next convene.
- **TLIS (Texas Legislative Information System)**—Enables users to track legislation and to search for, view, and print bill text, bill history, bill analyses, fiscal notes, amendments, and summaries of enrolled bills. Users can search for bills by number, subject, author, sponsor, committee, or keyword; create special lists of bills; or view commonly requested lists of bills from the current legislature, including bills signed or vetoed by the governor, bills passed, bills with certain effective dates, bills filed by chamber of origin, and bills by author/sponsor, committee, or subject. Users also can obtain information on committee membership, minutes, witness lists, and schedules, as well as house and senate calendars.
- **LexisNexis Research Services**—Enables users to access and search information stored in multiple legal databases in an intranet application provided by LexisNexis, including the United States Code, the Code of Federal Regulations, Texas and federal court cases,

current and historical Texas codes and civil statutes, the Texas Administrative Code and Texas Register, Texas attorney general and ethics commission opinions, and Public Utility Commission of Texas filings and orders.

- **Texas Appointment System (TAS)**—Enables users to view and print information about appointments made by the governor, lieutenant governor, speaker, and others having authority to appoint members to a legislative entity, governor's task force, state agency, board, or commission. Public access to TAS is available through terminals located in the Legislative Reference Library.
- **Guide to Texas Legislative Council Services**—Provides a detailed guide to services and products provided by the council to the legislative community and how to obtain those resources.
- **Resources, Maps, and Data**—Provides resources, maps, and data that address topics of ongoing interest to the legislature. Provides links to state, federal, and other websites for legislative research, as well as a link to the TLC Inventory of State Data Resources.

Public Resources

Internet Applications and Websites

- **Texas Legislature Online (TLO)**—Provides links to a number of sources of legislative and related information, including the Texas Constitution and statutes, the Texas Administrative Code, senate and house daily journals, and the Index to Sections Affected; a calendar of important dates for the legislative session, a description of the legislative process, and a legislative glossary; and websites for the senate, house of representatives, and legislative agencies. TLO provides much of the same functionality as the intranet TLIS application. It enables users to track legislation and to search for, view, and print bill text, bill history, bill analyses, fiscal notes, amendments, and summaries of enrolled bills. Users can search for bills by number, subject, author, sponsor, committee, or keyword; create special lists of bills; or view commonly requested lists of bills from the current legislature, including bills signed or vetoed by the governor, bills passed, bills with certain effective dates, bills filed by chamber of origin, and bills by author/sponsor, committee, or subject. Users also can obtain information about senate and house members, committee membership, minutes, witness lists, and schedules, and house and senate calendars. A mobile version of TLO is available at http://www.txlegis.com. In addition to accessing legislative information, users can also view live chamber and committee proceedings, view mobile versions of Who Represents Me? and DistrictViewer, and download PDFs of the Texas statutes on most mobile tablet devices. Individual codes are in a book form that allows users to more readily access and search information on a mobile device. The codes also contain a table of contents, allowing users to more easily navigate to chapters and sections.
- **Texas Budget Source**—Generates budget reports by state agency or by a specific article or function of the General Appropriations Act.
- **Bill-Chapter Cross-Reference Tables**—Allows users to convert a chapter number found in a session law citation to its corresponding bill number, and vice versa, from the 16th Legislature (1879) to present. This resource is built into the direct search function of the Legislative Archive System.

- **Index to Sections Affected**—Allows users to determine whether a code section has been or will be affected by a bill, or if a bill has affected or will affect sections of the Texas statutes. This resource includes lists from the 74th and 75th Legislatures (1995 and 1997) and a searchable database for the 76th (1999) through the current legislature.
- **Texas Constitution and Statutes**—Provides download options and keyword search. Users can download full code PDFs of the Texas statutes on most mobile tablet devices. Individual codes are in a book form that allows users to more readily access and search information on a mobile device. The codes also contain a table of contents, allowing users to more easily navigate to chapters and sections. This resource is updated by the Texas Legislative Council.
- **Who Represents Me?**—Enables users to identify, for Texas Senate, Texas House of Representatives, U.S. House of Representatives, and State Board of Education districts, the elected officials who represent a given address, ZIP code, county, or city. It also provides contact information on incumbents, demographic and economic profiles of the districts, and the geographic composition (counties, cities, school districts, precincts, and ZIP codes) of the districts.
- **DistrictViewer**—Displays maps and population, election, and incumbent reports for current legislative, congressional, and State Board of Education districts. When the legislature is redistricting, maps and reports for proposed plans are available.
- **Texas Redistricting**—Provides information about Texas redistricting, including an overview of the legal requirements and process to redistrict, news and legislative activity for the current redistricting cycle, historical information, and links to the data used to redistrict.

Senate, House, and Legislative Agency Websites

- **Texas Senate**—Provides information on senate members, committees, and legislation, as well as video/audio archives and live video/audio streams of senate floor debates, committee hearings, and press conferences. The website also includes the senate rules of procedure, daily agenda and journals, and bill analyses and reports produced by the Senate Research Center. The "Senate Kids" area of the website provides information and activities relating to Texas government for children and their teachers and parents. A Spanish-language version of the senate website can be accessed from the home page.
- **Texas House of Representatives**—Provides information on house members, committees, and legislation, as well as video/audio archives and live video/audio streams of house floor debates, committee hearings, and press conferences. The website also includes the house rules of procedure, calendars, daily journals, and bill analyses and reports produced by the House Research Organization. The "Kids' House" link on the house home page provides children and their teachers and parents with information and activities relating to Texas government.
- **Legislative Budget Board**—Provides information on the Texas state budget through online publications and reports and through Texas Budget Source, an online application that generates budget reports by state agency or by a specific article or function of the General Appropriations Act.
- **Legislative Reference Library**—Provides current and historical information on Texas legislative members, state leaders, committees, legislation, and legislative sessions. It also includes such resources as the Legislative Archive System containing legislation from

the 46th to 79th Legislatures (1939 to 2005), the Index to Sections Affected, legislative reports, and links to committee meetings, vetoed bills, conference committee reports, constitutional amendments, and the library's catalog. For users with Capitol Complex access, the website includes searchable databases for newspaper clippings and periodical abstracts.

- **State Auditor's Office**—Contains a variety of reports, including audit, special investigative, and state classification reports. It also provides information about training classes for auditors and accounting professionals and other resources to support state agencies.
- **Sunset Advisory Commission**—Provides information on the sunset process and the agencies subject to sunset review; current and previous sunset reports; agendas and audio archives of commission meetings; and a list of agencies subject to review under the Texas Sunset Act.
- **Texas Legislative Council**—Provides online access to a number of reference, sessional, and historical publications and reports on topics relating to legislative activities and policy issues as well as information on the council's nonsubstantive statutory revision project, including proposed chapters and revisor's reports.

Section 3: Documents, Publications, and Recordings

This section includes a brief description of various documents, publications, and recordings containing legislative information, many of which are available online.

Bill Files, Historical

The Legislative Reference Library provides access to paper files on bills and resolutions introduced in the house or the senate from the 63rd Legislature (1973) through the present. The files contain the original copies of the introduced, committee report, engrossed, senate amendments, conference committee report, and enrolled versions of bills and resolutions. The files are complete, containing fiscal notes, impact statements, conference committee side-by-side analyses, and other attachments when appropriate. Bill files, indexed by bill or resolution number within a legislative session, may not be removed from the library but may be viewed in person by appointment or copied. The Legislative Archive System on the library's website also provides access to scanned PDF bill files from the 46th to 79th Legislatures (1939 to 2005).

The Texas State Archives of the Texas State Library and Archives Commission provides access to paper files on bills and resolutions introduced before 1973. Library staff will make copies of materials from the files on request at no charge for state employees and at 10 cents per page for other individuals.

Bills and Resolutions, Current and Recent

Copies of bills and resolutions of the current legislature are available online or on request from House Document Distribution and Senate Bill Distribution. Legislation from current and recent sessions can be accessed online through TLIS on the legislative intranet or TLO on the Internet. Available legislation includes the introduced, committee report, engrossed, conference committee report, and enrolled versions of each bill and each joint, concurrent, and simple resolution filed for introduction in either the house or senate. House and senate rules allow filing to begin the first Monday after the general election preceding a regular legislative session or 30 days before any special session. Legislation is available from the time it is filed through the interim, until the filing period begins for the next regular session. Measures from previous sessions can be found in bill files maintained by the Legislative Reference Library and the Texas State Library and Archives Commission.

Certified copies of the final versions of bills and resolutions from current and recent sessions can be obtained by calling the Office of the Secretary of State at (512) 463-5705. PDF images of those bills and resolutions for the two most recent legislatures, the 82nd (2011) and 83rd (2013), are available on the secretary of state's website. PDF images of certified bills and resolutions for the 78th to 80th Legislatures (2003 to 2007) are available on the Texas Laws and Resolutions Archive website of the University of North Texas. Images of the final versions of bills and resolutions from the 81st Legislature (2009) are available on The Portal to Texas History website of the University of North Texas.

Calendars and Agendas

The senate and the house each publish daily calendars listing bills and resolutions that may be considered during a legislative day. See Section 1, "The Legislative Process in Texas," for a discussion of the various house calendars, the house list of items eligible for consideration, the senate agenda, and the senate intent calendar.

Calendars and agendas are available in the Legislative Reference Library. Senate calendars and agendas are also available from the senate calendar clerk. Calendars may be accessed online through the house and senate websites, TLIS on the legislative intranet, and TLO on the Internet.

Committee Minutes and Records of Proceedings

House of Representatives. Standing and special committees are required to keep complete minutes of their proceedings. Minutes must include the time and place of each meeting, a list of members present, an accurate record of all votes taken, the date that notice of the meeting was posted, witness lists, if any, and other information as determined by the chair. Witness affirmation forms must be completed by anyone who addresses a committee at a meeting. Minutes must be filed with the House Committee Coordinator's Office not later than three days after a substantive committee meets and not later than one day after a procedural committee meets.

Copies of minutes and witness affirmation forms from the current legislature are maintained by the House Committee Coordinator's Office. Records from previous legislatures dating back to 1973 are maintained by House Video/Audio Services, which can provide a notarized certification of a set of minutes on request.

Senate. The rules of the senate require standing committees and subcommittees to keep an accurate written record of their proceedings but do not specify the content of committee minutes. Minutes, which typically do not include testimony, must be filed with the Secretary of the Senate's Office not later than seven days after a meeting is held. Committees may have certain proceedings transcribed. Copies of minutes are maintained by the Secretary of the Senate's Office, and minutes and transcripts dating back to 1985 are maintained by Senate Staff Services.

Current and recent house and senate committee minutes can be accessed online through TLIS on the legislative intranet or TLO on the Internet. The Legislative Reference Library has copies of house and senate committee minutes from 1973 to the present.

Committee Reports

House and senate committee reports include the following:

- the text of the bill or joint resolutions as approved, amended, or substituted in committee
- a bill analysis, which includes the background and purpose of the proposal, an analysis of the content of the measure, and a statement indicating whether any rulemaking authority is delegated
- a list of witnesses who testified for, against, or on the measure
- a summary of the committee's actions, including the final committee vote

- a fiscal note prepared by the Legislative Budget Board, which is an estimate of the probable costs that will be incurred as an effect of the measure
- an impact statement prepared by the Legislative Budget Board, if required. The house and senate rules outline the circumstances under which an impact statement is required

Committee reports for the current and recent legislative sessions can be accessed online through TLIS on the legislative intranet or TLO on the Internet. Copies may also be requested from House Document Distribution and Senate Bill Distribution. Committee reports from previous sessions are available from the bill files maintained by the Legislative Reference Library and the Texas State Library and Archives Commission. Section 1, "The Legislative Process in Texas," includes further information on committee reports.

Conference Committee Reports

Conference committee reports include a signature page for the conferees who approve the report, the committee's proposed version of the text, and a side-by-side analysis of how the proposed version resolves the differences between the senate version and the house version of the bill.

Reports for the current session are available online through TLIS on the legislative intranet or TLO on the Internet. Copies may also be requested from House Document Distribution and Senate Bill Distribution. Reports from previous sessions are available from the bill files maintained by the Legislative Reference Library and the Texas State Library and Archives Commission. The reports from the 78th Legislature (2005) through the current session are available online as PDF files from the Legislative Reference Library. The Legislative Archive System on the library's website also contains conference committee reports in bill files from the 46th to 79th Legislatures (1939 to 2005). Beginning with the 78th Legislature (2003), conference committee reports are available through TLIS on the legislative intranet.

Instructions for preparing and filing conference committee reports are posted on the Capweb intranet website and also are available from the Chief Clerk's Office and the Secretary of the Senate's Office. Section 1, "The Legislative Process in Texas," includes further information on conference committee reports.

Daily Floor Reports, House Research Organization

The Daily Floor Report consists of analyses of the bills, other than local and consent bills, scheduled for house floor consideration each day during a legislative session and features a digest of each bill, background information, a list of witnesses who testified regarding the bill, the results of the committee vote, and arguments favoring and opposing the proposed legislation. The Daily Floor Report is distributed to house members and is available online. Daily Floor Reports and individual bill analyses can be accessed under Research on the house of representatives website, through the House Research Organization website, through TLIS on the legislative intranet, or through TLO on the Internet (under "Additional Documents" on the "Text" tab for a bill).

General Appropriations Bill and Act

The general appropriations bill is drafted by the Legislative Budget Board (LBB). The house and senate versions of the bill are available from the LBB. The bill is printed after being reported out of committee, and single copies are delivered to members. Because of its size, the general appropriations bill is available for room use only in the Legislative Reference Library. The House As Filed PDF version of the general appropriations bill will be available in TLIS/TLO. Subsequent house versions as well as all senate versions will be available on the LBB website. The enrolled version of the bill is included in the session laws, and after the end of the session the LBB publishes the act with notes on the governor's line-item vetoes. Scanned copies of General Appropriations Acts from the 40th Legislature (1927) to the present are available from the Legislative Reference Library.

Interim Reports by Committees

Because of the limited time that the legislature is in session, in-depth studies of important issues often are conducted by committees during the interim. Generally, the lieutenant governor specifies interim charges for senate committees, and the speaker of the house specifies interim charges for house committees. Most interim studies result in a report to the senate or a report to the house containing the committee's findings and recommendations. Copies of these reports can be obtained from the respective committee offices. Copies of senate interim committee reports also can be obtained from Senate Bill Distribution. The Legislative Reference Library and the Texas State Library and Archives Commission have extensive collections of interim study reports from the current and previous legislatures. Recent interim charges and interim reports are available online through the house of representatives and the senate. Current and historical interim charges and interim reports also are available online from the Legislative Reference Library from the 1st Legislature (1846) to the present.

Journals, House and Senate

The Texas Constitution directs each chamber to keep a journal of its own proceedings, and daily journals are published for every legislative day in a session. Rather than providing a verbatim record of debate, these journals outline the proceedings and track motions and other legislative actions. The following information is included:

- number, author, and caption of each bill and resolution introduced and the committee to which it is referred
- complete text of committee and floor amendments
- results of each vote taken
- a record of how each member voted, if a record vote has been taken
- a list of bills sent to the governor
- the governor's veto messages
- standing and special committee appointments
- conference committee appointments

- a list of members present
- senate confirmation actions on the governor's appointments (senate journal only)

Journals are published in two forms: daily journals that are prepared and distributed on the day following each meeting and permanent (bound) journals that are compiled and indexed during the interim following a session. Appendixes to the *permanent* journals of each chamber contain a list of bills and resolutions introduced by each member and a bill history of all major actions taken on legislation in the chamber. The subject index categorizes all measures considered and acted on by the legislature.

TLIS on the legislative intranet and TLO on the Internet display dates and *daily* journal page numbers for actions taken on each legislative measure.

The daily house journals are available online beginning with the 74th Legislature (1995) through the house of representatives; the daily senate journals are available online beginning with the 76th Legislature (1999) through the senate. House daily journals for the current or most recent session are available from the house journal clerk's office, and senate daily journals are available from the senate journal clerk's office. Scanned versions of journals from the 1st to 28th Legislatures (1846 to 1903) are available from the Legislative Reference Library. Permanent journals are available for use in the Legislative Reference Library and at the Texas State Library and Archives Commission.

Legislative Newspaper Clippings and Periodical Articles

The Legislative Reference Library compiles newspaper clippings relating to legislative duties and official actions of current members of the Texas Legislature, state political events, and any other issues that might be of interest to legislators and legislative staff. Clippings from a large number of Texas newspapers, the *New York Times*, and the *Wall Street Journal* are compiled daily. Newspapers are available in the library for 30 days. Clips from 1997 to the present are available to legislative offices through the Daily Legislative Clipping Service database on the legislative intranet and can be searched by headline, subject, article type, date, newspaper, columnist, bill number, or bill caption keyword. Clips between 1900 and 1998 are available to legislative offices in the clips archive, which is searchable by headline, subject, columnist, newspaper, and date. During the interim, the clipping service also includes notices of house and senate committee public hearings and formal meetings.

The library staff also reviews more than 800 periodicals to compile a weekly Current Articles list and distributes the list electronically to legislators and legislative staff every Thursday. A searchable database of Current Articles abstracts is available to Capitol Complex users through the library's website. Members and legislative staff can request copies of full-text articles from the library.

Both the clipping service and current articles databases are available to the public through terminals in the library.

Lists of Bills

After a legislative session, the Legislative Reference Library has copies of the following lists for use in the library from the 63rd Legislature (1973) through the current session for all

legislation (including bills and joint, concurrent, and simple resolutions) arranged by number, author, or subject:

- Master List of Bills by Author/Sponsor
- List of Bills Passed by Author/Sponsor
- Master List of Bills by General Index
- List of Bills Passed by General Index
- Master Bill History Report
- Bills and Resolutions Reported by Committee

Similar lists can be compiled for the current and recent sessions through TLIS on the legislative intranet. The TLO Internet website also allows users to compile lists and provides several commonly requested bill lists for the current legislature and previous legislatures back to 1995.

Notices and Schedules of Committee Meetings

Committees in both chambers hold regular and special meetings throughout the session and interim. Except in unusual circumstances, the meetings are open to the public, and house and senate rules require that notice of the meetings be posted.

House meetings. House rules require the house committee coordinator, under the direction of the Committee on House Administration, to prepare a schedule for regular meetings of all standing committees during session. This schedule is published in the daily journal and is posted outside the house chamber, outside the speaker's office, and on other posting boards located throughout the Capitol Extension.

Senate meetings. Notice of senate committee meetings is published in the senate agenda and is posted outside the senate chamber, outside the Secretary of the Senate's Office, and in several locations throughout the Capitol Extension. As in the house, senate committees have regular meeting times during session.

Notices and schedules are available online through TLIS on the legislative intranet, TLO on the Internet, and the Legislative Reference Library. During the interim, notice of house and senate committee meetings can be found in the Legislative Reference Library's Daily Legislative Clipping Service.

Publications by Legislative Information Service Providers

Publications are available in paper form or online through the producing agency or office (see Section 4, "Legislative Information Service Providers"). Paper copies also are available at the Legislative Reference Library.

Constitution

- The Texas Legislative Council publishes an update of the Texas Constitution following each election in which constitutional amendments are adopted.

Constitutional Amendments

- Preceding an election, the Texas Legislative Council publishes *Analyses of Proposed Constitutional Amendments*, which describes the proposed constitutional amendments on the ballot and includes the text of the joint resolutions proposing the amendments, ballot language and the background for each amendment, and arguments for and against passage of each measure.
- Biennially, the council updates an online publication, *Amendments to the Texas Constitution Since 1876*, to include the most recent proposals.
- The House Research Organization publishes a report on proposed constitutional amendments, which provides background information, a digest, and arguments for and against each proposed amendment submitted for voter approval.

Interim Activities

- The House Research Organization publishes the *Interim News* and focus reports, which include articles on topics of current interest.
- The Senate Research Center publishes the *Capitol Clearinghouse Update*, which summarizes the activities of senate interim committees, and *In Brief* and *Research Spotlight*, which provide information on topics of current interest.

Redistricting Information

- The Texas Legislative Council prepares publications that explain the redistricting process, discuss federal and state legal requirements for redistricting, and describe the various geographic, population, and election data required for redistricting and the methods used to produce the data.

Research Reports

- A number of research reports are available from the legislative service providers, including the Texas Legislative Council, the House Research Organization, the Senate Research Center, the Legislative Budget Board, the State Auditor's Office, and the Sunset Advisory Commission.

Summaries of Enactments and Session Activity

- The Texas Legislative Council publishes the *Summary of Enactments*, which includes brief synopses of bills that were enacted and joint resolutions proposing amendments to the constitution that were passed in a legislative session. Author and sponsor names, effective dates, and the governor's explanation for any vetoes also are provided. These summaries also are available through TLIS on the legislative intranet and TLO on the Internet, where they can be accessed by bill number or through a search by author, committee, subject, or other criteria. In addition, the council publishes *New, Renamed, and Abolished State Governmental Entities*, which reflects changes made to entities in a legislative session.
- The House Research Organization publishes Major Issues of the Legislature, which provides an overview of session highlights, summarizing some proposals that were approved and some that were not. It includes a brief review of the arguments offered for and against each measure.

- The Senate Research Center publishes *Highlights of the Texas Legislature*, which summarizes all legislation that passed during the session.

Sunset Recommendations

- The Sunset Advisory Commission publishes a report to the legislature each legislative session that summarizes the commission's recommendations relating to the agencies under sunset review and the fiscal implications of each recommendation.

Veto Messages

- The House Research Organization publishes *Vetoes of Legislation*, which includes a digest of each vetoed bill, the governor's stated reason for the veto, and a response concerning the veto by the author or the sponsor of the bill.
- The Legislative Reference Library website offers a comprehensive list of vetoed bills dating back to the 1st Legislature (1846). The list is organized by legislative session and includes, when available, links to the vetoed legislation and the governor's veto message. For the most recent legislative session, links to the House Research Organization's analyses of the legislation are also included.
- The Texas Legislative Council publishes the Summary of Enactments, which includes, for each vetoed bill, the governor's reason for the veto as stated in the veto proclamation.

Recordings and Broadcasts of Floor and Committee Proceedings

Floor proceedings of the senate and the house of representatives and on-site committee proceedings, both during the legislative session and during the interim, are broadcast live online, on cable television, and via mobile devices at www.txlegis.com. Video and audio broadcasts of house and senate floor and committee proceedings are archived and remain accessible through each chamber's website for several years. The house of representatives and the senate provide public access to their respective broadcasts.

Audio recordings of senate floor debate and committee hearings from the last several legislative sessions are available from Senate Staff Services, and audio recordings from earlier legislative sessions, from the 62nd Legislature, 4th Called Session (1972) to the 79th Legislature (2005), are available from the Reference/Documents Collection of the Texas State Library and Archives Commission. Copies of video recordings can be requested through a senator's office. Audio recordings of house floor proceedings and public hearings held by house committees since 1973 are available from House Video/Audio Services.

Rules of Procedure, House and Senate

The Texas Constitution allows each chamber to determine the rules of its own proceedings. This is accomplished through the adoption by each chamber of a resolution after the beginning of each regular legislative session. Each chamber publishes a volume of its rules, which is distributed to members and is available to others through House Document Distribution or the Secretary of the Senate's Office. The rules of both houses are included in the Texas Legislative Manual. The rules also are available online from the house of representatives and the senate. Paper copies of current and previous rules are available at the Legislative Reference Library and scanned copies are available on the library's website.

Senate Amendment Printings

Senate amendment printings are prepared for house bills returned from the senate with changes. The printing includes the house engrossment version of the bill, the senate committee substitute if one is adopted, and all floor amendments adopted by the senate.

Senate amendment printings for the current legislative session are available online through TLIS on the legislative intranet or TLO on the Internet. Copies may also be requested from House Document Distribution, and senate amendment printings from previous sessions are available from the bill files maintained by the Legislative Reference Library and the Texas State Library and Archives Commission.

Senate amendment printings from the 80th Legislature (2007) and following sessions are accessible online through TLIS on the legislative intranet or TLO on the Internet.

The Texas Legislative Council drafts side-by-side analyses depicting the differences between the house and senate versions of each bill that was substituted or amended in the opposite chamber and passed out of that chamber. Such analyses for house bills can be accessed through TLIS on the legislative intranet or TLO on the Internet beginning with the 80th Legislature (2007). Such analyses for senate bills are available through TLIS on the legislative intranet beginning with the 82nd Legislature (2011).

Session Laws

During and immediately after each legislative session, Thomson Reuters publishes *Vernon's Texas Session Law Service*. These paperback volumes give complete texts, final vote totals, dates of approval, and effective dates for all acts and joint resolutions passed by the legislature. Each volume includes a subject index and tables that: (1) show where each applicable new session law is to be placed in the statutes; (2) identify which statutes were affected by the new session laws; (3) identify which uncodified previous session laws were affected by the new session laws; and (4) list each enacted bill and adopted joint resolution by number and cross-reference each one to its respective session law chapter. For ordering information, call Thomson Reuters at (800) 344-5008 or visit the company's website.

Thomson Reuters also publishes the official bound volumes of the laws enacted during each session, titled *General and Special Laws of the State of Texas*. These session law volumes provide mailing addresses for members of the legislature and list the members of all standing committees. They also provide the text of all bills, joint resolutions, and concurrent resolutions that passed and the record of popular votes on all amendments proposed to the Texas Constitution from 1875 to the most recent election. For ordering information, call Thomson Reuters at (800) 344-5008 or visit the company's website.

Session laws from the first Congress of the Republic of Texas (1836) to the present are available for use at the Texas State Library and Archives Commission, and session laws from 1855 to the present are available for use in the Legislative Reference Library. Session laws from the 16th Legislature (1879) to the present also are available through the library's Legislative Archive System and scanned session laws from 1824 to 2013 are available to users in the Texas Capitol Complex through the legal research database HeinOnline. The Legislative Reference Library also provides online access to tables cross-referencing bill numbers with session law chapters from the 19th Legislature (1885) to the present through its website. Session laws from the 1st to 37th Legislatures (1846 to 1921), as published in *Gammel's The*

Laws of Texas, are available in the Legislative Reference Library and can be accessed online from the University of North Texas Libraries.

Statutory Revision Project Documents

The Texas Legislative Council is required by Section 323.007, Government Code, to carry out a complete nonsubstantive revision of the Texas statutes. The process involves reclassifying and rearranging the statutes in a more logical order, employing a numbering system and format that will accommodate future expansion of the law, eliminating repealed, invalid, duplicative, and other ineffective provisions, and improving the draftsmanship of the law if practicable—all toward promoting the stated purpose of making the statutes "more accessible, understandable, and usable" without altering the "sense, meaning, or effect" of the law.

Drafts of proposed code chapters being prepared for introduction as part of a bill in the next legislative session and revisor's reports on titles enacted in the previous session are published on the council's website as available. The Legislative Reference Library's Texas Law Time Line contains links to all the Texas Legislative Council statutory revision bills and the revisor's reports prepared with the bills.

Texas Legislative Handbook

This pocket-sized reference book, published by the Texas State Directory Press early in the session, contains a roster and photos of house and senate members as well as other member and committee information. The handbook is available for use in the Legislative Reference Library and is available for purchase from the publisher. For ordering information, call the Texas State Directory Press at (512) 477-5698 or visit the publisher's website.

Texas Legislative Manual

This publication, produced by the Texas Legislative Council, contains the U.S. and Texas Constitutions, the house and senate rules of procedure, the membership of the senate and house and their standing committees, and officers and employees of the two houses. The manual is updated early in each session and is distributed to members of the house and senate. Copies can be requested from House Document Distribution. A copy is available for use in the Legislative Reference Library.

Texas State Directory

This comprehensive guide to federal, state, and local bodies of government is published by the Texas State Directory Press. It is available for use in the Legislative Reference Library and is available for purchase from the publisher. An online version of the directory, which allows users to download individual contact information for officeholders and create online address books, is available by subscription. For ordering information, call the Texas State Directory Press at (512) 477-5698 or visit the publisher's website.

Texas Statutes, Codes, and Constitution

The unannotated constitution, codes, and statutes can be accessed online at Texas Constitution and Statutes. The unannotated constitution also is available in hard copy in the Texas Legislative

Manual or as a separate paperback volume on request from House Document Distribution. Users can also download PDFs of the Texas statutes on most mobile tablet devices. Individual codes are in a book form that allows users to more readily access and search information on a mobile device. The codes also contain a table of contents, allowing users to more easily navigate to chapters and sections. In addition, users can access historical statutes and codes at Texas Constitution and Statutes (Statutes By Date).

Annotated statutes and codes, including an archive of historical statutes and codes from 1991 through 2011, can be accessed by legislators and legislative staff at LexisNexis Research Services, a legislative intranet application.

Vernon's Texas Statutes Annotated and *Vernon's Texas Codes Annotated*, commonly known as *Vernon's*, is a compilation of Texas law that is updated annually. Entries include the text of the existing constitutional or statutory law, notes on the legislative history of that law, and cross-references to related judicial cases, attorney general opinions, and law review articles.

Vernon's Annotated Constitution of the State of Texas contains both unannotated and annotated versions of the Constitution of the State of Texas of 1876, plus extensive interpretive and informative commentary reviewing the history of its provisions and their application to particular constitutional questions.

The current edition of *Vernon's* is available for use in the Legislative Reference Library and at the Texas State Library and Archives Commission. The Legislative Reference Library also has recent historical bound volumes and pocket parts of *Vernon's*.

Current and historical statutes from 1856, constitutions from 1866, and *Vernon's* pocket parts from 1986 are available at the Texas State Law Library. The library's website has digitized versions of *The Revised Statutes of Texas* from 1879 to 1925. Constitutions from 1824 to 1876 are available in digitized format on the website of the Tarlton Law Library in The University of Texas School of Law.

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Section 4: Legislative Information Service Providers

The following entities produce, house, or distribute legislative information discussed in this publication.

Chief Clerk's Office

State Capitol, Room 2W.29 • P.O. Box 2910 • Austin, Texas 78768-2910 • (512) 463-0845 • fax (512) 463-5896

The Chief Clerk's Office, a department within the Legislative Operations of the Texas House of Representatives, processes all bills and resolutions filed in the house or received from the senate and is the principal recordkeeper of all actions taken on house legislation. The Chief Clerk's Office:

(1) maintains a record of all coauthors and joint authors who sign on to legislation;

(2) maintains and distributes district, biographical, and membership information of current house members; and

(3) forwards certified copies of original legislation to house committee chairs.

The Chief Clerk's Office does not provide copies of legislation to legislators, staff, or the public. Copies of legislative documents from the current session can be requested from House Document Distribution, and copies of legislation from previous legislative sessions can be obtained from the Legislative Reference Library or viewed online through the library's Legislative Archive System.

House Committee Coordinator's Office

Capitol Extension, Room E2.174 • P.O. Box 2910 • Austin, Texas 78768-2910 • (512) 463-0850 • fax (512) 463-7547

The House Committee Coordinator's Office supports the operations of house standing, select, and interim committees and serves as a repository for house committee records for the current legislative session, including committee meeting minutes, witness information, and official committee reports. The House Committee Coordinator's Office also posts committee meeting notices and handles meeting room scheduling and equipment setup.

Minutes and witness affirmation forms from previous legislative sessions are maintained by House Video/Audio Services.

House Document Distribution

Robert E. Johnson Sr. Legislative Office Building, Plaza Level • 1501 North Congress Avenue • P.O. Box 12128 • Austin, Texas 78711-2128 • (512) 463-1144 • e-mail: House.DocumentDistribution@tlc.state.tx.us

House Document Distribution provides the document distribution function for the house of representatives. Printed copies of available materials may be requested using the Document Request Form on Capweb for legislators and legislative offices. The public may e-mail or call

to request available materials. Materials may be picked up at the plaza level reception area of the Robert E. Johnson Sr. Legislative Office Building. A price list for documents and publications available from House Document Distribution can be accessed online. Legislative materials available for distribution are generally for the current or most recent session and include:

- House legislation—copies of all versions of each piece of legislation filed in the house from the most recent session, including introduced, house committee report, second and third reading engrossments, senate amendments printing, conference committee report, and enrollment
- Senate legislation—house committee report
- House calendars
- Rules of procedure, house and senate
- Texas Constitution
- Interim committee reports for house standing, special, and joint committees
- Certain Texas Legislative Council publications and informational materials

Copies of legislation are available to members and legislative offices at no charge. All documents and publications are available to the public and state agencies for purchase.

House Journal Clerk

John H. Reagan Building, Room 340 • 105 West 15th Street • P.O. Box 2910 • Austin, Texas 78768-2910 • (512) 463-0855 • fax (512) 463-2111

The Office of the House Journal Clerk produces and publishes the journal of the proceedings of the Texas House of Representatives, which is the official record of legislative and voting action taken by the house when it is in formal session. The journal clerk prepares and distributes a daily journal for each calendar day the house is in session and prepares and has printed a permanent house journal of regular and special sessions. In addition, the journal clerk oversees the maintenance and operation of the house electronic voting system and certifies all record votes taken on the house floor.

House Research Organization

John H. Reagan Building, Room 420 • 105 West 15th Street • P.O. Box 2910 • Austin, Texas 78768-2910 • (512) 463-0752 • fax (512) 463-1962 • http://www.hro.house.state.tx.us

The House Research Organization (HRO), an administrative department of the house of representatives, is independently governed by a bipartisan steering committee of 15 house members who are elected by the house. The HRO publishes research reports examining state issues and analyzing proposed legislation, including:

- *Daily Floor Report*—Includes analyses of all legislation, except local and consent bills, scheduled for floor debate on the Daily House Calendar. Each bill analysis includes a digest of the bill's provisions, background information, legislative history, and arguments favoring and opposing the bill.
- *Focus Report*—Provides an in-depth examination of a particular issue, such as school finance, health care, or how a bill becomes law.

- *Interim News*—Includes articles on topics of current interest.
- *Interim News Briefs*—Includes brief articles on Texas legislative issues.
- *State Finance Report*—Examines, in a series of reports, the state budget process, the general appropriations bill, and highlights of the adopted budget.

The HRO also publishes the following postsession wrap-up reports:

- *Major Issues of the Legislature*—Summarizes significant legislation considered during each legislative session, including legislation that did not pass.
- *Constitutional Amendments*—Provides background information, a digest, and arguments for and against each proposed amendment submitted for voter approval.
- *Vetoes of Legislation*—Includes a digest of each vetoed measure, a summary of the governor's stated reasons for the veto, and a comment from the principal author or sponsor of the vetoed measure.

HRO reports are distributed to the Legislative Reference Library and the state library system and also are available through the HRO website. Bill analyses also are available through TLIS on the legislative intranet and TLO on the Internet (under "Additional Documents" on the "Text" tab for a bill).

House Video/Audio Services

John H. Reagan Building, Room 330 • 105 West 15th Street • P.O. Box 2910 • Austin, Texas 78768-2910 • (512) 463-0920 • fax (512) 463-5729 • http://www.house.state.tx.us/video-audio/

House Video/Audio Services keeps minutes of committee proceedings and witness affirmation forms from previous legislatures dating back to 1973. These records are available for review in the office. Copies can be ordered at a cost of 10 cents per page.

House Video/Audio Services also maintains audio recordings from all meetings of the full house and from all public hearings held by house committees and subcommittees since 1973. Audio recordings can be listened to, without charge, in the House Video/Audio Services office. Generally, transcripts are not available, but copies of audio recordings can be purchased for $5 per recording, plus the cost of copying corresponding recording logs. Live broadcasts and archived recordings of recent house floor proceedings and committee meetings can be accessed through the house website.

Requests for minutes or audio recordings may be submitted by mail or by fax. The office will provide a notarized certification of a recording or a set of minutes on request at no additional charge. All requests should include:

(1) legislative session number or year;

(2) date of committee hearing or meeting;

(3) house or senate bill or resolution number (if applicable);

(4) a telephone number or address at which the requestor can be contacted; and

(5) the requestor's signature.

Minutes and witness affirmation forms for the current legislative session are maintained in the House Committee Coordinator's Office.

Legislative Budget Board

Robert E. Johnson Sr. Legislative Office Building, 5th Floor • 1501 North Congress Avenue • P.O. Box 12666 • Austin, Texas 78711-2666 • (512) 463-1200 • fax (512) 475-2902 • http://www.lbb.state.tx.us

The Legislative Budget Board assists the Texas Legislature with fiscal policy matters. The agency's staff develops a biennial budget estimates document and a general appropriations bill draft for consideration by the legislature and prepares policy analyses of programs and operations of state agencies. The staff also prepares the following types of documents to append to certain legislative measures:

- Fiscal note—Estimates the fiscal implications and probable costs associated with a house or senate bill or joint resolution by describing the biennial impact to general-revenue-related funds, the five-year impact to all funds, and the impact, if applicable, to units of local governments.
- Criminal justice policy impact statement—Estimates the impact of proposed policy changes on the programs and workloads of state corrections agencies and on the demands for resources and services of those agencies.
- Equalized education funding impact statement—Evaluates the effect of proposed policy changes on equalized education funding requirements and policy.
- Tax equity note—Evaluates the effect of proposed tax law changes on individuals and businesses.
- Actuarial impact statement—Provides estimate of changes to public pension funds.
- Higher education impact statement—Estimates the implications of creating an institution of higher education or changing the classification, mission, or governance of an institution of higher education.
- Water development policy impact statement—Provides an assessment of the impact on the state or other unit of government for a measure that proposes the creation of a water conservation and reclamation district.
- Open government impact statement—Estimates the impact of proposed changes on public access to government information or to the transaction of public business.

The agency also provides online resources such as the following:

- *General Appropriations Act*—Current and past editions of the biennial General Appropriations Act, or state budget.
- *Fiscal Size-up*—Current and past editions of a biennial report that summarizes the state budget, describes major state revenue sources, and provides economic comparisons of Texas with other states.
- *Government Effectiveness and Efficiency Review*—A biennial report that contains evaluations of state agency programs and service-related issues.

- *Texas Fact Book*—A biennial publication that provides basic information about Texas state government along with budget and demographic data.
- Contracts Database—An online application that permits users to access information about contracts reported by state agencies and institutions of higher education.
- Report on Major State Investment Funds—An annual report that reviews the risk-adjusted performance of major state investment funds.
- *Criminal Justice Uniform Cost Report*—A biennial report that summarizes cost information for state correctional facilities, programs, and services.
- *Texas Budget Source*—An online application that permits users to access budget information concerning Texas state government.

Legislative Reference Library

State Capitol, Room 2N.3 • P.O. Box 12488 • Austin, Texas 78711-2488 • (512) 463-1252 • fax (512) 475-4626 • http://www.lrl.state.tx.us

The Legislative Reference Library is the most comprehensive repository of information relating to the Texas Legislature. The following are some of the library's most frequently used resources:

- Texas statutes and session laws
- House and senate journals
- Interim committee charges and reports
- Online databases and websites
- Cataloged Texas document collection
- Legislative bill files from the 63rd Legislature (1973) to the present and Legislative Archive System scanned bill files (46th Legislature (1939) to 79th Legislature (2005))
- Research reports

Librarians conduct research for legislative staff and are available to assist staff and members of the public in locating appropriate materials. The library also provides the following services:

- Telephone information—A toll-free telephone number, (877) 824-7038, is in operation from the first day of session through the end of June following the session to provide information on bills and resolutions (indexed by author, subject, and number), legislative actions taken on the measures, committee members and activities, and incumbent information.
- Index to Sections Affected—The library maintains an online database listing sections in Texas statutes and codes that bills would add, amend, or repeal if passed. This index is available on the library's website.
- Bill files—The library provides access to files on bills and resolutions introduced in the house and the senate from the 63rd Legislature (1973) to the present. The files contain all versions of bills and resolutions, as well as fiscal notes, impact statements, and committee reports for bills reported out of committee. Bill files cannot be removed

from the library, but documents can be viewed in person by appointment or copied. The Legislative Archive System on the library's website also provides access to scanned bill files from the 46th to 79th Legislatures (1939 to 2005).

- Legislative Clipping Service—Staff members compile newspaper clippings relating to issues of interest to legislators and legislative staff. Selected from newspapers across the state, the *New York Times*, and the *Wall Street Journal*, the clippings, from 1901 to the present, are available to the legislative community through the Daily Legislative Clipping Service database on the legislative intranet, where the articles can be accessed by headline, subject, date, newspaper, or columnist, and for more recent sessions, by bill number.
- Computerized legislative information—Public terminals are available for accessing Texas Legislature Online (TLO) and the Texas Appointments System (TAS). For more information on these databases, see "Texas Legislative Council—Information Systems Division" in this section.
- Circulating book collection—The library acquires books, reports, studies, and state documents from other states on current issues of interest to the legislative community. Historical materials as well as recently published books are available for loan. New books are highlighted in a quarterly listing, *New & Noteworthy*.
- Public access to wireless Internet—High-speed wireless connectivity to the Internet is provided for laptop computers that meet certain minimum requirements. For more information, see TLO's wireless access page.

Secretary of the Senate

State Capitol, Room 2E.22 • P.O. Box 12068 • Austin, Texas 78711-2068 • (512) 463-0100 • fax (512) 463-6034 • http://www.senate.state.tx.us/75r/senate/SoS.htm

The secretary of the senate is elected by the senate and serves as its chief executive administrator. The secretary supervises the elected officers of the senate and administers and coordinates the operation of the senate central staff, including the engrossing and enrolling clerk, the calendar clerk, the Senate Research Center, staff services, media services, the journal clerk, and the sergeant-at-arms.

The secretary answers questions from citizens and groups from throughout the state and nation and participates in ceremonial and social occasions as a representative of the senate. During the interim, the Secretary of the Senate's Office serves as a general administrative office, information center, and clearinghouse for staff functions.

The office provides copies of the senate rules free of charge to the public and maintains a file of minutes of senate standing committee and subcommittee proceedings. In addition, the office provides several publications of interest to individuals involved in the political process:

- *Citizen Handbook*—This booklet outlines the state legislative process, defines key terms, and offers helpful guidelines to those interested in participating in Texas government. Copies of the handbook are available in English and in Spanish.
- *Texas Senators*—A concise biography of incumbent senators, this publication also contains addresses, telephone numbers, and district information.

- *Press Book of the Texas Senate*—This booklet identifies members of the Capitol press corps and details senate policies and procedures pertinent to the press.

These publications are provided to senators for distribution to their constituents. Members of the public can obtain these documents from the Secretary of the Senate's Office.

Senate Bill Distribution

Sam Houston Building, Room 190 • 201 East 14th Street • P.O. Box 12068 • Austin, Texas 78711-2068 • (512) 463-0252

A division of Senate Staff Services, the Senate Bill Distribution office serves as the distribution center for copies of senate legislation. The office provides the following materials:

- Copies of all versions of each piece of legislation filed in the senate from the most recent session
- House bills reported favorably by senate committees

Copies of legislation are available to members and their staffs at no charge, and others pay 15 cents per page. Documents also may be mailed at a cost of 15 cents per page, plus postage.

Senate Calendar Clerk

State Capitol, Room 2E.23 • P.O. Box 12068 • Austin, Texas 78711-2068 • (512) 463-0060 • fax (512) 463-6034

The senate calendar clerk is elected by the senate and serves as the official custodian of bills and resolutions pending in the senate. The clerk publishes the senate agenda daily during a regular or special session.

The Office of the Senate Calendar Clerk provides copies of the senate agenda to the legislative community and the public.

Senate Journal Clerk

Capitol Extension, Room E1.812 • P.O. Box 12068 • Austin, Texas 78711-2068 • (512) 463-0050 • fax (512) 463-9671

The senate journal clerk is elected by the senate and is responsible for publishing the senate journal, which is the official record of the proceedings of the senate. The proceedings of the Committee of the Whole Senate and executive sessions are not part of this record.

The Office of the Senate Journal Clerk provides copies of the daily journal to the legislative community and the public free of charge. The permanent bound volumes of the journals are provided to the legislative community and state libraries and can be purchased by the public.

Senate Research Center

Sam Houston Building, Room 575 • 201 East 14th Street • P.O. Box 12068 • Austin, Texas 78711-2068 • (512) 463-0087 • fax (512) 463-1271 • http://www.senate.state.tx.us/src/index.htm

The Senate Research Center (SRC) prepares bill analyses for each stage of a senate bill and for house bills considered in the senate. It also conducts research for all senate offices and the office of the lieutenant governor and produces reports on issues of legislative interest. The SRC issues the following publications:

- *Research Spotlight* and *In Brief*—Released at intervals, these reports describe current issues facing the legislature and legislation addressing these issues.
- *Highlights of the Legislature*—This report is prepared after each regular session and provides an overview of the major issues and summaries of all legislation passed by that legislature.
- *Capitol Clearinghouse Update*—This newsletter, published twice a month during the interim, provides highlights of legislative news.
- *A Senate Guide to Ethics and Financial Disclosure*—Released at the beginning of each regular session, this publication provides a guide to Texas ethics and financial disclosure laws pertaining to public officials and election campaigns.
- *Budget 101*—Released at the beginning of each regular session, this publication provides an overview of the appropriations process.
- *Issues Facing*—Released at the beginning of each regular session, this publication provides an overview of major issues that will be considered during the legislative session.

Copies of bill analyses are available to legislative offices free of charge and to others at a cost of 15 cents per page. Bill analyses prepared for selected versions of a bill can be accessed through TLIS on the legislative intranet or TLO on the Internet. All bill analyses prepared by the SRC are available online on the SRC website. The *Highlights of the Legislature*, as well as other reports, can be purchased for $15 each. Reports for the 75th Legislature (1997) through the most recent sessions also are available online on the SRC website.

Senate Staff Services

Sam Houston Building, Room 175 • 201 East 14th Street • P.O. Box 12068 • Austin, Texas 78711-2068 • (512) 463-0430

Senate Staff Services processes and maintains records generated by the proceedings of the Texas Senate. The office houses audio recordings of all senate committee meetings and floor debate from the last three legislative sessions. Legislators, their staffs, and the public may listen to the audio recordings in the staff services office without charge. Copies of the audio recordings can be purchased for $5 each and transcripts, when available, for 25 cents per page. The office will certify transcripts and duplicate recordings on request. Live broadcasts and archived recordings of recent senate floor proceedings and committee meetings can be accessed on the senate's website.

Staff services keeps copies of minutes of the proceedings of senate committee meetings from the 69th Legislature (1985) to the present, and the minutes can be viewed in the staff services office. Legislators and their staffs can receive copies of minutes at no charge; other individuals may purchase copies for 25 cents per page. Staff services also operates the Senate Bill Distribution office.

State Auditor's Office

Robert E. Johnson Sr. Legislative Office Building, 4th Floor • 1501 North Congress Avenue • P.O. Box 12067 • Austin, Texas 78711-2067 • (512) 936-9500 • fax (512) 936-9400 • http://www.sao.state.tx.us

The State Auditor's Office (SAO) is the independent auditor for the State of Texas. The SAO is authorized, by Chapter 321, Texas Government Code, to perform audits, reviews, and investigations of any entity receiving state funds, including state agencies and higher education institutions. Audits are performed in accordance with generally accepted government auditing standards, which include standards issued by the American Institute of Certified Public Accountants. The SAO provides the following services to support the Texas Legislature:

- Audits—Performs audits of agency and higher education institution operations to ensure the quality and accuracy of information used for financial reporting and decision making. This area includes the Special Investigations Unit, which investigates fraud and abuse of state funds and resources.
- Professional Development—Develops and provides training courses that are designed to improve the knowledge and skills of government leaders. The courses are open to the public but are designed primarily for city, county, and state government employees.
- State Classification—Maintains and advises agencies about the state classification plan and conducts classification compliance audits.

Reports, including State Classification reports, are available online from the SAO website or by calling (512) 936-9500.

Sunset Advisory Commission

Robert E. Johnson Sr. Legislative Office Building, 6th Floor • 1501 North Congress Avenue • P.O. Box 13066 • Austin, Texas 78711-3066 • (512) 463-1300 • fax (512) 463-0705 • http://www.sunset.texas.gov

The Sunset Advisory Commission evaluates the programs and functions of state agencies scheduled for termination under the Texas Sunset Act with an eye towards eliminating unnecessary elements of Texas government while improving needed functions and agencies. Commission members sponsor legislation to implement sunset recommendations. The commission also reviews compliance with sunset legislation from the previous session and reports those findings to the legislature.

Sunset staff reports and other agency publications are available at the commission's office at no charge for individual copies. Publications also may be viewed on or downloaded from the commission's website.

Texas Legislative Council—Information Systems Division

Robert E. Johnson Sr. Legislative Office Building, 3rd Floor • 1501 North Congress Avenue • P.O. Box 12128 • Austin, Texas 78711-2128 • (512) 463-1160 • fax (512) 463-9026

The information systems division of the Texas Legislative Council supports online access to legislative information through a number of legislative applications, databases, and websites. Legislators and their staffs have access to all of these resources in their Capitol and district

offices. Public access to much of the same information is available through the Internet and through public terminals in the Legislative Reference Library.

Legislative applications and websites developed and maintained by the division to provide legislative information include the following:

- Intranet TLIS (Texas Legislative Information System)—Enables users to track legislation and to search for, view, and print bill text, bill history, bill analyses, fiscal notes, amendments, and enrolled bill summaries; committee membership, minutes, witness lists, and schedules; and house and senate calendars.
- Intranet TAS (Texas Appointment System)—Enables users to view and print information about appointments made by the governor, the lieutenant governor, the speaker, and others having authority to appoint members to a legislative entity, governor's task force, state agency, board, or commission.
- Internet Who Represents Me?—For Texas Senate, Texas House of Representatives, Texas delegation to the U.S. House of Representatives, and State Board of Education districts, enables users to identify elected officials who represent a given address, ZIP code, county, or city.
- Internet TLO (Texas Legislature Online)—Enables users to track legislation and to search for, view, and print bill text, bill history, bill analyses, fiscal notes, amendments, and enrolled bill summaries; committee membership, minutes, witness lists, and schedules; and house and senate calendars.
- Internet DistrictViewer—Displays maps and demographic and election reports for redistricting proposals and current legislative, congressional, and State Board of Education districts.
- Internet Texas Constitution and Statutes—Has download options and keyword search.
- Internet www.txlegis.com—Enables users to obtain the latest floor calendars and agenda, committee meeting notices, committee membership, membership information, and bill status information via a mobile version of the TLO website. In addition, some mobile devices may access live chamber proceedings and live senate and house committee meetings and mobile versions of Who Represents Me? and DistrictViewer.

Texas Legislative Council—Legal Division

Robert E. Johnson Sr. Legislative Office Building, 2nd Floor • 1501 North Congress Avenue • P.O. Box 12128 • Austin, Texas 78711-2128 • (512) 463-1155 • fax (512) 936-1099

The legal division of the Texas Legislative Council (TLC) provides nonpartisan legal services for all members of the Texas Legislature and the lieutenant governor. The primary service provided by the legal division consists of drafting legislative and other legal documents, including bills, joint resolutions, floor and committee amendments and substitutes, conference committee reports, legal memoranda, and requests for attorney general opinions. Legal division attorneys provide legal research and legal counsel with respect to these documents and other legislative matters. The legal division also is responsible for the statutory revision program. Recent codifications of Texas law prepared by the legal division and submitted to the legislature for enactment include portions of the Estates Code and Special District Local Laws Code. The legal division is preparing additional Special District Local Laws Code chapters for submission to the

84th Legislature (2015) during the regular session. Legislative materials produced by the legal division include the following:

- Texas Legislative Council Drafting Manual—A compilation of legislative drafting guidelines covering such topics as bill format and content requirements, germaneness, citations, and style and usage.
- Memorandum on Local and Bracket Bills—A discussion of the requirements relating to publication of notice of intent to introduce a local or special bill and standards governing consideration of bills that are limited to a particular class of political subdivisions or geographic areas through use of population or another classification device.
- Texas Constitution—An update prepared following each election on proposed constitutional amendments to incorporate all changes approved by the voters.

The publications appear online at the TLC website and can be requested from House Document Distribution.

Texas Legislative Council—Research Division

Robert E. Johnson Sr. Legislative Office Building, 2nd Floor • 1501 North Congress Avenue • P.O. Box 12128 • Austin, Texas 78711-2128 • (512) 463-1143

The research division of the Texas Legislative Council (TLC) provides nonpartisan policy issue and statistical research; drafting of resolutions, bill analyses, and side-by-side comparisons of certain versions of bills; and mapping and redistricting services to all legislators, legislative committees, and the lieutenant governor. The division also serves as an information resource for state agencies, Texas citizens, and others as time and resources allow. Legislative information materials that the division produces or assists in producing include the following:

- Statistical and general background research, statutory research, data analysis, and maps relating to legislative policy issues.
- Maps, data, reports, and other materials relating to legislative, congressional, and State Board of Education redistricting.
- *Analyses of Proposed Constitutional Amendments*—A guide to proposed amendments to the Texas Constitution that will appear on the ballot of an upcoming election.
- Resources, Maps, and Data—A legislative intranet website containing resources, maps, and data relating to topics of ongoing interest to the Texas Legislature. Provides links to state, federal, and other websites for legislative research.
- *TLC Inventory of State Data Resources*—The TLC collaborated with the Office of the State Demographer and the Texas State Data Center to develop an online inventory tool that allows users to search and view information about data files that are collected and maintained by Texas state agencies and other entities. Since participation is voluntary, not all state agencies are included in the inventory.
- Guide to Texas Legislative Council Services—A legislative intranet website detailing services and products provided to the legislature by the TLC.

- *Guide to Texas Legislative Information*—An aid to locating legislative information and resources. Two versions are available, one with Capitol Complex intranet links and one without the intranet links that is accessible by the general public.
- *Procedures Manual for Joint Committees*—Procedures governing the financial, administrative, and logistical operations of joint committees.
- *Reading Statutes and Bills*—A primer that provides a basic overview of the structure of Texas statutes and bills and tips on how to read them.
- *Session activity information*—Brief synopses, authors, sponsors, and effective dates of bills that were enacted and joint resolutions proposing amendments to the Texas Constitution that were passed by the legislature during a session, available in session *Summary of Enactments* and through TLIS on the intranet and TLO on the Internet. Also available is *New, Renamed, and Abolished State Governmental Entities*, which reflects changes to entities made in a legislative session.

The publications appear online at the TLC website and can be requested from House Document Distribution or by e-mail at House.DocumentDistribution@tlc.state.tx.us. The *Procedures Manual for Joint Committees* can be obtained from the council's accounting office, (512) 463-1151. Maps and redistricting materials can be obtained from the research division's redistricting support services, (512) 463-6622. Some policy issue maps and publications also are available on the Resources, Maps, and Data website, and some redistricting materials also are available on the Texas Redistricting website.

Texas State Library and Archives Commission

Lorenzo de Zavala State Archives and Library Building • 1201 Brazos Street • P.O. Box 12927 • Austin, Texas 78711-2927 • (512) 463-5455 • fax (512) 463-5430 • https://www.tsl.texas.gov

The Texas State Library and Archives Commission houses records of Texas government from the Spanish colonial era through the present. Its resources include the following:

- Copies of bills and resolutions introduced from the first Congress of the Republic of Texas in 1836 through 1972
- Legislative, executive, judicial, and military records, as well as the official records of many Texas leaders
- Audio recordings of senate committee meetings and floor debates from 1972 to 2005
- Digitized versions of audio recordings of senate public committee hearings and floor debates from the 62nd Legislature, 4th Called Session (1972), to the 79th Legislature (2006)
- Texas session laws

Materials cannot be checked out from the archives, but some items in the reference and documents collections are allowed to circulate. Copies are available to the public at a nominal fee and to state agencies and members of the legislature at no charge.

Appendix

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Texas Legislative Sessions and Years

The following table is reproduced from the Legislative Reference Library's legislative sessions and years web page, which contains additional details and statistics regarding each session.

Legislature	Session Type	Start	End
84th	Regular	January 13, 2015	June 1, 2015
83rd	Regular	January 8, 2013	May 27, 2013
	1st C.S.	May 27, 2013	June 25, 2013
	2nd C.S.	July 1, 2013	July 30, 2013
	3rd C.S.	July 30, 2013	August 5, 2013
82nd	Regular	January 11, 2011	May 30, 2011
	1st C.S.	May 31, 2011	June 29, 2011
81st	Regular	January 13, 2009	June 1, 2009
	1st C.S.	July 1, 2009	July 2, 2009
80th	Regular	January 9, 2007	May 28, 2007
79th	Regular	January 11, 2005	May 30, 2005
	1st C.S.	June 21, 2005	July 20, 2005
	2nd C.S.	July 21, 2005	August 19, 2005
	3rd C.S.	April 17, 2006	May 16, 2006
78th	Regular	January 14, 2003	June 2, 2003
	1st C.S.	June 30, 2003	July 28, 2003
	2nd C.S.	July 28, 2003	August 26, 2003
	3rd C.S.	September 15, 2003	October 12, 2003
	4th C.S.	April 20, 2004	May 17, 2004
77th	Regular	January 9, 2001	May 28, 2001
76th	Regular	January 12, 1999	May 31, 1999
75th	Regular	January 14, 1997	June 2, 1997
74th	Regular	January 10, 1995	May 29, 1995
73rd	Regular	January 12, 1993	May 31, 1993
72nd	Regular	January 8, 1991	May 27, 1991
	1st C.S.	July 15, 1991	August 13, 1991
	2nd C.S.	August 19, 1991	August 25, 1991
	3rd C.S.	January 2, 1992	January 8, 1992
	4th C.S.	November 10, 1992	December 3, 1992

Legislature	Session Type	Start	End
71st	Regular	January 10, 1989	May 29, 1989
	1st C.S.	June 20, 1989	July 19, 1989
	2nd C.S.	November 14, 1989	December 12, 1989
	3rd C.S.	February 27, 1990	March 28, 1990
	4th C.S.	April 2, 1990	May 1, 1990
	5th C.S.	May 2, 1990	May 30, 1990
	6th C.S.	June 4, 1990	June 7, 1990
70th	Regular	January 13, 1987	June 1, 1987
	1st C.S.	June 2, 1987	June 3, 1987
	2nd C.S.	June 22, 1987	July 21, 1987
69th	Regular	January 8, 1985	May 27, 1985
	1st C.S.	May 28, 1985	May 30, 1985
	2nd C.S.	August 6, 1986	September 4, 1986
	3rd C.S.	September 8, 1986	September 30, 1986
68th	Regular	January 11, 1983	May 30, 1983
	1st C.S.	June 22, 1983	June 25, 1983
	2nd C.S.	June 4, 1984	July 3, 1984
67th	Regular	January 13, 1981	June 1, 1981
	1st C.S.	July 13, 1981	August 11, 1981
	2nd C.S.	May 24, 1982	May 28, 1982
	3rd C.S.	September 7, 1982	September 9, 1982
66th	Regular	January 9, 1979	May 28, 1979
65th	Regular	January 11, 1977	May 30, 1977
	1st C.S.	July 11, 1977	July 21, 1977
	2nd C.S.	July 10, 1978	August 8, 1978
64th	Regular	January 14, 1975	June 2, 1975
63rd	Regular	January 9, 1973	May 28, 1973
	1st C.S.	December 18, 1973	December 20, 1973
62nd	Regular	January 12, 1971	May 31, 1971
	1st C.S.	June 1, 1971	June 4, 1971
	2nd C.S.	March 28, 1972	March 30, 1972
	3rd C.S.	June 14, 1972	July 7, 1972
	4th C.S.	September 18, 1972	October 17, 1972
61st	Regular	January 14, 1969	June 2, 1969
	1st C.S.	July 28, 1969	August 26, 1969
	2nd C.S.	August 27, 1969	September 9, 1969
60th	Regular	January 10, 1967	May 29, 1967
	1st C.S.	June 4, 1968	July 3, 1968

Legislature	Session Type	Start	End
59th	Regular	January 12, 1965	May 31, 1965
	1st C.S.	February 14, 1966	February 23, 1966
58th	Regular	January 8, 1963	May 24, 1963
57th	Regular	January 10, 1961	May 29, 1961
	1st C.S.	July 10, 1961	August 8, 1961
	2nd C.S.	August 10, 1961	August 14, 1961
	3rd C.S.	January 3, 1962	February 1, 1962
56th	Regular	January 13, 1959	May 12, 1959
	1st C.S.	May 18, 1959	June 16, 1959
	2nd C.S.	June 17, 1959	July 16, 1959
	3rd C.S.	July 17, 1959	August 6, 1959
55th	Regular	January 8, 1957	May 23, 1957
	1st C.S.	October 14, 1957	November 12, 1957
	2nd C.S.	November 13, 1957	December 3, 1957
54th	Regular	January 11, 1955	June 7, 1955
53rd	Regular	January 13, 1953	May 27, 1953
	1st C.S.	March 15, 1954	April 13, 1954
52nd	Regular	January 9, 1951	June 8, 1951
51st	Regular	January 11, 1949	July 6, 1949
	1st C.S.	January 31, 1950	March 1, 1950
50th	Regular	January 14, 1947	June 6, 1947
49th	Regular	January 9, 1945	June 5, 1945
48th	Regular	January 12, 1943	May 11, 1943
47th	Regular	January 14, 1941	July 3, 1941
	1st C.S.	September 9, 1941	September 19, 1941
46th	Regular	January 10, 1939	June 21, 1939
45th	Regular	January 12, 1937	May 22, 1937
	1st C.S.	May 27, 1937	June 25, 1937
	2nd C.S.	September 27, 1937	October 26, 1937
44th	Regular	January 8, 1935	May 11, 1935
	1st C.S.	September 16, 1935	October 15, 1935
	2nd C.S.	October 16, 1935	November 14, 1935
	3rd C.S.	September 28, 1936	October 27, 1936
43rd	Regular	January 10, 1933	June 1, 1933
	1st C.S.	September 14, 1933	October 13, 1933
	2nd C.S.	January 29, 1934	February 27, 1934
	3rd C.S.	August 27, 1934	September 25, 1934
	4th C.S.	October 12, 1934	November 10, 1934

Legislature	Session Type	Start	End
42nd	Regular	January 13, 1931	May 23, 1931
	1st C.S.	July 14, 1931	August 12, 1931
	2nd C.S.	September 8, 1931	October 3, 1931
	3rd C.S.	August 30, 1932	September 21, 1932
	4th C.S.	November 3, 1932	November 12, 1932
41st	Regular	January 8, 1929	March 14, 1929
	1st C.S.	April 22, 1929	May 21, 1929
	2nd C.S.	June 3, 1929	July 2, 1929
	3rd C.S.	July 3, 1929	July 20, 1929
	4th C.S.	January 20, 1930	February 18, 1930
	5th C.S.	February 19, 1930	March 20, 1930
40th	Regular	January 11, 1927	March 16, 1927
	1st C.S.	May 9, 1927	June 7, 1927
39th	Regular	January 13, 1925	March 19, 1925
	1st C.S.	September 13, 1926	October 8, 1926
38th	Regular	January 9, 1923	March 14, 1923
	1st C.S.	March 15, 1923	March 15, 1923
	2nd C.S.	April 16, 1923	May 15, 1923
	3rd C.S.	May 16, 1923	June 14, 1923
37th	Regular	January 11, 1921	March 12, 1921
	1st C.S.	July 18, 1921	August 16, 1921
	2nd C.S.	August 17, 1921	August 25, 1921
36th	Regular	January 14, 1919	March 19, 1919
	1st C.S.	May 5, 1919	May 9, 1919
	2nd C.S.	June 23, 1919	July 22, 1919
	3rd C.S.	May 20, 1920	June 18, 1920
	4th C.S.	September 21, 1920	October 2, 1920
35th	Regular	January 9, 1917	March 21, 1917
	1st C.S.	April 18, 1917	May 17, 1917
	2nd C.S.	August 1, 1917	August 30, 1917
	3rd C.S.	August 31, 1917	September 29, 1917
	4th C.S.	February 26, 1918	March 27, 1918
34th	Regular	January 12, 1915	March 20, 1915
	1st C.S.	April 29, 1915	May 28, 1915
33rd	Regular	January 14, 1913	April 1, 1913
	1st C.S.	July 21, 1913	August 19, 1913
	2nd C.S.	August 24, 1914	September 22, 1914
	3rd C.S.	September 23, 1914	October 22, 1914

Legislature	Session Type	Start	End
32nd	Regular	January 10, 1911	March 11, 1911
	1st C.S.	July 31, 1911	August 29, 1911
31st	Regular	January 12, 1909	March 13, 1909
	1st C.S.	March 13, 1909	April 11, 1909
	2nd C.S.	April 12, 1909	May 11, 1909
	3rd C.S.	July 19, 1910	August 17, 1910
	4th C.S.	August 18, 1910	September 10, 1910
30th	Regular	January 8, 1907	April 12, 1907
	1st C.S.	April 12, 1907	May 11, 1907
29th	Regular	January 10, 1905	April 15, 1905
	1st C.S.	April 15, 1905	May 14, 1905
	2nd C.S.	March 26, 1906	April 3, 1906
28th	Regular	January 13, 1903	April 1, 1903
	1st C.S.	April 2, 1903	May 1, 1903
27th	Regular	January 8, 1901	April 9, 1901
	1st C.S.	August 6, 1901	September 4, 1901
	2nd C.S.	September 5, 1901	October 1, 1901
26th	Regular	January 10, 1899	May 27, 1899
	1st C.S.	January 23, 1900	February 21, 1900
25th	Regular	January 12, 1897	May 21, 1897
	1st C.S.	May 22, 1897	June 20, 1897
24th	Regular	January 8, 1895	April 30, 1895
	1st C.S.	October 1, 1895	October 7, 1895
23rd	Regular	January 10, 1893	May 9, 1893
22nd	Regular	January 13, 1891	April 13, 1891
	1st C.S.	March 14, 1892	April 12, 1892
21st	Regular	January 8, 1889	April 6, 1889
20th	Regular	January 11, 1887	April 4, 1887
	1st C.S.	April 16, 1888	May 15, 1888
19th	Regular	January 13, 1885	March 31, 1885
18th	Regular	January 9, 1883	April 13, 1883
	1st C.S.	January 8, 1884	February 6, 1884
17th	Regular	January 11, 1881	April 1, 1881
	1st C.S.	April 6, 1882	May 5, 1882
16th	Regular	January 14, 1879	April 24, 1879
	1st C.S.	June 10, 1879	July 9, 1879
15th	Regular	April 18, 1876	August 21, 1876

Legislature	Session Type	Start	End
14th	Regular	January 13, 1874	May 4, 1874
	2nd R.S.	January 12, 1875	March 15, 1875
13th	Regular	January 14, 1873	June 4, 1873
12th	Provisional	February 8, 1870	February 24, 1870
	1st C.S.	April 26, 1870	August 15, 1870
	Regular	January 10, 1871	May 31, 1871
	Adjourned	September 12, 1871	December 2, 1871
11th	Regular	August 6, 1866	November 13, 1866
10th	Regular	November 2, 1863	December 16, 1863
	1st C.S.	May 9, 1864	May 28, 1864
	2nd C.S.	October 17, 1864	November 15, 1864
9th	Regular	November 4, 1861	January 14, 1862
	1st C.S.	February 2, 1863	March 7, 1863
8th	Regular	November 7, 1859	February 13, 1860
	1st C.S.	January 21, 1861	February 9, 1861
	Adjourned	March 18, 1861	April 9, 1861
7th	Regular	November 2, 1857	February 16, 1858
6th	Regular	November 5, 1855	February 4, 1856
	Adjourned	July 7, 1856	September 1, 1856
5th	Regular	November 7, 1853	February 13, 1854
4th	Regular	November 3, 1851	February 16, 1852
	1st C.S.	January 10, 1853	February 7, 1853
3rd	Regular	November 5, 1849	February 11, 1850
	1st C.S.	August 12, 1850	September 6, 1850
	2nd C.S.	November 18, 1850	December 3, 1850
2nd	Regular	December 13, 1847	March 20, 1848
1st	Regular	February 16, 1846	May 13, 1846

Legislative Glossary

A

ACT—A public law enacted by the Texas Legislature. A bill that has been passed by both houses of the legislature and presented to the governor becomes law if it is signed by the governor, if it is not signed by the governor within a specified period of time, or if the governor vetoes the bill and the veto is overridden by a two-thirds vote in each house.

ACTION—A description of a step that a bill undergoes as it moves through the legislative process.

ACTUARIAL IMPACT STATEMENT—A document prepared by the Legislative Budget Board that states the actuarial impact of any bill or joint resolution that proposes to change benefits or participation in benefits of a public retirement system.

ADJOURNMENT—The termination of a meeting. Adjournment occurs at the close of each legislative day upon completion of business, with the hour and day of the next meeting set before adjournment. *See* RECESS.

ADJOURNMENT SINE DIE—*See* SINE DIE.

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

ADVICE AND CONSENT—Procedure by which the senate gives approval to or confirms appointments made by the governor to state offices.

AMENDMENT—Any proposed alteration to a bill or resolution as it moves through the legislative process. Amendments to a measure may be proposed by members in their assigned committees or by any member of a chamber during that chamber's second reading or third reading consideration of the measure.

APPORTIONMENT—The proportionate distribution of elected representation in the U.S. Congress among the states.

APPROPRIATION—An authorization by the legislature for the expenditure of money for a public purpose. In most instances, money cannot be withdrawn from the state treasury except through a specific appropriation made in the General Appropriations Act.

AS FILED—The text of a bill as first filed with the chief administrative officer of the originating chamber.

AUTHOR—The legislator who files a bill and guides it through the legislative process (also called the primary author). The senate allows multiple primary authors for each bill or resolution. The house of representatives allows only one primary author, the house member whose signature appears on the original measure and copies filed with the chief clerk. Both houses also have coauthors, and the house of representatives has joint authors.

B

BICAMERAL—Used to refer to a legislature consisting of two houses, such as the house of representatives and the senate.

BIENNIAL REVENUE ESTIMATE (BRE)—Section 49a, Article III, of the Texas Constitution requires the comptroller of public accounts to submit to the governor and the legislature upon its convening a statement showing the financial condition of the state treasury at the close of the fiscal period and an estimate of the probable receipts and disbursements for the current year, as well as an itemized estimate of the anticipated revenue to be credited during the succeeding biennium. *See* CERTIFICATION ESTIMATE.

BIENNIUM—A two-year period; in Texas the state biennium runs from September 1 of an odd-numbered year through August 31 of the next odd-numbered year.

BILL—A type of legislative measure that requires passage by both chambers of the legislature and action by the governor. A bill is the primary means used to create and change the laws of the state. The term "bill" also is used generically in TLIS on the legislative intranet and in TLO on the Internet to refer to the various types of legislative measures that may be introduced during a legislative session. Bill types include: senate and house bills, senate and house joint resolutions, senate and house concurrent resolutions, and senate and house resolutions.

BILL ANALYSIS—A document prepared for all bills reported out of committee that explains in nonlegal language how a bill changes statutory law. A bill analysis may include background information on the measure, a statement of purpose, and a summary or detailed analysis of the content of the measure.

BILL NUMBER—A unique number assigned to each bill filed with the secretary of the senate or the chief clerk of the house. A bill's number remains the same throughout the legislative process.

BIPARTISAN—A term used to refer to an effort endorsed by both political parties or a group composed of members of both political parties.

BRACKET BILL—A bill to enact a general law (rather than a local law) that would be applicable only to a particular class of political subdivisions or geographic areas through use of population figures or another classification device.

BUDGET EXECUTION—Authority granted to the governor and the Legislative Budget Board to shift state funds between agency programs or agencies within the adopted budget.

C

CALENDAR—A list of bills or resolutions that is scheduled or eligible to be taken up for consideration on a specified date by the members of a chamber.

CALENDAR CLERK—A non-legislator officer elected by the members of the senate, who is the custodian of all legislative documents awaiting senate action. All senate bills and resolutions are filed with the calendar clerk.

CALENDAR DAY—A day of the year on which the legislature may be in session. *See* LEGISLATIVE DAY.

CALENDAR SYSTEM, HOUSE—The system of calendars established in house rules by which the legislative business of the house is controlled. The calendars that make up the system include the emergency calendar, major state calendar, constitutional amendments calendar, general state calendar, local, consent, and resolutions calendar, resolutions calendar, and congratulatory and memorial resolutions calendar.

CALENDARS COMMITTEE—*See* COMMITTEE ON CALENDARS, HOUSE.

CALL OF THE SENATE; CALL OF THE HOUSE—A motion used to compel the attendance of legislators who are absent from the chamber and to compel those members already in attendance to remain in the chamber.

CALLED SESSION—*See* SESSION.

CAPTION—A statement that gives the legislature and public reasonable notice of the subject of a bill or resolution. For bills and joint resolutions, the first sentence of the text that summarizes the contents of the bill or resolution. For other types of resolutions, a brief description of the contents of the resolution.

CAUCUS—A closed meeting of members within a legislative body.

CERTIFICATION ESTIMATE—A document certifying that the amount appropriated in the General Appropriations Act is less than or equal to the amount estimated to be available. This document is produced by the comptroller of public accounts to help fulfill the requirement in the Texas Constitution that the state not spend more money than it has. *See* BIENNIAL REVENUE ESTIMATE.

CHAIR—A legislator appointed to preside over a legislative committee. A traditional designation for the member currently presiding over a house of the legislature or one of its committees.

CHAMBER—The place in which the senate or house of representatives meets. Also a generic way to refer to a house of the legislature.

CHIEF CLERK—The chief administrative officer of the house of representatives, who supervises the legislative departments of the house. The chief clerk is the custodian of all bills and resolutions in the possession of the house and is responsible for keeping a complete record of their introduction and all subsequent house actions taken on them throughout the legislative process.

COAUTHOR—A legislator authorized by the primary author to join in the authorship of a bill or resolution. Both the senate and the house of representatives allow an unlimited number of coauthors on a bill or resolution. A coauthor must be a member of the house in which the bill was filed.

CODIFIED LAW—Laws that have been organized by subject matter into topical codes (e.g., Business & Commerce Code or Health and Safety Code).

COMMITTEE—A group of legislators, appointed by the presiding officer of the house or the senate, to which proposed legislation is referred or a specific task is assigned.

COMMITTEE CLERK—An employee of a legislative committee appointed to handle parliamentary and administrative functions of the committee.

COMMITTEE COORDINATOR, HOUSE—A legislative employee responsible for scheduling and posting committee hearings during sessions and interims and retaining the official minutes and witness affirmation statements produced in each committee of the house of representatives.

COMMITTEE COORDINATOR, SENATE—A legislative employee within the office of the secretary of the senate responsible for scheduling and posting committee hearings during sessions and interims.

COMMITTEE OF THE WHOLE—A mechanism by which all members of the house or all members of the senate are considered a committee and, therefore, may function under chamber rules relating to committees.

COMMITTEE ON CALENDARS, HOUSE—A committee in the house of representatives that schedules or declines to schedule bills for hearing by the full house. There is no equivalent committee in the senate. The lieutenant governor has sole discretion to determine which bills are considered by the senate.

COMMITTEE REPORT—The text of a bill or resolution and its required attachments that is prepared when the measure is reported from a committee for further consideration by the members of the chamber. The committee report includes the recommendations of the committee regarding action on the measure by the full house or senate and generally is necessary before a measure can proceed through the legislative process.

COMMITTEE SUBSTITUTE—A complete, new bill or resolution recommended by a committee in lieu of the original measure. A committee may report a committee substitute rather than a bill with proposed amendments. The committee substitute must contain the same subject matter as the original measure.

COMPANION BILL—A bill filed in one chamber that is identical or very similar to a bill filed in the opposite chamber. Companion bills are used to expedite passage as they provide a means for committee consideration of a measure to occur in both houses simultaneously. A companion bill that has passed one chamber then can be substituted for the companion bill in the opposite chamber.

CONCURRENCE—When the originating chamber votes to accept, or concur in, the amendments made by the opposite chamber.

CONCURRENT RESOLUTION—A type of legislative measure that requires passage by both chambers of the legislature and generally requires action by the governor. A concurrent resolution is used to convey the sentiment of the legislature and may offer a commendation, a memorial, a statement of congratulations, a welcome, or a request for action by another governmental entity. It is also used to memorialize (petition) the U.S. Congress, express the views of the legislature, designate official state symbols, and adopt official place or date designations. (Additionally, concurrent resolutions are used for administrative matters that require the concurrence of both chambers, such as providing for adjournment or a joint session. These types of concurrent resolutions do not require action by the governor.)

CONFERENCE COMMITTEE—A committee composed of five members from each house appointed by the respective presiding officers to resolve the differences between the house and senate versions of a measure when the originating chamber refuses to concur in the changes made by the opposite chamber. On reaching an agreement, the conferees issue a conference committee report that then is considered for approval by both houses.

CONFERENCE COMMITTEE REPORT—The text of a bill and its required attachments that is issued when a conference committee has completed its work in resolving the differences between the house and senate versions of a measure.

CONGRATULATORY AND MEMORIAL RESOLUTIONS CALENDAR, HOUSE—Legislative calendar established in house rules and composed of congratulatory and memorial resolutions whose sole intent is to congratulate, memorialize, or otherwise express concern or commendation.

CONSENT CALENDAR—*See* LOCAL AND UNCONTESTED CALENDAR *and* LOCAL, CONSENT, AND RESOLUTIONS CALENDAR.

CONSTITUENT—A citizen residing within the district of an elected representative.

CONSTITUTIONAL AMENDMENT—A change to the state constitution. A constitutional amendment may be proposed by the legislature in the form of a joint resolution that must be adopted by both houses of the legislature by a two-thirds vote and be approved by a majority of the voters to become effective.

CONSTITUTIONAL AMENDMENTS CALENDAR, HOUSE—Legislative calendar established in house rules and composed of joint resolutions proposing amendments to the Texas Constitution, joint resolutions proposing the ratification of amendments to the Constitution of the United States, and joint resolutions applying to Congress for a convention to amend the Constitution of the United States.

CONVENE—To assemble or call to order the members of a legislative body.

COSPONSOR—A legislator who joins with the primary sponsor to guide a bill or resolution through the legislative process in the opposite chamber. A cosponsor must be a member of the opposite chamber from the one in which the bill was filed.

COUNCIL DOCUMENT NUMBER—The unique number assigned to a bill or resolution draft prepared by the Texas Legislative Council. If a filed bill or resolution has been prepared by the council, the number will appear in the lower left corner of the document.

CRIMINAL JUSTICE POLICY IMPACT STATEMENT—A statement prepared by the Legislative Budget Board that estimates the policy impact of a bill or joint resolution that authorizes or requires a change in the sanctions applicable to felony or certain misdemeanor crimes.

D

DAILY FLOOR REPORT—A collection of analyses for bills scheduled on the house daily calendar for floor debate on a particular legislative day, prepared by the House Research Organization, consisting of a digest of each bill's provisions, background, arguments for and against, and additional pertinent information.

DAILY HOUSE CALENDAR—A list of new bills and resolutions scheduled by the House Committee on Calendars for consideration by the house that must be distributed to the members 36 hours before the house convenes during regular sessions and 24 hours before the house convenes during special or called sessions.

DECLARED AN EMERGENCY—*See* EMERGENCY MATTERS.

DISTRICT—A geographic division of the state made on the basis of population and in accordance with conditions dictated by state and federal law for the purpose of equitable representation of the people in a legislative or other body.

DIVISION OF A QUESTION—When the main question is composed of more than one distinct proposition, it may be divided so as to enable legislators to vote on each proposition separately. Each proposition resulting from separating the question must be distinct and capable of standing by itself as a substantive proposition, so that it can be adopted alone and still be an intelligible expression of the opinion of the chamber.

DIVISION VOTE—A vote by any method other than voice vote that will give the presiding officer an indication of the members' preference without calling the roll. Traditional methods were show of hands, standing, or moving to opposite sides of the room.

DOORKEEPER—An officer of the senate or house of representatives whose duties include controlling access to the floor of the chamber.

DUPLICATE BILL—A bill that is identical to a bill filed in the same chamber.

E

ECONOMIC IMPACT STATEMENT—A statement prepared by a state agency, at the request of the lieutenant governor or the speaker of the house and in coordination with the Legislative Budget Board, that details the manner and the extent to which a proposal, if enacted, will affect employment in the state, affect the construction, modification, alteration, or utilization of any asset in the state, result in changes in costs of goods and services in the state, result in changes in revenue and expenditures of state and local governments, or produce other economic impacts within the state.

EFFECTIVE DATE—A law generally becomes effective, or binding, either upon a date specified in the legislation itself or, in the absence of a specified date, a fixed number of days after the final adjournment of the session during which it was enacted or after signature by the governor.

ELECTION—The process of choosing government officials by a vote of the citizens.

EMERGENCY CALENDAR, HOUSE—Legislative calendar established in house rules and composed of bills considered to be of such pressing and imperative import as to demand immediate action, bills to raise revenue and levy taxes, and the general appropriations bill. A bill submitted as an emergency matter by the governor may also be placed on this calendar.

EMERGENCY MATTERS—Matters designated by and submitted to the legislature in special messages from the governor. Legislation relating to emergency matters is not subject to house and senate rules imposing deadlines on introduction and may be filed and considered at any

time during the legislative session. In addition, the first 30 days of a regular session are devoted to emergency matters and other business specified in the Texas Constitution.

ENABLING LEGISLATION—Legislation relating to a joint resolution that provides details of how the resolution would be implemented if adopted by voters. Enabling legislation may or may not be passed during the legislative session in which the related joint resolution is passed.

ENACTING CLAUSE—A clause required by the Texas Constitution to precede the body of each bill. The enacting clause follows the caption and must read as follows: "Be it enacted by the Legislature of the State of Texas:".

ENACTMENT—A bill passed in identical form by both houses of the legislature, often used to refer specifically to a bill that becomes law.

ENGROSSED—The stage in a bill's legislative progress when it has been passed by the chamber in which it was filed and all amendments to the bill have been incorporated into the text of the bill, which is then forwarded to the opposite chamber for consideration.

ENROLLED—The stage in a bill's legislative progress when it has been passed by both chambers of the legislature in identical form and is prepared for signature by the presiding officers of both chambers.

ENROLLING CLERK (SENATE)—A non-legislator officer elected by the members of the senate to oversee the Engrossing and Enrolling (E&E) Department. E&E produces the official senate committee printing and the engrossed and enrolled versions of legislation that passes out of the senate, drafts and produces senate bills and resolutions, and undertakes special research projects.

EQUALIZED EDUCATION FUNDING IMPACT STATEMENT—A statement prepared by the Legislative Budget Board that estimates the funding impact of a bill or joint resolution that authorizes or requires a change in the public school finance system.

EX OFFICIO—Used to refer to a member of a governmental body who holds his or her position on that body as the result of holding another governmental position.

F

FILED—The stage in a bill's legislative progress when it is given a bill number and introduced into the legislative process. Members of the house of representatives file bills with the chief clerk of the house. Senators file bills with the secretary of the senate.

FILIBUSTER—The prolonged discussion of a bill to delay legislative action; filibusters are permitted in the senate but not in the house.

FILING DEADLINE—The last date on which the original version of a bill may be filed; set in the legislative rules as the 60th calendar day of a regular session, with exceptions.

FIRST READING—*See* READING.

FISCAL NOTE—An estimate, prepared by the Legislative Budget Board, of the probable costs that will be incurred as an effect of a bill or joint resolution.

FISCAL YEAR (FY)—A 12-month period at the end of which accounts are reconciled. The fiscal year for state agencies in Texas begins on September 1 of each year and ends on August 31 of the following year.

FLOOR—A traditional term for the meeting chamber of either house.

FLOOR ACTION—Action taken by either house on a bill reported by a committee. Subject to rules adopted by the respective house, its members may propose amendments, enter debate, seek to promote or prevent a bill's passage, and vote on its final passage in that house.

FORMAL MEETING—A meeting of a house committee or subcommittee during which official action may be taken on any measure or matter before the committee or subcommittee.

G

GENERAL STATE CALENDAR, HOUSE—Legislative calendar established in house rules. It is composed of non-emergency bills of statewide effect that have application to all areas but are limited in legal effect by classification or other factors that minimize the impact to something less than major state policy, and non-emergency bills that are not on the local, consent, and resolutions calendar.

GERMANE—The technical term for "relevant." Amendments are said to be germane or non-germane to a bill.

H

HIGHER EDUCATION IMPACT STATEMENT—A statement prepared by the Legislative Budget Board, after consultation with the Texas Higher Education Coordinating Board, that estimates the impact of a bill or joint resolution that authorizes or requires a change in the classification, mission, or governing structure of an institution of higher education or that would establish such an institution.

HOUSE OF REPRESENTATIVES—The lower house of the Texas Legislature, consisting of 150 members elected from districts of roughly equal population, all of whom are elected every two years for two-year terms.

I

IMPACT STATEMENT—*See* ACTUARIAL IMPACT STATEMENT, CRIMINAL JUSTICE POLICY IMPACT STATEMENT, ECONOMIC IMPACT STATEMENT, EQUALIZED EDUCATION FUNDING IMPACT STATEMENT, HIGHER EDUCATION IMPACT STATEMENT, OPEN GOVERNMENT IMPACT STATEMENT, *and* WATER DEVELOPMENT POLICY IMPACT STATEMENT.

INTENT CALENDAR, SENATE—A list of bills and resolutions for which senators have filed with the secretary of the senate written notice to suspend the regular order of business for consideration. Normally, a bill may not be brought up for consideration by the full senate unless it is listed on the Intent Calendar.

INTERIM—The period between regular legislative sessions.

INTERIM COMMITTEE—A group of legislators appointed by the presiding officer of the house or senate when the legislature is not in session that studies a particular issue or group of issues for the purpose of making recommendations to the next legislature.

INTRODUCED—Used to refer to the version of a bill or resolution as it was filed in the house or the senate.

J

JOINT AUTHOR—In the house of representatives, a member authorized by the primary author of a bill or resolution to join in the authorship of the measure and have his or her name shown following the primary author's name on official printings of the measure, on calendars, and in the journal. The primary author may authorize up to four joint authors.

JOINT COMMITTEE—A committee composed of members from each house of the legislature appointed by the respective presiding officers. Joint committees normally are created by special proclamation issued by the speaker and lieutenant governor for the purpose of studying a particular issue or group of issues when the legislature is not in session. Joint committees rarely, if ever, are created during a session, and house and senate rules do not permit bills and resolutions to be referred to a joint committee.

JOINT RESOLUTION—A type of legislative measure that requires passage by both chambers of the legislature but does not require action by the governor. A joint resolution is used to propose amendments to the Texas Constitution, to ratify amendments to the U.S. Constitution, or to request a convention to propose amendments to the U.S. Constitution. Before becoming effective, the provisions of joint resolutions proposing amendments to the Texas Constitution must be approved by the voters of Texas.

JOINT SESSION—A combined meeting of the senate and the house that is held for a specific purpose, such as a special address from the governor.

JOURNAL—The official publication that records the legislative proceedings of each chamber, including record vote information. The journal of each house is printed daily in pamphlet form and subsequently compiled and indexed for publication in bound volumes after the conclusion of a regular or special session of the legislature.

JOURNAL CLERK—A non-legislator officer elected by the house or the senate to prepare, produce, and maintain the journal for that legislative body.

L

LAST ACTION—The description of the most recent step a bill has undergone in the legislative process.

LEGISLATION—A proposed or enacted law or group of laws.

LEGISLATIVE BUDGET BOARD—A permanent joint committee of the Texas Legislature that develops recommendations for legislative appropriations for all agencies of state government. The Legislative Budget Board is composed of two co-chairs (the lieutenant governor and house speaker), three automatic members (the chairs of the House Appropriations Committee, House Ways and Means Committee, and Senate Finance Committee), and five appointed members

(three senators appointed by the lieutenant governor and two representatives appointed by the speaker).

LEGISLATIVE COUNCIL—*See* TEXAS LEGISLATIVE COUNCIL.

LEGISLATIVE DAY—The period from convening after an adjournment until the next adjournment. The house or the senate may convene for a daily session in the morning, recess for lunch, and adjourn that same evening, completing a legislative day on the same calendar day. However, if a chamber recesses at the end of the day, that particular legislative day continues until the next time the chamber adjourns. *See* CALENDAR DAY.

LEGISLATIVE INTENT—The purpose for which a measure is passed.

LEGISLATIVE REFERENCE LIBRARY—Legislative library housed in the State Capitol that supports the reference and research needs of Texas legislators, their staffs, and legislative committees. When possible, the library assists the public and other state agencies with legislative research.

LEGISLATIVE SESSION—*See* SESSION.

LEGISLATURE—The lawmaking body of the State of Texas. It consists of two chambers, the house of representatives and the senate.

LIEUTENANT GOVERNOR—The presiding officer or president of the Texas Senate. A member of the executive branch, the lieutenant governor is elected statewide to a four-year term.

LINE ITEM—An element of spending authority granted to an agency or institution in an appropriations bill. Literally, a line in the general appropriations bill or other appropriation bill specifying an agency's appropriations for a specific designated use. In Texas, the governor may veto a line item.

LINE ITEM VETO—The governor's authority to veto spending on a line item basis. Allows the governor to veto spending for a particular item without eliminating total agency funding.

LIST OF ITEMS ELIGIBLE FOR CONSIDERATION—Prepared by the chief clerk of the house, upon request of the speaker, when the volume of legislation warrants (normally during the last few weeks of a regular session). The list must be distributed six hours before it may be considered and contains: (1) house bills with senate amendments eligible to be considered; (2) senate bills for which the senate has requested the appointment of a conference committee; and (3) conference committee reports eligible to be considered.

LOCAL AND UNCONTESTED CALENDAR, SENATE—A list of local or noncontroversial bills scheduled by the Senate Committee on Administration for consideration by the senate that must be distributed to the senators by noon of the day preceding the day the calendar is to be considered.

LOCAL BILL—A bill to enact a law that applies only to a discrete community or area rather than to the entire state.

LOCAL, CONSENT, AND RESOLUTIONS CALENDAR, HOUSE—Legislative calendar established in house rules and composed of bills, house resolutions, and concurrent resolutions, not emergency in nature, regardless of extent and scope, on which there is general agreement on

the measure's consideration and passage. To be eligible for the local, consent, and resolutions calendar, a measure must have been recommended by the appropriate standing committee for placement on the calendar by the Committee on Local and Consent Calendars.

M

MAJOR STATE CALENDAR, HOUSE—Legislative calendar established in house rules and composed of bills of statewide effect, not emergency in nature, which establish or change state policy in a major field of governmental activity and which will have a major impact in application throughout the state without regard to class, area, or other limiting factors.

MAJORITY—A number of members that is greater than half of the total membership of a group and that has the power to make decisions binding on the whole. There are two types of majorities that may be required for legislative approval of bills and other actions—a simple majority and an absolute majority. A simple majority consists of more than half of those members present and voting. An absolute majority consists of more than half of those members entitled to vote, whether present or absent.

MEASURE—A general term for a bill or resolution.

MINORITY REPORT—A committee report issued by one or more members of a committee that disagrees with the report adopted by the majority of the committee.

MINUTES—A document prepared after each committee hearing that contains the order of committee business and lists the committee members present at the hearing, the votes taken on legislation, and witnesses testifying for, against, and on legislation. The minutes are not a transcript and do not summarize testimony.

MOTION—A formal suggestion presented in committee or on the floor to a legislative body for action by one of its members while the body is meeting.

MOTION TO TABLE—A motion to lay on the table a bill, resolution, amendment, or other immediate proposition to which the motion applies. If successful by non-debatable vote, a motion to table has the effect of killing the measure.

N

NONPARTISAN—A term used to refer to an effort free from party domination.

O

OMNIBUS BILL—A bill regarding a single subject that combines many different aspects of that subject.

OPEN GOVERNMENT IMPACT STATEMENT—A statement prepared by the Legislative Budget Board that estimates the impact of proposed legislative changes on public access to government information or to the transaction of public business.

OVERRIDE—*See* VETO OVERRIDE.

P

PAIRING—A procedure for voting whereby, under a formal agreement between two members, a member who will be present for a vote agrees with a member who will be absent for a vote that the member who is present will not vote but will be "present, not voting." When two members are paired, the journal reflects how each member would have voted. Two members may be paired only if one would have voted "aye" and one would have voted "nay" on a particular measure or motion.

PARLIAMENTARIAN—An officer of the house or senate appointed by the presiding officer to provide the presiding officer with guidance on the parliamentary rules of the house or senate.

PARLIAMENTARY INQUIRY—A question posed by a legislator to the presiding officer for clarification of the procedure or business before the legislative body.

PASSAGE—Approval of a measure by the full legislative body.

PERSONAL PRIVILEGE SPEECH—A statement by a legislator that is not relevant to pending legislative business and that is in response to an event or statement that impugns the integrity of either the institution or a member of the institution in his or her legislative capacity.

POINT OF ORDER—A motion calling attention to a possible breach of the procedural rules of the house or the senate.

PREFILING—Filing of bills and other proposed legislation before the convening of a session of the legislature.

PRESIDENT OF THE SENATE—The presiding officer of the senate. The state constitution provides that the lieutenant governor serves as the president of the senate.

PRESIDENT PRO TEMPORE (PRO TEM)—A member of the senate elected from among the body to act in the absence of the lieutenant governor.

PRESIDING OFFICER—The officer who presides over a deliberative assembly. The speaker of the house is the presiding officer of the Texas House of Representatives and the lieutenant governor of Texas is the presiding officer of the Texas Senate.

PRIVILEGE OF THE FLOOR—Permission to view the proceedings from the floor of the chamber rather than from the public gallery.

PRO TEMPORE OR PRO TEM—*See* PRESIDENT PRO TEMPORE *and* SPEAKER PRO TEMPORE.

PUBLIC HEARING—A meeting of a house or senate committee or subcommittee during which public testimony may be heard and formal action may be taken on any measure or matter before the committee or subcommittee.

Q

QUORUM—The number of members required to conduct business. Two-thirds of the elected members constitute a quorum in each house. A majority of the appointed members of a committee forms a quorum for the purpose of conducting committee business.

R

READING—The presentation of a bill before either house by the recital of the caption of the bill. The Texas Constitution requires that every bill be read in each house on three separate days. Until a bill is finally passed, it will be in the process of a first, second, or third reading. The *first reading* of a bill is the point in the process when the bill is referred to committee by the appropriate presiding officer. The *second reading* of a bill is the first point in the process when the entire membership of a chamber has the opportunity to debate the bill and amend it by majority vote. The *third reading* of a bill is the next point in the process when the entire membership of a chamber may debate a bill and the final opportunity the members of a chamber have to offer amendments to the bill.

RECAPITULATION—A concise summary appearing at the end of General Appropriations Act articles and the Legislative Budget Estimates, and the beginning of the General Appropriations Act, which summarizes the appropriations for all agencies for the biennium by general revenue funds, general revenue–consolidated funds, federal funds, other funds, and all funds.

RECESS—A temporary termination of a meeting. Recesses are called for short breaks (e.g., for lunch or dinner) or occasionally at the close of a daily session to allow the legislative day to continue into the next calendar day. *See* ADJOURNMENT.

RECONSIDERATION—A procedure by which the house, the senate, or one of its committees may, after approval by majority vote, repeat the vote on an action previously taken to either annul or reaffirm the action.

RECORD VOTE—A listing of the individual vote of each member of a committee or the full house or senate on a particular motion or measure.

REDISTRICTING—A geographical division of the state into congressional, state representative, senatorial, or State Board of Education districts on the basis of the relative distribution of the state's total population. District boundaries are redrawn every 10 years following the publication of the U.S. Census to ensure an appropriate number of districts of approximately equal population.

REFER/REFERRAL/REFERRED—To send a filed bill to a committee for consideration. The Texas Constitution prohibits any bill from being considered on the floor unless it has first been referred to and considered by a committee.

REGULAR ORDER—The daily order of business in a legislative session.

REGULAR SESSION—*See* SESSION.

REPEALER—A clause in a bill revoking previously enacted legislation.

RESOLUTION—A formal expression of opinion or decision, other than a proposed law, that may be offered for approval to one or both houses of the legislature by a member of the house or senate.

RESOLUTIONS CALENDAR, HOUSE—Legislative calendar established in house rules and composed of house resolutions and concurrent resolutions that are not emergency in nature and are not privileged.

REVENUE ESTIMATE—*See* BIENNIAL REVENUE ESTIMATE.

RIDER—A legislative directive, inserted in the General Appropriations Act following appropriation line items for an agency, which provides either direction, expansion, restriction, legislative intent, or an appropriation. The term also applies to special provisions at the end of each article and general provisions in the General Appropriations Act.

RULEMAKING AUTHORITY—The authority granted by the legislature to a state officer, institution, or agency to devise the details of implementation and enforcement of a statute. Rulemaking authority is through a bill and is noted in the bill analysis.

S

SECOND READING—*See* READING.

SECRETARY OF THE SENATE—The chief administrative officer of the senate, elected by the senate, responsible for the day-to-day operations of the senate and its departments.

SENATE—The upper house of the Texas Legislature, consisting of 31 members elected from districts of roughly equal population, one-half of whom are elected every two years for four-year terms.

SENATE AGENDA—The document prepared daily for the senators and the public that contains the following information: (1) the Intent Calendar; (2) a list of senate bills returned from the house with amendments; (3) the status of bills in conference committee; (4) the Local and Uncontested Calendar; (5) gubernatorial appointments reported favorably from the Committee on Nominations and awaiting confirmation by the senate; (6) committee hearings scheduled, with a list of measures to be considered by the committees; (7) the regular order of business, listing bills that have been reported favorably from committee; (8) miscellaneous announcements; (9) senate floor action from the previous day; (10) senate committee action from the previous day; and (11) morning call items of business.

SERGEANT-AT-ARMS—An officer of the house or senate charged with maintaining order and carrying out the directives of the presiding officers and the members.

SESSION—The period during which the legislature meets. There are two types of sessions. The regular session convenes every odd-numbered year and may last no more than 140 days. A called session, commonly referred to as a special session, is so designated because it must be called by the governor. A called or special session may last no more than 30 days.

SESSION LAW—A collection of laws passed in a particular legislative session and published as the *General and Special Laws of the State of Texas* by West, a Thomson Reuters business.

SEVERABILITY CLAUSE—A provision in legislation that allows one portion of a bill to become law even if another portion of the same bill is found to be unconstitutional or invalid.

SIDE-BY-SIDE ANALYSIS—A document that compares two or more versions of the same bill or joint resolution. Examples include a senate or house amendment analysis that shows the differences between the final senate and house versions of a bill or joint resolution, and a conference committee report analysis that depicts how the differences between the senate and house versions of a measure are resolved by the conference committee. A senate amendment

analysis is required by house rule and a conference committee report analysis is required by both senate and house rule.

SIMPLE RESOLUTION—The type of legislative measure that is considered only within the chamber in which it is filed. It can offer a commendation, a memorial, a statement of congratulations, a welcome, or the views of that chamber. It is also used to name a mascot, memorialize (petition) the U.S. Congress, adopt or change rules of procedure, initiate a study by a single house, and request action by another governmental entity.

SINE DIE—Latin for "without day." The term is used to signify the final adjournment of a session of a legislative body. The body adjourns sine die when it adjourns without appointing a day on which to appear or assemble again.

SPEAKER OF THE HOUSE—The presiding officer of the house of representatives elected from and by the membership of the house at the beginning of each regular session.

SPEAKER PRO TEMPORE (PRO TEM)—A member of the house designated by the speaker of the house to perform the duties of the chair.

SPECIAL SESSION—*See* SESSION.

SPONSOR—The legislator who guides a bill through the legislative process after the bill has passed the originating chamber. The sponsor is a member of the opposite chamber of the one in which the bill was filed.

STANDING COMMITTEE—A committee created in the rules of either house that meets during the legislative session or an interim to consider and report on measures referred or tasks assigned to it by the respective presiding officers.

SUBCOMMITTEE—A group of committee members, appointed by the chair of a committee of the house or the senate, to which proposed legislation is referred or a specific task is assigned.

SUNSET—A process established in statute by which state agencies, boards, and commissions are reviewed by the Sunset Advisory Commission and reauthorized or eliminated by the legislature.

SUNSET ADVISORY COMMISSION—A 12-member body of legislators and public members appointed by the lieutenant governor and the speaker of the house to review each state agency and make fundamental changes to an agency's mission or operations if needed. Agencies are typically reviewed every 12 years, with about 20 to 30 agencies undergoing the sunset process each legislative session.

SUPPLEMENTAL HOUSE CALENDAR—The primary agenda followed by the house during its deliberations. It is prepared by the House Committee on Calendars and is required to be distributed two hours before the house convenes. The Supplemental House Calendar contains: (1) measures passed to third reading on the previous day; (2) measures on the Daily House Calendar for a previous day that were not reached for consideration; (3) measures on the Daily House Calendar for the current day; and (4) postponed business from a previous day.

T

TABLE—*See* MOTION TO TABLE.

TAX EQUITY NOTE—A statement prepared by the Legislative Budget Board that evaluates the effect of proposed tax law changes on individuals and businesses.

TEXAS LEGISLATIVE COUNCIL—The legislative agency that provides bill and resolution drafting services to the legislature. Known colloquially as the "lege council," it also provides research and printing services to the legislature and computer support for the legislature and legislative agencies.

THIRD READING—*See* READING.

U

UNEXPENDED BALANCE (U.B.)—The term means the amount left in an item of appropriation at the end of an appropriation period and includes only that part of the appropriation, if any, that has not had an obligation or commitment made by the agency in charge of spending the appropriation. The term also refers to the amount of an appropriation, a fund, or a category of revenue that is brought forward (appropriated) in the succeeding fiscal year.

V

VERNON'S (*VERNON'S TEXAS CIVIL STATUTES* or V.T.C.S. and *VERNON'S TEXAS CODES ANNOTATED* or V.T.C.A.)—The laws of the State of Texas as gathered and printed by West, a Thomson Reuters business.

VETO—The rejection of an enrolled bill by the governor.

VETO OVERRIDE—A vote by the legislature to pass a bill over the governor's veto.

VIVA VOCE—*See* VOICE VOTE.

VOICE VOTE—A vote during which the presiding officer will request the members who are voting in favor of a measure or motion to respond collectively by saying "yea" and those who are voting against the measure or motion to respond collectively by saying "nay."

VOTE VERIFICATION—An action whereby a legislator requests that the results of a record vote be confirmed in a second vote.

W

WATER DEVELOPMENT POLICY IMPACT STATEMENT—A statement prepared by the Legislative Budget Board that provides an assessment of the impact on the state or another unit of government for a measure that proposes the creation of a water conservation and reclamation district.

WITNESS—A person who testifies before a legislative committee.

WORK SESSION—A meeting of a house committee or subcommittee during which the members may only discuss measures or matters before the committee or subcommittee. Public testimony cannot be heard and formal action cannot be taken during a work session.

Y

YEAS AND NAYS—The recorded vote of members for and against a measure or action.

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