



Staff Legislative Workbook

A Guide to help Higher Ed Staff
Build Effective Legislative relationships



**This Booklet is the Property of the
Utah Higher Education Staff Association and is not to be
replicated or copied for individual use outside UHESA.**

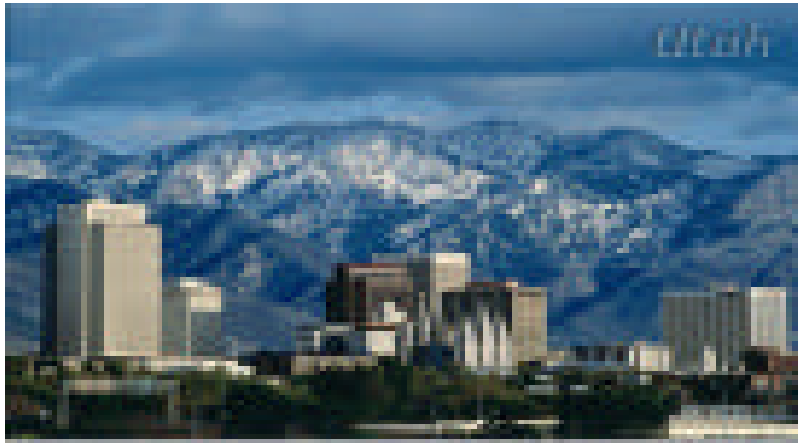
TABLE OF CONTENTS

<i>Introduction.....</i>	<i>Page 2</i>
<i>Where – When – Why How.....</i>	<i>Page 3</i>
<i>Legislative Information.....</i>	<i>Page 4</i>
<i>Communication.....</i>	<i>Page 6</i>
<i>Caucuses (Mass Meetings).....</i>	<i>Page 7</i>
<i>University/College Information.....</i>	<i>Page 8</i>
<i>Alumni Associations.....</i>	<i>Page 9</i>
<i>Higher Education Organization.....</i>	<i>Page 10</i>
<i>Legislative Liaisons.....</i>	<i>Page 11</i>
<i>Different Institutions – Different Approaches.....</i>	<i>Page 13</i>
<i>Salary Information.....</i>	<i>Page 14</i>
<i>Resources.....</i>	<i>Page 15</i>
<i>Elections.....</i>	<i>Page 16</i>
<i>Legislative Information from State Web Site.....</i>	<i>Page 17</i>
<i>Become an Active and Informed Citizen.....</i>	<i>Page 19</i>
<i>Glossary of Terms.....</i>	<i>Page 20</i>

INTRODUCTION

The Utah Higher Education Staff Association (UHESA) was organized in the early 1990's to provide a mechanism for the Staff Association Presidents (and representatives) to communicate ideas and share pertinent information between the Institutions in the Utah Higher Education System. UHESA has the full support of the Board of Regents, Staff Association's, and President's at each of the Higher Education Institutions. After several years of development, UHESA has become a significant factor in many aspects regarding the University and College growth and operating decisions, particularly where staff is concerned or involved.

One of the major areas in which UHESA (and staff) has become significantly concerned and involved in is the Legislative process and Legislative relationships. Staff is becoming personally involved with their Legislators in building long-term relationships that can and do have a significant impact on the Legislative and funding processes. The key to successful "Legislative relationship building" is having informed, concerned, and motivated staff members. This guide is intended to help create and enhance those relationships, and to provide College and University staff with suggestions for developing a powerful and effective force with their Legislators.



WHERE – WHEN – WHY – HOW

Where information and issues are developed:

Legislative issues concerning your Institution are developed at several levels and also at various times during the Legislative year. Some issues come from Administration. This can be from the Board of Regents, Council of Presidents, individual University/College Presidents, as well as the Legislative Liaisons for each Institution (usually in cooperation with the Institution Presidents). UHESA and individual staff associations may also provide system-wide issues that impact several Institutions, and are therefore pertinent to the group as a whole. Other issues that Higher Education staff are asked to support can also come from other organizations such as faculty and student organizations. It is important to work together and have everyone support each other where possible.

When issues are developed:

Because issues are being decided upon earlier in the Legislative year, it is now possible to deliver pertinent information to staff and educate them with the importance of each issue. It is essential that the organizations have flexibility and the capability to change focus quickly as issues can (and do) develop at the last minute. This requires an effective communication mechanism, which will be discussed later in this document.

Why develop this “grass roots” approach:

Colleges and Universities in the Utah Higher Ed System have been successful in achieving goals and decisions with the Legislature in the past, but we believe (and expect) that we will be even more effective if we maximize the number of individuals involved. There are thousands of potential staff advocates at all of the Utah Higher Education Institutions. Their willingness to participate in a grass-roots effort will have a major impact on the Legislative process for Higher Ed. Combined with faculty, students, and alumni, the staff from all the Higher Education Institutions in the state can be a formidable force for good in their own behalf.

How can you help:

The most important thing you can do is to begin. Contact your staff association president or representative for information about your Institutions goals or objectives. Keep in mind that although this process may seem overwhelming it has to start with you committing to be actively involved. For some, the most effective method may be email, for others it will be a phone call, and some might want to meet or visit with Legislators personally or become a delegate to the conventions. It is up to you to determine which method will work for you.

LEGISLATIVE INFORMATION

There are several steps in becoming an effective Legislative advocate.

Registered Voter:

First you need to be a registered voter. Information about this can be found at:

<http://elections.utah.gov/voterregistration.htm>

Districts:

Next you need to know what District you are in. There are different Districts for each of the following. Maps to help you find out what District you are in can be located through the individual web sites, or you can call your County Clerk. Numbers for the County clerks can be found at:

http://www.governor.state.ut.us/lt_gover/97Clerks.htm

Congressional Districts:

These people spend much of their time in Washington, but are available through e-mail and phone while they are out of the State.

Congressional District _____

US Senator _____
(Your Senator)

US Representative _____
(Your Representative)

State Legislators:

These elected representatives are different than the US Congress. They are local people in your areas that meet for (usually) 45 days each year to pass bills and allocate funds to state agencies, etc. They are a mixture of people including lawyers, business people, ranchers, farmers, and concerned citizens. More than likely they are your neighbors and friends.

(District)

Senate: _____
(Your Senator)

Representative: _____
(Your Representative)

Voting District:

Utah has created voting districts as well. These districts generally take up a three to five block area (depending on population density) and this information can also be found by contacting the County Clerks office or your party office.

Voting District: _____



COMMUNICATION

Staff members should be aware of the multiple methods available to them for communication with their Legislators and select the methods that they feel comfortable using. With technology changing rapidly, new communication methods are presenting themselves every year. Most people are aware of the traditional letters and phone calls, but today there are many more options that can be even more effective. For instance, e-mails and internet communication gives almost instant access to your Legislator and as they become more internet (and e-mail) aware, they are much more able to respond to your communication in a timely fashion. To achieve this quality communication, here are some suggestions that might help:

Familiarize yourself with new communication mechanisms.

- Mailing distribution lists.
- E-mail.
- Web sites.

Educate yourself in the Legislative process.

- Attend staff meetings.
- Read staff association web page for updated Legislative information.
- Read staff association newsletter.
- Register to be a voting citizen.
- Review Legislative web sites for information.

Build a relationship with your Legislator.

- Find out who your Legislators are.
- Go to staff association web page and follow links or call your County Clerk's Office.
- Introduce yourself to your Legislator.
- E-mail them with proper etiquette – their addresses are listed on the web page.
- Call them on the phone.
- Continue the relationship with your Legislator by offering your time and support in their efforts.

Build a relationship with preferred candidates (especially in an election year).

- Attend your local Caucus (mass) meetings.
- Offer your time and support in their efforts.
- Put up signs and hand out flyers and handbills.
- Phone Tree/E-mail Trees.

CAUCUSES (Mass Meetings)

Caucuses are meetings held (typically at the end of March) to elect Delegates that will represent the people in neighborhoods (from the same party) at the political conventions held later in the year. At these party conventions (Republican, Democrat, Libertarian, Green Party, etc), each Delegate elected at Caucus meetings will vote to determine which candidate will represent their party in the November elections. Sometimes there are multiple people (from a party) running for the same office. If no candidate receives a majority vote (60% of the delegate votes) at the convention, then there will have to be a primary election prior to the November elections. These meetings (Caucuses) are very important for staff advocates being involved in. If you are elected as a Delegate, the candidates will typically start calling you and asking about your concerns and seeking your support. You will then have an excellent opportunity to share your feelings about any issue (particularly Higher Education and your Institution) that you choose. Any registered voter can participate in Caucus meetings and be elected as a Delegate. The information about your neighborhood Caucuses (and locations) are usually printed in the local papers just prior to the Caucus meetings, and you can also call the County Clerks Office to find it. Recently, the information has also been posted to the party web sites. Caucus meetings are usually attended by neighbors and friends and most people find them very enlightening as well. If you want to run as a Delegate, encourage your neighbors and friends to attend the meeting and support you.

UNIVERSITY/COLLEGE INFORMATION

Each Institution typically has a Legislative Liaison (discussed in more detail later) that will generally spend most (if not all) of their time at the Capitol during the Legislative sessions. The Legislative Liaison, along with the President, will generally decide upon the Institution's Legislative priorities each year. They will spend a tremendous amount of time throughout the year as well pushing various issues and preparing for the Legislative session.

They will generally develop specific priorities each year to promote with the Legislature. These individual issues will typically be a part of the Institution's long-term goals and mission. It is important to become familiar with each of these and to develop a good relationship and communication channel with the Liaison.

Your Institution will have other organizations that will be promoting Legislative issues as well. It is a good idea to coordinate your activities with them wherever possible. These organizations could include: Faculty, Student Organizations, Alumni, Board of Trustees, etc. It really helps your efforts to convince the Legislature that you are all working towards the same goals and the best way to do this is to coordinate and communicate.

If your Institution does not seem to have a coordinated effort started, talk to your Liaison or President about getting something organized. You are much more effective with the Legislature if you appear organized and consistent with your message.



ALUMNI ASSOCIATIONS

Alumni associations can be an extremely valuable and sometimes un-tapped resource. In most cases, the Alumni Associations for each Institution would welcome the opportunity to join forces, or work with the staff associations (and individual staff) to develop advocacy training programs, tracking databases, or informational fliers and handouts. In some cases, they may already be doing some of these activities and would love to expand their numbers or target areas; especially in areas where Legislators are outnumbered by staff and if you have already done as much as you can in the local area. Alumni from your Institution are valuable and could be a very big asset in assisting your Institution. Key Alumni may be residing in the district of very important legislators. These Alumni would simply need to receive information and a request for help to get them activated in their area, especially to support their Alma Mater and your Legislative efforts. The alumni association should be working with the staff association, the University President and Liaison to coordinate efforts and insure that the same message is being delivered. The alumni association can help direct or coordinate your efforts in pursuing alumni advocates.

Most alumni associations try to keep in contact with their people and many have newsletters and mailings already going out to them. It is almost guaranteed that prominent alumni from your Institution are already on their list of regular contacts. These alumni may be influential in their neighborhoods as well. They may be influential in political, religious, or financial areas. They should be considered a resource for building Legislative relationships to promote your Institution's issues.

Contact Your Association

Your Alumni Association always needs volunteers to participate in a calling campaign. This would be one individual calling five or ten alumni and ask them to call their Legislator and then call five or ten more alumni to take part in the same process. This can get the word out and help save a lot of time for individuals.

Personal Contacts

As a staff member, identify alumni members that you know personally. Contact them about the University's issues and encourage them to use their influence in getting the word out.

HIGHER EDUCATION ORGANIZATION

Board of Regents:

The Utah State Board of Regents was formed in 1969 as a governing body for the Utah System of Higher Education. The Board consists of eighteen residents of the State; fifteen regents and one student regent are appointed by the Governor of Utah and two members of the State Board of Education, appointed by the Chair of that Board, serve as nonvoting members. The Board oversees the establishment of policies and procedures, executive appointments, master planning, budget and finance, proposals for Legislation, develop governmental relationships, and perform administrative unit and program approval for Higher Education for the State of Utah.

Board of Trustees:

Each Institution typically has a Board of Trustees that directs the activities on a closer level for the Institution. The Board members generally have a significant interest in the Institution's success. These individuals are generally prominent and respected individuals that will also work with you to promote your Legislative issues whenever possible.

President:

The President spends much of his or her time developing and promoting the Institution's individual issues with the Legislature. They will generally meet with the different organizations, including your staff organization, to discuss the issues. Try and get them to meet with staff early on in the Legislative process (October or November) to ensure that you have plenty of time to communicate the information to staff as they begin to build effective relationships with their Legislators. If you wait until the Legislative sessions start, you stand a good chance of getting lost in the myriads of people trying to get their attention and their money.

Vice Presidents:

Many times, the President will rely on their Vice Presidents or Provost to communicate issues as well. Use these individuals as a resource whenever possible as they typically sit with the President in cabinet meetings and also meet frequently with Deans and Directors. They are often more accessible than the President as well.

Liaisons:

Most Institution's have a designated Legislative liaison. These individuals are very important to have good communication with. They are key to the success of your Institution's Legislative efforts, so more will be discussed about them later.

LEGISLATIVE LIAISONS

Most Institution's have a designated Liaison for government and Legislative relations, including lobbying. This individual is key to the success of the Institution's interaction with the Legislature. Most Institution's Presidents work very closely with their Legislative Liaison throughout the year, but especially right before and during the Legislative session. During this time, the Institution's priorities are decided upon, strategies are formed, and Legislators are targeted. Some Legislators may need

- Help understanding the issues.
- Help getting re-elected.
- Help passing a particular bill that affects the Institution.
- Lots of thanks and appreciation for a job well done.

The Liaison for your Institution is the right person to assist you in approaching these areas. The Liaison can also help the staff organize campus activities directed at building relationships with the particular Legislators. These may be invitations to lunches and/or meetings activities that may be happening on campus, athletic events or plays, or just opportunities to invite them onto campus to show off.

Always coordinate closely with the Liaison on your campus and it is absolutely critical for the President of each Institution to encourage support and involvement of staff. Many times there are multiple activities and possible strategies from different groups, such as student groups and faculty that could either be beneficial or hurt the efforts of another group. Coordination of efforts lets the Legislators know that you are working as a team and not against each other. Your Liaison will usually always help if they know that they can count on you to coordinate activities. You also do not want to appear to be competing for dollars against the other areas of campus, especially if administration and the Liaison feel that other priorities might be more important. This is critical and could lead to a negative impact for the Institution and its Legislative efforts. As the President of each institution prepares his/her presentation to the Legislative Appropriations Subcommittee, staff associations should encourage open-forum meetings for staff response, participation and attendance as the President of their institution presents to the Legislative Appropriations Subcommittee.

During the Legislative session, the Liaison will probably be spending most of their time on the hill trying to push for your Institution's issues and related bills. This is a good time to have either e-mail or distribution lists in place and functional. When the Liaison has changes in priorities or potential money on the table that can be lobbied for, it sometimes needs very fast communication channels to spread the word (example: at the end of one Legislative session several years ago, the University of Utah was successful in getting an additional \$1 million of a potential \$3 million in a large part due to a

significant calling effort from our staff advocates. The important thing to note was that the U of U was contacted by the Liaisons three days before the end of the session, and through e-mail distributions lists, got the word out and made a successful lobbying effort in a very short period of time).

Because every Institution's Legislative needs and approaches are different, it is important to involve the Liaison in planning and executing Legislative activities that involve the Institution as a whole. Good communication with the Institution's Liaison is key to a successful Legislative relationship for your staff and your Institution. Don't forget to consult and coordinate with them regularly.

DIFFERENT INSTITUTIONS – DIFFERENT APPROACHES

While all Institution's have the same underlying goals in helping staff build relationships with Legislators, the approach for each Institution may be totally different because of location and size. In some areas, the total number of Legislators that staff can build effective relationships with may be 4-6. In other areas the total number of Legislators could be 20 – 30 (or more). In each case, the Staff Association President is responsible for working with the Institution's Legislative Liaison to determine the best and most effective ways for staff to develop a positive relationship with their Legislators. This may include letters, e-mails, lunches, invitations to meetings, or even invitations to individual homes for discussions. In areas where there are many Legislators to coordinate, it is sometimes necessary to work with or target specific Legislators for various reasons. They may be on important subcommittees or groups, they may have been encouraged to sponsor Legislation that might affect Higher Ed, or in some cases, they may need education regarding Higher Education issues or encouragement and/or persuasion to understand a particular point of view regarding Higher Education. The effectiveness of the approach will be determined by location of the Legislator and the Institution, as well as the Legislative party they belong to and the groups of Legislators they affiliate with. With the support of the President of your Institution, the Liaison and staff association presidents can determine what will be the best approach for the staff at your Institution.

There is one note of caution for staff in rural areas. If you only have two or three Legislators that represent your area, a flood of calls, e-mails, or letters can have a negative effect. This can be especially true if the Legislator is already behind you on the issue. Be careful not to overdo a Legislative project - it will not bring positive results. This does not mean to discourage staff from building their own relationships, but many times if coordination is not handled properly, a wild cannon or mass attack on a Legislator who is just trying to understand the issue and do what is best can sour them towards the relationship.

In general, all Legislators are trying to do the best job they can to represent their constituents. This may not always seem to be the case in your individual circumstance, but they do know that people like our staff members can have a positive, or negative, effect on their next election bid. One of the areas that staff can have the greatest impact, without a lot of effort, is in showing appreciation for their efforts. Even if you don't feel they have done everything you want, or don't agree with everything they voted for, it is important to remember that they are just trying to do what they think is best, and a note of appreciation goes a lot farther than criticism or complaints. Remember to make a significant effort to thank your Legislators personally whenever you can, but especially show appreciation after the session for their willingness to participate.

SALARY INFORMATION

Legislature:

The Legislature will typically allocate funds for Higher Education in general and then a subcommittee is assigned with the task of determining how to divide up these funds and what projects and requests to fund with the money. They also will make a recommendation, usually in line with all state employees, for an average percentage salary increase. This can be confusing when comparing with other state agencies. In the past, the Legislature allocates funds to Higher Education as a compensation package. Because each Institution handles benefits and insurance differently, it is up to the Institution's to determine what part is used for salary and what part is used for benefits. Only recently has the Legislature allocated money specifically earmarked for benefits. This has been a great and welcome change and hopefully will continue.

Individual Institution's:

Every Institution handles the funds allocated to them for salary compensation differently and it is typically up to the President, usually with significant input and suggestions, to determine how it is dispersed in principle. For instance, they determine if they allocate a percentage to each department or area based on size, do they develop a formula to address inequities, etc. There are many factors involved in the salary process and every individual staff member needs to educate himself or herself to ensure that their processes are followed appropriately. One should refer to their own individual Institution's process.

RESOURCES

Web:

Higher Education Staff Organizations -

- * College of Eastern Utah -
 - Professional (<http://www.ceu.edu/prostaff>)
 - Classified (<http://www.ceu.edu/classstaff/>)
- * Dixie State College (<http://www.dixie.edu/staffassociation/index.html>)
- * Salt Lake Community College (<http://www.slcc.edu/pages/257.asp>)
- * Snow College (<http://www.snow.edu/>)
- * Southern Utah University (<http://www.suu.edu/ad/staff/>)
- * University of Utah (<http://www.utah.edu/uusac/>)
- * Utah State University –
 - Professional Staff Association (<http://www.usu.edu/usupea/>)
 - Classified Employees Association (<http://www.usu.edu/classemp/>)
- * Utah Valley State College (<http://www.uvsc.edu/commorgs/pace/>)
- * Weber State University –
 - Professional Staff Advisory Committee (<http://organizations.weber.edu/psac/>)
 - Classified Staff Advisory Committee (<http://organizations.weber.edu/csac/>)

Other -

- * State of Utah Office of Education (<http://www.usoe.k12.ut.us/>)
- * Utah Education Network (<http://www.uen.org/>)
- * Utah House of Representatives (<http://www.le.state.ut.us/house/index.htm>)
- * Utah State Legislature (<http://www.le.state.ut.us/>)
- * Utah State Senate (<http://www.senate.le.state.ut.us/perl/sperl/index.pl>)
- * Utah System of Higher Education/Board of Regents (<http://www.utahsbr.edu/>)
- * Utah State Legislature Kid's Page (<http://www.le.state.ut.us/kids/kids.html>)
- * Professional Employees Association (<http://web.uvic.ca/uvicpea/>)

ELECTIONS

The election process is not a complex process and with a little bit of effort, staff can become involved. While voting in the November elections is very important, there is so much more that staff can and should do. Some of these include attending your local caucus meetings, becoming delegates to the conventions, assisting potential candidates that support higher education, and helping to educate those Legislators that may not have the correct vision of higher education. Some of these have already been discussed and a few are explored below.

Targeting Legislators:

Legislators can be targeted for either positive or negative issues. If a Legislator or candidate is supportive to Higher Education, they may need our assistance to get elected. A Legislator or candidate may show that they are not as Higher Education friendly and it may be important to find a candidate who supports education to run against them. Either way, the process begins much earlier than November. In March (usually) the potential candidates have to register to run for an office. They must also declare their party affiliation. This gives you an indication of who and how many candidates will be involved in the rest of the process. Then (usually) again at the end of March, the local Caucus meetings are held in the various voting districts. County and State Delegates are elected where applicable and finally each party begins their conventions. The different conventions begin as early as April and go into June or July. Primary elections, for those that need them, are held later in the summer and then finally the elections in November determine the ultimate outcome. Staff has a major impact and can become involved throughout the entire election process. This could include becoming a Delegate, putting up signs for candidates, helping pass out fliers, holding meetings in your homes and inviting or contacting the candidates directly.

Many of the activities can be done individually, but also can be coordinated. For instance, if a particular friendly to Higher Ed Legislator is facing a tough opponent, the Legislative Liaison might ask the Alumni Association to use their contact list to recruit advocates in their District. Then the Staff Association might identify staff that live in the district and begin to contact neighbors and friends to support the candidate. Staff, faculty, and students who are registered to vote could be encouraged to become a delegate to support the candidate at the conventions. Again, staff and others in that Legislator's District could be encouraged to help post fliers, put signs in their yards and whatever else will help the candidate. In November, the voting can become a final effort to be made. There is much more that an Institution can do to assist a Legislator than just voting in November.

:

LEGISLATIVE INFORMATION FROM STATE WEB SITE

Information from (<http://www.le.state.ut.us/Documents/legproc.htm>):

In Utah, we have a **citizen Legislature** rather than a full-time legislature; most legislators have occupations outside the legislature when we are not in session. Our **annual session lasts 45 days** beginning on the third Monday in January. During this time we operate what is called an open legislative process where all committee action on bills and amendments is conducted in open session -- giving you the opportunity to attend committee meetings and House and Senate floor sessions.

By terms of the State Constitution, all **bills must have three readings in both the House and the Senate**. The introduction of a bill is its first reading. Once a bill has been introduced in the House or Senate, it is referred to a Rules Committee. There a recommendation is made for standing committee assignment, and the presiding officer -- President in the Senate, Speaker in the House -- assigns the bill to the appropriate standing committee. The committee chairman determines when a bill is to be scheduled for a hearing.

In the House, acceptance of the standing committee report -- rather than debate and vote - - is considered the second reading of the bill. In the Senate, bills are debated and a vote is taken on the second reading. When a bill passes the second reading in either the House or the Senate, it is placed at the bottom of the third reading calendar and cannot be considered until the following day except under suspension of the rules.

The bill is then read a third time and debated before passage by a constitutional majority - - 38 votes in the House and 15 votes in the Senate. Each bill must pass both houses in order to become law. **Enacted bills become effective 60 days following adjournment** unless another date is specified.

OTHER LEGISLATIVE PROCEDURES

Three other elements are part of the legislative environment leading up to debate of a bill before the legislature and the legislative responsibility of representing the citizens to spend their money.

[Standing Committees](#)

The House and Senate hold standing committee meetings during the legislative session. They offer citizens the opportunity to listen to and comment on legislative issues. If you are interested in a particular bill, you may contact the chair of a specific standing committee to schedule your testimony.

Interim Committees

Interim Committees study key issues facing the state and recommend legislation for the upcoming session. These committees meet jointly on the 3rd Wednesday of every month between sessions from April through November and serve as an opportunity for the public to speak and give their input to the legislature concerning matters being considered. Offering valuable information and opinions regarding issues being considered in the interim committees is an excellent way to participate in the lawmaking process. Usually legislators are appointed to two interim committees as well as one appropriations committee.

Appropriations Committees

The governor prepares a budget each year for which the legislature has a responsibility to review and approve funding for all of state government.

There are **eleven appropriations subcommittees**, appointed from all the members of the House and Senate by the President of the Senate and the Speaker of the House. Each of the appropriations subcommittees considers a specific portion of the budget and makes recommendations to the executive appropriations committee, which consists of all the legislative leaders of both parties in the Senate and the House. The legislators alter the budget as necessary and pass a final appropriations bill.

After the budget has been adopted, it becomes the responsibility of the Governor and the Executive Branch to administer it. Excess funds in accounts at the end of the fiscal year are closed out (lapsed) except for certain funds that are noted in Utah statutes.

All of these functions -- Standing, Interim, and Appropriations committees -- are very open processes that allow for everyone to be involved.

BECOME AN ACTIVE AND INFORMED CITIZEN

1. Determine what issues you would like your legislators to address during their terms in office.
2. [Find the legislators within your House and Senate voting districts.](#)
3. Communicate your ideas or concerns to your legislators with possible solutions. Letters, e-mails, and phone calls are effective methods to use. Your positive approach will lend itself to respect and consideration for the issues at hand.
4. When you are unable to get through directly to a legislator, leave a message. If you are writing, allow a reasonable time for a response. It is important for you to understand that they represent thousands of people.
5. Meet your legislator. If requesting that legislation be sponsored, be prepared with facts or credible information so your dialogue will be productive.
6. Encourage family, friends, and neighbors to become more aware of key issues facing our state by visiting our website.

Remember -- one legislator's vote can make the difference in whether a bill becomes law. As a concerned citizen, you can make a big difference as you influence your legislators and help them become interested in your issues.

GLOSSARY OF TERMS

Act -- A bill passed by the Legislature.

Ad Hoc Committees -- Committees appointed by the presiding officers for special purposes which are dissolved upon completion of assignment.

Adjournment -- Termination of legislative activities at the conclusion of each legislative day with indication of the next day's meeting time. Neither house may adjourn for more than three days without the consent of the other body.

Advice and Consent -- Confirmation by the Senate of individual executive branch appointments.

Amendment -- Any modification, deletion, or addition which alters form or substance of legislation.

Appropriation -- A legislative authorization to make expenditures and incur obligations.

Bicameral -- A two-house Legislature.

Bill -- A proposed law, requiring support of both houses and the governor's action for enactment.

Budget -- Estimates of proposed expenditures and expected revenues for a fiscal year.

Calendar -- A sequential listing of bills and resolutions for floor consideration.

Caucus -- A meeting of legislative party members to determine a course of action.

Circle a Bill -- To temporarily postpone action on a measure without removing it from its place on the calendar.

Code (Utah Code Annotated) -- A complete codification and compilation of all effective and current laws of the state, classified according to subject matter.

Committee of the Whole -- A procedure in which the entire membership of a single house constitutes a committee to consider legislative matters. It is used to permit an individual who is not a member of the house to address members on a bill before the Legislature.

Concurrence -- One house "accepts" the actions of the other house.

Concurrent Resolution-- A measure generally used to express sentiment of intent, having support of both houses and signature of governor.

Conference Committee -- A committee of members of the House and Senate to confer on differences in measures which have passed both houses.

Consent Calendar -- A special calendar allowing consideration of bills without debate and requiring committee support and bill sponsor endorsement.

Division -- Method of voting called for by members to verify by actual count the results of a voice vote.

Enacting Clause -- The phrase preceding each proposed bill, "Be it enacted by the Legislature of the State of Utah."

Enrolled Bill -- an exact, accurate, and official copy of an enacted Senate or House bill. This copy is sent to the governor for executive action.

Fiscal Note -- a statement from the legislative fiscal analyst showing estimated cost or cost savings in a particular bill.

Fiscal Year-- A period (July 1 - June 30) at the end of which the state ascertains its financial conditions.

Floor -- Reference to the interior of the chamber. "Floor action" refers to action in the chamber on a measure under consideration.

Hearing -- A legislative committee meeting at which witnesses from the general public are invited to participate.

Immunity -- A constitutional privilege from arrest -- except for treason, felony, or breach of the peace -- 15 days prior to, during, and in returning from a session and for words used in any speech or debate.

Joint Resolution-- An expression of intent representing both houses and requiring no signature of the Governor. Constitutional amendments proposed to the voters are in the form of joint resolutions.

Journal -- An official record maintained by each house on a daily basis indicating specific actions and recording votes.

Lobbyist -- An individual paid to represent a special interest group whose function is to urge support for or opposition to legislative matters.

Majority Leader -- Spokesman and floor leader for the majority party in each house.

Minority Leader -- Spokesman and floor leader for the minority party in each house.

Move Previous Question -- A nondebatable parliamentary motion to conclude debate and proceed to vote on the issue.

President -- The presiding officer in the Senate.

Reading -- Refers to the following stages of the legislative process: **First Reading** -- Required of all bills and resolutions and accomplished by receiving a number and stating the title. The first reading is followed by Rules Committee consideration. **Second Reading** -- Occurs in the House as a bill is reported back to the floor with a committee recommendation. Acceptance of the committee report completes the second reading. In the Senate, debate, possible amendment, and a vote are taken on the actual bill which completes the second reading. **Third reading** -- Final phase in the consideration of a bill, followed by debate, further amendments if any, and final vote.

Regulation -- An executive ruling or order authorized by legislative statute.

Resolution -- Expression of legislative intent in the form of simple, joint, or concurrent.

Rules -- The procedures of action as determined by each house or joint action.

Sine Die -- Final adjournment of the legislature.

Speaker -- Presiding officer in the House of Representatives.

Sponsor -- A member who authors or agrees to introduce a measure.

Standing Committee -- A designated committee which considers proposed legislation during a legislative session.

Substitute Bill -- A measure used -- instead of extensive amendment -- to consider a bill with the same number and sponsor and covering the same subject area but whose substance has been considerably altered.

Suspend the Rules -- A parliamentary procedure to remove obstacles either for voting, consideration, or status.

Table a Bill -- To indefinitely postpone action on a measure.

Veto -- An official action of the Governor to nullify legislative action. The legislature may override the action by a constitutional $2/3$ vote of each house if still in session or if called back into veto override session.

Whip -- An individual selected to assist the party floor leader.