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# Legislative Glossary



*Photograph provided by CSRAB*

Statehouse Rotunda

# Legislative Glossary\*

## **ACT**

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

## **ADJOURN / ADJOURNMENT**

A motion used to signal the end of a legislative session on a particular day and that suspends operations and terminates business until the next scheduled meeting. Adjournment sine die ("without a day") refers to the final adjournment of a General Assembly.

## **ADMINISTRATIVE CODE**

A compilation of administrative rules adopted by state agencies. These rules are collected in the Ohio Administrative Code (OAC) and are available online and in hard copy through commercial publishers.

## **ADMINISTRATIVE RULE**

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

## **ADVICE AND CONSENT**

The power vested in the Senate to review and approve or reject gubernatorial appointments to various positions, such as appointments to boards and commissions.

## **AMENDMENT**

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

## **APPORTIONMENT**

See definition of Redistricting, State.

## **APPORTIONMENT BOARD**

A five-member board composed of the Governor, Auditor of State, Secretary of State, one person chosen by the Speaker of the House and the leader of the political party in the Senate of which the Speaker is a member, and one person chosen by the legislative leaders in each house of the political party of which the Speaker is not a member. The Board redraws state legislative districts based on the state's population as determined in the latest decennial U.S. Census. The Board must prepare and submit its report not later than October 5 of every year ending in 1.

## **APPROPRIATION**

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

\* The Legislative Service Commission publication, *Ohio General Assembly Glossary of Terms*, available at [www.lsc.state.oh.us](http://www.lsc.state.oh.us), describes additional terms addressing various topics that may be encountered by members as they consider legislation.

## **BICAMERAL LEGISLATURE**

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

## **BIENNIAL SESSION**

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

## **BILL**

A legislative proposal to do one or more of the following: (1) create a new law (enact), (2) change an existing law by adding new language to or eliminating language from one or more sections of existing law (amend), or (3) eliminate an existing section or sections of law (repeal). A bill must proceed through various constitutionally prescribed steps in order to become law.

## **BILL ANALYSIS**

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

## **BLUE BOOK**

The term used for the Governor's executive budget document, so named because of the traditionally blue covers of past budget documents. Since 2005, this document has not been distributed in paper or CD format but instead has been made available on the Internet only. The budget proposal lists the Governor's requested appropriations for state agencies. It also includes other budget-related information such as historical expenditures, revenue analyses, and supporting documentation.

## **BOND**

A certificate or other evidence of debt in which the issuer promises to repay the bondholder the amount of a loan and, usually, to pay a fixed rate of interest at specified intervals. A general obligation bond is a bond secured by the issuer's general taxing powers, often expressed, in the case of the state, as the "full faith and credit of the state." A revenue bond is a bond that is repayable exclusively from revenue generated by the specific projects financed by the bond.

## **BUDGET**

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

## **BUDGET IN DETAIL OR "SPREADSHEET"**

An LSC-prepared document in spreadsheet format, commonly referred to as the "spreadsheet," that lists individual agency appropriations by line item and compares appropriations in different versions of an operating budget bill.

## **BULLETIN (LEGISLATIVE)**

A publication compiled by the Clerks that records information about every bill and joint and concurrent resolution introduced, including the dates of action on each bill, bill sponsor and cosponsors, and the page numbers of the Senate and House *Journals* that contain amendments to, and roll call votes on, the bills and resolutions. The *Bulletin* also provides information about Revised Code sections affected, a list of special committees, and a subject index to bills and resolutions.

## **CALENDAR (LEGISLATIVE)**

A legislative agenda for a day's floor session including bills and other items of business offered for consideration. *Calendars* are published by the Senate and House Clerks' Offices.

## **CALL TO ORDER**

The action of convening the House of Representatives or Senate or a committee to do business.

**CAPITAL APPROPRIATIONS BILL**

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

**CAPITAL REAPPROPRIATIONS BILL**

A bill reappropriating money for capital projects not completed during the two-year life of their original appropriation. A capital reappropriations bill allocates funds appropriated in an earlier bill but not spent.

**CATALOG OF BUDGET LINE ITEMS (COBLI)**

A budget document prepared by the Legislative Service Commission that provides detailed information on every line-item appropriation from every state agency. Specifically, COBLI provides a description of the line item's purpose, legal authority, funding source, appropriations for the current biennium, and four years of actual expenditure history. LSC updates this publication every year. Prior to 2010, the publication was updated every two years.

**CAUCUS**

A meeting of a group of legislators from the same political party of the House of Representatives or Senate, usually held to discuss legislative issues and make policy and strategy decisions. This term can also refer to the members of a political party or organization composing a group.

**CHAMBER**

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

**CHAPTER (REVISED CODE)**

A subdivision of a title of the Ohio Revised Code. The first and second digits immediately to the left of the decimal point in a section number indicate the chapter to which it belongs. The third and fourth digits to the left of the decimal point indicate the Title. See definitions of Title (Revised Code) and Section (Revised Code).

**CHIEF ADMINISTRATIVE OFFICER (HOUSE)**

A person employed by the House of Representatives, responsible to the Speaker of the House, who oversees the day-to-day administration of the House and supervises all House employees except those of the Clerk.

**CLERK (HOUSE AND SENATE)**

Persons separately elected by the House of Representatives and the Senate who act as administrative officers and are responsible for keeping the official record of all bills and resolutions introduced in their respective houses. Other duties include overseeing the printing and distribution of bills, resolutions, and reports, acting as parliamentarian, and facilitating the order of business during a floor session. Various specialized clerks assist the Clerks of the House and Senate. In the absence of the House Clerk, the House Deputy Clerk, who is a member of a different political party from the Clerk, assumes the duties of the Clerk.

**COBLI**

See definition of Catalog of Budget Line Items.

**CODE REVISION**

The process of officially codifying the laws of the state. This activity is a statutory responsibility of the Legislative Service Commission.

**CODIFIED LAW**

Law of a general nature that is compiled in the Revised Code and assigned a Revised Code section number.

**COMMIT / REFER**

A motion used to assign a bill to a committee for consideration. A motion to recommit or to rerefer sends a bill back to a committee any time before passage.

## **COMMITTEE OF THE WHOLE**

The entire membership of the House of Representatives or Senate meeting as a body to deliberate a bill in a manner similar to a standing committee's deliberation. The General Assembly rarely uses the committee of the whole.

## **COMMITTEE REPORT**

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

## **COMPARE DOC**

See definition of Comparison Document.

## **COMPARISON DOCUMENT**

A document prepared by the Legislative Service Commission, commonly known as the "compare doc," that compares the current version of the operating budget bill, provision by provision, with one or more versions of the bill that were produced at preceding steps in the legislative process. Arranged alphabetically by agency, the comparison document includes estimates of each provision's fiscal effects, but does not include the line-item appropriations available in the *Budget in Detail*. Specialized compare docs are available for conference committee deliberations.

## **CONCURRENCE IN AMENDMENTS**

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

## **CONCURRENT RESOLUTION**

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

## **CONFERENCE COMMITTEE**

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

## **CONFIRMATION**

The Senate's approval of a Governor's appointee.

## **CONFLICT OF INTEREST**

A situation in which a government official's private interests benefit from his or her public actions. The Ohio Ethics Laws, contained in Chapter 102. and sections 2921.42 and 2921.43 of the Revised Code, and the Legislative Code of Ethics prohibit certain actions associated with conflicts of interest.

## **CONSTITUENT**

A resident of a legislator's district.

## **CONSTITUTIONAL AMENDMENT (OHIO)**

A change in the language of a section of the Ohio Constitution or the addition of a new section or the repeal of an existing one. A proposal to amend the Constitution may originate in the legislature through the adoption of a joint resolution or through an initiative petition of the electorate. In either case, the proposed amendment must be submitted to a vote by the general electorate.

## **COSPONSOR**

A legislator, other than the sponsor or a joint sponsor, whose name appears in the list of sponsors of a bill as an expression of support. A bill may have many cosponsors.

**DEBT SERVICE**

The money needed, or payments due, to pay principal and interest on a debt.

**DIGEST OF ENACTMENTS**

A compilation of condensed versions of the final analyses of enacted bills published by the Legislative Service Commission staff.

**DISTRICT (LEGISLATIVE)**

A geographical division of the state from which a legislator is elected.

**EFFECTIVE DATE**

The date on which a law can first be applied and enforced. In most cases, the effective date is the 91st day after a law has been filed with the Secretary of State.

**ELECTOR / ELECTORATE**

A person/all persons qualified to vote in an election.

**EMERGENCY CLAUSE**

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

**ENCUMBRANCE**

The commitment of funds against a state agency's appropriations for the purchase of goods or services.

**ENGROSSMENT**

The preparation of a copy of a bill by incorporating all of its amendments. The House or Senate Clerk's office engrosses a bill before it is sent to the Rules and Reference Committee and before it is sent to the other house.

**ENROLLED BILL**

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

**EX OFFICIO MEMBER**

A person who is automatically made a member of certain committees or boards by virtue of a particular office or position held.

**EXECUTIVE BUDGET**

The complete biennial financial plan that the Governor is required to submit to the General Assembly not later than four weeks after its organization (or not later than March 15 in years of a new governor's inauguration). In addition to the Governor's requested appropriations for the operations of state government, the executive budget may include the Governor's proposals for law changes needed for its implementation.

**EXECUTIVE ORDER**

Any written or printed order, directive, rule, or regulation promulgated by the Governor either: (1) in the exercise of his or her constitutional authority as "chief executive," (2) in fulfillment of the duty to enforce state laws, (3) in the exercise of responsibilities as commander-in-chief of the armed forces and civil defense forces of the state, or (4) in the role of "agent" of the state legislature in exercising powers delegated by statute to administer and implement particular state laws and programs.

**FINAL ANALYSIS**

A Legislative Service Commission analysis prepared immediately after legislation has been enacted incorporating the last revisions made to the legislation.

**FIRST CONSIDERATION**

The point in the legislative process at which a bill is introduced. The Ohio Constitution requires that each bill receive three separate considerations in each house.

**FISCAL NOTE**

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

**FISCAL YEAR (FY)**

A 12-month budget and accounting period used for fiscal planning purposes. The state fiscal year (usually abbreviated FY, but sometimes SFY) begins July 1 and ends June 30. The federal fiscal year (FFY) begins October 1 and ends September 30. The year identified with a fiscal year is the year of the ending date. Therefore, SFY 11 is the 12-month period starting July 1, 2010 and ending June 30, 2011.

**FLOOR (HOUSE OR SENATE)**

The section of the House or Senate chamber in which members are seated during floor sessions.

**GALLERY**

The section of the House or Senate chamber from which members of the public may observe legislative proceedings.

**GENERAL ASSEMBLY**

The legislative body of the state, consisting of the House of Representatives and the Senate. This term also refers to a specific biennial session of the legislature.

**GENERAL REVENUE FUND (GRF)**

The primary operating fund of the state. It is the fund that receives the unrestricted revenues of the state from the personal income tax, the sales tax, and other sources. The GRF accounts for about 45% of the total appropriations made in H.B. 1, the main operating appropriations act of the 128th General Assembly.

**GRANDFATHER CLAUSE**

See definition of Savings Clause.

**GREENBOOK**

An analysis prepared by the Legislative Service Commission for an individual state agency subsequent to the state budget's enactment, so named because of its green cover. In addition to a detailed analysis of the agency budget, a greenbook contains a brief description of the agency and of the appropriations enacted in the state budget that affect the agency.

**HEARING**

A meeting of a legislative committee in which members hear testimony from legislators, interest groups, or private citizens regarding legislation under consideration by the committee.

**IMMEDIATE CONSIDERATION**

Suspension of the constitutional requirement that bills be considered on three different days, making it possible to bring a bill to an immediate floor vote. The Constitution requires a 2/3 vote of the house to suspend the three-day rule.

**INITIATIVE**

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

## **INTRODUCTION**

The first step in the legislative enactment process occurring when a member files copies of a bill with the appropriate Clerk and the bill is considered in the regular order of floor business.

## **JOINT COMMITTEE**

A committee consisting of both House and Senate members.

## **JOINT RESOLUTION**

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

## **JOINT RULES**

Procedural guidelines adopted by both the House and Senate that govern matters of concern to both houses, including committees of conference; form, preparation, and signing of bills; and joint sessions.

## **JOINT SESSION**

A combined meeting of the House of Representatives and Senate.

## **JOINT SPONSOR**

A sponsor who joins with another sponsor in introducing a bill or joint resolution.

## ***JOURNAL***

The official printed record of House of Representatives and Senate legislative floor sessions prepared and distributed by the Clerks' offices. Each house prepares its own *Journal*.

## **LAW**

An act that has been signed by the Governor or that has become effective without the Governor's signature. This term also refers to existing statutes and, more broadly, to any rule or principle enforceable by a court.

## ***LAWS OF OHIO***

A compilation of all acts and resolutions enacted by the General Assembly during a specific biennial session. Also referred to as session laws. Each volume of *Laws of Ohio* covers one biennium.

## **LAY ON THE TABLE**

Under general parliamentary law, a motion to temporarily postpone action on legislation. Under Ohio practice, the effect of the motion is to dispose of an issue without taking a position on its merits. (See also Take from the Table.)

## **LEGISLATIVE AGENT (LOBBYIST)**

A spokesperson hired to represent the interests and positions of his or her employer on issues pending before the General Assembly.

## **LEGISLATIVE LIAISON**

A person designated by an agency to represent the agency during the legislative process and assist members of the General Assembly in understanding programs or obtaining information relative to the agency. A legislative liaison must register as a legislative agent (lobbyist).

## **LOBBYIST**

See definition of Legislative Agent.

## **LOCAL IMPACT STATEMENT**

An analysis prepared by the Legislative Service Commission and required by law that estimates the net additional cost of pending legislation to counties, municipalities, townships, and school districts. Required for bills with local costs that exceed a minimum threshold, a local impact statement is published and updated for individual bills as part of the LSC combined document, Fiscal Note and Local Impact Statement. See also Fiscal Note.

**LSC BILL ROOM**

A Legislative Service Commission (LSC) office on the ground level of the Statehouse from which the public may obtain copies of bills, analyses, and other legislative documents for the current General Assembly and the immediately preceding General Assembly.

**MEMORIALIZE**

To convey, by resolution, the opinion of the General Assembly to the United States Congress.

**MINORITY LEADER**

The leader of the minority party in each house, selected by the members of the minority party and elected by the members of each house.

**MOTION**

A legislator's formal request for consideration of a proposal for action by a legislative body.

**MOTION TO RECONSIDER**

A motion to reconsider the vote on a bill or resolution as if it had never been considered. The motion must be made by a member who voted on the prevailing side and must be made no later than the second legislative day following the day on which the vote was taken.

**NONPARTISAN STAFF**

The staff serving all members of the General Assembly regardless of the members' political party affiliations. The Legislative Service Commission, the Legislative Information Systems Office, and the Correctional Institution Inspection Committee are three of the state legislative agencies established to provide service on a nonpartisan basis to the General Assembly.

**OPEN MEETINGS**

Meetings of legislative and governing bodies that must be open to members of the public under the provisions of the Open Meetings Laws. Under these laws, the public must be properly notified of meeting times and locations.

**OPERATING FUNDS**

Funds appropriated for the day-to-day administration of an agency. Operating funds do not include capital funds or subsidy funds.

**ORDER OF BUSINESS**

The order in which the House of Representatives or Senate considers items of legislative business.

**OUT OF ORDER**

Not conducted in accordance with proper parliamentary rules and procedures.

**PARLIAMENTARY PROCEDURE**

Formal procedures and requirements of parliamentary debate. The House and Senate Rules establish House and Senate legislative procedure and designate specific published parliamentary guides as the resources to consult about issues not addressed by the Rules.

**PARTISAN STAFF**

The staff serving under the majority or minority leadership of the General Assembly to provide research and administrative support to members of their party.

**PERMANENT LAW**

A common but not technically accurate term for codified law. See definition of Codified Law.

**PERSONAL PRIVILEGE**

A provision within legislative rules of procedure under which a member may ask to explain a personal matter but may not discuss or debate an issue during the explanation.

**PRESIDENT OF THE SENATE**

A member of the Senate from the majority party elected to serve as its presiding officer.

**PRESIDENT PRO TEMPORE (PRESIDENT PRO TEM)**

A Senator from the majority party elected to serve in the absence of the President.

**PREVIOUS QUESTION**

A procedural motion under which a member moves to close debate on a question.

**QUESTION (POINT) OF ORDER**

A motion through which a member may question a procedure and state the rule, statute, or constitutional provision that the member believes is being violated.

**QUORUM**

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

**RECESS**

A formal break in a daily session of the General Assembly. Questions pending at the time of recess are resumed without any motion to that effect.

**REDBOOK**

An analysis (named for its red cover) prepared by the Legislative Service Commission at the beginning of the legislative budget process that examines the executive budget proposal for an individual state agency. A redbook typically contains a brief description of the agency and the provisions of the executive budget that affect the agency; a detailed analysis of the executive budget recommendations for the agency, including funding for each appropriation line item; and attachments of the COBLI section for the agency, and the LSC budget spreadsheet for the agency.

**REDISTRICTING, CONGRESSIONAL**

The redrawing of congressional districts according to the state's population as determined by the decennial U.S. Census. The General Assembly officially draws the districts by enacting legislation for that purpose.

**REDISTRICTING, STATE**

The redrawing of Ohio House of Representatives and Senate districts according to the state's population as determined by the decennial U.S. Census. In Ohio, state redistricting is often referred to as reapportionment. The constitutionally created Apportionment Board draws new boundaries every ten years.

**REFERENDUM**

The power of the people to approve or disapprove any law (other than a law levying taxes, appropriating money for operating expenses, or declaring an emergency) passed by the General Assembly. A referendum petition may be filed within 90 days after a law has been filed by the Governor with the Secretary of State. If the Secretary of State validates the petition, the Secretary submits the law to the voters for their approval or rejection.

**REPEAL**

To revoke or annul a law or rule by legislative action.

**RESOLUTION**

A formal written expression of the opinion or will of the legislature, the subject matter of which would not properly constitute a statute.

**REVISED CODE, OHIO**

The codified law of the state, often abbreviated ORC or RC. Commercial versions of the Code, published privately, include annotations and other reference material.

**ROLL CALL VOTE**

A vote of a house in which each member's individual vote is recorded by name.

**RULES (HOUSE OR SENATE)**

Legislative rules of procedure adopted at the beginning of each General Assembly. Both the House of Representatives and Senate adopt rules that are printed in the *Journals* of the respective houses.

**RULES AND REFERENCE COMMITTEE**

Standing committees in both the House of Representatives and the Senate that refer bills and resolutions to other standing committees for consideration, schedule the agenda for floor sessions, and perform other responsibilities pursuant to the rules. (See definition of Standing Committee.)

**SAVINGS CLAUSE**

A provision in a bill, sometimes referred to as a grandfather clause, that specifies separate standards for different classes of individuals or subjects in order to except an existing class from certain provisions of new law.

**SECOND CONSIDERATION**

The point in the legislative process at which the Rules and Reference Committee reports a bill back to its house with its referral (assignment) to a standing committee.

**SECTION (REVISED CODE)**

The most fundamental unit in the Revised Code organizational structure. The digits to the right of the decimal point indicate the section number. For example, section 103.13 is section 13 of chapter 3 of title 1.

**SELECT OR SPECIAL COMMITTEE**

A committee created by order of the Speaker or President (or both in the case of a joint select committee) or by resolution or statute for a particular purpose or task. A select or special committee is automatically dissolved upon completion of the assigned task or upon reaching its specified termination date.

**SERGEANT-AT-ARMS**

An employee of the House of Representatives or Senate responsible for maintaining order in the chambers, halls, galleries, corridors, and committee rooms of the Statehouse and Senate building; enforcing the rules; and serving subpoenas and warrants issued by the house or any duly authorized officer or committee. The House Sergeant-at-Arms also is responsible for maintaining order in areas of the Vern Riffe Center under the exclusive use and control of the House.

**SESSION**

A meeting convened by the House of Representatives or Senate in its chamber during which the House or Senate conducts its official business. The term “session” may also be used to refer to the “Biennial Session.”

**SESSION LAWS**

See definitions of Act and Laws of Ohio.

**SIMPLE RESOLUTION**

An expression of the opinions or the wishes of a house adopted only by that house and relating to the organization of the house or extending recognition to individuals or organizations.

**SINE DIE**

See definition of Adjourn/Adjournment.

**SPEAKER OF THE HOUSE**

A member of the House of Representatives from the majority party elected by the membership to serve as its presiding officer.

**SPEAKER PRO TEMPORE (SPEAKER PRO TEM)**

A representative from the majority party of the House of Representatives elected by the membership to serve in the Speaker’s absence.

**SPECIAL ORDER (OF BUSINESS)**

A motion to bring up an issue at a particular day and hour for consideration under a suspension of the regular order of business upon a vote by the membership.

**SPONSOR**

The member who introduces a bill, resolution, or amendment sometimes referred to as the prime sponsor. The sponsor's name appears first, often followed by cosponsors, in the heading of a bill, resolution, or amendment. Both the House of Representatives and the Senate permit a bill or resolution to list two joint sponsors.

**SPREADSHEET**

See definition of *Budget in Detail*.

**STANDING COMMITTEE**

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

**STATUS REPORT OF LEGISLATION**

A report of all legislative action on all bills, joint resolutions, and concurrent resolutions introduced during a particular General Assembly. Legislative Service Commission staff update the online version of the report after the House and Senate *Journals* for each session are posted online. A printed version is issued weekly when the legislature is in voting session.

**STATUTORY COMMITTEE**

A committee or commission created by law. The duties and membership of statutory committees are prescribed by the statutes creating them.

**STUDY COMMITTEE**

A committee created to study a subject of interest to the General Assembly. As a result of its study, the committee may publish a report, make recommendations, or propose legislation.

**STYLE CLAUSE**

The constitutionally required phrase "BE IT ENACTED BY THE GENERAL ASSEMBLY OF THE STATE OF OHIO" immediately preceding Section 1 of a bill.

**SUBCOMMITTEE**

A committee formed under the supervision of a standing committee. A standing subcommittee functions similarly to a standing committee in that it considers several bills during a General Assembly. An ad hoc subcommittee is appointed by the chair of a standing committee to consider a single issue and is dissolved once its task is complete.

**SUBSTITUTE BILL**

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

**SUNSET PROVISION**

A provision enacted by the General Assembly that places an expiration date on an entire act or part of an act.

**SUPPLEMENTAL APPROPRIATION**

An additional appropriation for a purpose or agency that is made subsequent to the initial appropriation for the purpose or agency for that fiscal year or biennium.

**SUPPLEMENTAL SECTION (REVISED CODE)**

A section of the Revised Code used to amplify or elaborate upon the provisions of the principal section that it follows. These sections are indicated by an additional digit or digits to the right of the section number's decimal point.

**SUSPENSION OF THE RULES**

Dispensing with the operation of the House or Senate Rules by motion.

**TABLE**

See definition of Lay on the Table.

**TAKE FROM THE TABLE**

Resume consideration of a tabled motion. In Ohio, a motion to take from the table is not in order and can be considered only under a suspension of the rules. (See also Lay on the Table.)

**TEMPORARY LAW**

A common but not technically accurate term for uncodified law. See definition of Uncodified Law.

**THIRD CONSIDERATION**

As provided for in the Ohio Constitution, the point in the legislative process at which the full membership of the House of Representatives or Senate votes on a bill. This step is also known as “floor action.”

**THREE CONSIDERATIONS**

Consideration of a bill on three different days by each house, as required by the Ohio Constitution. The three-day rule may be suspended by a 2/3 majority vote by the members of the house considering the bill.

**TITLE (BILL)**

The formal part of a bill immediately preceding the style clause that includes a list of all Revised Code sections the bill proposes to amend, enact, and repeal as well as a brief description of the subject of the bill. The list of sponsors and cosponsors is sometimes regarded as part of the title.

**TITLE (REVISED CODE)**

The division within the structure of the Revised Code containing the most general classification of the law. Currently, there are 33 odd-numbered titles of the Code, Titles 1 through 63 and one even-numbered title, Title 58.

**UNCODIFIED LAW**

Law of a special nature that has a limited duration or operation and is not assigned a permanent Ohio Revised Code section number.

**VETO**

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

**VETO, LINE-ITEM**

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

**VETO, OVERRIDING A**

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

**VOICE VOTE**

A method of voting by which members indicate approval or disapproval of a measure by saying “aye” or “nay.” The presiding officer determines from the ayes and nays which side prevails.