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

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

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

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

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

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

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

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

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

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

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

Second Reading -- President refers Bill to appropriate Standing committees.

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

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

If passed by House, Bill goes on to the Senate.

House Bill is First Read in the Senate and laid over one day.
If Bill is identical to measure originally passed by House, goes to Governor...

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

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

Bill may be rejected and sent to a Conference Committee

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

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

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

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

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

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

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

**adopt** — to accept or approve

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

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

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

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

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

**attache** — employee of the Legislature

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

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

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

- with emergency clause — date Governor signs with effective date — date given in measure providing it is at least 90 days after adjournment of Legislature
- without emergency clause or effective date — automatically 90 days after adjournment of Legislature

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

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

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

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

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

- committee of the whole — informal session of entire membership of House or Senate, acting as one committee — presided over by chairman appointed by Speaker or President
- conference committee — a joint committee made up of Representatives appointed by Speaker and Senators appointed by President to try to resolve differences in legislative measures. A majority of conferences of each house required to approve compromise before submitting to entire membership of each house for final approval
- select committee — created by Speaker or President to handle specific matters and usually dissolved when purpose accomplished
- standing committee — members appointed by Speaker and President at beginning of Legislature — has continuing responsibility in a general field of legislative activity; name reflects area of jurisdiction, i.e., Education, Health
- statutory committee — created by passage of legislation for specific purposes and with composition of membership defined
- subcommittee — small committee appointed by standing committee chairman to research and study bill or problem and to report findings to entire committee
- concurrence — action of one house agreeing to or approving proposal or action by the other body

**constituent** — a citizen residing within the district of a legislator

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

**debate** — discussion of a matter according to parliamentary rules

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

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

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

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

**enrolled bill** — final official version containing all necessary signatures

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

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

**initiative** — a method of initiating legislation by the people

**interim** — period between legislative sessions

**introduction of legislation** — bills, memorials, resolutions may be introduced during first 20 days of first and regular session; first 10 days of special session. House and Senate rules spell out provisions for profiling

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

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

**Legislature** — in Arizona, the House of Representatives and the Senate made up of 30 Senators and 60 Representatives elected for two-year terms from 38 legislative districts

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

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

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

**President** — presiding officer of Senate elected by Senate members

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

**qualifications of members of Legislature** — must be citizens of United States, an Arizona resident 3 years, county resident 1 year and 25 years of age

**quorum** — a majority of the membership necessary to do business

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

**recess** — intermission in daily session of committee meeting

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

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

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

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

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