MANY TERMS ARE UNIQUE TO THE LEGISLATURE OR HAVE LEGISLATIVE MEANINGS DIFFERENT FROM THEIR STANDARD MEANINGS. FOLLOWING ARE TERMS THAT ARE COMMONLY USED IN THE LEGISLATURE.

GLOSSARY OF COMMONLY USED LEGISLATIVE TERMS

Act (also known as Public Act)
A bill that has been approved by the Legislature and signed into law by the Governor, filed with the Secretary of State, and assigned a Public Act number.

Adjournment
The conclusion of the day’s session until the next session day designated by the Legislature. The final adjournment, sine die, ends the year’s session.

Adoption
Approval or acceptance by a house applied to amendments, resolutions, and joint resolutions. This is in contrast to “pass,” which means to enact a bill by the required number of votes.

Agenda
Schedule of business proposed for each legislative day or for a committee or subcommittee meeting.

Amendment
A proposed change, addition, or deletion to a bill, joint resolution, or resolution. Amendments may be offered by individual legislators or by a committee.

Appropriations
The authorization to spend state and federal funds. Likely the most important function of the Legislature, appropriating money is carried out by passing bills, which authorize units (departments, agencies, and institutions) of government to spend money for specified purposes.

Approved by Governor
Signature of the Governor on a bill passed by both houses of the Legislature.

Bill
A proposed law introduced in the Legislature for consideration.
**Caucus**
Meeting of a group of legislators called on the basis of party affiliation or other interest. Caucuses are usually closed to staff, the media, and the public.

**Chair**
Presiding officer during session or chair of a committee, subcommittee, or task force.

**Cosponsor**
Any member signed on, other than the prime sponsor, proposing any bill, joint resolution, or resolution. Each bill, joint resolution, or resolution has a prime sponsor and cosponsors.

**Committee**
A body of elected members delegated by the House or Senate to consider and make recommendations concerning disposition of bills, resolutions, and other related matters referred to it. Committees are appointed by the Speaker of the House or the Senate Majority Leader and are organized according to subject matter.

**Committee Chair**
A member appointed by the Speaker of the House or the Senate Majority Leader to function as the parliamentary head of a standing or special committee.

**Committee Meetings**
Meetings by bodies of elected members delegated by the House or Senate to consider and make recommendations concerning disposition of bills, resolutions, and other related matters referred to them. Committees are appointed by the Speaker of the House or the Senate Majority Leader and are organized according to subject matter.

**Committee Report**
An official release from a committee of a bill or resolution with a specific recommendation or without recommendation.

**Conference Committee**
A committee consisting of three members from each house that is appointed to resolve differences in a bill or resolution that has been passed in different versions in each house.

**Conference Report**
A report, signed by a majority of the conferees of each house, consisting of agreements reconciling the different versions of a bill passed by the House and Senate. A conference report must be approved in each house by the same number votes as it takes to pass the bill.

**Constitution**
The fundamental principles of the State that guarantee powers and duties of the government and that guarantee certain rights to the people. Michigan’s current State Constitution was adopted in 1963.
Convene
The meeting of the Legislature daily, weekly, and at the beginning of a session as provided by the Constitution or law.

Daily Session
Each day’s meeting of the House or Senate.

Effective Date
The date a law becomes binding, either upon a date specified in the law itself in combination with immediate effect, or in the absence of a specific date or immediate effect vote, 90 days after sine die adjournment. Immediate effect requires a vote of two-thirds of the members elected and serving.

Enrolled Bill
The final copy of a bill passed by the Legislature, which is submitted to the Governor for signature. The enrolled bill is signed by the Clerk of the House and Secretary of the Senate before presentation.

Enrollment
The process of having a bill or joint resolution reprinted in its final form as passed by both houses. The enrolled version includes all amendments, without the stricken or inserted new language specifically noted. It is in this form that bills are presented to the Governor for approval or veto.

Executive Budget
Recommended allocation of state moneys presented by the Governor for consideration by the Legislature. The executive budget is normally submitted in January.

Executive Order
An order issued by the Governor. It may take several forms, but the types of executive orders most often of interest to the Legislature and possibly acted upon by the Legislature are those to reorganize State government pursuant to the Governor’s constitutional re-organization powers or to reduce appropriation line items.

Fiscal Year
An accounting period of 12 months, which starts on October 1 in Michigan.

Floor
That portion of the chamber of each body reserved during session for members and officers of the body and other persons granted the privilege.

Gallery
Balconies of each chamber from which people may view proceedings of the Legislature.
**House Minority Leader**
Elected by the members of the House minority party to lead them. Responsibilities include serving as the spokesperson for the minority party, nominating and consulting with the Speaker of the House about the appointment of minority members to committees, as well as other leadership duties.

**House of Representatives**
One of the legislative bodies of Michigan's bicameral (two-house) Legislature, consisting of 110 Representatives elected for two-year terms. This body is commonly referred to as the “House.” By itself, the word “house” may refer either to the House of Representatives or the Senate.

**Immediate effect**
A vote to have a bill become effective immediately upon its approval by the Governor and filing with the Secretary of State or upon a date specified. If a bill is not given immediate effect, it takes effect in accordance with the constitutional provision that states no act shall take effect until the expiration of 90 days from the end of the session at which the bill was enacted. The motion to give a bill immediate effect requires a two-thirds vote in each house.

**Immediate Passage**
Motion allowing a bill to move from one order of business to the Order of Third Reading for passage on the same legislative day.

**Joint Committee**
A committee of the Legislature composed of both Senate and House members.

**Legislators**
Elected Representative or Senator.

**Line-item Veto**
Power exercised by the Governor to veto specific items in an appropriation bill, while still signing the remainder of the bill into law.

**Michigan Compiled Laws**
All existing general and permanent laws of the State.

**Pass**
To give a vote of final approval to a bill in either body. Also called “final passage.”

**Public Acts**
Bills that have been approved by the Legislature and signed into law by the Governor, filed with the Secretary of State, and assigned a Public Act number.
Public Hearing
A public meeting at which legislators seek information on an issue or legislation. A public hearing differs from a regular committee meeting in that it is usually held at various locations throughout the state for the purpose of taking testimony and usually no votes are taken.

Readings
The formal steps of consideration that a bill or joint resolution goes through. As in many legislative bodies across the country, each bill must be read three times in each house before becoming law. Rules of the Senate and House of Representatives provide that the first and second times may be by title only. However, the third time shall be in full, unless otherwise ordered unanimously by the Senate or three-fourths of the members serving in the House of Representatives. This is a constitutional requirement designed to make sure citizens have notification of the bill before it becomes law.

Recess
A temporary interruption in the day’s session or several days of session, during which no business is considered. Sometimes used in connection with a seasonal adjournment of the Legislature, as in “spring recess.”

Rules
Pursuant to the State Constitution, both the House and the Senate operate under their own set of rules, which specify the operations of the chamber and the procedures of session, including the actions involved in each stage of the lawmaking process. For matters involving both houses, such as conference committees, there are Joint Rules of the Senate and House of Representatives.

Senate
One of the two legislative bodies that make up the bicameral (two-house) Michigan Legislature. The Senate consists of 38 members elected to four-year terms.

Senate Majority Leader
Elected by the members of the Senate majority party to lead the Senate. Responsibilities include serving as spokesperson for the Majority party, appointing members to committees, as well as numerous administrative duties.

Senate Minority Leader
Elected by members of the Senate minority party to lead them. Included in this person’s responsibilities is the spokesperson for the minority party, nomination and consultation with the Senate Majority Leader on the appointment of minority members to committees, as well as other leadership responsibilities.

Session
Period during which the Legislature meets. Regular: the yearly session; Special: a session called by the Governor and limited to matters specified in advance; Daily: each day’s meeting; Joint: meeting of the two legislative bodies together.
**Sine Die**
A Latin phrase that means “without day” or “without a day” set to reconvene. The Constitution of the State of Michigan of 1963 requires that the Legislature adjourn sine die as the final adjournment each year of a regular session. Adjournment must be at noon on a day set by concurrent resolution.

**Speaker of the House**
Elected by the membership of the House of Representatives to lead that body. Responsibilities include serving as spokesperson for the Majority party, appointing members to committees, as well as numerous administrative duties. In the absence of the Speaker, the Speaker pro tempore or the Associate Speaker pro tempore presides.

**Sponsor**
A Representative or Senator who presents a matter for consideration. Cosponsors are those who subsequently sign a bill or resolution.

**Standing Committees**
The committees of the House and Senate, which function throughout the two-year Legislature. There are standing committees established by statute with specific responsibilities, although most standing committees are established by rule. Standing committees consider bills and resolutions and are the heart of the lawmaking process.

**Supplemental Appropriation**
Adjustment of funds allocated over an original appropriation. This is done by legislation. A bill appropriating funds to programs for which the original fiscal year appropriation was insufficient.

**Veto**
An action of the Governor rejecting a measure passed by the Legislature. A Governor’s veto of a bill may be reconsidered by both houses, and if the bill is then passed by a two-thirds majority in each house, the veto is overridden and the measure becomes law.

**Veto Override**
To pass a bill over the Governor’s veto. This requires a two-thirds vote of the members elected and serving.

**Yea and Nay**
A recorded vote that shows the names and votes of each member of a legislative body on an issue. Pursuant to the State Constitution, with the support of one-fifth of the members present, a member of a legislative body can request a record roll call vote on any question.