

GLOSSARY OF LEGISLATIVE TERMS



ACT--a bill passed by the Legislature.

ACTION--disposition of any question before the Legislature.

ADJOURNMENT--termination of a meeting; occurs at the close of each legislative day upon completion of business, with the hour and day of the next meeting set prior to adjournment.



ADOPTION--approval or acceptance; usually applied to amendments or resolutions.

AMENDMENT--any alteration made or proposed in a bill, motion, or clause thereof by adding, changing, substituting, or omitting.

ANNOTATION--the official annotations are the compilation of histories of sections of the statutes, interpretative notes, court decisions and attorney general's opinions. They are published following each section of the South Dakota Codified Laws.

APPORTIONMENT--division of the state into districts from which legislators are elected.

APPROPRIATION--money set apart by formal action for a specific use.

BICAMERAL--a Legislature consisting of two chambers.

BILL--a proposed law introduced during a session for consideration by the Legislature.



BILL BOOK--bills are numbered consecutively as introduced and all bills, as they are printed, are placed in bill books, or binders, in numerical order. All legislators, and many other persons who work with the Legislature, are provided with bill books.

BLUE BOOK--the *South Dakota Legislative Manual* prepared in odd-numbered years by the Secretary of State. This book contains historical data about the state and biographical data on members of the Legislative, Executive, and Judicial branches of government.



BODY OF A BILL--the body of a bill is the text or lawmaking part of the bill. Everything following the enacting clause is part of the body of the bill.

CALENDAR--the schedule that determines the order in which bills are taken up for further consideration or debate by the Legislature following committee action.

CASTING VOTE--the deciding vote the Lieutenant Governor, as President of the Senate, may cast in case of a tie vote in that chamber.

CATCHLINE--the catchline is the boldface material between the section number and the section material in all of the sections of the South Dakota Codified Laws. The catchline is a summarization, prepared by the Code Commission, of the material in the section; but it is not a part of the statute.

CAUCUS--a meeting of the members of one political party.

CHAIR--a traditional designation of the current presiding officer.

CHIEF CLERK--an officer of the House of Representatives responsible for the direction of the clerical staff and the preparation of daily and general publications.



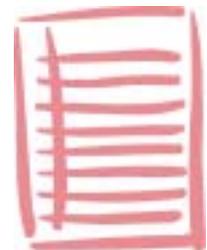
CODE--the South Dakota Codified Laws (formerly referred to as the South Dakota Compiled Laws).

COMMEMORATION--An expression of the Legislature recognizing service or achievements of national or statewide importance or sorrow over death or loss.

COMMITTEES--subunits formed in each of the houses which take public testimony and vote on bills usually on related subjects.

COMMITTEE OF THE WHOLE--a committee formed by motion in either house allowing that house as a whole to debate an issue more freely than would ordinarily be allowed and to take public testimony.

COMMITTEE REPORT--a committee report documents the proposed changes made by a committee or conference committee.



CONCURRENCE--practice whereby one house agrees with an action taken by the other house.

CONCURRENT RESOLUTION--a form of legislation expressing the opinion of the Legislature. It does not have the force of law.

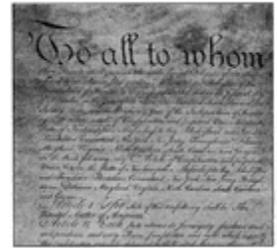
CONFERENCE COMMITTEE--committee comprised of three members from each house. It is appointed to reach a compromise on a bill that has passed both houses, but in different forms.

CONFIRMATION--approval by the Senate of certain gubernatorial appointees.

CONSENT CALENDAR--schedule of bills on which there is general agreement that opposition is not anticipated.

CONSTITUENT--citizen residing within the district of a legislator.

CONSTITUTION--the fundamental organic law of the state. Amendments to the constitution are proposed by joint resolution and must be approved by a vote of the people.



CONSTITUTIONAL AMENDMENT--a resolution adopted by the Legislature affecting the state constitution which requires an affirmative vote of the electorate to become effective.

CO-SPONSORS--the sponsors of a bill other than the prime sponsor. Legislators may co-sponsor bills introduced in either house.

DISTRICT--the geographic division of the state represented by a legislator.

DO PASS--the affirmative recommendation made by a committee in sending a bill to the floor for final vote.

DRAFT--any piece of written legislation, at whatever stage of preparation, that has not yet been introduced as a bill.

DRAFTING ORDER--a work sheet that accompanies a bill draft through its various stages of preparation in the Legislative Research Council. Only LRC staff members have access to drafting order forms.

ENACTING CLAUSE--that portion of a bill indicating that all following material is to become law. By constitutional provision each proposed law must be preceded by this clause: "BE IT ENACTED BY THE LEGISLATURE OF THE STATE OF SOUTH DAKOTA."

ENGROSSMENT--incorporating the amendments and corrections into the text of the bill as it moves through the legislative process.

ENROLLMENT--incorporating the amendments and corrections into the text of the bill after it has passed both houses in the same form.

EX OFFICIO--the holding of a particular office or position by virtue of holding another office or position.

FLOOR--a traditional description of the interior of either house; "floor action" describes the consideration of measures by the entire membership of the respective chamber.

HOGHOUSE--a procedure occasionally used in the Legislature whereby a committee or a member from the floor will move to strike everything after the enacting clause of a bill and insert in lieu thereof the substance of an entirely new bill.

HOUSE RESOLUTION--one form of a simple resolution.

IMPEACHMENT--a procedure to remove from office public officials accused of misconduct.

INTERIM--the interval between regular sessions of the Legislature.

INTERNAL REFERENCE--a citation within the body of a bill to another section of the bill or an existing section of law.

INTERSTATE COMPACT--legislation enacted in identical form by two or more states. Only changes that affect the internal operation of the compact within the state may be made in drafting an interstate compact, even though its style and form may vary from normal South Dakota usage.

INTRODUCE--present a bill to either the Senate or House of Representatives for consideration. Senators introduce senate bills and representatives introduce house bills.

JOINT RESOLUTION--used primarily to propose amendments to the South Dakota Constitution and to ratify amendments to the United States Constitution.

JOINT SESSION--a session in which the Senate and House of Representatives meet together as they do every year on the first legislative day to hear the Governor's State-of-the-State Address.

JOURNAL--the official chronological records of the proceedings of the respective houses; printed daily in pamphlet form and subsequently certified, indexed, and bound at the close of each session.



LEAD LINE--introduces a section in a bill which amends or repeals existing law or which contains new material that should be placed within a particular portion of the code.

LAY ON THE TABLE--postpone a matter before the Legislature; may later be brought up for consideration by motion from the floor.



LEGISLATIVE DAY--a day on which a formal legislative floor session is held.

LINE-ITEM VETO--the Governor's authority to formally disapprove of certain portions of the general appropriations bill while approving of the remainder of the bill.

LOBBYIST--an individual engaged to present and promote the views of a group, organization, or industry on measures under consideration by legislators.

MAJORITY LEADER--the leader of the caucus of the majority party.

MAJORITY PARTY--the political party in each house that has the most members.

MINORITY LEADER--the leader of the caucus of the minority party.

MINORITY PARTY--the political party in each house that has fewer members than the majority party.

MINUTES--an official record of the proceedings of a meeting.

MOTION--a formal suggestion offered while the Legislature is in session.

PASSAGE--favorable action on a measure before the Legislature.

PER DIEM--daily expense allowance.

PETITION--formal request submitted by an individual, group, or organization to individual members or the Legislature as a whole.

POINT OF ORDER--motion calling attention to a breach of order or rules.

PRESIDENT OF THE SENATE--the presiding officer in the Senate. as stipulated in the state constitution, it is held by the Lieutenant Governor.

PRESIDENT PRO TEMPORE--the senator elected to preside over the Senate in the absence of the President of the Senate.

PRIME SPONSOR--the legislator who introduces a particular bill, and whose name is listed first among the sponsors.

PROCEDURE--the rules and traditional practices of the Legislature.

REAPPORTIONMENT--a redistricting of the state for election purposes.

RECESS--a temporary pause in the proceedings.

RECONSIDERATION--a motion which, when passed by the house, allows another vote annulling or reaffirming an action previously taken.

RED BOOK--official directory and rules of the Legislature. It contains the legislative rules and information about the legislative members.



REFERENDUM--the method by which a measure adopted by the Legislature may be submitted to the electorate for popular vote.

RESCIND--annulment of an action previously taken.

RESOLUTION OF DISAPPROVAL--A resolution of disapproval is used to suspend the operation of an executive order.

RULES--the methods of procedure determined by the Legislature at the beginning of a session.



SECRETARY OF THE SENATE--an officer of the upper house elected by the members to direct the clerical staff and to assist the presiding officer in administrative and procedural matters.

SELECT COMMITTEES--committees consisting of members of both houses appointed from time to time for specific purposes.

SENATE RESOLUTION--one form of a simple resolution.

SERGEANTS-AT-ARMS--officers of the House and the Senate charged with maintaining order and carrying out the directives of the presiding officers or the members.

SESSION--period during which the Legislature meets.

SESSION LAWS--the compilation of all bills enacted during any one year.

SIMPLE RESOLUTION--a form of legislation initiated and passed in one house only, ordinarily expressing condolences, memorials, and opinion of the single house.

SINE DIE--adjournment "without day" being set for reconvening; final adjournment of the Legislature.

SMOKE OUT--invoking of Joint Rule 7-7 whereby one-third of the members of a house can require a committee to deliver a bill to the full body by the next legislative day.

SOUTH DAKOTA CODIFIED LAWS--current codification of South Dakota statutes of a general nature. It does not include local, appropriative, or special laws. SDCL is divided into chapters and sections.



SPEAKER--presiding officer of the House of Representatives, elected by the members at the beginning of each session.

SPEAKER PRO TEMPORE--the member of the House of Representatives elected to preside over the House in the absence of the speaker.

SPECIAL ORDER--matter of business set for a special designated time and day regardless of its place on the calendar.

SPECIAL SESSIONS--sessions held between the regular sessions.

STANDING COMMITTEES--subunits formed in each of the houses that take public testimony and vote on bills usually on related subjects.

TITLE--may mean a group of related chapters in the code or the title of a bill or other proposal.

UNIFORM ACT--certain suggested legislation is published by the National Conference of Commissioners on Uniform State Laws in its annual handbook and by the Council of State Governments annually in a volume called Suggested State Legislation. The drafting of a uniform act may require a great deal of additional work to remove contradictory provisions that may already exist in state law, as well as style, spelling, and format changes.

VETO--formal disapproval of a measure by the Governor.