

Glossary of Legislative Terms

Following is a glossary of specialized terms frequently encountered in the Oklahoma Legislature. Like most other organizations, a grasp of the jargon is required to understand the proceedings on the floor or in committee. This list is, by no means, comprehensive.

ACT: A measure that was passed by both houses of the Legislature and approved by the Governor, became effective without the Governor's signature, passed over the Governor's veto by an override, or was approved by voters by virtue of a legislative initiative, thus becoming law.

ADJOURNMENT: Termination of a daily session, occurring at the close of each legislative day, with the hour and day of the next meeting being set prior to adjournment.

ADJOURNMENT SINE DIE: Final termination of a regular or special (extraordinary) session.

ADOPTION: Approval or acceptance. Usually applied to amendments, committee reports, and resolutions.

ADMINISTRATIVE RULE: A state executive branch agency policy affecting the public, normally promulgated through the Administrative Procedures Act, having force and effect of law once promulgated. Such rules can either be promulgated as permanent, emergency, or preemptive rules.

ADVANCING A BILL: To terminate consideration of amendments or debate by moving to the vote which is a prior motion.

ADVISE AND CONSENT: The process whereby the State Senate is required to approve executive nominations to offices by the Governor.

AGENDA: Schedule of business for a legislative day or a committee meeting.

AMEND: To alter formally by modification, deletion, or addition.

AMENDMENT: Any alteration made or proposed to be made in a bill, motion, or clause thereof by adding, changing, substituting, or omitting.

APPEAL: When the presiding officer rules on a point of order, any

member may appeal the ruling which must be seconded by at least fifteen members for the appeal to receive a vote.

APPORTIONMENT: The process of assigning the number of members of Congress that each state may elect following each federal decennial census. The Oklahoma Constitution uses the term "apportionment" in mandating the decennial redrawing of political districts. While used interchangeably in historical documents with the terms "redistricting" and "reapportionment," the

redrawing of political districts is more accurately called redistricting under the "one person, one vote" principle.

APPROPRIATION: A legislative authorization for the expenditure of funds for a specific purpose.

AUTHOR: The member sponsoring a measure introduced in either house (sometimes called "principal author"; see COAUTHOR).

BALANCED BUDGET REQUIREMENT: The prohibition against appropriating funds in excess of the amount certified for appropriation plus available cash.

BIENNIUM: A two-year period of legislative activity, starting with the swearing in of the members of a new Legislature 15 days after a general election.

BILL: Draft of a proposed law presented to the Legislature for consideration (see MEASURE).

BILL HISTORY: A record of all action on any legislative measure.

BILL LIMIT: A limit imposed by a House rule limiting the number of House bills and joint resolutions members may introduce in a regular or special session.

BIPARTISAN: Usually associated with an issue in which members from both parties set aside political differences to support the issue.

BLOC - A group of legislators with common interests who may vote together on matters affecting that interest.

BUDGET: An annual plan for appropriation of available funds to state agencies.

CALENDAR: Printed list of measures or other matters, arranged according to the Order of Business, scheduled for consideration on a legislative day (printed daily in pamphlet form by the clerk's office of the House of Representatives and Senate).

CALL OF THE HOUSE: Procedure used to compel attendance of members and to compel those in attendance to remain in the chamber.

CALL TO ORDER: The action of the presiding officer that brings the Legislature officially into session. It may also be used to call a disorderly member(s) to order.

CAPITAL EXPENDITURES: Expenditures for durable items such as computers, roads, buildings, and infrastructure.

CARRYOVER LEGISLATION: Legislation held over from the first regular session of the Legislature to the second regular session (from odd-numbered years to even-numbered years).

CASEWORK: Assistance to the constituents of a legislator, normally with a state agency.

CAUCUS: A common term for the informal organization of each party in each house or other grouping of members with a common interest or characteristic interests. Can also be used as a verb meaning "to meet."

CENTRAL PURCHASING: State purchases subject to a competitive bid procedure administered by the Department of Central Services.

CERTIFICATION PROCESS: The process by which the Board of Equalization determines, according to a constitutional formula, how much money the Legislature has available to appropriate for the ensuing fiscal year. The "certification" is one of the keys to the state's "balanced-budget" provisions. Certification of funds takes place in December, is revised in February, and revised again if law changes that affect revenue require it.

CHAIR: Presiding officer of a committee or the chamber.

CHAMBER: Official place where a legislative body meets.

CHRISTMAS TREE BILL: Informal nomenclature for a bill containing a wide variety of amendments providing benefits for members, interest groups, or members' districts.

CLASSIFIED EMPLOYEE: An employee of the executive branch subject to merit protection provisions of the Oklahoma Personnel Act and the Merit System of Personnel Administration. Synonymous to "merit employee."

COAUTHOR: Member of either house added as a sponsor to a measure after it has been introduced (see AUTHOR).

CODIFICATION: The process by which newly enacted law is systematically numbered within the Oklahoma Statutes.

COMMIT: To send or return to a committee. Synonymous to "refer" or "recommit."

COMMITTEE AMENDMENT: An amendment which is attached to a measure by a committee and made part of the committee's report.

COMMITTEE REPORT: The official release of the members of the standing, special, or conference committee on any measure, which is transmitted to one chamber of the Legislature or the full Legislature in the case of a conference committee report.

COMMITTEE SUBSTITUTE: A bill offered by a committee in lieu of a bill it has considered. This "committee substitute" replaces the original bill that was referred to a committee, including conference committees.

COMPANION BILLS: Related legislation introduced in one or both houses.

CONCURRENCE: Action by which one chamber agrees to a proposal or action of the opposite house.

CONCURRENT RESOLUTION: See RESOLUTION.

CONFEREES: Legislators appointed to serve on a conference committee.

CONFERENCE COMMITTEE: An ad hoc or temporary committee, with members from each house, appointed to reconcile differences in a measure that has passed both houses.

CONFERENCE COMMITTEE REPORT: A document submitted to both houses containing the agreements of a conference committee resolving the differences of the two chambers or indicating that

conferees could not reach agreement.

CONFIRMATION - The process by which the Senate considers a nomination submitted by the Governor.

CONSENT CALENDAR: Bills placed on this calendar are normally noncontroversial and cannot be amended or debated on the floor.

CONSIDER: To take up a measure, motion, or matter for the purpose of action.

CONSTITUTIONAL RESERVE FUND: The state's "rainy-day fund." General Revenue monies between 100-110 percent of the certified estimate are placed here for emergencies.

CONSTITUENT: A citizen residing within the district of a legislator.

CONTINGENCY REVIEW BOARD (CRB): A board consisting of the Governor, the Speaker of the House, and the President Pro Tempore of the Senate. It has the power to make changes in agencies' appropriations and expenditure limits when the Legislature is not in session, in order to respond to emergencies or unforeseen circumstances.

CONTINUING APPROPRIATIONS: A term sometimes used to refer to agency revolving funds. Since such funds have statutorily established revenue sources and uses, there is no need for them to be appropriated annually.

CONVENE: The assembling of the Legislature or either house thereof.

DEBATE: Discussion of a matter according to parliamentary rules.

DECORUM: The conventions of a legislative body that must be adhered to for maintaining order.

DESK: The desk at the front of the chamber where much of the clerical work of a legislative body is conducted.

DESK IS CLEAR: Statement by the presiding officer prior to a motion to adjourn meaning there is no further business to be conducted.

DIED IN COMMITTEE: Defeat of or no action on a bill by a committee by the appropriate committee deadline.

DIRECT DEMOCRACY: Means by which the people can act as a legislative body. The most well-known of these methods in Oklahoma are the initiative and the referendum processes.

DIVISION: A method of voting or a motion requesting a show of hands or other action when the outcome of a voice vote is unclear or in dispute.

EARMARK: Dedication of funds to a specific fund for a specific program or agency.

EFFECTIVE DATE: Provisions of a bill that specify when the entire act or portions thereof become effective as law. Synonymous to "operative date."

EMERGENCY CLAUSE: A section in a bill which allows the measure to become effective immediately upon the signature of the Governor. A bill without the emergency clause becomes effective 90 days after sine die adjournment, unless a later date is specified therein.

ENACTING CLAUSE: The opening language of a bill beginning "Be It Enacted by the People of the State of Oklahoma."

ENACTMENT: Process by which a measure becomes law.

ENGROSSMENT: The act of preparing an official copy of a bill or resolution as passed by one house, with all changes and amendments included. Engrossment of a measure in the originating house results in the "engrossed" measure. The opposite house's amendments to an engrossed measure will also undergo engrossment.

ENROLLMENT: The process by which a measure is proofed and certified as passed by both houses of the Legislature for signature by the presiding officers for presentment to the Governor or Secretary of State.

EX OFFICIO: Holding another office by virtue of or because of the holding of the first office.

EXECUTIVE ORDER: A document issued by the Governor regarding the operations of state government.

EXECUTIVE SESSION: A closed meeting of any body for the purpose of confirming executive nominations, considering personnel matters, or conducting other business. Synonymous to "closed session."

EXTRAORDINARY SESSION: A session, other than a regular legislative session, called for a certain date and for specific reasons. Synonymous to "special session."

FEE: An amount allowed by law for an agency to charge for a service or activity which is frequently deposited in a revolving fund for the agency's operational use.

FILIBUSTER: Prolonged debate for the purpose of delaying or preventing action by the Legislature (not allowed by House rules).

FINAL ACTION: Most frequently means Third or Fourth Readings, but it can also refer to the situation provided by House rules that defeats a measure and prohibits consideration of a similar measure during the remainder of the Legislature in the House.

FISCAL IMPACT: The additional or reduced costs or revenues of a measure to the state or other parties.

FISCAL YEAR (FY): The Oklahoma fiscal year is the 12-month period established for State budgeting purposes. It begins on July 1 and ends on June 30. It is labeled according to the calendar year in which it ends. FY-03 refers to the period from July 1, 2002, through June 30, 2003. Thus, the 2003 legislative session will make appropriations for FY-2004. The federal fiscal year (FFY), however, starts October 1 and ends September 30.

FLOOR: That portion of the chamber reserved for members and others granted floor privileges. Also, when a member has been recognized to speak by the presiding officer, the member is said to "have the floor."

FLOOR AMENDMENT: An amendment offered to a measure or another floor amendment, presented by a legislator while the measure is being considered on the floor of that chamber.

FLOOR LEADERS: Legislators designated by the majority (Majority Floor Leader) and minority (Minority Floor Leader) caucuses to manage and schedule the business of the House.

FLOOR SUBSTITUTE: A floor amendment proposing a substitute to the entire printed bill.

F.T.E. (FULL-TIME-EQUIVALENT EMPLOYEES): This is an accounting measure, not a person. One F.T.E. is the equal of one person working full time. Two people each working half-time equal one F.T.E.

Since many employees are part-time, this measure gives a more exact count of the employment level of State government than a head count of employees would. For example, in June 1984, State government employed 60,000 people but these amounted to 50,000 F.T.E.

G.C.C.A. (General Conference Committee on Appropriations): This conference committee is made up of members from both the House and the Senate who essentially write the final budget for the Legislature. It convenes late in the session after both houses have passed appropriations bills, in order to resolve any differences between the two houses and to submit, if necessary, compromise versions of the bills. GCCA's work is done with subcommittees on groups of agencies, just as the two appropriations committees' work is. It is staffed by the House Fiscal Division and the Senate Fiscal Division.

GENERAL APPROPRIATION (G.A.) BILL: The bill funding all three branches of State government, but not containing new programs. Unlike most measures, the G.A. bill does not need an emergency clause for it to become effective July 1.

GENERAL ORDER: An order of legislative business in which the House considers bills and joint resolutions which have been reported by standing committees.

GERMANE: Amendments that are relative to a measure. Determination as to whether or not the subject of an amendment to a measure is related to the original subject in the version of a measure filed with the House or related to the matters in a measure referred to a conference committee. The House and joint rules provide a method for challenging amendments that may not be germane to the original measure. Matters that do not fit the definition are "nongermane."

GERRYMANDER: To divide into election districts to give one political party or group an electoral advantage.

GRANDFATHER CLAUSE: Provisions in a bill to make new requirements nonapplicable either temporarily or on a permanent basis to a class of individuals.

HEARING: Scheduled committee meetings to receive testimony on proposed legislation or other legislative matters.

HOLD-HARMLESS CLAUSE: A provision to ensure recipients are not adversely affected by a legislative change.

IMPEACHMENT PROCESS: The bringing of charges against an elected official of the judiciary or executive branch or other officers subject to impeachment. In Oklahoma, impeachment is reserved to the House of Representatives. The officer who is the subject of an impeachment effort is not actually impeached until one or more charges are approved by the House of Representatives. The Senate is charged with the responsibility for trying and judging impeached officials.

INITIATIVE PROCESS: The means by which the electorate can propose a law or constitutional amendment. If properly drafted and with sufficient signatures, the petition will result in a state question that is placed on the ballot for the vote of the people. (See STATE QUESTION.)

INSTRUCTIONS: Directions to a standing or conference committee regarding what is to be included in a measure that binds the conferees from the legislative body from which instructions are issued.

INTERIM: The period from adjournment sine die of one regular legislative session to the commencement of the next regular legislative session.

INTERIM COMMITTEE: A committee created to study legislative proposals or other legislative matters during the time the Legislature is not in session and to make recommendations to the next regular session of the Legislature.

INVESTIGATIVE POWER: Authority of a legislative committee to pursue investigations.

JOINT COMMITTEE: A committee composed of members from each house.

JOINT RESOLUTION: See RESOLUTION.

JOINT RULES: Rules adopted by both houses governing the procedure of the Legislature in matters requiring their concurrent action.

JOINT SESSION: A combined meeting of both houses in one chamber.

JOURNAL: The official record of proceedings of the Legislature detailing actions on motions and votes taken. A corrected, indexed, and bound permanent House Journal is produced at the close of each annual session.

KILLER AMENDMENT: An amendment that might lead to the defeat of a measure somewhere in the legislative process or when it is considered by the Governor.

LAID OVER: The postponement of a matter before the legislative body.

LAME DUCK: Jargon for an elected official who has not been reelected or did not seek reelection and who is serving out the balance of the term.

LAY ON THE TABLE: A postponement of the matter before the house which may be brought up later for consideration by a motion to "take from the table." Synonymous to "tabling."

LEADERSHIP: A group of members recognized by other members to negotiate or devise policy and strategy on behalf of the larger membership.

LEGISLATIVE DAY: A day on which the Legislature convened and actually engaged in business.

LEGISLATIVE HISTORY: Information on the background of legislation that may be used to determine "intent." In Oklahoma, legislative history is chronological.

LEGISLATIVE IMMUNITY: Members' constitutional protections from lawsuits and arrests associated with their legislative duties.

LEGISLATIVE INTENT: Purpose for which a measure was considered.

LEGISLATIVE VETO: A procedure permitting the Legislature, by joint or concurrent resolution, to disapprove an administrative rule.

LEGISLATURE: Two houses or assemblies, which when considered as a whole, constitutes a body with the task of promulgation of law (Nebraska's unicameral Senate is the exception); or the two year term that such bodies may meet (i.e., the Forty-ninth Oklahoma Legislature will meet during the 2003-2004 regular sessions).

LINE ITEM: An amount in an appropriation bill, either referring to a separate appropriation or separate amounts within an appropriation.

LINE-ITEM VETO: The disapproval of a line item by the Governor.

LOBBYING: The process of getting or trying to get legislators or other officials to vote for or against a measure or to take or not take an official action.

LOBBYIST: A person who, voluntarily or for a fee, represents one's self or others in opposing or promoting legislation or other official acts.

LOBBYIST PRINCIPAL: The employer of a lobbyist.

LOGROLLING: Jargon for a legislative tactic in which members build support for their legislation by promising to support the issues of other members or by adding related or nonrelated provisions to a measure.

MAJORITY LEADER: A legislator from the majority party who is a leader of the party in that house.

MANDATE: A requirement from a higher to a lower level of government forcing certain actions, often without any provision for funding of the activity, making it an "unfunded mandate." Also, popular sentiment for or against some issue.

MARKUP: A meeting or series of meetings by a committee during which a measure is amended.

MEASURE: Bill, joint resolution, concurrent resolution or simple resolution.

MESSAGE: Communication from one house to the other, or to or from the Governor concerning legislative or gubernatorial action on bills or resolutions.

MINORITY LEADER: A legislator from the minority party who is its leader in that house.

MINORITY REPORT: A report that reflects the thinking of the members not favoring the majority position on a measure or other document.

MOTION: A formal proposal offered by a member for a procedural action, such as to consider, to amend, to lay on the table, to reconsider, to recess, or to adjourn.

NONAPPROPRIATED FUNDS: A term sometimes used to refer to agency revolving funds. Since such funds have statutorily established revenue sources and uses and continuing authority for appropriation,

there is no need for them to be appropriated annually.

NONCODIFIED: Sections of law which do not require permanent inclusion in State statutes such as appropriations sections or matters of a limited-time nature.

NONDEBATABLE MOTIONS: Motions that must be put to an immediate vote without discussion.

NORTH WALL: Area of the House chamber traditionally reserved for the members of the minority caucus.

OKLAHOMA ADMINISTRATIVE CODE: The compilation of executive-branch agency rules promulgated pursuant to the Administrative Procedures Act.

ORDER OF BUSINESS: The sequence of events during a legislative day.

ORDERED REPORTED: A committee's formal action of agreeing to report a measure to its house for floor consideration.

ORGANIZATIONAL SESSION: A one-day legislative session at the beginning of each new Legislature designed to allow for election of legislative officers and other matters in preparation for the first regular session.

OUT OF ORDER: Conduct or activity not in accord with appropriate parliamentary rules and procedures.

OVERRIDE: To pass a bill after the Governor has vetoed it (two-thirds vote of each house; three-fourths vote on emergency measures).

OVERSIGHT: Legislative review of state agency operations.

PACKAGE VETO: The veto of an entire measure prior to the last five days of a session.

PARLIAMENTARIAN: Advisor to the presiding officer on the interpretation of the House's rules and procedures.

PERSONAL PRIVILEGE: An act by which a member delivers comments before a legislative body defending that body collectively or members individually which do not subject the member to libel or slander charges.

POCKET VETO: Failure of the Governor to sign a measure passed during the last five days of a regular or a special session. (see VETO).

POINT OF ORDER: An objection raised by a legislator in which it is charged that the rules of procedure are being violated and a demand that the rules be enforced.

POPULAR TITLE: An unofficial name for a bill or act such as the "Make My Day" act.

PORK OR PORK BARREL: Pejorative term for funds to benefit a (or another) legislator's district.

PRECEDENT: A previous ruling on a parliamentary matter or a long-standing practice or custom of a house.

PREDESIGNATING BILLS: A system provided for by House rules that enables committees to start considering legislation in January based on the Speaker's intended assignments of prefiled bills.

PREFILED BILLS: A bill filed with the appropriate chamber by a member prior to the official convening of a session. NOTE: Statutes permit members in the new Legislature to file legislation fifteen days following the general election.

PRESENTMENT: A requirement that a bill or joint resolution be sent to the Governor for action prior to the bill being enacted.

PRESIDING OFFICER: The individual in a formal meeting authorized to maintain order and decorum, recognize members to speak or offer motions, and apply and interpret the house's rules, precedents, and practices.

PREVIOUS QUESTION: A nondebatable motion which, if approved, cuts off further debate, additional amendments, and brings the pending matter to an immediate vote.

PRINTED BILL: The version of a measure prepared for final action of a house.

PRIOR MOTION: A motion with a greater precedence over another motion.

PROGRESS: As a parliamentary motion in committee, a "report progress" vote generally denotes the committee's will to defeat the

measure or to defer final consideration of the measure to a later date.

PUBLIC HEARING: House rules enable one-half of the members of a committee with the principal author to force a bill to be considered.

QUESTION: Any matter on which there is a vote, such as passage of a bill or amendment.

QUORUM: The required number of members present to transact business.

RAINY DAY FUND: See CONSTITUTIONAL RESERVE FUND.

READINGS: Presentation of a measure before one of the houses. "Every bill shall be read on three different days in each house..." (Constitution, Art. V, Sect. 34)

REAPPORTIONMENT: The allocation of seats in a legislative body (such as Congress) among established districts (such as states), where the district boundaries do not change but the number of members per district does. (See REDISTRICTING.)

REAPPROPRIATION: Legislative action permitting the remainder of an appropriation to remain available for expenditure for the same or different purposes.

RECEDE: Withdraw from an amendment or position on a matter.

RECESS: An interruption in a legislative day or session that does not end it.

RECOMMIT: To send back to committee.

RECONSIDER: To consider again a vote on any action previously taken by the Legislature.

RECORDED VOTE: A vote in which the ayes and nays are kept by name.

RECOGNIZE: The presiding officer recognizing a member to speak. At that point, the member "has the floor."

REDISTRICTING: The drawing of new political district boundaries.

REFERENDUM: The method by which a measure passed by the

Legislature must be submitted to a popular vote to be approved or rejected in whole or in part. (See STATE QUESTION.)

REFERRAL: The assignment of a measure to committee(s).

REPEAL: To delete from the statutes an existing section of law. Legislative measures will provide only statutory citations for laws being repealed in the "repealer clause" found near the end of the measure.

REPORT: To approve by committee.

REQUEST BILL: Legislation introduced by a legislator at the request of an interested party.

RESCIND: Annulment of a previous action.

RESOLUTION:

Joint Resolution: Passed by both houses and has the force and effect of law. It may be used when a law of a temporary character is proposed. Joint Resolutions are also used to propose amendments to the Oklahoma Constitution.

Concurrent Resolution: Expresses the intent or will of both houses and is adopted by both houses. It does not have the force of law. This form is used to memorialize Congress on particular matters, to request action of State officials and departments, and for similar purposes.

House Resolution: Expresses the intent or will of the House and does not have the force of law. It is used for the same purposes as a concurrent resolution.

REVENUE-RAISING MEASURE: A measure whose principal object is to raise revenue or levy taxes.

REVOLVING FUND: Sometimes called special, continuing, or earmarked fund. It is a statutorily created fund to which monies that are deposited can be spent on a continuing basis without a specific annual appropriation by a specific agency and for a specific purpose.

ROLL CALL: A call of the roll to determine the presence of a quorum.

ROLL CALL VOTE: A vote in which each member votes so that their vote is recorded.

RULES: Methods of procedures of a house or the Legislature.

SENATORIAL COURTESY: The Senate's practice of declining to confirm a nomination for an office unless the nominee's senator approves.

SESSION: The period during which the Legislature meets.

Regular Session: The annual session.

Daily Session: Each day's meeting.

Joint Session: The meeting of the two houses together.

Extraordinary or Special Session: Prior to November 4, 1980, only the Governor could call the Legislature into special session and only such subjects as the Governor designated could be acted upon, with the exception of impeachment. A constitutional amendment was passed at the 1980 General Election which allows the Legislature to be called into special session by a two-thirds vote of the members of each house for such purposes as may be specifically set out in the call.

SESSION LAWS: A bound volume containing all laws enacted by one session of the Legislature (see STATUTES).

SHELL BILL: A measure introduced with amendments having little or no substantial effect which may later be used as a vehicle for more substantive legal changes.

SHORT TITLE: The official name of some portion of the Oklahoma Statutes such as Administrative Procedures Act or Open Meetings Act.

SHOW OF HANDS: When a voice vote is called into question by the chair or a member, the member presiding may ask for members, either for or against a question, to raise their hands in order to conduct a count.

SHUCKED BILL: A measure which has been so greatly changed

from its original subject that the current language bears no relation to the original. For determination of whether there is a violation of the House's rule against shucked bills, the measure filed in the House is the reference document.

SIMPLE MAJORITY: One member more than half of those voting on a matter.

SINE DIE ADJOURNMENT: Adjournment "without day" being set for reconvening. Final adjournment of a session of the Legislature.

SOUTH WALL: Area of the House chamber traditionally reserved for the members of the majority caucus.

SPEAKER: A representative elected by other members to preside over the House, with powers and duties prescribed by law and House rules. The individual presiding over the House of Representatives while in session is addressed as Mr. or Madam Speaker, even if the person is not the elected Speaker.

SPEAKER PRO TEMPORE: A representative elected by the members to preside in the absence of the Speaker.

SPECIAL COMMITTEE: A committee created for a limited purpose or time.

SPECIAL AND LOCAL LAWS: Section 46, Article V of the Oklahoma Constitution defining classes of legislation (ranging from granting of divorces to fixing the rate of interest) that can only be considered after notice of the intended introduction has been advertised for four consecutive weeks in the city or county that would be affected.

STANDING COMMITTEE: A committee established in a house for consideration of legislation.

STATE OF THE STATE MESSAGE: The customary delivery of the Governor's message on the budget and legislative priorities at the beginning of a regular session.

STATE QUESTION: A proposed referendum or initiative containing changes in law or the Oklahoma Constitution which, if properly prepared, will be submitted to a vote of the people.

STATUS: The location of a measure in the legislative process.

STATUTES: Compilation of all State laws presently in effect, prepared in volumes by West Publishing Company. These include the seven-volume 2001 Oklahoma Statutes and the supplement containing the revisions since 2001 (see SESSION LAWS).

STRICKEN TITLE: Often a member of one of the houses will "strike the title" as an amendment. This "cripples" the bill so that the house of origin will be able to consider the legislation again before it is acted upon in its final form.

SUBSTANTIVE BILL: A measure not containing fiscal matters.

SUBSTITUTE: An amendment proposing the replacement of the entire text of a measure or amendment.

SUNSET DATE: Termination of an entity unless otherwise extended by the Legislature.

SUNSET REVIEW: Sunset Review refers to the automatic termination of the existence of numerous boards, commissions and agencies, already provided for by statute, unless the Legislature decides to continue their existence. A joint committee of five members from each house examines each agency scheduled for review and recommends action to the Legislature.

SUPPLEMENTAL APPROPRIATIONS: A mid-year appropriation.

TABLE: To lay aside a motion, usually with the intention of postponing or shelving the matter indefinitely.

TASK FORCE COMMITTEES: Small number of legislators appointed to meet during the interim with State boards to learn

about the activities and problems of State agencies.

TITLE: A concise statement accurately expressing the contents of a bill, prepared as a preface to the bill as required by the constitution.

UNANIMOUS CONSENT: A motion when there appears to be no opposition to the action before the body, thereby not requiring a formal vote.

UNFUNDED MANDATE: The imposition of legal requirements from a higher level of government without funding for their costs.

USER FEE: A fee charged to users of goods or services.

VETO: The action provided by the Oklahoma Constitution whereby the Governor refuses to approve a bill or joint resolution and prevents its enactment.

VOICE VOTE: Oral expression of the members when a question is submitted for their determination. Response is given by "ayes" or "nays," and the vote is announced according to the chair or presiding officer's judgment.

VOTING RECORD: A member's voting history on one or more issues.

WELL: The area where the center podium is located in the House chamber. This podium is used for presentations and momentous occasions.

YIELD: Relinquishing of the floor by one member to another member to speak or ask a question.