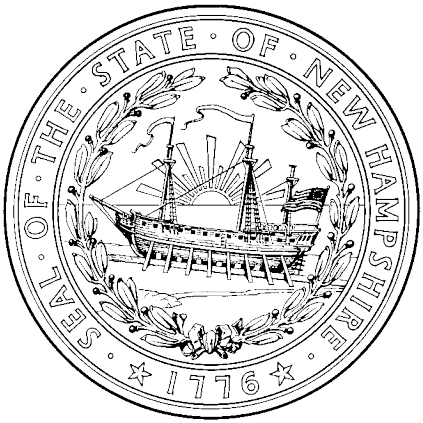
# State of New Hampshire




# *New Legislator Orientation Manual*

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# THE HOUSE OF REPRESENTATIVES

## ORGANIZATION DAY AND ELECTING OFFICERS

The General Court meets to organize on the first Wednesday of December in each even numbered year, as required by our State Constitution. At the organizational session all members are sworn in by the Governor, in the presence of the Executive Council. Your term of office as a legislator officially begins when you are sworn in on Organization Day and runs until 12:01 a.m. on the first Wednesday in December, two years later.

The first order of business for House members is the election of a Speaker. Candidates are nominated and the election is held, traditionally by secret ballot. The newly elected Speaker then takes the chair and the members elect a Clerk.

Once these tasks are accomplished, the House informs the Senate that it has organized. The House and Senate then meet in joint session and elect the Secretary of State and the State Treasurer.

## PROFESSIONAL CONDUCT

Elected members shall maintain professional conduct while serving as state legislators and should conduct themselves at all times in a way that exhibits the utmost respect for their elected office, their constituents and the people of the State of New Hampshire. Members should be aware that they are under public scrutiny at all times. State law and House and Senate policies prohibit sexual harassment and other discriminatory behavior. Members should respect these guidelines and display appropriate behavior toward the public, each other and the staff at all times.

## SETTING THE RULES

The proceedings of the House are guided by House Rules and to be effective, legislators should become familiar with them.

House Rules describe the duties of the Speaker, principles of decorum and debate, committees and their duties, and the procedure for filing and processing legislation. The rules also describe the order of business for legislative session days.

On Organization Day, the House begins the process of adopting new rules. Members usually vote to adopt the rules of the previous session and allow further amendments to be proposed at a later date. House Rules may be amended by a simple majority vote at the beginning of the term, although further amendments to and suspension of the rules requires a two-thirds vote.

## RULES ON DECORUM & DEBATE

The aim of the rules governing decorum is to preserve an atmosphere of courtesy within the House. Members may not make personal attacks on one another.

The House meets in session in Representatives Hall, often referred to as “the floor” of the House. Members speaking on the floor of the House must address the Speaker at all times.

If you know in advance that you wish to speak on an issue before the House, inform the Clerk who, in turn, will inform the Speaker. Otherwise, rise from your seat and proceed to the front of the Chamber to the Clerk's well and inform the Clerk of your desire to speak.

No one may speak more than twice on the same question without the permission of the House. If you have already spoken once on a topic, you must wait for a second turn until after everyone else who wishes to be heard has had an opportunity to speak.

It is against the rules to carry on private conversations while another member is speaking or to get up from your seat and walk away while the Speaker is addressing the House. Members should not walk between a legislator speaking from the podium and the seated members of the House. No one may leave his or her assigned seat while the voting machine is in use. It is expected that all members will wear suitable attire. Men are expected to wear suit jackets and ties and women are expected to wear business attire. By a traditional motion on the floor, men are often permitted to remove their jackets on warm days. Food and beverages are not allowed on the floor of the House. With the exception of devices for the hearing impaired, members may not operate audible electronic devices, including cell phones, on the House floor during session. Veteran legislators agree that the rules of decorum can seem intimidating to a newcomer, but they also emphasize that learning them is simply a matter of observation and asking questions.

*Mason's Manual of Legislative Procedure* provides guidance on parliamentary questions not specifically addressed by House Rules, House custom, or the New Hampshire Constitution. According to Mason's Manual, "In order for a group to work efficiently together, there must be an accepted manner of doing things. Even where the same thing might be done a number of different ways, it is necessary as a matter of convenience that everyone do the same thing the same way. Just as it is necessary that drivers of vehicles on a highway all turn the same way when meeting on the highway, to avoid collisions, so it is necessary that people undertaking to do the same thing undertake the action in the same way in order to prevent confusion and disagreement." Familiarity with the most important rules of parliamentary procedure will come with experience. In addition, always feel free to ask the Clerk for an explanation of things that are not immediately clear.

## FINDING HELP ON A SESSION DAY

The Sergeant-at-Arms and staff are available in Representatives Hall and the anteroom on session days. They are non-partisan employees who provide support services and assistance for House members. They are responsible for order in Representatives Hall. At the direction of the Speaker, the Sergeant-at-Arms maintains order and decorum on the House floor during session.

Pages are often stationed at the back of Representatives' Hall and are available to deliver messages and retrieve copies of legislative materials throughout the State House complex. A high-speed copier, located in the Clerk's Office on the third floor of the State House and operated by staff, is available on a limited basis to members for copying documents, as is the copier on the fourth floor of the LOB.

Alphabetically assigned mailboxes are also located in the anteroom. Mail addressed to you at the State House will be placed in these mailboxes.

Floor amendments, Committee of Conference reports and bill listings are delivered to members' seat pockets. Copies of bills up for action on the day's docket are available usually the preceding afternoon at the service desk in the Anteroom.

## COMMITTEE ASSIGNMENTS

Shortly after the General Election, members are asked to fill out preference cards indicating their first, second and third choices for committee assignments. Many members receive their first choices but because membership on committees is limited, not everyone can serve on his or her most preferred committee.

Committees and the number of their membership are established by House Rules. There are usually 20 to 25 standing committees. Policy committees may be added or changed to meet current requirements. Committee assignments are made by the Speaker. Membership on each committee is divided among the political parties and reflects the proportion of each party's strength in the House.

The first-named member of any committee serves as the chairman and the second-named member is the vice chairman. Chairmen will then appoint the Committee Clerks.

In-depth research is necessary on the complex questions that will come before you. Conflicting testimony of experts speaking for and against any single piece of legislation must be weighed. The committee system is the heart of the legislative process and members are often judged by their participation in committee.

## PARTISAN VS NONPARTISAN STAFF

Most House employees are nonpartisan employees and provide professional support services to all members of the House without regard to party affiliation. These employees do not provide services related to partisan work and House members should not ask them for this type of help.

The House also employs partisan staff whose job is to help members with certain types of partisan activities. Questions on the role of partisan staff and requests for assistance should be directed to the office of the House Majority Leader or the House Minority Leader, both located in the State House.

## ABSENCES FROM SESSION

On occasion, you may find that you will not be able to attend on a session day. In the House, requests for leaves of absence from session days, due to important business, illness, or death in the family, should be made through the Clerk's Office. The requests are read at the beginning of the session day and are granted by the Speaker if there are no objections. In order to have the record show an excused absence, you **must notify** the House Clerk's office by the morning of the session.

## ASSISTANCE WITH THE MEDIA

The House Communications Director in the Speaker's Office assists Representatives in communicating with the public. This assistance is available to members on a first-come, first-served basis. This office prepares and distributes news releases for members and is experienced in media relations. The office also assists you in variety of ways with respect to communications and declarations.

## HOUSE COMMITTEE SERVICES

The House Committee Services Office is a non-partisan office that provides administrative and research support to the standing committees during the legislative session and legislative study and statutory committees during the interim. House Committee Services is made up of two divisions: Committee Research; and Legal and Administrative Support.

### Committee Research and Legal

The research staff work with Committee Chairs and Vice Chairs to ensure that the information needs of the committee are met. Committee members are encouraged to contact the Chair or the researcher with questions. Requests are coordinated by the Chair to ensure their appropriateness and avoid duplication. Research reports will be provided to every member of the committee so that all members can benefit from the fact-finding process. House legal and committee counsel provide a non-partisan resource for members, committees, and staff. Counsel works directly with Chairs and committees and coordinates with researchers.

### Administrative Support

The Administrative Support staff provides a wide range of clerical services to the 400 members of the House. Services are exclusively non-partisan and must be directly related to legislative work. Staff work in collaboration with researchers to provide administrative and organizational support to legislative study and statutory committee members. The staff also provide clerical support to all the standing committees of the House. They process and maintain all aspects of the committee bill files as well as the general organization and administration of the individual committee offices.

## COUNTY RESPONSIBILITIES

Upon election to the House of Representatives, you will discover that you will be wearing two hats. Not only are you the state representative from your district, but also a member of the county delegation of the county in which you live. The delegation, which is more formally known as the county convention, consists of all the elected House members in your county. County delegations range in size from just 9 members in Coos County to over 120 members in Hillsborough County.

The county delegation is primarily responsible for appropriating the funds necessary to support the many functions of county government. Thus, it is the watchdog to ensure proper spending of taxpayers' money, which is collected primarily from property taxes.

New Hampshire statutes spell out the responsibilities of county government. Generally, counties are responsible for the registration of deeds, operation of the county nursing home, county jail and house of corrections. Counties also appoint medical referees, operate a sheriff's department and county attorney's office and are the coordinating agencies for many social services provided by the state. Accomplishing these and other tasks on a day-to-day basis is the responsibility of the county commissioners and the other elected officials.

As a member of the county delegation, it is imperative that you familiarize yourself with Chapters 24 and 28 of the NH RSAs. The county delegation is required by law (RSA 24:9-a) to organize during the week of the second Wednesday of December in each even-numbered year. The date and time of the first meeting of each county delegation is announced by the House Clerk and will appear in the House Calendar.

At this meeting the delegation elects from its membership a chairman, vice chairman, clerk and an executive committee. The officers and executive committee members of each county delegation are also listed in the "Black Book." The executive committee of each delegation reviews the annual county budget, which is prepared by the commissioners. After that review and public hearings, the full county delegation must approve the county budget. Seven counties operate on a calendar-year budget cycle while the other three operate on the state fiscal year, which runs from July 1 to June 30. Regardless of when the county budget is adopted, the executive committee is required by statute to review the budget on at least a quarterly basis.

The officers of the county delegation also serve as the county personnel committee, which functions as a non-judicial appellate body in county personnel disciplinary cases.

Effective and efficient county government depends on the active involvement of county delegation members. A clear understanding of your duties as a member of the delegation and participation in its work are essential to your success in wearing the two hats of a New Hampshire Representative.

# THE SENATE

## ORGANIZATION DAY AND ELECTING OFFICERS

The State Constitution and statute require that the Senate and House shall assemble biennially on the first Wednesday in December to organize. This is known as Organization Day. On Organization Day, the members of the Senate are sworn in by the Governor in the presence of the Executive Council and their terms as Senators officially begin. The Senate then elects the President and the Clerk of the Senate and meets in Joint Convention with the House to elect the Secretary of State and State Treasurer.

## COMMITTEE ASSIGNMENTS

The Senate has several standing policy committees that deal with various policy issues based on a particular area of expertise. All committee assignments and appointments of committee chairmen are made by the Senate President. Senate leadership schedules time blocks within which each committee meets to do their work.

In addition to serving on several Senate policy committees, Senators may also be required to serve on joint and statutory committees. These appointments are made by the President as well.

## SESSION DAY

Session day is when the entire Senate comes together to vote on legislation. A member of the policy committee to which a bill was referred addresses the Senate and explains the recommendation of the committee. At this point, the bill is open to further amendment and debate and any member wishing to speak to the bill or ask questions is able to do so. Votes are usually taken by voice vote, but a member can request a roll call at any time. If the motion is seconded, the Clerk calls the roll and records each individual vote. Division votes are taken as well, oftentimes when the vote is close or the Chair is in doubt of the prevailing side.

## SENATE STAFF

The Senate President is responsible for hiring staff to assist in running the Senate. Currently those positions include: Chief of Staff, Assistant Chief of Staff, Legal Counsel, Policy Director, Communications Director, Receptionist, and Senate Research. In addition there are caucus directors and executive secretaries to assist the majority and minority caucuses. Also Senate staff members are assigned to each committee to assist the chairman and committee with their duties. Senators also have staff assigned to their office to assist with constituent work and scheduling.

## SENATE COMMUNICATIONS DIRECTOR

The Communications Director is non-partisan and supports and assists all Senators with their communications needs, including press releases, statements, media advisories, speeches, opinion pieces, letters to the editor, news conferences, and photos. The director also prepares Resolutions honoring New Hampshire citizens for outstanding accomplishments or commemorating special events. The Senate Communications Director is responsible for updating the Senators' biography pages on the Senate webpage.

## SENATE RESEARCH

The New Hampshire Senate Research Office is an independent, non-partisan Senate support office providing historical, statistical and substantive background information on various topics and legislation.

# THE LEGISLATIVE PROCESS

## OVERVIEW

The legislature operates by creating, eliminating, or augmenting the laws of the state, also known as the RSAs. While an extensive process, the following is offered as a brief outline.

1. A legislator works on a piece of legislation with the Office of Legislative Services, which drafts the language into a bill. After it has been approved by the sponsor, it is delivered to either the Speaker of the House or Senate President for committee assignment and is read in its respective chamber by title only.
2. The Chair of the committee to which the bill is referred schedules a hearing for the bill, where testimony is taken and the bill is considered by the committee. Based on the information presented, the committee will make one of the following recommendations to each piece of legislation:
   - Ought to Pass
   - Ought to Pass with Amendment
   - Retain (House) or Re-refer to committee (Senate) (first year of biennium only)
   - Refer for Interim Study (second year of biennium only)
   - Inexpedient to Legislate (kill the bill)

The bill comes to the floor of the chamber with the committee's recommendation for a vote by the full House or Senate. If the majority doesn't support the bill, it dies. If the majority supports the bill, it is passed on to the other body where it is again referred to a policy committee, given a recommendation and voted on by the full body.

If said body passes the bill, it goes to the Governor for his or her approval or veto. If the body amends the bill, it must return to its originating body for concurrence. That chamber can concur, refuse to concur (the bill dies), or nonconcur and request a committee of conference. In the committee of conference, members from the policy committees of each body that heard the bill meet in hopes of reaching a compromise. If they come to agreement, each body must vote to adopt the agreed position.

## GUBERNATORIAL ACTION

Upon receiving a bill, the Governor has three choices of action: sign the bill into law, let it become law without a signature or veto the bill.

The Governor has five days, excluding Sundays and holidays, to act on a bill. If it is neither signed nor vetoed within the five-day period, and if the legislature has not adjourned, then the bill becomes law without the Governor's signature.

If the governor vetoes a bill, it goes back to the originating body which will vote to either sustain the veto or override it (which requires a majority of 2/3 present and voting) and sending it to the other body which may also vote to sustain or overturn (again, by the necessary 2/3 present and voting), thereby enacting the language as law.

# FINDING HELP

## HOUSE AND SENATE CLERKS

The Clerks are the nonpartisan chief legislative officers, elected by their respective bodies and the guardians of the parliamentary process. They are responsible for processing and maintaining all legislation in their chambers, keep official records thereof, maintain voting records, print Calendars and Journals, and maintain bill files from the previous session. Members are welcome to bring any questions to the Clerks and their offices at any time.

## CALENDARS, JOURNALS AND OTHER PUBLICATIONS

- House & Senate Calendars – The House and Senate Calendars, published weekly, contain committee reports, amendments, scheduled hearings, executive sessions, meetings and announcements.
- House & Senate Journals – The House and Senate Journals are prepared after session days and are the official record of legislative proceedings of the bodies.
- Manual of the NH General Court – Known as the "Black Book," this pocket-sized book published by the House Clerk's Office contains complete House and Senate rosters with contact information, standing and statutory committees, House and Senate rules, and the NH Constitution.
- Ethics Booklet – This booklet contains the laws, rules, and guidelines of the New Hampshire General Court's Joint Legislative Ethics Committee.
- Revised Statutes Annotated (RSAs) – The RSAs are the complete compilation of New Hampshire's statutes, which comprises more than twenty volumes.
- Laws of the State of New Hampshire – Also known as Session Laws, these books are published by the Office of Legislative Services following every session and contain all the laws passed therein.
- Roster – Published by the House Clerk's Office, it lists the members of the General Court, committee information, seating and office numbers.

## OFFICE OF LEGISLATIVE SERVICES (OLS) (Room 109, SH)

Legislative Services is a nonpartisan office with three divisions in the State House (Support, Legal, Research) and one at Granite Place (Rules); and is responsible for drafting bills and amendments, conducting legislative research, and providing staff for the Joint Legislative Committee on Administrative Rules (JLCAR). A detailed guide containing all aspects and functions of the office is available to all legislators.

## LEGISLATIVE BUDGET ASSISTANT (Room 102, SH)

The Legislative Budget Assistant (LBA) provides technical staff assistance to the legislature in the areas of finance and budgeting and supports legislative oversight through financial and performance auditing. The LBA reports to the Fiscal Committee of the General Court, a joint committee composed of five House members and five

Senators. The Budget Division, located on the first floor of the State House, provides the financial committees of the General Court with revenue and surplus estimates, fiscal information and balances, budget review, fiscal notes for proposed legislation, fiscal impact statements on proposed rules and other needed analyses. The Audit Division regularly performs financial and performance audits of state government entities and programs. Publicly available reports containing the results of the audits are presented to and released by the Fiscal Committee at its monthly meetings.

RSA 14:44 provides that all bills and resolutions having an effect on the revenues, expenditures or fiscal liability of the state or a city, town or county shall be accompanied by a fiscal note which sets forth the estimated fiscal impact. The actual fiscal note is a statement which indicates the positive or negative dollar effect of a piece of legislation, the assumptions and methodology used in arriving at that estimate and other comments relevant to the estimate or its development. The fiscal note accompanies the proposed piece of legislation throughout the legislative process. The fiscal note process also applies to all bill amendments adopted by the full House or Senate. For additional information on the Legislative Budget Assistant, go to https://gc.nh.gov/lba/ .

## GENERAL COURT TECHNOLOGY SERVICES (GCTS) (Room 31, SH)

General Court Technology Services provides and administers the network infrastructure for the New Hampshire Legislature. They maintain the integrity of the network, with respect to security, equipment, and software. GCTS is responsible for developing databases, web sites and access to our network for legislators, staff and public. Legislative email accounts for individual legislators are set up through this department. You can contact GCTS by calling 603-271-2180.

## GENERAL COURT ADMINISTRATIVE OFFICE

(Room 113, SH)

The Administrative Office is responsible for processing salary and mileage reimbursement payments, coordinating Member group health and dental benefit applications, distributing legislative NH E-ZPass transponders, taking orders for Representative nametags, and assisting with business card ordering.

## LEGISLATIVE OPERATIONS (Room 1, LOB)

Operations provides assistance relating to the physical facilities of the State House complex, including the Legislative Office Building and the Upham-Walker House.

## GOVERNMENT WEBSITES

NH.gov provides access to online resources from state departments, agencies, boards and commissions as well as the legislative and judicial branches. It allows you to search the full text of the revised statutes, locate books and other resources available in New Hampshire or discover if the Treasury Department is holding money on your behalf. In addition to state information, NH.GOV contains informa-

tion about local government, businesses and organizations. Information is provided about every city and town in the state. This includes population size, state electoral districts and community profiles. State agencies continually add new information to make this a vital information resource not only for the citizens of the state but for anyone anywhere wanting to know more about New Hampshire.

The General Court maintains its own website at https://gc.nh.gov/ and both the House and Senate have their own site accessible through the General Court site (or by those below) and is a valuable tool in helping to search legislation, bill information, RSAs, chaptered bills and other items of interest.

The House site (available directly at https://gc.nh.gov/house/) includes information about Representatives and staff, Calendars, Journals, Rules and affords the ability to stream live sessions of the House, either by video or audio.

The Senate site (available directly at https://gc.nh.gov/senate/) includes information about the Senate including contact information for Senators and staff, Calendars, Journals and Senate Rules. Each Senator has a page including their photograph, biography, contact information, committee assignments and district listing.

The House and Senate each maintain YouTube pages for the live streaming of meetings of standing committees and floor sessions. These can be accessed from the House and Senate websites.

## PROTECTIVE SERVICES

The General Court Protective Services Unit provides legislators, employees, and the public with around-the-clock security in the State House complex. During business hours, uniformed officers man guard posts throughout the State House and Legislative Office Building and are on roving patrols of the complex. Protective Services may be contacted during business hours at 603-271-3321 and after business hours at 603-419-9547. Protective Services will issue access cards/fobs for the State House, LOB, and legislative parking garages. Additionally, Protective Services works co-operatively with other security units within the State House complex, specifically the New Hampshire State Police State House Security Unit and the House and Senate Sergeants-at-Arms.

## RECOGNIZING LOBBYISTS

Under RSA 15:1, lobbyists must register with the Secretary of State and wear orange name tags that bear their name and the name of the organization they represent, or the word “lobbyist.” Lobbyist registration records are open to the public, and a listing of lobbyists is available at the Secretary of State’s Office and on their website.

## ETHICS COMMITTEE

The Legislative Ethics Committee was established by state law in 1991. The Committee provides advisory opinions and interpretive rulings regarding legislative standards of conduct as applied to specific circumstances and is empowered to resolve complaints alleging improper conduct by legislators and

recommend appropriate punishment to the full House or Senate. All members of the legislature should become familiar with the provisions contained in the "Ethics Booklet," prepared and provided to you by the committee.

# HOUSEKEEPING INFORMATION

## USE OF STATE PARKS

Members of the General Court who present a current legislative photo ID card will be admitted free of charge for day use at state parks. Each member may be accompanied by one guest. The value of any visit cannot exceed the $25.00 limit established in the Ethics laws.

## MEDICAL SERVICES

The nurse's office is located on the ground floor of the State House, near the Park Street entrance. Emergency equipment is available in the State House and Legislative Office Building. Emergency procedures are posted in appropriate areas and the State House nurse can be summoned by radio to any location. In the event of an urgent medical problem, dial ext. 2200. For routine health matters, dial ext. 2757. Some over-the-counter medications are available from the nurse's office, but you must request them in person.

## HOW YOU MAY BE CONTACTED AT THE STATE HOUSE

In the House, mail delivered to the State House is placed in members' mailboxes in the anteroom at the rear of Representatives Hall. Representatives wishing to communicate with fellow members through these mailboxes should contact the Speaker's Office for screening procedures. Mail sent to Senators will either be delivered to their own office or placed in their mailboxes in the Senate Chamber Anteroom.

On non-session days, messages for members may be directed to the Clerk's Office at 603-271-2548, or LOB reception at 603-271-3321. Please acquaint yourself with your individual committee room phone numbers, as messages may be left there while your committee is meeting.

During House floor action on session days, members may be reached through the Clerk's Office at 603-271-2548. Senators may be reached on session days by contacting the Senate Clerk's Office at 603-271-3420.

## RESPECTING THE BUILDINGS

The State House and Legislative Office Building are open Monday through Friday 8:00 a.m. to 4:30 p.m. and are closed on all major holidays.

The Hall of Flags in the State House is a memorial hall and its use is strictly limited to coming and going and reflecting. No press conferences or video interviews are held in the hall.

Smoking is not permitted inside the complex. Copies of the RSAs, reference material or other documents in the State House or LOB are available for use by members and staff and should not be removed.

## THE VISITOR CENTER

The Visitor Center staff schedules and conducts guided tours of the State House for groups visiting the Capitol, including students, Scouts, civic organizations, tourists, and citizens. Though access to the chambers will be limited on session days, groups touring on those days may observe proceedings from the gallery of each respective body. Legislators can coordinate meeting with groups visiting from their district through the Visitor Center, as well as obtain information and materials to enhance any presentations they wish to make at schools. The Visitor Center also operates a small gift shop offering a variety of New Hampshire gifts, including state and federal flags.

# GLOSSARY OF TERMS

**Ad Hoc:** Brought together for a special purpose.

**Adjourn (motion to):** A verbal request by a legislator to discontinue proceedings. This motion has the highest precedence, is not debatable, cannot be offered during a vote or while a member is speaking and requires a majority vote for approval.

**Amend (motion to):** A proposal to modify the contents of a bill under consideration by a committee or on the floor.

**Appropriation:** The setting aside by the legislature of a specific sum of public money for a particular public purpose.

**Biennial:** Occurring once every two years.

**Bill:** A written proposal drafted in legal form for consideration by the legislature.

**CACR (Constitutional Amendment Concurrent Resolution):** The Senate and House voting separately may pass a proposed Constitutional change by a three-fifths margin of the entire membership of each chamber. CACRs do not require the signature of the governor , but are passed directly to the voters for ratification at the next general election. Voter approval must be by a two-thirds margin.

**Caucus:** Members of a legislature belonging to the same party, organized in a body to determine joint legislative action. Also a meeting of such a body.

**Committee of Conference:** A small group of legislators, usually four House and three Senate members, selected by the respective presiding officers and charged with the reconciling of differences on the content of a bill which has passed both houses.

**Consent Calendar:** A calendar of legislative business that is normally comprised of noncontroversial measures. A motion to place a bill on the consent calendar requires a unanimous vote by the committee. A single vote is taken on the entire Consent Calendar. However, any member may request that a bill be removed from the Consent Calendar for a separate vote.

**Concur (motion to):** A motion made in one house to accept modifications or amendments made in the other house to a bill already passed by motion to concur is debatable and requires the approval of a majority of voting members.

**Deadlines:** Dates after which particular kinds of legislative action, such as introduction of bills, are prohibited.

**Division Vote:** A vote on an issue counted by individual vote but not recorded by individual name.

**Drafting:** The drawing up of bills, resolutions and amendments for introduction into a chamber.

**Effective Date:** The date on which a law becomes effective.

**Enabling (legislation):** An act, bill or resolution permitting a government agency or a town to carry out an action which it would not otherwise have the authority to do.

**First Reading:** The formal reading of a bill by the clerk of a house before that house for the first time. While bills must be formally "read in" to be considered, this is usually done with only a reading of the title of the bill.

**Fiscal Note:** A cost estimate which is attached to a bill to indicate its fiscal impact. State law (RSA 14:44) requires that all bills and resolutions that would affect money matters in towns, counties or the state be accompanied by a statement setting forth the estimated fiscal impact.

**Fiscal Year:** An accounting period of 12 months. (For New Hampshire, July 1 to June 30.)

**Germane:** Related to or having a common subject matter.

**Hearing:** An occasion during which evidence and points of view on a specific bill are brought before a legislative body. In New Hampshire both the House and the Senate require in their Rules that a public hearing be held on all bills referred to their committees.

**Housekeeping Measure:** A change in a statute that is minor, often correcting a small defect in the law.

**Indefinite Postponement:** A motion made from the floor that further action on a bill be deferred and thus that the bill be killed.

**Inexpedient to Legislate:** A recommendation that a bill should not pass. If adopted, the bill is killed.

**Joint Resolution:** A formal written proposal expending funds or expressing an intent, will or opinion of the General Court which is offered for consideration by both houses, and which requires the Governor's signature (unlike other types of resolutions). Joint resolutions which are enacted are published in the session laws.

**Joint Committee:** A committee with members from both chambers appointed to consider matters of common interest.

**Joint Rules:** Rules of procedure adopted by and applicable to both houses of the legislature.

**Lay on the Table:** A non-debatable motion to set aside a pending question until further action is desired; ranks second in precedence only to a motion to adjourn.

**Lobbyist:** A person representing a special public or private interest who provides information to legislators with the hope of influencing legislative proceedings.

**Minutes:** Accurate record of the proceedings of a meeting in chronological order.

**Motion:** A proposal formally made before any deliberative body such as a legislature; all legislative business is moved through the legislative process by motions, some having precedence over others.

**Move Previous Question:** A motion to end debate and bring up for a vote all pending motions before the chamber. This is non-debatable and only motions to adjourn or to lay on the table have higher precedence.

**Order (of Business):** The sequence of daily activity followed by a chamber in accordance with its rules; it may be changed by a majority vote.

**Organization Day:** The Constitution stipulates that the Senate and House assemble biennially on the first Wednesday of December for organizational purposes. The following officers are elected on Organization Day: Speaker of the House; Senate President; House and Senate Officers.

**Parliamentary Inquiry:** A request for information from the presiding officer with respect to procedure.

**Point of Order:** A question raised by a member when he doubts the propriety of a procedure being followed or a statement made by another member; this requires a ruling from the presiding officer and is not debatable.

**Private Acts:** Laws passed by the legislature that deal with specific, limited situations (i.e. claims against the state, special town meetings, etc.). Private acts appear in the session laws but not in the RSA's.

**Privileged Motions:** Those motions that concern themselves with the performance of the House and its good order and which take precedence over other motions.

**Pro Tem (pore):** For the time being or provisionally.

**Quorum:** The number of legislators who must be present in order for a chamber to do business, usually a simple majority.

**Ratify:** To approve and make valid.

**Readings:** The recital of the title of the bill by the Clerk as it proceeds through the legislative process, done three times in both the House and Senate.

**Reapportionment:** The act of redistricting governmental units so as to ensure that representation is reflective of population. (See Constitution of the State of New Hampshire, Part Second, Articles 9 and 26.)

**Recall:** To summon a piece of legislation and return to the body last acting upon it (e.g., from the Governor's Office to the House).

**Recommit:** A motion to refer a bill back to a committee which has already acted upon it.

**Reconsider:** A motion to re-evaluate a vote offered immediately after action has been completed on an item of business; it may be offered anytime during the day's session in which action was taken and as otherwise provided by Rules.

**Revenue:** Yield of taxes and other sources of income the state collects.

**Roll Call:** A recorded vote on an issue.

**RSAs (Revised Statutes Annotated):** The name of the codified volumes of permanent New Hampshire laws.

**Rule:** A regulation controlling action or procedure of a legislative, administrative or judicial body or, in the case of a legislature, the rules secure order and provide for the regular passing of legislative business in a predictable way.

**Second Reading:** Bills receive a second reading by conglomerate motion at the time of their introduction.

**Session Laws:** All laws passed by the legislature in a given legislative session, numbered in the order in which they are passed. Session laws include private acts, appropriations measures and laws which amend or add to the permanent laws.

**Sine Die:** Adjournment of a legislative body closing the session and terminating all unfinished business.

**Special Order:** A matter of legislative business set for a designated time and day.

**Sponsor:** A legislator who introduces a bill or resolution to a legislative chamber.

**Sunset:** A provision for the repeal of a measure sometime in the future.

**Suspend the Rules:** A motion requiring a two-thirds vote to change the previously adopted procedures.

**Third Reading:** The final passage of a bill, usually accomplished by conglomerate motion.