

# A GUIDE TO PARTICIPATING IN THE WASHINGTON STATE LEGISLATURE







**1<sup>st</sup>** Sammamish River Trail – Bothell Landing



**2<sup>nd</sup>** Paradise Glacier Trail – Mount Rainier



**3<sup>rd</sup>** Cliff Drive Overlook – Spokane



**4<sup>th</sup>** Vista House – Mount Spokane State Park



**5<sup>th</sup>** Railroad Community Park – Snoqualmie



**6<sup>th</sup>** Riverside State Park Bowl & Pitcher Area – Spokane



**8<sup>th</sup>** Howard Amon Park – Richland



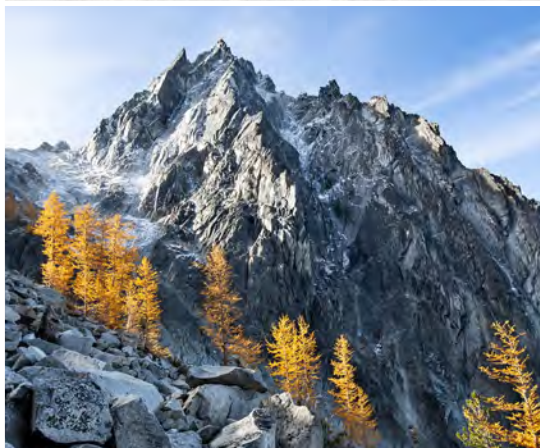
**9<sup>th</sup>** Palouse Falls State Park – LaCrosse



**10<sup>th</sup>** Roozengaarde Tulip Farm – Mount Vernon



**11<sup>th</sup>** The Museum of Flight – Seattle



**12<sup>th</sup>** Asgard Pass, Enchantments – Leavenworth



**13<sup>th</sup>** Swauk Creek Valley – Cle Elum



## Salutations for State and Federal Offices

**Governor:** Sir or Madam; Dear Governor

**Lt Governor:** Sir or Madam; Dear Lt Governor

**Speaker of the House:** Dear Mr. or Madam Speaker

**Senator:** Dear Mr. or Madam Senator; or Dear Mr. or Ms.

**Representative:** Dear Mr. or Madam

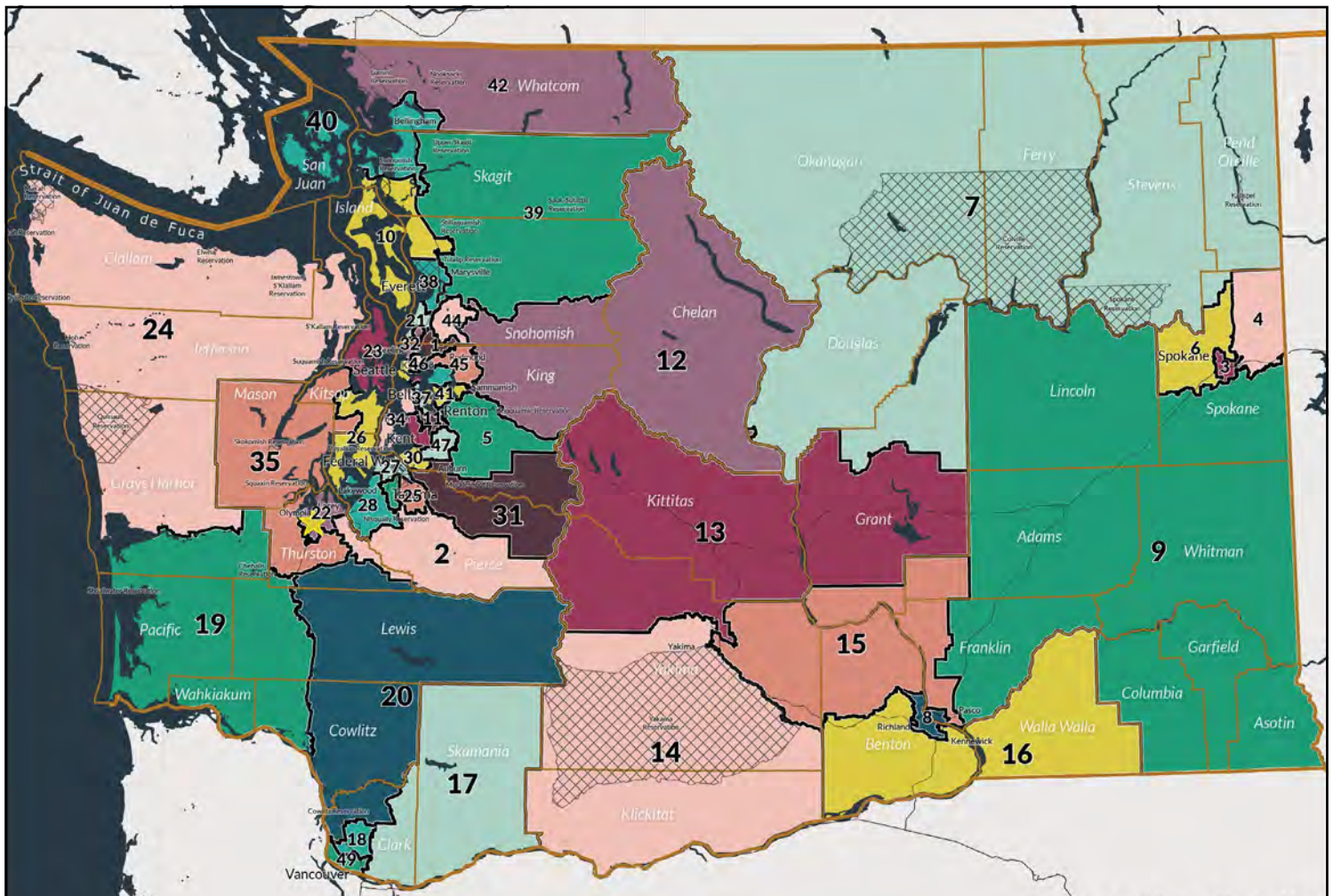
**Attorney General:** Dear Sir or Madam;  
Dear Mr. or Ms. Attorney General

**President of the U.S.:** Mr. President or Madam  
President; Dear Mr. President or Dear Madam President

**U.S. Vice President:** Dear Sir or Madam;  
Mr. Vice President or Madam Vice President

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## Legislative Districts

The Washington State Legislature is a bicameral body that convenes annually. Washington is divided into 49 legislative districts, with one state Senator and two state Representatives elected in each district (49 Senators and 98 Representatives).

In the House, Representatives are elected in even-numbered years to serve two-year terms. Senators are elected every four years with overlapping terms; therefore, half of the Senate is up for reelection every two years.

# THE WASHINGTON STATE LEGISLATURE



Washington has a bicameral legislature which convenes in regular session annually. Regular sessions begin the second Monday in January of each year and are constitutionally limited to 105 days during odd numbered years and 60 days in even years. Special sessions are called by the Governor's proclamation in which reason for the call must be stated, or by a two-thirds vote of the Legislature.

The Senate has 49 members and there are 98 representatives in the House. Districts from which legislators are elected are subject to redistricting and reapportionment on the basis of population after each decennial census.

State Representatives are elected to a two-year term and all Representatives stand for re-election at the general election held in even-numbered years. Members of the State Senate are elected for four-year staggered terms with about one half of the membership being up for reelection at general election in even-numbered years. As provided by the State Constitution, each house is the judge of the election and qualifications of its own members.

The Legislature is the branch of government which establishes governmental policy and determines services people want and need from government. Thus the Legislature, as the policy forming representative of the people, fulfills its part in the American system of government.

## Officers of the Legislature

With the exception of the **Lieutenant Governor**, who serves as the **President of the Senate**, the Constitution provides that each house shall elect its own officers. As President of the Senate, the Lieutenant Governor presides over the Senate, and the Constitution gives him the deciding vote in the case of an equal division of the members on a question, except on final passage of a bill; has the right to name any Senator to perform the duties of the chair in the absence of the President Pro Tempore; preserves order, controls the chamber and lobby, signs in open session all acts and resolutions; decides all questions of order without debate. The Lieutenant Governor may speak to points of order in preference to members, and signs all writs, warrants, and subpoenas issued by order of the Senate; has charge of and sees that all officers, attaches, and clerks perform their duties. These duties are prescribed by rules of the Senate, and pass, in the absence of the President, to the **President Pro Tempore**, who is elected by fellow Senators. The Senate also elects a **Vice President Pro Tempore** to serve in the absence of the President Pro Tempore, in the event the Lieutenant Governor may be acting as Governor.

**Other Legislative Officers:** All other officers are elected in each house by its members. In the Senate, the President Pro Tempore, Vice President Pro Tempore, Secretary of the Senate, and Sergeant at Arms are elected immediately after the oath of office is administered to the members, roll is called, and



temporary rules have been adopted. At the same time, the House of Representatives elects the Speaker of the House, Speaker Pro Tempore, Chief Clerk, Assistant Chief Clerk, and Sergeant at Arms.

**Secretary of the Senate:** The Secretary of the Senate is the administrative officer of the Senate. He or she selects and removes employees, subject to approval of the Senate, supervises all procedural details, and performs other duties of the office during the session and until the election of a successor at the next session.

**Speaker of the House:** Duties of the Speaker of the House include presiding over the House, preserving order and decorum, referring bills to committees, speaking to points of order, deciding questions of order, naming any member to perform the duties of the chair during a temporary absence, appointing all standing and special committees, signing all bills, resolutions and memorials in open session and, when necessary, signing all acts, orders and proceedings of the House. He or she also performs such other duties as may be assigned by action of members of the House both during the duration of session and the interim between sessions. In the event of illness, death, or inability to act, the **Speaker Pro Tempore**, who is also elected at the commencement of each regular session shall hold office during all sessions until the convening of the succeeding regular session.

**Chief Clerk:** The Chief Clerk of the House, like the Secretary of the Senate, is an administrative officer. Neither is a member of the Legislature, but both are elected by the bodies. The Chief Clerk selects and removes employees with approval of the Speaker of the House, supervises preparation of the journal, performs other duties of this office, and is responsible at all times for the acts of assistants.

**Deputy Chief Clerk:** The Deputy Chief Clerk is elected by the House and assists the Chief Clerk in all duties. In the event of the death, illness, or inability of the Chief Clerk to act, the Deputy Chief Clerk shall assume duties and powers of the Chief Clerk.

**Sergeant at Arms:** The Sergeant at Arms is elected by the body to administer services and security needs of the members. It is his or her specific duty to keep order, to summon members to their seats upon call of the House or Senate, and to see that the legislative premises are kept clean and comfortable. The Sergeant at Arms also supervises all other support services persons: tour guides, garage, parking, shuttle bus, cafeteria, pages, door keepers and building security persons.

If you are a person with a disability and need a special accommodation, please contact the House at (360) 786-7271, or the Senate at (360) 786-7189. TTY 1-800-833-6388. For further legislative information, call the Legislative Hotline at 1-800-562-6000, or check the internet at [www.leg.wa.gov](http://www.leg.wa.gov).



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## The Committee System

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With the introduction of well over a thousand bills during a regular legislative session, and the limited time for consideration, it would be an almost impossible task for the entire legislative body to give proper consideration and study to each proposed piece of legislation in detail.

Therefore, the committee system has been developed to facilitate the detailed study of bills. The entire body of each house is divided into small groups or committees, each of which has a special field, and each of which considers proposed legislation dealing with particular subjects falling within the purview of the committee. The same rules of procedure that govern the conduct of business in the House and Senate apply where applicable in committee meetings, where the chair or, in his or her absence, the vice chair presides.

After a bill is introduced and read the first time, it is assigned to an appropriate committee by the President of the Senate or the Speaker of the House. When the bill is reported out of committee, the committee report or reports must carry signatures of the majority of the members on the committee. The rules of each house require that a bill be reported back with one of the following recommendations: that the bill “Do Pass;” that it “Do Pass As Amended;” that it be rereferred to another committee; or “With No Recommendation.” A bill may be reported back with both a majority and a minority recommendation if disagreement on the measure arises. A completely new bill may be drafted by the committee on the same subject, who then recommends that “The Substitute Bill be Substituted Therefor.”

The committee often calls in representatives of various state agencies, holds joint meetings with their counterpart in the other house, and holds public hearings in order to obtain information regarding bills referred to it.

**Committee Functions:** Each of these committees is important to the legislative process and to the functioning of all departments of state government, but the most important committees — those upon which membership is highly esteemed in both houses of the Legislature — are those on Rules, Ways and Means, Transportation and Judiciary. The most important of these is the Committee on Rules because it determines what bills shall be brought before the respective houses for consideration. A simple majority of members present in the Senate can take a bill from the Rules Committee and place it on the calendar. In the House, an affirmative vote by a majority of elected members is necessary to bring a bill out of the Rules Committee and place it on the calendar. In actual practice, however, such floor action to place bills on the calendar is seldom, if ever, taken by either house.

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## Daily Order of Business

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Each house follows a prescribed order of business, as provided by its rules, which is the standing agenda for each day of session.

**House Order of Business:** Business shall be disposed of in the following order:

1. Roll Call, Presentation of Colors, Prayer, and Approval of the Journal of the preceding day.
2. Introduction of Visiting Dignitaries.
3. Messages from the Senate, Governor, and other state officials.
4. Introduction and First Reading of Bills, Memorials, Joint Resolutions and Concurrent Resolutions.
5. Committee Reports.
6. Second Reading of Bills — Calendar of the Day.
7. Third Reading of Bills.
8. Floor Resolutions and Motions.

9. Presentation of Petitions, Memorials and Remonstrances addressed to the Legislature.
10. Introduction of visitors and other business to be considered.
11. Announcements.

**Senate Order of Business:** After the roll is called and Journal read and approved, business shall be disposed of in the following order:

1. Reports of Standing Committees.
2. Reports of Select Committees.
3. Messages from the Governor and other state officials.
4. Messages from the House of Representatives.
5. Introduction, First Reading and References of Bills, Joint Memorials, and Joint Resolutions.
6. Second Reading of Bills.
7. Third Reading of Bills.
8. Presentation of Petitions, Memorials, Resolutions, and Motions.

The order of business established by this rule may be changed and any order of business already dealt with may be reverted or advanced to by a majority of those present.

All questions relating to the priority of business shall be decided without debate. Messages from the Governor, other state officers, and from the House of Representatives may be considered at any time with the consent of the Senate.

Any standing rules of order or business may be suspended temporarily by a two-thirds vote of the members present.

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## Bills, Resolutions and Memorials

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A bill is a written proposal to enact a law. It may propose to enact an entirely new law or make an addition to change an existing statute in order to add clarity. It may correct an error in statute, or adjust it to changing circumstances. A bill is born as an idea in the mind of a legislator, a department or agency of government, or an individual citizen or group. However, it must always be sponsored by a member or committee of the Legislature, and be approved or drafted by legislative bill drafters. The sponsor is responsible for placing the bill in the “hopper” for introduction.

Resolutions and memorials are written motions expressing the wishes and recommendations of the Legislature, and some resolutions have the effect of law for a temporary period.

A **Joint Memorial** is a message or petition addressed to the President and/or Congress of the United States, or the head of any other branch of federal government asking for consideration of some matter of concern to the state or region, or of universal interest.

A **Joint Resolution** may propose an amendment to the Constitution for reference to the people for acceptance or rejection, or it may formulate a legislative directive to state administrative officers and agencies. Joint resolutions which propose to amend the Constitution must receive a two-thirds affirmative vote of all members **elected** in each house to pass.

A **Concurrent Resolution** is a statement of policy concurred in by both houses. It may relate to the joint rules, to internal operations of the Legislature as a unit of government, or it can create and assign duties to an interim committee.

A **Floor Resolution** relates only to the business of the house in which it originates. It is not considered by the other house, it is treated as a written motion, and may be adopted by a voice vote. Joint memorials and joint resolutions are subject to all procedural rules governing the course of bills. Concurrent resolutions require a roll call vote only when they authorize investigating committees and/or allocate or authorize expenditure of any funds; otherwise, they may be treated as motions and adopted without a roll call.

# OVERVIEW OF THE LEGISLATIVE PROCESS



The Washington State Legislature is made up of two houses (or chambers), the Senate and the House of Representatives. Washington has 49 legislative districts, each of which elects a Senator and two Representatives. Senators serve four-year terms and Representatives serve two-year terms. The Senate and House of Representatives meet in session each year to create new laws, change existing laws, and enact budgets for the State.

The legislative cycle is two years long. Within that two-year cycle, there are two kinds of legislative sessions: regular sessions and extraordinary, or special, sessions. Regular sessions are mandated by the State Constitution and begin the second Monday in January each year. In the odd-numbered year, for example, 2023, the regular session is 105 days; in the even-numbered year, for example, 2024, it is 60 days. Extraordinary sessions are called by the Governor to address specific issues, usually the budget. There can be any number of extraordinary sessions within the two-year cycle, and they can last no more than 30 days.

The members of the House and Senate offer legislation, or bills, for consideration. The ideas for bills come from a number of places: something has happened in the last year that inspires new legislation (for instance, the change in people's perception of crime gave rise to the youth violence bills that were offered during the 1994 Session), a member wishes to address an issue that is specific to his or her district, the Legislature decides to tackle a major issue (such as regulatory reform), changes in technology dictate a change in the State's laws, etc.

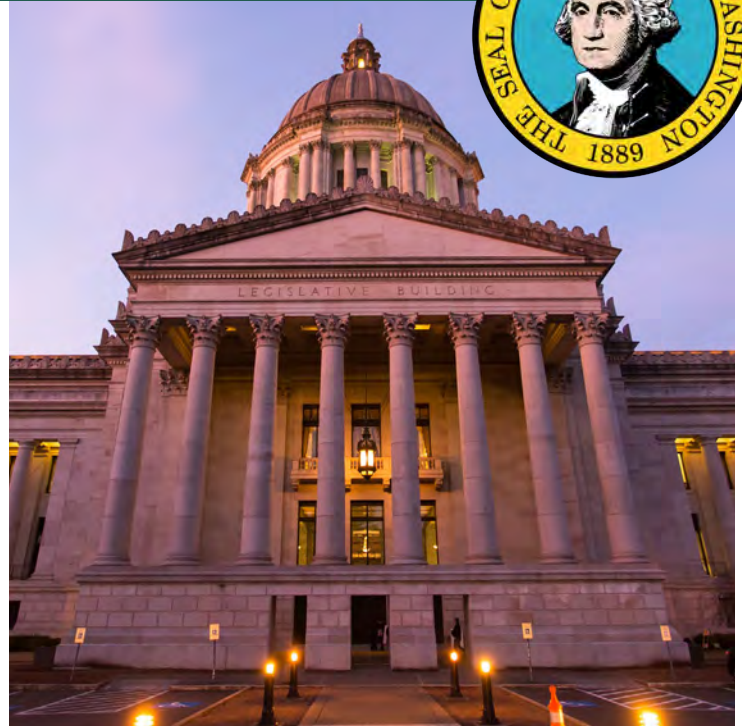
Once a member introduces a bill, the legislative process begins. The process has a number of specific steps. If the bill makes it through all the steps in the chamber in which it was introduced (the "first house"), it goes to the other chamber (or "second house") and goes through the same steps there. Each step is identified and explained below.

**Pre-filing:** Members can pre-file bills for introduction beginning the first Monday in December. Pre-filed bills are officially introduced the first day of the session

**Introduction, or First Reading:** The first thing that happens to bills on the "floor" is introduction and referral to committee. This is also referred to as the bill's first reading. (Bills must have three readings in each house in order to pass the Legislature.)

Leadership determines to which committees bills will be referred; this is usually determined by the bill's subject matter. Bills that require an appropriation or that raise revenue must also go to a fiscal committee for review (**the Appropriations Committee in the House or the Ways and Means Committee in the Senate**).

**Committee Action:** The chair of each committee works with leadership and staff to schedule bills to be heard by the committee. Committees hold three kinds of meetings: (1) work sessions, where issues are determined and reviewed; (2) public hearings, where testimony from interested parties is taken; and (3) executive sessions, where the committee decides how it will report the bill to the whole house. Not all bills get scheduled for hearing, so a good number of bills never get any further than committee.



Bills can be reported in several fashions, the most usual being "do pass" (pass the bill just as it is), "do pass as amended" (pass the bill as amended by the committee), and "do pass substitute" (the committee offers a different version to take the place of the original bill).

The members on the prevailing side sign the "majority" report; those members who disagree with the majority sign the "minority" report. Not all bills coming out of committee have minority reports.

As a bill moves through the committee process, the staff prepares the "bill report." The bill report includes a legislative history of the bill, background on the issue, a summary of the legislation, the names of those who testified on the bill, and a summary of the testimony for and against the bill. The bill report is edited as the bill moves through the process. When the bill moves to the opposite house, that house prepares a bill report as well. A bill that has finally passed the Legislature would have House, Senate, and Final bill reports.

At the start of the session, both houses agree on dates by which bills have to be reported out of committee in order to be eligible for further consideration by the Legislature. There is a "cutoff" date for bills to be out of committee in the first house and one for bills to be out of committee in the second house.

**Rules Committee:** Once a bill has been reported by the appropriate committee(s), the floor acts on the committee report and then passes the bill to the Rules Committee. Usually, the floor adopts the committee's recommendation.

The Rules Committee is where leadership exercises the most control over the process. The Rules Committee is made up of members from both parties. Each member on the committee gets to select two or three bills that will move on to the next step in the process. Which bills a member selects could be the result of a party caucus, or another member approaching that member, or a piece of legislation about which the member feels strongly.

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**Rules Review/Rules White:** The first step in the Rules Committee process is called Rules Review in the House and Rules White in the Senate (the report Overview of the Legislative Process that lists the bills in this step in the Senate is printed on white paper). Rules Committee members review the bills and decide whether or not to move them on to the next step.

**Rules Consideration/Rules Green:** The next step is called Rules Consideration in the House and Rules Green in the Senate (the report is printed on green paper). Sometimes bills skip this step and go to the calendar for second reading. It is another step that allows leadership to control the process.

**Calendars/Bill Report Books:** The Rules Committee decides which bills will be scheduled for second reading. Those bills that will probably require some debate are placed on the regular calendar.

Those that the rules committee agree are not controversial may be placed on the suspension calendar in the House, the consent calendar in the Senate.

Each house prepares documents that list the bills scheduled to be heard on the floor. The House prepares “bill report books” (containing an order of contents and the bill report of each bill on the calendar) and “floor calendars” (a list of the bills, a brief description for each, and the committee action on each). The Senate prepares “calendars” (with an order of contents and the bill report of each bill), and “flash calendars” (the list with the brief descriptions and committee actions). The Senate flash calendar lists only those bills that were “pulled” from Rules at the last Rules Committee meeting.

**Second Reading:** It is on second reading that the chamber discusses the merits of the legislation. It is here, too, where members can offer amendments to the bill. Most bills that get this far get their second reading in the couple of weeks following the committee cut-off.

If a bill has been amended in committee or on the floor in the first house, it is ordered engrossed. Engrossing a bill means incorporating the amendments into the body of the bill so that the second house gets one document. If a bill has been amended in the second house, it is returned to the first house with the amendments attached so that the first house can decide whether or not it wishes to agree with the changes the second house made.

**Third Reading:** Third reading is where the roll call vote on final passage is taken. If the bill finally passes, it continues in the process. If the bill fails on final passage, it goes no further. Under certain circumstances, the chamber may decide to reconsider the vote that was taken; in that case, the chamber has twenty-four hours to make a motion to reconsider the bill.

If the bill passes third reading in the second house and the second house did not amend the bill, the bill has passed the Legislature.

At the start of the session, both houses agree on “cut-off” dates by which bills have to be finally passed out of the first house and finally passed out of the second house.

**Concurrence, Dispute, and Conference Committees:** If the bill has been amended by the second house, the first house has to decide whether it will concur in the amendments or not. Leadership decides which bills returned from the second house will be discussed and places those bills on the concurrence calendar (House) or concurring calendar (Senate). If the first house concurs in the amendments, the bill has passed the Legislature.

If the first house disagrees with the second house, it can ask the second house to recede from the amendments. If the second house recedes, the bill has passed the Legislature.

If the two houses cannot resolve their differences, one of them can ask for a conference committee. Members from each house meet to discuss the differences. If they agree on what is to be done, the conference committee makes a report. Both houses must adopt the conference committee report for the bill to pass the Legislature. If one house does not adopt the conference committee report (whether by vote or inaction), the bill has not passed. The House Floor Activity Report and the Senate Floor Activity Report list the bills on the concurrence, dispute, and conference calendars.

**Enrolling:** Once a bill has finally passed the Legislature, it is enrolled. A certificate proclaiming that it has passed is attached and, if necessary, the amendments from the second house or conference committee are incorporated into the body of the bill. The bill is signed by the Speaker of the House, the Chief Clerk of the House, the President of the Senate, and the Secretary of the Senate and is sent to the Governor for his or her action.

**Governor’s actions:** The Governor reviews the bill. The Governor may decide to sign it, veto part of it, or veto all of it. If the Governor vetoes part or all of it, the Legislature may vote to override the veto. (That happens rarely.) If the governor does not act on a bill after the allotted number of days, it is as if it were signed. From the Governor’s desk, bills go to the Secretary of State who assigns a session law chapter number. The Chapter to Bill Table (available on the Internet) lists the bills that have passed the Legislature, the chapter numbers assigned by the Secretary of State, vetoes, short descriptions, and the effective dates.

**Carryover:** The Legislature works within the framework of a two-year cycle. For instance, the 2023-24 Session is the 59th Session of the Legislature. There will be a least two regular sessions, a “long” session in 2023 (105 days) and a “short” session in 2024 (60 days). There could also be any number of special sessions, none of which can last longer than 30 days.

Therefore, just because a bill did not make it all the way through during the regular session in the odd-numbered year (for example, 2023) does not mean it is “dead.” At the end of the session, all bills in the second house are returned to the first house; so a House bill in committee in the Senate when session ends is returned to the House. At the start of the next session, be it a special session or the next regular session, bills from the previous session are reintroduced and retained in their present position.

“Carryover” bills can be taken up again in subsequent sessions during the biennium. The Legislature has a lot of latitude with these bills. The first house can place the bill on the calendar for third reading and send it right back to the second house, or it can make the bill go to committee and through the whole process again.

This is in addition to the new bills introduced during the current session. This procedure can make it difficult to keep track of bills during a special session or the second regular session. If a bill does not make it through the process by the end of the two-year cycle, it is “dead.”



# GUIDE TO EFFECTIVE LEGISLATIVE PARTICIPATION



## Get to Know Your Legislators

To make a difference in the legislative process, you must develop a relationship with your legislators. Keep in mind that you can work effectively with someone, regardless of the personal opinions either of you may hold. Although you are unlikely to agree on every issue, you can still build a positive relationship.

The best way to get to know your legislators on a personal basis is to spend time with them when the Legislature is not meeting. Arrange a meeting during the months between sessions when they are home.

Your legislators are also your neighbors. You share many of the same interests and concerns, so make a strong effort to build on the common ground you both hold. Take the time to find out who they are as people.

You can contact your legislators in a number of ways:

- **Personal visit.** Call the office, introduce yourself, tell the legislator or the legislative assistant what you would like to discuss, and make an appointment for a visit.

If you plan a visit, be prepared for your discussion. Know what you want to say, be factual, and make your comments as brief and specific as you can. If you do not know something, be willing to admit it and offer to follow up with more information later, which is also an avenue for further discussion.

- **Write a letter.** Express your views and request the member's attention through the mail. Make your letters brief, to the point, clear, and formal. Include your mailing address and phone number so the legislator knows where to respond.
- **Send an e-mail message.** Like letters, e-mails should be brief, to the point, clear, and formal. Include your name and mailing address, as well as your e-mail address, and let the legislator know how you'd prefer to be contacted.
- **Call the toll-free Legislative Hotline.** You can call the toll-free Hotline at 1-800-562-6000 to leave a brief message on any issue.
- **Attend a Town Hall Meeting.** Most Legislators conduct periodic town hall meetings at various locations in their district. This is a good opportunity to meet your Legislator and to express your views and concerns in an informal setting.

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*"It is not the fact of liberty, but the way in which liberty is exercised that ultimately determines whether liberty itself survives."*

— Dorothy Thompson

## Participate in a Committee Hearing

The **Participating in the Process** page at [www.leg.wa.gov](http://www.leg.wa.gov) gives three options on how to participate in discussions during legislative session.

- **Testify before a committee.** Make your views and positions known by testifying before a committee that is having public hearings on an issue or bill.

If you frequently testify on bills, you may find it useful to [create a Legislative Account](#). An account allows you to autofill sign-in information and view and edit your sign-in history.

- **Submitting Written Testimony to a Committee.** If you do not wish to testify in a committee hearing, you can still submit written testimony on a bill for the archived legislative record.
- **Get Your Position on a Bill Noted for Legislative Record.** If you wish, you could choose to have your position noted. The Committee Sign In - Remote Testimony page also allows you to select a chamber, committee, and bill, then indicate you wish to have your position noted for the archived legislative record.



*“There is but one element of government, and that is THE PEOPLE. From this springs all government.”*  
— John Adams

## The Legislative Process

Every year, the Legislature meets to engage in the process of public decision making. The objective is to reach a consensus on a wide range of issues affecting every citizen and the future prosperity of Washington State. It is a process that involves cooperation to make critical decisions in everyone’s best interest.

We have chosen representatives to carry out the difficult task of determining what kind of laws and policies will best serve these interests. However, to effectively perform their job, legislators rely heavily on input from a wide variety of different sources.

They receive a great deal of technical information from their staff, state agency personnel and professional lobbyists. Yet, much of what they actually decide depends on the views, interests and preferences of the citizens who elect them.

This is precisely how the legislative process was designed to work best. It is based on a close, open and positive relationship between elected officials and the citizens whom they represent.

You can actively participate in the legislative process in a variety of ways. Select the method that allows the fullest expression of your personal interest and commitment, but follow some basic steps.

## Know How the Process Works

For your individual participation to be most effective, a basic understanding of the whole legislative picture is essential. If there is something you do not understand about the process, ask someone who can provide an answer. Here are some resources:

- Call the Legislative Information Center at (360) 786-7573.
- Call your legislator’s office.

Go to **Find Your District** at [www.leg.wa.gov](http://www.leg.wa.gov). This page uses your address to determine who your district representatives are. From there, links to their specific contact pages are provided.

- Explore the **Classes & Tutorials** at [www.leg.wa.gov](http://www.leg.wa.gov) for an overview of the legislative process, and for information on how a bill becomes a law and how to read a bill.
- Listen to or watch broadcasts of committee hearings to see how they work. All committee hearings are broadcast live in streaming audio over our internet web site and many hearings are televised live on **TVW** ([www.tvw.org](http://www.tvw.org)).

## Make Yourself the Expert

Before you address an issue, do some homework. Know the whole issue: who it affects, what others feel about it, how it will influence future trends, and any other information you are able to gather. Thorough research allows you to present your viewpoint with confidence and credibility, and, combined with your personal experience, is the most effective information you can provide.

## Get to Know Legislative Staff

Legislators rely heavily on professional staff for information gathering and analysis. You can play an equally supportive role by making sure staff are aware of the perspective your personal knowledge and experience can provide. Legislative staff work on a wide range of issues. They always appreciate new sources of clear and accurate information, and they can provide you with the most current information they have.

## Network with Other Citizens

Much of the information you need to be effective in the legislative process can be obtained from other concerned and active citizens. Most interest areas are represented by informal citizen groups, if not formal membership organizations.

Find out whether there are groups that share your concerns and establish a network. A group of concerned citizens can be much more effective working together, rather than as separate individuals trying to accomplish the same goal.

## Key Points to Remember

Regardless of how frequently you contact your legislators, you will be far more effective if you follow these points:

1. Be well prepared for your discussions.
2. Provide a written statement with all verbal presentations.
3. Make letters and e-mail formal, specific, and concise.
4. Don’t berate or argue with your legislator when you disagree. Simply thank the member for the time spent with you and express a desire for further discussion.

Whatever position you represent, however, remember your participation makes a difference. Our legislative process is one way each of us may contribute to the quality of life we experience in our state. Your willingness to be a responsible, involved participant is crucial to the decision-making process.



# HOW TO TESTIFY IN COMMITTEE



## “Open” Legislature

Washington State has one of the most “open” legislatures in the country. A bill has a public hearing before Senate and House committees before being considered on the floor of the House and Senate. Your opportunity to testify comes at the committee hearings. If you cannot appear before a committee, contact your legislator making your position on a bill known. You can do so by writing a letter, sending an e-mail, calling the legislator’s Olympia office, or by calling the Legislative Hotline at 800-562-6000.

Senate committees usually meet in hearing rooms in the John A. Cherberg Building and House Committees usually meet in the John L. O’Brien Building. Both buildings are adjacent to the Legislative Building in Olympia.

*“Every person may freely speak, write and publish on all subjects, being responsible for the abuse of that right.”*

— Article 1, Section 1  
Washington State Constitution

## Committee Hearings

Legislative hearings are conducted informally. They are not judicial proceedings and the rules are somewhat relaxed. Anyone can testify; you do not need formal training. Schedules of committee hearings are published weekly and daily during the legislative session.

To find out when a hearing is scheduled:

- Check our web site at [www.leg.wa.gov](http://www.leg.wa.gov).
- Call the toll-free Legislative Hotline number (1-800-562-6000).
- Inquire in person or by phone at the Legislative Information Center, 110 Legislative Building (360-786-7573).
- Subscribe to the Legislature’s Committee E-mail Notification Service ([GovDelivery](#)).

The Legislative Information Center also has copies of bills for distribution. Be sure to ask for any pending amendments or substitutes to particular bills. Notices of interim committee hearings are sent out by committees between legislative sessions and are available via the Legislature’s Committee E-mail Notification Service ([GovDelivery](#)).

If you are a person with a disability and need a special accommodation, please contact the House at (360) 786-7271, or the Senate at (360) 786-7189. TTY 1-800-833-6388. For further legislative information, call the Legislative Hotline at 1-800-562-6000, or check the internet at [www.leg.wa.gov](http://www.leg.wa.gov).



## Before the Hearing

**Prepare Your Remarks.** Time is usually limited, so be brief and direct. Written testimony should not be read at committee hearings. Writing down your comments in outline form will be helpful when you speak, and you should summarize your written testimony.

**Avoid Duplication.** If other persons will be offering similar testimony at the hearing, try to coordinate your testimony and avoid duplication. Well-organized testimony is the most effective.

## Are you a Lobbyist?

Generally, if you are testifying on a bill or issue and represent only yourself, you will not be required to register as a lobbyist.

This [Public Disclosure Commission \(PDC\)](#) page outlines guidelines on this subject. *You do not have to register and report if you:*

1. Appear only before public meetings of legislative committees or state agencies, or
2. Do not receive pay, expenses or other consideration for lobbying and make no expenditure for or on behalf of a legislator, elected official or state employee in connection with lobbying, or
3. Restrict your lobbying to four days during any three month period and spend no more than \$35 for or on behalf of a legislator, elected official or state employee.



*“All political power is inherent in the people, and governments derive their just powers from the consent of the governed, and are established to protect and maintain individual rights.”*

— **Article 1, Section 1**  
**Washington State Constitution**

## At The Meeting

- Be punctual; usually there is only one public hearing at which testimony is held on a particular bill.
- Sign-in is now done electronically, and **closes one hour before the meeting** regardless of how or where you sign in from. You may access the [Committee Sign-In Program](#) from a web-enabled device (smartphone, laptop or tablet).
- Click Committee Electronic Sign-In Instructions to obtain more detailed instructions or for information on how to create an optional [Committee Sign-In](#) account.
- The most recent proposed amendments or substitute bills are available from [Committee Documents](#).
- Written materials are no longer accepted. You can submit written testimony [here](#).
- Testifiers aren't allowed to use presentation equipment. Any presentation material needs to be submitted as written testimony [online](#).

## How the Meeting Is Conducted

Be present at the beginning of the hearing. The committee chair will open the hearing on a particular bill. Frequently, opening comments will be made by the bill's sponsor or by committee staff. Sometimes, however, the chair will ask for testimony from proponents and opponents immediately.

The chair will organize the hearing to ensure that:

1. The committee members hear relevant information,
2. Interested persons are given the opportunity to express their positions, and
3. The hearing does not exceed the time available.

Most committee hearings are limited to no more than two hours, and may have several matters pending. The chair will attempt to be fair and provide each person an opportunity to testify. It may be necessary, however, to restrict testimony so that everyone is given an opportunity to express his or her opinions. You may be called with others to save time.

## Making Your Remarks

1. Begin by introducing yourself to the chair and committee members and stating your purpose. For example, “Mr. or Madam Chair and members of the committee, I am John Doe from Spokane. I am here representing myself. I support this bill because...”
2. In your opening remarks, make it clear whether you are representing other citizens, or a separate group.
3. Be brief, and be sure your remarks are clear. Avoid being too technical, and do not repeat previously made remarks. You do not need to be nervous or worried about how you present your testimony.
4. Be prepared for questions and comments from committee members. These are designed to gain additional information, but don't answer if you are not sure of the answer. Tell the members you will send a written answer back to the committee and then follow through.
5. Restrict yourself to your testimony. Abstain from other overt demonstrations such as clapping, cheering, booing, etc.

## How to Submit Written Testimony

1. Select the committee name and meeting date and time, then select the bill for which you would like to submit written testimony.
2. Select “I would like to Submit Written Testimony.” Written testimony will close 24 hours after the start time of the hearing.
3. Provide your written comments in the form. Your comments will be made available to legislative members and staff of the committee, and will be included in the legislative record for bill and meeting archival purposes, but will not be used as part of testimony summary materials on the bill report.

## How to State Your Position on a Bill Without Testifying

1. Select the committee and meeting date and time, then select the bill for which you would like to register.
2. Select “I would like my position noted for the legislative record.” **Registration will close 1 hour before the start time of the hearing.**
3. Ensure your registration information is accurate. Your registered position will be made available to legislative members and staff of the committee, and will be included in the legislative record for bill and meeting archival purposes, but will not be used as part of testimony summary materials on the bill report.





**14<sup>th</sup>** West Valley with Mt. Adams – Yakima



**15<sup>th</sup>** White Bluffs along the Columbia River – Hanford Reach National Monument



**16<sup>th</sup>** Farm with Windmills – Dayton



**17<sup>th</sup>** St. Helens from Johnston Ridge – Toutle



**18<sup>th</sup>** Lewis & Clark Hwy with Mt. Hood – Camas



**19<sup>th</sup>** Cape Disappointment State Park – Ilwaco



**20<sup>th</sup>** Fox Theater – Downtown Centralia



**21<sup>st</sup>** Mukilteo Lighthouse Park and Ferry Terminal – Mukilteo



**23<sup>rd</sup>** Point No Point County Park and Lighthouse – Hansville



**24<sup>th</sup>** Ruby Beach – Olympic Peninsula



**25<sup>th</sup>** Pioneer Park and Library – Puyallup



**26<sup>th</sup>** Boardwalk – Bremerton



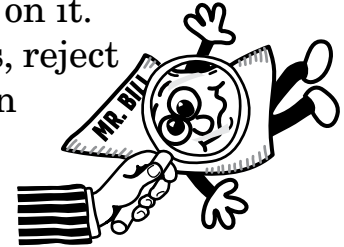
# How a Bill Becomes a Law

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**1** A bill may be introduced in either the Senate or House of Representatives by a member.

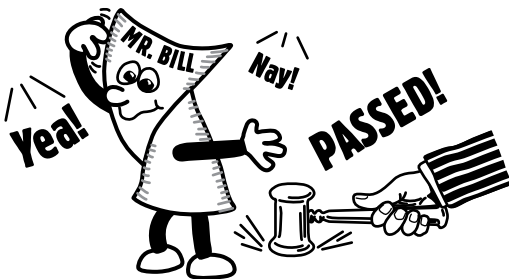
**2** It is referred to a committee for a hearing. The committee studies the bill and may hold public hearings on it. It can then pass, reject or take no action on the bill.



**3** The committee report on the passed bill is read in open session of the House or Senate, and the bill is then referred to the Rules Committee unless otherwise ordered by the House or Senate.

**4** The Rules Committee can either place the bill on the second reading of the calendar for debate before the entire body, or take no action.

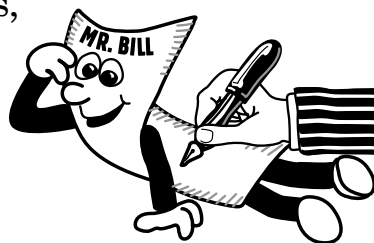
**5** At the second reading, a bill is subject to debate and amendment before being placed on the third reading calendar for final passage.



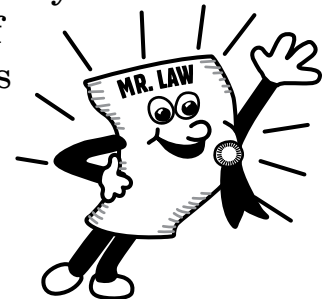
**6** After passing one house, the bill goes through the same procedure in the other house.

**7** The bill's chamber of origin must agree to any changes made to the bill by the opposite chamber.

**8** When the bill is accepted in both houses, it is signed by the respective leaders and sent to the governor.



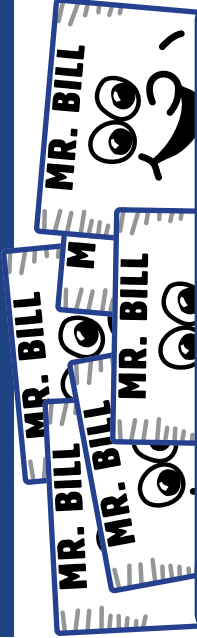
**9** The governor signs the bill into law or may veto all or part of it. If the governor fails to act on the bill, it may become law without a signature.





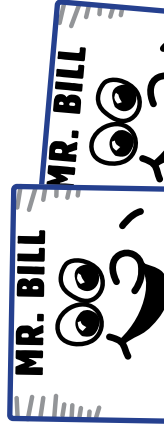
# HOW A BILL BECOMES A LAW

A bill may be introduced in either the House of Representatives or the Senate, but the procedure by which a bill becomes a law is much the same, wherever the bill originates. In this example, we'll use the Senate.



**1** A bill is introduced in the Senate by a member, or members, of that body. After the bill is filed with the Secretary of the Senate, it is given a number and, unless a majority demands it be read in full, it is read the first time by title only in open session of the Senate. It is then referred to a standing committee of the Senate.

**6** After passing in the Senate, the bill will go through an almost identical procedure in the House. If the bill is passed by the House, but is amended by that body, the Senate must concur in the amendments or ask the House to remove them. If the Senate does not accept the change in the bill and the House insists on the change, a conference committee may be requested to work out the differences.



**7** If appointed, a conference committee has the power to work from the proposed amendments or to recommend new amendments or a striking amendment, consistent with the subject matter of the original measure. When the conferees reach agreement, they report to their respective chambers. Their report is either adopted or rejected without any changes.

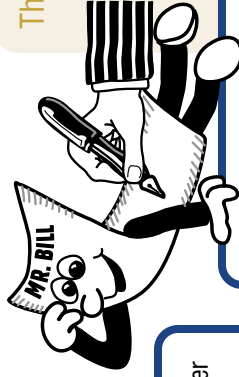
There has been an average of around **1,630 bills\*** introduced and **1,200 floor amendments\*** each year over the past ten years.

**2** The committee studies the bill and often holds public hearings on it. The committee will then meet to consider the information it has gathered. It may approve the bill with or without amendments, draft a substitute bill on the same subject incorporating the desired changes, or take no action.

\* Includes special sessions.

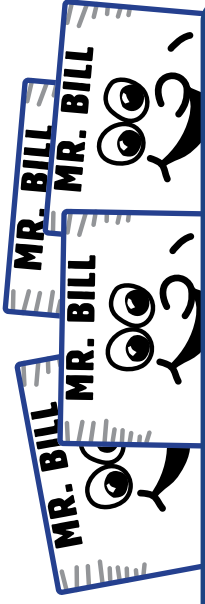
This process has to be completed before the fiscal committee's House of Origin **Cut-Off Date**. From here, a bill will go through the same process in the opposite chamber.

**5** When the bill appears on the calendar for second reading, it is subject to amendment. The bill may be amended or left as is and moved to third reading and final passage. Debate may occur on amendments and final passage of the bill. Depending upon the degree of controversy, debate may last a few minutes to several hours — or even several days.



There has been an average of around **320 bills\*** passed each year over the past ten years, which is about **20%**.

**8** If the report is adopted and the bill passed by both chambers, the bill is signed by the President of the Senate and the Speaker of the House in open sessions of each body, and then is sent for the Governor's signature.

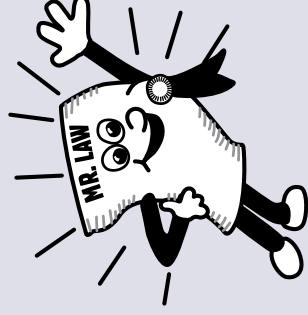


**3** The committee is now ready to report back to the Senate. If the majority is in favor of the bill as introduced or with certain amendments, the committee recommends the bill for passage. The committee report is read in open session of the Senate, and the bill is then referred to the Rules Committee. If the bill has a significant fiscal impact, it may be referred to the Ways & Means or Transportation Committee for budget impact. If the bill is referred to a fiscal committee, it repeats steps 2 and 3.



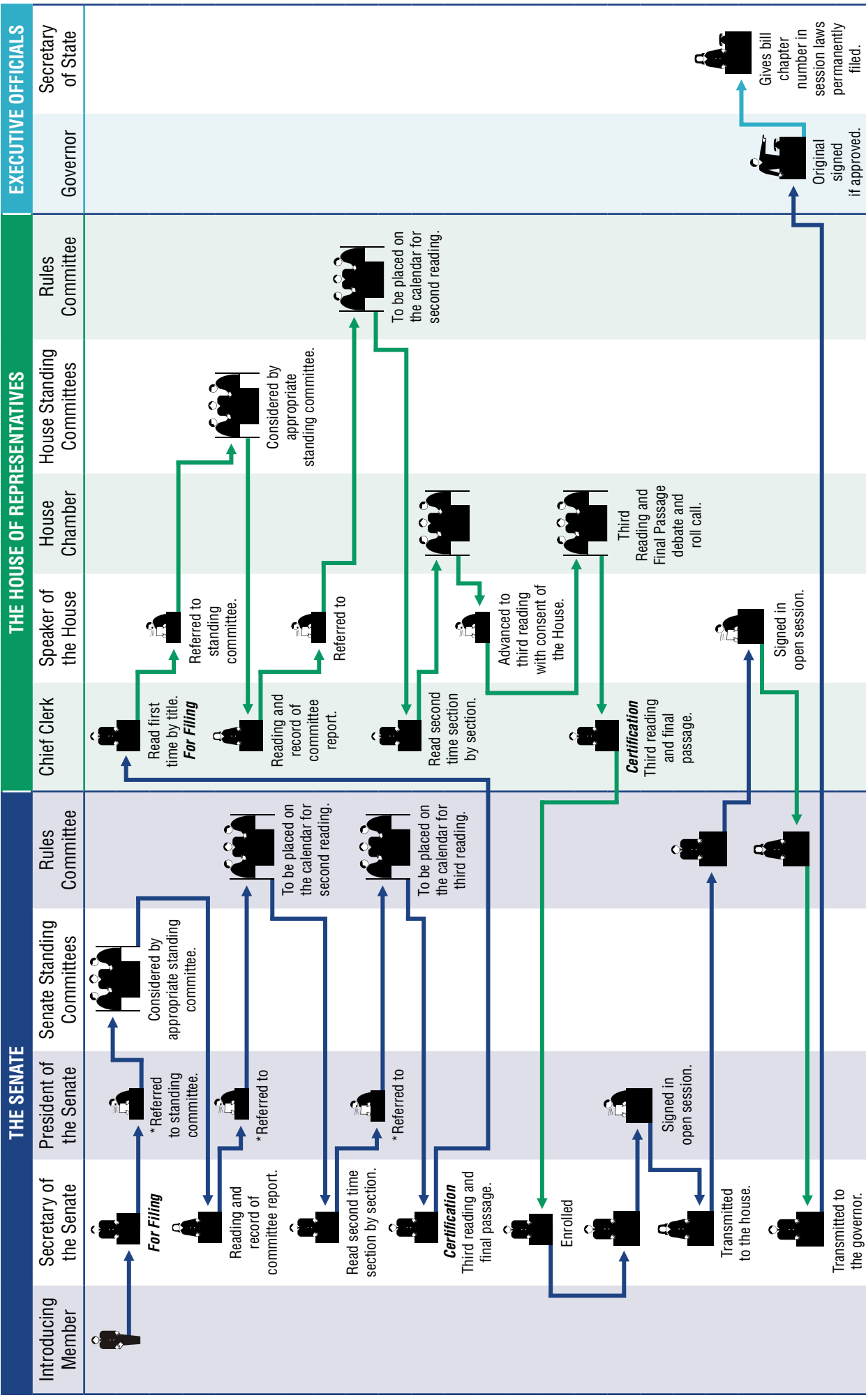
**4** Once the bill reaches the Rules Committee, it can be placed on the second reading calendar for debate before the entire Senate, or take no action.

**9** Within five days, if the Legislature is still in session, or twenty days after its adjournment, the Governor may sign the bill or veto all or any section of it. The Legislature can override the veto by a two-thirds vote of both chambers. If the Governor fails to act on the bill, it becomes law without a signature.



# THE COURSE OF A BILL

Published by the Senate and the House of Representatives



The above procedure for a non-fiscal bill introduced in the Senate is the simplest possible, neither veto nor amendment has occurred. If such a bill is introduced in the House, the Chief Clerk would perform essentially the same functions as the Secretary of the Senate as indicated above, and the action of the Senate thereon would occur after passage thereof by the House.

\* By a vote of the Senate



# UNDERSTANDING HOUSE AND SENATE CALENDARS



As bills are introduced and pass through the legislative process they are assigned to various “calendars”. Aside from the Cutoff Calendar and the various committee hearing calendars, these documents aren’t calendars in the familiar sense. They are generally lists of bills with brief descriptions that have been cleared through one of the legislative steps like bill introduction or coming out of committee. These “calendars” are issued as these events occur (*usually daily*) and may have different names in the House and the Senate.

## The Cutoff Calendar

At the beginning of each session, the House and the Senate jointly agree on a timetable for considering bills. Bills that haven’t moved forward through the various steps by the dates listed on the cutoff calendar will most likely receive no further consideration. Typical cutoff dates are last day to be voted out of committee, the last day to consider bills in the house of origin, the last day for bills from the opposite house to be voted out of committee, and the last day for bills from the opposite house to be considered on the floor.

<https://leg.wa.gov/legislature/Pages/cutoff.aspx>

## The Introduction Calendars

The House and the Senate both have an Introduction Calendar (*the Senate’s is sometimes call the Short Titles*). The respective Introduction Calendars list all the bills introduced for the day on the floor of the House or Senate and provide a short description of each.

<https://leg.wa.gov/legislature/Pages/Calendar.aspx>

## The Standing Committee Reports

The House and Senate both produce a Standing Committee Report which lists all the bills that have been passed out of committees for the day. The report lists the bill number, a brief description, the committee and its recommendation and the place to which the bill was referred next (*usually the Rules Committee*).

<https://app.leg.wa.gov/billinfo/outofcommittee.aspx>



## The Rules Review Calendar (*House*) or Rules White Calendar (*Senate*)

Bills generally go through a two-step review process in the rules committee where members can select a limited number of bills on the calendar to receive further consideration. These calendars list the bills which are in the initial review stage in the rules committee.

<https://app.leg.wa.gov/dlr/tld/>

## The Rules Consideration Calendar (*House*) or Rules Green Calendar (*Senate*)

These calendars list the bills which have been selected from the Review or White calendars in the calendar above and are eligible to be pulled from this calendar to the floor of the House or Senate.

<https://app.leg.wa.gov/dlr/tld/>

## The Rules Flash Calendar (*Senate only*)

This calendar lists the bills that have been pulled from the Green or White Calendars at the most recent Senate Rules meeting and sent to the floor. The House produces no comparable calendar.

<https://app.leg.wa.gov/dlr/tld/>

## The X-Files Calendar

The House and Senate both produce an X-Files calendar. This is a list of bills which the Rules Committee members agree will not be sent to the floor of the House or the Senate for further consideration.

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## The Suspension Calendar (House) or Consent Calendar (Senate)

These calendars are published after a Rules Committee meeting and contain a list of non-controversial bills all the rules members agree can be sent to the floor without the usual two-step process. These calendars have been used rarely in the past few years.

## The 2nd & 3rd Reading Calendar (House) or Green Book (Senate)

This is a list and description of all bills currently under consideration on the floor of the House or Senate.

<https://leg.wa.gov/legislature/Pages/Calendar.aspx>

## The Concurrence Calendar

This is a list of bills from the opposite house which have been amended and are seeking concurrence (agreement on the amendments by the house of origin).

<https://leg.wa.gov/legislature/Pages/Calendar.aspx>

## The Dispute Calendar

This is a list of bills with amendments that have come back from the opposite house without concurrence (the opposite house didn't agree with the amendments and asks the house making the amendments to just pass the original version of the bill).

<https://leg.wa.gov/legislature/Pages/Calendar.aspx>

## The Conference Calendar

This is a list of bills in dispute which have been referred to the Conference Committee.

<https://leg.wa.gov/legislature/Pages/Calendar.aspx>

## The Confirmation Calendar (Senate only)

This is a list of Gubernatorial appointments that are currently on the floor of the Senate awaiting confirmation.

*All of these calendars are available in paper form in the Legislative Information Center as they are published, and most are available electronically on the Legislative Website [www.leg.wa.gov](http://www.leg.wa.gov).*

Date	Day of Week	Day of Session
10	M	1
11	T	2
12	W	3
13	Th	4
14	F	5
15	S	6
16	Su	7
17	M	8
18	T	9
19	W	10
20	Th	11
21	F	12
22	S	13
23	Su	14
24	M	15
25	T	16
26	W	17
27	Th	18
28	F	19
29	S	20
30	Su	21
31	M	22
1	T	23
2	W	24
3	Th	25
4	F	26
5	S	27
6	Su	28
7	M	29
8	T	30
9	W	31
10	Th	32
11	F	33
12	S	34
13	Su	35
14	M	36
15	T	37
16	W	38
17	Th	39
18	F	40
19	S	41
20	Su	42
21	M	43
22	T	44
23	W	45
24	Th	46
25	F	47
26	S	48
27	Su	49
28	M	50
1	T	51
2	W	52
3	Th	53
4	F	54
5	S	55
6	Su	56
7	M	57
8	T	58
9	W	59
10	Th	60

### January

First day of session.

## Sample Calendar

### February

Last day to read in committee reports in house of origin, except House fiscal committees and Senate Ways & Means and Transportation committees.

Last day to read in committee reports from House fiscal committees and Senate Ways & Means and Transportation committees in house of origin.

Last day to consider bills in house of origin (5 p.m.).

Last day to read in committee reports from opposite house, except House fiscal committees and Senate Ways & Means and Transportation committees.

Last day to read in opposite house committee reports from House fiscal committees and Senate Ways & Means and Transportation committees.

### March

Last day to consider opposite house bills (5 p.m.) (except initiatives and alternatives to initiatives, matters necessary to implement budgets, matters that affect state revenue, amendments, differences, and business related to the interim or closing the session).\*

Last day allowed for regular session under state constitution.

\*After 5:00p.m. on the 54th day, only initiatives and alternatives to initiatives, budgets and matters necessary to implement budgets, matters that affect state revenue, messages pertaining to amendments, matters of differences between the two houses, and matters incident to the interim and to the closing of the session may be considered.

The Governor has 5 days, if the Legislature is still in session, or 20 days, if the Legislature has adjourned, to take action on any bill passed by the Legislature.





# GUIDE TO READING A LEGISLATIVE MEASURE

SENATE BILL 7999

**BILL NUMBER:** Each bill is assigned a number for identification.

State of Washington 59th Legislature 2005 Regular Session

**PRIME SPONSOR:** The member of the Legislature who first introduced the bill.

By Senators Green and Blue (by request of Department of \_\_\_\_\_)

**CO-SPONSOR(S):** The member(s) of the Legislature who join the prime sponsor in introducing the legislation.

Read first time 01/10/2005. Referred to Committee on Government Operations & Elections.

AN ACT Relating to the board of accountancy; amending RCW 18.04.180; adding a new section to chapter 18.04 RCW; repealing RCW 18.04.183 and 18.04.320; and providing an effective date.

**AGENCY REQUEST:** Indicates that bill was requested by an executive branch agency (legislative sponsor still required).

BE IT ENACTED BY THE LEGISLATURE OF THE STATE OF WASHINGTON:

Sec. 1. RCW 18.04.180 and 2004 c 159 s 3 are each amended to read as follows:

**REFERRAL:** The date the bill was introduced and to which committee it was referred.

(1) The board shall issue a license to a holder of a certificate/valid license issued by another state that entitles the holder to practice public accountancy, provided that:

**BILL TITLE:** Identifies the subject of the legislation and how it affects the Revised Code of Washington (RCW).

(a) Such state makes similar provision to grant reciprocity to a holder of a valid certificate or license in this state;

(b) The applicant meets the CPE requirements of RCW 18.04.215(5);

(c) The applicant meets the good character requirements of RCW 18.04.105(1)(a); and

**ENACTING CLAUSE:** This states who intends to make this bill a law. It will either be by the people of the state or by the Legislature.

(d) The applicant passed the examination required for issuance of his or her certificate or license with grades that would have been passing grades at that time in this state and meets all current requirements in this state for issuance of a license at the time application is made; or at the time of the issuance of the applicant's license in the other state, met all the requirements then applicable in this state; or has three years of experience within the five years immediately preceding application or had five years of experience within the ten years immediately preceding application in the practice of public accountancy that meets the requirements prescribed by the board.

**AMENDATORY HEADING:** Also known as the "jingle," recites both the most recent session law and RCW citation being amended.

(2) The board may accept NASBA's designation of the applicant as substantially equivalent to national standards as meeting the requirement of subsection (1)(d) of this section.

**EXISTING LAW:** The text of the current RCW to be amended.

(3) A licensee who has been granted a license under the reciprocity provisions of this section shall notify the board within ~~(thirty)~~ sixty days if the license or certificate issued in the other jurisdiction has lapsed or if the status of the license or certificate issued in the other jurisdiction becomes otherwise invalid.

**DELETED LANGUAGE:** Lined-out phrases are proposed deletions to existing law.

NEW SECTION. Sec. 2. A new section is added to chapter 18.04 RCW to read as follows:

**NEW LANGUAGE:** Underlined phrases are proposed new language to existing law.

Each member of the board shall be compensated in accordance with RCW 43.03.240 and shall be reimbursed for travel expenses incurred in the discharge of such duties in accordance with RCW 43.03.050 and 43.03.060.

**NEW SECTION:** Proposed new language to be added as a new section to the existing RCW.

NEW SECTION. Sec. 3. The following acts or parts of acts are each repealed:

**REPEALER:** The section of a bill that lists which RCW sections are to be removed from state law by the proposed legislation.

(1) RCW 18.04.183 (Accountants from foreign countries) and 2001 c 294 s 9, 1999 c 378 s 3, & 1992 c 103 s 18; and

(2) RCW 18.04.320 (Actions against license--Procedures) and 1986 c 295 s 13, 1983 c 234 s 14, & 1949 c 226 s 31.

NEW SECTION. Sec. 4. This act takes effect July 1, 2006.

**EFFECTIVE DATE:** The date the bill becomes a law.

---END---



## Types Of Measures

**Bill:** A proposed law presented to the Legislature for consideration; it may originate in either house.

**Joint Memorial:** A message or petition addressed to the president, Congress, or the head of any other agency of the federal or state government, asking for consideration of some matter of concern to the state or region. Proposed amendments to the U.S. Constitution are also in the form of joint memorials.

**Joint Resolution:** An act of the legislature which proposes an amendment to the state constitution for reference to the people for acceptance or rejection. Joint resolutions must receive a two-thirds affirmative vote in each house.

**Concurrent Resolution:** A resolution relating to the internal operation of the legislature, in which one house concurs in the action of the other; it may originate in either house.

**Floor Resolution:** A resolution adopted by either house usually honoring or commemorating an individual, organization, or event. It also may call for some type of action.

**Initiative:** A legislative power vested in the people. There are two types: (1) initiative to the people, which goes directly to the voters without consideration by the legislature; and (2) initiative to the legislature, which is considered by the legislature at its next regular session, and if not enacted, is placed on the next general election ballot.

## Definitions Of Terms

**Amendment:** Any change in a bill, resolution or memorial. A committee amendment is an amendment proposed in a committee meeting. A floor amendment is an amendment proposed on the floor of a legislative chamber.

**Striking Amendment:** Amendment removing everything after the title and inserting a whole new bill.

**HB:** Abbreviation for House Bill.

**SB:** Abbreviation for Senate Bill.

**S (Substitute):** A new bill is proposed by a committee to replace the original one. The substitution must be approved by the entire body.

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**E (Engrossed):** Incorporates amendments that were passed by the house of origin (where the bill was introduced).

**Scope and Object:** If an amendment offered to a proposed bill does not relate closely to the content of the bill, a member may raise "scope and object." The president then rules if the amendment is "in order" or "out of order."

**Enacted:** When a bill is passed by both houses of the legislature and signed by the governor.

**New Section:** Proposed new language to be added as a new section to existing law.

**Veto:** Partial or complete rejection of a bill by the governor. The governor has the power to veto sections of bills but cannot make any additions.

**Override:** The legislature can override the governor's veto with a two-thirds vote of both houses.



# ELECTED OFFICIALS AND THEIR FUNCTIONS



The nine elected executives serve a four-year term. All run independently. The Superintendent of Public Instruction may not declare a partisan affiliation. *They are listed in their order of ascension to the office of Governor.*

## Governor

The State Constitution assigns the Governor the “supreme executive power of this state.” This role is continuously redefined through constitutional and statutory changes and through accepted practice.

The Governor is head of the executive branch of government, but also has legislative responsibilities, as well as serving as an agent of communications with other states and the federal government.

The Governor’s executive branch responsibilities include appointing the heads of departments, agencies, and institutions. Also, mid-term vacancies in certain positions outside the executive branch, such as judges, are filled initially by gubernatorial appointment.

By holding cabinet meetings, communicating with other state officers and overseeing budget expenditures, the Governor fulfills the responsibility to “see that the laws are faithfully executed.” The Governor further fulfills this responsibility by serving as an ex-officio member on a number of boards and commissions.

The Governor’s legislative responsibilities include reporting to the Legislature annually on affairs of the state (the State of the State Address) and submitting a budget recommendation. Other legislative recommendations may also be issued by the Governor. Further, the Governor may veto legislation passed by the Legislature and may convene the Legislature in extraordinary session.

Other duties assigned to the Governor include serving as commander-in-chief of the state’s military establishment (the National Guard), except when it has been called into federal service. Pardoning power also is vested in the Governor, subject to regulations and restrictions prescribed by law.

In addition, the Governor makes countless personal appearances at public and private events, and issues proclamations relating to matters of interest to the people of Washington.

## Lieutenant Governor

The function of the Lieutenant Governor is to act as Governor if the Governor is removed from office or is unable to perform the duties of the office, to be the presiding officer of the Senate, to serve as acting Governor when the Governor is absent from the state, and to discharge other duties as prescribed by law.

The Lieutenant Governor serves by tradition as Chair of the Senate Rules Committee. The Lieutenant Governor is a member of the State Finance Committee, State Capitol Committee, the Washington Health Care Facilities Authority, the Washington Higher Education Facilities Authority, and the State Medal of Merit Committee.



22<sup>nd</sup> Washington State Capitol – Olympia

If you are a person with a disability and need a special accommodation, please contact the House at (360) 786-7271, or the Senate at (360) 786-7189. TTY 1-800-833-6388. For further legislative information, call the Legislative Hotline at 1-800-562-6000, or check the internet at [www.leg.wa.gov](http://www.leg.wa.gov).

## Secretary of State

The office of the Secretary of State was established with the adoption of the State Constitution in 1889.

### **Elections**

The Secretary of State is the state's chief elections officer, and as such, is responsible for supervising all state and local elections. The Elections Division produces and distributes the state's voters' pamphlet, verifies petition signatures on initiatives and referendums, accepts declarations of candidacy for federal and state offices, administers voter registration programs, canvasses state election returns, and tests and certifies electronic voting equipment.

### **Corporations**

All corporations doing business in Washington must register with the Secretary of State through the agency's Corporations Division. These registrations provide information about a corporation's officers, and other related data for use by financial and legal services, law enforcement agencies, the IRS, and the general public.

### **Archives**

The Secretary of State is responsible for collecting and preserving the historical records of the state, and making those records available for research. Records dating back to 1854 are held by the agency's Archives Division at the state capital and at five regional repositories across the state.

### **State Library**

The Washington State Library became a part of the Secretary of State's Office in 2002. The State Library opened in 1853. Since 1889, the date of the first legislative session, the library has recorded every bill introduced in the Legislature. Its collections include the Journals of the Lewis and Clark Expedition, the papers of renowned activists like Emma Smith Devoe, details of Pacific Northwest science explorations of the 19th century, and medical books dating back to the 1600's.

Other functions of the Secretary of State include: registering all organizations involved in soliciting the public for charitable donations; administering the state's Productivity Board encouraging state employees to create solutions to make the state more efficient and effective; managing the Address Confidentiality Program for victims of domestic violence; affixing the State Seal and attesting to certain documents issued by the Governor; and certifying certain matters to the Legislature.

In addition to these constitutional and statutory duties, the Secretary of State is frequently called upon to greet and confer with dignitaries and delegations visiting the state of Washington from other countries.

## State Treasurer

As the state's chief financial officer, the Treasurer provides for the banking, financial and investment needs of state government.

Revenues and other funds collected by state agencies are transmitted to the Treasurer daily. The Treasurer is responsible for distributing these funds to state agencies, counties, cities and school districts. As the state's disbursement officer, the Treasurer signs more than 5.4 million warrants annually. But, increasingly, the transactions are made electronically.

Treasury receipts, including investment transactions, average more than \$310 million daily. Early every morning the Treasurer invests all cash in excess of the state's daily needs in short-term securities. In fiscal year 1995 the Treasurer's cash

management investments averaged nearly \$1.9 billion daily and earned taxpayers \$128 million in interest.

The Treasurer is custodian for all state-owned investments (securities, bonds, stocks, etc.), including \$30 billion in state pension and accident insurance funds managed by the State Investment Board. The Treasurer is one of nine members of the State Investment Board.

The Treasurer, on behalf of the State Finance Committee, issues state bonds to finance state construction projects and pays interest and principal to the state's bondholders.

The Treasurer chairs the Public Deposit Protection Commission which ensures the safety of all public deposits held in qualified commercial banking institutions in the state.





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## State Auditor

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The State Auditor has the important responsibility to ensure that state and local governments are accountable to the public they serve. The Washington State Constitution establishes the office as the auditor of all public accounts. Every public dollar spent by state agencies and local governments comes under the Auditor's purview.

The office's primary service is the performance of regular financial and legal compliance audits of all state agencies and local governments. There are more than 2,400 local governments in Washington including all cities, counties, schools, ports and special purpose districts. Also audited are all state agencies, boards and commissions, including public colleges and universities. Fraud and other special investigations are also performed.

In addition, the Auditor administers the Employee Disclosure, or "Whistleblower Act", and investigates citizen reports of government impropriety. As an elected office, the State Auditor has the independence necessary to objectively perform audits and investigations.

Other responsibilities include prescribing local governments' uniform budgeting, accounting and reporting systems; training and technical assistance; prescribing the accounting manual for public school districts jointly with the Superintendent of Public Instruction; annually publishing local government comparative statistics; and coordinating the audit efficiency and quality assurance program.

With a staff of nearly 300 located strategically around the state, the Auditor's Office is able to deliver services effectively and efficiently.

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## Attorney General

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The office of the Attorney General is the largest law firm in the state of Washington. The office is headed by the Attorney General, the state's chief legal officer. The office is also staffed by attorneys, appointed as Assistant Attorneys General, administrative, investigative, paralegal, secretarial and other staff members.

The Attorney General has a broad array of responsibilities unique and necessary to the operations of state government. These responsibilities include: serving

as legal counsel to the Governor, members of the Legislature, state officials, and the more than 230 state agencies, boards and commissions; defending the state officials and employees for actions performed in their official capacities; advising and representing the state agencies so they can fulfill their official duties; and issuing legal opinions. The Attorney General also enforces the Consumer Protection Act, and advises and assists local prosecuting attorneys when requested.

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## Superintendent of Public Instruction

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As head of the state educational agency and Chief Executive Officer of the State Board of Education, the Superintendent is responsible for the administration of the total state kindergarten through twelfth grade education program. This includes administering approximately 46 percent of the state general fund, and providing the following services:

- Administers the basic education program for more than 956,572 Washington public school students and over 747,009 students attending approved private schools;
- Prepares the biennial state budget and administers that budget for the 296 school districts of the state;
- Grants certificates for teachers, administrators and others to work in the state's schools;

- Develops and disseminates curriculum guidelines and provides curriculum assistance to school districts;
- Administers the accreditation and school approval process for both public and private schools;
- Prepares state rules and regulations for disabled, gifted, remedial, health services, food services, vocational, basic education, bilingual, and other state programs;
- Reviews expenditures of local school districts and provides statistical analysis;
- Regulates apportionment of federally-supported program funds, including Goals 2000; and
- Administers education programs for children in state institutions.





7<sup>th</sup> Okanogan River Valley – Riverside

## Commissioner of Public Lands

The Commissioner of Public Lands is the elected head of the Washington State Department of Natural Resources (DNR), one of the largest natural resource agencies in the nation.

The Board of Natural Resources, chaired by the Commissioner of Public Lands, establishes policy for the department.

The department has four primary roles: land manager, regulator, firefighter, and conservator.

### **Land Manager**

The department, led by the Lands Commissioner, manages about 5 million acres of public lands. DNR manages about 2 million acres of forest lands and 1 million acres of agricultural and grazing lands as well as urban properties, generating income to support school construction, colleges, counties, state institutions and other beneficiaries.

DNR manages nearly 2 million acres of state-owned aquatic lands – tidelands, harbors and the beds of navigable waterways – to benefit the people of Washington.

### **Regulator**

DNR oversees dozens of resource-based businesses at the foundation of Washington's economy. The department enforces laws regulating logging practices, reforestation requirements, petroleum and natural gas exploration and surface mine reclamation.

### **Firefighter**

The department's wildlife protection and suppression programs cover about 12 million acres of state and private forest land. Fighting fire is a priority that spans every level of DNR's seven regions and 13 divisions.

### **Conservator**

DNR has taken a lead role in preserving Washington's natural heritage. A rapidly growing system of Natural Area Preserves and Natural Resources Conservation Areas protects sites of outstanding beauty and environmental significance.

DNR's responsibilities are linked by a guiding commitment to be good stewards of Washington's natural resources.

## Insurance Commissioner

Consumer protection is the most important job of the Insurance Commissioner.

When the office was created by the first state Legislature in 1889-90, its main function was simply to register insurance companies that wanted to do business in Washington. Today, the role has expanded to include overall industry regulation, making sure companies meet all their obligations and abide by the rigorous financial and legal standards set for doing business in this state.

About 50 of the 1,500 authorized insurers in Washington State today are "domestic" insurers, which means they have their headquarters in the state. In addition, the agency is responsible for the testing, licensing and oversight of more than 36,000 individual companies and licenses each year.

Any citizen may file a complaint with the Insurance Commissioner and request an investigation of that

complaint. The Consumer Protection Division routinely fields more than 200,000 contacts a year, many of them via a special toll-free hot line: 1-800-562-6900.

Seniors on Medicare or other retirement benefits have access to a special arm of the agency. The Senior Health Insurance Benefits Advisors are trained by the experts on the Commissioner's staff and are available in most Washington communities to meet with other seniors to discuss health-insurance concerns.

The Commissioner's office collects a special tax levied on insurance companies and turns over more than \$100 million a year to the state's general fund. The insurance industry also must pay for its own regulation. Companies share that cost according to the amount of business they do in the state.



# GLOSSARY OF LEGISLATIVE TERMS



**ACT.** A bill adopted by the Legislature.

**ACTUARY.** A legislative staff officer appointed by the Select Committee on Pension Policy to prepare actuarial analyses of pension proposals and other items as directed by the Legislature.

**AD HOC COMMITTEE.** A committee formed for a short duration, usually to study a specific issue.

**ADJOURN.** To conclude a day's session with a time set to meet again, or conclude a meeting.

**ADJOURN SINE DIE.** To conclude a regular or special session without setting a day to reconvene.

**ADOPT.** To approve formally.

**ADOPTED AND ENGROSSED.** This is the amendment document which includes the text of the original amendment and all additional amendments made to it.

**ADOPTED AS AMENDED.** This is the original amendment. Text from additional amendments made to it are not included in this document.

**AGENCY REQUEST BILL.** A request for legislation proposed by an agency of the executive branch of government.

**AGENDA.** The proposed order of business for a meeting.

**AMEND.** To modify, delete or add to a proposal.

**AMENDMENT.** Any change in a bill, resolution, or memorial. A committee amendment is an amendment proposed in a committee meeting. A floor amendment is an amendment proposed on the floor of a legislative chamber. A striking amendment removes everything after the title and inserts a whole new bill. Amendments can be amended. While both chambers can propose amendments on bills that they're considering, only the chamber of origin for a measure can adopt any amendments on it.

**APPEAL FROM DECISION OF THE CHAIR.** A parliamentary procedure for challenging the decision of a presiding officer by asking the members to uphold or reject the decision.

**APPORTIONMENT.** The division of the state into districts with distinct geographic boundaries and the allocation of the number of legislators or congressmen to be elected to represent each district.

**APPROACH THE BAR.** A legislator's physical movement from any place on the floor of either house to the rostrum.

**APPROPRIATION.** A legislative allocation of money for a specific purpose.

**APPROPRIATION COMMITTEE.** The chief fiscal committee in the House. The committee is responsible for recommending how state monies will be spent.

**AT EASE.** A pause in the proceedings of either house, usually for an indefinite time.

**ATTORNEY GENERAL'S OPINION (AGO).** A formal expression of legal reasons and principles regarding statutory or common law questions from state agencies or legislators.

**BAR OF THE HOUSE OR SENATE.** The rostrum within both houses behind which sit or stand the President of the Senate, the Speaker of the House, and others as designated, for presiding over the body, recording, and processing legislation being considered by the houses.

**BICAMERAL.** Composed of two chambers or two legislative bodies. The Washington State bicameral legislature is made up of a House of Representatives and a Senate.

**BIENNIUM.** Two-year period. The Washington State legislative biennium is from the second Monday in January in odd-numbered years to the 2nd Monday in January two years later.

**BILL.** A proposed law presented to the Legislature for consideration.

**BILL BOOKS.** Binders located adjacent to the chamber or a committees that contains all bills and amendments passed or currently in the Legislature or committee.

**BILL DRAFTING OFFICE.** See *Office of the Code Reviser/Statute Law Committee*.

**BILL HISTORY.** A record of the action taken on bills, resolutions and memorials.

**BILL INDEX.** A list of legislative measures by subject matter.

**BILLS ON CALENDAR.**

Printed volumes with yellow covers distributed to each member's floor desk. Includes the full text of bills and proposed committee amendments on the pending calendar.

**BUMPING.** Slang term for suspending the rules to allow a bill to be advanced from second to third reading without having the bill revert to the Rules Committee.

**CALENDAR.** A list or schedule of pending business. Each chamber has many types of calendars: Regular, Consent, Suspension, Concurring, Dispute, Conference, Gubernatorial Appointments.

**CALL OF THE HOUSE OR SENATE.** A procedure used to compel attendance of members.

**CALL TO ORDER.** Notice given indicating the Legislature is officially in session. Also used to restore order during floor action.

**CAPITAL.** Olympia, Washington.

**CAPITAL BUDGET.** Appropriations made to state and local agencies for building and construction projects.

**CAPITOL.** See *LEGISLATIVE BUILDING*.

**CAPITOL CAMPUS.** The grounds and group of buildings surrounding the domed Legislative Building, holding the offices of most of the state's elected officials.

**CAUCUS.** A group of legislators who unite to promote an agreed-upon agenda, influence a particular area of policy, and to decide on questions of policy or leadership. Typically, these take the form of political party (Democratic/Republican) but may include members from multiple parties.

**CHAIR.** Presiding officer.

**CHAMBER.** Official hall for the meeting of a legislative body.

**CHAPTER NUMBER.** Passed and signed bills are assigned a chapter number by the Secretary of State in the order that they are received as they become law.

**CHERBERG, JOHN A. BUILDING.** The four-story building directly southeast of the Legislative Building containing offices of senators and staff and hearing rooms.

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**CHIEF CLERK.** A person elected by the members of the House of Representatives to record the official actions of the House and to be the chief administrative officer of the House.

**COMMITTEE.** A portion of a legislative body charged with examining matters specifically referred to it.

**COMMITTEE ON COMMITTEES.** Committees in each house that select the chairs and members of standing committees.

**COMPANION BILL.** A bill introduced in the same form in both the House and the Senate.

**CONCURRENCE CALENDAR.** A list of own-house bills amended by the opposite body and returned for possible concurrence.

**CONCURRENT RESOLUTION.** A resolution relating to the internal operation of the Legislature, in which one house concurs in the action of the other; it may originate in either house.

**CONFERENCE CALENDAR.** A list of bills to which both bodies have appointed conferees to discuss differences and seek resolution.

**CONFERENCE COMMITTEE.** A committee which may be appointed to discuss specific differences of opinion between the House and Senate on bills which have passed each house but with differing positions on one or more amendments.

**CONFIRMATION.** Approval by the Senate of gubernatorial appointments.

**CONFLICT OF INTEREST.** Any interest, financial or otherwise, any business or professional activity, or any obligation which is incompatible with the proper discharge duties.

**CONSENT CALENDAR.** Special calendar of noncontroversial bills created by the Senate Rules Committee. Closely related to the Suspension Calendar used in the House.

**CONSTITUTION.** The written instrument embodying the fundamental principles of the state that establishes power and duties of the government and guarantees certain rights to the people.

**CONSTITUTIONAL AMENDMENT.** Proposed change in the Washington State Constitution which has been approved by two-thirds of both houses of the Legislature. To be enacted, the proposed amendment must be placed on the next general election ballot and secure a simple majority of votes in favor of adopting the measure.

**CONSTITUTIONAL MAJORITY.** A majority of members elected to either the Senate or the House. In the Senate, a constitutional majority is 25; in the House, it is 50.

**CONVENE.** Assemble for an official meeting.

**COSPONSOR.** Additional legislators signing their support of proposed legislation.

**CUTOFF DATES.** Time certain set by a legislative body for specified action such as bill introduction, committee action, or passage of bills by either house.

**DAILY BILL STATUS.** A daily publication during session giving status of bills pending or acted upon by the Legislature.

**DAY CERTAIN.** Adjournment with specific day to reconvene.

**DEBATABLE.** Open for discussion or argument.

**DEBATE.** Discussion of a matter following legislative rules.

**DEPARTMENT REQUEST BILL.** See *AGENCY REQUEST BILL*.

**DISCHARGE.** What happens to an elected official who has been recalled.

**DISPUTE CALENDAR.** Bills amended by one body where the second body refuses to concur and asks the first body to recede.

**DISSENT.** Difference of opinion.

**DISTRICT.** Area encompassing citizens represented by a legislator. There are currently 49 legislative districts, each having two House members and one senator.

**DIVISION.** A method of voting by standing.

**DIVISION OF QUESTION.** Consideration of each item separately.

**EFFECTIVE DATE.** The date a bill, once passed, becomes law. Unless a different date is specified, bills become law ninety days after Sine Die.

**EMERGENCY CLAUSE.** A provision in a bill that allows a measure to become effective immediately upon the signature of the Governor.

**ENACTMENT.** The passage of a bill by both houses and the signing by the Governor.

**ENGROSSED AMENDMENT.** When an amendment has been amended, the changes are worked into the text to create the engrossed amendment.

**ENGROSSED BILL.** A bill which reflects all amendments made in the house of its origin.

**ENROLLED BILL.** A bill passed by both houses, which incorporates all amendments, and to which has been attached a certificate of enrollment indicating the date passed, votes cast on the bill, and the certifying officers' signatures. It is presented to the Governor for signature.

**ETHICS.** Standard of moral conduct. Legislative ethics standards are set forth in Chapter 42.52 RCW and House and Senate rules.

**EX OFFICIO.** Holding one office by virtue of holding another office. Ex officio members of a committee have voice but may not vote.

**EXECUTIVE ACTION.** 1. Executive action of a standing committee refers to final consideration of a bill by the committee. 2. Executive action on a bill already passed by both houses refers to action taken by the Governor.

**EXECUTIVE ORDER.** A directive or command from the Governor to agencies in the executive branch.

**EXECUTIVE REQUEST BILL.** Request for legislation proposed by the Governor.

**EXECUTIVE RULES COMMITTEE.** The House leadership committee that oversees matters relating to staff, the physical plant and equipment, and operational matters. The corresponding Senate committee is called Facilities and Operations Committee (F&O).

**EXECUTIVE SESSION.** A meeting of committee members to discuss and vote on bills they wish to report out of committee. These meetings are open to the public but no testimony is taken. Note that in other contexts executive sessions are closed to the public.

**EXPULSION.** The act wherein a body removes one of its members as provided under its rules.

**FACILITIES AND OPERATIONS COMMITTEE.** See *EXECUTIVE RULES COMMITTEE*.

**FIRST READING.** First of three readings required to pass measures. Bill on first reading are introduced and referred to standing committees.

**FISCAL.** Relating to financial matters. The state fiscal year (FY) is July 1 through June 30.

**FISCAL NOTE.** An estimate of the expected cost of a measure to state and/or local government. Fiscal notes are prepared by the affected agencies and the Office of Financial Management (OFM).



**FLAG CIRCLE.** The area between the Legislative Building and the Temple of Justice.

**FLASH CALENDAR.** A listing of bills on the second or third reading calendar for the next day's agenda in the Senate.

**FLOOR OF THE HOUSE OR SENATE.** The actual floor space, committed primarily to legislators' desks, on which the business of the Legislature is conducted.

**FLOOR RESOLUTION.** A written motion calling for action, which may be offered from the floor of either house. Floor resolutions are usually congratulatory, commendatory, or memorial.

**GALLERY.** Areas of both chambers where public visitors may observe the Legislature in session.

**GERMANE.** Relating directly to a question.

**GERRYMANDERING.** Legislative district boundary lines drawn to obtain partisan or factional advantages.

**GRANDFATHER CLAUSE.** Inserted in a bill making provisions nonapplicable to activities or personnel involved prior to the enactment of the new legislation.

**GREEN SHEET.** The list of bills eligible for action by the Senate Rules Committee. Green sheet bills can be placed directly on the second or third reading calendar, if approved by a majority of the members of the Senate Rules Committee. Equivalent to the House Rules Consideration list.

**GUBERNATORIAL APPOINTMENT.** Designation by the Governor to fill an office or position. The Senate confirms gubernatorial appointments.

**HEARING.** A legislative committee meeting at which witnesses present testimony on matters under consideration by the committee.

**HONORARY PAGE.** A young person who is acting as a nonpaid short-term page for either house.

**HOPPER.** Box located in the bill drafting area in which legislative measures are deposited for introduction.

**HOTLINE.** Toll-free number (1-800-562-6000) operated by the Legislative Information Center by which citizens can leave brief messages to communicate their concerns and opinions to their legislators and the Governor.

**HOUSE OF REPRESENTATIVES.** Lower chamber of our two-body legislature. The House has 98 members who serve two-year terms.

**INDEFINITELY POSTPONE.** To postpone without setting a definite time for consideration.

**INITIATIVE.** A legislative power vested in the people. An initiative is proposed through a petition containing signatures of 8 percent of the number of voters voting in the last preceding regular gubernatorial election. There are **two** types of initiatives: 1. Initiative to the people. Original legislation by the voters, proposing a new law (or changing existing laws) without consideration by the Legislature. 2. Initiative to the Legislature. Original legislation by the voters, proposing a new law (or changing existing laws) for consideration by the Legislature at its next regular session. If not enacted, it is placed on the next general election ballot.

**INSURANCE BUILDING.** Directly east of the Legislative Building, it houses the Insurance Commissioner, the Office of Financial Management and the State Auditor.

**INTERIM.** Time between regular legislative sessions.

**INTERIM COMMITTEE ASSEMBLY.** A legislative practice during the interim of having some days devoted to committee hearings and caucuses in Olympia or another location within the state.

**INTERN.** A college or university student from a higher education institution within the state, working with the Legislature, who receives stipend and credit hours. Legislative interns are assigned to members' offices during session and to committee staff during the interim.

**INTRODUCTION OF BILLS.** An order of business during which new bills are read into the record. See *FIRST READING*.

**INVOCATION.** Prayer given prior to a session. The schedule for persons offering prayer is determined by the presiding officer.

**JOINT ADMINISTRATIVE RULES REVIEW COMMITTEE (JARRC).** Reviews agency rules to ensure consistency with legislative intent.

**JOINT COMMITTEE.** Committee which consists of members from both houses.

**JOINT LEGISLATIVE AUDIT AND REVIEW COMMITTEE (JLARC).** A joint, bipartisan committee which conducts performance audits, program evaluations and other oversight duties assigned by the Legislature.

**JOINT MEMORIAL.** A message or petition addressed to the President and/or Congress of the United States, or the head of any other agency of the federal or state government, asking for consideration of some matter of concern to the state or region. Proposed amendments to the U.S. Constitution are also in the form of joint memorials.

**JOINT RESOLUTION.** An act of the Legislature which proposes an amendment to the state Constitution for reference to the people for acceptance or rejection. To pass, joint resolutions must receive a two-thirds affirmative vote of the members elected in each house.

**JOINT TRANSPORTATION COMMITTEE (JTC).** Serves as the joint House and Senate fact-finding committee on highways, streets, and bridges.

**JOURNAL.** Official record of action of legislative session.

**LAW.** Common law is law set by precedent in court and by interpretation of the Constitution and statute law. Statute law is governing action or procedure approved through the legislative process.

**LEADERSHIP.** The officers elected by their respective caucuses.

**LEGISLATIVE AUDITOR.** Staff director of JLARC.

**LEGISLATIVE BUDGET NOTES.** Document providing detail about the biennial operating budget.

**LEGISLATIVE BUILDING.** The domed capitol building of Washington State, also called the Legislative Building, contains the House and Senate chambers as well as offices for the Governor, Lieutenant Governor, Treasurer, and Secretary of State.

**LEGISLATIVE DIGEST AND HISTORY OF BILLS.** A publication issued periodically containing the sponsors, titles, short digest of content, legislative actions, and veto messages of the Governor for each bill, memorial, resolution and gubernatorial appointment. *Discontinued in 2019.*

**LEGISLATIVE ETHICS BOARD (LEB).** Nine-member board with four legislators and five nonlegislators. Enforces state ethics laws and rules with respect to members and employees of the Legislature.

**LEGISLATIVE EVALUATION AND ACCOUNTABILITY PROGRAM (LEAP).** Serves as the Legislature's independent source of information and technology with respect to budgets and revenue.

**LEGISLATIVE INTENT.** If the words of a law cannot be clearly interpreted as written, the court may refer to the journal and recordings of floor and committee sessions to establish the intent of the Legislature in passing certain bills.

**LEGISLATIVE MANUAL.** Biennial publication that contains the rules of each body, joint rules, biographical and other information about the Legislature and state government. *Also called the Red Book.*

**LEGISLATIVE REPORT.** Summary of legislation passed during one or more legislative sessions. *Discontinued in 2017.*

**LEGISLATIVE SUPPORT SERVICES (LSS).** A legislative agency which provides joint administrative services such as printing, graphics, videography, photography, mail services, facilities support, supply, and technology support to the House, Senate and legislative agencies. LSS also manages the gift shop, the Legislative Information Center and Legislative Hotline.

**LEG-TECH (Legislative Service Center).** Provides the IT infrastructure used by legislative agencies for law-making, research, communication, administrative and accounting responsibilities.

**LEGISLATOR.** Elected member of either the House of Representatives or Senate.

**LEGISLATURE.** The body made up of the members of both the House of Representatives and the Senate. Legislative biennia are also referred to as Legislatures, for example, "The 68th Legislature."

**LIEUTENANT GOVERNOR.** Presiding officer of the Senate.

**LOBBYIST.** A person who tries to get legislators to introduce or vote for measures favorable and against measures unfavorable to an interest they represent.

**MAJORITY LEADER.** Leader of the majority party in the state Senate. In the House, second in command to the Speaker. Elected by the majority caucus in each body.

**MAJORITY PARTY.** The party numbering the most members in a legislative body.

**MAJORITY REPORT.** Document bearing the signatures of a majority of the members of a committee recommending a particular action on a measure.

**MANSION.** The official residence of the Governor, located directly west of the Legislative Building.

**MEASURE.** Any matter before a body such as a bill, memorial or resolution.

**MEMBERS.** Legislators having taken the oath of office.

**MINORITY PARTY.** A party numbering less than a majority of members in a legislative body.

**MINORITY REPORT.** Document carrying signature(s) of a minority of the members of a committee recommending an action different from the majority.

**MOOT.** A term indicating that a motion is not timely because it can no longer affect an action or event.

**MOTION.** A proposal that the Senate or House take a certain action.

**MOTION TO RECONSIDER.** A motion which, if it succeeds, would place a question in the same status as it was prior to a previous vote on that question.

**MOVE.** A formal request for action.

**NEWHOUSE, IRVING R. BUILDING.** A two-story building southeast of the Legislative Building, it houses office space for senators and staff.

**NULL AND VOID CLAUSE.** Language specifying that a measure is invalid unless funding is provided in the budget by a specified date.

**OATH OF OFFICE.** Oath taken by members-elect of the Legislature prior to being seated.

**O'BRIEN, JOHN L. BUILDING (JLOB).** The four-story building southwest of the Legislative Building containing House members' and staff offices, hearing rooms, and other House facilities.

**OFFICE OF FINANCIAL MANAGEMENT (OFM).** The chief executive agency for evaluating the budget, preparing fiscal notes, and providing fiscal policy analysis to the Governor.

**OFFICE OF PROGRAM RESEARCH (OPR).** The House nonpartisan research and committee staff, equivalent to Senate Committee Services.

**OFFICE OF THE CODE REVISER/ STATUTE LAW COMMITTEE (SLC).** Codifies, indexes, and publishes the Revised Code of Washington (RCW). Provides a central bill drafting service.

**OFFICE OF THE STATE ACTUARY (OSA).** Monitors the balance between the cost of future retirement benefits and the projected value of retirement fund assets. Performs actuarial services for the Department of Retirement Systems. Provides actuarial assistance and advice to the Legislature.

**OPERATING BUDGET.** Two-year plan for funding ongoing activities of state agencies, except transportation.

**ORDER OF BUSINESS.** The usual order of daily activities of a body, set out in its rules.

**ORDER OF CONSIDERATION.** A list of measures anticipated to be acted upon by the House or Senate on a particular day.

**PAGE.** High school students who assist the House or Senate during regular legislative sessions. Each page is appointed by a member for one week for which they receive a stipend.

**PARLIAMENTARY INQUIRY.** Question posed to chair for clarification of a point in the proceedings.

**PASSAGE OF BILL.** The act of passing a bill by either or both houses of the Legislature.

**PASSED TO RULES COMMITTEE FOR SECOND READING.** The bill has been sent to the Rules Committee which will decide if the bill will be placed on the floor calendar for a second reading.

**PENALTY CLAUSES.** Sections of bills which lay out criminal or civil penalties for violation of the law.

**PER DIEM.** Payment in lieu of living expenses.

**PETITION.** A formal request.

**PICTORIAL DIRECTORY.** Publication containing pictures and biographical material about the statewide elected officials and members of the Legislature. Known as the "baby book."

**PLURALITY.** The candidate or proposition that receives more votes than any other option has received the plurality of votes. Does not need to be over 50% as in the case of majorities.

**POINT OF ORDER.** A demand or request by a member for a legislative body to adhere to its rules of procedure.

**POLICY COMMITTEES.** Committees in each chamber that examine bills and other matters related to specific policy areas (for example, Education, Health and Welfare, etc.).

**POSTPONE TO A DAY CERTAIN.** To defer consideration until a later time or day.

**PREFILING.** The act of introducing a bill prior to the beginning of session. Prefiling starts on the first Monday in December prior to the commencement of the session, or twenty days prior to a special session.

**PRESIDENT.** Presiding officer of the Senate and Lieutenant Governor of the state.



**PRESIDENT PRO TEMPORE.** A senator elected by the Senate to discharge the duties of presiding officer in the Lieutenant Governor's absence.

**PREVIOUS QUESTION.** A motion to close debate and bring the pending question or questions to an immediate vote.

**PRIME SPONSOR.** The originator or first name on a bill or amendment that has been introduced.

**PRITCHARD, JOEL, M. BUILDING.** The former library building South of the Legislative Building. It houses Senate staff, the Statute Law Committee, the public cafeteria and other legislative offices.

**PROCLAMATION.** An order issued by the Governor, such as a proclamation calling a special session of the legislature.

**PROVISO.** A clause in a bill that sets out specific exceptions to the general law.

**PUBLIC DISCLOSURE COMMISSION (PDC).** Oversees the reporting of information filed by lobbyists, state agencies, legislators, candidates and political committees on the amount of money spent on the political process and enforces the campaign laws.

**PULL.** Slang term for moving a bill. For example, Rules Committee members may move (*pull*) bills from the Green sheet to the floor for action by the full Senate or from the white sheet to the green sheet, or members may vote to pull a bill from a committee to the floor.

**PUT THE QUESTION.** When the presiding officer instructs the body what it is about to vote on.

**QUORUM.** A majority of members of the group concerned. This means a majority of those elected to either house; in a committee, this means a majority of members assigned to the specific committee.

**RECALL.** The recall is the vote of the people which, in effect, tries the elective public officer on charges brought against the officer. All elective public officers except judges of courts of record are subject to recall and discharge from elective offices.

**RECEDE.** To withdraw from an amendment in which the other house refused to concur.

**RECOMMITTED BILL.** A procedure whereby a bill is referred back to a standing or conference committee for

further consideration. A bill may be recommitted at any time, usually on second or third reading.

**RECONSIDER.** To vote again on a question previously before the body.

**RED BOOK.** See Legislative Manual.

**REDISTRICTING.** Redrawing the boundaries of areas of representation to make them equal in population. Generally done once each decade.

**REFER.** To send a measure to a committee for study and consideration.

**REFERENDUM.** Recently passed legislation referred by the Legislature to the voters for their rejection or enactment.

**REFERENDUM MEASURE.** The legislative power whereby the electorate may call back recently enacted laws for voter consideration. It originates in a petition containing signatures of 4 percent of those registered and voting at the last preceding regular gubernatorial election.

**RELIEVED.** A committee may be relieved of further consideration of any bill in either house by a majority vote of the members of the particular house.

**REORGANIZATION MEETINGS.** Meetings of legislative caucuses to select leaders. Generally held in even-numbered years shortly after the general election.

**REPEAL.** To revoke or abrogate by legislative action.

**REPEALER CLAUSE.** The section of a bill that lists which RCW sections and chapters of law are revoked and abrogated by the proposed legislation.

**REPORTING OUT.** Action by a committee on a measure which moves the measure out of the committee. A measure may be reported out with a do pass, do not pass, amend, substitute, refer to another committee, or no recommendation.

**RE-REFER.** To reassign a measure to a different committee.

**REVISED CODE OF WASHINGTON (RCW).** A codification of current statutes as enacted and amended.

**ROLL CALL.** Record of how members voted on a particular issue or question.

**RULE SUSPENDED.** To temporarily set aside a rule.

**RULES.** Regulating principles used in the conduct of legislative business.

**RULES COMMITTEE.** Committee responsible for setting the daily calendar of the Senate and House. The President of the Senate and Speaker of the House, respectively, serve as chair of these committees.

**RULES CONSIDERATION CALENDAR.** The list of bills eligible for action by the House Rules Committee. Bills from this calendar can be placed directly on the floor calendar, if approved by a majority of the members of the House Rules Committee. Similar to the Senate Green Sheet.

**RULES REVIEW CALENDAR.** The list of bills eligible to be moved to the Rules Consideration Calendar by the House Rules Committee. Pulls from this calendar to the Rules Consideration Calendar require a vote by the majority of members of the House Rules Committee. Similar to the Senate White Sheet.

**SCOPE AND OBJECT.** A ruling by the presiding officer as to whether a proposed amendment fits within the subject matter of the bill under consideration. Senate and House rules prohibit amendments which change or expand the scope and object of a bill.

**SECOND READING.** The reading of a bill for the second time, in full, in open session, opening it to amendatory action.

**SECRETARY OF THE SENATE.** A person elected by the Senate members to record the official actions of the Senate and to be the chief administrative officer of the Senate.

**SELECT COMMITTEE.** A committee appointed to consider a particular topic for a limited time. Used interchangeably with special committee.

**SELECT COMMITTEE ON PENSION POLICY (SCPP).** Committee which reviews proposed changes to retirement laws and recommends changes.

**SENATE.** Upper chamber of our two-body legislature. The Senate has 49 members who serve four-year terms.

**SENATE COMMITTEE SERVICES.** The Senate nonpartisan research and committee staff located in the John A. Cherberg Building. Equivalent to House Office of Program Research.

**SERGEANT AT ARMS.** Enforces protocol of the House or Senate and provides security for the legislative offices.

**SESSION.** Official meeting of the Legislature. The Constitution provides for one 105-day regular session during odd-numbered years and one 60-day regular session during even-numbered years each biennium.

**SEVERABILITY CLAUSE.** A section of a bill which instructs the court that if one section of the act is found unconstitutional, the remainder of the act will remain intact.

**SHORT TITLE.** An abridged description of the bill.

**SINE DIE.** To conclude a regular or special session without setting a day to reconvene.

**SPEAKER.** Presiding officer of the House of Representatives.

**SPECIAL ORDER OF BUSINESS.** A motion to take up a specified measure at a specific time.

**SPECIAL SESSION.** A session of no more than 30 days, convened by the Governor or the Legislature, following adjournment of the regular session. The Legislature, upon two-thirds vote of all members, may call itself into special session.

**SPONSOR.** Member offering a bill, amendment, resolution or memorial.

**STANDING COMMITTEES.** Committees set up by the Legislature to last for the entire length (two years) of a legislature.

**STATE OFFICIALS.** The nine elected statewide administrative officers: Governor, Lieutenant Governor, Attorney General, Secretary of State, Treasurer, Auditor, Commissioner of Public Lands, Insurance Commissioner and Superintendent of Public Instruction.

**STATUTE.** A law enacted by the Legislature.

**STATUTE LAW COMMITTEE (SLC).** See Office of the Code Reviser.

**STRIKE OUT.** To delete language from a bill or resolution by putting a line through it.

**STRIKING AMENDMENT.** Amendment removing everything after the title and replacing all of the text of the bill. Strikers can be amended, therefore, you might see a designation for Adopted as Amended. The version of the amendment with the changes worked into the text is labeled "Engrossed."

**SUBCOMMITTEE.** Selected members of a committee designed to study a special area of concern and then report to the whole committee their findings and recommendations.

**SUBSTITUTE.** A version of a bill offered by a committee in the first chamber. If adopted, the substitute replaces the original bill or resolution. There can be multiple substitutes with the same bill number, i.e., 2nd and 3rd substitutes. The floor and the second chamber cannot offer substitutes.

**SUNSET.** A program for review of state agencies, programs and statutes by JLARC and OFM.

**SUNSET PROVISION.** A date certain for a law to automatically be repealed unless renewed by the Legislature.

**SUPPLEMENTAL BUDGET.** Changes in the second year of the biennium to funds allocated in the original capital, operating, or transportation budgets.

**SUPREME COURT.** The highest court of the state. Comprised of nine elected justices who serve staggered six-year terms.

**SUSPENSION CALENDAR.** Special calendar of noncontroversial bills created by the House Rules Committee. The only question on the floor is acceptance of committee recommendations and advancement to third reading. Closely related to the consent calendar occasionally used in the Senate.

**TABLE.** To set aside a matter for possible consideration at a future time.

**TEMPLE OF JUSTICE.** The building directly north of the Legislative Building housing the Supreme Court and offices of the Supreme Court Clerk, Commissioner, Reporter of Decisions, and the Law Library.

**TERM.** Duration of office of an elected official.

**TERM LIMITS.** Restrictions on the length of service for elected offices.

**THIRD HOUSE.** An association whose membership includes most of the professional lobbyists in the state.

**THIRD READING.** The final consideration of a bill before either house. The bill can be debated, tabled, referred, but not amended. Final passage takes a constitutional majority.

**TITLE OF BILL.** Description of bill or act which encompasses the intent of the bill.

**TITLE-ONLY BILL.** A bill which contains nothing more than a title and a number. It is introduced in order to have a vehicle on which to amend substance at a later time.

**TRANSPORTATION BUDGET.** Appropriations for highways, bridges, ferries, transit, vehicle licensing, and traffic enforcement.

**TVW.** Washington State version of C-SPAN, broadcasting state government meetings and activities.

**ULCER GULCH.** Slang term for area in the Pritchard Building used by lobbyists and general public for telephone calls and messages.

**UNFINISHED BUSINESS.** Business which has been laid over from a previous day.

**VETO.** Rejection of a bill by the Governor. Governor has power to veto sections of bills but cannot make any additions. The Governor can also veto appropriation items. To pass a bill over a Governor's veto takes a two-thirds vote of both houses and is known as overriding a veto.

**WASHINGTON ADMINISTRATIVE CODE (WAC).** The administrative rules and regulations by which state agencies operate to execute the Laws enacted by the Legislature.

**WASHINGTON LEGISLATIVE INFORMATION SYSTEM (WALIS).** A number of different types of services, including a data processing system, which provides accurate up-to-date information on legislative actions.

**WASHINGTON STATE REGISTER.** A monthly publication which lists all proposed new agency WAC rules and regs as well as proposed amendments, meeting notices, etc.

**WAYS AND MEANS.** The chief revenue and appropriations committee in the Senate. The committee is responsible for recommending how state monies will be spent and the means that will be used to raise the tax revenues.

**WHIP.** An assistant to the majority or minority leader, the duties of the whip include counting votes, checking attendance and maintaining caucus discipline on partisan issues and procedural questions.

**WHITE SHEET.** The list of bills eligible for consideration to be moved to the Green Sheet by the Senate Rules Committee. Pulls from the White Sheet to the Green Sheet do not require a vote. Similar to the House Rules Review Calendar.

**WITHDRAW A MOTION.** To recall or remove a motion according to parliamentary procedure.

**WITHIN THE BAR.** Refers to a legislator's physical presence on the floor of the Legislature.

**WORK SESSION.** Informal discussion of a measure or topic by a committee. No executive action or amendments are permitted.

**WORKROOM.** An office in each house where the bills are processed, roll call information retained and bills engrossed, enrolled, etc.

**X-FILE.** The House and Senate Rules Committees may place bills that have been tabled in the process on the "X-file."

**YIELD.** To relinquish the floor of the House or Senate to allow another member to speak.





**27<sup>th</sup>** Tacoma Dome with 21st Street Bridge – Tacoma



**28<sup>th</sup>** Day Island Bridge Rd – University Place



**29<sup>th</sup>** Wapato Park – Tacoma



**30<sup>th</sup>** Transit Center – Federal Way



**31<sup>st</sup>** Lake Tapps with Mt. Rainier – Bonney Lake



**32<sup>nd</sup>** Richmond Beach Saltwater Park – Shoreline



**33<sup>rd</sup>** Des Moines



**34<sup>th</sup>** Pier 57, Elliot Bay – Seattle



**35<sup>th</sup>** High Steel Bridge – South Fork Skokomish River



**36<sup>th</sup>** Space Needle – Seattle



**37<sup>th</sup>** Historic Chinatown Gate, International District – Seattle



**38<sup>th</sup>** Hibulb Cultural Center – Tulalip





# 2023 Organization Chart Washington State Government

## Legislative Branch

## Executive Branch

## Judicial Branch

### Senate and House of Representatives

Joint Legislative Audit & Review Committee  
 Joint Legislative Systems Committee  
 Joint Transportation Committee  
 Legislative Ethics Board  
 Office of Legislative Support Services  
 Office of Legislative Labor Relations

Legislative Evaluation & Accountability Program (LEAP) Committee  
 Office of the State Actuary  
 Redistricting Commission (*activated decennially*)  
 Statute Law Committee (*Code Reviser's Office*)

### Supreme Court

Administrative Office of the Courts  
 Office of Civil Legal Aid  
 Court of Appeals  
 Commission on Judicial Conduct

Law Library  
 Municipal Courts  
 Office of Public Defense  
 District and Superior Courts

<b>Commissioner of Public Lands</b>	<b>Insurance Commissioner</b>	<b>Treasurer</b>	<b>Lieutenant Governor</b>	<b>Governor</b>	<b>Attorney General</b>	<b>Superintendent of Public Instruction</b>	<b>Auditor</b>	<b>Secretary of State</b>
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*Dept. of Natural Resources  
 - Board of Natural Resources*

*Public Deposit Protection Commission  
 State Finance Committee*

*See offices below*

*Executive Ethics Board*

*State Library*

Environment and Natural Resources	General Government	Transportation	Health and Human Services	Education	Community and Economic Development
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### Agencies led by Governor-appointed executives

Department of Agriculture <i>(commodity commissions)</i> Department of Ecology Pollution Liability Insurance Agency Puget Sound Partnership Recreation and Conservation Office	Board of Accountancy Office of Administrative Hearings Dept. of Archaeology and Historic Preservation Consolidated Technology Services (WaTech) <i>- Chief Information Officer, Office of the Technology Services Board          - Cybersecurity, Office of</i> Department of Enterprise Services <i>- Building Code Council</i> Department of Financial Institutions Office of Financial Management <i>- Personnel Resources Board          - Sentencing Guidelines Commission          - Serve Washington</i> Office of the Governor <i>- Corrections Ombuds, Office of          - Education Ombuds, Office of          - Equity Office          - Family &amp; Children's Ombuds, Office of          - Independent Investigations, Office of          - LGBTQ Commission          - Regulatory Innovation &amp; Assistance, Ofc. for          - Results Washington          - Women's Commission</i> Governor's Office of Indian Affairs State Lottery Military Department Department of Retirement Systems Department of Revenue	Dept. of Licensing <i>(occupational regulatory boards)</i> Washington State Patrol Traffic Safety Commission Dept. of Transportation	Dept. of Children, Youth and Families Department of Corrections <i>- Indeterminate Sentence Review Board</i> Employment Security Dept. <i>- Governor's Committee on Disability Issues &amp; Employment</i> Department of Health <i>(occupational regulatory boards)</i> <i>- Board of Health          - Environmental Justice Council</i> Health Care Authority <i>- Public Employees Benefits Bd.          - School Employees Benefits Bd.</i> Dept. of Labor and Industries Dept. of Services for the Blind Dept. of Social and Health Services Dept. of Veterans Affairs	Center for Deaf and Hard of Hearing Youth School for the Blind Workforce Training and Education Coordinating Board	Commission on African-American Affairs Arts Commission Commission on Asian Pacific American Affairs Department of Commerce <i>- Community Economic Revitalization Board          - Developmental Disabilities Council          - Public Works Board          - Broadband Office</i> Commission on Hispanic Affairs Office of Minority & Women's Business Enterprises
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### Agencies under authority of a board, council, or commission

Columbia River Gorge Commission Conservation Commission Environmental and Land Use Hearings Office <i>- Growth Management Hearings Board          - Pollution Control Hearings Board          - Shorelines Hearings Board</i> Dept. of Fish and Wildlife <i>- Fish and Wildlife Commission</i> Parks and Recreation Commission Washington Materials Management and Financing Authority Energy Facility Site Evaluation Council	Caseload Forecast Council Citizens' Commission on Salaries for Elected Officials Economic & Revenue Forecast Council Forensic Investigations Council Gambling Commission Horse Racing Commission Investment Board Law Enforcement Officers' and Fire Fighters' Plan 2 Retirement Board Liquor and Cannabis Board Public Disclosure Commission Public Employment Relations Commission Board of Registration for Professional Engineers & Land Surveyors Tax Appeals, Board of Utilities and Transportation Commission Board for Volunteer Firefighters and Reserve Officers	County Road Administration Board Freight Mobility Strategic Investment Board Board of Pilotage Commissioners Transportation Improvement Board Transportation Commission	Criminal Justice Training Commission Health Care Facilities Authority Human Rights Commission Board of Industrial Insurance Appeals Tobacco Settlement Authority	Charter School Commission Board of Education Professional Educator Standards Board State Board for Community and Technical Colleges <i>- Boards of trustees for 34 community/technical colleges</i> Governing boards of higher education institutions: <i>- Central Washington University          - Eastern Washington University          - The Evergreen State College          - University of Washington          - Washington State University          - Western Washington University</i> Washington Student Achievement Council Higher Education Facilities Authority Eastern Washington State Historical Society Wash. State Historical Society Wash. State Leadership Council	Economic Development Finance Authority Housing Finance Commission
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 OFFICE OF FINANCIAL  
 MANAGEMENT  
 JULY 2023**





**39<sup>th</sup>** North Fork Sauk Creek – Darrington



**40<sup>th</sup>** San Juan County Park – San Juan Island



**41<sup>st</sup>** Lake Sammamish State Park – Issaquah



**42<sup>nd</sup>** Picture Lake with Mt. Shuksan – Glacier



**43<sup>rd</sup>** University of Washington – Seattle



**44<sup>th</sup>** Snohomish River – Snohomish



**45<sup>th</sup>** Snoqualmie River Valley – Duvall



**46<sup>th</sup>** Magnuson Park – Seattle



**47<sup>th</sup>** Auburn Station – Auburn



**48<sup>th</sup>** Idylwood Park – Redmond



[lss.leg.wa.gov](http://lss.leg.wa.gov)



**49<sup>th</sup>** Columbia River with Mt. Hood – Vancouver