

**This is the 2003 edition of the Legislative Manual.  
If you are looking for the current edition, please visit our Publications page at  
<http://www.leg.state.nv.us/Division/Research/Publications/index.cfm>.**

---

LEGISLATIVE MANUAL

## APPENDIX F

### LEGISLATIVE TERMINOLOGY



## LEGISLATIVE TERMINOLOGY

Act .....	A bill passed by both houses and signed by the Governor.
Action .....	Any step of parliamentary procedure upon a proposed law or resolution.
Adjournment .....	The ending of a legislative day; regular adjournment sets the date for the next meeting.
Amend .....	To alter formally by modification, deletion, or addition.
Apportionment .....	A division of the state into districts from which members of the Legislature are elected.
Appropriation .....	A legislative grant of money for a specific purpose.
Assembly .....	One of the two chambers in a bicameral legislature; some states use the name “House of Representatives.”
Attaché .....	An employee of the Senate or the Assembly.
Authorized Expenditures Act .....	An omnibus act authorizing and limiting, except under certain conditions, the expenditure of special or dedicated revenues for government departments and programs.
Bicameral legislature .....	A two-house legislature.
Biennial .....	Occurring every two years; applied to the scheduled regular session of the Legislature.
Bill .....	A draft of a proposed law presented for enactment.
BDR .....	A bill draft request submitted to the Legislative Counsel Bureau by a legislator, an executive agency, a member of the judiciary, or a local government, and assigned a two-part number; the first part, the title number of <i>Nevada Revised Statutes</i> (NRS), the second part, a unique sequence number for a session.
Boilerplate .....	Standard bill drafting language common to various subjects and designed to maintain the legal consistency of the language of the NRS.
Bond .....	A certificate of indebtedness issued by the government in return for money it has borrowed.
Budget .....	Estimate of the receipts and expenditures needed to carry out programs for a fiscal period.
By request .....	Introduction of a measure by a legislator on behalf of a private individual or group.
Daily File .....	List or docket of bills awaiting action, entered in order reported.
Calendar day .....	Each consecutive day on the calendar for the duration of the legislative session, whether or not the houses convene.

Caucus .....	Conference of legislative party members to decide on party policies and action, or a meeting of the legislators from a particular county or group of counties.
Closing budgets .....	The process whereby final action is taken by the money committees on individual budgets.
Conference committee .....	A joint meeting of a conference committee from each of the two houses whose function is to arrive at a single version of a bill that has passed both houses in different form.
Consent calendar .....	A list of bills, of a noncontroversial nature, which is voted on as a single roll call vote instead of roll calls on each bill on the list.
Constitution .....	The written instrument agreed upon by the people of the United States, or of a particular state, as the absolute rule of action and decision for the government.
Engrossment .....	The preparation of a bill or joint resolution for third reading and concurrent resolutions for adoption by incorporating all amendments adopted and proofreading.
Enrollment .....	The final printing of a bill or resolution after enactment by both houses.
Executive Budget .....	Program of expected revenues and proposed expenditures comparing current, future, and past completed years for existing programs, and projecting revenues and expenditures of new programs for future years. The Executive Budget is proposed by the Governor and the Budget Administrator of the Budget Division of the Department of Administration.
Ex officio .....	Holding two offices; holding another office by virtue of or because of the holding of the first office.
Expunge .....	To delete or remove completely.
First Reading .....	Introduction of a bill in either house of the Legislature by giving it a number and reading it before the full house by title before it is referred to the appropriate committee.
Fiscal note .....	Analysis required by statute to be prepared by an executive agency estimating revenue or expenditure changes that would be entailed by the passage of a proposed bill. The Fiscal Analysis Division of the Legislative Counsel Bureau prepares this estimate to accompany any bill that reduces the revenues or increases the expenditures of a local government.

Floor .....	Recognition by the Chair for the purpose of discussion, debate, or remarks while a house is in session.
General Appropriation Act .....	An omnibus act appropriating funds for government departments or programs, usually from the State General Fund.
General File .....	The third reading file of bills and joint resolutions due for consideration in the houses.
General law .....	A law of general, or potentially general, application throughout the state.
Grandfather clause .....	A provision in a bill making it inapplicable to activities or personnel involved prior to the enactment of new legislation.
Hearing .....	A session of a legislative committee at which witnesses present testimony on matters under consideration by the committee.
History .....	A cumulative daily list of actions on all measures in the houses.
Impeachment .....	A formal accusation against a public official by the Assembly. After the Assembly has impeached, the Senate tries the official.
Initiative .....	A procedure that enables a specified number of voters to propose, by petition, a law or constitutional amendment, and to secure its submission to the electorate for approval.
Interim .....	The period from the adjournment sine die of one regular legislative session to the convening of the next regular session.
Introduction .....	The initial presentation of a bill or resolution for consideration by a house.
Journal .....	Record of daily proceedings in the houses.
Law .....	Bill passed by both houses and approved by the Governor, or, if vetoed by the Governor, the veto overridden by a two-thirds vote of each house.
Leadership .....	Includes the presiding officers of both houses (President of the Senate and President pro Tempore; Speaker of the Assembly and Speaker pro Tempore) and the floor leaders of both houses (Majority and Minority Leaders, Assistant Majority Leaders, and Assistant Minority Leaders).
Legislative day .....	Each day that the houses actually convene. These do not necessarily coincide in number with calendar days.
Legislative rules .....	The methods of procedure determined by the Legislature at the beginning of a session.

Lobbyist .....	A representative of a special interest who attends sessions to oppose or support the enactment of legislation.
Majority Floor Leader .....	A member of either house chosen by the members of the majority party in that house as their spokesman.
Minority Floor Leader .....	A member of either house chosen by the members of the minority party in that house as their spokesman.
Money committees .....	The committees in each house that hear all appropriations requests and recommend the appropriations bills; specifically, the Assembly Standing Committee on Ways and Means and the Senate Standing Committee on Finance.
Nevada Administrative Code .....	(NAC) The compilation of all effective, permanent regulations adopted by Nevada state agencies, except those of certain exempted agencies, after review by the Legislative Commission.
Nevada Revised Statutes .....	(NRS) The statutory law of Nevada of a general nature enacted by the Legislature, with such law arranged in an orderly manner by subject, and updated after every regular legislative session.
Preamble .....	The introductory part of a bill or resolution that states the reasons for and intent of the measure.
President of the Senate .....	Lieutenant Governor as presiding officer of the Senate.
President pro Tempore .....	A Senator elected by the Senate to preside in the absence of the President.
Presiding officer .....	The person in each house who chairs the conduct of business before the body and guides and directs the proceedings of the body.
Quorum .....	The number of members of a house or of a committee who must be present for the body to conduct official business.
Recall .....	Requesting the return of a measure from the Governor or the other house by a resolution.
Recede .....	Withdraw from an amendment in which the other house refused to concur.
Redo .....	The redrafting of a bill by the Legislative Counsel Bureau prior to its introduction.
Refer .....	Send a measure to a committee for study and consideration.
Referendum .....	The principle or practice of submitting a law to popular vote after the filing of a petition expressing the wish of the people to vote on such law.

Regular Session .....	Period during which the Nevada Legislature meets biennially, in odd-numbered years.
Reprint .....	Version of a bill or resolution subsequent to the introduced version, which reflects amendments adopted by either house. Each formal amendment of a bill or resolution will be identified in sequence, such as “First Reprint,” “Second Reprint,” and so on.
Resolutions .....	A one-house resolution expresses facts, principles, opinions, and purposes of one house. A concurrent resolution expresses facts, principles, opinions, and purposes of the two houses and authorizes the creation of joint committees. A joint resolution memorializes federal officials to engage in an action, proposes amendments to the <i>Nevada Constitution</i> , or ratifies amendments to the <i>United States Constitution</i> .
Roll call .....	Recording of the presence of members or a tally by individual votes on a bill or joint resolution.
Second Reading .....	When a bill, after it has been reported from committee, is read for the second time before the full house. Committee amendments or amendments from the floor are adopted or rejected by simple majority vote of the members present and voting.
Second Reading File .....	File of bills for second reading and consideration of amendments in the houses.
Senate .....	One of the chambers in a bicameral legislature.
Seniority .....	Length of legislative service. Seniority is often used to assign committee positions and political rank.
Sine Die .....	Final adjournment of a legislative session. (See “Adjournment.”) Adjournment sine die literally means “adjournment without a day”; it marks the end of the legislative session, since it does not set a time for reconvening.
Speaker of the Assembly .....	The presiding officer of the Assembly.
Speaker pro Tempore .....	A member of the Assembly chosen by the Assembly to preside in the absence of the Speaker.
Special law .....	A law of local or limited application.
Special Session .....	A meeting of the Legislature convened on the call of the Governor and restricted to the subjects stated in the Governor’s call.
Sponsor .....	The legislator(s), legislative committee, or entity requesting that a bill or resolution be drafted.
Standing committee .....	A committee of either the Senate or Assembly that is created by legislative rule and is responsible for considering legislation in a certain subject area.