



2021 Advocacy Handbook

www.o4ad.org



Oregon Association
of Area Agencies on
Aging & Disabilities

Advocacy 101 HANDBOOK

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Oregon Association
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Effective Advocacy



“Advocacy”

...support for a cause. (Webster)

From the Latin,
advocare – to call to one’s aid.

Grassroots advocacy is the foundation of our democratic system of government. As citizens and as advocates, we all have a constitutional right – and a responsibility – to speak out about our government. Elected officials cannot respond to our concerns unless we communicate our needs. Working together as citizens and as advocates, we have the power to make a difference.

Lawmakers are elected to represent the interests of the people. They must hear from the people and from those who speak for the people. An advocate is someone who feels strongly enough about an issue to devote the time and energy needed to do something about it. To be an effective advocate, you have to build support for your position and share your concerns with your elected officials.

The techniques are the same whether you advocate for your issue in your neighborhood, city, state, or in Washington, D.C. Participate and get involved! Grassroots advocacy takes commitment.

When advocating for an issue, it is important to be persistent. With hard work and the support of others, your goals can be achieved. Remember, every law on the books is a result of the work of committed citizens.

Five Rules for Effective Advocacy

Advocacy can be very complicated, and some of what professional advocates do requires a lot of experience and sophistication. But there are some basic rules that anyone can follow, and everyone – including those new to advocacy – can learn to be effective.

RULE **1**

Advocacy just means “Speaking Up.”

Advocacy can include activities like organizing a mass demonstration on the Capitol steps, or filing a lawsuit in court, but the most basic form of advocacy is just plan “Speaking Up.” Even if you are terribly shy, you can “speak up.” For example:

- Put the name of your program or issue in bold letter on the back of the folder you carry to the Capitol – just make sure it faces out!
- Leave a handwritten note at your legislator’s office
- Call and leave a voicemail message
- Email your legislator
- Tell your story

Do whatever feels best for you to make yourself heard and demonstrate that you are interested in the issues.

RULE **2**

Learn to think in terms of majority rule.

Elected officials have to think in terms of +1, and so should we. You need +1 more than the opposition or the other side in order to have the majority of the vote to move your issue, to win elections, to have more people on your side than the other. They know they need +1 of the voters in their district to vote for them and to either be elected to office or stay in office; they need +1 of their colleagues on a committee to get their bills moving through the process; and they need +1 or 51% of the members of the full House or Senate to get something passed.

When we come to them with an idea or request, they wonder: “Is this something a majority of the voters (my committee colleagues, the legislature) could go along with?” In other words, they want to know whether anyone else supports what we want.

One way to convey that our issues are supported by more than just us is by mentioning the groups we belong to, because groups convey numbers. Even bigger numbers are conveyed when our issue is supported by a Coalition. If we have taken the trouble to build our

Coalitions with all of our allies PLUS some unlikely allies, they will quickly understand that our issues have the potential to attract broad voter support – that critical 51%.

RULE 3

Always keep three audiences in mind: elected officials/their staff, other voters/citizens and the media.

One lone voice won't cause a legislator to vote a particular way. If enough voters in their district feel as you do – and let them know – that can be very powerful. There are three audiences that are important to consider in looking at the political process and your strategy: your elected official/legislators and their staff, other voters/citizens and the media.

Our job includes informing other voters and citizens as well as our legislators. We need to inform others as well as our legislator about the importance of our issues and what solutions are being proposed to address these issues. Education is a key role of advocacy.

Some very effective advocacy can be done by people who use the simple device of carrying on a conversation with a friend or a group of individuals. *"Did you hear what they're proposing to do in Salem? It's going to affect every family in the state and I'll bet most people don't even know about it yet —."* You can advocate t in the grocery store, at community group meeting, across a crowded playing field, or in an elevator.

Using the media helps reach even more of those "other voters." The media has many opportunities for you to let them know about your concerns, your issues or your stories. Letters to the Editor, Op/Ed pieces, and stories about programs in your area or invitations to your events are all ways to engage the media and let them know there are active advocates in your area to talk about issues.

RULE 4

Be sure they hear you.

The first three rules are easy; this one is a bit tricky. That's partly because elected officials have a lot more practice talking and are often very busy and on a very tight schedule, and partly because sometimes when we finally meet our legislators we can freeze up. Here are three good techniques to get past the freeze point:

- Bring something with you that you have to explain (a photo, a small album that tells about your program, a fact sheet to explain). That way, you'll do the talking and they'll listen.

- Memorize a little speech, just a minute and a half or two minutes long. This is your 'elevator pitch.' If you were in an elevator with someone you wished to speak to and all the time you had to talk was your elevator ride, what would be the most important things to say? It should include: your name; that you live/vote in their district; any organization or coalition that you represent; what you're there to talk about; what you want them to do. Also, have a one or two page fact sheet that includes a name, address and phone number to call for additional information. *Please refer to * at the end of this section on handouts.*
- Invite your legislator(s) to moderate a panel, not to give a speech. When you invite your legislators to give a speech to your group, you will hear them, but not the other way around. However, if you ask them to moderate a panel, and put individuals on the panel that you'd like the legislator to hear, the listening goes in a different direction. Speeches are appropriate as well, but just be sure you know that you'll be listening primarily versus sharing information.

RULE 5

Always keep the door open for the next time.

Some people will tell you not to worry about the legislators who are your 'friends' and some will say not to waste time on your opponents. Just concentrate on the 'swing' votes that might go either way. This can be poor advice because:

1. Our 'friends' need to hear from us. They need to hear us say "thank you" and they need to hear our newest, best information and arguments.
2. It is very difficult to predict how someone is going to vote; few votes are certain in advance.
3. Even if a legislators votes against your position in one instance, that doesn't mean they won't vote in your favor on another day. A vote against your issue or position is also an opportunity to have a dialogue with the legislator to ask them about their rationale or reasoning behind that vote – which is an important element of constituent accountability. And that conversation provides great information for future political strategy.
4. The surest rule of politics is that today's opponent is tomorrow's potential ally – and vice-versa. Don't ever write anyone off. The people you are speaking for can't afford to alienate anyone, and as their advocates, neither can we.

Building a Strategy

Advocacy requires strategy and thought. Even experienced, grassroots advocates will benefit from taking time to think through how they want to approach the issue to try to obtain the desired results. It's about building a base of support with your legislators, with other constituents, with groups and with others you might not recognize to begin with in order to meet your goals.

1

Lay Your Groundwork

To be able to navigate the political system, you need to understand how a bill becomes a law, what the proper protocols and procedures are for lobbying and advocacy, and who the players are.

Through identifying who are your legislators, getting a list of their standing committees and a list of all elected representatives and their contact information, you have a basic groundwork and place to work from in your advocacy. This will help as you establish a network of personal contacts with legislators.

2

Build Your Strategy Around a Specific Issue

There is timing and considerations for introducing bills. The State of Oregon Legislative website (www.oregonlegislature.gov) can help you keep up to date on timing and progress of bills and hearings. Your association is also an excellent resource. Reviewing documents of the committee where your bills or issues are being heard helps give you background and familiarity with the membership and the types of topics that are being moved in that committee.

Review voting history and background of legislators on the committees where your interests are moving. Be familiar with YOUR legislators' voting records and history as well.

Looking at precedents set by other states in terms of innovative legislation, bills or other actions can provide good ideas and words for your use.

Most of all have a game plan!

3

Make Yourself HEARD

In order to make your advocacy worthwhile, it has to be heard. Contact your Representatives and Senators; ask them to reply with statements on their positions. Get to know the staff people in their offices and in the district. Tell them your views and listen to their feedback. They are a very important part of the process.

Take advantage of weekends and recesses to visit with your legislators in your district, while they are home. Plan to attend town halls or constituent coffees.

**2021 Note – Legislators are continuing to hold town halls or other constituent meetings, although they are virtual. There are a few legislators that may hold in person meetings when social distancing may be maintained. Be sure you are subscribed to your Legislators' websites and newsletters. They send our updates and notices of their meetings. They also indicate what platform they are using – zoom, teams, call, etc. Do not hesitate to reach out and ask for more information on how to engage as well!*

Utilize the power of many. Enlist friends and others to urge support of your position. Write letters to editors of your local newspapers. Urge newspapers, television and radio to give editorial support or to cover your issues. Find others to form coalitions for your issue. Together, your voice is even stronger.

4

Do Your Homework and Housekeeping

A history of activities is important in tracking how your advocacy progress is going. It also helps evaluate what works and what doesn't for the future. By having a strategy and doing your research and homework, you will have a solid foundation in place to pursue your position. Some basic housekeeping requirements are:

- Keep a record of meetings you have with legislators, staff persons or committees.
- Always have enough copies of materials on hand for legislators and a few extras. You never know when you will run into an interested ear in the hallway or elevator.*Since this is a virtual session, noting follow up with materials is key and following through with those requests.
- If a legislator asks for an electronic copy, make sure you have sent that to them in a timely fashion. Some legislative offices will ask for copies in advance – if you can, be sure to honor that request. In general, they are hoping to be up to date on what you want to talk about in order to make the best use of their time with you.

- Meet and confer with allies to share information and responses. Building alliances and working together always strengthens the message.

2021 Note on handouts – The Oregon Legislature has been making a strong move to a paper free environment. Many legislators are asking for electronic copies of handouts only. Due to the virtual nature of the session as it opens, electronic formats of handouts or talking points will be the only format that will be allowed. All O4AD handouts are also available electronically and you can contact us at anytime to have an electronic copy sent. We also post copies of our handouts on our website during session.



Communicating with Your Elected Officials



There are many ways to reach out and communicate with your elected officials, whether locally, at the state level or federally. As a constituent, your voice is important and critical to each official – you represent their public, their constituency and a vote.

Elected officials who want to get re-elected really do listen to their constituents. There is nothing like a phone call, letter, or e-mail from you to raise the importance of an issue in their eyes. It takes very little time to make a difference.

There are many ways to communicate with your legislators. This includes writing letters, writing emails, meeting in person and placing a phone call. Each is an important way you can make your voice heard in an effective and efficient manner. Responding to constituent communication is a number one priority for most legislators and their staff.

Four Ways to Communicate with your Legislators



E-mails

Email has now become one of the most common forms of communication with a legislator and their staff. Emails and personal letters are now looked at as one and the same. You can use email to discuss your views on legislation, share information, and ask your legislator for a specific action. It is most effective to direct your email communication with those legislators in your district. The timing of these messages is critical. To be effective, email messages should be sent when the legislation is under – or about to come under – consideration in committee or subcommittee. Follow up emails are also an important part of your overall plan.

A few things to consider with email and your overall advocacy strategy:

- **Avoid informal language.** Email to a legislator should be treated as formally as a traditional (snail mail) letter. Resist the temptation to use the informal language and symbols often associated with email communications. Never use impolite language or make 'demands'.

- **Include your full address and zip code if you are a constituent.** Make sure the text of your email includes your full name and street address, including zip code. This serves to identify you as a constituent. Many legislative offices at the Federal level screen emails for address information identifying the sender as a constituent. If you are representing a group or Council or other entity, it never hurts to add a brief description of the entity you are speaking on behalf of, and their geographic reach.
- **Don't forget.** Email can feel like an informal method of communication with everyone receiving many more emails every day than the one before. It can be easy to lose track of a response or reply. However, when working on your advocacy strategy, timeliness of response can really stand out to Legislators. Do your best to adhere to the agreed on time for responding to an email and try to be prompt in responding to questions.

**2021 note – with the virtual nature of session, email is by far the most accepted form of communication. However, with that reliance it is entirely appropriate to assume a response within 48 hours. In the event that does not occur, a polite reminder is entirely alright to send. Legislators were being besieged by emails before COVID, it is only worse now. But most staffers are working remotely so this is the most prominent way to communicate. Adding a bill number, hearing, or issue to your subject line will help with efficiency.*



Letters

Personal letters are still an important form of communication with your legislators in Oregon. While email tends to be more commonly used and many offices are 'going paperless,' a personal letter still is acceptable and often does catch attention. It is important to keep your letter focused on sharing information, discussing your views and asking for action. Try to be concise yet don't be afraid to communicate your message. And remember, follow up is important!

**2021 Note – Many Legislative offices have staff checking in only occasionally. One cannot count on when postal mail may be checked or read. If you are sending something via the mail, it can be wise to drop a quick email or phone call to let your Legislator know communication is on its way!*



Telephone Calls

This form of communication is particularly effective when the person making the call worked in the campaign of the legislator or has established a personal relationship with the legislator. Direct contact with the legislator is not always possible, but messages can be left with aides or staff. It would not be effective to use this communication method exclusively. It is a part of the overall strategy.

**2021 Note – Most offices have forwarded their office phones to staff in order that calls are being answered. However, one should assume there may be delays in responding to voicemails or answering calls during the virtual session.*



Meeting with Legislators

The most effective communication, naturally, is that which takes place face to face. You should plan to meet with your legislator as frequently as makes sense. The opportunity for more access through meetings comes between sessions (interim) and during recesses or in-district days. At campaign time, incumbents are generally much more able to meet with groups of constituents.

When meeting during the interim or in a campaign season, plan meetings with care in order that you are able to convey your message and hear their insights on the issues. You want to promote genuine conversation rather than campaign speeches. To guard against this, let your legislator know that you would like to meet to share your views on legislation, policy or an issue and to ask questions – be specific. It may be helpful to get together beforehand with other advocates and role-play these sessions to gain an understanding of the issues, dynamics and possible scenarios that can occur. You want to be sure you are able to learn from these opportunities and build relationships.

Meetings with newly elected Representatives and Senators and re-elected incumbents are a particularly great opportunity. Such meetings should be held as soon as convenient after the November elections. Meeting with new legislators is an ideal time to find new champions for your issues and find common connections.

In addition to personal or small group meetings with your legislators, you may want to plan at least one meeting a year at which the legislator meets with a larger group such as an Advisory Council. Here again the meeting should be structured to give constituents the opportunity to ask meaningful questions on which they have been briefed.

**2021 Note – Legislative meetings are still occurring. Only now they are virtual. This can provide opportunities and challenges. However, most importantly it requires an internet connection. Legislators have become far more familiar and comfortable with meeting virtually. Meetings are arranged as one would for a face-to-face meeting – however there will be a zoom/teams/google meets type of scheduling to occur. Most offices will send an invite but some ask that you use your own platform. Talk through this with your scheduler, or have an email conversation. If there are other provisions necessary such as interpreters, please assume that will be the responsibility of the meeting participant who is utilizing this type of service. When meeting in a group, doing a test run of a virtual meeting can be helpful to understand how the group wants to interact and insure your message is delivered.*

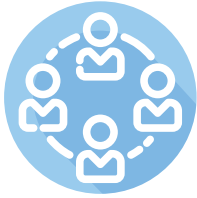


Advisory Council Relationship Building

As a member of an Advisory Council, you have a unique perspective. In your official capacity as a member of your Council, you are representing not only the perspectives and positions of the organization but indirectly, those you serve. You have an opportunity to give voice to those who might not otherwise have a way to make their voice heard on important issues that impact their daily lives. Area Agency Advisory Councils are an important element of the work to help Oregon's seniors and people with disabilities remain independent and safe with dignity and choice. Advisory Councils serve in an advisory capacity to the local Area Agency and that structure may look different in different service areas. Your local Area Agency will develop the guidelines for your participation including advocacy.

As an Advisory Council, you are able to convey a unique perspective to your local Legislators on behalf of the agency you represent. Therefore, it is important to make sure you have a strong understanding of the priorities and focus for your local agency, the approach your agency will be taking in regard to advocacy and your role in advocacy as an Advisory Council member.

The Internet, Web Advocacy and Social Media



The Internet provides a powerful and timely way to communicate urgent needs for advocacy to advocates, to Legislators, to the media and to the world at large. People within the Capitol are hearing about changes, votes and decisions at all times of the day. It is possible to provide advocates with a call to action at a moment's notice – and realize the impact of that action almost instantaneously. As an advocate, it is now possible to remain current on issues via the Internet in close-to-real time. Many websites, including www.o4ad.org, keep advocacy alerts and news postings on their site for access. These notices are also emailed to subscribers. During the legislative session, you'll find that information is updated frequently and there is new news all the time. Keep checking back!

In a survey, Federal Congressional staff were asked about their opinions on practices related to communication from constituents, including grassroots advocacy campaigns (Congressional Management Foundation, *Communicating with Congress. Perceptions of Citizen Advocacy on Capitol Hill.*). This survey found the following key findings:

- Most staffers (87%) thought email and the Internet have made it easier for constituents to become involved in public policy. A majority of staff (57%) felt email and the Internet have made Senators and Representatives more accountable to their constituents. However, less than half (41%) thought email and the Internet have increased citizens' understanding of what going on in Congress.
- Most of the staff surveyed felt constituent visits to the DC office (97%) and to the District office (94%) have 'some' or 'a lot' of influence on an undecided Member, more than any other influence group or strategy. When asked about strategies directed to their offices back home, staffers said questions at town hall meetings (87%) and letters to the editor (80%) have 'some' or 'a lot' of influence.
- More than one third of Congressional staff (35%) agreed that advocacy campaigns are good for democracy. Most staff (90%) agreed that responding to constituent communications is a high priority in their offices. But more than half of staffers surveyed (53%) agree that most advocacy campaigns of identical form messages are sent without constituents' knowledge or approval. This is a key perception issue for advocates!

■ The top forms of influencing a policy maker were:

- In person visits from Constituents
 - Contact from Constituents Reps
 - Individualized Email
 - Individualized postal mail
 - Local editorials referencing pending issue
 - Comments during town halls
 - Phone calls
- Congressional offices are integrating social media tools into their operations, both to gain an understanding of constituents' opinions and to communicate information about the Member's views. Nearly two-thirds of staff (64%) think Facebook is an important way to understand constituents' views and nearly three-quarters (74%) think it is important for communicating their Member's views.

Social media and the Internet have changed the way everyone communicates, and the political landscape is no different. As an advocate, you can utilize these tools to help strengthen your advocacy and connect with elected officials.

There are some keys to utilizing social media and electronic forms of communication in your advocacy. For your consideration:



Use your network to expand those involved in advocating. The world of social media has tremendous power to help us all build our networks. A message that is important to you is able to be spread to your friends, to your networks, to others quickly and efficiently. This gives an advocate an amazing platform to inspire others to be involved. You can spread the word quickly and help others consider getting involved. One voice becomes many and our message is able to be delivered on many fronts.

Communicate with respect. No matter the form of communication, maintaining a professional and polite tone is important. While electronic communication can feel more informal, it is important to stay appropriately respectful of the process in your advocacy work.

Show up in person. Not every social media interaction will garner a personal response. But the message still gets through. At some point, you will likely have the opportunity to meet with your Legislator in person and you will be able to continue to deliver your message. Your work in social media, the Internet and email will help build that case before you are able to speak to your Legislator in person.

While social media and the Internet are moving our speed of communication at a rate faster than we have ever known before, it also affords us new and unique opportunities. Organizations such

as O4AD are quickly learning to utilize the power of social media more often as we work with advocates and the legislature. Explore social media to your comfort level and make those connections with issues and policy makers you are interested in on your issues. “Like” the O4AD Facebook page and you’ll see our advocacy postings as they occur. Sign up for e-newsletters from O4AD (www.o4ad.org) and from Legislators to stay up to date on what is happening in your community and in the Capitol. Encourage your friends and family to also follow those pages of interest.

The Pew Research Center reports the following:

According to the Pew Research Internet project, six in 10 seniors (59%) report using the internet. This is a six percentage point year-over-year increase from 2012. As a whole, 86% of all US adults are online. 47% of seniors have a high speed internet connection at home, up from 39% since 2012.

77% of seniors are now cell phone owners, trailing the national average of 91% but still a significant increase since 2012. Yet only 18% of seniors report owning a cell phone.

Most telling is that 46% of online seniors use social networking sites. But only 3% of all American seniors are on Twitter.

56% report owning a cell phone of some kind, up from 47% of this generation in 2010.” (Aaron Smith. PewResearch Internet Project. April 2014)

54% of adults living with disabilities are reported as using the internet. 41% of adults living with disabilities report having broadband at home. (Susannah Fox. PewResearch Internet Project. January 2011).

Seniors and people with disabilities and advocates for these issues are a powerful force. Technology allows us to better access the legislative process and make more voices heard.

How to Write Your Legislator



Elected officials care what their mail says. A logical courteous letter or email carries weight; it can change a legislator's mind, particularly when the legislator is wavering on an issue. It is important that your message be written as effectively as possible.

Here are a few points:

Content:

Keep it brief. Be as brief as possible, but don't sacrifice clarity and completeness. Two pages is a maximum, but one page is best. Use your own words and not form letters. Your time and your legislator's time are valuable.

Identify yourself. Let your legislators know that you live and/or work in their district.

Keep it focused. Limit the correspondence to one subject. Otherwise, you decrease the force of your argument and complicate your legislator's efforts to act.

Get to the point. State your purpose at the outset and use the remainder of the letter to expand your views. Be constructive suggesting alternatives or better solutions, if possible. A few strong, well thought out points will be more influential than a long laundry list of reasons.

Use facts. Issues you write about may be emotion-laden but beware of the nonfactual argument. It will make your legislator less willing to consider your point next time, too.

Relate it to the District. Emphasize the effect of the legislation in question on your legislator's own constituency and/or local communities in the District. Give facts and illustrations - use your own knowledge and experience to inform the legislator. Legislators seldom change their decisions because of a philosophical argument but well-reasoned examples carry tremendous weight.

Provide background as needed. Don't assume that a legislator is as well informed as you about a problem. A legislator can't keep abreast of everything. Explain the situation, what you think and why.

Make specific recommendations. Tell your legislator what you would like for him/her to do. It's alright to be specific.

Keep it positive. Your attitude is important. A polite, positive-sounding letter is more likely to impress than one that is negative, rude, or threatening. Avoid being antagonistic. Point out the benefits of your position.

Use your resources. It is a great idea to check the **Talking Points** from your association for further information and background or visit relevant

web sites to get support and rationale for senior and persons with physical disabilities issues.

Close with a friendly appeal, regardless of the action you urge.

Remember, in the political world, **There are No Permanent Friends and No Permanent Enemies.** Never write off a legislator just because of past voting record or party affiliation. Don't make enemies of legislators - you may need them as friends in the future.

Allow for follow-up. Include contact information and offer to act as a resource should the legislator (or staff) have questions or need additional information. Where appropriate, indicate in the letter that you will follow up with a phone call.

Format & process:

Correct address. Use the correct name and address for your legislator.

Follow etiquette. Addressing correspondence to legislators requires particular etiquette. Every legislator is called «Honorable» on the envelope (although it is generally considered acceptable to also use "Senator NAME" or "Representative NAME" as well) and inside address when crafting a written letter. In the salutation, address house members as "Dear Representative _____" while senators are addressed as "Dear Senator _____." Spell the name correctly. During a legislative session, send correspondence to their office; otherwise send to their in-district address which is available on the Oregon Legislative website.

Return address information. For written correspondence, be certain that your name and address are on the envelope and letter.

Reference bills by number. Refer to all bills by name and number when possible.

Write legibly or type. Make sure to use correct grammar, spelling, and punctuation. Do not depend on spell check or grammar check to catch all errors.

End cordially. Thank them for their help and consideration. «Sincerely,» is an appropriate closing. An ending that also invites further conversation can also be effective such as, "Thank you for your consideration. I look forward to hearing from you."

Follow up thanks. Send a note of appreciation if your legislator supports your issue or a note of disappointment if they do not support the issue. If they send information you request, also send a note of thanks. Follow up is also another opportunity to discuss your issues.

Don't give up. Remember, Rome wasn't built in a day. To be truly effective, sending more than one letter during a session can be a good idea. Also, if your legislator chose a different direction in a vote or issue, it is entirely appropriate to follow up and ask for more information on their decision. They work for you; they owe you rationale and explanation for the choices they make on your behalf.



Phoning Your Legislator



To find your legislator's phone number, you can call the State Capitol (1-800-332-2313) during the session. Be prepared to provide the name of the legislator or the district in which you live. You can also get this information by visiting the State of Oregon legislative website at www.oregonlegislature.gov and use the "Find Your District and Legislator" menu option. Your legislator's information can be found by providing a zip code or address.

When phoning your legislators, keep these tips in mind:

- Identify yourself to the person who answers the phone. Be sure to say that you are a constituent in the legislator's district.
- Tell the legislator the issue or bill number you're calling about. Give the position and reason for your position.
- Briefly explain the likely impact of a bill on the legislator's constituents.
- Be polite.
- Keep party politics out of the discussion.
- Say, "thank you" for your legislator's consideration of your views.
- If the legislator is unavailable, give the staff member your message. Legislative staff is very good at relaying messages and are very important members of the staff. Do not underestimate their ability to help you with your issue, bill or concern.
- You can also request to schedule an appointment for a phone call with either the legislator or staff person who is working on your specific issue area. This appointment can be in the Capitol or in the District.

Public Testimony



Public hearings are an excellent opportunity for the public voice to be heard – it's your chance to share your point of view in order to gain support.

Committees are the heart of Oregon's legislative process. The committee process provides legislators more opportunity to closely study a measure than would be possible in a floor debate. Committees may hear from many people who support or oppose the measure.

Giving public testimony before a legislative committee can be an exciting and fulfilling experience if you are prepared.

Your testimony may influence the committee's action. It also becomes part of the permanent record and may be used in future research.

If you have the opportunity to testify, a little preparation can make a huge difference. Here are some tips for testifying:

- **Know Your Audience**

The members of the committee are "citizen legislators." They care that you have taken time out of your day to come and testify before them.

- Be respectful.
- Don't accuse committee members of causing your particular problem.
- Resist the temptation to scold, put down, or insult the decision makers or other witnesses. This tactic will likely alienate them from your cause.

- **Know the Issue**

Support your personal opinions with as many facts as possible. Be knowledgeable of the "other side of the story." You may be asked to discuss the differences. Draw from your own knowledge and experience.

- **Be Familiar with the Committee Process**

- Know the location of the building, the meeting room, and the meeting time.
- Agendas will be posted outside the meeting room. Check to make sure the measure you are interested in has not been removed from the agenda. The measures may not be heard in the printed order.
- If possible, attend a committee meeting before you testify to become familiar with the process and room layout.

- When you arrive at the meeting, sign the witness registration sheet. Witnesses are not necessarily called in chronological order. In Oregon, witnesses who have traveled more than 100 miles are typically allowed to testify first. Also, as a professional courtesy, if another legislator signs up to testify, they are also allowed to testify first.



Presenting Your Written Testimony

When you are called to testify, give copies of your testimony to committee staff before you begin your presentation. The number of copies requested is printed on the bottom of the committee meeting agenda.

Begin your presentation by addressing the chairperson first, then members of the committee. **“Chair __, members of the committee . . .”**

For the record, state your name, address, and the organization or group you represent. **“For the record, my name is _____ and I am from _____. I am representing _____.”(if applicable)**

State whether you support or oppose the legislative measure being heard and briefly explain if you are there testifying about a specific bill. You may also be there to testify in an informational setting or responding as a part of a group. It does help to briefly state what you will be discussing. An example would be, “Thank you for the opportunity to talk to you about Oregon Project Independence today and share my experiences with the program.”

It is alright to read your testimony or to work from an outline if you are not comfortable with public speaking. But keep in mind that while you may have a ten minute version of your testimony—you have to be prepared to give the one minute version also. It may be all the time allowed! This happens very frequently in hearings due to schedule and should not be taken with offense.

When concluding, thank the committee members and offer to answer any questions. **“Thank you for the opportunity to testify before you today. I would be happy to answer any questions.”**

When a member asks you a question, respond by first addressing the Chair of the committee then the legislator who asked the question: **“Chair __, Senator/Representative (state name), the answer to your question is . . .”**

Always remember that no one expects you to have every answer to every question you may be asked. Be brief, accurate and if you can't give an answer, let the committee know that you will be happy to find that information for them as soon as possible.

Relax! The members understand that this can be an intimidating experience--they don't expect a perfect presentation.

Group Testimony

At times, you may be part of a panel of people who are going to testify on a topic to provide a variety of perspectives. Be sure to address the problem, possible solutions and your group's BEST solution.

Special Needs

If you require special accommodation in order to testify before a committee, please remember to contact the committee administrator or support staff 24 hours BEFORE the meeting with your request. They will be able to help with any necessary arrangements. Contact information for Committee staff is listed on the Committee agenda.

How an Idea Becomes a Law



Courtesy – oregonlegislature.gov

The legislative process is governed by rules, laws and procedures, making it somewhat mechanical in nature. Although the legislative process is long and complex, all laws begin as ideas.

An idea for a law can come from anyone; an individual or group of citizens, a Legislator or legislative committee, the executive or judicial branch, or a lobbyist. By statute state agencies must pre-session file bills. But during session, only a Legislator or a legislative committee can introduce a measure to the House or Senate for consideration.

Legislators may file an unlimited number of measures on deadlines determined by Leadership. Once the Legislature convenes, Senators and Representatives

If deadlines have passed, the Senate Rules Committee, the House Committee on Rules and Leadership must approve requests for drafting and/or introduction. Appropriation or fiscal measures sponsored by the Joint Committee on Ways and Means are exempt from filing deadlines and may be introduced at any time.

Types of Measures

The Legislative Assembly can accomplish tasks in addition to creating, amending or repealing laws. It can honor a distinguished Oregonian, propose an amendment to the Oregon constitution, or send a message on behalf of the Oregon legislature to the President of the United States. In these instances, a bill is not the appropriate form of measure.

There are six types of measures: a **bill, joint resolution, concurrent resolution, resolution, joint memorial and memorial**.

A bill, the most common type of measure, is a proposal for a law. All statutes, except those initiated by the people or referred to the people by the Legislative Assembly, must be enacted through a bill.

The path of a bill, from the time it is just an idea to the time it arrives at the Governor's desk for approval, is paved with many detours. In order for a bill to become law, it must be passed by both houses in the identical form. This is achieved through the following step-by-step process, using the House of Representatives, for example, as the house of origin.

- An idea to change, amend or create a new law is presented to a Representative.
- The Representative decides to sponsor the bill and introduce it to the House of Representatives, and requests that the attorneys in the Legislative Councils office draft the bill in the proper legal language.
- The bill is then presented to the Chief Clerk of the House, who assigns the bill a number and sends it back to the Legislative Counsel's office to verify it is in proper legal form and style.
- The bill is then sent to the State Printing Division, where it is printed and returned to House of Representatives for its first reading.
- After the bill's first reading, the Speaker refers it to a committee. The bill is also forwarded to the Legislative Fiscal Officer and Legislative Revenue Officer for determination of fiscal or revenue impact the measure might have.
- The committee reviews the bill, holds public hearings and work sessions.
- In order for the bill to go to the House floor for a final vote, or be reported out of committee, a committee report is signed by the committee chair and delivered back to the Chief Clerk.
- Any amendments to the bill are printed and the bill may be reprinted to include the amendments (engrossed bill).
- The bill, now back in the house of origin (House), has its second reading.
- The measure then has its third reading, which is its final recitation before the vote. This is the time the body debates the measure. To pass, the bill must receive aye votes of a majority of members (31 in the House, 16 in the Senate).
- If the bill is passed by a majority of the House members, it is sent to the Senate.

- The bill is read for the first time and the Senate President assigns it to committee. The committee reports the bill back to the Senate where the bill is given the second and third readings.
- If the bill is passed in the Senate without changes, it is sent back to the House for enrolling.
- If the bill is amended in the Senate by even one word, it must be sent back to the House for concurrence. If the House does not concur with the amendments, the presiding officers of each body appoint a conference committee to resolve the differences between the two versions of the bill.
- After the bill has passed both houses in the identical form, it is signed by three officers: the Speaker of the House, the Senate President, and the Chief Clerk of the House or Secretary of the Senate, depending on where the bill originated.
- The enrolled bill is then sent to the Governor who has five days to take action. If the Legislative Assembly is adjourned the Governor has 30 days to consider it.
- If the Governor chooses to sign the bill, it will become law on the prescribed effective date. The Governor may allow a bill to become law without his/her signature, or the Governor may decide to veto the bill. The Governor's veto may be overridden by a two-thirds vote of both houses.
- The signed enrolled bill, or act, is then filed with the Secretary of State, who assigns it an Oregon Laws chapter number.
- Staff in the Legislative Counsel's office insert the text of the new laws into the existing Oregon Revised Statutes in the appropriate locations and make any other necessary code changes.

Effective Date of Legislation

The Oregon Constitution provides that laws become effective 90 days after adjournment of the Legislative Assembly unless the bill indicates otherwise. Some bills contain a clause that specifies a particular effective date. Still others may have emergency, sunset, or referendum clauses attached.

Information Available at the Oregon Legislative Website



Legislative Main Page: www.oregonlegislature.gov

OLIS – Oregon Legislative Information System:

Legislator and Legislative Staff Contact Information

- Oregon State Senate Information: <https://www.oregonlegislature.gov/senate>
- Oregon House of Representatives Information: <https://www.oregonlegislature.gov/house>
- The “Find Your District and Legislators” page features a search engine that you can use to type in your address and find out who represents you in the House and Senate. If you scroll to the bottom of the Citizen Engagement page, you will find “Who Represents Me?”: https://www.oregonlegislature.gov/citizen_engagement
- Subscribe to updates from the State Capitol via Capitol e-Subscribe. You can receive information including Committee Agendas and Member News: https://www.oregonlegislature.gov/citizen_engagement/Pages/e-Subscribe.aspx

Bills:

- Index of legislative measures, by topic: <https://olis.leg.state.or.us/> > Session > Reports > Daily and Cumulative Session Publications > Index of Legislative Measures
- Text of all versions of introduced legislative measures, updated daily with accompanying search engine <https://olis.leg.state.or.us/> > Session > Reports > New Measures
- Status of all introduced legislation updated daily: <https://olis.leg.state.or.us/> > Session > Reports > Daily and Cumulative Session Publications > Joint Status Report

Committees:

- Committee Agendas Online, updated hourly, provides agendas and an index of measures with scheduled actions. It is searchable by bill number or by committee name: <https://olis.leg.state.or.us/LIZ/Committees/Meeting/List>

Floor Sessions:

- Live and archived audio and video of floor sessions: https://www.oregonlegislature.gov/citizen_engagement/Pages/Legislative-Video.aspx

Laws:

- Text of the current Oregon Revised Statutes, with accompanying search engine: https://www.oregonlegislature.gov/bills_laws/Pages/ORS.aspx

More Information:

- Today's Events at the Capitol is on the front page of the Oregon Legislative website and lists events in the Capitol: <https://www.oregonlegislature.gov>
- "Capitol Historic Gateway" provides tour information, directions to the Capitol: <https://www.oregonlegislature.gov/capitolhistorygateway/Pages/Visit-the-Capitol.aspx>
- Legislative Glossary provides terms and definitions used within the Legislative Assembly: https://www.oregonlegislature.gov/citizen_engagement/Pages/Legislative-Glossary.aspx
- Citizen's Guide to the Oregon Legislative Process. This page offers many tools to help citizens participate in our legislative process: https://www.oregonlegislature.gov/citizen_engagement
- Finding a bill. The Oregon Legislative website offers information to find a bill and a search information: https://www.oregonlegislature.gov/citizen_engagement/Pages/Find-a-Bill.aspx

If you need more information regarding the legislative web site or the legislative process, please call 1-800-332-2313 or email help.leg@state.or.us.

Oregon State Capitol

Within Salem, call 503-986-1388. Outside of Salem, please call 1-800-332-2313.

www.oregonlegislature.gov



Learning to use the Oregon Legislative Information System - OLIS



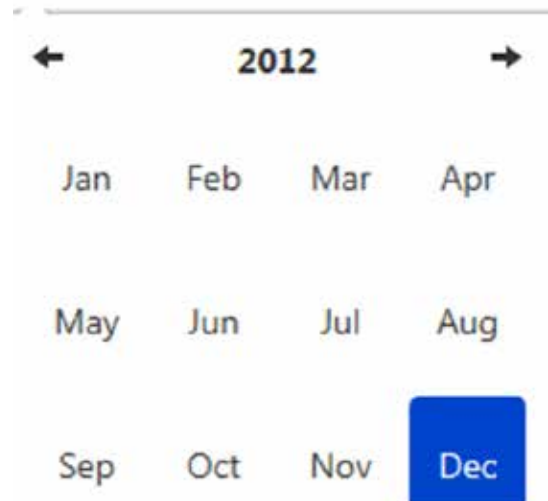
from www.oregonlegislature.gov and olis.leg.state.or.us

The Oregon Legislative Information System, OLIS for short, is the system for the Oregon's Legislature to track, monitor, and provide information regarding current and past Legislative sessions. This includes Special Session and interim Legislative Committee Days. OLIS is a relatively new system that continues to evolve. However, it is a key resource for advocates that will allow you the ability to learn about the legislative process. Below we offer an overview of the features of the system. However, we recommend one spend some time on OLIS looking around to become comfortable with the system.

Session Day Help

Session Day pages allow you to see a day's legislative activities. Session Day button will allow you to select which session year's information you would like to see. The calendar will allow navigation within 6 years of session information.

Tip: If you would like to get to a different year, click on the month name and it will take you to a year/month view and the arrows will take you to the next year.



Today's scheduled meetings -

List of committee in order of convening times.

Senate/House Third Readings – List of bills that will be third read for action by the chamber.

Senate/House Second Readings – List of bills that have been returned to chamber and ready for third reading.

Senate/House First Readings – Bills introduced to the chamber.

Senate/House Committee Referrals – List of bills and committee that it has been referred to.

Senate/House Committee Report Summary – Committee action taken on bill for the day.



How Do I Find a Bill?

There are multiple ways to find a bill in OLIS. Start with clicking on the Bill icon.

Search by number:

- It will drop several search tools to find your bill.
- Enter a bill number. Enter as much as you know. SB, HB and/or just the number. Hit search.
- If there is only one result, it will take you to that bill. Otherwise a list will be displayed of possible bills. Note: you can hover over the bill number and the catchline of the bill will display.
- Select the bill you are looking for and it will take you to the Bill Overview page.
- You can also select a bill from the list of bill numbers. Click on the arrows to expand to see each Chambers' bill list.

Search by keyword:

- You can search by a keyword. Click on the Bill Text tab.
- You can enter part or all of a phrase you wish to search. It will search on the relating to clause and/or the Measure Summary. Select the area in which you would like to search in.

Note: this is not a full measure text search and will not search the full measure for the keywords you have entered.

Search by sponsored by:

- You can search by who has sponsored a bill. Click on the Bill Sponsor tab.
- You can enter a member's name.
- You can select from the list of members.
- From the list you can select bill based on whether they were Chief Sponsor or Sponsor.

Bill links Any time you see a bill number, those are links to the Bill overview page. You can find bill numbers in Session Day when the bill is read in the chamber, or when referred or reported on in the chamber.



How Do I Find a Committee?

Within the session day page, any time you see a committee name, it is a link to the committee overview page. From there you can find about the committee membership and the scheduled meetings of the committee.

You can also find a committee by clicking on the committee navigation and searching or selecting the committee from the lists.

Bills

Bills contains all information relating to a Bill for the session.

Overview Tab

The **Overview tab** shows the pertinent information about a bill, such as:

- **Sponsor** - A member or organization that has initiated the bill
- **Relating To Clause** - expresses the subject of that bill. For example, HB 2000, relating to charter schools. In Oregon, a bill may only address one subject, and for this reason the relating-to clause becomes an important element of the bill.
- **Catchline/Measure Summary** - Measure summary describes the bill what the bill does. The catchline is the first line of the measure summary.
- **Current Status** - Current location of the bill is which committee is currently assigned the bill.
- **Scheduled Events** - when the bill has been schedule as an agenda item in a committee or chamber
- **Measure History** - Timeline of events for the bill as it moves through session. Within measure history you can connect to committee agendas for which the bill was schedule, audio archives of committee meetings, votes of committees and of the chamber.

Meeting Types:

- **INF:** Informational Meeting. Usually scheduled to hear testimony on an issue rather than a measure.
- **PAW:** Public Hearing and Work Session. When a committee chair anticipates taking action on a measure during the same meeting, a combination of public hearing and a work session on a measure is scheduled.
- **PPW:** Public Hearing and Possible Work Session. Used when a committee chair want to hear a measure and have the option of taking action during the same meeting.

- **PRW:** Possible Reconsideration and Work Session. A measure may be reconsidered by a committee after it has been voted out of the committee but not delivered to the chamber desk. A reconsideration allows the measure to be taken back into the committee.
- **PUB:** Public Hearing. Scheduled for the purpose of hearing testimony on a measure.
- **PWK:** Possible Work Session: Allows a committee chair the option to open a work session on a measure.
- **WRK:** Work Session. Scheduled to allow the committee to debate the merits of a measure and adopt amendments and take an action (vote) on a measure. Testimony may be taken, but not required.

Text Tab (Bill Text)

The **Text tab** displays the pdf versions of the bill, and any amendments adopted, engrossed and enrolled versions.

- **How do I find different versions of the bill?** Click on the Text tab. Select which version of the bill you are looking for.
- **What is an amendment?** An amendment shows the specific changes to the prior version of the bill.
- **What is an Engrossed version?** An engrossed bill is the version of the bill voted out of the committee.
- **What is an Enrolled version?** An Enrolled version is a bill that has passed both chambers of the Legislature.

Analysis Tab (Measure Analysis)

The **Analysis tab** consists of measure analysis submitted by Committees, Legislative Fiscal Office and Legislative Revenue Office about the impacts of the bill on budget and revenue. Staff Measure Summaries, Fiscal Impacts, Revenue Impacts, and Budget reports as presented in each committee the bill has gone through.

- **Staff Measure Summary (SMS)**
A staff measure summary (SMS) provides an informative, impartial summary of a legislative measure. An SMS outlines the effects of a measure, the issues discussed at committee meetings and hearings, the effect of any amendments adopted by a committee and any relevant background information that may help provide a context for legislative deliberations. Disclaimer
- **Fiscal Impact Statement (FIS)**
Fiscal impact describes an increase or decrease in program expenditures, revenues (non-tax), positions, or FTE compared to the amounts in the current biennium's approved budget. Programs include those administered by state agencies and local governments,

including cities, counties, schools, and special districts. Fiscal impact statements are produced by the Legislative Fiscal Office. A brief summary of the assumptions used in producing the estimates as well as the major components of the change are included in the fiscal impact statement.

- **Revenue Impact Statement (RIS)**

A revenue impact statement shows how much additional tax revenue or reduction in revenue for state or local governments will result from a proposed law change. Revenue impact statements, which are produced by the Legislative Revenue Office, describe what tax revenue sources will be affected by a proposal and provide an estimate of the magnitude of the change for current and future bienniums. A brief summary of the assumptions used in producing the estimates as well as the major components of the change are included in the revenue impact statement. If necessary, the revenue impact statement will identify areas of uncertainty.

- **Budget Report**

An official report of the Joint Committee on Ways and Means produced by the Legislative Fiscal Office for bills that appropriate moneys or limit the expenditure of funds, and that includes the Committee's recommendations on levels of agency revenues and expenditures.

Meeting Material/Exhibits Tab

The **Meeting Material/Exhibits tab** list of documents that have been present to a committee in association to the bill. Each document will show in which committee and meeting date that it was presented in. An exhibit is anything submitted for the record that supplements a witness' oral testimony. An exhibit can also be a copy of a witness' oral testimony.

- **Floor Letters**

Documents that have been carried by a member to all Chamber members. These documents may or may not be associated to a specific bill.

Amendments Tab

The **Amendments tab** lists amendments (alterations made or to be made to a measure). The proposed amendment may or may not be adopted by the committee. The proposed amendment highlighted are ones that have been adopted. Measures may be amended more than once.

Any proposed amendment that is adopted by the committee is bolded.

Committees

Committee pages display information about the committee, bills that have been assigned to the committee, and allows navigation to scheduled committee meetings and information associated to the meeting.

Overview Tab

The **Overview tab** provides information about the committee, including membership, staffing, and schedule.

Assigned Measures Tab

The **Overview tab** provides all bills that have been referred to the committee. The checkbox indicates that it is currently assigned in that committee.

Meeting information

Click on a meeting date and time, you have access to the Committee agenda for the day and the meeting materials. After the committee has adjourned, committee will upload the recording log. The meeting information page displays:

- **Meeting agenda** - the agenda for the meeting
- **Meeting Materials** - documents presented to the committee that are not associated with a specific agenda item.
- **Recording Log** - uploaded after the meeting has adjourned, the recording log is the minutes, including witness list, for the meeting.

Agenda Item information (Measure Details)

Links to proposed amendments and exhibits being presented at the committee meeting for the day for the agenda item. After the meeting has adjourned, any action taken by the committee will be in shown in Committee Action.

Committee Measure Detail

Agenda Item information (Measure Details) - Links to proposed amendments and exhibits being presented at the committee meeting for the day for the agenda item. After the meeting has adjourned, any action taken by the committee will be in shown in Committee Action.

Minority Report - A committee report signed by at least two committee members who are in the minority on the issue in question on a particular bill (not necessarily in the political minority party) for the purposes of officially stating their position on the issue and seeking action from their Chamber on their proposal.

Committee Assigned Measures

Assigned Measures - This page displays all bills that have been referred to the committee.

Bill Number - The bill number is a link to the Bill overview page.

Meeting Type - If the measure is scheduled as an agenda item, the type of meeting would be displayed

- **INF:** Informational Meeting. Usually scheduled to hear testimony on an issue rather than a measure.
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- **PPW:** Public Hearing and Possible Work Session. Used when a committee chair want to hear a measure and have the option of taking action during the same meeting.
- **PRW:** Possible Reconsideration and Work Session. A measure may be reconsidered by a committee after it has been voted out of the committee but not delivered to the chamber desk. A reconsideration allows the measure to be taken back into the committee.
- **PUB:** Public Hearing. Scheduled for the purpose of hearing testimony on a measure.
- **PWK:** Possible Work Session: Allows a committee chair the option to open a work session on a measure.
- **WRK:** Work Session. Scheduled to allow the committee to debate the merits of a measure and adopt amendments and take an action (vote) on a measure. Testimony may be taken, but not required.

Meeting Date - If the measure is scheduled as an agenda item, the date and time of the meeting is displayed.

Location - If the measure is schedule as an agenda item, the location of the committee meeting would be displayed.

Current Location - This is the current committee or chamber the bill is in.

In Committee - If the bill is still in committee, there will be a checkmark in the "In Committee" column.

Committee Agenda Item Help

Agenda Item information (Measure Details)

Links to proposed amendments and exhibits being presented at the committee meeting for the day for the agenda item. After the meeting has adjourned, any action taken by the committee will be shown in Committee Action.

Minority Report

A committee report signed by at least two committee members who are in the minority on the issue in question on a particular bill (not necessarily in the political minority party) for the purposes of officially stating their position on the issue and seeking action from their Chamber on their proposal.

O4AD recommends spending time on OLIS to learn how to access its many features. You'll be amazed at all you can readily access from the comfort of your own laptop or computer, easily!

Glossary of Capitol and Legislative Terms

from oregonlegislature.gov

A-Engrossed: An engrossed (meaning "to make a final fair copy of") bill is a bill that is printed with its amendments. If a bill is engrossed, it will be printed as "SB ___, A-eng.," meaning "Senate Bill ___, including its amendments." A bill may be amended more than once; in that case, the bill will be printed "B-eng.," and so on.

Administrative Rule: Any agency directive, standard, regulation or statement of general applicability that implements, interprets or prescribes law or policy, or describes the procedure or practice requirements of any agency. (ORS 183.310(9)).

Agenda: The official plan that outlines what the committee will do on a given day. Agendas normally list measures and the kind of hearing it is scheduled for (e.g., public hearing, work session) or topical informational hearings.

A & R Tables: Officially known as the "Table of Sections Amended, Repealed, or Added To" printed in the Weekly Cumulative Index to Legislative Measures and in the final calendar. These printed tables show all Oregon Revised Statutes (ORS), Oregon Rules of Civil Procedure (ORCP), session laws, and Constitutional provisions amended, repealed, or "added to" by introduced measures. These tables are useful when researching changes made to particular pieces of legislation over the years.

Act: A bill which has been made law by passing both houses of the Legislative Assembly, and which either has been signed by the Governor, filed without the Governor's signature, or passed by both houses of the Legislative Assembly over the Governor's veto.

Adjournment: Ending of a meeting or legislative session. Adjournment of the House or Senate takes place at the close of each legislative day.

Advance Sheets: The compilation of laws enacted and selected memorials and resolutions adopted during a single Legislative Session, before the publication of the "Oregon Laws."



Amendment: An alteration made or proposed to be made to a measure. Measures may be amended more than once.

Appropriation: A sum of money designated for a particular purpose by an Act. For example, an appropriations bill funds a state agency over the upcoming biennium.

Approved by the Governor: Acceptance by the Governor of a bill passed by the Legislative Assembly as indicated by the Governor's signature on the enrolled bill.

At Ease: Describes the condition of the Senate or House when it temporarily stops its floor work for some other specific activity. A committee may also "stand at ease" for a short while.

Bar: The Bar is the railing along the sides of the Senate or House Chamber which separates the Chamber floor and the side aisle. Only legislators, legislative staff, or invited guests, may be within the bar and side aisles. The press is allowed both within the bar (in the press area) and in the side aisles.

Benchmark: General term for a standard or point of reference, but often refers to an Oregon Benchmark. See Oregon Benchmarks.

Bicameral: A body made up of or having two houses, branches, or Chambers. Oregon, for example, has a bicameral Legislative Assembly.

Biennial: Occurring every two years. The Legislative Assembly creates a biennial state budget.

Biennium: A two-year period. Regular sessions convene twice per biennium: for 160 days in the odd-numbered year, and 35 days in the even-numbered year.

Bill: A measure that creates new law, amends or repeals existing law, appropriates money, prescribes fees, transfers functions from one agency to another, provides penalties, or takes other action.

Bill Back (blue/green back): The cover of the measure, showing the bill number, title, and sponsors. It is also used on resolutions and memorials. The covers are sometimes green, and are sometimes referred to as "green backs." They have also been referred to as "blue backs."

Blue (pink) Sheet: Committee Report Summary listing measures filed with the desks and eligible for floor debate. Published by the Secretary of the Senate and Chief Clerk of the House, Pink Sheets signify Senate measures eligible for floor debate and Blue Sheets signify House measures.

Calendar Days: The days listed on a normal seven day per week calendar, as distinguished from legislative or session days, which are those days the Legislature is in session.

Call of the House/Senate: A Call of the House/Senate is a means of compelling all members (unless they are excused) to present themselves to the Chamber. The Call empowers the floor staff to lock the Chamber, preventing those present from leaving, and requires the Sergeant at Arms to bring in absent members. A Call is usually requested just before a major vote is to take place or to bring a quorum to the floor to conduct other business.

Carrier: The legislator assigned by the Committee Chair to explain and speak in favor of a measure on the floor and to answer questions about it.

Caucus: "Caucus" is used as both a noun and a verb. A caucus, n., is a group of people who share something in common (e.g. they are members of the same political party, such as the Senate Republican Caucus or the Senate Democratic Caucus, or come from the same area of the state, such as the Coastal Caucus or the Eastern Oregon Caucus, or share something else in common, such as the Freshman Caucus or the Women's Caucus). When these people caucus, v., they meet to address their group's policy questions and to select political candidates for office, or political party leaders.



Caucus Staff: The people working for the members of a political party. In each Chamber there is a majority caucus staff and a minority caucus staff. The caucus staff helps legislators research issues and serve constituents.

Chair: The legislator appointed by the President of the Senate or the Speaker of the House to preside over an individual committee; for example, the Chair of the House Revenue Committee.

Chamber: The official meeting place of the Senate or House.

Chief Clerk of the House: The chief administrative officer of the House of Representatives. The Chief Clerk is elected by the members of the House, and is responsible for keeping records of the proceedings of the House, supervising House employees, acting as parliamentarian of the House, advising members on parliamentary procedures, and preparing all House publications for printing.

“Christmas Tree” Bill: A “Christmas Tree” bill is generally passed late in a legislative session and contains funding for particular projects. It gains its name from the provisions or “ornaments” that are attached.

Committee: A group of legislators chosen to consider bills in a particular subject area and make recommendations to the full Senate or House.

Committee Administrator: The staff “manager” of a committee, responsible for assisting the Chair in getting agendas posted, bill management, meeting logistics, assembling background materials and information, and bill analysis.

Committee Assistant: Works with the Committee Administrator in providing assistance to legislative committees. The assistant is responsible for recording meetings, preparing and maintaining the committee records, and submitting reports to the office of either the Secretary of the Senate or Chief Clerk of the House.

Committee Counsel: Another name for a Committee Administrator who is an attorney.

Committee Records: Office that provides copies of minutes/recording logs, exhibits, and audio recordings of legislative committee meetings.

Committee Reports: A one page report made to the President of the Senate or Speaker of the House by a standing, special, or conference committee, which recommends further action on a measure, or reports the measure without recommendation.

Committee Services: The unit of Legislative Administration (LA) that provides non-partisan, ongoing staff research, policy analysis, and committee staff support to the Legislative Assembly. Committee Administrator and Assistants are part of this office.

Concurrence: Agreement by one Chamber to a proposal or action taken by the other Chamber.

Concurrent Resolution: A measure affecting actions or procedures of both houses of the Legislative Assembly. A concurrent resolution is used to express sympathy, commendation, or to commemorate the dead.

Conference Committee: A committee usually consisting of two or three members of each house, appointed by their respective presiding officers. A conference committee is appointed when one house refuses to concur with amendments to a measure adopted by the other house. Its goal is to prepare a version of the measure acceptable to both houses.

Confirmation: Approval of a Governor’s appointment by the Senate, requiring that a constitutional majority (16) of the members approve the appointment.

Conflict: A conflict occurs when two or more measures amend or repeal the same section of law, and the changes cannot be blended, even if the measures do not

conflict in purpose. The Oregon Constitution allows the compilation of more than one amendment unless the amendments conflict in purpose. If conflicting amendments become law, the measure last signed by the Governor prevails. (Also see conflict amendment).

Conflict Amendment: An amendment drafted for the purpose of resolving conflicts between two or more measures.

Conflict of Interest: An action that could be expected to have a financial impact on the official, his or her business, or the person's relative. See ORS 244.020 (1) ("actual conflict of interest") and ORS 244.020 (12) ("potential conflict of interest").

Consent Calendar: In the House of Representatives, measures reported out of committee unanimously may be placed on the Consent Calendar at the recommendation of the committee. Such measures must be held at the Desk for two days prior to being scheduled for consideration. If four written objections are received, signed by members of the House, the measure is placed in its proper order on the daily calendar. Measures scheduled on the Consent Calendar are not debatable.

Constituent: A citizen residing within the district of a legislator (or other elected official).

Constitutional Majority: A majority of the membership in the Oregon Legislative Assembly: 16 votes in the Senate and 31 votes in the House of Representatives. (See: extraordinary votes).

Continuously Appropriated: Monies received by an agency other than from the General Fund that are deposited into a fund or account for specified uses by the agency. The amount of money that the agency can spend from the continuously appropriated fund or account is restricted by the Legislature through the budget process in the form of an expenditure limitation.

Convene: To officially begin a meeting of a legislative body.

Current Service Level: An estimate, required by law, of the cost to continue current legislatively approved programs at their current levels. The essential budget level is built on the base budget plus essential packages.

Desk: The station of the Secretary of the Senate and staff at the desk below the main podium in the Senate Chamber, or the station of the Chief Clerk of the House and staff at the desk below the main podium in the House Chamber.

Desk Personnel: The people who work at the Desks: the Secretary of the Senate, the Chief Clerk of the House, and their staff, which include, for example, the Journal Editor, Reading Clerk, and Calendar Composer.

Digest: The brief measure summary found at the top of a bill. The digest is written by Legislative Counsel.

District: A geographical area designated for representation by a Senator or Representative. Legislative districts are drawn to ensure that a nearly equal number of constituents reside in each legislator's district, and are re-drawn by the Legislature every ten years to accurately reflect changes in population. Each larger Senate district contains two equally-populated House districts.

Do Pass: The recommendation by a committee for passage of a measure, abbreviated "DP." "DPA" means "do pass with amendments."

Drop: Refers to submitting a committee report to the appropriate Desk after a measure passes out of committee, as in "I dropped the bill at the Desk at 2:00 p.m."

Effective Date: When a bill goes in to effect. "Except as otherwise provided in the Act, an Act of the Legislative Assembly takes effect on January 1 of the year after passage of the Act." (ORS 171.022) Some bills contain a clause that specifies a particular effective date; others may have emergency, sunset, or referendum clauses attached.

Emergency Board: The joint committee of Senators and Representatives that meets during the interim periods to address state fiscal and budgetary matters.

Emergency Clause: A statement added to the end of a measure that causes the Act to become effective before the accustomed date (on January 1 of the year after passage of the Act). An emergency clause either sets a specific date or is effective immediately, which means that the measure will take effect on the date it is signed into law.

Employee Services: The non-partisan unit of Legislative Administration (LA) that manages personnel, payroll, and recruitments for LA, the Assembly, Fiscal, Counsel and Revenue Offices.

Engrossed Bill: A measure that is printed with its amendments included.

Enrolled Bill: A final copy of a bill that has passed both houses of the Legislative Assembly and has been specially reprinted in preparation for the signatures of the President of the Senate and Speaker of the House. After these confirmatory signatures, the enrolled bill goes to the Governor.

Executive Branch: The branch of state government that carries out and enforces state laws. It includes state agencies and the Governor's Office, Secretary of State, State Treasurer, and Commissioner of Bureau of Labor and Industries. The other two branches of government are the Legislative Branch and Judicial Branch.

Exhibit: Anything submitted for the record that supplements a witness' oral testimony. An exhibit can also be a copy of a witness' oral testimony.

Expenditure Limitation: A spending limit set by the Legislative Assembly directing state agencies as to the level of Other Funds, Lottery Funds, or Federal Funds they can spend in a biennium. If an agency receives more Other Funds or Federal Funds than the Legislature approved them to spend, they must obtain an increase in their expenditure limitation from the Legislature or the Emergency Board in order to spend the revenue.

Extraordinary Votes: The Constitution requires that bills raising revenue receive 3/5 majority for passage. The Constitution also requires that bills reducing criminal sentences, as approved by the people, requires a 2/3 majority vote for passage.

Facility Services: The non-partisan unit of Legislative Administration (LA) which maintains the Capitol, including heating and cooling, custodial service, and ongoing maintenance, as well as telephone service, supplies and distribution services.

Financial Services: The non-partisan unit of Legislative Administration (LA) that manages finances and accounting for LA and the Assembly, as well as member service and supply accounts. Financial Services is also responsible for preparing the LA and Assembly budgets.

First Reading: The recitation on the Chamber floor of the measure number and title by the Reading Clerk upon introduction of a measure in either house. After the First Reading, the measure is referred to committee by the President or Speaker.

Fiscal Impact Statements: An analysis of a bill done by the Legislative Fiscal Office that estimates future costs resulting from the passage of a bill.

Floor: The area within the bar in both the Senate and House Chambers.

Floor Personnel: This term refers to the Sergeant at Arms, Assistant Sergeant at Arms, and Pages who work on the floor of the Senate and House Chambers.

Form and Style Manual for Legislative Measures: The manual that explains the official, uniform system for preparing of all legislative measures.

General Fund: Money available for the state budget that is not dedicated to a specific agency or purpose and that can be used for general purposes of state government. Most General Fund money in Oregon derives from personal and corporate income



taxes. Some revenue from liquor, cigarettes, and other sources also go into the General Fund.

General Election: An election involving most or all constituencies in a state (or nation) in choosing candidates for office and voting on ballot measures. In Oregon, the general election is held on the first Tuesday following a Monday in November.

Germane: Appropriate, relevant, pertinent. As the term is used in relation to legislation, “germane-ness” is a parliamentary determination as to whether or not a provision fits into a measure.

Governor’s Recommended Budget: The budget proposed by the Governor. A newly elected Governor must submit a recommended budget by February 1 after the election. Thereafter, the Governor must send a recommended budget to the Legislative Assembly by December 1 in even-numbered years.

“Gut and Stuff”: A slang term that refers to removing the text of a measure and inserting entirely new language which, while it may change the nature of the measure completely, still must fall under the measure’s title, also known as the “relating-to” clause.

Hearing: A public meeting of a legislative committee held for the purpose of taking testimony and/or other action concerning proposed legislation.

House of Representatives: The legislative body of 60 members, called Representatives, each of whom represents a district of approximately 63,851 Oregon citizens.

Information Services (IS): The non-partisan unit of Legislative Administration that manages all computer and media systems, including closed circuit television, within the Capitol.

Initiative: A procedure enabling a specified number of registered voters, via petition, to place proposed laws, changes to laws, or changes to the State Constitution on a general election ballot. In Oregon, the number of signatures required is determined by a fixed percentage of the votes cast for all candidates for governor at the general election preceding the filing of the petition. (Also see: Referendum).

Interim: The period of time between two sessions of the Legislative Assembly.

Interim Committee: A legislative committee authorized by the Legislative Assembly to study a particular subject or subjects between sessions. Interim committees are appointed by the presiding officers or established by a bill.

Introduction: First Reading of a bill, resolution or memorial in the Chamber of origin.

Joint Committee: A legislative committee composed of members of both houses.

NOTE: Committees may also meet jointly; that is, two committees may meet simultaneously, for example, to hear testimony on matters of interest to both committees.

Joint Legislative Schedule: A document published daily during Legislative Sessions identifying planned committee meetings, locations, and bills scheduled to be discussed.

Joint Memorial: A measure adopted by both houses and used to make a request of or to express an opinion to Congress, the President of the United States, or both.

Joint Resolution: A measure used for proposing Constitutional amendments, creating interim committees, giving direction to a state agency, expressing legislative approval of action taken by someone else, or authorizing a kind of temporary action to be taken. A joint resolution may also authorize expenditures out of the legislative expense appropriations.

Joint Session: A combined meeting of the House and Senate, usually taking place in the House Chamber.

Journal: The edited record of all proceedings in each Chamber of the Legislative Assembly, published after each Legislative Session.

Judicial Branch: The branch of state government that interprets the Oregon Constitution and state laws. It includes the courts of the state, with the Supreme Court having general power over all other courts. The other two branches are the Legislative Branch and Executive Branch.

No entries for K

Law: A bill that has been passed by both the Senate and House, enrolled, and approved by the Governor.

LC Draft: Refers to “legislative concept.” It is a draft of an idea for legislation prepared by Legislative Counsel. Each LC draft has its own number (e.g., LC 345). If the draft is introduced as a measure, it is given a bill number instead. For example, LC 345, if introduced in the House, could become HB 2040, or whatever number assigned.

Leadership: The presiding elected officers of each house: the President of the Senate and the Speaker of the House. They are elected by the members of each Chamber when the body organizes for a Legislative Session following a general election. Sometimes “leadership” also refers to the majority and minority leaders, who are elected by their respective caucuses.

Legislative Administrator: The non-partisan chief administrative officer of the Legislative Administration Committee who coordinates service functions—visitor services, personnel and payroll, facilities, financial services, information systems, committee staffing, and mail and distribution—for the Legislative Assembly.

Legislative Assembly: The Senate and House of Representatives collectively. The terms Legislative Assembly and Legislature are often used interchangeably.

Legislative Branch: The branch of state government that creates state laws. It also decides how state government will be financed. The Legislative Branch in Oregon consists of a Senate with 30 members and a House of Representatives with 60 members. The other two branches are the Executive Branch and Judicial Branch.

Legislative Counsel (LC): The bill drafter and legal adviser to the Legislative Assembly, and the chief administrative officer for the Legislative Counsel Committee. The Legislative Counsel Office also publishes and distributes Oregon Laws and edits, indexes, annotates, and publishes the Oregon Revised Statutes.

Legislative Fiscal Officer (LFO): The statutory fiscal adviser to the Legislative Assembly, and chief administrative officer for the Emergency Board, the Joint Ways and Means Committee, the Joint Legislative Audit Committee and the Joint Information Management and Technology Committee. In addition, the Legislative Fiscal Office prepares fiscal impact statements for proposed bills.

Legislative Guide: A directory listing the names and office locations of all members, names and room locations of all committees, a Capitol floor plan, telephone numbers, and other pertinent legislative information.

Legislative Publications and Distribution Services: A division of Facility Services popularly known as “distribution” or “the bill room.” This legislative service unit receives all printed measures, measure status reports, and digests from the State Printer and distributes these publications to legislators and members of the public on call or by mail upon request.

Legislative Revenue Officer: The statutory chief revenue analyst for the Legislative Assembly and chief administrative officer for the interim revenue committees and the separate standing Senate and House Committees on Revenue. In addition, the Legislative Revenue Office prepares revenue impact statements for proposed bills.

Legislative Schedule: See Joint Legislative Schedule.



Legislature: See Legislative Assembly.

Lobbyist: A person who is employed by an organization to represent its interests before the Legislature.

Majority Leader: A legislator elected by their peers to lead the party having the majority in their house. The majority leader is responsible for the development and implementation of the caucus agenda.

Mason's Manual: The source document for legislative parliamentary procedures. It is used in Oregon only in instances which are not provided for in the Oregon Constitution, the rules and custom of either house, or statute.

Measure: A written document used by the Legislative Assembly to propose a law or to express itself as a body. A measure may be a bill, a memorial, or a resolution.

Measure Status Report: A document published daily during a legislative session listing the measures introduced to date, the action taken on each measure, the dates of hearings and work sessions, and other legislative information. After adjournment, a compilation of every measure introduced during the session is published in the Final Legislative Measures--Status Report.

Members Present: Those members of a Chamber who are physically present at a daily floor session. Many votes are determined by a majority of the members present.

Memorial: A measure adopted by either the Senate or House (a measure adopted by both is a joint memorial) to make a request of or express an opinion to Congress or the President of the United States, or both.

Message from the Governor: Official communication from the Governor read during session and printed in the Journal.

Message from the Senate (House): An official communication from the opposite Chamber read during session and printed in the Journal.

Minority Leader: A legislator elected by their peers to lead the party in the minority in their house. The minority leader is responsible for the development and implementation of the caucus agenda.

Minority Report: A committee report signed by at least two committee members who are in the minority on the issue in question on a particular bill (not necessarily in the political minority party) for the purposes of officially stating their position on the issue and seeking action from their Chamber on their proposal.

Minutes/Recording Logs: A written record of the proceedings of a committee. By Oregon statute, the official record of a meeting is the digital recording of its proceedings. The minutes/logs accompanying it serve as an index to the contents of the recordings.

Motion: A formal proposal for action during debate on the floor or in committee. For example, a member may move that an amendment to a bill be adopted in committee, or that a measure be recommended for passage by the committee, or a member may move to table a measure.

"Note from Mother": A slang term for a note from a legislator or committee administrator authorizing Legislative Counsel to work with the person possessing the note on drafting a measure or amendments.

Oregon Administrative Rules (OAR): A compilation of the administrative rules of Oregon state agencies, compiled, indexed, and published by the Secretary of State's Office.

Oregon Benchmarks: High level measures of societal well-being identified by the Oregon Progress Board to measure the state's social, economic, and environmental progress. State agencies are expected to link to these benchmarks when developing strategic plans and budget requests.

Order of Business: The established sequence of activity during each floor session in each Chamber.

Oregon Laws: The collected laws and selected memorials and resolutions of a Legislative Session.

Oregon Revised Statutes: The codified laws of the State of Oregon. The ORS is published every two years. Each edition of the ORS incorporates all laws, and changes to laws, enacted by the Legislative Assembly through the odd-numbered year regular session referenced in the volume titles for that edition.

Original Bill Folder: The file folder that contains the official bill documentation: a copy of the bill, committee reports, staff measure summary, and fiscal and revenue impact statements. The original bill file is distributed to committee staff when the bill is referred to committee and is returned to the Desks with official documentation when the bill is reported out of committee. The Senate uses yellow folders and the House uses blue folders for original bill folders.

Other Funds: Money received by state agencies that does not come from the General Fund or from the federal government. Other Funds come from sources such as gasoline taxes, driver licenses fees, and fishing license fees. Other Funds may be dedicated, requiring the revenue to be spent for specific purposes. Examples of dedicated funds are park user fees dedicated to park programs and gasoline taxes dedicated to highway programs.

Page: A person who works on the Chamber floor, and occasionally in committees, to distribute materials, open doors, deliver messages, and generally facilitate the legislative work flow. Honorary pages are guests of members who serve as pages for a day.

Parliamentary Inquiry: A request from the floor or from a committee member to ask a question. Typically, such questions are about parliamentary procedures or agenda items under consideration.

Passage: Favorable action on a measure before either house.

Per Diem: Meaning "for the day." It is an allowance made to legislators for expenses when on legislative business.

Pink Sheet: See Blue Sheet.

Point of Inquiry: A motion from a member on the floor or in committee in order to ask a question. Typically, questions are about such issues as parliamentary procedures or agenda items under consideration.

Point of Order: A motion from the floor or from a committee member calling attention to a breach of order or a breach of rules.

Point of Personal Privilege: A way in which a legislator can get the attention of the presiding officer on the floor of either Chamber. It is used when some question requires immediate consideration such as raising the question of no quorum.

Postpone/ Postpone Indefinitely: A motion from the floor to postpone further consideration of a bill. A motion to postpone will contain a time certain for further consideration. A motion to postpone indefinitely does not contain a time certain and, in most cases, bills that are indefinitely postponed are not heard again.

Precedent: Precedents are previous interpretations of rulings by presiding officers and/or appeals by the body on specific rules.

Prefiled Bill: A bill that a legislator requests to be drafted during the interim between legislative sessions. The bill is introduced and given a number on the first day of the next legislative session.

Presiding Officer: The person elected to direct the activities of a Chamber. (Another term for President or Speaker).



President of the Senate: The presiding officer of the Senate, elected by a majority of members of the body.

President Pro Tempore: President “for a time”: a Senator elected to serve as the temporary presiding officer in the absence of the President of the Senate. If the office of the President of the Senate becomes vacant, the President Pro Tempore becomes the President until a new President is elected.

Previous Question: A motion to close debate and bring the pending question to an immediate vote.

Primary Election: A preliminary election in which the registered voters of a political party nominate candidates for office. A political party may allow registered independents or unaffiliated voters to vote in a primary election.

Propositions and Motions: A customary, traditional order of business on the floor where legislators may make a motion if they wish.

Quorum: The number of members required to be present before business can be transacted in the Senate, House, or a committee. In the Senate, 20 members must be present; in the House, 40 members; and in committees a constitutional majority constitutes a quorum. NOTE: If a quorum is not present, the chair can convene the committee as a subcommittee for the purposes of taking testimony ONLY.

Quorum Call: The method used to determine if a quorum exists.

Ratify: To approve and make valid.

Reapportionment: See Redistricting.

Reading Clerk: A House or Senate staff member responsible for reading bills and recording votes on any question or motion before the body.

Recess: A break in a daily legislative session. A committee may also recess for a period of time before resuming later in the same day.

Reconsideration: The process for taking a second vote on a measure. A motion to reconsider must carry before a second vote can be taken. A bill may be reconsidered by a committee after being voted out of committee, if it has not yet been dropped at the Desk. A vote on a bill may also be reconsidered on the floor.

Redistricting: The redrawing of legislative and congressional district boundaries following the federal census to reflect changes in population distribution. In Oregon, the Legislature is responsible for Congressional and Legislative redistricting. If the Legislature does not agree on a redistricting bill or does not obtain the Governor's signature on such a bill, the authority transfers to the Secretary of State.

Referendum: The submission of a measure passed by the Legislature to a vote of the people. In Oregon, either the Legislature or citizens, by petition, may cause a measure passed by the Legislature to be placed on the ballot for a vote. In the case of a legislative referral, both houses of the Legislature must vote to refer the measure. Such referrals cannot be vetoed by the Governor. In the case of a citizen referendum, supporters of the referendum must obtain a specified number of signatures from registered voters. The number of signatures required is determined by a fixed percentage of the votes cast for all candidates for governor at the general election preceding the filing of the petition. Any change to the Oregon Constitution passed by the Legislature requires referral to voters. (See also: Initiative).

Referendum Clause: A clause added to the end of a measure that causes the measure to be referred to a vote of the people for approval before it takes effect. The referred measure goes on the ballot at the next general election unless the Legislative Assembly calls a special election for the vote.

Refer: To direct a bill to a committee (e.g., HB 2000 was referred to the Ways and Means Committee).

Relating-to Clause: The title of a bill begins with the phrase “Relating to” and expresses the subject of that bill. For example, HB 2000, relating to charter schools. In Oregon, a bill may only address one subject, and for this reason the relating-to clause becomes an important element of the bill.

Remonstrance: A protest. It is a Constitutional right of legislators that “any member of either house shall have the right to protest, and have his protest, with his reasons for dissent, entered on the journal.” (Oregon Constitution, Article IV, Section 26).

Report Out: To return a measure from a committee to the Senate or House Desk with or without recommendation as to further action.

Resolution: A measure used by the Senate or House (a measure used by both would be a joint resolution) to take an action that would affect only its own members, such as appointing a committee of its members, or expressing an opinion or sentiment on a matter of public interest.

Revenue Impact Statement: An analysis of a bill done by the Legislative Revenue Office that identifies any potential state or local revenue changes that might result from the bill’s passage.

Roll Call: A recitation by the Reading Clerk of each legislator’s name, done at the beginning of a floor session, during a Call of the Senate or House to identify those present, or during a vote of the Senate.

Rules: The written procedures by which the Senate, the House of Representatives, or a committee governs its meetings. Rules are formally adopted at the first convening of the Legislative Assembly or of a committee, and require a vote (with at least a quorum of members present) for official adoption.

Second Reading: Like the First Reading, a recitation of the measure’s number and title by the Reading Clerk. Second Reading occurs after the measure has been referred to committee, worked on, and reported back to the floor for a vote.

Secretary of the Senate: The chief administrative officer of the Senate. The Secretary of the Senate is elected by the members of the Senate, and is responsible for keeping records of the proceedings of the Senate, supervising Senate employees, acting as parliamentarian of the Senate, advising members on parliamentary procedure, and preparing all Senate publications for printing.

Senate: The legislative body consisting of 30 members, called Senators, each representing districts of approximately 127,702 Oregon citizens.

Sergeant at Arms: Staff appointed by each house to maintain order within that Chamber.

Session: The period of time in which the Legislative Assembly officially convenes. Regular sessions convene each February and may last 160 days in odd-numbered years and 35 days in even-numbered years.

Session Laws: Officially called the “Oregon Laws,” the session laws are a compilation of laws enacted and selected memorials and resolutions adopted during a single session. They are published in bound volumes with tables and an index.

Sine Die: “Without fixing a day for a future meeting”--the last day of a Legislative Session.

Speaker of the House: The presiding officer of the House of Representatives, elected by the members of the House.

Speaker Pro Tempore: A Representative elected to serve as the temporary Speaker in the absence of the Speaker of the House.

Special (select) committee: A committee authorized by Senate or House Rules to study a limited subject.



Special Session: A convening of the Legislative Assembly called by the Governor or a majority of the members of the Legislative Assembly, at a time other than during a regular session. Typically, special sessions of the Legislative Assembly are called for the purpose of addressing a specific state problem or issue.

Sponsor: The legislator(s), state agency, or legislative committee that introduces a measure. The name of this person or committee is printed at the top of the measure.

Staff Measure Summary: A brief, impartial description of a measure that must accompany the measure when it is reported out of committee.

Standing Committee: A permanent committee during a session authorized by Senate or House Rules.

Status Report: See Measure Status Report.

Statute: A codified law. NOTE: "Codify" means "to arrange laws systematically." A codified law is one that has been incorporated into that section of the ORS that it amends, modifies, or accompanies.

Statutory Committee: A legislative committee established by statute.

Subcommittee: A subordinate committee composed of members appointed by the chair (or by Senate or House leadership) from the full committee. A subcommittee usually considers a narrower range of topics than the full committee, and generally is authorized only to make recommendations to the full committee.

Subsequent Referral: When the President or Speaker designates a bill to go to two committees, one after the other (e.g., a tax measure might first be referred to a committee to consider the substantive issues, and then to the Revenue Committee to consider the revenue issues).

Substitute Measure: A measure submitted by a standing committee as a substitute for a measure referred to it. It is treated in the same manner as an amendment if it is germane to the title and subject of the original measure.

Summary: The measure summary or digest found printed near the top of a bill.

Sunset Clause: A statement added to the end of a measure which causes the act to "sunset," or become ineffective, after a certain date.

Table: "Table" is used as both a noun and a verb. Tables, n., are found at the back of the calendars, and display legislative information in a variety of ways. Table, v., is used in reference to stopping bills from further action in committees or on the floor. A bill is tabled by a majority vote, after a non-debatable motion from a member.

Task Force: A legislative committee authorized by legislative leadership to study a specific subject for a specified period of time. A task force may contain lay members and is different from a committee in that it typically considers a narrow subject within a broader topic area; for example a task force might consider mental health in Oregon rather than health issues in Oregon.

Third Reading: As in First or Second Readings, a recitation of a measure's number and title by the Reading Clerk on the floor before a final vote by either Chamber.

Third Reading Calendar: A publication devoted exclusively to listing all measures on the agenda for Third Reading and final passage on a given day. It lists the measures in order, and includes measures scheduled for consideration under Propositions and Motions and, in the Senate, action on Executive Appointments.

Time Certain: A means of designating a definite time for a certain activity, for example, to hear a particular bill.

Unfunded Mandate: A requirement that a lower level of government provides a program or performs an activity with their own resources. Under a federal mandate, the federal government may require a state or local government to provide a

service and not provide the federal funding to pay for it. Under a state mandate, the state may require a local government to provide a service, but under the Oregon Constitution, the local government is not required to comply with certain new state mandates unless the state pays the costs of the new services. The Constitution provides exceptions.

Veto: An action by the Governor in disapproval of a measure that has passed both houses. After a veto, the bill is returned to the house of origin with written objections. A Governor's veto may be considered by both houses, and if the bill is again passed by two-thirds of the members present, it is considered overridden and becomes law. A veto must be considered at the very next Legislative Session following the veto.

Vice-Chair: A committee member chosen by the President or Speaker to serve as the committee chair in the chair's absence.

Visitor Services: The non-partisan unit of the Legislative Administration (LA) which provides Capitol tours and video presentations on the legislative process and Capitol history. They also schedule and coordinate special events in the Capitol and operate the Capitol Gift Shop.

Vote Explanation: On occasion, legislators may wish the official record to reflect the reason why they voted yes or no on particular bill. Members may state their vote explanation orally after a roll call vote, and a member may also submit a written vote explanation. A written vote explanation is found in the Journal, following the vote record of a bill.

Weekly Cumulative Index to Legislative Measures: A subject index to measures, published weekly during legislative sessions.

Whip: A term used at the federal level to refer to the Deputy Majority Leader. It derives from the British fox-hunting term "whipper-in," which described the person responsible for keeping the foxhounds from leaving the pack. Some, but not all, of the caucuses in the Oregon Legislative Assembly use the term "whip" in reference to the Deputy Majority or Minority Leader.

Witness: A person who testifies before a legislative committee.

Work Session: A committee meeting held for the purpose of determining the contents of a measure to be reported out of committee. A work session is different from a public hearing. In a work session, testimony is usually not taken from the public, although the public may attend the hearing.

Becoming an effective Federal advocate if you are outside of Washington DC



Are you concerned about your effectiveness advocating with the federal delegation? Do you want to become more effective in working for public policy changes? If so, there is a role for you. Advocacy work that you do in your own community is essential to creating positive change regardless of whether you are in DC meeting with Congressional delegates or not.

The best way to become an effective advocate is to build strong relationships with all three people who present you in Washington, and with their staff people who cover senior and disability issues. You want them to recognize your name and to trust the messages that you deliver. This means you should maintain consistent contact with those offices every month or two. It is important to remember that Federal offices can be slow to receive postal mail. It can take a few months for a letter to make it through their security process. Phone and email is the most effective form of communication. Members of Congress expect to hear from their constituents on issues, just as Oregon legislators do, so do not hesitate. Reach out and build a relationship.

The Federal delegation has offices both in Washington DC and locally. Their local staff are an excellent resource for you to learn about the Federal process as well as for the office to learn about the issues that are important to their constituents. The local field staff is there to build relationships and get to know those people such as yourself in the district. Invite them to meetings, ask for opinions or perspective on issues and

Sometimes your messages will ask for something specific (a vote or co-sponsorship). Other times you can take the opportunity to pass along information, ideas and stories that you think will be helpful. Personalize your messages with information about senior and people with disabilities in your community. Try to personalize all of your emails to Congress with specifics relating to your experience and expertise in the local area where you live. Make sure to be polite to all Members and staff.

Here are some additional ways you can influence your members of Congress

- Write letters to the editor about issues. Members of Congress always read the letters in their hometown newspapers. Editors like letters that respond to something that appeared recently in the paper. Keep your letter concise, approximately 150 words. Most newspapers prefer email submissions. Include your name, address, phone number and email.

- Go to town hall meetings. Your members of Congress will hold in district meetings. This is your opportunity to talk about your issues and to ask questions of your policymaker. Or make an appointment to meet with your member of Congress in their District office. Talk to them about potential impact of proposed legislation, about local issues and offer ideas of how they can help.
- Invite your members of Congress to your organization. If one accepts, show them the work and programs for seniors and people with disabilities. Also be prepared with questions as well. Always feel free to contact O4AD for help with these meetings.
- Share information with others in your community. Others will benefit from your experience and ideas in advocacy on these issues.

Remember, you are building a relationship that may last for years and can put you in a valued position where a member of Congress trusts you and may seek your help or opinion. Keep the lines of communication open and well used.

How to write Congress

The best way to communicate in writing to your members of Congress is in email. You can find your individual member of Congress via these websites:

- House of Representatives: <http://www.house.gov/representatives/find/>
- Senate: <https://www.senate.gov/senators/contact/>

Sending letters via postal mail is still accepted but can be subject to extensive and timely security checks.

A few things to keep in mind when writing your Congressional representative:

- Keep your correspondence short and to the point
- Generally avoid mentioning several issues in the same communication. Each message is routed within the Congressional office to a single staffer, and that person may not be familiar with the separate issues you combine.
- Remain friendly in all communication. Even if you are discussing a point of disagreement.
- Be thoughtful, straightforward and clear
- Do not try to write Congressional members who do not represent you. It is not an effective use of time overall and there are filters that may filter your message out.

Your Congressional delegation represents you as their constituent. Don't be shy about building that relationship.



Capitol Hill Terms and Definitions

Adapted from www.congress.org

Congressional Staffers - member of Congress has staff to assist him/her during a term in office. Offices are typically designed to be effective and efficient in meeting and communicating their constituents' needs. There are often many different staff roles in an office:

Chief of Staff - The Chief of Staff reports directly to the member of Congress, and usually is responsible for evaluating the political outcome of various legislative proposals and constituent requests. He/she is also usually in charge of overall office operations, including the assignment of work and the supervision of key staff.

Legislative Director, Legislative Assistant/Aide, Legislative Correspondent - The Legislative Director is usually the staff person who monitors the legislative schedule and makes recommendations regarding the pros and cons of particular issues. In most congressional offices there are several Legislative Assistants whose responsibilities are assigned based on particular expertise in specific areas. For example, depending on the responsibilities and interests of the member, an office may include a different Legislative Assistant for health issues, senior issues, appropriations, etc. Legislative Correspondents are junior staffers, typically not directly responsible for specific issue areas, who support Legislative Assistants/Aides and have responsibility for constituent communications.

Scheduler or Appointment/Personal Secretary - The Scheduler is usually responsible for allocating a member's time among the many demands that arise from congressional responsibilities, staff requirements, and constituent requests. He/she may also be responsible for making necessary travel arrangements, arranging speaking dates, coordinating visits to the district, etc.

Caseworker - The Caseworker is the staff member usually assigned to help with constituent requests, typically focused on helping to resolve problems constituents present in relation to federal agencies, e.g., Social Security and Medicare issues, veteran's benefits, passports, etc. There are often several Caseworkers in a congressional office.

Terms and Definitions

Appropriations bill - A bill passed by Congress that provides the legal authority for spending U.S. Treasury funds. There are 12 regular annual appropriations bills, each one covering hundreds of programs or spending lines. In the Senate as well as in the House there is one Appropriations subcommittee for each of the 12 bills. In addition, Congress often passes a supplemental appropriations bill midway through the fiscal year.

Authorization bill - A bill passed by Congress that provides authority for a program or agency to exist and sets guidelines for its policies and activities. The bill may recommend spending levels for programs, but they are not binding. Generally an authorization must be enacted before an appropriation is made for a program or agency, though there are exceptions. Most authorizations are multi-year, and subsequent versions are called reauthorizations.

Budget resolution - An annual Congressional document that provides a broad framework within which Congress fits the 12 annual appropriations bills that fund the government, and in some cases sets reconciliation instructions. The Budget is not a law, but its assumptions and statements are a basis for future decisions, and its spending ceilings impose restrictions on the actions of Congressional committees.

Cloture – A process for ending debate in the Senate. Senate rules permit unlimited debate, so the Senate does not vote on a bill if someone wants to keep debating it. The exception to this rule is that the Senate can close off debate by cloture, which requires 60 votes (out of 100) to pass. With the current 51-49 split between the two parties, cloture is usually difficult to achieve. The House has no comparable provision for unlimited debate, and thus no cloture provision.

Conference committee – A group of officially appointed Representatives and Senators that works out the differences between the versions of a given bill passed by the two chambers. Its leaders are the chairs and ranking minority members of the committees that wrote the bill in each chamber. Once agreed on, the conference committee report goes back to each chamber for final passage. Some conference committees leave much of the work to staff (who may “pre-conference” a bill before the conferees are appointed).

Continuing Resolution (CR) – A bill passed by Congress as a stop-gap when the new fiscal year begins. The CR sets continued spending levels for a specified period of time if any regular appropriations bill has not been signed into law. Often the CR continues spending at the previous year’s levels, though it may be at levels marked up by appropriations subcommittees.

Cosponsor – A Senator or Representative who formally lists his/her name as a supporter of another member’s bill. Generally – but not always – done before mark-up.

Discretionary spending – Government spending enacted by annual appropriations. A government agency cannot spend more than the total appropriated for a discretionary program in a given year. Discretionary spending is projected to make up about one-third of total FY12 federal spending of \$3.8 trillion; about two-thirds of discretionary spending goes for security (military, homeland security and international) activities, while the remaining third is for all “domestic” programs. Domestic discretionary spending includes: education, community and economic development, transportation, housing, national parks, energy – and, of course, the Older Americans Act and other programs serving seniors and their families.

Fiscal Year – The official year for the government runs from October 1 through September 30. The current year is designated Fiscal Year 2012, or FY12.

Mandatory spending – Sometimes called entitlement spending or nondiscretionary spending. These are government programs for which there is no annual spending ceiling. As events unfold and people qualify, the government spends the money needed. Although there are not many mandatory programs, they comprise over half of all federal spending. Major mandatory activities are Medicare, Medicaid, Social Security and interest on the debt. Spending on mandatory programs is noted in appropriations bills, but is not limited by those bills. Legislation that revises a mandatory program (e.g. Medicare) is an authorization for which there is no corresponding appropriation.

Mark-up – A business meeting of a subcommittee or full committee to debate, amend and vote on a bill. A bill passed in a committee mark-up session can be scheduled for a vote in the full chamber.

Pay-As-You-Go (PAYGO) – Budgeting rules that require that most new spending (including revenue reductions due to tax cuts) is offset by corresponding spending cuts or increased revenues. Congress can waive PAYGO rules, and the current statute defining the rules, the Statutory Pay-As-You-Go Act of 2010, automatically exempts over 150 programs, funds and activities.

Reconciliation – A complicated part of the Congressional budget process that directs changes to already-existing legislation in order to cut spending. Because reconciliation bills are not subject to a 60-vote cloture requirement in the Senate, and thus can

move forward with only 51 votes, reconciliation is sometimes favored as a vehicle for moving controversial changes. A reconciliation bill is subject to a Presidential veto.

Scoring – The nonpartisan Congressional Budget Office (CBO) analyzes every bill and determines the effective cost of the proposed legislation. The score that CBO gives a bill may shape its future, e.g. whether it will attract cosponsors and whether the relevant committee chairman will hold a mark-up session.

Subcommittees and committees – All members of Congress serve on committees. Every member of a subcommittee is also a member of the full committee to which the subcommittee reports. All committees and subcommittees are chaired by someone from the majority party in that chamber, and they all (with minor exceptions) have a majority of members from the majority party. The lead member from the minority party is designated the ranking member. Much important work (both mark-ups and hearings) is done in subcommittees, and everything done by a subcommittee goes next to the full committee for action.

In Closing

We hope that this information inspires you to get involved in the Legislative process as an advocate or to continue the advocacy work you have already started. Advocacy by citizen has been responsible for some of the most significant change that has occurred in Oregon's system of long-term services and supports. It was advocacy that changed the frame of thinking from more restrictive care to a focus on care in a home or community-based setting. Prioritizing independence, dignity and choice was a result of the advocate voice being heard over and over. Programs such as Oregon Project Independence came into being from individuals just like you are working with Legislators to help make it happen. Advocacy from individuals has helped save programs from cuts and reductions over and over again.

As was said by Margaret Mead, "Never doubt that a small group of thoughtful, committed citizens can change the world. Indeed, it is the only thing that ever has." There is tremendous power in speaking up and engaging in our democratic system.

Please do not hesitate to contact O4AD with questions you may have and THANK YOU for stepping up and being involved. Your voice matters.

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References & Resources

Information Available at the Oregon Legislative Website

Legislative Main Page: www.oregonlegislature.gov

OLIS – Oregon Legislative Information System:

Legislator and Legislative Staff Contact Information

- Oregon State Senate Information:
<https://www.oregonlegislature.gov/senate>
- Oregon House of Representatives Information:
<https://www.oregonlegislature.gov/house>
- The “Find Your District and Legislators” page features a search engine that you can use to type in your address and find out who represents you in the House and Senate. If you scroll to the bottom of the Citizen Engagement page, you will find “Who Represents Me?”:
https://www.oregonlegislature.gov/citizen_engagement
- Subscribe to updates from the State Capitol via Capitol e-Subscribe. You can receive information including Committee Agendas and Member News:
https://www.oregonlegislature.gov/citizen_engagement/Pages/e-Subscribe.aspx

Bills:

- Index of legislative measures, by topic: <https://olis.leg.state.or.us/> > Session > Reports > Daily and Cumulative Session Publications > Index of Legislative Measures
- Text of all versions of introduced legislative measures, updated daily with accompanying search engine
<https://olis.leg.state.or.us/> > Session > Reports > New Measures

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- Status of all introduced legislation updated daily: <https://olis.leg.state.or.us/> > Session > Reports > Daily and Cumulative Session Publications > Joint Status Report

Committees:

- Committee Agendas Online, updated hourly, provides agendas and an index of measures with scheduled actions. It is searchable by bill number or by committee name: <https://olis.leg.state.or.us/LIZ/Committees/Meeting/List>

Floor Sessions:

- Live and archived audio and video of floor sessions: https://www.oregonlegislature.gov/citizen_engagement/Pages/Legislative-Video.aspx

Laws:

- Text of the current Oregon Revised Statutes, with accompanying search engine: https://www.oregonlegislature.gov/bills_laws/Pages/ORS.aspx

More Information:

- Today's Events at the Capitol is on the front page of the Oregon Legislative website and lists events in the Capitol: <https://www.oregonlegislature.gov>
- "Capitol Historic Gateway" provides tour information, directions to the Capitol: <https://www.oregonlegislature.gov/capitolhistorygateway/Pages/Visit-the-Capitol.aspx>
- Legislative Glossary provides terms and definitions used within the Legislative Assembly: https://www.oregonlegislature.gov/citizen_engagement/Pages/Legislative-Glossary.aspx

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- Citizen's Guide to the Oregon Legislative Process. This page offers many tools to help citizens participate in our legislative process:
https://www.oregonlegislature.gov/citizen_engagement
 - Finding a bill. The Oregon Legislative website offers information to find a bill and a search information:
https://www.oregonlegislature.gov/citizen_engagement/Pages/Find-a-Bill.aspx

If you need more information regarding the legislative web site or the legislative process, please call 1-800-332-2313 or email help.leg@state.or.us.

Oregon State Capitol

Within Salem, call 503-986-1388. Outside of Salem, please call 1-800-332-2313.

www.oregonlegislature.gov

Learning to use the Oregon Legislative Information System - OLIS

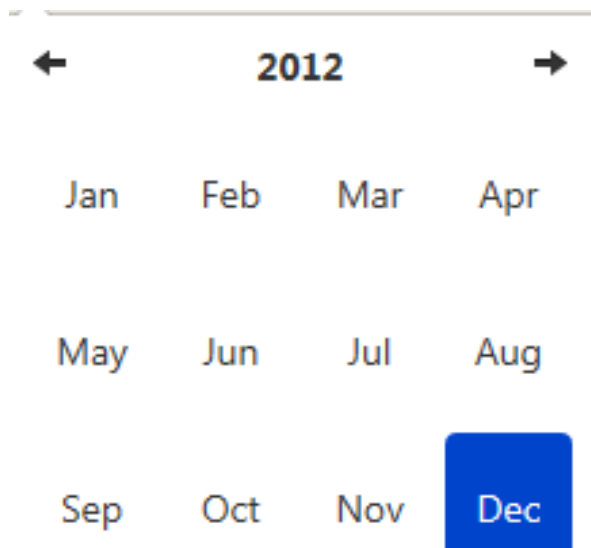
from www.oregonlegislature.gov and olis.leg.state.or.us

The Oregon Legislative Information System, OLIS for short, is the system for the Oregon's Legislature to track, monitor, and provide information regarding current and past Legislative sessions. This includes Special Session and interim Legislative Committee Days. OLIS is a relatively new system that continues to evolve. However, it is a key resource for advocates that will allow you the ability to learn about the legislative process. Below we offer an overview of the features of the system. However, we recommend one spend some time on OLIS looking around to become comfortable with the system.

Session Day Help

Session Day pages allow you to see a day's legislative activities. Session Day button will allow you to select which session year's information you would like to see. The calendar will allow navigation within 6 years of session information.

Tip: If you would like to get to a different year, click on the month name and it will take you to a year/month view and the arrows will take you to the next year.



Today's scheduled meetings - List of committee in order of convening times.

Senate/House Third Readings – List of bills that will be third read for action by the chamber.

Senate/House Second Readings – List of bills that have been returned to chamber and ready for third reading.

Senate/House First Readings – Bills introduced to the chamber.

Senate/House Committee Referrals – List of bills and committee that it has been referred to.

Senate/House Committee Report Summary – Committee action taken on bill for the day.

How Do I Find a Bill?

There are multiple ways to find a bill in OLIS. Start with clicking on the Bill icon.

Search by number:

- It will drop several search tools to find your bill.
- Enter a bill number. Enter as much as you know. SB, HB and/or just the number.
Hit search.
- If there is only one result, it will take you to that bill. Otherwise a list will be displayed of possible bills. Note: you can hover over the bill number and the catchline of the bill will display.
- Select the bill you are looking for and it will take you to the Bill Overview page.
- You can also select a bill from the list of bill numbers. Click on the arrows to expand to see each Chambers' bill list.

Search by keyword:

- You can search by a keyword. Click on the Bill Text tab.
- You can enter part or all of a phrase you wish to search. It will search on the relating to clause and/or the Measure Summary. Select the area in which you would like to search in.

Note: this is not a full measure text search and will not search the full measure for the keywords you have entered.

Search by sponsored by:

- You can search by who has sponsored a bill. Click on the Bill Sponsor tab.
- You can enter a member's name.
- You can select from the list of members.
- From the list you can select bill based on whether they were Chief Sponsor or Sponsor.

Bill links^[1]_{SEP} Any time you see a bill number, those are links to the Bill overview page. You can find bill numbers in Session Day when the bill is read in the chamber, or when referred or reported on in the chamber.

How Do I Find a Committee?

Within the session day page, any time you see a committee name, it is a link to the committee overview page. From there you can find about the committee membership and the scheduled meetings of the committee.

You can also find a committee by clicking on the committee navigation and searching or selecting the committee from the lists.

Bills

Bills contains all information relating to a Bill for the session.

Overview Tab

The **Overview tab** shows the pertinent information about a bill, such as:

- **Sponsor** - A member or organization that has initiated the bill
- **Relating To Clause** - expresses the subject of that bill. For example, HB 2000, relating to charter schools. In Oregon, a bill may only address one subject, and for this reason the relating-to clause becomes an important element of the bill.

-
- **Catchline/Measure Summary** - Measure summary describes the bill what the bill does. The catchline is the first line of the measure summary.
 - **Current Status** - Current location of the bill is which committee is currently assigned the bill.
 - **Scheduled Events** - when the bill has been schedule as an agenda item in a committee or chamber
 - **Measure History** - Timeline of events for the bill as it moves through session. Within measure history you can connect to committee agendas for which the bill was schedule, audio archives of committee meetings, votes of committees and of the chamber.

Meeting Types:

- **INF:** Informational Meeting. Usually scheduled to hear testimony on an issue rather than a measure.
- **PAW:** Public Hearing and Work Session. When a committee chair anticipates taking action on a measure during the same meeting, a combination of public hearing and a work session on a measure is scheduled.
- **PPW:** Public Hearing and Possible Work Session. Used when a committee chair want to hear a measure and have the option of taking action during the same meeting.
- **PRW:** Possible Reconsideration and Work Session. A measure may be reconsidered by a committee after it has been voted out of the committee but not delivered to the chamber desk. A reconsideration allows the measure to be taken back into the committee.
- **PUB:** Public Hearing. Scheduled for the purpose of hearing testimony on a measure.
- **PWK:** Possible Work Session: Allows a committee chair the option to open a work session on a measure.
- **WRK:** Work Session. Scheduled to allow the committee to debate the merits of a measure and adopt amendments and take an action (vote) on a measure.

Testimony may be taken, but not required.

Text Tab (Bill Text)

The **Text tab** displays the pdf versions of the bill, and any amendments adopted, engrossed and enrolled versions.

- **How do I find different versions of the bill?** Click on the Text tab. Select which version of the bill you are looking for.
- **What is an amendment?** An amendment shows the specific changes to the prior version of the bill.
- **What is an Engrossed version?** An engrossed bill is the version of the bill voted out of the committee.
- **What is an Enrolled version?** An Enrolled version is a bill that has passed both chambers of the Legislature.

Analysis Tab (Measure Analysis)

The **Analysis tab** consists of measure analysis submitted by Committees, Legislative Fiscal Office and Legislative Revenue Office about the impacts of the bill on budget and revenue. Staff Measure Summaries, Fiscal Impacts, Revenue Impacts, and Budget reports as presented in each committee the bill has gone through.

- **Staff Measure Summary (SMS)**

A staff measure summary (SMS) provides an informative, impartial summary of a legislative measure. An SMS outlines the effects of a measure, the issues discussed at committee meetings and hearings, the effect of any amendments adopted by a committee and any relevant background information that may help provide a context for legislative deliberations. Disclaimer

- **Fiscal Impact Statement (FIS)**

Fiscal impact describes an increase or decrease in program expenditures, revenues (non-tax), positions, or FTE compared to the amounts in the current biennium's approved budget. Programs include those administered by state agencies and local governments, including cities, counties, schools, and special districts. Fiscal impact statements are produced by the Legislative Fiscal Office. A

brief summary of the assumptions used in producing the estimates as well as the major components of the change are included in the fiscal impact statement.

- **Revenue Impact Statement (RIS)**

A revenue impact statement shows how much additional tax revenue or reduction in revenue for state or local governments will result from a proposed law change. Revenue impact statements, which are produced by the Legislative Revenue Office, describe what tax revenue sources will be affected by a proposal and provide an estimate of the magnitude of the change for current and future bienniums. A brief summary of the assumptions used in producing the estimates as well as the major components of the change are included in the revenue impact statement. If necessary, the revenue impact statement will identify areas of uncertainty.

- **Budget Report**

An official report of the Joint Committee on Ways and Means produced by the Legislative Fiscal Office for bills that appropriate moneys or limit the expenditure of funds, and that includes the Committee's recommendations on levels of agency revenues and expenditures.

Meeting Material/Exhibits Tab

The **Meeting Material/Exhibits tab** list of documents that have been present to a committee in association to the bill. Each document will show in which committee and meeting date that it was presented in. An exhibit is anything submitted for the record that supplements a witness' oral testimony. An exhibit can also be a copy of a witness' oral testimony.

- **Floor Letters**

Documents that have been carried by a member to all Chamber members. These documents may or may not be associated to a specific bill.

Amendments Tab

The **Amendments tab** lists amendments (alterations made or to be made to a measure). The proposed amendment may or may not be adopted by the committee. The proposed amendment highlighted are ones that have been adopted. Measures

may be amended more than once.

Any proposed amendment that is adopted by the committee is bolded.

Committees

Committee pages display information about the committee, bills that have been assigned to the committee, and allows navigation to scheduled committee meetings and information associated to the meeting.

Overview Tab

The **Overview tab** provides information about the committee, including membership, staffing, and schedule.

Assigned Measures Tab

The **Overview tab** provides all bills that have been referred to the committee. The checkbox indicates that it is currently assigned in that committee.

Meeting information^[SEP]

Click on a meeting date and time, you have access to the Committee agenda for the day and the meeting materials. After the committee has adjourned, committee will upload the recording log. The meeting information page displays:

- **Meeting agenda** - the agenda for the meeting
- **Meeting Materials** - documents presented to the committee that are not associated with a specific agenda item.
- **Recording Log** - uploaded after the meeting has adjourned, the recording log is the minutes, including witness list, for the meeting.

Agenda Item information (Measure Details)

Links to proposed amendments and exhibits being presented at the committee meeting for the day for the agenda item. After the meeting has adjourned, any action taken by the committee will be in shown in Committee Action.

Committee Measure Detail

Agenda Item information (Measure Details) - Links to proposed amendments and exhibits being presented at the committee meeting for the day for the agenda item.

After the meeting has adjourned, any action taken by the committee will be in shown in Committee Action.

Minority Report - A committee report signed by at least two committee members who are in the minority on the issue in question on a particular bill (not necessarily in the political minority party) for the purposes of officially stating their position on the issue and seeking action from their Chamber on their proposal.

Committee Assigned Measures

Assigned Measures - This page displays all bills that have been referred to the committee.

Bill Number - The bill number is a link to the Bill overview page.

Meeting Type - If the measure is scheduled as an agenda items, the type of meeting would be displayed

- **INF:** Informational Meeting. Usually scheduled to hear testimony on an issue rather than a measure.
- **PAW:** Public Hearing and Work Session. When a committee chair anticipates taking action on a measure during the same meeting, a combination of public hearing and a work session on a measure is scheduled.
- **PPW:** Public Hearing and Possible Work Session. Used when a committee chair want to hear a measure and have the option of taking action during the same meeting.
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- **WRK:** Work Session. Scheduled to allow the committee to debate the merits of a measure and adopt amendments and take an action (vote) on a measure.

Testimony may be taken, but not required.

Meeting Date - If the measure is scheduled as an agenda item, the date and time of the meeting is displayed.

Location - If the measure is schedule as an agenda item, the location of the committee meeting would be displayed.

Current Location - This is the current committee or chamber the bill is in.

In Committee - If the bill is still in committee, there will be a checkmark in the "In Committee" column.

Committee Agenda Item Help

Agenda Item information (Measure Details)

Links to proposed amendments and exhibits being presented at the committee meeting for the day for the agenda item. After the meeting has adjourned, any action taken by the committee will be in shown in Committee Action.

Minority Report

A committee report signed by at least two committee members who are in the minority on the issue in question on a particular bill (not necessarily in the political minority party) for the purposes of officially stating their position on the issue and seeking action from their Chamber on their proposal.

O4AD recommends spending time on OLIS to learn how to access its many features. You'll be amazed at all you can readily access from the comfort of your own laptop or computer, easily!

Glossary of Capitol and Legislative Terms

from oregonlegislature.gov

A-Engrossed: An engrossed (meaning "to make a final fair copy of") bill is a bill that is printed with its amendments. If a bill is engrossed, it will be printed as "SB ____, A-eng.," meaning "Senate Bill ____, including its amendments." A bill may be amended more than once; in that case, the bill will be printed "B-eng.," and so on.

Administrative Rule: Any agency directive, standard, regulation or statement of general applicability that implements, interprets or prescribes law or policy, or describes the procedure or practice requirements of any agency. (ORS 183.310(9)).

Agenda: The official plan that outlines what the committee will do on a given day. Agendas normally list measures and the kind of hearing it is scheduled for (e.g., public hearing, work session) or topical informational hearings.

A & R Tables: Officially known as the "Table of Sections Amended, Repealed, or Added To" printed in the Weekly Cumulative Index to Legislative Measures and in the final calendar. These printed tables show all Oregon Revised Statutes (ORS), Oregon Rules of Civil Procedure (ORCP), session laws, and Constitutional provisions amended, repealed, or "added to" by introduced measures. These tables are useful when researching changes made to particular pieces of legislation over the years.

Act: A bill which has been made law by passing both houses of the Legislative Assembly, and which either has been signed by the Governor, filed without the Governor's signature, or passed by both houses of the Legislative Assembly over the Governor's veto.

Adjournment: Ending of a meeting or legislative session. Adjournment of the House or Senate takes place at the close of each legislative day.

Advance Sheets: The compilation of laws enacted and selected memorials and resolutions adopted during a single Legislative Session, before the publication of the "Oregon Laws."

Amendment: An alteration made or proposed to be made to a measure. Measures may be amended more than once.

Appropriation: A sum of money designated for a particular purpose by an Act. For example, an appropriations bill funds a state agency over the upcoming biennium.

Approved by the Governor: Acceptance by the Governor of a bill passed by the Legislative Assembly as indicated by the Governor's signature on the enrolled bill.

At Ease: Describes the condition of the Senate or House when it temporarily stops its floor work for some other specific activity. A committee may also "stand at ease" for a short while.

Bar: The Bar is the railing along the sides of the Senate or House Chamber which separates the Chamber floor and the side aisle. Only legislators, legislative staff, or invited guests, may be within the bar and side aisles. The press is allowed both within the bar (in the press area) and in the side aisles.

Benchmark: General term for a standard or point of reference, but often refers to an Oregon Benchmark. See Oregon Benchmarks.

Bicameral: A body made up of or having two houses, branches, or Chambers. Oregon, for example, has a bicameral Legislative Assembly.

Biennial: Occurring every two years. The Legislative Assembly creates a biennial state budget.

Biennium: A two-year period. Regular sessions convene twice per biennium: for 160 days in the odd-numbered year, and 35 days in the even-numbered year.

Bill: A measure that creates new law, amends or repeals existing law, appropriates money, prescribes fees, transfers functions from one agency to another, provides penalties, or takes other action.

Bill Back (blue/green back): The cover of the measure, showing the bill number, title, and sponsors. It is also used on resolutions and memorials. The covers are sometimes green, and are sometimes referred to as "green backs." They have also been referred to as "blue backs."

Blue (pink) Sheet: Committee Report Summary listing measures filed with the desks and eligible for floor debate. Published by the Secretary of the Senate and Chief Clerk of the House, Pink Sheets signify Senate measures eligible for floor debate and Blue Sheets signify House measures.

Calendar Days: The days listed on a normal seven day per week calendar, as distinguished from legislative or session days, which are those days the Legislature is in session.

Call of the House/Senate: A Call of the House/Senate is a means of compelling all members

(unless they are excused) to present themselves to the Chamber. The Call empowers the floor staff to lock the Chamber, preventing those present from leaving, and requires the Sergeant at Arms to bring in absent members. A Call is usually requested just before a major vote is to take place or to bring a quorum to the floor to conduct other business.

Carrier: The legislator assigned by the Committee Chair to explain and speak in favor of a measure on the floor and to answer questions about it.

Caucus: "Caucus" is used as both a noun and a verb. A caucus, n., is a group of people who share something in common (e.g. they are members of the same political party, such as the Senate Republican Caucus or the Senate Democratic Caucus, or come from the same area of the state, such as the Coastal Caucus or the Eastern Oregon Caucus, or share something else in common, such as the Freshman Caucus or the Women's Caucus). When these people caucus, v., they meet to address their group's policy questions and to select political candidates for office, or political party leaders.

Caucus Staff: The people working for the members of a political party. In each Chamber there is a majority caucus staff and a minority caucus staff. The caucus staff helps legislators research issues and serve constituents.

Chair: The legislator appointed by the President of the Senate or the Speaker of the House to preside over an individual committee; for example, the Chair of the House Revenue Committee.

Chamber: The official meeting place of the Senate or House.

Chief Clerk of the House: The chief administrative officer of the House of Representatives. The Chief Clerk is elected by the members of the House, and is responsible for keeping records of the proceedings of the House, supervising House employees, acting as parliamentarian of the House, advising members on parliamentary procedures, and preparing all House publications for printing.

"Christmas Tree" Bill: A "Christmas Tree" bill is generally passed late in a legislative session and contains funding for particular projects. It gains its name from the provisions or "ornaments" that are attached.

Committee: A group of legislators chosen to consider bills in a particular subject area and make recommendations to the full Senate or House.

Committee Administrator: The staff "manager" of a committee, responsible for assisting the Chair in getting agendas posted, bill management, meeting logistics, assembling background

materials and information, and bill analysis.

Committee Assistant: Works with the Committee Administrator in providing assistance to legislative committees. The assistant is responsible for recording meetings, preparing and maintaining the committee records, and submitting reports to the office of either the Secretary of the Senate or Chief Clerk of the House.

Committee Counsel: Another name for a Committee Administrator who is an attorney.

Committee Records: Office that provides copies of minutes/recording logs, exhibits, and audio recordings of legislative committee meetings.

Committee Reports: A one page report made to the President of the Senate or Speaker of the House by a standing, special, or conference committee, which recommends further action on a measure, or reports the measure without recommendation.

Committee Services: The unit of Legislative Administration (LA) that provides non-partisan, ongoing staff research, policy analysis, and committee staff support to the Legislative Assembly. Committee Administrator and Assistants are part of this office.

Concurrence: Agreement by one Chamber to a proposal or action taken by the other Chamber.

Concurrent Resolution: A measure affecting actions or procedures of both houses of the Legislative Assembly. A concurrent resolution is used to express sympathy, commendation, or to commemorate the dead.

Conference Committee: A committee usually consisting of two or three members of each house, appointed by their respective presiding officers. A conference committee is appointed when one house refuses to concur with amendments to a measure adopted by the other house. Its goal is to prepare a version of the measure acceptable to both houses.

Confirmation: Approval of a Governor's appointment by the Senate, requiring that a constitutional majority (16) of the members approve the appointment.

Conflict: A conflict occurs when two or more measures amend or repeal the same section of law, and the changes cannot be blended, even if the measures do not conflict in purpose. The Oregon Constitution allows the compilation of more than one amendment unless the amendments conflict in purpose. If conflicting amendments become law, the measure last signed by the Governor prevails. (Also see conflict amendment).

Conflict Amendment: An amendment drafted for the purpose of resolving conflicts between two or more measures.

Conflict of Interest: An action that could be expected to have a financial impact on the official, his or her business, or the person's relative. See ORS 244.020 (1) ("actual conflict of interest") and ORS 244.020 (12) ("potential conflict of interest").

Consent Calendar: In the House of Representatives, measures reported out of committee unanimously may be placed on the Consent Calendar at the recommendation of the committee. Such measures must be held at the Desk for two days prior to being scheduled for consideration. If four written objections are received, signed by members of the House, the measure is placed in its proper order on the daily calendar. Measures scheduled on the Consent Calendar are not debatable.

Constituent: A citizen residing within the district of a legislator (or other elected official).

Constitutional Majority: A majority of the membership in the Oregon Legislative Assembly: 16 votes in the Senate and 31 votes in the House of Representatives. (See: extraordinary votes).

Continuously Appropriated: Monies received by an agency other than from the General Fund that are deposited into a fund or account for specified uses by the agency. The amount of money that the agency can spend from the continuously appropriated fund or account is restricted by the Legislature through the budget process in the form of an expenditure limitation.

Convene: To officially begin a meeting of a legislative body.

Current Service Level: An estimate, required by law, of the cost to continue current legislatively approved programs at their current levels. The essential budget level is built on the base budget plus essential packages.

Desk: The station of the Secretary of the Senate and staff at the desk below the main podium in the Senate Chamber, or the station of the Chief Clerk of the House and staff at the desk below the main podium in the House Chamber.

Desk Personnel: The people who work at the Desks: the Secretary of the Senate, the Chief Clerk of the House, and their staff, which include, for example, the Journal Editor, Reading Clerk, and Calendar Composer.

Digest: The brief measure summary found at the top of a bill. The digest is written by Legislative Counsel.

District: A geographical area designated for representation by a Senator or Representative. Legislative districts are drawn to ensure that a nearly equal number of constituents reside in each legislator's district, and are re-drawn by the Legislature every ten years to accurately reflect changes in population. Each larger Senate district contains two equally-populated House districts.

Do Pass: The recommendation by a committee for passage of a measure, abbreviated "DP." "DPA" means "do pass with amendments."

Drop: Refers to submitting a committee report to the appropriate Desk after a measure passes out of committee, as in "I dropped the bill at the Desk at 2:00 p.m."

Effective Date: When a bill goes in to effect. "Except as otherwise provided in the Act, an Act of the Legislative Assembly takes effect on January 1 of the year after passage of the Act." (ORS 171.022) Some bills contain a clause that specifies a particular effective date; others may have emergency, sunset, or referendum clauses attached.

Emergency Board: The joint committee of Senators and Representatives that meets during the interim periods to address state fiscal and budgetary matters.

Emergency Clause: A statement added to the end of a measure that causes the Act to become effective before the accustomed date (on January 1 of the year after passage of the Act). An emergency clause either sets a specific date or is effective immediately, which means that the measure will take effect on the date it is signed into law.

Employee Services: The non-partisan unit of Legislative Administration (LA) that manages personnel, payroll, and recruitments for LA, the Assembly, Fiscal, Counsel and Revenue Offices.

Engrossed Bill: A measure that is printed with its amendments included.

Enrolled Bill: A final copy of a bill that has passed both houses of the Legislative Assembly and has been specially reprinted in preparation for the signatures of the President of the Senate and Speaker of the House. After these confirmatory signatures, the enrolled bill goes to the Governor.

Executive Branch: The branch of state government that carries out and enforces state laws. It

includes state agencies and the Governor's Office, Secretary of State, State Treasurer, and Commissioner of Bureau of Labor and Industries. The other two branches of government are the Legislative Branch and Judicial Branch.

Exhibit: Anything submitted for the record that supplements a witness' oral testimony. An exhibit can also be a copy of a witness' oral testimony.

Expenditure Limitation: A spending limit set by the Legislative Assembly directing state agencies as to the level of Other Funds, Lottery Funds, or Federal Funds they can spend in a biennium. If an agency receives more Other Funds or Federal Funds than the Legislature approved them to spend, they must obtain an increase in their expenditure limitation from the Legislature or the Emergency Board in order to spend the revenue.

Extraordinary Votes: The Constitution requires that bills raising revenue receive 3/5 majority for passage. The Constitution also requires that bills reducing criminal sentences, as approved by the people, requires a 2/3 majority vote for passage.

Facility Services: The non-partisan unit of Legislative Administration (LA) which maintains the Capitol, including heating and cooling, custodial service, and ongoing maintenance, as well as telephone service, supplies and distribution services.

Financial Services: The non-partisan unit of Legislative Administration (LA) that manages finances and accounting for LA and the Assembly, as well as member service and supply accounts. Financial Services is also responsible for preparing the LA and Assembly budgets.

First Reading: The recitation on the Chamber floor of the measure number and title by the Reading Clerk upon introduction of a measure in either house. After the First Reading, the measure is referred to committee by the President or Speaker.

Fiscal Impact Statements: An analysis of a bill done by the Legislative Fiscal Office that estimates future costs resulting from the passage of a bill.

Floor: The area within the bar in both the Senate and House Chambers.

Floor Personnel: This term refers to the Sergeant at Arms, Assistant Sergeant at Arms, and Pages who work on the floor of the Senate and House Chambers.

Form and Style Manual for Legislative Measures: The manual that explains the official, uniform system for preparing of all legislative measures.

General Fund: Money available for the state budget that is not dedicated to a specific agency or purpose and that can be used for general purposes of state government. Most General Fund money in Oregon derives from personal and corporate income taxes. Some revenue from liquor, cigarettes, and other sources also go into the General Fund.

General Election: An election involving most or all constituencies in a state (or nation) in choosing candidates for office and voting on ballot measures. In Oregon, the general election is held on the first Tuesday following a Monday in November.

Germane: Appropriate, relevant, pertinent. As the term is used in relation to legislation, “germane-ness” is a parliamentary determination as to whether or not a provision fits into a measure.

Governor’s Recommended Budget: The budget proposed by the Governor. A newly elected Governor must submit a recommended budget by February 1 after the election. Thereafter, the Governor must send a recommended budget to the Legislative Assembly by December 1 in even-numbered years.

“Gut and Stuff”: A slang term that refers to removing the text of a measure and inserting entirely new language which, while it may change the nature of the measure completely, still must fall under the measure’s title, also known as the “relating-to” clause.

Hearing: A public meeting of a legislative committee held for the purpose of taking testimony and/or other action concerning proposed legislation.

House of Representatives: The legislative body of 60 members, called Representatives, each of whom represents a district of approximately 63,851 Oregon citizens.

Information Services (IS): The non-partisan unit of Legislative Administration that manages all computer and media systems, including closed circuit television, within the Capitol.

Initiative: A procedure enabling a specified number of registered voters, via petition, to place proposed laws, changes to laws, or changes to the State Constitution on a general election ballot. In Oregon, the number of signatures required is determined by a fixed percentage of the votes cast for all candidates for governor at the general election preceding the filing of the petition. (Also see: Referendum).

Interim: The period of time between two sessions of the Legislative Assembly.

Interim Committee: A legislative committee authorized by the Legislative Assembly to study a particular subject or subjects between sessions. Interim committees are appointed by the presiding officers or established by a bill.

Introduction: First Reading of a bill, resolution or memorial in the Chamber of origin.

Joint Committee: A legislative committee composed of members of both houses. NOTE: Committees may also meet jointly; that is, two committees may meet simultaneously, for example, to hear testimony on matters of interest to both committees.

Joint Legislative Schedule: A document published daily during Legislative Sessions identifying planned committee meetings, locations, and bills scheduled to be discussed.

Joint Memorial: A measure adopted by both houses and used to make a request of or to express an opinion to Congress, the President of the United States, or both.

Joint Resolution: A measure used for proposing Constitutional amendments, creating interim committees, giving direction to a state agency, expressing legislative approval of action taken by someone else, or authorizing a kind of temporary action to be taken. A joint resolution may also authorize expenditures out of the legislative expense appropriations.

Joint Session: A combined meeting of the House and Senate, usually taking place in the House Chamber.

Journal: The edited record of all proceedings in each Chamber of the Legislative Assembly, published after each Legislative Session.

Judicial Branch: The branch of state government that interprets the Oregon Constitution and state laws. It includes the courts of the state, with the Supreme Court having general power over all other courts. The other two branches are the Legislative Branch and Executive Branch. No entries for K

Law: A bill that has been passed by both the Senate and House, enrolled, and approved by the Governor.

LC Draft: Refers to “legislative concept.” It is a draft of an idea for legislation prepared by Legislative Counsel. Each LC draft has its own number (e.g., LC 345). If the draft is introduced as a measure, it is given a bill number instead. For example, LC 345, if introduced in the House,

could become HB 2040, or whatever number assigned.

Leadership: The presiding elected officers of each house: the President of the Senate and the Speaker of the House. They are elected by the members of each Chamber when the body organizes for a Legislative Session following a general election. Sometimes “leadership” also refers to the majority and minority leaders, who are elected by their respective caucuses.

Legislative Administrator: The non-partisan chief administrative officer of the Legislative Administration Committee who coordinates service functions—visitor services, personnel and payroll, facilities, financial services, information systems, committee staffing, and mail and distribution—for the Legislative Assembly.

Legislative Assembly: The Senate and House of Representatives collectively. The terms Legislative Assembly and Legislature are often used interchangeably.

Legislative Branch: The branch of state government that creates state laws. It also decides how state government will be financed. The Legislative Branch in Oregon consists of a Senate with 30 members and a House of Representatives with 60 members. The other two branches are the Executive Branch and Judicial Branch.

Legislative Counsel (LC): The bill drafter and legal adviser to the Legislative Assembly, and the chief administrative officer for the Legislative Counsel Committee. The Legislative Counsel Office also publishes and distributes Oregon Laws and edits, indexes, annotates, and publishes the Oregon Revised Statutes.

Legislative Fiscal Officer (LFO): The statutory fiscal adviser to the Legislative Assembly, and chief administrative officer for the Emergency Board, the Joint Ways and Means Committee, the Joint Legislative Audit Committee and the Joint Information Management and Technology Committee. In addition, the Legislative Fiscal Office prepares fiscal impact statements for proposed bills.

Legislative Guide: A directory listing the names and office locations of all members, names and room locations of all committees, a Capitol floor plan, telephone numbers, and other pertinent legislative information.

Legislative Publications and Distribution Services: A division of Facility Services popularly known as “distribution” or “the bill room.” This legislative service unit receives all printed measures, measure status reports, and digests from the State Printer and distributes these publications to legislators and members of the public on call or by mail upon request.

Legislative Revenue Officer: The statutory chief revenue analyst for the Legislative Assembly and chief administrative officer for the interim revenue committees and the separate standing Senate and House Committees on Revenue. In addition, the Legislative Revenue Office prepares revenue impact statements for proposed bills.

Legislative Schedule: See Joint Legislative Schedule.

Legislature: See Legislative Assembly.

Lobbyist: A person who is employed by an organization to represent its interests before the Legislature.

Majority Leader: A legislator elected by their peers to lead the party having the majority in their house. The majority leader is responsible for the development and implementation of the caucus agenda.

Mason's Manual: The source document for legislative parliamentary procedures. It is used in Oregon only in instances which are not provided for in the Oregon Constitution, the rules and custom of either house, or statute.

Measure: A written document used by the Legislative Assembly to propose a law or to express itself as a body. A measure may be a bill, a memorial, or a resolution.

Measure Status Report: A document published daily during a legislative session listing the measures introduced to date, the action taken on each measure, the dates of hearings and work sessions, and other legislative information. After adjournment, a compilation of every measure introduced during the session is published in the Final Legislative Measures--Status Report.

Members Present: Those members of a Chamber who are physically present at a daily floor session. Many votes are determined by a majority of the members present.

Memorial: A measure adopted by either the Senate or House (a measure adopted by both is a joint memorial) to make a request of or express an opinion to Congress or the President of the United States, or both.

Message from the Governor: Official communication from the Governor read during session and printed in the Journal.

Message from the Senate (House): An official communication from the opposite Chamber read

during session and printed in the Journal.

Minority Leader: A legislator elected by their peers to lead the party in the minority in their house. The minority leader is responsible for the development and implementation of the caucus agenda.

Minority Report: A committee report signed by at least two committee members who are in the minority on the issue in question on a particular bill (not necessarily in the political minority party) for the purposes of officially stating their position on the issue and seeking action from their Chamber on their proposal.

Minutes/Recording Logs: A written record of the proceedings of a committee. By Oregon statute, the official record of a meeting is the digital recording of its proceedings. The minutes/logs accompanying it serve as an index to the contents of the recordings.

Motion: A formal proposal for action during debate on the floor or in committee. For example, a member may move that an amendment to a bill be adopted in committee, or that a measure be recommended for passage by the committee, or a member may move to table a measure.

“Note from Mother”: A slang term for a note from a legislator or committee administrator authorizing Legislative Counsel to work with the person possessing the note on drafting a measure or amendments.

Oregon Administrative Rules (OAR): A compilation of the administrative rules of Oregon state agencies, compiled, indexed, and published by the Secretary of State's Office.

Oregon Benchmarks: High level measures of societal well-being identified by the Oregon Progress Board to measure the state's social, economic, and environmental progress. State agencies are expected to link to these benchmarks when developing strategic plans and budget requests.

Order of Business: The established sequence of activity during each floor session in each Chamber.

Oregon Laws: The collected laws and selected memorials and resolutions of a Legislative Session.

Oregon Revised Statutes: The codified laws of the State of Oregon. The ORS is published every two years. Each edition of the ORS incorporates all laws, and changes to laws, enacted by the

Legislative Assembly through the odd-numbered year regular session referenced in the volume titles for that edition.

Original Bill Folder: The file folder that contains the official bill documentation: a copy of the bill, committee reports, staff measure summary, and fiscal and revenue impact statements. The original bill file is distributed to committee staff when the bill is referred to committee and is returned to the Desks with official documentation when the bill is reported out of committee. The Senate uses yellow folders and the House uses blue folders for original bill folders.

Other Funds: Money received by state agencies that does not come from the General Fund or from the federal government. Other Funds come from sources such as gasoline taxes, driver licenses fees, and fishing license fees. Other Funds may be dedicated, requiring the revenue to be spent for specific purposes. Examples of dedicated funds are park user fees dedicated to park programs and gasoline taxes dedicated to highway programs.

Page: A person who works on the Chamber floor, and occasionally in committees, to distribute materials, open doors, deliver messages, and generally facilitate the legislative work flow. Honorary pages are guests of members who serve as pages for a day.

Parliamentary Inquiry: A request from the floor or from a committee member to ask a question. Typically, such questions are about parliamentary procedures or agenda items under consideration.

Passage: Favorable action on a measure before either house.

Per Diem: Meaning “for the day.” It is an allowance made to legislators for expenses when on legislative business.

Pink Sheet: See Blue Sheet.

Point of Inquiry: A motion from a member on the floor or in committee in order to ask a question. Typically, questions are about such issues as parliamentary procedures or agenda items under consideration.

Point of Order: A motion from the floor or from a committee member calling attention to a breach of order or a breach of rules.

Point of Personal Privilege: A way in which a legislator can get the attention of the presiding officer on the floor of either Chamber. It is used when some question requires immediate

consideration such as raising the question of no quorum.

Postpone/ Postpone Indefinitely: A motion from the floor to postpone further consideration of a bill. A motion to postpone will contain a time certain for further consideration. A motion to postpone indefinitely does not contain a time certain and, in most cases, bills that are indefinitely postponed are not heard again.

Precedent: Precedents are previous interpretations of rulings by presiding officers and/or appeals by the body on specific rules.

Prefiled Bill: A bill that a legislator requests to be drafted during the interim between legislative sessions. The bill is introduced and given a number on the first day of the next legislative session.

Presiding Officer: The person elected to direct the activities of a Chamber. (Another term for President or Speaker).

President of the Senate: The presiding officer of the Senate, elected by a majority of members of the body.

President Pro Tempore: President "for a time": a Senator elected to serve as the temporary presiding office in the absence of the President of the Senate. If the office of the President of the Senate becomes vacant, the President Pro Tempore becomes the President until a new President is elected.

Previous Question: A motion to close debate and bring the pending question to an immediate vote.

Primary Election: A preliminary election in which the registered voters of a political party nominate candidates for office. A political party may allow registered independents or unaffiliated voters to vote in a primary election.

Propositions and Motions: A customary, traditional order of business on the floor where legislators may make a motion if they wish.

Quorum: The number of members required to be present before business can be transacted in the Senate, House, or a committee. In the Senate, 20 members must be present; in the House, 40 members; and in committees a constitutional majority constitutes a quorum. NOTE: If a quorum is not present, the chair can convene the committee as a subcommittee for the purposes of

taking testimony ONLY.

Quorum Call: The method used to determine if a quorum exists.

Ratify: To approve and make valid.

Reapportionment: See Redistricting.

Reading Clerk: A House or Senate staff member responsible for reading bills and recording votes on any question or motion before the body.

Recess: A break in a daily legislative session. A committee may also recess for a period of time before resuming later in the same day.

Reconsideration: The process for taking a second vote on a measure. A motion to reconsider must carry before a second vote can be taken. A bill may be reconsidered by a committee after being voted out of committee, if it has not yet been dropped at the Desk. A vote on a bill may also be reconsidered on the floor.

Redistricting: The redrawing of legislative and congressional district boundaries following the federal census to reflect changes in population distribution. In Oregon, the Legislature is responsible for Congressional and Legislative redistricting. If the Legislature does not agree on a redistricting bill or does not obtain the Governor's signature on such a bill, the authority transfers to the Secretary of State.

Referendum: The submission of a measure passed by the Legislature to a vote of the people. In Oregon, either the Legislature or citizens, by petition, may cause a measure passed by the Legislature to be placed on the ballot for a vote. In the case of a legislative referral, both houses of the Legislature must vote to refer the measure. Such referrals cannot be vetoed by the Governor. In the case of a citizen referendum, supporters of the referendum must obtain a specified number of signatures from registered voters. The number of signatures required is determined by a fixed percentage of the votes cast for all candidates for governor at the general election preceding the filing of the petition. Any change to the Oregon Constitution passed by the Legislature requires referral to voters. (See also: Initiative).

Referendum Clause: A clause added to the end of a measure that causes the measure to be referred to a vote of the people for approval before it takes effect. The referred measure goes on the ballot at the next general election unless the Legislative Assembly calls a special election for the vote.

Refer: To direct a bill to a committee (e.g., HB 2000 was referred to the Ways and Means Committee).

Relating-to Clause: The title of a bill begins with the phrase “Relating to” and expresses the subject of that bill. For example, HB 2000, relating to charter schools. In Oregon, a bill may only address one subject, and for this reason the relating-to clause becomes an important element of the bill.

Remonstrance: A protest. It is a Constitutional right of legislators that "any member of either house shall have the right to protest, and have his protest, with his reasons for dissent, entered on the journal." (Oregon Constitution, Article IV, Section 26).

Report Out: To return a measure from a committee to the Senate or House Desk with or without recommendation as to further action.

Resolution: A measure used by the Senate or House (a measure used by both would be a joint resolution) to take an action that would affect only its own members, such as appointing a committee of its members, or expressing an opinion or sentiment on a matter of public interest.

Revenue Impact Statement: An analysis of a bill done by the Legislative Revenue Office that identifies any potential state or local revenue changes that might result from the bill's passage.

Roll Call: A recitation by the Reading Clerk of each legislator's name, done at the beginning of a floor session, during a Call of the Senate or House to identify those present, or during a vote of the Senate.

Rules: The written procedures by which the Senate, the House of Representatives, or a committee governs its meetings. Rules are formally adopted at the first convening of the Legislative Assembly or of a committee, and require a vote (with at least a quorum of members present) for official adoption.

Second Reading: Like the First Reading, a recitation of the measure's number and title by the Reading Clerk. Second Reading occurs after the measure has been referred to committee, worked on, and reported back to the floor for a vote.

Secretary of the Senate: The chief administrative officer of the Senate. The Secretary of the Senate is elected by the members of the Senate, and is responsible for keeping records of the proceedings of the Senate, supervising Senate employees, acting as parliamentarian of the

Senate, advising members on parliamentary procedure, and preparing all Senate publications for printing.

Senate: The legislative body consisting of 30 members, called Senators, each representing districts of approximately 127,702 Oregon citizens.

Sergeant at Arms: Staff appointed by each house to maintain order within that Chamber.

Session: The period of time in which the Legislative Assembly officially convenes. Regular sessions convene each February and may last 160 days in odd-numbered years and 35 days in even-numbered years.

Session Laws: Officially called the "Oregon Laws," the session laws are a compilation of laws enacted and selected memorials and resolutions adopted during a single session. They are published in bound volumes with tables and an index.

Sine Die: "Without fixing a day for a future meeting"--the last day of a Legislative Session.

Speaker of the House: The presiding officer of the House of Representatives, elected by the members of the House.

Speaker Pro Tempore: A Representative elected to serve as the temporary Speaker in the absence of the Speaker of the House.

Special (select) committee: A committee authorized by Senate or House Rules to study a limited subject.

Special Session: A convening of the Legislative Assembly called by the Governor or a majority of the members of the Legislative Assembly, at a time other than during a regular session. Typically, special sessions of the Legislative Assembly are called for the purpose of addressing a specific state problem or issue.

Sponsor: The legislator(s), state agency, or legislative committee that introduces a measure. The name of this person or committee is printed at the top of the measure.

Staff Measure Summary: A brief, impartial description of a measure that must accompany the measure when it is reported out of committee.

Standing Committee: A permanent committee during a session authorized by Senate or House

Rules.

Status Report: See Measure Status Report.

Statute: A codified law. NOTE: “Codify” means “to arrange laws systematically.” A codified law is one that has been incorporated into that section of the ORS that it amends, modifies, or accompanies.

Statutory Committee: A legislative committee established by statute.

Subcommittee: A subordinate committee composed of members appointed by the chair (or by Senate or House leadership) from the full committee. A subcommittee usually considers a narrower range of topics than the full committee, and generally is authorized only to make recommendations to the full committee.

Subsequent Referral: When the President or Speaker designates a bill to go to two committees, one after the other (e.g., a tax measure might first be referred to a committee to consider the substantive issues, and then to the Revenue Committee to consider the revenue issues).

Substitute Measure: A measure submitted by a standing committee as a substitute for a measure referred to it. It is treated in the same manner as an amendment if it is germane to the title and subject of the original measure.

Summary: The measure summary or digest found printed near the top of a bill.

Sunset Clause: A statement added to the end of a measure which causes the act to “sunset,” or become ineffective, after a certain date.

Table: “Table” is used as both a noun and a verb. Tables, n., are found at the back of the calendars, and display legislative information in a variety of ways. Table, v., is used in reference to stopping bills from further action in committees or on the floor. A bill is tabled by a majority vote, after a non-debatable motion from a member.

Task Force: A legislative committee authorized by legislative leadership to study a specific subject for a specified period of time. A task force may contain lay members and is different from a committee in that it typically considers a narrow subject within a broader topic area; for example a task force might consider mental health in Oregon rather than health issues in Oregon.

Third Reading: As in First or Second Readings, a recitation of a measure's number and title by the Reading Clerk on the floor before a final vote by either Chamber.

Third Reading Calendar: A publication devoted exclusively to listing all measures on the agenda for Third Reading and final passage on a given day. It lists the measures in order, and includes measures scheduled for consideration under Propositions and Motions and, in the Senate, action on Executive Appointments.

Time Certain: A means of designating a definite time for a certain activity, for example, to hear a particular bill.

Unfunded Mandate: A requirement that a lower level of government provides a program or performs an activity with their own resources. Under a federal mandate, the federal government may require a state or local government to provide a service and not provide the federal funding to pay for it. Under a state mandate, the state may require a local government to provide a service, but under the Oregon Constitution, the local government is not required to comply with certain new state mandates unless the state pays the costs of the new services. The Constitution provides exceptions.

Veto: An action by the Governor in disapproval of a measure that has passed both houses. After a veto, the bill is returned to the house of origin with written objections. A Governor's veto may be considered by both houses, and if the bill is again passed by two-thirds of the members present, it is considered overridden and becomes law. A veto must be considered at the very next Legislative Session following the veto.

Vice-Chair: A committee member chosen by the President or Speaker to serve as the committee chair in the chair's absence.

Visitor Services: The non-partisan unit of the Legislative Administration (LA) which provides Capitol tours and video presentations on the legislative process and Capitol history. They also schedule and coordinate special events in the Capitol and operate the Capitol Gift Shop.

Vote Explanation: On occasion, legislators may wish the official record to reflect the reason why they voted yes or no on particular bill. Members may state their vote explanation orally after a roll call vote, and a member may also submit a written vote explanation. A written vote explanation is found in the Journal, following the vote record of a bill.

Weekly Cumulative Index to Legislative Measures: A subject index to measures, published weekly during legislative sessions.

Whip: A term used at the federal level to refer to the Deputy Majority Leader. It derives from the British fox-hunting term "whipper-in," which described the person responsible for keeping the foxhounds from leaving the pack. Some, but not all, of the caucuses in the Oregon Legislative Assembly use the term "whip" in reference to the Deputy Majority or Minority Leader.

Witness: A person who testifies before a legislative committee.

Work Session: A committee meeting held for the purpose of determining the contents of a measure to be reported out of committee. A work session is different from a public hearing. In a work session, testimony is usually not taken from the public, although the public may attend the hearing.

Becoming an effective Federal advocate if you are outside of Washington DC

Are you concerned about your effectiveness advocating with the federal delegation? Do you want to become more effective in working for public policy changes? If so, there is a role for you. Advocacy work that you do in your own community is essential to creating positive change regardless of whether you are in DC meeting with Congressional delegates or not.

The best way to become an effective advocate is to build strong relationships with all three people who present you in Washington, and with their staff people who cover senior and disability issues. You want them to recognize your name and to trust the messages that you deliver. This means you should maintain consistent contact with those offices every month or two. It is important to remember that Federal offices can be slow to receive postal mail. It can take a few months for a letter to make it through their security process. Phone and email is the most effective form of communication. Members of Congress expect to hear from their constituents on issues, just as Oregon legislators do, so do not hesitate. Reach out and build a relationship.

The Federal delegation has offices both in Washington DC and locally. Their local staff are an excellent resource for you to learn about the Federal process as well as for the office to learn about the issues that are important to their constituents. The local field staff is there to build relationships and get to know those people such as yourself in the district. Invite them to meetings, ask for opinions or perspective on issues and

Sometimes your messages will ask for something specific (a vote or co-sponsorship). Other times you can take the opportunity to pass along information, ideas and stories that you think will be helpful. Personalize your messages with information about senior and people with disabilities in your community. Try to personalize all of your emails to Congress with specifics relating to your experience

and expertise in the local area where you live. Make sure to be polite to all Members and staff.

Here are some additional ways you can influence your members of Congress

- Write letters to the editor about issues. Members of Congress always read the letters in their hometown newspapers. Editors like letters that respond to something that appeared recently in the paper. Keep your letter concise, approximately 150 words. Most newspapers prefer email submissions. Include your name, address, phone number and email.
- Go to town hall meetings. Your members of Congress will hold in district meetings. This is your opportunity to talk about your issues and to ask questions of your policymaker. Or make an appointment to meet with your member of Congress in their District office. Talk to them about potential impact of proposed legislation, about local issues and offer ideas of how they can help.
- Invite your members of Congress to your organization. If one accepts, show them the work and programs for seniors and people with disabilities. Also be prepared with questions as well. Always feel free to contact O4AD for help with these meetings.
- Share information with others in your community. Others will benefit from your experience and ideas in advocacy on these issues.

Remember, you are building a relationship that may last for years and can put you in a valued position where a member of Congress trusts you and may seek your help or opinion. Keep the lines of communication open and well used.

How to write Congress

The best way to communicate in writing to your members of Congress is in email. You can find your individual member of Congress via these websites:

- House of Representatives: <http://www.house.gov/representatives/find/>
- Senate: <https://www.senate.gov/senators/contact/>
-

Sending letters via postal mail is still accepted but can be subject to extensive and timely security checks.

A few things to keep in mind when writing your Congressional representative:

- Keep your correspondence short and to the point
- Generally avoid mentioning several issues in the same communication. Each message is routed within the Congressional office to a single staffer, and that person may not be familiar with the separate issues you combine.
- Remain friendly in all communication. Even if you are discussing a point of disagreement.
- Be thoughtful, straightforward and clear
- Do not try to write Congressional members who do not represent you. It is not an effective use of time overall and there are filters that may filter your message out.

Your Congressional delegation represents you as their constituent. Don't be shy about building that relationship.

Capitol Hill Terms and Definitions

Adapted from www.congress.org

Congressional Staffers - member of Congress has staff to assist him/her during a term in office. Offices are typically designed to be effective and efficient in meeting and communicating their constituents' needs. There are often many different staff roles in an office:

Chief of Staff - The Chief of Staff reports directly to the member of Congress, and usually is responsible for evaluating the political outcome of various legislative proposals and constituent requests. He/she is also usually in charge of overall office operations, including the assignment of work and the supervision of key staff.

Legislative Director, Legislative Assistant/Aide, Legislative Correspondent - The Legislative Director is usually the staff person who monitors the legislative schedule and makes recommendations regarding the pros and cons of particular issues. In most congressional offices there are several Legislative Assistants whose responsibilities are assigned based on particular expertise in specific areas. For example, depending on the responsibilities and interests of the member, an office may include a different Legislative Assistant for health issues, senior issues, appropriations, etc. Legislative Correspondents are junior staffers, typically not directly responsible for specific issue areas, who support Legislative Assistants/Aides and have responsibility for constituent communications.

Scheduler or Appointment/Personal Secretary - The Scheduler is usually responsible for allocating a member's time among the many demands that arise from congressional responsibilities, staff requirements, and constituent requests. He/she may also be responsible for making necessary travel arrangements, arranging speaking dates, coordinating visits to the district, etc.

Caseworker - The Caseworker is the staff member usually assigned to help with constituent requests, typically focused on helping to resolve problems constituents present in relation to federal agencies, e.g., Social Security and Medicare issues,

veteran's benefits, passports, etc. There are often several Caseworkers in a congressional office.

Terms and Definitions

Appropriations bill – A bill passed by Congress that provides the legal authority for spending U.S. Treasury funds. There are 12 regular annual appropriations bills, each one covering hundreds of programs or spending lines. In the Senate as well as in the House there is one Appropriations subcommittee for each of the 12 bills. In addition, Congress often passes a supplemental appropriations bill midway through the fiscal year.

Authorization bill – A bill passed by Congress that provides authority for a program or agency to exist and sets guidelines for its policies and activities. The bill may recommend spending levels for programs, but they are not binding. Generally an authorization must be enacted before an appropriation is made for a program or agency, though there are exceptions. Most authorizations are multi-year, and subsequent versions are called reauthorizations.

Budget resolution – An annual Congressional document that provides a broad framework within which Congress fits the 12 annual appropriations bills that fund the government, and in some cases sets reconciliation instructions. The Budget is not a law, but its assumptions and statements are a basis for future decisions, and its spending ceilings impose restrictions on the actions of Congressional committees.

Cloture – A process for ending debate in the Senate. Senate rules permit unlimited debate, so the Senate does not vote on a bill if someone wants to keep debating it. The exception to this rule is that the Senate can close off debate by cloture, which requires 60 votes (out of 100) to pass. With the current 51-49 split between the two parties, cloture is usually difficult to achieve. The House has no comparable provision for unlimited debate, and thus no cloture provision.

Conference committee – A group of officially appointed Representatives and Senators that works out the differences between the versions of a given bill passed

by the two chambers. Its leaders are the chairs and ranking minority members of the committees that wrote the bill in each chamber. Once agreed on, the conference committee report goes back to each chamber for final passage. Some conference committees leave much of the work to staff (who may “pre-conference” a bill before the conferees are appointed).

Continuing Resolution (CR) – A bill passed by Congress as a stop-gap when the new fiscal year begins. The CR sets continued spending levels for a specified period of time if any regular appropriations bill has not been signed into law. Often the CR continues spending at the previous year’s levels, though it may be at levels marked up by appropriations subcommittees.

Cosponsor – A Senator or Representative who formally lists his/her name as a supporter of another member’s bill. Generally – but not always – done before mark-up.

Discretionary spending – Government spending enacted by annual appropriations. A government agency cannot spend more than the total appropriated for a discretionary program in a given year. Discretionary spending is projected to make up about one-third of total FY12 federal spending of \$3.8 trillion; about two-thirds of discretionary spending goes for security (military, homeland security and international) activities, while the remaining third is for all “domestic” programs. Domestic discretionary spending includes: education, community and economic development, transportation, housing, national parks, energy – and, of course, the Older Americans Act and other programs serving seniors and their families.

Fiscal Year – The official year for the government runs from October 1 through September 30. The current year is designated Fiscal Year 2012, or FY12.

Mandatory spending – Sometimes called entitlement spending or nondiscretionary spending. These are government programs for which there is no annual spending ceiling. As events unfold and people qualify, the government spends the money needed. Although there are not many mandatory programs, they comprise over half of all federal spending. Major mandatory activities are Medicare, Medicaid,

Social Security and interest on the debt. Spending on mandatory programs is noted in appropriations bills, but is not limited by those bills. Legislation that revises a mandatory program (e.g. Medicare) is an authorization for which there is no corresponding appropriation.

Mark-up – A business meeting of a subcommittee or full committee to debate, amend and vote on a bill. A bill passed in a committee mark-up session can be scheduled for a vote in the full chamber.

Pay-As-You-Go (PAYGO) – Budgeting rules that require that most new spending (including revenue reductions due to tax cuts) is offset by corresponding spending cuts or increased revenues. Congress can waive PAYGO rules, and the current statute defining the rules, the Statutory Pay-As-You-Go Act of 2010, automatically exempts over 150 programs, funds and activities.

Reconciliation – A complicated part of the Congressional budget process that directs changes to already-existing legislation in order to cut spending. Because reconciliation bills are not subject to a 60-vote cloture requirement in the Senate, and thus can move forward with only 51 votes, reconciliation is sometimes favored as a vehicle for moving controversial changes. A reconciliation bill is subject to a Presidential veto.

Scoring – The nonpartisan Congressional Budget Office (CBO) analyzes every bill and determines the effective cost of the proposed legislation. The score that CBO gives a bill may shape its future, e.g. whether it will attract cosponsors and whether the relevant committee chairman will hold a mark-up session.

Subcommittees and committees – All members of Congress serve on committees. Every member of a subcommittee is also a member of the full committee to which the subcommittee reports. All committees and subcommittees are chaired by someone from the majority party in that chamber, and they all (with minor exceptions) have a majority of members from the majority party. The lead member from the minority party is designated the ranking member. Much important work (both mark-ups and hearings) is done in subcommittees, and everything done by a subcommittee goes next to the full committee for action.

In Closing

We hope that this information inspires you to get involved in the Legislative process as an advocate or to continue the advocacy work you have already started. Advocacy by citizen has been responsible for some of the most significant change that has occurred in Oregon's system of long-term services and supports. It was advocacy that changed the frame of thinking from more restrictive care to a focus on care in a home or community-based setting. Prioritizing independence, dignity and choice was a result of the advocate voice being heard over and over. Programs such as Oregon Project Independence came into being from individuals just like you are working with Legislators to help make it happen. Advocacy from individuals has helped save programs from cuts and reductions over and over again.

As was said by Margaret Mead, "Never doubt that a small group of thoughtful, committed citizens can change the world. Indeed, it is the only thing that ever has." There is tremendous power in speaking up and engaging in our democratic system.

Please do not hesitate to contact O4AD with questions you may have and THANK YOU for stepping up and being involved. Your voice matters.

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