

FLORIDA 4-H LEGISLATURE

GLOSSARY OF TERMS

- **AMENDMENT:** A proposal to change the original form of a bill. A change may be proposed by committee or individual legislator.
- **APPEAL:** A legislator may challenge any ruling of the presiding officer by appealing to the entire body to override this decision.
- **APPROPRIATIONS BILL:** A bill authorizing the spending of public money.
- **BICAMERAL:** Consisting of two houses. All states have bicameral legislatures except Nebraska, which has only one house (unicameral).
- **BILL:** A proposed law.
- **BRANCHES OF GOVERNMENT:** Administrative Branch: Governor; Legislative Branch: Senate and House of Representatives; Judicial Branch: Supreme Court System
- **CALENDAR:** A list of the bills awaiting action. They are placed in the order in which they will be considered for action on the Chamber floor.
- **CHAMBER:** Also known as the “Floor,” it is the room in which the Senate or the House of Representatives meet (Ex: Senate Chambers, House Chambers).
- **CLERK OF THE HOUSE OF REPRESENTATIVES:** The person designated by the House of Representatives to assist the members of the House in the detailed processes of enacting laws and to record that history.
- **COMMITTEE:** A group of Senators or Representatives appointed by the presiding officer to consider an issue and to submit a report on its recommendations for action by the body that originated it.
- **COMMITTEE REPORT:** The statement given when a bill is sent to the Senate or House floor. Report the bill favorably with amendments, report a substitute bill with the same idea, or report it unfavorably.
- **CONFERENCE BILL:** A bill that has been passed by both the Senate and the House and will be presented to the Governor for consideration.
- **CONFERENCE COMMITTEE:** A joint committee composed of the presiding officers of the House and Senate and other members appointed by the Legislature Planning Committee Chair. The committee reviews bills passed by both houses and decides which bills will become “conference bills.” In the event that the Governor vetoes a bill, the committee may work together to develop a plan to override the veto.
- **CONVENE:** To meet in a formal legislative session.
- **DEBATE:** To argue the merits of a bill, for and against.
- **DECORUM:** Appropriate behavior and conduct.
- **EFFECTIVE DATE:** The date upon which a bill becomes law. When a bill has been passed, this date identifies the time this law guides.
- **ENACTING CLAUSE:** The constitution requires that each law be prefaced by the phrase “Be It Enacted by the Florida 4-H Legislature...” An amendment to strike out the enacting clause kills a proposed law.
- **LAW:** The final product of the legislative process. It is the end result of the introduction of a bill, its passage by both houses, its approval by the Governor (or the overriding of his veto by the legislature), and its recording by the Secretary of State.
- **LAYING ON THE TABLE:** “Laying something on the table” usually means disposing of the matter for the legislative session. A motion to “lay on the table”, if adopted, has the effect of killing the motion. A motion may be taken from the table with a 2/3 vote.
- **LEGISLATIVE AIDE:** A lobbyist who is assigned as an assistant to a legislator; like the Governor, President of the Senate, etc. This position is not utilized every year.

- **MAJORITY PARTY:** The political party having more than a majority of seats in a house.
- **MINORITY PARTY:** The political party having fewer than a majority of seats in a house.
- **MOTION:** This action on the floor of the chamber results from a member making a request (a motion). A motion is a proposal made to the presiding officer and relating to the business being discussed. The rules determine the importance of the motion and whether it is to be considered.
- **PARTY LEADER:** Works to educate 4-H Legislature participants about the party platforms and encourage participants to join and then vote their party. To encourage debate in a professional manner, keep the party aware of what they are for and against, and restrain them from slinging insults at the other party.
- **PARTY WHIP:** To assist the Party Leader in the running of the party on the floor, committee meetings and other meetings. This position is not utilized every year.
- **PRESIDENT OF THE SENATE:** The presiding officer of the Senate. He or she is designated as president by the majority party in caucus and then elected by the full membership for a term of two (2) years.
- **PRESIDENT PRO TEMPORE OF THE SENATE:** Literally translated, president “for a time.” He or she performs specified duties as prescribed by the Senate Rules or the Senate President.
- **PREVIOUS QUESTION:** A motion for the “Previous Question” requests an end to debate on a certain subject (amendment or bill), so a vote can be taken.
- **REPEAL:** The removal of a provision from the law.
- **RULES:** The rules of each house determine how it will conduct its daily business.
- **RULES COMMITTEE:** A committee of Legislature Leadership who sets the calendar for the legislative session.
- **SECRETARY OF THE SENATE:** The person elected by the Senate to assist Senate officers, members, and staff in the detailed processes of enacting laws and to record that history.
- **SERGANT AT ARMS:** The person in each house who is responsible for the security of the legislative house and the maintenance of that house’s property.
- **SESSION:** The period during which the legislature meets.
- **SPEAKER OF THE HOUSE OF REPRESENTATIVES:** The presiding officer of the House of Representatives. He or she is designated as the speaker by the majority party in caucus and then elected by the full membership of the House for a term of two (2) years.
- **SPEAKER PRO TEMPORE OF THE HOUSE:** This person accepts the duties of the Speaker of the House when the speaker isn’t available to fulfill those duties as prescribed.
- **SPONSOR:** A bill’s sponsor is the legislator introducing it.
- **SUPER COMMITTEE:** A combination of the Ag and Government, Commerce & Transportation committees, Education and Health & Human Services committees and Criminal Justice and Juvenile Justice committees to streamline committee meetings at 4-H Legislature. As needed.
- **“THE FLOOR”:** Refers to the full body of the Senate or House who will take action on a proposed bill.
- **TITLE:** The constitution requires each bill to be prefaced by a concise statement of its content.
- **VETO:** Return by the Governor to the legislature of a bill without his or her signature; the veto message from the Governor usually explains why he or she thinks the bill should not become law.
- **VOTE:** A decision on a question, either affirmative or negative.
- **WAIVE THE RULES:** The constitution and the rules of the legislature provide a series of braking actions on the passage of bills. But if 2/3 of the members present are agreeable to foregoing such procedural steps as reading the bill on three (3) separate days, then the motion to waive the rules is in order.
- **WAIVE:** To forfeit, or to give up.
- **YIELD:** To give (as in to “yield to a like speaker”).