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**HANDBOOK
OF
LEGISLATIVE
SERVICES**

December, 1984

PREFACE

This Handbook of Legislative Services has been written to acquaint legislative members with the various legislative offices and the functions they perform for members of the General Assembly. It is not intended to answer all questions about the legislative process, but to help legislators find the appropriate sources of information.

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LEGISLATIVE COUNCIL

The 21-member bipartisan Legislative Council is the management agency for the General Assembly during the time the General Assembly is not in session and it establishes policy for and oversees the operations of the legislative agencies that work for both houses of the General Assembly.

Agencies under the Legislative Council are:

1. Legislative Service Bureau
2. Legislative Fiscal Bureau
3. Citizens' Aide
4. Iowa Code Office
5. Public Information Office
6. Capitol Tour Guides

A description of the functions of each agency follows.

LEGISLATIVE SERVICE BUREAU

The Legislative Service Bureau is located on the balcony, or third floor, of the Capitol. It is a nonpartisan agency that performs bill drafting and research services for committees and members of the General Assembly and oversees the Code publication. It does not make recommendations.

Of the 27 full-time employees of the Legislative Service Bureau, 15 are bill drafters, including 11 attorneys and 4 research analysts. These include a director who is also the acting Code editor, a senior legal counsel, a legal editor, 2 senior research analysts, 8 attorneys, and 2 research analysts. In addition, there are a senior legislative text processor, 2 legislative text processors, a word processor, an assistant administrator, a financial-personnel administrator and an executive administrator. During the legislative session, the Service Bureau employs 4 proofreaders, 3 bill clerks, and a page.

The backgrounds of the professional staff are diverse and include law, political science, government, history, public administration, engineering, education, music, industrial relations, business, journalism, radio, sociology, psychology, computers, urban planning, economics, mathematics, and history.

BILL DRAFTING

A principal function of the Legislative Service Bureau is to provide bill drafting services for legislative committees and individual legislators. A legislator who wishes to have a bill drafted may fill out a bill request form (yellow for the House of Representatives and green for the Senate) and have it delivered to the Service Bureau for drafting, or the legislator may visit with a bill drafter in the Legislative Service Bureau about a request. Although a legislator may file a bill request with any drafter, most drafters specialize and have a number of specific areas of expertise. A listing of the drafters, their identifying initials, their areas of expertise, and telephone numbers follows this description. The director reviews all requests and assigns each bill draft to a specific drafter who may not be the drafter who filled out the drafting request.

If a legislator perceives a problem in a specific area, the legislator may visit with a Service Bureau drafter about the present law and the manner in which the legislator's proposals might be implemented.

Although the contents of all bill drafts are confidential, the fact that a legislator has requested a bill draft on a particular topic is public information and is listed in the Legislative Service Bureau bill index. If a legislator desires that no information be revealed about a bill draft request, the legislator

may note that on the request form, and the bill request will not be listed in the Service Bureau bill index. No information will be provided to anyone pertaining to that request without the requesting legislator's permission.

On occasion, identical requests are made by more than one legislator. When this happens, the Service Bureau drafter will inform the legislators requesting the drafts and the requestors may desire to jointly sponsor the legislation.

Both Senate and House Rules specify a deadline date for filing individual bill requests with the Legislative Service Bureau. In both houses, members cannot file requests for drafting bills to be introduced that session with the Service Bureau after Friday of the seventh week during the odd-year session and after Friday of the first week during the even-year session. In the Senate, members cannot file requests for drafting after Friday of the seventh week during the odd-year session and after Friday of the second week during the even-year session. These deadlines for drafting bills do not apply to committee chairpersons requesting that bills be drafted for their committees.

A legislator may request that a bill be drafted for the even-year session at any time after the deadline for filing requests during the odd-year session has passed.

When a bill draft is completed, the proper number of copies for introduction is made by the Service Bureau, and a pink card is sent to the requesting legislator informing the legislator that the bill is ready. The pink card is returned with the legislator's signature to the Legislative Service Bureau and an envelope containing the copies of the bill is received.

The legislator should review the bill carefully to determine that it meets with the legislator's desires. Questions should be asked of the drafter at this point. If changes are desired, the legislator should inform the drafter. The legislator is under no obligation to introduce the bill at this point and may want to talk it over with other legislators or obtain additional sponsors. The legislator may send it to constituents to be reviewed. The legislator may decide not to introduce the bill at all or may wait for what is considered a more appropriate time.

In addition to the bills, many amendments to bills are also drafted and typed by the Legislative Service Bureau. If a legislator wishes to file an amendment to a bill that has been introduced, or to a bill that is being considered by a standing committee, the legislator can either call or send a note to the drafter of the bill specifying the change desired. The drafters' initials are listed on the bottom right-hand corner of the last page of the bill along with the drafting number assigned to it by the Legislative Service Bureau. Copies of the completed amendment will be delivered to the legislator requesting it.

RESEARCH

The staff of the Legislative Service Bureau will perform research services for committees and for individual members of the General Assembly that may or may not be directly related to the preparation of a bill. The same request form that is used for bill draft requests can be used for research requests or the legislator can personally visit or send a note up to the Service Bureau offices. In cases where a staff member already has or can quickly obtain requested information, the request form need not be completed.

Requests for research may be made at any time, but research requests not related to a drafting request may be deferred in order to permit prompt preparation of bills during a legislative session.

COMMITTEE ASSISTANCE

During a legislative session, a member of the Service Bureau staff is present during all standing committee meetings. The Bureau staff member will prepare committee bills and committee amendments and respond to objective questions about the bills and amendments. In addition, the staff member will provide information to Committee members that is requested by the chairperson or by an individual member.

The General Assembly and the Legislative Council authorize subcommittees of standing committees and special interim study committees to meet to study problems of the state during the legislative interim. The Legislative Service Bureau staff provides administrative, research, bill drafting, and clerical services to the interim subcommittees and committees. The staff member works closely with the chairperson and schedules committee meetings, sends meeting notices, invites persons to make presentations, assembles data, provides information, writes minutes, writes progress reports and a final report, and drafts bills to implement the subcommittee or committee recommendations.

CODE PUBLICATION

The Director of the Legislative Service Bureau is the Acting Code Editor. The Service Bureau performs Code editing functions in cooperation with the Code Publication Office. The Deputy Code Editor has primary supervisory responsibilities for the Iowa Code Office.

Code editing includes publishing all of the Acts, joint resolutions, and veto messages of the Governor into a single volume of Session Laws for general distribution. It also includes placing each permanent section of the Acts of the General Assembly into its appropriate section of the Code or a supplement to the Code and adding explanatory footnotes and histories as necessary.

The entire Code is republished every other year, following the second annual session of the biennium. The Service Bureau publishes an annual Code Supplement which contains only new or amended sections or parts of sections in numerical order as they will appear in the Code in odd-numbered years.

The Iowa Code Office, located in the Lucas State Office Building, assists the Legislative Service Bureau staff in Code publication and edits and publishes the Iowa Administrative Code and Iowa Administrative Bulletin. (For descriptions of these publications, see page 36 of this Handbook.) The Deputy Code Editor, or a designee, acts as secretary to the Administrative Rules Review Committee and publishes the Rules of Civil Procedure, Rules of Criminal Procedure, Rules of Appellate Procedure, Supreme Court Rules, and a Roster of public officials.

The Iowa Code Office employs a Code Consultant, the Deputy Code Editor, research assistants, indexers, an Administrative Code indexer, administrative assistants, an Administrative Code assistant, and proofreaders.

ASSISTANCE TO OTHER AGENCIES AND INDIVIDUALS

While the statutory function of the Service Bureau is to provide services directly for legislators, the Service Bureau also provides services for state and other public agencies and private citizens if these services will enhance an understanding of the legislative process, provide aid to the General Assembly, and do not inhibit the primary functions of the Service Bureau.

Before the legislative session starts state agencies submit their legislative programs to the Legislative Service Bureau and the bill drafts are put into proper bill draft form and transmitted to the General Assembly as departmental prefiled bills.

PRIORITY OF REQUESTS

The work of the Service Bureau is greatly facilitated if timely requests for bill drafting and research services are made. The Legislative Council has adopted the following as a policy for priority for bill drafts and research:

1. Bill drafting and research services for standing committees and subcommittees of standing committees.
2. Bill drafting and research services for an interim study committee.
3. Bill drafting and research services requested by a majority or minority floor leader on the basis of a caucus position.

4. Bill drafting and research services requested by individual legislators in the order requested, subject to adjustment on the basis of complexity or availability of information.

5. Prefiled executive department bills.

PUBLIC INFORMATION OFFICE (PIO)

The Public Information Office (PIO) is the primary contact point for persons seeking information about the actions and procedures of the Iowa General Assembly. The primary clientele is the general public--the private citizen seeking basic consumer information about our lawmaking process. Legislators, state and local agencies, special interest groups, attorneys, and the news media are also frequent users of our services. The most frequently asked questions concern: bill status, identification of bills relating to specific topics, explanations of the legislative process and procedures, meeting schedules, and identification of elected officials. The office also provides legislative research, referrals of other state and local agencies, and historical information about Iowa and its Capitol.

The PIO publishes a variety of pamphlets and brochures concerning legislative actions, the Iowa governmental process, and Iowa history. The office also distributes bills, amendments, journals, Code chapters and administrative rules, research reports, and other legislative documents upon request. In addition, the PIO serves as an outlet for many publications produced by other agencies. Most of these publications are available free of charge and in quantity to schools and other groups.

The PIO publishes the daily committee schedule during the legislative session for use by senators, representatives, legislative staff, and others. During the interim, a biweekly calendar of legislative meetings is published.

The PIO provides photography services to the Legislature. These services are available upon request at a nominal charge.

PIO staff members are available as speakers to schools and other citizen groups interested in the legislative process, the Capitol Building, and Iowa history.

Senators and representatives are encouraged to refer their constituents to the Public Information Office. The office will respond to their inquiries and can include a personal note from their legislator if provided.

SUMMARY OF PIO ACTIVITIES

Summary of requests between January and June comparing 1983 and 1984.

<u>Request</u>	<u>1983</u>	<u>1984</u>
Telephone inquiries	6,000	8,500
Mailed responses	1,700	2,400
Walk-ins	300	600
Photo requests	100	350

The above figures are estimates. The number of mailed responses was determined by actual count. The number of telephone inquiries was estimated from a sample count. The number of photo requests was estimated from photo income. The number of walk-ins is a guesstimate.

The PIO has developed the following new or revised publications:

Iowa Capitol Guide
 How a Bill Becomes Law
 Three Branches of Government
 1983 and 1984 Bill Summaries
 1983 and 1984 Legislative Directories
 A Brief History of Iowa and Its Capitol
 Today in the Senate/House
 Interim Calendar
 A Summary of Proposed 1984 Iowa Constitutional Amendments
 PIO brochure

The PIO has served as an outlet for the following publications produced by other agencies:

Official Directory of the Legislature
 Maps and Members
 Iowa Official Register
 Statistical Profile of Iowa
 Iowa Agriculture
 Citizens' Aide/Ombudsman
 There's a Lot to Learn About Iowa
 Calendar of Tourism Events
 various maps
 various recreation and tourism brochures

OTHER ACTIVITIES

During the past year the PIO invested a considerable portion of its resources in the planning and organization of the Capitol Centennial. Work on this project began in June, 1983, and included day-long festivities on January 17, 1984, the installation of the display cases on the first floor rotunda, and the burial of a time capsule on the Capitol grounds. The PIO personnel and tour guide Joni Junkins served on the Centennial Planning Committee and were the primary facilitators and organizers for the committee's plans. In addition, PIO personnel appeared on several radio and TV talk shows and spoke to a number of school and civic groups.

LEGISLATIVE SERVICE BUREAU

1985

STAFF MEMBERS--PHONE NUMBERS--SUBJECT MATTER INFORMATION

This listing contains the names of many of the staff members of the Iowa Legislative Service Bureau, their phone numbers, and the functions and subject matters which they normally perform or work on and upon which they normally will be able to provide information. If in doubt as to whom to call, call the central office numbers 3566, 3568, and 3569. Each number is subject to the prefix "281" for outside calls.

GENERAL INFORMATION 3566

INFORMATION FOR LEGISLATORS
REGARDING THEIR BILL REQUESTS 3745

LIBRARY 3312

BURNETTE E. KOEBERNICK (Bernie) (BK) - Senior Legal Counsel -
Acting Director - 3566

Normally works on transportation, taxation, property tax relief for elderly, bankruptcy, bidding procedures, and homestead credit legislation. Also has responsibility for a number of administrative functions in bill drafting procedures. Responsible for overall administration of the Bureau. Allocates workload and primarily responsible for policies of the Bureau as delegated by the Legislative Council. Handles all employee relations and budgeting for the Bureau. Coordinates Bureau bill drafting and research efforts.

THANE R. JOHNSON (TJ) - Senior Research Analyst - 3048

If no answer call 3568. Works on natural resource and environmental subject matter bills such as air and water quality and land use. In addition works on legislation relating to local governments particularly counties and special districts, property tax, collective bargaining, and some budget bills. Carries out special project administrative duties such as staffing the Commission on Interstate Cooperation and the planning of the legislative orientation program. Staffs Local Government and Ways and Means Standing Committees.

DIANE BOLENDER (DB) - Senior Research Analyst - 3894

If no answer call 3569. Primary staff person for legislation dealing with elementary and secondary education and retirement programs. In addition, works on licensing laws, legislative

procedures, ethics legislation, metro government law, and unified law enforcement legislation. Staffs Education, State Government, Ethics and Rules and Administration Standing Committees.

DAVID BAILEY (DSB) - Legal Counsel - 3798

If no answer call 3566. Works on election and redistricting laws, drainage laws, land use, OMVUI, and eminent domain legislation. In addition works on legislation affecting legislative procedure, boundary commission, professional and occupational licensing, legislation affecting state boards and commissions, and administrative procedures. Staffs Natural Resources, State Government, Ethics and Rules and Administration Standing Committees.

JOANN BROWN (JB) - Legal Editor - 6329

If no answer call 3569. Reviews drafts of other staff and trains staff. Also some work in education, local government, and bonding laws. Is Acting Code Editor and in cooperation with Code Consultant is primarily responsible for Code publication. Staffs Local Government Standing Committee.

MARTIN FRANCIS (MF) - Legal Counsel - 3155

If no answer call 3569. Works on judicial laws, natural resources, beer and liquor, licensing laws, drug laws, and miscellaneous projects. Staffs Judiciary and Natural Resources Standing Committees.

MICHAEL GOEDERT (MG) - Legal Counsel - 3922

If no answer call 3566. Works on sales taxation, inheritance taxation, property taxation, some income taxation, road financing, budget laws, business incentives, health cost containment, bonding and loan programs. Staffs Ways and Means and Small Business and Economic Development Standing Committees.

RICHARD JOHNSON (RJ) - Legal Counsel - 3189

If no answer call 3568. Works on social services and health programs, drug laws, workers' compensation, unemployment compensation, court reform, and insurance law. Staffs Human Resources and Labor and Industrial Relations Standing Committees.

GARY KAUFMAN (GK) - Legal Counsel - 3994

If no answer call 3569. Works on redistricting legislation, election laws, and legislation affecting school funding. In addition, works on pension and retirement legislation, motor fuel tax, public utility legislation, transportation and vehicle legislation. Does computer programming for Bureau. Staffs Transportation, Commerce and House Small Business and Commerce Standing Committees.

SUSAN LERDAL (SL) - Research Analyst - 3818

If no answer call 3566. Works on education laws, human resources, health laws, licensing and miscellaneous projects. Staffs Education and Human Resources Committees.

RONALD R. ROWLAND (RR) - Legal Counsel - 3837

If no answer call 3569. Works on financial institution regulation laws including interest rate and consumer credit code laws, landlord-tenant laws, lottery and pari-mutuel betting laws, bingo, mechanics' liens laws, and other commercial laws. Staffs Commerce and Energy Standing Committees.

DAVID LYONS (DL) - Legal Counsel - 3884

If no answer call 3568. Works on Judiciary Committee subjects primarily including comparative negligence, criminal laws and procedures, child abuse, drunk driving laws, corrections laws, and those laws impacting the judicial system. Staffs Judiciary Committees.

LYNETTE DONNER (LD) - Legal Counsel - 3444

If no answer call 3566. Works on bills affecting the Agriculture Committees and also Judiciary Committees. Subject matters include agriculture lien laws, debt/creditor problems, child abuse, domestic relations, and some areas of commercial law. Staffs Agriculture and Judiciary Committees.

JANET WILSON (JLW) - Legal Counsel and Code Consultant - 3155

If no answer call 3566. Works on licensing laws, some judiciary laws, transportation, and various other subject matters. Is one of the primary persons involved in Code publication. Staffs Transportation Committee.

JOHN F. GOELDNER - Public Information Officer - 5129

GERALDINE WEGTER - Assistant Public Information Officer - 8817

If no answer call 3569. Responsible for the day-to-day administration of the Public Information Office (PIO). Responds to inquiries concerning legislative actions and procedures from the general public, legislators, legislative staff, and state agencies. Develops informational materials and programs about the Legislature and the Capitol Building. Publishes legislative meeting schedules. Provides photographic services to the Legislature.

LEGISLATIVE FISCAL BUREAU

The Legislative Fiscal Bureau is a nonpartisan organization mandated to provide information that aids the Legislature's decision making. It is located on the second floor of the Capitol. Its principal tasks are to collect, organize and analyze information, to present the Legislature with policy, budgetary and programmatic options, and to study the possible ramifications of the options. To accomplish these tasks, the Legislative Fiscal Bureau (LFB) staff performs four general activities:

1. Legislative Budget Process Staffing. The LFB conducts analysis of expenditure and revenue changes and provides information to the legislative committees responsible for making appropriations and revenue decisions.

2. Fiscal Note Writing. The LFB staff analyzes the budgetary impact of pending legislation and writes the mandatory evaluations.

3. Maintaining Computer-Based Data Resources. The LFB maintains computer data files and projects the effects of changes in revenues, educational funding, property taxes and other areas.

4. Performing Program Evaluations. The LFB conducts special research assessing state programs' performances in meeting objectives, analyzing problematic situations and offering recommendations to improve the examined program.

The LFB staff assists legislators in making as fully-informed decisions as possible. When you need information, contact any LFB staff member. He or she will answer your request or put you in touch with someone who can. A listing of the staff and their assignments follows this description.

LEGISLATIVE BUDGET PROCESS

During the development of the state budget, the Legislature must make difficult decisions on the allocation of the state's scarce funding resources. The Legislative Fiscal Bureau is able to provide legislators with a variety of information to assist with these decisions. This information includes:

1. Specific information on the purpose and history of programs operated by state agencies.

2. Specific budget information on all state agencies, including historical data on appropriations and expenditures by program, detail of current budget requests by program, and federal funds awarded to specific agencies.

3. Other resource information from state agencies, such as annual reports, audits, special studies, and technical information on specialized subject areas.

4. General resource material on the subject area covered by each subcommittee, including related federal programs, programs in other states, and studies.

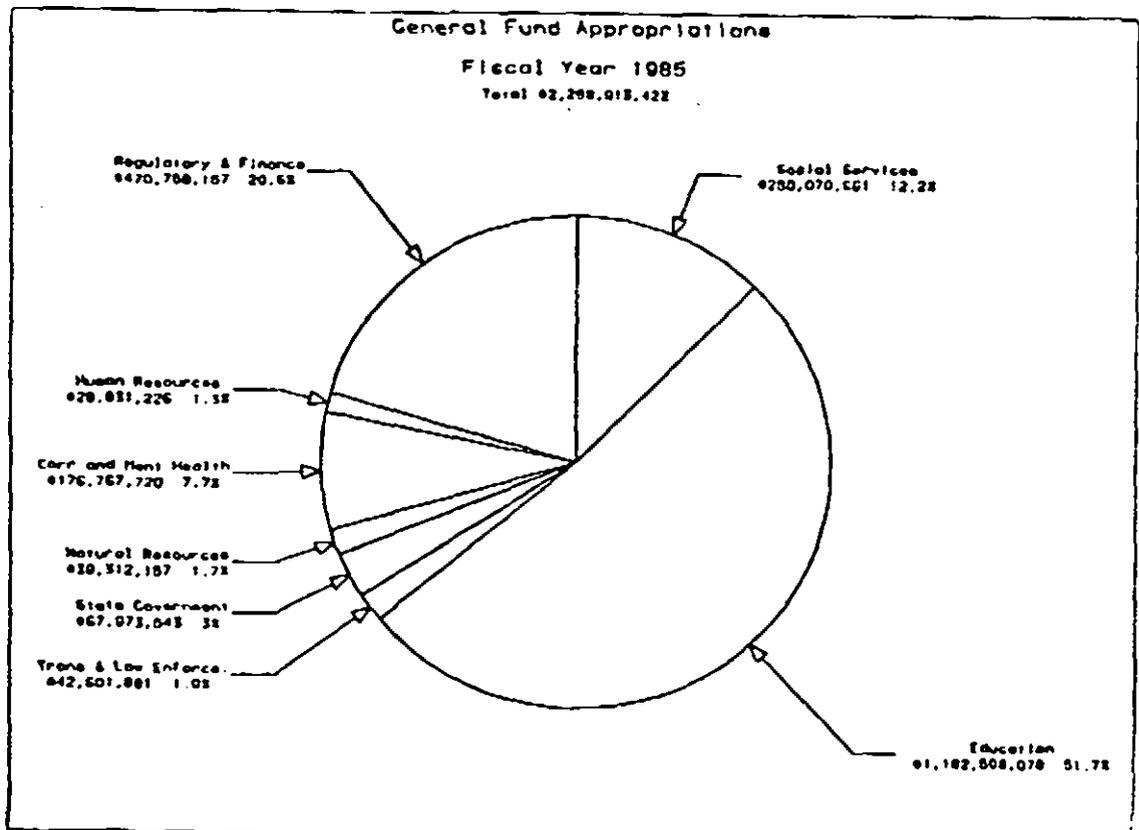
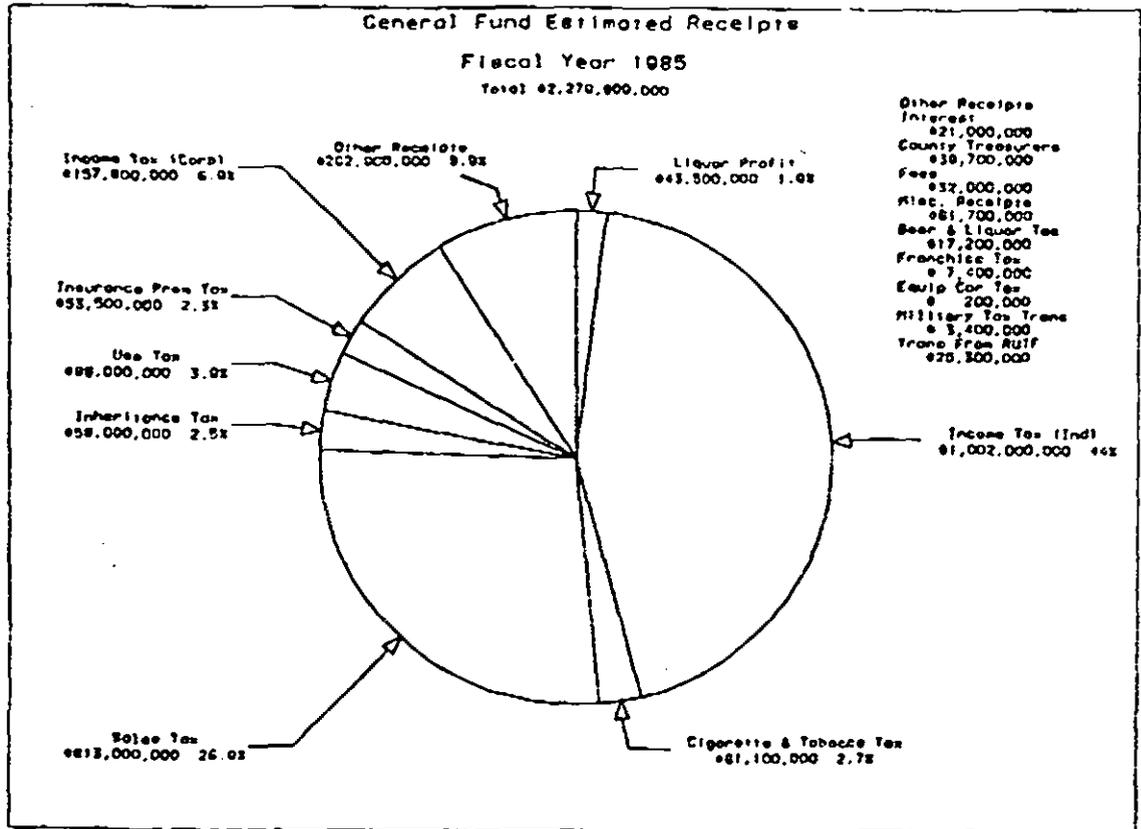
5. Evaluative data and projections relating to current and pending revenue actions at state, local, and federal levels, as requested by individual legislators and the House and Senate Ways and Means Committees.

Throughout the appropriations process, decisions are traced and updated daily for general legislative use with a printed report circulated at least weekly. The report allows comparison of the Governor's recommendation, appropriation subcommittee action, and the status of House and Senate action. The report includes a summary page of all appropriation decisions followed by detail on the legislative action for each subcommittee's assigned agencies. The following charts show the amount of revenue the state received in FY 1985 by source and the amount of appropriations in FY 1985 by subcommittee.

To obtain any of this information, contact the Legislative Fiscal Bureau at (515)281-5279.

Legislative Appropriations Process

	Immediately Prior to Session	Legislative Session			Interim
L e g A i c s t i a v t i t v e	Comptroller's office sends LFB copies of agency budget request	Legislative Committees conduct budget hearings <ul style="list-style-type: none"> - Committee members review agency budget requests - Committee determines priorities - Final decisions are made 	Appropriations bills are referred to and acted upon by the coordinating Committee (Leadership Committee determines which chamber)	Floor debate is conducted and final action is taken on appropriations bills	Visitation and special study committees meet monitoring and consider special areas of interest
R e s L p F o B n s S i t b a i f i t y	LFB Staff analyzes and prepares budget material for Appropriations Subcommittees	<ul style="list-style-type: none"> - LFB staff schedules agency budget hearings in consultation with committee chairs and ranking members - LFB staff continues to evaluate information submitted by agencies and prepares additional information for subcommittee members - LFB staff in conjunction with LSB drafts appropriation bills at direction of committees 	<ul style="list-style-type: none"> - LFB staff prepares bill summary and analysis - LFB staff provides assistance and information to committee members and other legislators 	<ul style="list-style-type: none"> - LSB staff prepares bill amendments and coordinates with LFB staff - LFB staff analyzes amendments and their effects on committee bills - LFB staff provides assistance and information to all legislators, including subcommittee chairs, during debate 	<ul style="list-style-type: none"> - LFB staff provides on-going monitoring of agencies - LFB staff follows up on issues identified during the session through program evaluations and issue analysis - LFB staff coordinates and provides assistance to interim committees - LFB staff prepares summary of legislative action in the <u>Annual Appropriation Report</u>
Staff provides on-going budget information and analysis for specific requests from legislators.					



FISCAL NOTES

WHAT IS A FISCAL NOTE?

Fiscal notes outline the monetary effects of pending legislation. Each note may provide information allowing legislative debate of issues such as the cost of new or changed programs, the potential burden on special groups, the allocation of resources, and state revenue enhancement or reduction levels. Depending on the legislation, one fiscal note is written for each bill with significant fiscal effect. Separate fiscal notes can be written for bill amendments, and fiscal notes can be revised as the content of legislation changes the fiscal effect. A completed note includes a brief explanation of the bill, its monetary effect, and a short outline of any additional information about the bill's effects beyond its fiscal effect.

WHY WOULD I NEED A FISCAL NOTE?

Fiscal notes are required by Joint Rule 16 for all legislation having a fiscal effect of \$100,000 in a fiscal year or \$500,000 in a five-year period. The need for a fiscal note is often perceived during the drafting of legislation by the Legislative Service Bureau. At that time, the Service Bureau informs the Fiscal Bureau of the need for a fiscal note, initiating the data collection and note writing process. Unless the legislation is introduced, these fiscal notes are not filed by the Fiscal Bureau. Any bill that requires a fiscal note must have the fiscal note attached prior to the bill being placed on the debate calendar.

While the Legislative Service Bureau does identify the majority of bills that require a fiscal note, the process is not foolproof. Some legislation does not fall within the mandated parameters for a required fiscal note but may still require clarification of the fiscal effect, providing information necessary for legislative debate. Therefore, the LFB recommends that legislators request a fiscal note whenever they perceive a necessity for a note.

HOW DO I GET A FISCAL NOTE WRITTEN?

Fiscal notes can be written only if requested by any legislator or by chairpersons of standing committees. Forms for fiscal note requests are available at the rear of both the House and Senate chambers and in the Fiscal Bureau. The request form requires a bill number, date of request, the name of the legislator making the request, and a list of any state agencies affected by the legislation. The request with two copies of the bill attached must be delivered to the reception desk of the Fiscal Bureau.

WHAT HAPPENS WHEN I REQUEST A FISCAL NOTE?

First, the necessary data must be compiled and analyzed; then a fiscal note is written in as timely a manner as possible. The progress of legislation and the notes necessary to it are tracked within the Fiscal Bureau. Once a fiscal note is completed, it is filed. With fiscal notes requested by members of the House, three copies of the completed note are sent to the Legal Counsel and one copy is sent to the Chief Clerk of the House. With fiscal notes requested by members of the Senate, two copies are sent to the legislator making the note request for attachment to the filed bill in the well and one copy is sent to the Secretary of the Senate. Copies of fiscal notes will be found in the daily House and Senate clip sheets.

ISSUE ANALYSIS

WHAT IS ISSUE ANALYSIS?

Issue analysis is a new service offered by the Legislative Fiscal Bureau and consist of the study and presentation of information to legislators on narrow policy questions to assist in decision making. The focus of the analysis is on single policy questions or small sets of related questions.

HOW DO I REQUEST AN ISSUE ANALYSIS?

Issue analyses can be requested by contacting the Fiscal Bureau. Since it may be necessary to prioritize requests for issue analysis, the following priority order has been established: (1) Leadership requests; (2) Committee requests - including standing and interim committees; and (3) Individual legislator requests.

DATA RESOURCES

To identify the effects of legislative action, the Fiscal Bureau has developed computerized data files for areas including specific taxes, revenue estimations, school aid, and state administered entitlement programs. Using these data files, the LFB can answer legislators' "What if?" questions. The Fiscal Bureau's responses help legislators to formulate additional legislation and to react to pending and existing legislation. Responses may be made to the General Assembly as a whole or only to the legislator making the request. Confidentiality will be maintained upon request.

REVENUE ESTIMATION

The Legislative Fiscal Bureau's "Quarterly Report" acts as both a "scorecard" of legislation passed during the current and past

sessions and a means of assessing the state's fiscal position. The report includes the state's projected revenue during the current fiscal year. Legislators can use revenue estimations to determine available revenue and to estimate the financial health of the state's general fund.

Resources used in the revenue projection process include computer files of existing state revenues, private and federal government econometric indexes, and the Data Resources, Inc. (DRI) generated Iowa Econometric and Iowa Tax Models. A group of fiscal analysts assesses existing data and makes forecasts, applying specific state fiscal experience. Within the limits of the data, individual legislators may request additional revenue estimations.

The LFB analyzes and makes available general ledger data, providing daily balances for special tax revenues. The LFB ledger report includes the current and former fiscal years' revenues and percentages of change.

EDUCATION DATA FILES

The School Foundation Aid file can be applied to answer questions about educational funding and to show the effects of changing educational funding formulas for kindergarten through twelfth grades (K-12). Data are provided for all Iowa school districts on student enrollment, property tax levies, mandated state ceilings, and aggregate totals of dollars allocated. The K-12 file contains several years of data and is continually updated.

PROPERTY TAX DATA FILES

Data files on property tax information provide legislators with background figures necessary to consider existing and pending tax legislation. Data are provided for all counties and for a representative sample of Iowa cities. Since pertinent features of the tax formula are included in the property tax file, legislators can request information on changes in particular elements of the tax formula and thereby see what effects the changes will have.

OTHER FILES

Fiscal analysts can create additional data files and make projections when they are needed by legislators if raw data and adequate time are available. Current Fiscal Bureau computer programs allow projection of fiscal effects of proposed legislation for programs including Aid to Families with Dependent Children (AFDC), Aid to Families with Dependent Children - Unemployed Parent (AFDC-UP), Medicaid (Title XIX), Community Mental Health and Mental Retardation, and Homemaker Services. A program applying Consumer Price Index (CPI) data to deflate dollar amounts to the 1967 base allows legislators to compare expenditures and revenues in real monetary terms.

PROGRAM EVALUATION

WHAT IS PROGRAM EVALUATION?

The Legislative Fiscal Bureau conducts program evaluation research to assess how well state programs are meeting objectives. These studies examine the current and recent history of agency management and performance and offer recommendations to improve performance. The Code of Iowa authorizes the Legislative Fiscal Bureau to conduct program evaluations of state agencies to determine:

1. Compliance with applicable laws and rules.
2. Performance on legislative objectives.
3. Efficiency and effectiveness in program operations.
4. Duplication, overlap, or inconsistency between programs and agencies.
5. Agency or program productivity.

HOW CAN I USE PROGRAM EVALUATION REPORTS AND STAFF?

The findings and recommendations contained in program evaluation reports allow legislators to revise legislation, consider changes in priorities and appropriations, renew agency authorizations, prevent increases in state costs, and reorganize state programs.

A number of evaluation reports have been compiled by the Legislative Fiscal Bureau on a diverse range of programs and can be used as references. Copies of the full reports and summaries of the reports are available from the Legislative Fiscal Bureau.

LFB staff members who conduct the research develop an expertise in that area and are available to discuss the report, findings, and recommendations with the individual legislators and staff. LFB staff are also available to provide follow-up briefings for legislative committees and staff. LFB staff with appropriation subcommittee responsibilities are familiar with program evaluations conducted on agencies in their area and are also available for questions and consultation. These discussions with research and subcommittee staff can be helpful in understanding the report and its implications.

HOW CAN I REQUEST A PROGRAM EVALUATION?

Individual legislators and legislative committees may request studies by contacting the Legislative Fiscal Bureau and discussing the request with the Program Evaluation Supervisor or by introducing a concurrent resolution.

The Code of Iowa requires that the Legislative Council or the General Assembly authorize all program evaluations. The General Assembly may authorize or mandate a program evaluation by adoption of a concurrent resolution or by the passage of appropriate language in either a substantive or appropriation bill. Studies not mandated by the General Assembly are subject to Legislative Council approval. Prior to this authorization, the Legislative Fiscal Bureau analyzes all requests for studies and estimates the time and cost requirements of each study.

Legislators and staff are encouraged to make early contact with the Legislative Fiscal Bureau concerning any program evaluation request so the preliminary analysis and estimate can be completed on a timely basis.

LEGISLATIVE FISCAL BUREAU

Program Evaluation Division
Legislative Fiscal Bureau
State Capitol Building
(515)281-6766

State and Regional Staff Organization of the Iowa Crime Commission
January, 1980

Division on Purchasing of the Department of General Services
February, 1980

Implementing Legislation to Enhance Family Stability
April, 1980

Public Transit Development in Rural Iowa
June, 1980

Chronic Renal Disease Program of the Iowa Department of Health
November, 1980

Office Space Management Department of General Services
February, 1981

Iowa Juvenile Probation Offices
August, 1981

Iowa Department of Substance Abuse
December, 1981

Office for Planning and Programming
February, 1982

Follow-Up Analysis: Iowa Department of Substance Abuse
September, 1982

Iowa Department of Social Services Adult Community Based Corrections
Volume I - Findings and Recommendations
Volume II - Management Analysis
Volume III - Sentencing and Recidivism Analysis
January, 1983

The Commission on the Aging: Coordination of Interagency Planning
January, 1983

Program Evaluation: Indirect Cost Allocation
February, 1984

LEGISLATIVE FISCAL BUREAU

State Capitol Building, Second Floor
(515)281-5279

DENNIS C. PROUTY, Director
281-3509

Administration:

Raymond Knapp, Jr. 4613
Nona M. Livingston 5279
Lynn Sevedge 6766

Committee Staff:

Ruth L. Bender 4612
Glen Dickinson 6256
Timothy C. Faller 4615
Chris Gaare 4611
Reginald Harrington 5270
Holly M. Lyons 4614
Jonathan Neiderbach 6764
Carey Novak 5279
Robert Snyder 5279
Deb Westvold 6767

Program Evaluation:

Douglas P. Wulf 4616
Patricia Hipple 6765
Daniel Ritter 6561

CITIZENS' AIDE/OMBUDSMAN

An ombudsman is an official appointed to receive and investigate citizens' complaints against public agencies and officials. After careful investigation, research and analysis, the ombudsman makes recommendations for resolution of complaints which are deemed to be justified. If a complaint is determined to be unjustified, an understandable explanation is provided to the complainant. Additionally, the ombudsman provides information and answers to questions relating to government.

The Ombudsman system is based upon the principle that a citizen has the right to have his or her grievances against government heard and, if justified, satisfied. Through the office of the Ombudsman, citizens can take action to resolve complaints rather than to criticize government and take no action.

The office of Iowa Citizens' Aide/Ombudsman serves two vital functions: assisting the public in airing grievances relating to government and by so doing improving the responsiveness and the quality of government itself.

CONCEPT

Both the Constitution of the United States and the Constitution of the State of Iowa guarantee citizens the right to petition the government for redress of grievances. Government has grown very large and complex at the state, county and municipal level. Each level has a wide variety of divisions, authorities, agencies, district offices, boards, commissions, etc. It is understandable that citizens may experience difficulty in addressing complaints and questions to the proper offices or officials. The office of Citizens' Aide/Ombudsman was established for the purpose of providing citizens with one office to which they may take grievances. Complaints receive a speedy, fair and impartial determination of the merits of the grievance.

WHAT THE OFFICE OF THE OMBUDSMAN CAN DO

1. We can investigate a complaint against an agency or official of state and local government in Iowa.
2. We can work with an agency to attempt to rectify a problem when our investigation shows that a mistake, or arbitrary action, has taken place.
3. We can insure timely reaction to complaints.
4. We can perform this personal service in a totally independent and, when appropriate, confidential manner.

5. We can make recommendations to the General Assembly for legislation, when appropriate.

6. We can answer questions relating to government in cases where a person does not know where or to whom his or her questions should be directed for an answer.

WHAT THE OFFICE OF THE OMBUDSMAN CANNOT DO

1. We cannot investigate the acts of the Iowa General Assembly.

2. We cannot investigate the acts of the Governor or the Governor's personal staff.

3. We cannot investigate or review the acts or decisions of courts or judges or their staff.

4. We cannot investigate agencies which are established pursuant to interstate compacts and answerable to more than one state.

5. We cannot investigate complaints of employees of agencies of government regarding their employment relationship with the agency.

6. We cannot investigate agencies of the federal government.

7. We cannot investigate actions between private parties which do not involve agencies of state or local government.

SERVICES AVAILABLE TO

All residents of the State of Iowa, including those confined in institutions.

Citizens of other states who may have complaints against agencies of Iowa government.

There is no fee for the services of the office.

HOW TO CONTACT THE OFFICE OF THE OMBUDSMAN

Telephone: (515)281-3592

Write: Citizens' Aide/Ombudsman
Capitol Complex
Des Moines, Iowa 50319

Personal visit: No appointment is necessary. The office is located at 515 East Twelfth Street, Des Moines, Iowa. It is east of the State Historical Building.

The Citizens' Aide/Ombudsman is a legislative agency. Many members of the General Assembly refer constituent complaints to the office for investigation and resolution.

Cases are handled by staff on a daily rotation basis.

CITIZENS' AIDE/OMBUDSMAN STAFF

William P. Angrick II	Citizens' Aide/Ombudsman
Ruth L. Mosher	Assistant (temporary special assignment, Men's Reformatory at Anamosa, Iowa)
Susan E. Lamb	Legal Analyst
Doneen Willward	Assistant (general assignment; special assignment - Correctional Institution for Women at Mitchellville; Medical and Classification Center at Oakdale; Riverview Release Center at Newton)
Clarence Key, Jr.	Assistant (general assignment; special assignment - Men's Penitentiary at Fort Madison; Correctional Treatment Unit at Clarinda; Medium Security Unit at Mount Pleasant)
Randy Meline	Assistant (general assignment)
Pat Nett	Secretary/Receptionist
Judy Green	Secretary/Accountant

CAPITOL TOUR GUIDES

The Capitol Tour Guides are located at a desk near the first floor rotunda. Tour guides include one full-time and three part-time guides.

The Tour Guides conduct tours of the Capitol between 8:15 a.m. and 4:30 p.m. on Monday through Friday with the last conducted tour beginning at 3:45 p.m. During the legislative session, it is important to schedule tours well in advance.

A legislator may schedule a tour for a constituent group or the leader or sponsor of the group can make the arrangements for the 40-minute tour.

There is no charge for tours.

IOWA SENATE STAFF

The Iowa Senate staff is employed by the Senate Rules and Administration Committee to work for the entire Senate.

SECRETARY OF THE SENATE'S OFFICE

The Secretary of the Senate's office is the chief administrative office of the Senate and oversees the daily work of the various staff support groups, both session-only and full-time. The office also provides parliamentary advice and assistance to the Chair and members during floor debate.

The Secretary's office is open year-round and maintains staff in the Finance office, Index office, and Journal office. The Legal Counsel's office is staffed by a lawyer who is employed either session-only or full-time. The Assistant Secretary, a full-time employee, has knowledge of procedures within the Legal Counsel's office and can assist with requests during the interim.

Generally, the Secretary of the Senate's office maintains files on most subjects affecting the day-to-day work of the Senate. Some of the resources provided are:

1. Information on housing for the session.
2. Applicants for secretarial staff for the session.
3. Lists of appointments to boards and commissions by the Governor requiring Senate confirmation.
4. Congressional Directory.
5. Directory of Iowa associations and organizations.
6. Iowa Official Register, "Redbook" (current and former years).
7. Legislative Directory, "Herdbook" (current and former years).
8. Official Directory of the Legislature, "Committee Book" (current and former years).
9. Washington Information Directory.

The Secretary's office also coordinates management of internal items for the session such as parking and seating. The parking allocations and seating are administered according to seniority. Parking spaces are granted by legislative seniority and Senate seating is by Senate seniority with House of Representatives' seniority being used afterward.

FINANCE OFFICE

The Finance office consists of two persons and is responsible for the issuing of warrants for payroll, expense of office and travel to members. The Finance office is also responsible for maintaining the Senate inventory of equipment, ordering supplies, and, during the interim, maintaining inventory of supplies. An explanation of the manner in which legislators are paid is included in this Handbook.

INDEXING OFFICE

The Senate Indexing office, located on the first floor of the Capitol, consists of two persons who maintain and update, on a daily basis, an index, by subjects, of all bills introduced by both the Senate and House; also, each Senate bill is individually listed as to sponsor(s), title and daily action known as the bill history.

In addition to the above, a set of microfiche provides additional information enumerating companion and similar bills, bills introduced by Senators and Senate committees, daily passage of bills and bills in committees; also, a record of Senate resolutions.

A paper copy of the above along with a set of microfiche and a terminal are available outside the Secretary of the Senate's office and in the Senate Indexing office.

Senate Indexing also develops the General Index for the bound Senate Journal each session.

JOURNAL OFFICE

The Senate Journal room is located on the ground floor of the Capitol adjacent to the legislative dining room. The Journal staff consists of the editor, assistant editor, and compositor.

The Senate Journal is printed daily and will be available on the Senators' desks each morning. In addition to containing all proceedings of the Senate, the Journal also includes an Appendix which contains explanation of votes, petitions and presentation of visitors.

If a Senator is absent from the Chamber when a roll call vote on an amendment or final passage of a bill is taken, an "Explanation of Vote" can be filed with the Journal room for inclusion in the Journal stating how the Senator would have voted had he or she been present.

Any petitions a Senator receives should be filed with the Journal room and a notation of its filing will appear in the Journal.

A school group visiting the Senate and the name of the Senator from the district the group represents will be included in the Journal under "Presentation of Visitors" if the Journal room receives notification of the visiting students.

For the convenience of the Senators and secretaries, a file box is located at the Sergeant-at-Arms' desk for deposit of materials for the Journal room.

The Journal staff recommends that each Senator review the Journal daily and give particular notice to the roll call votes in order to assure complete accuracy. If there is an item in the Journal that does not appear to be correct, please notify the Journal staff as soon as possible.

SESSION STAFF

Session-only staff are employed by the Senate to enhance the orderly procedure of daily business. The following comprise these office areas:

Legal Counsel: The primary function of the three-person Senate Legal Counsel's office is to approve all bills, resolutions, and amendments for technical correctness prior to their introduction on the Senate floor. This generally consists of a thorough proofreading of any proposed documents against the existing statutes for spelling, typographical, punctuation, or grammatical errors, as well as any other technical problems. The office also drafts amendments for members of the Senate, although amendments of great length or those of an extremely technical nature should more properly be drafted by the Legislative Service Bureau, because of their larger staff as well as their greater familiarity with complex bills before the Senate.

The Legal Counsel's office also prepares all Senate-passed bills for messaging, either to the House of Representatives for their action or to Legislative Service Bureau for retyping enrolled bills for the Governor's signature. This is done by inserting all adopted amendments into the original bill via a computer program and preparing a new copy of the bill for reprinting.

Within specified guidelines, the Legal Counsel may request Attorney General's opinions and do research on legal questions for members of the Senate, but may not offer an opinion on an unresolved question of law.

Bill Room: Located in the back of the Senate Chamber and staffed by two people. This office area handles all printed materials, which includes the daily Senate and House bills introduced, calendars, clip sheets (which contain the amendments and fiscal notes filed), enrolled bills, journals and some in-house publications, and provides for their distribution to the Senate and public. Extra copies may be obtained from this office.

Post Office: Located on the second floor of the Capitol in the rotunda. A staff person handles the processing of incoming and outgoing mail for the Senators and staff and provides stamps for purchase.

Recording Clerk: Office area for the recording clerk is in the Senate Chamber well. This staff person is responsible for the processing of all filed materials as well as keeping the accurate and complete record of every bill introduced and passed by the Senate. The clerk is also responsible for preparing the daily clip sheet which is a compilation of all amendments filed to Senate Files.

Records and Supplies: The records and supply clerk staffing this area is responsible for dispensing all supplies to members of the Senate and staff and ordering stationery for the Senators.

According to Senate Rules, all lobbyists must register and declare their intentions on specific bills with the Secretary's office which is administered by the clerk. All records filed by lobbyists are open to the public and the members of the Senate for inspection.

Copies of rules governing lobbyists, instructions for secretaries and printed materials are available from the clerk. This office area handles the responsibility for continued operation of the photocopy machines, typewriters and assists the public with requests for Senate information.

Secretary to the Secretary: This area of the Secretary's office is responsible for administering the parking permits for all members of the Senate and staff, acts as a receptionist for the office, coordinates the bills assigned to committees, handles requests from the public for Senate information, schedules committee rooms, coordinates registering the press and assignment of press desks, maintains files for the appointments by the Governor requiring Senate confirmation, and handles many administrative duties.

Sergeant-at-Arms: Pursuant to Senate Rule, the staff person is responsible for the enforcement of order and decorum in the Senate Chamber while the Senate is in session and supervises a staff of fifteen Senate Pages and eight Doorkeepers to assist with the duties.

Switchboard: The two operators receive incoming phone calls, record and dispatch messages and act as receptionists for the Senate lounge area.

IOWA HOUSE STAFF

OFFICE OF THE CHIEF CLERK

The Chief Clerk of the House serves as the chief administrative officer of the House, supervising the various staff support groups, both session-only and full-time personnel. The Chief Clerk also serves as parliamentarian and assists the Speaker and other members during floor debate. This office is staffed on a full-time, year-round basis, with personnel available to assist both members and the public with any requests.

Generally, the office of the Chief Clerk maintains files and libraries on most subjects affecting the day-to-day work of the House, such as housing for legislators during the session, employment applications for secretaries, various congressional and association directories, Iowa Official Registers (Redbook), Legislative Directories (Herdbook), Official Directories (Committee Book), and others.

This office also coordinates the allocation of members' parking and seating, orders official stationery and provides other supplies as needed.

FINANCE OFFICE

The Finance office is responsible for the issuing of pay warrants for all House members and staff. The warrants are delivered to each individual biweekly on Friday. For more complete pay information, see page 37 of this Handbook.

Actual travel in the House is paid based on the information provided on a claim form which is distributed to House members. Expense of office need not be claimed, but is automatically paid. Warrants for expense of office and travel reimbursement are issued separately from the salary warrant.

The House utilizes the state centralized payroll system. Payroll information that is requested from a House member requires prompt attention.

INDEXING OFFICE

The House Indexing Department makes available for quick reference a subject index and the status and bill history of all House files. Information is updated daily during the legislative session through a data computer system. During the interim there is printed in the back of the bound House Journal an index of the daily journals. Terminals located in the Index Department, and microfiche viewers and printed copies of the index located at the back of the House chambers make easy access to all information. An Index book of the status of bills in both houses, subject

index, subject index of bills passed, resolutions, and companion bills is compiled and printed during the interim and available at the beginning of each legislative session.

The House Index personnel are located on the mezzanine level above the House and include two persons.

JOURNAL OFFICE

The House Journal room is located on the mezzanine, the floor directly above the Chief Clerk's office. A Page is assigned to the Journal staff during session.

The Journal is the complete record of all the proceedings on the floor of the House. For example, when a bill is called up for debate, all amendments, motions and votes are recorded in the Journal in the order in which they occur including the final vote on the bill. All House Resolutions, Senate Concurrent Resolutions, and Joint Resolutions are also printed in the Journal, as well as Conference Committee Reports, Committee Reports and Subcommittee assignments.

The following are also recorded:

1. Petitions received by a Representative.
2. Explanation of Vote - to be filed by a Representative if he or she was absent from the Chamber when a vote was taken.
3. Presentation of Visitors - a record of youth groups visiting the Chamber from a Representative's district.

The Journal staff does the typesetting for the daily Journal and sends it to the printer photocopy-ready at the end of each day to be printed and placed on the Representatives' desks the next morning.

The Journal Editor recommends that each Representative review the Journal daily and give particular notice to the roll call votes to assure accuracy. If there is an item which does not appear to be accurate, please notify the Journal Editor as soon as possible.

In addition to printing a daily Journal, the staff also does the typesetting for most of the forms used by the House, the publications produced by the Public Information Office, the Session Laws, and clerks, and prints Journals for the Older Iowans' Legislature, and the Model Session Legislature.

LEGAL COUNSEL

All House bills, study bills, and amendments are to be filed by the Representatives in the House Legal Counsel's office. This office reviews the bills and amendments prior to House action.

All committee reports are to be filed in the Legal Counsel's office, together with the bills and amendments that are passed in committee. This office is available to draft short amendments (most amendments are drafted in the Legislative Service Bureau and stored in the computer).

House bills that are passed with amendment are "built up" in the Legal Counsel's office after passage, by incorporating amendments into the bill before messaging to the Senate. All House bills which have passed both houses are enrolled in this office before sending them to the Governor.

A record of all House bills filed by each Representative and Committee is maintained as well as a log of all House study bills.

The House Legal Counsel provides legal advice on matters of legislative concern to House officers, members, and staff.

SUPERVISOR OF SECRETARIES

The House Supervisor of Secretaries arranges for interviews between legislators and secretaries, is responsible for administrative support of the House secretaries, orders all legislative supplies, and orders envelopes and letterheads for House members. The Supervisor generally assists all members and employees.

SUPPLY CLERK

The Supply Clerk is responsible for dispensing all supplies to members of the House in cooperation with the Supervisor of Clerks. This person also assists the Supervisor of Clerks in ordering stationery for the Representatives. The Supply Clerk also assists members and others with the photocopy machines, typewriters, and other requests.

RECORDING CLERK

The Recording Clerk maintains the engrossing book and keeps the accurate and complete record of every bill introduced and passed by the House. The Clerk numbers amendments, distributes amendments filed from the floor and compiles a daily clip sheet containing the amendments filed during a day. This person assists the Chief Clerk during the session and supervises the legislative intern program and arranges seminars for the interns.

BILL ROOM

The Bill Room is located in the back of the House Chamber and staffed by two persons. All printed materials to be distributed to the House including House and Senate bills, calendars, clip sheets, enrolled bills and Journals can be obtained from the Bill Room. Any extra copies are also obtained there.

POST OFFICE

The Post Office is located on the second floor of the Capitol in the rotunda and includes one House and one Senate person. These employees process all incoming and outgoing mail for the members and staff. They also provide stamps for purchase.

LOBBYIST CLERK

The Lobbyist Clerk is responsible for registering all lobbyists. This person also, in cooperation with the Sergeant-at-Arms, supervises the House Pages.

DOORKEEPERS

The House Doorkeepers assist the Sergeant-at-Arms in the duties assigned, including maintaining decorum in the Chamber and assisting with standing committee meetings.

SERGEANT-AT-ARMS

The duty of the Sergeant-at-Arms is to execute all orders of the House or of its presiding officer; to perform all duties that may, from time to time, be assigned to that person connected with the policing and good order of the House; to exercise supervision over persons entering and leaving the Chamber; to see that all messages, etc., are promptly executed; that the hall is open for the use of the members; and to supervise the Doorkeepers and assist in the supervision of the House Pages.

SWITCHBOARD OPERATORS

The two operators receive incoming telephone calls, and record and dispatch messages.

CAUCUS STAFFS

Each party caucus in each chamber, has a research staff, headed by a director, to assist caucus members by providing them with reliable, objective partisan research, analysis, and service.

The research analysts of the caucus staffs are professionals, with specific areas of expertise. They are responsible, through their director, to their respective chambers' floor leaders. They are employees of the Iowa Legislature, not of their respective state parties, and are expected to be partisan when the occasion calls for it.

The following services are provided routinely by caucus staffs:

1. Provide caucus staff services for standing, joint, and interim legislative committees.
2. Provide original, and compile existing, research and analysis for members of their caucus, who may or may not be members of a committee covered by a particular research analyst.
3. Investigate existing law(s) and proposed law(s).
4. Investigate and prepare proposed language for drafts of amendments or bills.
5. Investigate already drafted bills, study bills, and amendments.
6. Provide information with perspective and that is prospective for their committee assignments, both in session and in the interim.
7. Compare legislative language between the two chambers.
8. Monitor actions taken by the other chamber and the Governor's office.
9. Provide pre-debate summaries, with analyses of ramifications, of major issues to come before their particular chamber.
10. Provide weekly synopses of both floor and committee activity of their particular chamber.
11. Provide end of session summaries of major legislation, passed or failed, and the Governor's action, if any.
12. Provide periodic summaries of all interim activity.

13. Monitor other governmental agency activities, both state and federal.

14. Provide their members with services for constituents.

15. Act as liaison with other governmental departments, other branches and levels of government, interest groups, and their respective state party central committees.

16. Provide their members with a means to communicate with constituents, as to that legislator's particular activities, during a session or during an interim.

In addition, the Lieutenant Governor and Speaker and majority and minority leaders of each house have an administrative assistant.

The Senate Democratic Caucus Staff located on the upper level behind the Senate, has a caucus staff director, Greg Nichols, four research analysts, and an office secretary.

The House Democratic Caucus Staff, located on the upper level behind the House, has a caucus staff director, Sharon Robinson, six research analysts, and an office secretary.

The Senate Republican Caucus Staff, located on an upper level accessible from the Senate lounge, has a caucus staff director, Peter Coniglio, four research analysts, and an office secretary.

The House Republican Caucus Staff, located on an upper level accessible from the House lounge, has a caucus staff director, Ronda Menke, four research analysts, and an office secretary.

THE ADMINISTRATIVE RULES REVIEW COMMITTEE

FUNCTION AND ORGANIZATION

The Administrative Rules Review Committee (ARRC) is bipartisan and is composed of six members, three from each house. The Committee meets monthly for the purpose of reviewing administrative agency rule-making. Although the Committee may review any rule, whether proposed or in effect, most of the Committee's time is spent reviewing rules currently being adopted through the rule-making process.

MEETINGS

By law Committee meetings are held on the second Tuesday of each month in the Capitol. In addition to this statutory meeting, the chair may call special meetings at any time and at any place. By law Committee meetings are not only open to the public, but interested persons are entitled to submit comments or evidence on the rules scheduled for review. The agenda for the Committee appears in the Administrative Bulletin each month. The agenda contains:

1. All rules proposed by state agencies in that month.
2. All rules adopted in final form during that month.
3. Any currently effective rules called up for special review.

POWERS

Although the Committee may call currently effective rules in for review, it has no power over these rules except to recommend to the Legislature that they be modified by statute. The Committee has extensive power to influence or delay rules that are currently going through the rule-making process.

1. If the Committee believes a rule is arbitrary, capricious, unreasonable or beyond the legal authority of the agency, it may "object" to the proposal. An objection allows a rule to go into effect, but it removes the presumption of validity which courts accord most agency rules. If a rule subject to an objection is later challenged in court, it is the agency which must prove the validity of its rule. If it fails to do so the agency must pay court costs and attorney fees for the attacking party.

2. The Committee may delay the effective date of a proposed rule until the expiration of 45 calendar days into the next regular session of the General Assembly. Simply put, the Committee can delay the enforcement of a rule until the following last week of February. This delay allows the Legislature as a whole to consider the merits and problems of a proposed rule

before it is implemented. If it wishes, the Legislature may enact legislation to overturn the proposed rule.

STAFF

The Committee employs a nonpartisan attorney to administer the day-to-day affairs of the Committee and provide legal advice concerning agency rules. Under the supervision of the Chairman, the staff prepares a final agenda, assigning specific times of review for the rules appearing on the published agenda, and ensures that agency representatives are available at those times to discuss their rule-making. The staff also prepares a monthly memo entitled "Rules of Interest," which briefly highlights agency proposals that have especial significance or impact. The staff is available to any legislator to assist in any issue or problem with a particular agency rule or with the Administrative Procedures Act itself.

THE COMMITTEE

The Committee has an office in Room 116 of the State House, telephone (515)281-3084. All terms expire April 30, 1985. The members are:

Representative Laverne Schroeder, Chairman
Senator Berl E. Priebe, Vice Chairman
Senator Donald Doyle
Senator Dale L. Tieden
Representative James O'Kane
Representative Ed Parker
Mr. Joe Royce, Staff

THE ADMINISTRATIVE CODE AND BULLETIN

The Iowa Administrative Bulletin is an administrative law magazine published biweekly. It contains the text of all new rules or amendments to existing rules, and, in a separate section, the text of all changes adopted in final form. In both these sections the text of the previous rule is shown, with strike-through and underline used to show the changes. The bulletin also contains summaries of Attorney General and Supreme Court opinions.

The Iowa Administrative Code is the compilation of rules that have completed (or survived) the rule-making process. The Administrative Code is alphabetized according to agency, and each agency section begins with a numerical listing of all the agency rules. The last volume contains a subject matter index. The Administrative Code is a green multi-volume set of loose-leaf binders, updated by a biweekly supplement.

LEGISLATORS' COMPENSATION

The rate of pay for salaries, expenses, and travel is set by statute.

A legislator is paid an annual salary as follows:

Members	\$14,600
Leaders	\$17,100
Speaker	\$21,900
Lt. Governor	\$21,900

A legislator has a choice of three different methods of distribution of the annual salary. Payments are made at the same time state employees are paid, i.e. every other Friday. The following are the alternative methods:

1. During each pay period for the entire year.
2. During each pay period during the first six months of each calendar year.
3. During the first six months of each calendar year by allocating two thirds of the annual salary to each pay period during such time period and one third of the annual salary to each pay period during the second six months of a calendar year.

Travel reimbursement, at the rate of \$.24 per mile, is paid to all legislators according to the number of miles reported in the journal pursuant to the Code at a rate of one round trip per week during the session.

In addition, each member receives a stipulated rate of \$40 per each calendar day for expense of office for each day during the period the General Assembly is in session. Polk County residents receive \$25 for each calendar day. Expense of office vouchers cease with final adjournment, but are issued for no more than 110 days for the first year and 100 days for the second year of a general assembly.

Expenses for interim meetings are authorized pursuant to the Code and allow members of the General Assembly to be paid \$40 per day and actual expenses, including mileage, incurred in attending the meeting.

Both the Senate and House Finance offices maintain records of all money and benefits received by their members and staff, which information is available upon request.

A legislator may become a member of a state medical or health group insurance plan, but the legislator must pay the total premium without state matching funds.

In addition, a legislator may make application to the Iowa Department of Job Service to be covered under the Iowa Public Employees' Retirement System. The employee contribution, deducted from the legislator's annual salary and per diem payments, is 3.7 percent of salary up to \$21,000 and the state contributes 5.75 percent of the legislator's income up to \$21,000. Benefits at age 65 with 30 years of covered service equal 50 percent of the average of a legislator's highest five-year covered salary. Benefits are reduced proportionally for legislators with less than 30 years of service and a penalty is assessed for those who are less than 65 years of age when they commence receiving benefits.

GLOSSARY OF LEGISLATIVE TERMS

ACT	A bill which has passed both houses of a legislature, been enrolled, certified, approved by the governor or passed over the governor's veto and published.
ADJOURNMENT	Termination of a meeting; occurring at the close of each legislative day upon the completion of business, with the hour and day of the next meeting set prior to adjournment.
ADJOURNMENT SINE DIE	Final termination of the legislature, occurring on the last day of a session, no immediate future meeting date being set, except as provided in the constitution.
ADOPTION	Approval or acceptance; usually applied to motions, amendments or resolutions.
AMENDMENT	An alteration made or proposed to be made, in a bill or motion, by adding, changing, substituting or omitting. It may be offered by a committee or a member.
ANNOTATE	To update by notation; especially the Code.
APPEAL	A parliamentary procedure for changing the decision of a presiding officer by a vote of the members.
APPORTIONMENT	Establishment of legislative districts from which legislators are elected.
APPROPRIATION	Funds allocated (from a specific fund) for various departments of government set aside by formal action for specific use.
APPROVED BY GOVERNOR	Signature of the governor on a bill passed by the legislature.
AT EASE	A temporary stopping of formal floor activities pending some specific action.
BICAMERAL	A legislature consisting of two houses.
BILL	Legislative proposal originating in either house, normally proposing a change in the statutes, requiring approval by both houses of the legislature and action by the governor before becoming effective.
BILL INDEX	A book in which all senate and house bills, joint and concurrent resolutions are entered, showing the action on each pending bill until its final disposition.
BILL (PREFILED)	Bills prepared and filed prior to the opening of a regular session.
BILL SUBJECT INDEX	List of legislative bills by subject matter.
CALENDAR	Agenda of daily legislative business.
CALENDAR DAYS	Literally the days as listed on the Gregorian Calendar as distinguished from "legislative days" which refer to days on which the legislature is in session.
CALL OF THE HOUSE OR SENATE	Procedure used to compel attendance of members for consideration of any single item of legislative business.
CALL TO ORDER	Notice given indicating the legislature is officially in session.

CARRY OVER LEGISLATION	Legislation held over from one annual session to the next in the same status as it was at the end of the previous session.
CAUCUS	A meeting of the members of a political party. (The meeting may either be open or closed to the public.)
CHAIR	Presiding officer or chairperson.
CHAMBER	Official meeting place of a legislative body.
CHIEF CLERK	A nonmember officer appointed by the house to perform and direct the parliamentary and clerical functions of the house of representatives.
CLIP SHEET	A daily printing of amendments filed in a house on the previous day that are cut apart and filed with the appropriate bill. They are printed on yellow paper in the house and blue paper in the senate.
CODE	The official compilation and publication of all Iowa laws of a permanent nature issued by the Code Editor following the legislative session in each even-numbered year.
CODE SUPPLEMENT	An official compilation of Iowa laws which does not contain all laws but contains laws enacted within a particular subject matter area or laws which were enacted at a particular session of the legislature.
COMMITTEE	A body of appointed members designated to consider and make recommendations concerning disposition of bills, resolutions and other related matters.
COMMITTEE (CHAIRPERSON)	A member appointed to function as the parliamentary head of a standing or special committee in the consideration of matters assigned to the committee.
COMMITTEE (CONFERENCE)	Committee composed of appointed members of both houses to resolve differences between the two houses on a proposal.
COMMITTEE (INTERIM)	A committee delegated to study or investigate certain matters during the time the legislature is not in session and make recommendations to the next regular session.
COMMITTEE (REPORT)	An official release of a bill or resolution to the senate or house of representatives with or without recommendation for passage.
COMMITTEE (SECRETARY)	Employee designated to take notes and keep official records, including votes on actions taken during the meetings.
COMMITTEE (STANDING)	A committee appointed with a continuing responsibility in a specific field of legislative activity.
COMMITTEE (STEERING)	A committee of members that selects bills for debate from the calendar of eligible bills. Appropriations and ways and means bills and bills that have passed the house and senate in different forms are not eligible.
COMMITTEE (SUB)	A group of members of a standing committee appointed by the chairperson to study and report on a specified subject or bill.
COMMITTEE OF THE WHOLE	All members of the house or senate meeting as a committee to debate and recommend action on legislation.
COMPANION BILL	An identical bill introduced in both houses.
CONCURRENCE	Action by which one house agrees to a proposal or action which the other house has approved.
CONFIRMATION	Approval by the senate of an executive appointment—usually requires two-thirds vote of the members (34 votes in Iowa Senate).

CONFLICT OF INTEREST	Condition which affects the ability of a legislator to vote impartially.
CONSTITUENT	An individual residing within the district of a legislator.
CONSTITUTION	A written instrument embodying the fundamental principles of the state that guarantees powers and duties of the government and guarantees certain rights to the people.
CONSTITUTIONAL MAJORITY	Majority of the membership in the Iowa general assembly: in the senate, 28; in the house of representatives, 51.
DISTRICT	The portion of the state represented by a legislator distinguished numerically or by counties contained therein, determined on the basis of population.
DIVISION	A method of recording votes by printing only vote totals in the journal rather than members' names.
DOUBLE-BARRELED MOTION	A motion that an action by a house be reconsidered and that the motion to reconsider be laid on the table. Its adoption prevents reconsideration and causes the measure to proceed on its regular course immediately, unless a motion to take from the table prevails.
EFFECTIVE DATE	Date on which a law becomes binding.
ENACTING CLAUSE	The constitution requires that each law be prefaced by the phrase "Be It Enacted by the . . ." An amendment to strike out the enacting clause kills a proposed law.
ENGROSSED BILL	The original bill incorporating in the proper place all amendments which have been adopted and all approved technical corrections at the time the proposal was ordered engrossed.
ENROLLED BILL	The bill as finally passed and concurred in (incorporating in the proper place all amendments and corrections) printed, signed by the officers of both houses and sent to the governor for signature (unless vetoed) and transmitted to the secretary of state.
EXECUTIVE BUDGET	Suggested allocation of state moneys presented annually by the governor for consideration by the legislature.
FISCAL NOTE	A note attached to a bill or amendment that states the fiscal effect on revenue or expenditures of the legislation.
FLOOR	That portion of the chambers reserved for members and officers of the house or senate and other named persons.
GERMANENESS	The relevance or appropriateness of an amendment to a bill.
GRANDFATHER CLAUSE	A clause in a bill that insures that additional requirements or standards placed on an affected person or agency do not apply to parties covered by the previous law.
HEARING	Public discussion and presentation relating to a proposal which may be scheduled by a committee.
HISTORY OF A BILL	A complete record of action taken on a bill from its date of introduction to the date it is signed by the governor.
IMPEACHMENT	Procedure to remove from office public officials accused of misconduct.
INDEFINITE POSTPONEMENT	An action taken by a body that means the question will not again be acted upon during the session.

INSIST	A motion made to determine that a house prefers the amendments it has adopted to a bill to those adopted in the other house, and which then sends it to conference committee.
INTERIM	The interval between regular sessions.
INTRODUCTION	The formal presentation and numbering of a bill after it has been processed.
JOURNAL	An official chronological record of the proceedings of a house, printed daily in pamphlet form, indexed and bound at the close of each session.
LEGALIZING ACT	A bill introduced that ratifies an action of a public official, agency, or local government that was conducted contrary to the law.
LEGISLATURE	The body made up of the members of both houses.
LOBBYIST	An individual who encourages the passage, defeat, or modification of legislation to a member.
MAJORITY LEADER	A member of the majority party of a house designated to be leader.
MAJORITY PARTY	The party numbering the most members in a house.
MEMBERS PRESENT	Those members of a house who are actually present at a daily session of the legislature; (most votes are determined by a majority of the members present).
MEMORIAL RESOLUTION	A resolution commemorating a deceased member of a house prepared by an appointed committee chairperson.
MESSAGES FROM GOVERNOR	Official communication from the governor printed in the journal.
MESSAGE FROM SENATE OR HOUSE	Official communication from opposite house printed in the journal.
MINORITY LEADER	A member of the minority party of a house designated to be leader.
MINORITY PARTY	Party numbering the fewest members in the legislature.
MINUTES	Accurate record in chronological order of the proceedings and actions taken at a meeting.
MOTION	Formal proposal offered by a member.
MOTION TO RECONSIDER	A move which, if approved, places a question in the same status it was prior to the vote on the question.
OPINION	A formal expression of legal reasons and principles as the response to an inquiry.
PARLLAMENTARY INQUIRY	Question posed to the chair of a house for clarification of a point in the proceedings.
PASSAGE OF BILL	Favorable final action on a measure before either house.
PER DIEM	Literally, per day, payment for attendance at official legislative business when the legislature is not in session.
PETTITION	Formal request submitted by an individual or group of individuals to the legislature.
POINT OF ORDER	Calling attention to a breach of order or rules.
POINT OF PERSONAL PRIVILEGE	Recognition of a member while a house is in session that allows the member to make comments on any issue.

SAVINGS CLAUSE

Ordinarily a restriction in an act which is intended to save rights, pending procedures, penalties, or similar legally acquired entitlements from being affected by the Act.

SECRETARY OF THE SENATE

A nonmember officer appointed by the senate to perform and direct the parliamentary and clerical functions of the senate.

SERGEANTS-AT-ARMS

Nonmembers of a house assisted by a staff to maintain order and carry out the directives of the presiding officer or of the membership.

SESSION (JOINT)

Meeting of the two houses together, usually in the house of representatives chamber.

SESSION (REGULAR)

The annual session at which all areas of legislation may be considered.

SESSION (SPECIAL)

Session called by and limited to matters specified by the governor or called by a petition signed by two-thirds of the members of both houses.

SESSION LAWS

A compilation of all measures enacted by the legislature during a year.

SPEAKER

Presiding officer of the house of representatives, elected by the body.

SPECIAL ORDER

Matter of business set for a special time and day designated.

STATUTES

Compilation of all permanent acts prepared in book form.

STRIKE OUT

The deletion of language from a bill or resolution.

SUBSTITUTE BILL

An amendment which replaces an entire bill or resolution.

WELL

The portion of a chamber directly in front of the presiding officer where the staff is located.

PRECEDENT	The body of parliamentary law, apart from the rules. The individual precedents generally are interpretations of rulings by presiding officers on specific rules.
PRESIDENT OF THE SENATE	Presiding officer of the senate—the lieutenant governor.
PRESIDING OFFICER	Person designated to preside over a house.
PREVIOUS QUESTION	A motion to close debate and bring the pending question or questions before the house or a committee for an immediate vote.
PROCEDURE	Rules and traditional practices of a house.
PRO TEMPORE	The designated officer of the house or senate acting in the absence of the regular presiding officer.
QUORUM	The required number of members present to transact business.
QUORUM CALL	A method used to determine that a majority of a body is present for the lawful transacting of business.
RATIFY	To approve and make valid.
READING	Presentation of a bill before either house by the reading of the title; a stage in enactment.
REAPPORTIONMENT	Redistricting the state for election purposes.
REASSIGNMENT	The assignment of a bill or resolution a second or subsequent time to a committee.
RECEDE	The motion made by a legislative body to agree with the other house and not insist upon the amendments previously adopted to the bill.
RECESS	Intermission in a daily session.
REFERRAL	The sending of a bill to committee.
REGULAR ORDER OF BUSINESS	The established sequence of deliberation set up for each legislative day.
RESCIND	Annulment of an action previously taken.
REPEAL	A method by which a legislative action is revoked or abrogated.
REPRINTED BILL	A revised version of a bill that has been amended and passed by a house with the amendments incorporated into the bill and printed on pink paper.
RESOLUTION	A formal expression of opinion or decision (not to be confused with a bill).
RESOLUTION (CONCURRENT)	A resolution acted upon by both houses, requiring the approval of a majority of those present and voting, used to express sentiment or relating to temporary legislative matters.
RESOLUTION (HOUSE OR SENATE)	A resolution acted upon by only one house, requiring the approval of a majority of those present and voting, used for matters relating only to that house.
RESOLUTION (JOINT)	A resolution acted upon by both houses, requiring the approval of a majority of the members; may appropriate money, enact temporary laws, propose amendments to the Iowa Constitution, ratify amendments to the U.S. Constitution, or make a request to Congress.
RULES	Regulating principles adopted by each house for the duration of the session.