LEGISLATIVE GUIDE

Legal Services Division

Note to Reader:

Legislative Guides, prepared in an objective and nonpartisan manner, provide a general survey of a particular area of the law and are intended for use primarily by members of the Iowa General Assembly and their staffs. Legislative Guides are updated periodically to reflect changes in the law. The reader is cautioned against using information contained in a Legislative Guide to draw conclusions as to the legality of a particular behavior or set of circumstances.

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THE GENERAL ASSEMBLY

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I. Introduction

In order for legislators to fulfill their duties and to serve their constituents, legislators need to be familiar with the resources available to them and with the rules and procedures of the institution in which they serve. This Legislative Guide to the General Assembly is designed to serve as a guide to the Iowa State Legislature. The intent of the Guide is to describe the services offered by agencies and staff of the General Assembly and to define the various tools at the disposal of legislators. In addition, the rules and procedures which affect the members of the General Assembly are also discussed. The Guide is designed to anticipate and answer the questions most frequently asked by members of the General Assembly.

This Guide is divided into eight parts. The first part is this introduction and overview. The second describes the General Assembly in detail. The next section explains the legislative process and the nature of the legislative session. The fourth part describes the chambers' staffs, the partisan staffs, and the services offered by each. The fifth part details the organization and services provided by the two nonpartisan agencies to the General Assembly. Finally, the sixth, seventh, and eighth parts provide reference information comprised of various charts and a glossary of legislative terms which users of this Guide will find helpful.

The editors of this Legislative Guide aspire for it to be a useful document. We welcome any suggestions to improve the Guide in future updates. Please forward those suggestions in writing to:

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II. General Information About the General Assembly

A. Composition of the General Assembly

The legislative authority of the state is vested in a General Assembly which consists of a Senate and a House of Representatives. The State Constitution provides that the Senate shall be composed of no more than 50 Senators and the House of Representatives shall be composed of no more than 100 Representatives. Currently, there are 50 Senate districts. Each Senate district is composed of two House districts. The General Assembly convenes in regular session annually on the second Monday in January.

1. Qualifications and Terms of Office

A person may seek the office of State Senator if the person:

- Is at least 25 years of age;
- Is a citizen of the United States of America;
- Has resided in Iowa for at least one year prior to election; and
- Has resided for at least 60 days in the district from which the person is chosen at the time of election.

State Senators serve four-year terms.

A person may seek the office of State Representative if the person:

- Is at least 21 years of age;
- Is a citizen of the United States of America;
- Has resided in Iowa for at least one year prior to election; and
- Has resided for at least 60 days in the district from which the person is chosen at the time of election.

State Representatives serve two-year terms.

2. Leadership Selection and Functions

The leadership positions in the General Assembly consist of members of the Legislature chosen at their respective party caucuses shortly after election day every second year. The Senate leadership posts filled in this manner include the Majority Leader, President of the Senate, President Pro Tempore, Assistant Majority Leaders and Whips, Minority Leader, and Assistant Minority Leaders and Whips. The House leadership posts filled in this manner include the Speaker of the House, Speaker Pro Tempore, Majority Leader, Assistant Majority Leaders, Minority Leader, and Assistant Minority Leaders and Whips. The caucus selections for Senate President and President Pro Tempore and House Speaker and Speaker Pro Tempore are ratified by the appropriate chamber on the first day of session.

a. President of the Senate

The President of the Senate is the presiding officer of the Senate. The President is chosen by majority party members at a presession caucus and is then formally elected by the entire membership of the Senate at its opening session. The President serves a two-year term.

During session, the President presides over debate and rules on parliamentary questions. The President appoints Senate members to various statutory boards and commissions after consultation with the Senate Majority and Minority Leaders.

The President's administrative duties also include referring bills to the appropriate standing committee, signing bills approved by the General Assembly, overseeing the administrative budget of the Senate, and cosigning all vouchers for Senate expenditures with the Majority Leader.

The Office of the President of the Senate is located directly behind the Senate Chamber. The President is generally assisted by administrative assistants and secretaries.

b. Speaker of the House

The Speaker of the House is the presiding and chief administrative officer of the House of Representatives. Traditionally, the Speaker is chosen by majority party members at a presession caucus and is then formally elected by the entire membership of the House at its opening session. The Speaker serves a two-year term.

During session, the Speaker presides over debate and rules on parliamentary questions. The Speaker oversees the construction of the legislative agenda and serves as the caucus' spokesperson in various forums. The Speaker, with the House Majority Leader, structures the chamber agenda. The Speaker oversees the Majority Caucus Research Staff.

The Speaker appoints all committee chairs and majority party members of standing and conference committees, and appoints members to various statutory boards and commissions after consultation with the Majority and Minority Leaders. The Speaker also appoints minority party members to committees upon recommendation of the House Minority Leader.

The Speaker's administrative duties also include referring bills to the appropriate standing committee, determining the standing committee schedules, signing bills approved by the General Assembly, overseeing the administrative budget of the House, and approving all vouchers for House expenditures. Traditionally, the Speaker also serves as chairperson of the Legislative Council in alternate terms with the Senate Majority Leader.

The Office of the Speaker of the House is located directly behind the House Chamber, adjacent to the House Majority Leader's office. The Speaker is generally assisted by administrative assistants, secretaries, and communications directors.

c. President Pro Tempore

The President Pro Tempore of the Senate is selected by the majority party caucus. The duties of this office are primarily to fill the role of President of the Senate in the absence of the President. The President Pro Tempore is a member of the Legislative Council by statute and of the majority party leadership team by tradition.

d. Speaker Pro Tempore

The Speaker Pro Tempore of the House is selected by the majority party caucus. The duties of this office are primarily to fill the role of presiding officer of the House in the absence of the Speaker of the House. The Speaker Pro Tempore is a member of the Legislative Council by statute and of the majority party leadership team by tradition.

e. Senate Majority Leader

The Majority Leader of the Senate is selected by the majority party caucus. The Majority Leader serves as the leader of the majority party in the chamber, oversees the construction of a legislative agenda, serves as the caucus' spokesperson in various forums, and oversees the Majority Caucus Research Staff. The Majority Leader also structures the chamber agenda and leads action on the floor by selecting which items to call up for debate. The Senate Majority Leader issues debate and committee schedules. The Senate Majority Leader is also responsible for assigning majority party members to regular, interim, and special committees and determining the members who will serve as committee chairpersons and vice chairpersons. After consultation with the President of the Senate, the Senate Majority Leader designates the chairperson and vice chairperson of each standing committee. The Majority Leader appoints members to various statutory boards and commissions after consultation with the President and the Minority Leader. The Majority Leader is also assigned other duties by statute, rules, and precedent. By precedent, the Majority Leader serves as the chair of the Senate Rules and Administration Committee. By statute, the Majority Leader and the Senate President must approve expense and travel requests before they are paid. Finally, the Majority Leader is a statutory member of the Legislative Council. By tradition, the Senate Majority Leader serves as Chairperson of the Legislative Council in alternate terms with the Speaker of the House.

The Senate Majority Leader's office is located on the third floor above and behind the Senate Chamber. The Senate Majority Leader is generally assisted by administrative assistants, secretaries, and communications directors.

f. House Majority Leader

The Majority Leader of the House is selected by the majority party caucus. The Majority Leader serves as the floor leader of the majority party in the chamber and with the Speaker serves as the caucus spokesperson in various forums. The Majority Leader, with the Speaker, also structures the chamber agenda and leads action on the floor by selecting which items to call up for debate. Weekly debate calendars originate from the House Majority Leader's office. The Majority Leader appoints members to various statutory boards and commissions after consultation with the Speaker and Minority Leader. The Majority Leader is a statutory member of the Legislative Council.

The House Majority Leader's office is located directly behind the House Chamber. The Majority Leader is generally assisted by administrative assistants and secretaries.

g. Senate and House Minority Leaders

The Minority Leaders of the Senate and House are selected by the minority party members of their respective chambers. The Minority Leaders serve as the leaders of the minority party, represent the minority party's views in the agenda-setting process, preside at caucuses, serve as spokespersons for their caucuses in various forums, and oversee the work of the chambers' Minority Caucus Staffs. The Minority Leaders are also responsible for following action on the floor to facilitate debate and to ensure the minority party's views are presented. The House Minority Leader is responsible for recommending minority party members to the Speaker for appointment to regular, interim, and special committees and members to serve as ranking members on standing committees. The Senate Minority Leader appoints minority members to committees after consultation with the President of the Senate. The Senate Minority Leader also serves as the ranking member of the Rules and Administration Committee. By statute, the Minority Leaders serve as members of the Legislative Council. The Minority Leaders also make appointments to various statutory boards and commissions, after consultation with their chamber's presiding officer and Majority Leader. The Minority Leaders may serve on other standing committees.

The Senate Minority Leader's office is located on the third floor above and behind the Senate Chamber. The House Minority Leader's office is located one floor below the House Chamber in Room 121. Each leader is generally assisted by administrative assistants and secretaries as well as by the chamber's Minority Caucus Research Staff.

h. Senate and House Assistant Leaders

Assistant Majority Leaders and Whips are selected by the majority party caucus in each chamber while Assistant Minority Leaders and Whips are selected by the minority party caucus in each chamber. The duties of the Assistant Leaders and Whips are largely defined by the Majority and Minority Leaders. Most often, the duties involve serving in the absence of the Majority or Minority Leader. Typically, Assistant Leaders or Whips poll caucus members on the floor before major votes. They meet on a regular basis with other legislative leaders of that party and their own staff members to assist in the development of their party's session agenda.

B. Committees

1. Standing Committees

A standing committee is a group of legislators designated by a chamber to give thorough consideration to and make recommendations on bills assigned to the committee and to introduce legislative bills and resolutions relating to their specific subject areas. Standing committees may conduct investigations and in-depth studies of governmental matters within those subject areas. Further duties of standing committees are listed in Iowa Code section 2.15.

The standing committees of the General Assembly are listed below.

SENATE	HOUSE
Agriculture	Administration and Rules
Appropriations	Agriculture
Commerce	Appropriations
Economic Growth	Commerce
Education	Economic Growth
Ethics	Education
Government Oversight	Environmental Protection
Human Resources	Ethics
Judiciary	Government Oversight
Labor and Business Relations	Human Resources
Local Government	Judiciary
Natural Resources and Environment	Labor
Rules and Administration	Local Government
State Government	Natural Resources
Transportation	Public Safety
Veterans Affairs	State Government
Ways and Means	Transportation
	Veterans Affairs
	Ways and Means

Members serve on three to five standing committees at a time. In addition, many members serve on one of seven appropriations subcommittees.

Standing committees meet at least weekly during the first portion of a session in accordance with a schedule determined by the legislative leadership. The designated chairperson presides over each meeting. Each committee adopts rules of procedure.

The committee chairperson's secretary prepares meeting agendas, completes committee report forms, and assists the chairperson during the meeting. The committee vice chairperson's secretary prepares the minutes of each meeting. The committee ranking member's secretary prepares and distributes meeting notices.

2. Legislative Council

The Legislative Council serves as the executive committee of the General Assembly. During the interim between sessions, decisions affecting the General Assembly, its facilities, personnel, and operations are made by the Legislative Council. The Legislative Council oversees the operation of the two central nonpartisan legislative agencies. It establishes an interim study agenda and appoints study committees.

The Legislative Council is bipartisan and consists of 24 members who serve two-year terms commencing in January of each odd-numbered year. Traditionally, either the Speaker of the House of Representatives or the Majority Leader of the Senate serves as the Chairperson of the Legislative Council for an entire legislative biennium. The chairpersonship rotates from one chamber to the opposite chamber upon convening of a new legislative biennium. For the biennium in which one house's leader serves as the Legislative Council Chairperson, Legislative Council members from that chamber are traditionally appointed as chairpersons of the Administration Committee and the Capital Projects Committee. The opposite chamber's leader is

traditionally appointed as the Chairperson of the Service Committee and often as the Chairperson of the Studies Committee, unless another Legislative Council member from that chamber is appointed Chairperson of the Studies Committee. A Legislative Council member from that opposite chamber is also traditionally appointed as Chairperson of the International Relations Committee. The Fiscal Committee by statute, and the Legislative Tax Expenditure Committee by tradition, are led by co-chairpersons. The Legislative Council meets one or more times during the legislative interim.

3. Administrative Rules Review Committee

The Administrative Rules Review Committee is bipartisan and is composed of five members of the House and five members of the Senate. Regular committee meetings are held on the second Tuesday of each month. The committee may, however, alter the meeting date from time to time.

The Administrative Rules Review Committee meets for the purpose of reviewing rules, whether the rule is proposed or is in effect. Meetings are open to the public and any interested person may appear and present testimony. The committee may require a representative of an agency whose rule or proposed rule is under consideration to attend a committee meeting.

The committee cannot veto a rule. However, the committee may object to a proposed or adopted rule. In any subsequent court proceeding, the burden is on the agency to prove that the rule is reasonable and within the authority of the agency. The committee may also recommend that the Legislature enact statutory language to supersede the rule.

The committee may also delay the effective date of a rule 70 days or until the adjournment of the next regular session of the General Assembly. If, at the expiration of this time period, the General Assembly has not disapproved of the rule by a joint resolution (known as a nullification resolution), the rule becomes effective.

The committee must approve the adoption of “emergency rules” unless an agency is given specific statutory authority for such adoption. The committee may suspend the applicability of an emergency rule for 70 days or until the adjournment of the next regular session of the General Assembly.

The Administrative Rules Review Committee is staffed by the Legal Services Division of the Legislative Services Agency and the Administrative Code Editor serves as the committee’s secretary ex officio.

4. Permanent Statutory Committees

The General Assembly has created several statutory committees which are charged with making recommendations to the Legislature. They include those listed below:

- Administrative Rules Review Committee
- Iowa Commission on Interstate Cooperation
- Public Retirement Systems Committee

- Revenue Estimating Conference
- State Government Efficiency Review Committee
- Temporary Redistricting Advisory Commission

5. Membership on Other Boards and Commissions

Some executive branch boards and commissions include legislative members as well as members of the general public. Legislators are generally assigned as ex officio, nonvoting members of boards and commissions for the legislative biennium and serve as conduits of information between the General Assembly and the boards and commissions.

C. Legislative Elections and Reapportionment

The Iowa Constitution includes many provisions relating to redistricting of legislative districts. The Senate may not be composed of more than 50 members and the House of Representatives may not have more than 100 members. The General Assembly, in the year immediately following each United States decennial (every 10 years) census, is required to determine the number of Senators and Representatives to be elected to the General Assembly and establish the senatorial and representative districts. The redistricting process must be completed by the General Assembly by September 1 of the required year. If the apportionment plan fails to become law prior to September 15 of that year, the Iowa Supreme Court shall cause the state to be redistricted by December 31.

The members of the Senate and House of Representatives must be elected from single-member districts. The districts established must be of compact and contiguous territories and are redistricted on the basis of population. The Iowa Constitution provides that the General Assembly may provide by law factors in addition to population, not in conflict with the Constitution of the United States, which may be considered in drawing senatorial districts. Such laws may not, however, permit the establishment of districts whereby a majority of the members of the Senate represent less than 40 percent of the population of the state. Congressional districts must also be composed of contiguous territory and counties may not be divided in forming congressional districts.

The Iowa Legislature has by statute enacted additional provisions relating to redistricting. Current law requires the Legislative Services Agency (LSA) to deliver a bill draft embodying a plan of legislative and congressional redistricting by April 1 of each year ending in one (assuming census data is available by February 15 of each year ending in one). The General Assembly introduces the redistricting plan under a procedure or rule permitting no amendments except those of a purely corrective nature. If the initial or a second plan is not approved, LSA delivers a third plan that is subject to amendment.

Iowa statute requires that the legislative and congressional districts be established on the basis of population. Each Senate and House district in a redistricting plan shall have a population as nearly equal as practicable to the ideal population for a Senate or House district in that plan. The mean deviation percentage variance for a Senate or House redistricting plan shall not exceed 1 percent and the overall range percentage variance for a Senate or House plan shall not exceed 5 percent. If a plan is challenged in the Iowa Supreme Court alleging excessive population variance, the General Assembly has the

burden of justifying any variance in a legislative district in excess of one percent of the applicable ideal population for the district. Congressional districts may not exceed the ideal population by more than 1 percent.

Representative districts are to be drawn wholly within a single senatorial district. A district shall not be drawn for the purpose of favoring a political party, incumbent legislator, or member of Congress or other person or group or for the purpose of augmenting or diluting the voting strength of a language or racial minority group. In establishing districts, no use shall be made of the addresses of incumbent legislators or members of Congress, the political affiliations of registered voters, previous election results, or demographic information other than population head counts.

Iowa law also provides for the establishment of a Temporary Redistricting Advisory Commission. The LSA may submit a written request to the commission for direction in making decisions for which no clearly applicable guideline is provided by the statute. The commission, upon receipt of the initial plan by LSA, is required to conduct at least three public hearings on the plan. The commission must submit a report summarizing information and testimony received by the commission and making any comments and conclusions to the members of the General Assembly it deems appropriate.

D. Capitol Facilities and Space Allocation

The State Capitol is the base of operations for legislators and staff in Des Moines. A cafeteria located on the ground floor of the building is operated for both public and state government use. Parking is provided for legislators in Lot 13 immediately east of the Capitol. Reserved spaces are assigned to legislators in this lot and a gate access card is provided for lot entry.

For most legislators, the desks assigned to them on the floor of the chamber are their offices. Legislators who serve as leaders have offices near the chambers and committee chairpersons have small office cubicles located near the chamber in various locations in the building. Space allocations for these offices are determined by Senate and House leadership and administered by the Secretary of the Senate and Chief Clerk of the House.

E. Decorum, Rules, and Protocol

The formal and informal rules which govern debate in the General Assembly are crucial elements in the legislative process. If these rules did not exist, disorder could prevail and lawmaking would be very difficult, if not impossible.

1. Rules

At the convening of the first session of a General Assembly, the Committee on Rules and Administration of the Senate and Committee on Administration and Rules of the House review the rules that were adopted for the preceding General Assembly. These committees propose changes both to the rules of their own chamber and to the joint rules adopted by both chambers. Their proposals are placed in Senate and House Resolutions and in a Concurrent Resolution (for the joint rules), and are considered by the Senate and House. Once the rules are adopted, they are the rules for the two-year period of the General Assembly. If a question about legislative

procedure arises that is not addressed in the rules, Mason's Manual of Legislative Procedure generally applies.

2. Access

A significant factor in the decorum of the General Assembly is the access to the floors of the chambers. Access to the chamber floor is restricted while the chamber is in session and for a period of 15 minutes before a session is convened in the Senate and for a period of 30 minutes before a session is convened in the House. Access to the House Chamber is, however, permitted to legislators, their families, employees of the chambers, authorized interns, employees of the central nonpartisan legislative agencies, the Governor's administrative assistants, elected state officials, state political party officials, and former legislators who do not lobby. Access to the Senate Chamber is similarly restricted and is determined by the Senate Rules and Administration Committee. In addition, the Senate restricts access until 5:00 p.m. each session day, or for 60 minutes after adjournment, whichever is later, and the House restricts access for 30 minutes after adjournment.

3. Presiding Officers

The President of the Senate and the Speaker of the House are the presiding officers and call their respective chambers to order. They decide all questions of order and rule on all inquiries relating to procedure with the advice of their parliamentarians. In the Senate, the parliamentary duties are performed by the Secretary of the Senate; in the House, by the Chief Clerk. Each chamber has a Sergeant-at-Arms to enforce the rules and decisions of the presiding officers. On rare occasions when the noise level is particularly high, a presiding officer may clear the chamber of all individuals except for the elected members themselves.

When a chamber is in session, the presiding officer is addressed as either Mister or Madame President or Mister or Madame Speaker. If the President or Speaker is not able to preside, the President or the Speaker designates the President Pro Tempore or Speaker Pro Tempore, or some other member, to preside. That member is addressed as if the member were the President or Speaker.

4. Recognition of Members

When a Senate or House member wishes to be recognized to speak, the member presses the appropriate button located on the member's desk. This button notifies the President's or Speaker's desk so that the presiding officer is aware of those members who wish to speak on a question and they can be recognized.

When a member of the General Assembly is recognized to speak, the member must confine the member's remarks to the question that is being debated and avoid discussing personalities of other members. The general tone of debate in a chamber is one of mutual respect for colleagues, regardless of their party affiliations.

A member must avoid the implication that other members have improper motives. If a member believes that a personality is being discussed or that improper motives are being implied, that member may rise and call the infraction to the attention of the

presiding officer. The presiding officer will then ask the member who is speaking to confine the member's remarks to the question being debated.

When a member is speaking on an issue under debate, no one is allowed to walk between the member who is speaking and the presiding officer. In addition, no one should walk between two members who have been recognized by the presiding officer and are exchanging comments during floor debate. When a chamber is in session, only members of that chamber may use the center aisle.

5. Points of Personal Privilege

Often a member may wish to speak to the members of a chamber on a matter not directly related to the floor debate. The member may ask the presiding officer for a "point of personal privilege." If a point of personal privilege is granted, the member may address the chamber on any topic for up to 10 minutes. In the Senate, a member may request a point of personal privilege at a time when there is no motion pending or other business being considered by the Senate and if appropriation subcommittees are not scheduled to meet at that time. In the House, the presiding officer will announce prior to the luncheon recess or prior to adjournment that the time has arrived for points of personal privilege to be made.

6. Voting

Members vote on final passage of a bill or resolution using the electronic voting system. They vote either "yea," "nay," or "present" in the Senate and either "aye" or "nay" in the House. If a member is not at the member's desk when the vote is called, the member may signal a vote to the presiding officer and the vote will be electronically recorded. If the electronic voting system is not operating properly, the presiding officer directs the Secretary of the Senate or the Chief Clerk of the House to call the roll alphabetically.

On questions other than final passage for which a vote is to be taken, the vote is by voice vote unless the presiding officer or one member of the Senate or two members of the House call for a division or a record roll call. A division is a nonrecord roll call vote using the electronic voting system.

In the Senate the members must vote at the time a record roll call is taken. In the House, members who have not voted on a question on which a record roll call was taken may have their votes recorded as if they had voted on the question if they register their votes within 10 minutes after the roll call was taken and if their votes do not change the outcome of the roll call vote. House members of conference committees or of the Administrative Rules Review Committee, if those committees are meeting while the House is debating, may record their votes within 30 minutes of the record roll call vote or of the day's adjournment of the House, whichever is earlier, if the vote does not change the final outcome on that question. During these committee meetings, a House page will usually enter the meeting room and ask the members if they wish to vote.

7. Proper Attire

Males entering the Senate chamber when the Senate is in session (and entering Senate committee rooms for meetings) must wear a coat and tie. Females must wear appropriate business attire. Male members in the House participating in debate must wear a coat or tie.

8. Smoking

Smoking is prohibited in the State Capitol and public buildings and grounds under the Smokefree Air Act, Iowa Code chapter 142D.

9. Legislative Ethics and Lobbying

Ethical conduct by members of the General Assembly is important to the legislative process and to the views of the general public about their Legislature. Iowa Code chapter 68B relates to conflicts of interest and ethical behavior by public officials and employees of the State of Iowa and to the regulation of lobbying. This chapter sets forth the procedures for the investigation of complaints and provides penalties for violations. The following provisions of Iowa Code chapter 68B pertain to the legislative branch:

- With certain limited exceptions, gifts from specified restricted donors shall not be offered to or received by members or employees of the General Assembly, or their immediate family members. Acceptable gifts include campaign contributions; written informational material; gifts from close relatives; inheritances; items given to the public at large without regard to the official status of the recipient; actual expenses for participating or presenting at a meeting; items given in conjunction with an event sponsored or directed by a state, national, or regional organization to which the state or other political subdivision belongs; plaques or other things of negligible resale value; funeral flowers or memorials; wedding gifts; 25th and 50th wedding anniversary gifts; gifts of food, beverage, and entertainment at a reception held during the legislative session to which all legislators are invited; food and beverages at an event where the person is being honored for public service; and nonmonetary items received in one calendar day with a value of $3 or less.
- A public official or employee shall not seek or accept honoraria from a restricted donor for an appearance, speech, or article, except for payment of actual expenses for registration, food, beverages, travel, and lodging given for participation in a meeting; or for payment rendered by the public official or public employee as part of a bona fide private business, trade, or profession.
- Nonmonetary items received by a public official or public employee that are not permissible gifts or honoraria under Iowa Code chapter 68B may nevertheless be accepted if donated to a public body, the Department of Administrative Services, or a bona fide educational or charitable organization within 30 days after receipt.

- A state official including legislators, certain state employees, and candidates for state office shall not receive or be offered a loan from a lobbyist unless the loan is made in the ordinary course of business with the same or similar charges and terms available to members of the general public.
- Legislators and top state government officials shall not become employed as lobbyists for two years after leaving public service. Other mid-level officials and employees are restricted from lobbying their own former agencies for two years after leaving public service.
- Except as part of official state duties, a public official or public employee shall not sell goods or services valued at over $2,000 without going through proper competitive public bidding procedures.
- Certain state employees are not permitted to sell goods or services to an organization which employs lobbyists unless they have received prior permission from their supervisor and certain other criteria are met.
- A state official or state employee shall not use state property for any private purpose and for personal gain, to the detriment of the state.
- A public official or public employee shall not use the state's time, facilities, equipment, and supplies, or a state badge, uniform, business card, or other evidences of office or employment for an outside employer or activity to give the person an advantage or pecuniary benefit not available to the general public.
- A public official or public employee shall not engage in certain other outside employment or activities which conflict with that person's official duties and responsibilities.

10. Lobbyists

The term "lobbyist" is defined in Iowa Code chapter 68B and adopted by reference in the Senate and House lobbyist rules. It includes anyone who directly encourages the passage, defeat, approval, veto, or modification of legislation for compensation, as the designated representative of an organization, or by directly expending $1,000 annually. A lobbyist also includes a person who is an employee of or is the designated representative of a federal, state, or local government agency and who represents the official position of that government agency. A regulated lobbyist of the Legislature, the Office of the Governor, or any state agency is required to annually register with the Secretary of the Senate or the Chief Clerk of the House on or before the day the lobbyist will begin lobbying. The lobbyist must list the lobbyist's name and address and identify the lobbyist's clients. A lobbyist must declare the general subjects in which the lobbyist is interested and any Senate or House File numbers of bills relating to these subjects as well as whether the lobbyist will lobby in support of or in opposition to these bills. In addition, clients of lobbyists must file an annual report describing all salaries, fees, retainers, and expense reimbursements paid to the lobbyist. House rules prohibit the payment of fees or bonuses to a lobbyist, conditioned upon the results attained by the lobbyist.

11. Salaries, Benefits, and Reimbursement

The rate of pay for salaries, expenses, and travel for legislators is set in Iowa Code section 2.10.

a. Annual Salaries

For calendar years 2015 and 2016, unless modified, legislators are paid an annual salary as follows:

Members	$25,000
President of the Senate	$37,500
President Pro Tempore	$27,000
Speaker	$37,500
Speaker Pro Tempore	$27,000
Senate Majority Leader	$37,500
Senate Minority Leader	$37,500
House Majority Leader	$37,500
House Minority Leader	$37,500

The annual salaries are generally paid to legislators at the same time state employees are paid; that is, every other Friday. However, a legislator may select one of the following options for receipt of the annual salary:

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

b. Regular Session Expense Payments

Legislators receive approximately $148 per day per diem for expenses of office, except travel, for each calendar day during a regular legislative session commencing on the day the session convenes and ending on the day the session adjourns. Polk County legislators receive $111 per day. Per diem payments are tied to federal government payment rates and generally change on October 1, the beginning date of the federal fiscal year. Payments are, however, limited by statute to 110 days in the odd-numbered years and 100 days in even-numbered years.

Legislators receive $.39 per mile for actual travel by the nearest route for one round-trip from the legislator's residence to the seat of government for each week the General Assembly is in session.

c. Special Session Payments

In addition to their regular salaries, legislators are paid approximately $148 per diem for each day the General Assembly convenes in special session and the legislator is actually in attendance. Legislators also receive an additional per diem as an expense payment for each calendar day of the special session commencing on the day the special session begins and ending on the day the

special session adjourns. Per diem payments are tied to federal government payment rates and generally change on October 1, the beginning date of the federal fiscal year. The weekly travel reimbursement mentioned above is also provided.

d. Interim Payments

During the legislative interim, legislators receive approximately $148 per diem per day for attendance at official meetings of state boards, commissions or councils, interim or standing committees, or other official business authorized by the presiding officer of the chamber. Per diem payments are tied to federal government payment rates and generally change on October 1, the beginning date of the federal fiscal year.

Legislators also receive reimbursement for the actual expenses incurred by the legislators in the performance of the official duties. There are limitations established on the reimbursement amounts for meals. Reimbursement at the rate of $.39 per mile is made for the actual miles traveled for attendance at the meeting.

e. Legislative District Expense Payments

Legislators receive $300 per month for legislative district constituency postage, travel, telephone costs, and other expenses.

f. Membership in State Insurance Plans

Legislators may elect to become members of and pay premiums to any of the state group insurance plans on the same basis as full-time state employees excluded from collective bargaining and from certain qualified pension plans. Legislators who have been covered under a state health or medical group insurance plan for two or more years may continue coverage under the plan after leaving office, but must pay the total premium and administrative costs.

During their tenure in office, legislators are eligible for coverage under the employees disability program on the same basis as full-time state employees excluded from collective bargaining.

g. State Retirement Plan Membership

Legislators are covered under the Iowa Public Employees' Retirement System (IPERS) through the Senate or House Finance Office, unless they elect not to be covered. To pay for an IPERS retirement benefit, the legislator contributes, for the fiscal year beginning July 1, 2012, 5.38 percent from the legislator's wages, including certain per diem payments, and the state contributes an amount equal to 8.07 percent of the legislator's wages, including certain per diem payments. IPERS can adjust the rate up or down each year by no more than 1.0 percentage point.

For members who have vested before July 1, 2012, retirement benefits are calculated by multiplying the average of the legislator's highest three years of covered salary times the applicable multiplier. The applicable multiplier is increased by 2 percent for each year of service up to 30 years of service, which would be 60 percent, and is increased by 1 percent for each additional year after

30 years up to a maximum of five additional years, i.e., 65 percent. A retired legislator who is a vested member of IPERS may begin receiving a retirement benefit upon reaching age 55 but the benefit is not subject to an age reduction penalty if the retired legislator waits to receive a benefit until reaching age 65, age 62 with 20 years of service, or when the legislator's age and years of service equals or exceeds 88. Prior to July 1, 2012, legislators vested after four years of IPERS service or upon reaching 55 years of age while a member of IPERS.

Legislation enacted in 2010 significantly changes for the future the rates of contribution and period within which legislators become vested. The legislation requires members who have not vested by July 1, 2012, to complete at least seven years of service or turn 65 while in IPERS-covered employment to vest. The legislation also provides that, for members who are not vested on June 30, 2012, the member's highest average salary at retirement will be based on the member's highest five years of wages. Also, beginning July 1, 2012, the early retirement reduction increased from 3 percent to 6 percent for each year the member receives benefits before reaching retirement age. In addition, IPERS will calculate the reduction using the amount of time it will take the member to reach age 65 instead of "normal retirement age." For more specific information about IPERS benefits, contact IPERS at http://www.ipers.org or (515)281-0020 or 1-800-622-3849.

h. Senate and House Finance Offices

Each chamber has a finance office that maintains records of salaries and benefits for members of the chamber. These offices can answer more specific questions about salaries and benefits.

(For more information on the services of the finance offices, please refer to the portion of this Guide entitled "Senate and House Staffs and Services.")

III. The Legislative Process

The Iowa legislative process is defined by the State Constitution, state statute, the chambers' rules, and by tradition. While it may seem to be time consuming and cumbersome, the legislative process is designed to produce legislation which is carefully weighed and well considered.

A. How a Bill Becomes a Law

A bill or resolution begins as an idea. Ideas for legislation originate from many sources, among them constituents, governmental agencies, professional associations, and other legislatures. In Iowa, only legislators or legislative committees can introduce bills and resolutions.

1. Forms of Legislation

Ideas can be translated into several different types of legislation. Those types are described below.

- **Bills.** Legislative proposals drafted for consideration by the General Assembly usually take the form of a bill. Bills propose changes to existing statutes, create

new laws, or appropriate funds. Bills must be approved in the same form by both chambers of the General Assembly and the Governor before they become law. Most legislative proposals are bills and are called either Senate Files (prefaced SF) or House Files (prefaced HF).

- **Prefiled Bills.** A legislator may request that a bill be drafted during the interim between legislative sessions. The bills drafted during an interim will not be formally filed until the beginning of the next legislative session. A legislator can request that such a bill be prepared for introduction on the first day of session. These types of bills are called prefiled bills.
- **Study Bills.** Study bills are used to determine reception of an issue by the General Assembly. They are developed under committee sponsorship for committee consideration. The Governor and state agencies, as well as legislators, may also have their ideas drafted as study bills. Study bills are called either Senate Study Bills (prefaced SSB) or House Study Bills (prefaced HSB) and receive study bill numbers. Should a study bill receive committee approval, the study bill will be introduced with the committee as the sponsor and receive a Senate or House File number, and be eligible for debate on the floor of the chamber of introduction.
- **Concurrent Resolutions.** Requiring adoption by both chambers, concurrent resolutions deal with joint rules of the two chambers and temporary legislative matters or express the sentiment of the Legislature. Often, concurrent resolutions provide for joint conventions or adjournment of the General Assembly. Concurrent resolutions require a simple majority vote for adoption. Concurrent resolutions are called either Senate Concurrent Resolutions (prefaced SCR) or House Concurrent Resolutions (prefaced HCR).
- **Senate or House Resolutions.** Also known as simple resolutions, these proposals are filed for consideration only by their chamber of origin. Resolutions usually express appreciation, congratulations, or sympathy. Resolutions are also used for the appointment of special chamber committees and, perhaps most importantly, are used for the adoption of chamber rules. Resolutions require a simple majority vote for adoption and are called either Senate Resolutions (prefaced SR) or House Resolutions (prefaced HR).
- **Joint Resolutions.** This type of resolution is used for temporary measures which have the effect of law. Joint resolutions are used to propose amendments to the State Constitution and the United States Constitution, to nullify administrative rules, and to accept bequests of property on behalf of the state or to enact other temporary law not amending the Iowa Code. They follow the same course through the Legislature as do regular bills and require a constitutional majority vote in both chambers for adoption. They require the Governor's signature only if an appropriation or a temporary law is involved. If the Governor's signature is required, the Governor maintains normal veto powers and the Legislature maintains its power to override vetoes of joint resolutions. Joint resolutions are

called either Senate Joint Resolutions (prefaced SJR) or House Joint Resolutions (prefaced HJR).

2. Introduction

When a legislator decides that an idea should be written into bill form, the legislator submits a request to the Legal Services Division of the Legislative Services Agency (LSA) to complete a bill draft. The LSA staff works with the legislator to draft legislation which meets the specifications as described by the legislator. The bill draft is then returned to the legislator for review. By rule, all legislation must be drafted by the LSA to maintain consistency with Iowa law. (For specific procedures, please refer to the portion of this Guide entitled "Central Nonpartisan Legislative Agencies.")

The legislator then files the bill draft with the Secretary of the Senate or the Chief Clerk of the House. The bill draft is reviewed by the Senate or House Legal Counsel's Office, is assigned a bill number, and is presented to the presiding officer of the chamber, either the President of the Senate or the Speaker of the House. The presiding officer orders the reading of the bill's number and title to the chamber and assigns it to a standing committee for review and recommendation. Committee-sponsored bills may be immediately placed on the chamber's calendar for debate or assigned to another committee for further review.

3. Fiscal Notes

Legislation which affects the appropriation of moneys or which may have an impact on the state budget requires that a fiscal note be attached. Prepared by the Fiscal Services Division of the LSA, fiscal notes explain and summarize the financial effects of legislation. Fiscal notes may facilitate debate by providing fiscal information, such as the cost of a program or the legislation's impact on the groups which rely on programs. Fiscal notes may be written for an entire bill, a part of a bill, or an amendment. (For a more detailed description of fiscal notes, please refer to the portion of this Guide entitled "Central Nonpartisan Legislative Agencies.")

4. Committee Review

When a bill reaches a standing committee, the committee chairperson appoints a subcommittee to review the bill in detail. When the review is completed, the subcommittee reports its conclusions to the full committee. The committee discusses the subcommittee's conclusions and makes recommendations to the full chamber. The committee may recommend to pass the bill, or pass the bill with amendments. The committee may also vote a bill to the floor without recommendation. On occasion, the committee chairperson, or a specified number of committee members, may decide to hold public hearings on a bill. At a public hearing, any person may testify in favor of or in opposition to the bill. Committee members' decisions on the bill may be affected by testimony presented at a public hearing.

Under special circumstances, a committee may vote to suspend its rules, eliminate the subcommittee process, and review a bill immediately. This occurs infrequently.

A report of the committee's recommendation is filed with the Secretary of the Senate or Chief Clerk of the House. The committee's report will appear in the next day's journal of that chamber and any committee amendments the committee files will appear in the next day's compilation of filed amendments called clipsheets.

5. Calendars

The Secretary of the Senate and the Chief Clerk of the House keep calendars which list all bills that are officially eligible for debate. Called the regular calendar, bills are arranged on it in the order they are received from committees. The bill numbers and titles are placed on the Senate or House calendar, as applicable.

Several types of calendars document scheduled debate for the General Assembly. The Senate and House generally issue Daily Debate Calendars, which list the bills that are scheduled for consideration by the chambers on a given day. Both of these calendars are issued by the Majority Leaders' Offices and are subject to change.

In addition to these calendars, the House and the Senate produce "Today in the House" and "Today in the Senate" every day. These calendars list the day's committee meetings, hearings, and the chambers' convening times.

6. Debate

Upon conclusion of committee work, the subcommittee chairperson usually becomes the bill's floor manager. The floor manager is responsible for presenting the bill to the chamber for debate and for monitoring the bill's progress during the debate. The Majority Leader calls bills up for debate. During debate, amendments may be offered by individual legislators. Amendments are distributed to the members of the chamber prior to their consideration by the body and are compiled in the daily clipsheets. Amendments are approved by a simple majority of legislators voting their approval. The floor manager must be aware of all amendments pending on a bill as well as any other actions that take place affecting the bill.

When debate on a bill and its amendments is complete, the floor manager moves that the bill be read for the last time and placed upon its passage. This tradition of reading the bill's title and number dates from early days of the Legislature when bills were read in their entirety to the members because the members did not have printed copies.

If a constitutional majority (generally at least 51 Representatives or 26 Senators) votes "yes," the bill moves to the other chamber; if fewer than a constitutional majority votes for it, the bill is defeated. Votes on bills and amendments may be reconsidered by the chamber on a motion by a member who voted with the prevailing side on the issue. If the motion to reconsider is approved, a new vote is taken on the bill or amendment. If all motions to reconsider have been dealt with and the bill is then approved by a constitutional majority, it is messaged, or delivered, to the other chamber. Amendments adopted by the originating chamber are incorporated into the bill before it is delivered to the second chamber. These engrossed bills are normally printed on pink paper.

The procedure for a bill in the second chamber is basically identical to the procedure in the chamber of origin. If the bill is amended by the second chamber, the amendments are not incorporated into the bill but are combined into a single

amendment, which is messaged back to the chamber of origin for approval, rejection, or further amendment. Should the originating chamber concur with the amendment, the bill has passed both chambers in identical form and will be enrolled and prepared for review by the Governor. If the originating chamber refuses to concur with the second chamber's amendment, the bill is returned to the second chamber, which may recede from or insist upon the amendment. If the originating chamber amends the second chamber's amendment, the bill is returned to the second chamber for consideration of the amendment to its amendment. If the second chamber does not concur and insists upon its amendment, a conference committee is appointed to consider the differences.

7. Conference Committees

Conference committees are composed of Senate and House members representing both political parties and the different issues in contention. The 10 members of the conference committee are appointed by leadership. The committee studies the points of disagreement between the Senate and House and attempts to reach a compromise. If a compromise is attained, it is presented to both chambers in a report that amends the bill. A conference committee report is first considered by the chamber of origin. Neither chamber may amend the conference committee report. Should either chamber reject the report, a second conference committee may be appointed to draft a new report. Once the conference committee report is adopted in a chamber, the chamber immediately votes on the bill.

8. Enrollment

Enrollment is the final preparation of a bill for consideration by the Governor. When both chambers have passed the bill in the same form, it is engrossed or prepared with all amendments incorporated into the bill. After the bill is engrossed, both the President of the Senate and the Speaker of the House sign the bill and the Secretary of the Senate or Chief Clerk of the House certify that the bill originated in that chamber. The enrolled bill is then sent to the Governor for consideration.

9. Gubernatorial Review

Bills passed by the Legislature must be sent to the Governor for final action. The Governor has three options: sign the bill, veto the bill, or take no action. In the case of a veto, the Legislature may override the veto with two-thirds of the members of each chamber voting to pass the bill again. If, during session, the Governor does not sign or veto a bill, it becomes law after three days. Bills received by the Governor during or after the last three days of session must be signed within 30 days or are considered vetoed.

10. Vetoes

The Governor has the option to use three types of vetoes: the veto, item veto, and pocket veto. The veto indicates the Governor's disapproval of an entire bill. The item veto may be used only for bills which appropriate funds. It strikes a specific item of a bill. Finally, a pocket veto occurs when the Governor fails to take action within 30 days on a bill received within or after the last three days of session. The entire bill

then fails to become law. When the Governor vetoes or item vetoes a bill, a veto message explaining why the veto was made is delivered to the chamber of origin and the bill and message are eventually filed with the Secretary of State.

11. Effective Dates

After the bill is signed by the Governor or is passed by the Legislature over the Governor's veto, it is sent to the Secretary of State, who is the custodian of original copies of all bills enacted into law. Bills normally go into effect July 1 following their approval, unless another date is specified in the bill. Bills passed by the General Assembly before July but signed by the Governor after July 1 become effective August 15.

B. Session Publications

During a legislative session, the Senate and House produce several publications. Records of legislative activities and votes are placed in the Senate and House Journals. During session, the journals are published daily. After a session's adjournment, the daily journals are published in bound form and indexed. All amendments filed during a legislative day in a chamber are collated and stapled together and distributed the next day in what are known as "clipsheets." These documents earned that designation because legislators' secretaries "clip" the amendments apart and attach them to the bills they amend. The Senate clipsheets are printed on blue paper and the House clipsheets are printed on yellow paper.

All enacted bills and joint resolutions are printed in the Acts of the General Assembly, published after each legislative session. The portions of enacted bills which are intended as permanent laws are incorporated into the Iowa Code under the direction of the Iowa Code Editor. The Iowa Code is published in bound volumes after each even-numbered year session. After every session the Iowa Code database is updated and published on the General Assembly's Internet site and on a DVD.

The Iowa Administrative Code documents the rules by which executive branch agencies enforce and implement Iowa law. It is published by the Administrative Code Office of the LSA. The Iowa Administrative Bulletin is published biweekly and updates to the Iowa Administrative Code are also published biweekly.

At the conclusion of each legislative session, summaries of enacted legislation are produced by the LSA and the Senate and House Caucus Research Staffs.

All publications are generally available on the General Assembly's Internet site at: https://www.legis.iowa.gov/.

C. Legislative Session

1. Regular Session

A General Assembly is a legislative period that consists of two regular legislative sessions. The first session of a General Assembly is held in odd-numbered years and lasts for approximately 110 calendar days. The second session is held in even-numbered years and lasts for approximately 100 calendar days. This rough estimation of the length of a session is based upon the number of calendar days for which

legislators, pursuant to statute, receive a per diem reimbursement for expenses of office. A session may exceed the number of days enumerated above; however, legislators will not be paid the per diem for expenses of office.

Regular legislative sessions convene at 10:00 a.m. on the second Monday in January. The Senate and House usually convene at 1:00 p.m. on Mondays and at an earlier time, usually between 8:30 a.m. and 9:00 a.m., on other days. On Tuesday, Wednesday, and Thursday, the Senate and House usually recess for committee meetings around 9:30 a.m. The Senate usually convenes for a short period late in the morning on Tuesday and Wednesday; the House usually convenes briefly around 1:00 p.m. on Tuesday, Wednesday, and Thursday. Typically, committee meetings take up most of the morning and the better part of the afternoon until the end of February. Debate usually is scheduled for later in the afternoon following committee and subcommittee meetings. Joint appropriations subcommittees usually meet on Tuesday, Wednesday, and Thursday at the beginning of session, in the morning, upon the recessing of the Senate and House. Other standing committees meet when joint appropriations subcommittees are not meeting. At the beginning of a legislative session, the Legislature does not usually convene on Fridays. As the session progresses, debate takes up more time each day. Toward the end of session, only the Appropriations and Ways and Means Committees continue to meet and debate takes up most of each day.

The Legislature operates under a schedule which sets deadlines for legislative action. This schedule is referred to as the “funnel” and exists to make the session more manageable. The funnel dates are set by joint rule and chamber rules. The session timetable has been modified for specific sessions in recent years. The funnel dates used for the 2013 and 2014 Legislative Sessions are listed below.

2013:	2014:
Second Monday in January: First day of session.	**Second Monday in January:** First day of session.
Friday of 5th Week: Final day for individual requests for bill drafts.	**Friday of 2nd Week:** Final day for individual Senate or House requests for bill drafts.
Friday of 8th Week: Final date for House bills to be reported out of House committees and Senate bills out of Senate committees.	**Friday of 6th Week:** Final date for House bills to be reported out of House committees and Senate bills out of Senate committees.
10th Week: House considers only House bills and unfinished business and Senate considers only Senate bills and unfinished business.	**7th Week:** House considers only House bills and unfinished business and Senate considers only Senate bills and unfinished business.
11th & 12th Weeks: Debate not limited by rule.	**8th & 9th Weeks:** Debate not limited by rule.
Friday of 12th Week: Final date for Senate bills to be reported out of House committees and House bills out of Senate committees.	**Friday of 9th Week:** Final date for Senate bills to be reported out of House committees and House bills out of Senate committees.
13th Week: House considers only Senate bills and unfinished business and Senate considers only House bills and unfinished business.	**10th Week:** House considers only Senate bills and unfinished business and Senate considers only House bills and unfinished business.
Beginning of 14th Week: Amendments in the House need not be filed on the day preceding floor debate.	**Beginning of 13th Week:** Amendments in the House need not be filed on the day preceding floor debate.
Beginning of 14th Week: Only the following	**Beginning of 11th Week:** Only the following

bills are eligible for consideration: Appropriations bills Government Oversight bills Ways and Means bills Legalizing Acts Bills cosponsored by Majority and Minority Leaders Companion bills sponsored by Senate and House Majority Leaders Conference committee reports Bills passed by both chambers in different forms Concurrent or simple resolutions Bills embodying legislative redistricting plans Bills on the veto calendar Administrative Rules Review Committee bills Committee bills relating to delayed administrative rules Joint resolutions nullifying Administrative Rules Unfinished business **110th Day of Session:** Per diem expenses end.	bills are eligible for consideration: Appropriations bills Government Oversight bills Ways and Means bills Legalizing Acts Bills cosponsored by Majority and Minority Leaders Companion bills sponsored by Senate and House Majority Leaders Conference committee reports Bills passed by both chambers in different forms Concurrent or simple resolutions Bills embodying legislative redistricting plans Bills on the veto calendar Administrative Rules Review Committee bills Committee bills relating to delayed administrative rules Joint resolutions nullifying Administrative Rules Unfinished business **100th Day of Session:** Per diem expenses end.

2. Special Session

The General Assembly may convene in special session. Officially referred to as an "Extraordinary Session," a special session may be called by gubernatorial proclamation or by two-thirds of the members of each chamber by petition. The Iowa Constitution grants these powers in Articles III and IV. The Governor, in calling a special session, must state the purpose for which the Legislature is being convened.

D. Legislative Interim Activities

The work of an Iowa legislator does not cease when the General Assembly has adjourned. Legislators are still legislators when they return to their districts and remain responsible for addressing the needs of their constituents. In addition, the Legislature authorizes the establishment of interim study committees to review matters of concern to the General Assembly.

Interim study committees may be established by authorization of the Legislative Council, passage of a concurrent resolution, or by a provision included in an enacted bill. The Legislative Council oversees the work of the interim study committees. Unless specifically expressed in legislation, the Legislative Council determines the charge of the study committee, number of members, membership, and deadlines for completion of the study. The interim study committees are staffed by employees of the LSA. Legislators receive per diem and are reimbursed for mileage and actual expenses incurred for attending these meetings. The interim study committees submit final reports to the General Assembly.

During the interim between legislative sessions, the LSA produces and distributes the "Iowa Legislative Interim Calendar and Briefing." This calendar, published weekly or sometimes less often, lists interim committee meeting dates, locations and tentative agendas along with brief summaries of recent meetings. This calendar is available on the

General Assembly's Internet site at https://www.legis.iowa.gov/ and it is also distributed by electronic mail to subscribers free of cost.

IV. Senate and House Staffs and Services

A. The Office of the Secretary of the Senate

Michael E. Marshall, Secretary of the Senate
State Capitol
Des Moines, Iowa 50319
(515)281-5307
mike.marshall@legis.iowa.gov

The Iowa Senate staff is employed by the Senate Rules and Administration Committee to work for the entire Senate. The staff provides a variety of services which are crucial to the operations of the chamber.

The Secretary of the Senate is the chief administrative officer of the Senate and oversees the daily work of the various staff support groups, both session-only and full-time. This nonpartisan office is the primary contact for any information relative to the daily operations of the Senate. The Secretary also provides parliamentary advice and assistance to the presiding officer and members during floor debate.

The Secretary's Office is open year-round and maintains staff in the Legal Counsel's Office, Finance Office, Indexing Office, and Journal Office. The Assistant Secretary, a full-time employee, has charge of the Legal Counsel's Office and can assist persons with requests during the interim between legislative sessions.

Generally, the Secretary of the Senate's Office maintains files on most subjects affecting the daily work of the Senate. Some of the resources available through the Secretary's Office include the following:

- Information on housing for the session.
- Listing of session secretarial staff.
- List of appointments to boards and commissions by the Governor requiring Senate confirmation.
- Congressional directory.

The Secretary's Office also coordinates management of internal items for the session, such as parking and chamber seating. Parking spaces are assigned on an overall seniority basis; chamber seating is granted based on seniority with length of tenure in the Senate used first and length of tenure in the House of Representatives used afterward.

1. Finance Office

The Finance Office is responsible for the issuing of warrants for payroll, expense of office, and travel to members and for all Senate expenses. The Finance Office is also responsible for maintaining individual payroll records, the Senate inventory of equipment, ordering supplies and, during the interim, maintaining an inventory of supplies.

The Iowa State Senate utilizes the state centralized payroll system. Members are paid biweekly on Friday. (For more information on salaries, please refer to the portion of this Guide entitled "General Information about the General Assembly.")

2. Senate Indexing Office

The Senate Indexing Office makes available for quick reference a subject index of all bills introduced on the floor of the Senate.

This index includes bill status and history, a list of study bills under their respective committees, and a list of enrolled bills. Information is updated daily during the legislative session through the legislative computer system.

During the interim between legislative sessions, the Indexing Office prepares the general index for publication. Information for the general index is gathered from the daily journals and printed at the end of the bound Senate Journal. The index to the Senate Journals provides information on the final status of Senate files in both chambers, subject index of all bills introduced, subject index of all bills passed, index of all resolutions, and a listing of all companion bills. It is printed during the interim and is made available at the beginning of each legislative session.

3. Senate Journal Office

The Senate Journal Office is responsible for the daily publication of the Senate Journal, the record of the proceedings of the Iowa State Senate. At the conclusion of the legislative session, the daily journals are compiled, indexed, and published in a bound form.

The following types of information can be found in the Journal:

- Bill activity, including introduction, amendment consideration and votes, motions, points of order, and final votes.
- Conference Committee Reports.
- Subcommittee and Study Bill Committee assignments.
- Petitions received by a Senator.
- Explanations of votes, filed when a Senator was absent from the chamber when a vote was taken.
- Presentations of visitors.
- Filings of amendments and resolutions.
- Issuance of certificates of recognition.

As the copy of the Journal, which is available on the General Assembly's Internet site or in print, is marked "Proof Copy," the Journal Editor recommends that each legislator review carefully each day's journal for accuracy. The Journal Editor must be made aware of any discrepancies as soon as possible so that corrections may be made promptly. A file tray marked "Journal Room" is located at the rear of the chamber for the deposit of materials for the Journal Office. The Senate Journal Office is located behind the Senate chamber.

4. Legal Counsel

The primary function of the 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 Legal Counsel's Office also prepares all Senate-passed bills for messaging, and transmits them either to the House of Representatives for its action or to the LSA for preparation as enrolled bills prior to the Governor's review. This is done by incorporating all adopted amendments into the original bill and preparing the new copy for reprinting. The Legal Counsel's Office also prepares the Senate clipsheets and Senate-passed amendments to House bills or amendments.

5. Session-Only Staff

Session-only staff are employed by the Senate to enhance the orderly procedure of daily business during the legislative session. The following summarize the session-only staff functions in the respective office areas.

a. Bill Room

Located in the rear of the Senate Chamber, the Bill Room handles the storage and distribution of all printed materials. Daily, this includes the Senate and House introduced bills, study bills, calendars, clipsheets, enrolled bills, journals, and some in-house publications.

b. Post Office

Located on the second floor of the Capitol in the rotunda, the Post Office handles the processing of incoming and outgoing mail for the Senate members and staff. It also provides stamps for purchase during the legislative session.

c. Sergeant-at-Arms

Pursuant to Senate Rule, the Sergeant-at-Arms is responsible for the enforcement of order and decorum in the Senate Chamber during Senate sessions. The Sergeant-at-Arms supervises a staff of Doorkeepers and Senate Pages, who assist with these duties. The Sergeant-at-Arms reports to the Secretary of the Senate.

d. Other Support Staff

The Senate Lobbyist Clerk is responsible for registering all lobbyists for the Senate and assisting with their declarations on bills. Switchboard Operators receive incoming telephone calls, record and dispatch messages, and act as receptionists for the Senate lounge area.

B. The Office of Chief Clerk of the House

Carmine Boal, Chief Clerk
State Capitol
Des Moines, Iowa 50319
(515)281-4280
carmine.boal@legis.iowa.gov

The staff of the House of Representatives provides a variety of services which are crucial to the operations of the chamber. The staff is employed by the House of Representatives and works for the entire chamber.

The Chief Clerk's Office is responsible for all legislative documents in possession of the House of Representatives. The Chief Clerk reads into the record all bill titles and numbers, accepts the filing of all legislation, amendments, official messages, and petitions. Through various departments, the office ensures that bills, amendments, and other official documents are correct and handled properly. The office supervises and monitors the flow of legislation as it moves through the legislative process.

The Chief Clerk also serves as parliamentarian for the House. As parliamentarian, the Chief Clerk provides recommendations to the presiding officer on requests for rulings on House rules. The Chief Clerk is often called on by members and staff for advice on legislative procedures.

As primary administrator of the House of Representatives, the Chief Clerk oversees the expenditures and payroll of the House, and supervises various staff support groups for both full-time and session-only personnel. The Chief Clerk also provides for the daily administrative support of the House.

The Office of the Chief Clerk also maintains files and libraries on concerns which affect the daily work of the House, such as housing for legislators during the session, various congressional and association directories, Iowa Official Registers (Redbooks), Official Legislative Directories, and many others. The Chief Clerk's Office also coordinates the allocation of members' parking and seating and serves as liaison to other state departments to coordinate requests for services for the chamber and its staff.

The Office of the Chief Clerk is located directly behind the House Chamber.

1. Finance Office

The Finance Office is responsible for the issuing of warrants for payroll, expense of office, and travel to members, and for all House expenses. The Finance Office is also responsible for maintaining individual payroll records, information about salary and benefits options, and tax forms. Each member of the House receives a packet of forms requesting data necessary for payroll processing. These forms require prompt and complete attention.

The House of Representatives utilizes the state centralized payroll system. Members are paid biweekly on Friday. (For more information on salaries, please refer to the portion of this Guide entitled "General Information about the General Assembly.")

2. House Indexing Office

The House Indexing Office makes available for quick reference a subject index of all bills introduced on the floor of the House.

This index includes bill status and history, a list of study bills under their respective committees, and a list of enrolled bills. Information is updated daily during the legislative session through the legislative computer system.

During the interim between legislative sessions, the Indexing Office prepares the general index for publication. Information for the general index is gathered from the daily journals and printed at the end of the bound House Journal. The index to the House Journals provides information on the final status of House files in both chambers, subject index of all bills introduced, subject index of all bills passed, index of all resolutions, and a listing of companion bills. It is printed during the interim and is made available at the beginning of each legislative session.

The House Indexing Office is located behind the chamber in the Chief Clerk's Staff offices.

3. House Journal Office

The House Journal Office is responsible for the daily publication of the House Journal, the record of the proceedings of the Iowa House. At the conclusion of the legislative session, the daily journals are compiled, indexed, and published in a bound form.

The following types of information can be found in the Journal:

- Bill activity, including introduction, amendment consideration and votes, motions, points of order, and final votes.
- Conference Committee Reports.
- Subcommittee and Study Bill Committee assignments.
- Petitions received by a Representative.
- Explanations of votes, filed when a Representative was absent from the chamber when a vote was taken.
- Reports of committee activity.
- Presentations of visitors.
- Filings of amendments and resolutions.

As the proof copy of the daily Journal is published on the Internet, and also available in print, the Journal Editor recommends that each legislator review carefully each day's journal for accuracy. The Journal Editor must be made aware of any discrepancies as soon as possible so that corrections may be made promptly.

The House Journal staff also performs many of the desktop publishing duties required by the House. The House Journal Staff is located on the third floor above the House Chamber in Room 304.1.

4. House Legal Counsel

Bills and amendments that are approved and passed out of committees are filed in the Legal Counsel's Office with a committee report reflecting the committee's action. All House bills and amendments are filed by Representatives in the House Legal Counsel's Office. These documents are reviewed, principally for technical correctness, and the LSA or the Representative is made aware of necessary changes or corrections. When the document is in proper form, it receives final approval and is

filed with the Chief Clerk of the House. The Legal Counsel's Office also issues certificates of recognition.

5. Supervisor of Secretaries

The House Supervisor of Secretaries handles employment applications for secretaries and forwards applications to legislators. The legislator is responsible for contacting and interviewing applicants. The Supervisor is also responsible for administrative support of the House secretaries, and orders legislative supplies, letterhead, and envelopes. In addition, the Supervisor of Secretaries distributes visitor badges which visitors to the House must use.

6. Assistant Chief Clerk of the House

The Assistant Chief Clerk of the House assists the Chief Clerk with the administrative duties of the House of Representatives, supervising the support staffs and assuming various other projects. As does the Chief Clerk, the Assistant Chief Clerk assists the Speaker of the House and other members with parliamentary and procedural questions and decisions. The Assistant Chief Clerk performs the duties of the Chief Clerk during the Chief Clerk's absence. The Assistant Chief Clerk is also responsible for maintaining the video display and voting records. A legislator who is late for a vote should contact the Assistant Chief Clerk to record the legislator's vote. In addition, the Assistant Chief Clerk reserves meeting rooms for committee or personal use, supervises the House Page Program, assists with the special Memorial Session, and is responsible for Memorial Resolutions.

7. Administrative Services Officer

The Administrative Services Officer maintains the engrossing records and keeps the accurate and complete record of every bill introduced and passed by the Iowa House of Representatives. The Officer also numbers amendments and distributes amendments filed from the floor.

8. Session-Only Staff

Session-only staff are employed by the House to enhance the orderly procedure of daily business during the legislative session. The following summarize the session-only staff functions in the respective office areas.

a. Recording Clerk

The Recording Clerk keeps a current online journal of the House daily proceedings. The Clerk also compiles a daily clipsheet containing the amendments and fiscal notes filed during a day.

b. Bill Room

The Bill Room in the rear of the House Chamber stores all printed materials distributed in the House. Among these items are the House files, House study bills, calendars, clipsheets, enrolled bills, and journals.

Employees staff the Bill Room during session.

c. Post Office

Located on the second floor of the Capitol in the rotunda, the Post Office handles the processing of incoming and outgoing mail for the House members and staff. It also provides stamps for purchase during the legislative session.

d. Sergeant-at-Arms

The Sergeant-at-Arms executes all orders of the House or of its presiding officer and assists in maintaining order and decorum in the chamber. The Sergeant-at-Arms delivers messages and is assisted by the House Doorkeepers, and Assistant Sergeant-at-Arms. Pages, House Doorkeepers, and the Assistant Sergeant-at-Arms are supervised by the Sergeant-at-Arms.

C. Administrative Assistants to Leaders

The Administrative Assistants to the President of the Senate, the Speaker of the House, and the Majority and Minority Leaders are important staff without whom the daily operations of the Legislature would be greatly impeded. The assistants to the leaders serve as advisors and conduits of information. Most of their duties are derived from the powers of the leadership office itself. These positions are designed to assist the leaders with the many daily duties involved in their roles.

1. Administrative Assistants to the President of the Senate, Speaker of the House, and Majority Leaders

The Majority Leader of the Senate, President of the Senate, Speaker of the House, and Majority Leader of the House are each generally served by administrative assistants and secretaries.

The types of information most often requested of the administrative assistants include:

- Obtaining a private appointment.
- Committee appointments and schedules (Senate Majority Leader and Speaker).
- Budget authorizations and travel requests (Senate President and Senate Majority Leader, and Speaker).
- Rules and Administration Committee matters.
- Weekly session schedules (Senate Majority Leader's and Speaker's Administrative Assistants).
- Debate schedules (Senate and House Majority Leaders' Administrative Assistants).
- Appointments to statutory, regional, and national panels (Senate President's and Majority Leaders' and Speaker's Administrative Assistants).
- Legislative Council matters (Senate Majority Leader's or President's and Speaker's Administrative Assistants).

- Numerous miscellaneous matters related to the President, the Speaker, the Majority Leaders, the majority party caucus, rules, procedures, scheduling, and legislative budgets.

The Administrative Assistants to the President of the Senate can be found in the President's Office directly behind the Senate Chamber. The Administrative Assistants to the Senate Majority Leader can be found in offices adjacent to the Majority Leader's Office on the third floor above and behind the Senate Chamber. The Administrative Assistants to the Speaker of the House can be found in the Speaker's Office, directly behind the House Chamber. The Administrative Assistants to the House Majority Leader can be found in the Majority Leader's Office, directly behind the House Chamber and adjacent to the Speaker's Office.

2. Administrative Assistants to the Minority Leaders

The Minority Leaders of the Senate and House are each generally served by administrative assistants and secretaries.

The types of information most often requested of the administrative assistants include:

- Committee appointments and schedules.
- Budget authorizations and travel requests.
- Rules and Administration Committee matters.
- Appointments to statutory, regional, and national panels.
- Obtaining a private appointment with the Minority Leader.
- Numerous miscellaneous matters related to the Minority Leaders, the minority party caucus, rules, procedures, and scheduling.

The Administrative Assistants to the Senate Minority Leader can be found on the third floor above and behind the Senate Chamber. The Administrative Assistants to the House Minority Leader can be found one floor below the House Chamber in Room 121.

D. Caucus Research Staffs

Republican and Democratic caucuses in both chambers utilize research staffs. The caucus staffs consist of directors, legislative research analysts, and secretaries and provide legislators with policy research, issue and bill analysis, and constituent services. Caucus staff members are employees of the General Assembly and of the State of Iowa. The Caucus Research Staffs provide the following policy and analysis services to the legislative leaders, individual legislators, committee chairpersons, and floor leaders:

- Explanations and analysis of existing law and proposed legislation and amendments.
- Assessment of the technical and political implications of proposed legislation and amendments.
- Research and assistance in preparing and requesting draft alternatives to legislative initiatives.

- Monitoring of specific legislation as it moves through the legislative process.
- Composition and distribution of predebate bill and amendment summaries and daily, weekly, and end-of-the-session summaries of pending, approved, failed, or vetoed legislation.
- Explanation and interpretation of fiscal and statistical information provided by the Fiscal Services Division of the LSA for standing, budget, and interim study committees.
- Assistance in responding to constituent concerns or problems.
- Interpretation of data presented at policy task force meetings, conferences, and interim committee meetings.
- Explanations of actions relating to implementation of legislation, including the administrative rules process and public hearings.

Caucus Research Staffs also work closely with nonpartisan legislative agencies, including the Legal Services Division and Fiscal Services Division of the LSA, and specifically with the Administrative Rules Review Committee's Legal Counsel. In addition, Caucus Research Staffs act as liaisons with the state's executive and judicial departments, state agencies, interest groups, and Statehouse press groups.

The Senate Republican Research Staff is located on third floor east above the grand staircase.

The Senate Democratic Research Staff is located one floor below the Senate Chamber in Room 112.

The House Democratic Research Staff is located one floor below the House Chamber in Room 122.

The House Republican Research Staff is located on the first floor in Room 118.

V. Central Nonpartisan Legislative Agencies

A. Legislative Services Agency

Glen Dickinson, Director
State Capitol
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glen.dickinson@legis.iowa.gov

The Legislative Services Agency (LSA) is a central nonpartisan legislative agency mandated to provide legal, fiscal, and computer services to the committees and members of the General Assembly. The various services provided by the LSA are executed by its several divisions.

1. Legal Services Division

Richard L. Johnson, Legal Services Division Director
State Capitol
Des Moines, Iowa 50319
(515)281-3894
richard.johnson@legis.iowa.gov

The LSA's Legal Services Division provides drafting, research, and committee staffing services during both the session and interim. The Legal Services Division and its Administrative Code Office are charged with publishing the Iowa Code, Iowa Acts, Iowa Administrative Code, Iowa Administrative Bulletin, and Iowa Court Rules.

a. Services to Members of the General Assembly and Others

i. Bill Drafting

The Legal Services Division of the LSA employs legal counsel and research analysts to provide bill drafting services for legislative committees and for individual legislators. A legislator who wishes to have a bill drafted may file an electronic request through a secure Internet access point or obtain a salmon-colored bill request form from the LSA, from the back of the chambers, or from a caucus research area. Caucus research staff may submit bill requests on behalf of legislators. Legislators may visit personally with a drafter at any time about a bill request. Although legislators may file bill requests with any drafter, most drafters specialize in specific subject matter areas. Bill draft requests are reviewed within the Legal Services Division and assigned to a specific drafter.

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

Although the contents of all bill draft requests are confidential, the fact that a legislator has requested a bill draft on a topic is public information and is listed in the LSA's computer tracking system. If a legislator desires that such information not be revealed about a bill draft request, the legislator may note that on the request form. The bill request will be assigned a confidential request number and will not be listed in the public LSA tracking system. Information about the contents of a specific bill draft request will not be revealed to anyone by the drafter without the legislator's permission.

Occasionally, identical requests are made by more than one legislator. When this occurs, the LSA drafter will inform the legislators making public requests and the requesters may sponsor the legislation jointly.

The rules adopted by the Senate and the House of Representatives specify a deadline date for filing requests for individually sponsored bill drafts with the LSA. Under traditional rules followed in most years in both chambers, members cannot file requests for drafting bills to be introduced that session with the LSA after Friday of the sixth week during the odd-

numbered-year session and after Friday of the second week during the even-numbered-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-numbered year at any time after the deadline for filing requests during the odd-numbered year has passed. The bill will probably not, however, be drafted until after the odd-numbered session is completed.

When a bill draft is completed, a copy is sent electronically to the legislator, and if approved, the proper number of copies for introduction is made by the LSA and a bill packet is made with a red index card attached and is sent to the requesting legislator. The red card is then signed and returned to the LSA to indicate receipt for introduction by the legislator.

The legislator should review the bill draft carefully to determine that the bill draft meets with the legislator's specifications and should contact the bill drafter with any questions or changes. The legislator is under no obligation to introduce the bill draft and may wish to consult with constituents or other legislators or to obtain additional sponsors.

Once the legislator decides to file the bill draft for introduction, the legislator needs to submit the draft to the appropriate office in the Senate or House for the draft to receive a Senate or House file number.

ii. Amendments

In addition to bills, numerous amendments to bills are also drafted and prepared in proper form by the LSA. If a legislator wishes to file an amendment, the legislator may contact the drafter of the bill specifying the desired change and stating when the amendment is needed. The drafter's initials are listed on the bottom right corner of a bill draft along with the number assigned to it by the LSA. If a legislator is unable to telephone or personally contact a drafter for an amendment, the legislator may send a written request via a Page or other person or request the amendment via electronic mail. Caucus Research Staff may request amendments on behalf of specific legislators. Copies of the completed amendment will be delivered to the legislator requesting the amendment.

iii. Research

The Legal Services Division of the LSA performs legal and legislative research services for committees and for individual members of the General Assembly. The research may or may not be directly related to the preparation of a bill draft. Research may be requested by a legislator or by Caucus Research Staff on behalf of the legislator.

Research requests may be made at any time, but during session action will be deferred on research requests not related to bill drafts in favor of bill draft requests in order to facilitate prompt bill drafting.

iv. Committee Staffing

The Legal Services Division of the LSA provides standing committee staffing services. During a legislative session, a Legal Counsel or a Research Analyst is present during all standing committee meetings. The 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 special interim study committees to meet during the interim between legislative sessions to study problems or issues of the state. The LSA staff provides research, bill drafting, administrative, and clerical services to the interim committees. The staff member works closely with the chairpersons and schedules committee meetings, sends meeting notices, invites persons to make presentations, assembles data, provides information, prepares minutes, writes progress and final reports, and drafts bills to implement the committee recommendations.

v. Assistance to Other Agencies and Individuals

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

Before the legislative session begins, state agencies and the Governor submit requests for proposed bill drafts to the Legal Services Division of the LSA, which are put into proper form by the drafters. After they are approved by the agency or Governor, the bill drafts are transmitted to the General Assembly as proposed departmental bills or proposed Governor's bills. These bills are generally assigned to the appropriate committee as study bills.

vi. Completion of Requests

The work of the Legal Services Division of the LSA is greatly enhanced if timely requests for bill drafting and research services are made. The Legal Services Division attempts to complete bill drafts and research projects within the timeframes requested by the legislative leadership, committee chairs, and individual legislators.

vii. Publications

The Legal Services Division of the LSA, in addition to publishing the official Iowa Code, Iowa Acts, Iowa Administrative Bulletin, Iowa Administrative Code, and Iowa Court Rules, publishes the following legal and legislative materials each year:

- Code and Acts Sections Amended

- Summary of Legislation
- Legislative Guides
- Legal Background Briefings
- Legal Updates
- Iowa Legislative Interim Calendar and Briefing

To obtain any of the publications, contact the Legal Services Division or access the LSA's Internet site at https://www.legis.iowa.gov/.

b. Iowa Code Editor

The Iowa Code Editor is required by law to prepare and publish the Acts of the General Assembly (commonly referred to as the Iowa Acts or Session Laws). This is the official manuscript copy and index of all Acts and Joint Resolutions passed at each session of the General Assembly. The Iowa Code Editor also directs the publication of the Iowa Code, which contains all the general and permanent laws of the state. In publishing the Iowa Code, the Iowa Code Editor must examine and apply each Act of the General Assembly to the body of existing law, eliminating all special and private Acts and the parts of the general Acts that may be temporary in nature. The Iowa Code Editor must determine the location of new legislative enactments and assign chapter and section numbers as well as supply section headings, historical references, and cross-references to enable persons searching the law to trace the sources and origins of the legislative enactments. Tables of disposition of the Iowa Acts and tables of corresponding sections of the Iowa Codes are also included in the Iowa Code. Indexes to the Iowa Code are also prepared and published. The Iowa Code Editor is assisted by legal editors and legal counsel and the tables and indexing unit. The first Code was published in 1851 and the Codes have been continuously maintained since then. Until 1924, each new Code was separately authorized by the General Assembly and a new editor appointed for each. In 1924, the position was made permanent and the law changed to provide publication every four years. The statute was amended in 1970 to provide for the Code to be published every two years. In the alternate years when the Iowa Code is not published, the Iowa Code database is updated and published on the General Assembly's Internet site. The Iowa Code and the Iowa Acts are also published annually on DVD. The Iowa Code and Iowa Acts are available on the Internet at https://www.legis.iowa.gov/.

The Iowa Code Editor is also required to submit such recommendations as are deemed proper to each General Assembly for the purpose of amending, revising, and codifying such portions of the law as may be conflicting, redundant, or ambiguous.

c. Administrative Code Office

The Administrative Code Office (ACO) edits and publishes biweekly the Iowa Administrative Bulletin (IAB) and also publishes biweekly updates to the Iowa Administrative Code (IAC). The IAC is the composite of all rules adopted and administered by executive branch agencies to implement state law and policy. The IAB is the official notice of all proposed and adopted amendments to the

administrative rules and, in addition to the amendments, contains documents that pertain to the business of the Administrative Rules Review Committee (ARRC), Executive Orders, and other documents as prescribed by statute. The Administrative Code Editor serves as secretary ex officio of the ARRC, a joint Senate-House of Representatives committee that meets monthly to oversee executive branch rulemaking. The Administrative Code Office also publishes the Iowa Court Rules and supplements thereto when amendments are filed by the Iowa Supreme Court or enacted by the General Assembly. The Iowa Court Rules include the Rules of Civil Procedure, Rules of Criminal Procedure, Rules of Appellate Procedure, and various other court-related rules. The IAB, the IAC, and the Iowa Court Rules are published by the ACO on the Internet at https://www.legis.iowa.gov/ and on DVD.

2. Fiscal Services Division

Holly Lyons, Fiscal Services Division Director
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The Fiscal Services Division of the LSA is mandated to provide information to members of the General Assembly that enhances the budget and policymaking functions of the General Assembly. The principal tasks of the Fiscal Services Division are to provide timely, useful analysis and evaluation of expenditures, revenues, and operations of state government, and to evaluate the potential impact of legislative proposals on state and local government. The Fiscal Services Division staff provides the following services to members of the General Assembly and others:

a. The Budget Process

One of the major tasks of the Fiscal Services Division is its involvement with the state's budget process. The Division staffs the legislative budget process, analyses expenditure and revenue changes, and provides information to the legislative committees responsible for making appropriations and revenue decisions.

The budget process begins with the submission of agency and departmental requests to the Department of Management (DOM) by October 1 of each year. Actual agency and departmental budgets are not required to be finalized until November 15.

The information compiled by the DOM is sent to the Fiscal Services Division, which analyzes and compares it to previous budgets. The Fiscal Services Division analysts may arrange meetings with appropriations subcommittee chairpersons to review budget information and prepare agendas for the upcoming session.

The Governor's budget hearings are held annually prior to release of the budget, at which agency directors formally present their current budgets and

priorities for the upcoming fiscal year. Fiscal Services Division analysts attend the Governor's budget hearings.

The final step in the budget process is the approval by the General Assembly of the various budget requests and recommendations. Fiscal Services Division analysts staff joint appropriations subcommittees and the standing appropriations committees, which review budget requests submitted to the General Assembly. Fiscal Services Division analysts bring with them the knowledge acquired from the Governor's budget hearings, their analysis of the departmental budget requests, and all of their other research to provide nonpartisan fiscal information to the General Assembly. Throughout the Legislative Session, Fiscal Services Division staff prepares reports for presentation to the General Assembly concerning the Fiscal Services Division's recommendations for the budget and appropriations process, and provide summaries of appropriations bills.

The Fiscal Services Division staff provides reporting and analysis of state revenue information, including the reporting of daily receipts on the Internet and a monthly analysis of state revenue. The Division also staffs the Revenue Estimating Conference (REC).

b. Fiscal Notes

The Fiscal Services Division of the LSA analyzes the fiscal impact of pending legislation and writes the mandatory evaluations. 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 bills and amendments. Fiscal notes may 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 impact.

Fiscal notes are required by Joint Rule 17 for all legislation having a fiscal effect of $100,000 in a fiscal year or $500,000 in a five-year period. The Legal Services Division of the LSA often perceives the need for a fiscal note during the drafting of legislation. At that time, the Legal Services Division informs the Fiscal Services Division of the need for a fiscal note, which initiates the data collection and note-writing process. Fiscal notes are filed only when legislation is introduced and must be attached prior to the bill's placement on the debate calendar. When filed, fiscal notes appear in the chamber's clipsheets, and on the Internet at https://www.legis.iowa.gov/.

Occasionally, legislation does not fall within the guidelines set for fiscal notes. While the Legal Services Division identifies the majority of bills that require fiscal notes, sometimes bills that should receive fiscal notes are not so identified. The Fiscal Services Division recommends that legislators request fiscal notes whenever they perceive a need for one.

Any legislator may request a fiscal note by contacting the Fiscal Services Division.

c. Correctional & Minority Impact Statements

Correctional impact statements are written by the Fiscal Services Division staff for any bill, joint resolution, or amendment which proposes a change in the law which creates a public offense or significantly changes an existing public offense or the penalty for an existing offense. A statement is required to include information concerning the estimated number of criminal cases per year that the legislation will impact; the fiscal impact of confining persons pursuant to the legislation; the impact of the legislation on minorities; and the impact of the legislation upon existing correctional institutions, community-based correctional facilities and services, and jails. The statement must also discuss the likelihood that the legislation may create a need for additional prison capacity, and other relevant matters.

The LSA is charged with reviewing all bills and joint resolutions placed on the debate calendar of either chamber of the General Assembly, as well as amendments filed to bills or joint resolutions on the calendar, to determine whether a correctional impact statement is required. A member of the General Assembly may also request the preparation of a correctional impact or minority impact statement by submitting a request to the LSA.

d. Impact Statements for Administrative Rules

Fiscal Services Division staff analyzes fiscal impact statements prepared by agencies and provides a summary of the analysis to the Administrative Rules Review Committee. A fiscal impact analysis is mandated for all new administrative rules with an annual impact of $100,000 or an impact of $500,000 over five years.

e. Legislative Fiscal Committee

The Fiscal Services Division staffs the Legislative Fiscal Committee, a committee of the Legislative Council which meets during the interim.

f. Maintenance of Computer-Based Data Resources

LSA staff maintains computer databases and projects the effects of changes in revenues, educational funding, property taxes, and other areas. In collaboration with the Computer Services Division staff, the Fiscal Services Division staff develops and coordinates computer applications for the budgeting system salary projection model, executive agency expenditures, and tax models.

g. Legislative Oversight

The General Assembly also charges the Fiscal Services Division with the responsibility of reviewing the operation of state agencies and programs. This nonpartisan, independent review by the Fiscal Services Division evaluates the effectiveness and efficiency of programs. It may also shed light on alternatives that might improve a program's benefits and reduce its costs to Iowans.

The Legislative Fiscal Bureau, a predecessor agency of the Fiscal Services Division of the LSA, was assigned this charge in 1986 and the Fiscal Services Division continues to develop the oversight process, procedures, and results. The Fiscal Services Division staff continues to work with the departments to develop reports which efficiently and effectively convey oversight observations to the members of the General Assembly. The following is a summary of the reports, committee meetings, and executive branch monitoring that the Fiscal Services Division performs to fulfill the legislative oversight task.

- *Performance Oversight* – Through tracking the performance measures over time, the Fiscal Services Division and the appropriations subcommittee should be able to gauge the performance of any given program.
- *Legislative Directives and Legislative Intent Language* – The Fiscal Services Division annually reviews legislative directives and legislative intent language incorporated in the appropriations bills and reports on compliance or lack of compliance in the *Fiscal Update*.
- *Expenditure and FTE Position Oversight* – The Fiscal Services Division analyzes the monthly and year-to-date expenditures and personnel utilization schedules to identify potential problems and reports issues in the *Fiscal Update*.
- *Interim and Visitation Committees* – The Fiscal Services Division monitors and ensures legislative directives and intent implementation by attending interim study committee meetings and staffing visitation committees.
- *Transfers and Across-the-Board Cuts* – The Iowa Code requires the Governor to notify the General Assembly or the Fiscal Committee prior to any transfer of funds or across-the-board cuts. By monitoring such notifications, the Fiscal Services Division staff performs legislative oversight.

The Fiscal Services Division staff also staffs the Government Oversight Committees (in conjunction with the Legal Services Division), which generally meet throughout the session and during the interim. LSA staff may also prepare detailed reviews of selected issues concerning state government, called *Issue Reviews*. The Fiscal Services Division also performs program evaluations and other research projects. The staff conducts special research assessing state programs' performance in meeting objectives, analyzing problematic situations, and offering recommendations to improve the examined program.

h. Program Evaluation/Performance Audit

The Fiscal Services Division staff conducts program evaluations or performance audits to assess how well state programs are meeting objectives. These studies examine the current and recent history of departmental management and performance and offer recommendations to improve performance.

i. Reports Generated by the Fiscal Services Division

The Fiscal Services Division staff generates a number of different reports that are useful to legislative members and staff during the budget process and throughout the year. To obtain any of the reports, contact the Fiscal Services Division or access the LSA's Internet site at https://www.legis.iowa.gov/. The following is a list of the major reports:

i. Annual Reports

- *Factbook* – This report contains historical information on issues and questions commonly asked by the General Assembly about departmental activities or funds. The subject matter, both financial and nonfinancial, is arranged topically. *(Issued in November/December)*
- *Budget Summary and Department Request Analysis* – This report provides the General Assembly with information concerning the next fiscal year's General Fund estimate receipts, and departmental budget expenditure requests. *(Issued in December)*
- *Budget Summary and Governor's Recommendation Analysis* – This report provides the General Assembly with information concerning the Governor's budget recommendations for the next fiscal year. *(Issued in January)*
- *Year-End Report on General Fund Revenues and Appropriations* – This report examines the changes in revenues and appropriation activity throughout the fiscal year. This report also includes information on Iowa's reserve funds, a summary of the General Fund balance sheet over the last five years, and historical data on revenues and appropriations.

ii. Weekly/Monthly Reports

- *General Fund Revenue Memo* – This memorandum, issued on the first working day of each month, details the status of General Fund receipts comparable to the same time period of the previous year. The memo includes growth for the fiscal year and the prior month, as well as data on employment and inflation growth. Additionally, a webcast providing a discussion of the state revenue picture and economic conditions is also published each month.
- *Monthly Total Tax Memo* – This memorandum provides a more detailed analysis of net tax revenue deposited in the state accounting system. Analysis includes a two-year comparison of net tax revenues, 12-month growth rates, a description and analysis of individual tax types, and a comparison of tax revenue growth to Iowa employment levels.
- *Fiscal Update* – This is the Fiscal Services Division's biweekly (during Session) and approximately monthly (during the interim) newsletter. It contains summaries of issues that are important to members of the General Assembly. Examples include summaries of fund transfers and

board or commission meetings, links to bill summaries (NOBA), expenditure oversight issues, and summaries of reports issued by the Fiscal Services Division. Special issues are also published periodically.

- *Fiscal Impact Summary to the Administrative Rules Review Committee* – This document analyzes and summarizes the agency fiscal impact statements for all new administrative rules with a fiscal impact of $100,000 or more in one year or $500,000 or more over five years. It is provided on a biweekly basis to the members of the Administrative Rules Review Committee prior to the committee's monthly meeting.
- *Map of the Week* – This publication provides a variety of information pertaining to the state primarily in map form and published weekly. Data displayed includes census information; local government expenditure, finance, tax, grant, and state aid allocation data; employment data; and other financial and demographic information.
- *Monthly Medicaid Forecast* – This memorandum, issued monthly, details the results of the most recent monthly Medicaid Forecast Group. The Medicaid Forecast Group is composed of staff members from the Fiscal Services Division, the Department of Human Services, and the Department of Management and meets to discuss the estimated Medical Assistance (Medicaid) expenditures for the current and upcoming fiscal years.

iii. Session-Only Reports

- *Appropriations Tracking Document* – This report summarizes appropriations decisions made by the appropriations subcommittees, appropriations committees, each chamber, and by the General Assembly. *(Issued throughout the Session)*
- *Bill Summaries* – NOBAs (Notes on Bills and Amendments*)* are prepared by the Fiscal Services Division staff for most appropriation bills, with special attention given to the subcommittee appropriations bills*. (Issued throughout the Session)*
- *Annual Fiscal Report* – This report summarizes General Fund receipts and appropriations, legislation affecting appropriations, fees, education appropriations, and program evaluations and issue analysis reports.
- *Built-in Increases Report* – This report provides information concerning State General Fund expenditures for built-in increases. Examples include spending entitlement programs and education funding, including school foundation aid.

iv. Periodic Reports

- *Issue Reviews* – As part of the continuing effort to provide legislative oversight, the staff of the Fiscal Services Division monitors a variety of issues relating to state agencies. Many of these are reported through the Fiscal Update newsletter, but some require more detailed review to present sufficient information and some may require legislative action.

To meet this need, the Fiscal Services Division has developed an *Issue Review* series and presents selected issues to the Fiscal Committee. Where appropriate, each paper contains a specific issue topic, a brief background on information related to the topic, the current situation, effects on agencies, Iowa Code authority, alternatives the General Assembly may wish to consider, and budgetary impact.

- *Quarterly Revenue Estimate* – This one-page spreadsheet reflects the Revenue Estimating Conference estimate.
- *Projected General Fund "Balance Sheet" of General Fund Revenue* – This projection is available periodically throughout the fiscal year and reflects the estimated condition of the General Fund.
- *Fiscal Topics* – This document is a one- or two-page summary reviewing a selected state government topic or budget unit.
- *Fiscal One-On-One Audio* – These are short, conversational interviews conducted by fiscal staff with various state agencies regarding topics of interest.

3. Computer Services Division

(Currently vacant), Computer Services Division Director
Ola Babcock Miller Building
Des Moines, Iowa 50319
(515)281-6766

The Computer Services Division of the LSA serves the General Assembly and the Legislative Council by providing services and support for the computer systems used by the two chambers and legislative staff and agencies. The Computer Services Division advises the Legislative Council on matters relating to computer services, computer needs, and uses of the legislative computer system. The Computer Services Division also cooperates with the Senate and House and all legislative agencies and staff in the development and maintenance of computer services and applications required by the General Assembly. In addition, the Computer Services Division advises the Legislative Council on expanding the uses and applications of the legislative computer system.

The specific types of applications (enterprise, network, Internet, and Intranet) supported by the Computer Services Division for legislative agencies and staff include the following: bill drafting and automatic amending; maintaining databases containing bill history, amendments, and tracking; committee, legislator, and lobbyist information; and the Iowa Code; word processing; spreadsheets; graphics; electronic mail; and other software products useful in legislative work. In addition, the Computer Services Division assists legislative agencies and staff by training personnel to use the legislative computer system.

All members of the General Assembly are provided with laptop computers for use in the chamber and at their homes.

4. Administrative Services Division

The Administrative Services Division of the LSA provides administrative services to support the Legal, Fiscal, and Computer Services Divisions of the LSA. These support services include a production unit and receptionist, clerical, accounting, and document-handling services. A major responsibility of the Administrative Services Division is the handling of the workflow for the numerous bills and amendments that are drafted each year. In addition, the Administrative Services Division oversees a Legislative Library, the Legislative Information Office, and the Capitol Tour Guides.

a. Legislative Library

The LSA maintains a legislative library in the Ola Babcock Miller Building. The library contains copies of the Iowa Code, Iowa Acts, Iowa Administrative Code, Iowa Court Rules, past bill books, popular reference materials, past interim committee reports, back issues of the Official Iowa Register, and many other helpful materials of special significance to the Legislature. The library is open year-round.

b. Capitol Tour Guides

The Capitol Tour Guides conduct tours of the Capitol weekdays and Saturdays free of charge. Tours can be scheduled through the Tours and Information Desk and last approximately 90 minutes. Additionally, the Tour Guides provide general information to building visitors at the Tours and Information Desk in the rotunda area on the ground floor of the Capitol. Legislators who wish to arrange group tours are encouraged to do so by contacting the Capitol Tour Guides well in advance of the prospective date.

c. Legislative Information Office

The Legislative Information Office (LIO) is charged with the important task of informing the public of the actions and procedures of the General Assembly.

The LIO serves as the primary contact for persons seeking information about the General Assembly. Legislators, legislative constituents, members of interest groups, attorneys, members of the press, and representatives from other agencies and the general public use the information services of the LIO.

The types of services provided by the LIO are varied. During session the LIO handles inquiries requesting status and identification of bills, information about legislators, legislative schedules, explanations of legislative procedures, and referrals to other agencies of state and federal government. Computer terminals which access the Iowa General Assembly Internet site are available outside the LIO's office for public use. The LIO also provides international protocol services for international guests and dignitaries, offers unique Iowa gifts for purchase, and provides a nonpartisan photography service to legislators.

During the legislative session, the LIO distributes hard copies of "Today in the Senate" and "Today in the House," the daily schedules of legislative activity published by the Senate and the House.

The LIO publishes a variety of educational materials describing the legislative process and Iowa facts. All of the LIO publications can be downloaded from the

Iowa General Assembly Internet site (https://www.legis.iowa.gov/) under the **Resources and Civic Education** tab.

A gift shop is also located in the ground floor rotunda area near the Tours and Information Desk. The shop features items of interest regarding Iowa and the Capitol. Some gift items can be personalized for legislators. Gift items exclusively designed for international dignitaries, delegations, and foreign visits by legislative personnel, are also available.

The LIO also features outreach programs through the LIO Iowa State Capitol Tour Guides. The tour guide staff visit with community and school groups regarding the Capitol. The LIO tour guide staff program *Keep Pace with State Government*, allows high school government students to explore the legislative process. The tour guides also conduct a Future Lawmakers Program, which is a legislative process program for upper elementary students. Special Capitol tours can be arranged for dignitaries.

Legislators are encouraged to refer their constituents to the LIO and to utilize its services themselves. Located on the ground floor of the Capitol in Room 16, the LIO is open year-round and is staffed by its Director and a Legislative Information Officer.

B. Ombudsman

Ruth H. Cooperrider, Iowa Ombudsman
Ola Babcock Miller Building
Des Moines, Iowa 50319
(515)281-3592
1-888-426-6283 (toll-free nationwide)
(515)242-5065/TTY
ombudsman@legis.iowa.gov

The Ombudsman serves Iowans in airing grievances relating to government. By facilitating communication between Iowans and government, the Ombudsman improves the responsiveness and quality of government. Established in statute, the Ombudsman is charged with the responsibility of providing Iowans with one office to which grievances may be taken for a speedy and impartial review.

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 grievances against government heard and, if justified, satisfied. Through the Office of Ombudsman, citizens can take action to resolve complaints rather than to criticize government and take no action.

The Ombudsman's services are available to all Iowans, even those confined in institutions, and to nonresidents of Iowa who may have complaints with Iowa government. All services are free of charge.

The following is a summary of the services which the Ombudsman can provide:

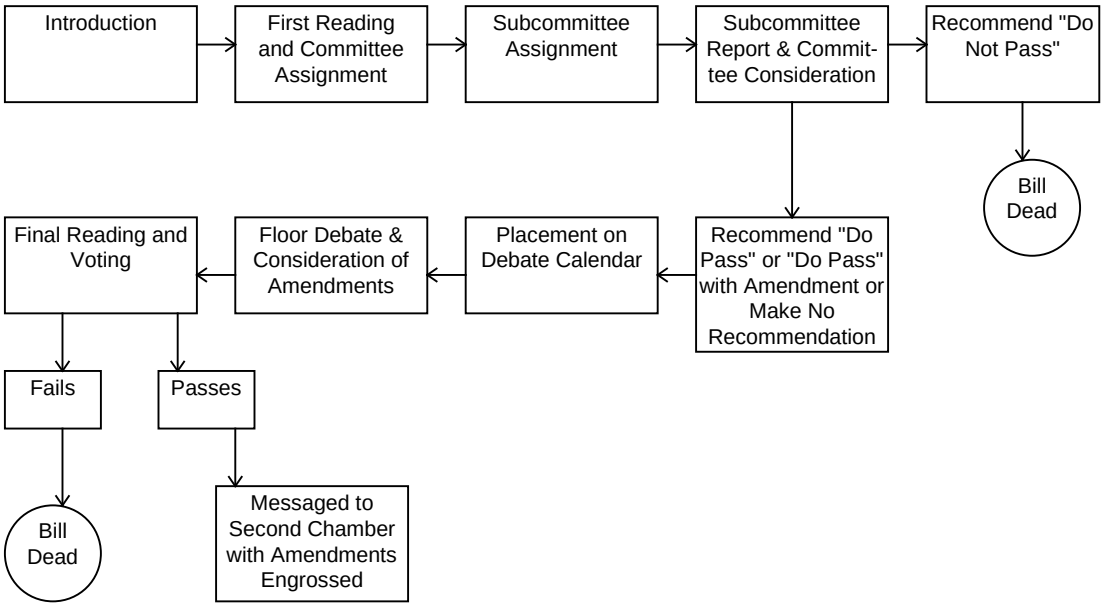
- Investigate a complaint against an agency or official of Iowa state and local government.
- Investigate a complaint from a state employee who is not in the merit system or covered by a collective bargaining agreement regarding adverse employment action taken against the employee in violation of the state "whistleblower" law.
- Work with an agency to attempt to rectify a problem when investigation shows that a mistake or arbitrary action has occurred.
- Ensure timely reaction to complaints.
- Perform services in an independent, impartial and, when appropriate, confidential manner.
- Make recommendations to the General Assembly for legislation, when appropriate.
- Answer questions relating to government in cases where a person does not know where or to whom to direct a question.

The following is a summary of services which the Ombudsman cannot provide:

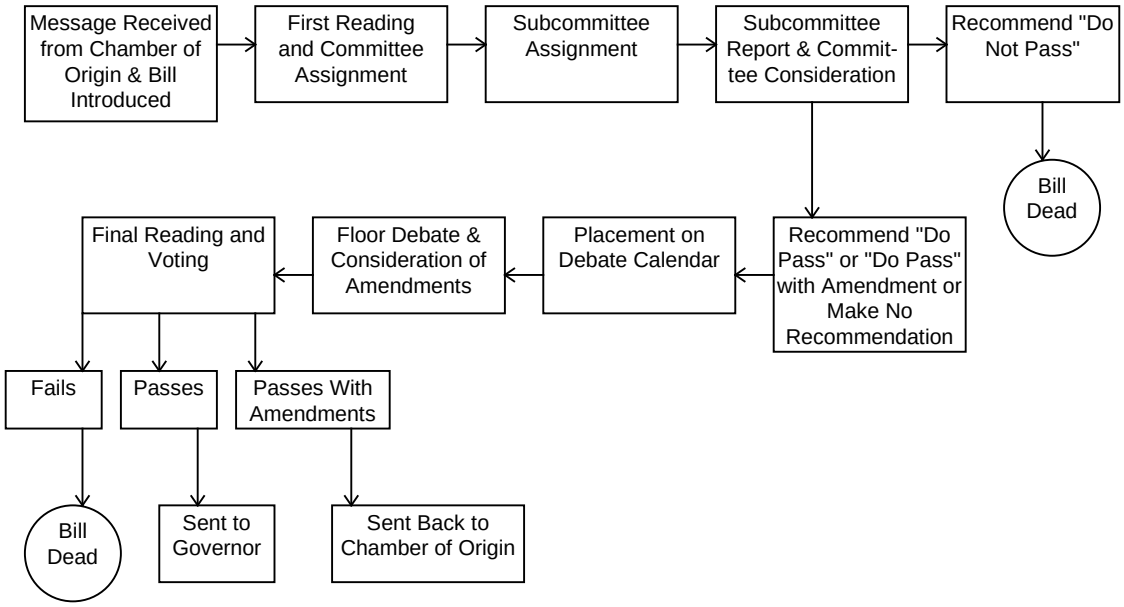
- Investigate the acts of the General Assembly.
- Investigate the acts of the Governor or of the Governor's personal staff.
- Investigate or review the acts or decisions of courts or judges or staff of the judicial system.
- Investigate agencies which are established pursuant to interstate compacts and answerable to more than one state.
- Investigate complaints from employees of agencies of government regarding their employment relationship with the agency, except complaints from state employees who are neither in the merit system nor covered by a collective bargaining agreement that allege violations of the state "whistleblower" law.
- Investigate agencies of the federal government.
- Investigate actions between private parties which do not involve agencies of state or local government.

VI. The Legislative Process

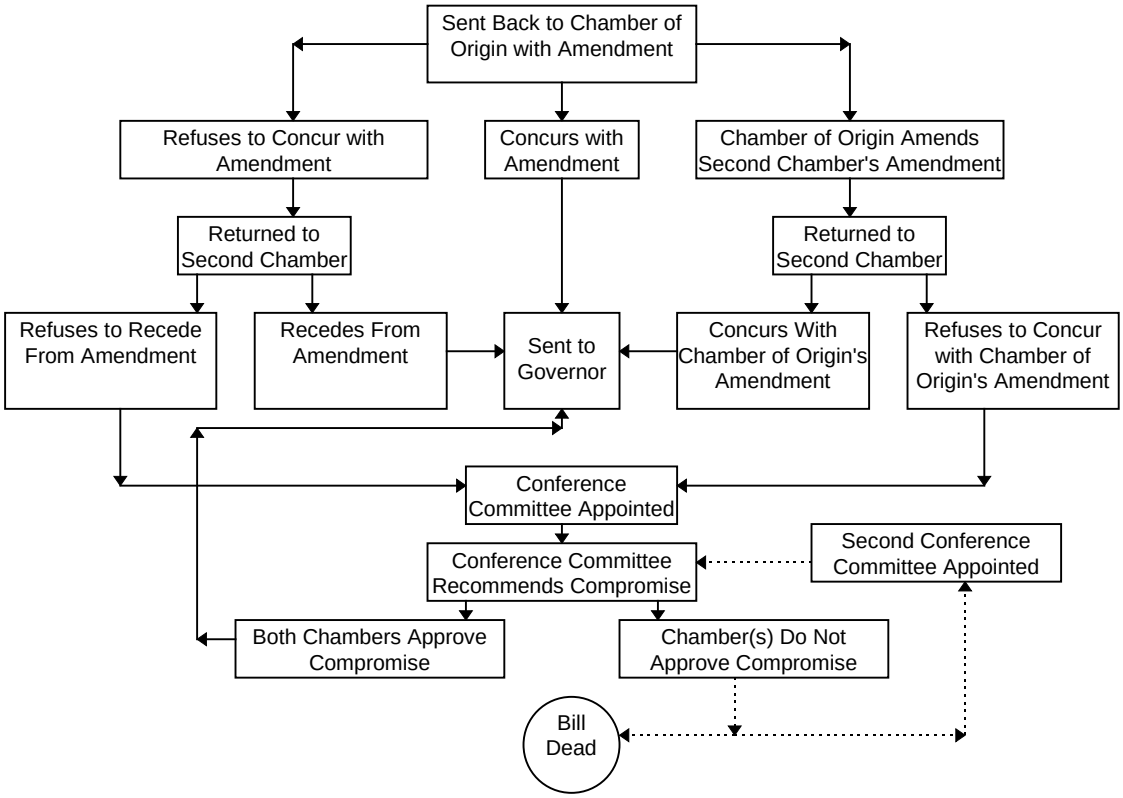
A. Chamber of Origin



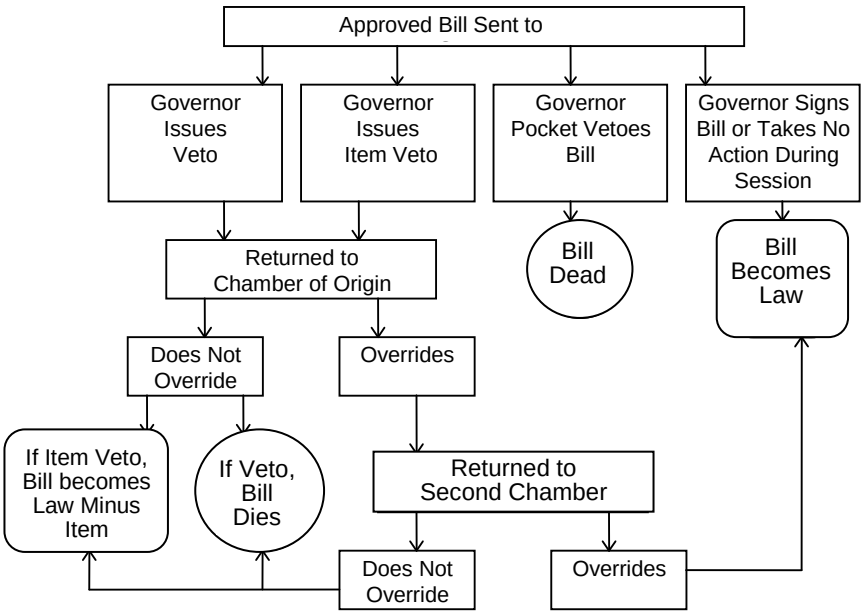
B. Second Chamber



C. Final Legislative Actions



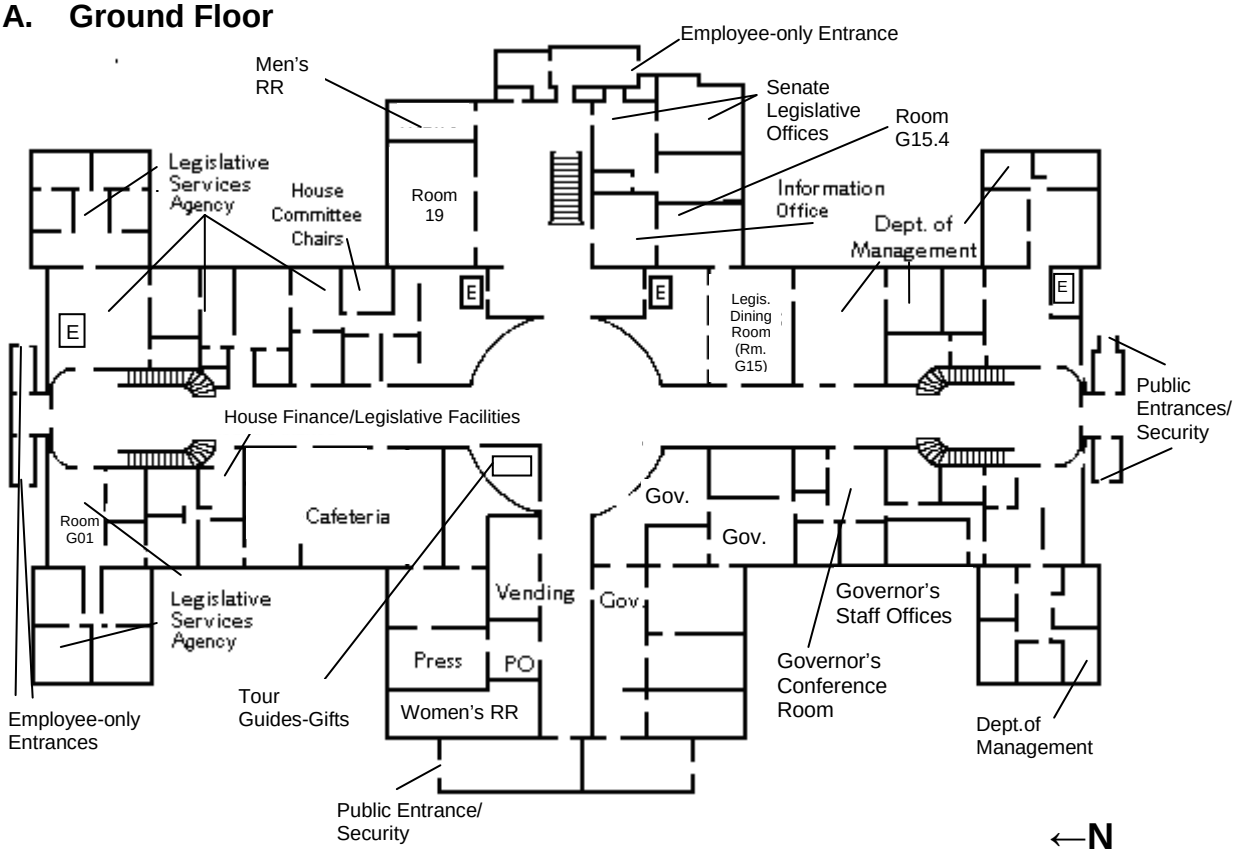
D. Governor's Actions



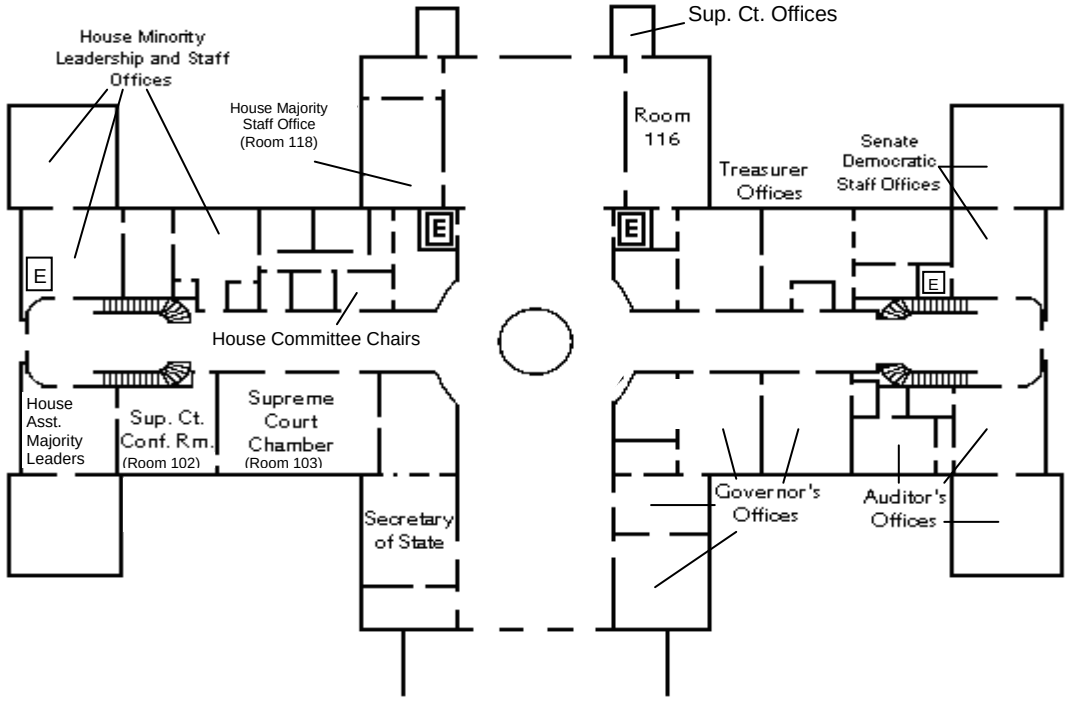
VII. Maps of the Capitol Building

E = Elevator RR = Restroom

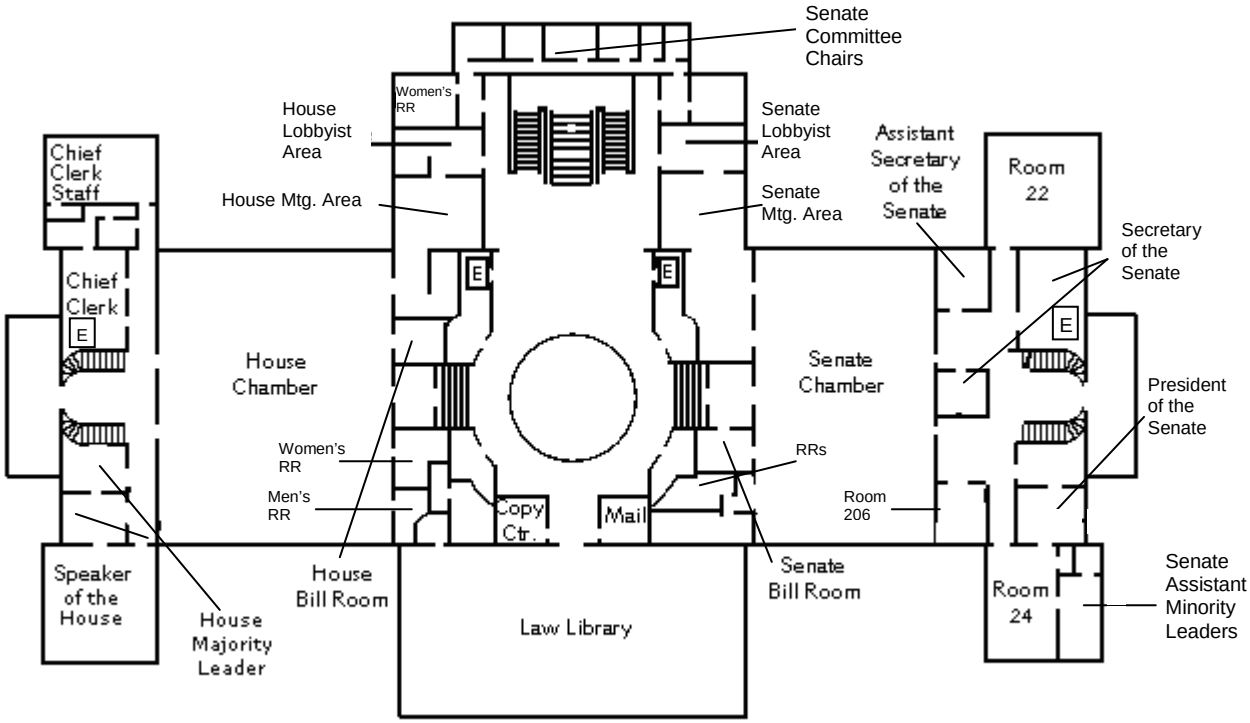
A. Ground Floor



B. First Floor



C. Second Floor



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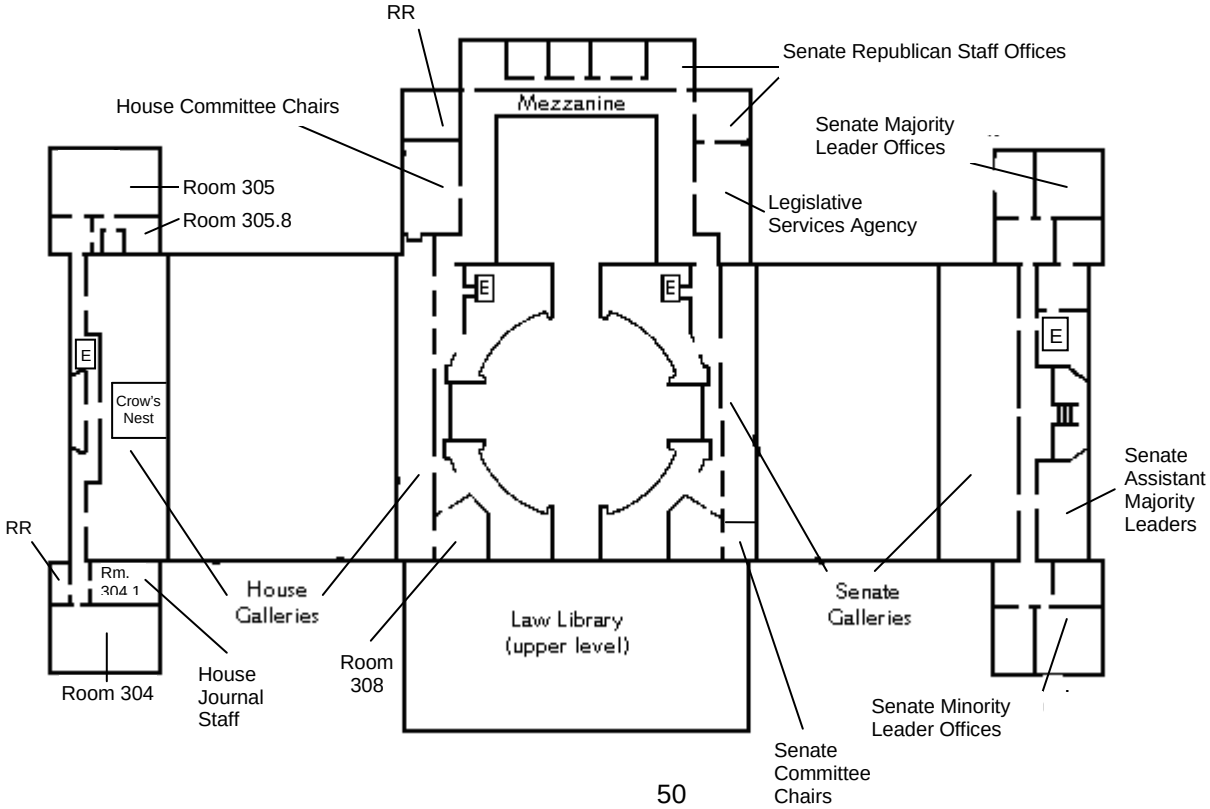
D. Third Floor



VIII. Glossary of Legislative and Budget Terms

ACT A bill or certain type of joint resolution which has passed both houses of a Legislature, has 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 termination.

ADJOURNMENT SINE DIE Final termination of the Legislature, occurring on the last day of a session. No immediate future meeting date is set except as provided in the Constitution.

ADOPTION Approval or acceptance, usually applied to motions, amendments, or resolutions.

ALLOCATION Funds or personnel which are apportioned or designated to a function, program, or activity.

AMENDMENT An alteration proposed or made in a bill or motion by adding, changing, substituting, or omitting. It may be offered by a committee or a member.

APPEAL A parliamentary procedure for changing the decision of a presiding officer by a vote of the members.

APPROPRIATION Funds allocated (from a specific fund) for various governmental purposes set aside by formal legislative action for specific use.

APPROVED BY GOVERNOR Acceptance by the Governor of a measure passed by the Legislature, as indicated by the Governor's signature on the enrolled bill.

AT EASE A temporary cessation of formal floor activities during a legislative session 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 passage by both houses of the Legislature and approval by the Governor in order to be effective.

BILL HISTORY A complete record of action taken on a bill from its date of introduction to its final disposition.

BILL INDEX A record of all activities taken by the General Assembly on Senate and House bills and joint and concurrent resolutions.

BILL SUBJECT INDEX List of legislative bills by subject matter or topic.

BUDGET UNIT A predetermined grouping of one or more organizations that indicates an individual entity within a department. There may be one or more budget units within a department. A budget unit generally receives a single appropriation made by the General Assembly.

CALENDAR Agenda of daily legislative business in a house.

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 (SENATE) Procedure used to compel attendance of members for consideration of any single item of legislative business.

CALL TO ORDER Notice given by the presiding officer indicating the Legislature is officially in session.

CARRYOVER LEGISLATION Legislation held over in the same general assembly from one annual session to the next. The legislation has the same standing as at the end of the previous session.

CAUCUS A meeting of the members of a house of one political party. The meeting may be either open or closed to the public. Also refers to the members of a particular political party in a house.

CHAIR OR CHAIRPERSON Presiding officer of a committee.

CHAMBER Official meeting place of a legislative body.

CHIEF CLERK A nonmember officer of the House of Representatives elected by the House to perform and direct the parliamentary and clerical functions of the House.

CLIPSHEET A daily printing of amendments filed in a house on the previous day that are clipped apart and filed with the appropriate bills by legislative secretaries. They are printed on yellow paper in the House and blue paper in the Senate.

COMMITTEE A body of appointed members designated to consider and make recommendations concerning disposition of bills, resolutions, and other related matters within a particular subject area.

COMMITTEE CHAIR OR 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 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 of a committee, including votes on actions taken at committee meetings.

COMMITTEE OF THE WHOLE Through a suspension of the rules, the membership of the House or Senate meeting as a committee to consider legislation in an informal manner. Ordinary rules of procedure do, however, apply, but votes cannot be taken nor does the secretary or clerk record in the minutes the committee’s proceedings. A chair of the committee of the whole is appointed by the chamber’s presiding officer.

COMPANION BILL A bill in one chamber that is identical to one introduced in the other chamber.

CONCURRENCE Action by which one chamber agrees to a proposal or action which the other chamber has approved.

CONCURRENT RESOLUTION A resolution acted upon by both chambers requiring the approval of a majority of those present and voting, used to express sentiment or relating to temporary legislative matters.

CONFERENCE COMMITTEE Committee composed of appointed members of both chambers to resolve differences between the two chambers on a legislative proposal.

CONFIRMATION Approval by the Senate of an executive branch appointment -- usually requires two-thirds vote of the members (34 votes in the Senate).

CONFLICT OF INTEREST Condition which affects the ability of a legislator to vote impartially.

CONSTITUENT An individual residing within the district represented by a legislator.

CONSTITUTION A written instrument embodying the fundamental principles of law of a state or nation, outlining the powers and duties of the government and guaranteeing certain rights to the people.

CONSTITUTIONAL MAJORITY Majority of the membership of each house of the General Assembly, generally, 26 votes in the Senate and 51 votes in the House of Representative.

DISTRICT The portion of the state represented by a legislator, distinguished numerically or by counties contained therein and determined on the basis of population.

DIVISION A method of recording votes by printing only vote totals in the journal rather than the members' names and their votes.

DOUBLE-BARRELED MOTION A motion that an action be reconsidered and that the motion to reconsider be laid on the table. It is considered a single motion. Adoption of this motion prevents reconsideration of the action unless a motion to take from the table prevails.

EFFECTIVE DATE Date on which enacted legislation becomes law and therefore binding.

ENACTING CLAUSE The Constitution requires that each law be prefaced by the phrase "Be It Enacted by the General Assembly of the State of Iowa." 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 by both chambers (incorporating in the proper place all amendments and corrections) signed by officers of both chambers and sent to the Governor for review. The enrolled bill is then sent to the Secretary of

State. If the bill is vetoed, the bill is sent to the Secretary of State with a veto message attached, with additional copies going to the Chief Clerk of the House and the Secretary of the Senate.

ESTIMATED REVENUES A projection for general fund receipts compiled by the Revenue Estimating Conference.

EXECUTIVE BUDGET Suggested allocation of state moneys presented annually by the Governor for consideration by the Legislature.

EXPENDITURES Disbursements and payables for services rendered and goods received including authorized encumbrances for a specified period of appropriations.

EXTRAORDINARY SESSION. See Special Session.

FISCAL NOTE A memorandum attached to a bill or amendment that states the financial effect on governmental revenue or expenditures.

FY/FISCAL YEAR The 12-month financial period used for recordkeeping, budgeting, appropriating, revenue collecting, and other aspects of fiscal management. The fiscal year of the State of Iowa is July 1 through June 30.

FLOOR That portion of the chambers reserved for members and officers of the Senate or House and other designated persons.

FTE/FULL-TIME EQUIVALENT A budgeting and monitoring unit that equates the aggregate of full-time positions, part-time positions, a vacancy and turnover factor, and other adjustments. One full-time equivalent position represents 2,080 working hours, which is the regular number of hours one full-time person works or is paid for in a fiscal year.

GENERAL FUND The registry for state moneys whose receipts are not earmarked for dedicated purposes and which supports the general functions of state government.

GERMANENESS The relevance or appropriateness of an amendment to a bill.

GRANDFATHER CLAUSE A specific portion of a bill that ensures 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 legislative proposal. A committee may schedule a public hearing for discussion of a legislative proposal.

HOUSE One of two separate bodies of elected members who meet together as the General Assembly to exercise their constitutional law-making powers.

IMPEACHMENT The procedure to remove from office public officials accused of misconduct.

INDEFINITE POSTPONEMENT An action taken by a legislative 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 to a bill that it has adopted to those adopted in the other house. This sends the measure to a conference committee unless the other house recedes.

INTERIM The time interval between regular sessions.

INTERIM COMMITTEE 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 of the Legislature.

INTRODUCTION The formal presentation and numbering of a bill after it has been processed.

IOWA ACTS A compilation of all measures enacted by the Legislature during a year, sometimes referred to as Session Laws.

IOWA CODE The official compilation and publication of all Iowa laws of a permanent nature issued by the Iowa Code Editor following the legislative session in each even-numbered year.

ITEM VETO An action taken by the Governor to prevent the enactment of an item of an appropriation bill.

JOINT RESOLUTION A resolution acted upon by both houses requiring the approval of a majority of the members of each house: may appropriate money, enact temporary laws, propose amendments to the Iowa Constitution, ratify amendments to the U.S. Constitution, or make a request of Congress.

JOINT RULES Operating regulations and principles jointly adopted by both houses for the duration of a General Assembly.

JOINT SESSION A combined meeting of the Senate and House, usually in the House Chamber.

JOURNAL An official chronological record of the proceedings of a house, printed daily in pamphlet form. The journals are compiled, indexed, and bound at the close of each session.

LEGALIZING ACT A bill introduced after it has been published in an official newspaper that ratifies an action of a public official, agency, or local government that was conducted contrary to the law.

LEGISLATIVE LIAISON See lobbyist.

LOBBYIST An individual who encourages the passage, defeat, or modification of legislation by members of the General Assembly.

MAJORITY LEADER A member of the majority party in a house elected by that party's members as its leader.

MAJORITY PARTY The political party having the most members in a house.

MEMBERS PRESENT Those members of a house who are actually present at a daily session of the Legislature. Many votes are determined by a majority of the members present unless a constitutional majority vote is required.

MEMORIAL RESOLUTION A resolution commemorating a deceased member of a house.

MESSAGES FROM GOVERNOR Official communications from the Governor printed in the journal.

MESSAGES FROM SENATE (HOUSE) Official communications from the other house printed in the journal.

MINORITY LEADER A member of the minority party in a house elected by that party's members as its leader.

MINORITY PARTY The political party having less than a majority of members in a house.

MINUTES A chronological record of the proceedings of and actions taken at a meeting.

MOTION A 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.

OPERATIONS APPROPRIATION An appropriation of funds for the performance of the normal operating functions of a department or division.

OPINION A formal expression of legal reasons and principles as the response to an inquiry.

PARLIAMENTARY INQUIRY A question posed to the presiding officer of a house for clarification of a point or action in the proceedings.

PASSAGE OF A BILL Favorable final action on a measure before either house. Requires a constitutional majority in each house.

PER DIEM Literally, per day, payment for attendance at official legislative business.

PERFORMANCE MEASURES Criteria used to assess progress toward the objectives in the implementation of a program.

PETITION A formal request submitted by an individual or group of individuals to the Legislature.

POCKET VETO An instance in which the Governor takes no action within 30 days on a bill submitted to the Governor within or after the last three days of a regular session. The bill cannot become law without the Governor's approval.

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.

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 A member of the Senate, elected by a majority of the Senators to serve as the presiding officer of the Senate.

PRESIDING OFFICER Person elected or designated to direct the activities of a house.

PREVIOUS QUESTION A motion to close debate and bring the pending question before the house or a committee for an immediate vote.

PROCEDURE Rules and traditional practices of a house.

PRO TEMPORE The elected officer of the Senate or House who acts in the absence of the regular presiding officer.

QUORUM The minimum required number of members present to transact legislative business, generally a majority of a body.

QUORUM CALL A method used to determine that a majority of a body is present for the lawful transacting of business.

RATIFICATION A confirmation or affirmance of a previous lawmaking Act.

READING Presentation of a bill before either house by the reading of the title. A part of the enactment process.

REAPPORTIONMENT Reallocating the number of congressional seats among the states to reflect changes in the nation's population.

RECEDE The motion made by a legislative body to agree with the other house and not insist upon the amendments previously adopted by that house to the bill.

RECESS Intermission in a daily session.

REDISTRICTING Redrawing the boundaries of legislative districts to reflect changes in population.

REFERRAL The sending of a bill to a committee.

REGULAR ORDER OF BUSINESS The established sequence of deliberation set up for each legislative day.

REGULAR SESSION The time during which the Legislature considers all areas of legislation. The first session of the two-year General Assembly is usually longer than the second. By statute legislators are reimbursed for expenses for 110 calendar days during the first regular session and for 100 calendar days during the second regular session of a General Assembly.

REPEAL A method by which an earlier lawmaking action of the Legislature is revoked or annulled.

REPRINTED BILL A revised or engrossed 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.

RESCIND Annul an action previously taken.

RESOLUTION A formal expression of opinion or decision (not to be confused with a bill).

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.

REVERSION Following the close of a fiscal year, all unencumbered or unobligated balances of moneys revert to the State Treasury and to the credit of the fund from which the appropriation or appropriations were made.

RULES Operating regulations and principles adopted by each house for the duration of a general assembly.

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 nonpartisan nonmember officer of the Senate appointed by the Senate to perform and direct the parliamentary and clerical functions of the Senate.

SERGEANTS-AT-ARMS Nonmember officers of a house responsible for maintaining order and carrying out the directives of the presiding officer or of the membership.

SESSION LAWS See Iowa Acts.

SPEAKER Presiding officer of the House of Representatives elected by the members.

SPECIAL ORDER Setting a matter of business for action at a special time and day.

SPECIAL SESSION Session called by and relating to matters specified by the Governor or called by a petition signed by two-thirds of the members of both houses.

STANDING COMMITTEE A committee appointed with a continuing responsibility in a specific field of legislative activity.

STANDING LIMITED APPROPRIATION An annual appropriation of a specific dollar amount established in the Iowa Code.

STANDING UNLIMITED APPROPRIATION An annual appropriation made by statute, not specifying a dollar amount but based upon a formula or criteria stated in the Iowa Code.

STATUTE A permanent or general Act approved by the Legislature.

STRIKE The deletion of language from a bill or resolution.

STRIKING EVERYTHING AFTER THE ENACTMENT CLAUSE AMENDMENT An amendment which replaces an entire bill or resolution.

SUBCOMMITTEE A group of members of a standing committee appointed by the chairperson to study and report on a specified subject or bill.

VETO An action taken by the Governor to prevent the enactment of an entire bill.

VETO MESSAGE A memorandum attached to a bill which was vetoed or item vetoed explaining the Governor's reasons for vetoing or item vetoing of the bill.

WELL The area of a chamber directly in front of and including the presiding officer's bench where the chamber's staff is located.

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