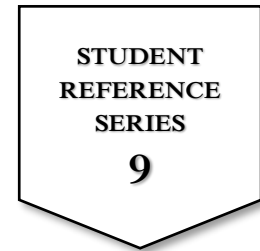


# Glossary

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The goal of this handout is to provide definitions to the key terms that have been identified throughout the Student Reference Series.



**act** - a bill passed by the Legislature.

**adjournment** - termination of a meeting; occurs at the close of each legislative day upon completion of business, with the hour and day of the next meeting set prior to adjournment.

**agenda** - a list of items to be discussed at a committee meeting.

**agriculture** - the science or practice of farming, including cultivation of the soil for the growing of crops and the rearing of animals to provide food, wool, and other products.

**amendment** - any alteration made or proposed to a bill, motion, or clause thereof by adding, changing, substituting, or omitting.

**appropriation** - money set aside by formal action for a specific use.

**bicameral** - a Legislature consisting of two chambers.

**bill** - a proposed law introduced during a session for consideration by the Legislature.

**body** - the body of a bill is the text or lawmaking part of the bill. Everything following the enacting clause is part of the body of the bill.

**budget** - a statement of the financial position of an administration for a definite period of time based on estimates of expenditures during the period and proposals for financing them.

**bureau** - division of the Department of Executive Management.

**Cabinet Secretary** - a person appointed by and serving at the pleasure of the Governor to administer one of the departments of state government.

**calendar** - a list of bills or other items reported out of committee for consideration by the legislative body.

**caucus** - an informal organization of members of each political party of the House or the Senate, or both, that exists to discuss issues of mutual concern and possibly to perform legislative research and policy planning for its members.

**census** - an official count or survey of a population, typically recording various details of individuals.

**chair** - a traditional designation of the current presiding officer.

**Chief Clerk of the House** - a citizen, elected by the House of Representatives; responsible to the Speaker of the House in administrative and procedural matters; and directs the clerical staff in preparation of the daily journal, calendar, and other required functions.

**Chief Justice** - (the title of) the presiding judge in a supreme court.



**Circuit Judge** - a judge who hears and tries cases in a circuit court.

**citizen Legislature** - a legislature made up primarily of citizens who have a full-time occupation besides being a legislator.

**Commissioner** - a person appointed by and serving at the pleasure of the Governor to administer a bureau.

**committee report** - a committee report documents the proposed changes made to a bill by a committee or conference committee.

**committee** - a group of legislators that hold hearings to determine if the proposed bill should go forward to the house for passage.

**concurrent resolution** - a form of legislation expressing the opinion of the Legislature. It does not have the force of law.

**constituent** - a citizen who resides within the district of a legislator.

**Constitution** - the fundamental organic law of the state. Amendments to the Constitution are proposed by joint resolution and must be approved by a vote of the people.

**Constitutional Convention** - an assembly of delegates or representatives of the people of a state or nation for the purpose of framing, revising, or amending its constitution.

**co-sponsor** - a joint sponsor of a bill or resolution.

**debate** - a formal discussion on a particular topic in a public legislative assembly, in which opposing arguments are put forward.

**Democratic Party** - the older and more liberal of the two major political parties in the United States.

**department** - the principal functional and administrative entity within the executive branch of state government.

**district** - the geographic division of the state represented by a legislator.

**do not pass** - the recommendation of a committee when the committee feels it is important for the bill to be considered by the entire house, but does not recommend its passage.

**do pass** - the recommendation of a committee when the committee recommends the bill pass in its original form.

**do pass amended** - the recommendation of a committee when the committee recommends the bill pass, not in its original form, but in an altered form adopted by the committee.

**economy** - the wealth and resources of a country or region, especially in terms of the production and consumption of goods and services.

**enacting clause** - that portion of a bill indicating that all following material is to become law. By constitutional provision each proposed law must be preceded by this clause: "BE IT ENACTED BY THE LEGISLATURE OF THE STATE OF SOUTH DAKOTA."

**Executive Branch** - the branch of government charged with the execution and enforcement of laws and policies and the administration of public affairs.

**expenditure** - an amount of money that is spent on something.

**federal government** - a system of dividing up power between a central national government and local state governments that are connected to one another by the national government.

**fiscal year** - the accounting period for the state government which begins on July 1<sup>st</sup> and ends on June 30<sup>th</sup> in South Dakota. The fiscal year is designated by the calendar year in which it ends; for example, fiscal year 2015 begins on July 1, 2014 and ends on June 30, 2015.



**General Appropriations Act** - an act passed by the Legislature and signed by the Governor that appropriates money for the ongoing, ordinary expenses of the three branches of state government.

**general bill** - appropriates money for the ongoing, ordinary expenses of the three branches of state government.

**Governor** - the elected executive to head the State of South Dakota.

**hoghouse** - a procedure used in the Legislature whereby a committee or a member from the floor will move to strike everything after the enacting clause of a bill and insert in lieu thereof the substance of an entirely new bill.

**House of Representatives** - the lower chamber in the state's bicameral governing bodies.

**initiative** - a procedure by which a specified number of voters may propose a statute, constitutional amendment, or ordinance, and compel a popular vote on its adoption.

**joint committee** - a committee that includes membership from both houses of the Legislature.

**joint resolution** - used primarily to propose amendments to the South Dakota Constitution and to ratify amendments to the United States Constitution.

**joint session** - a joint meeting of both houses of a bicameral legislature.

**Judicial Branch** - the branch of government charged with the interpretation of laws and the administration of justice.

**Justice** - a judicial officer; a judge or magistrate.

**lay on the table** - postpone a matter before the Legislature; may later be brought up for consideration by motion from the floor.

**Legislative Audit** - a division of the Legislative Branch that provides independent audits and assistance to the State of South Dakota and local governments.

**Legislative Branch** - the branch of government having the power to make laws.

**legislative committee** - a subgroup of legislators who make an initial determination if the proposal should go forward in the Legislature.

**legislative day** - a day on which a formal legislative floor session is held.

**Legislative Research Council** - the nonpartisan staff that provide legal analysis, fiscal analysis, and advice in addition to research, drafting, and budget services to the members of the Legislature.

**legislator** - a person elected by the citizens to make laws.

**Legislature** - the legislative body of the state.

**Lewis and Clark Expedition** - the journey made by Meriwether Lewis and William Clark, during the presidency of Thomas Jefferson, to explore the American Northwest, newly purchased from France, and some territories beyond.

**line-item veto** - authority to veto part rather than all of an appropriations act.

**local government** - the lowest tier of public administration with representatives elected by those who live in the particular town, county, or district.

**Louisiana Purchase** - the acquisition of the Louisiana territory (828,000 square miles), by the United States from France in 1803.

**Magistrate** - a civil officer or lay judge who administers the law, especially one who conducts a court that deals with minor offenses and holds preliminary hearings for more serious ones.

**Majority Leader** - the head of the majority party in a legislative body.



**Majority Party** - a group of legislators of the same political party who have the greatest number of elected members and who control the leadership positions.

**majority vote** - a number or percentage of votes equaling more than half of the total number of members to pass legislation. For the House that is 36 Votes, and the Senate is 18 Votes.

**Minority Leader** - the head of the minority party in a legislative body.

**Minority Party** - a group of legislators of the same political party who have the fewest number of elected members.

**minutes** - an official record of the proceedings of a meeting.

**opponent** - a person who disagrees with or resists a proposal, project or practice.

**political party** - an organized group of people with at least roughly similar political aims and opinions, that seeks to influence public policy.

**pre-filing** - bills that are filed before the start of the legislative session.

**President** - a title given to the presiding officer of the Senate held by virtue of the office of Lieutenant Governor.

**President Pro Tempore** - a Senator elected by the Senate, who is the constitutionally recognized officer of the Senate who presides over the chamber in the absence of the President.

**prime sponsor** - the legislator or legislative committee introducing a bill.

**procedures** - the rules and traditional practices of the Legislature.

**proponent** - a person who advocates a proposal, project, or practice.

**referendum** - a general vote by the electorate on a single political question that has been referred to them for a direct decision.

**Representative** - a person chosen or elected to speak and act on behalf of others in the House of Representatives.

**Republican Party** - the more conservative of the two major political parties in the United States.

**resolution of disapproval** - a resolution that disapproves of any reorganization of the executive branch done by the Governor during the preceding year.

**revenue** - includes all amounts of money (i.e. taxes and/or fees) received from sources outside the state government.

**roll-call vote** - a vote in which each legislator votes "yea" or "nay" as his or her name is called by the chief clerk or secretary, so that the vote of each legislator is recorded.

**rules** - the methods of procedure determined by the Legislature at the beginning of a session.

**Secretary of the Senate** - a citizen, elected by the Senate; responsible to the President Pro Tempore in administrative and procedural matters; and directs the clerical staff in preparation of the daily journal, calendar, and other required functions.

**select committees** - a small legislative committee appointed for a special purpose.

**Senate** - the upper house in the bicameral legislature.

**Senator** - a person chosen or elected to speak and act on behalf of others in the Senate.

**Sergeant at Arms** - the chief security officer of the Legislature, the sergeant at arms helps to preserve order in both chambers and the galleries.

**session** - period during which the Legislature meets.



**simple resolution** - a form of legislation initiated and passed in one house only and ordinarily expresses condolences, memorials, or the opinion of the single house.

**Sioux Nation** - an ethnic group of Native American tribes in North America that comprise three major divisions based on language divisions: The Dakota, Lakota, and Nakota people.

**Speaker** - presiding officer of the House of Representatives, elected by the members of the House, at the beginning of each session.

**Speaker Pro Tempore** - a Representative elected by the House of Representatives, who is the constitutionally recognized officer of the House who presides over the chamber in the absence of the Speaker.

**special appropriation bills** - appropriate money for certain special projects and other various one-time uses.

**special interest groups** - a group of people or an organization seeking or receiving special advantages, typically through political lobbying.

**special session** - a period when the legislative body convenes outside of the normal legislative session.

**state** - an organized political community or area forming part of a federal republic.

**state funds** - money that is available to the state to spend and is collected through state taxes and fees.

**State of the State address** - a speech given once each year by the Governor. The speech is delivered before both houses of the Legislature sitting in joint session. The speech is given to satisfy a constitutional stipulation that a Governor must report annually on the state or condition of the State of South Dakota.

**State Treasurer** – an elected official of state government in charge of the receipt, care, and disbursement of money.

**Supreme Court** - the highest judicial court in the state.

**term limit** - a legal restriction on the number of times a person may be elected to and serve in a particular public office.

**territory** - an organized division of a country that is not yet admitted to the full rights of a state.

**title** - may mean a group of related chapters in the code or the title of a bill or other proposal.

**tourism** - the commercial organization and operation of vacations and visits to places of interest.

**two-thirds majority** - a super majority vote requiring two-thirds of the members to pass legislation. For the House that is 47 Votes, and the Senate is 24 Votes.

**Whip** - a legislator elected by members of the political party to assist party leadership.

**without recommendation** - the recommendation made by a committee when the committee cannot come to a consensus or has no feelings on the bill one way or another, so feels the entire house should determine whether it should pass.

