LEGISLATION 101 - OUTLINE:

1) BASICS:
   - Biennial Session
   - Bills & Bill Titles
   - The Budget Bill
   - Other Appropriations Bills
   - Governor "Item Vetos"

2) LEGISLATIVE PROCESS:
   - Flow Chart
   - Idea
   - Introduction / First Reading
   - Committee Hearings: General
   - Committee Hearings: Process
   - Second Reading / Engrossment Of Bills
   - Third Reading
   - Floor Sessions / Floor Statuses
   - Passage Of Bills
   - Governor
   - Secretary Of State

3) TRACKING BILLS:
   - Types Of Bills
   - What To Look At On A Bill
   - Legislative Committees: Types
   - Legislative Committees: Process
   - Legislative Publications

4) KEY WEBSITES:
   - Refer To Handout

5) LEGISLATIVE CALENDAR:
   - Refer To Handout

Ch. 1 BASICS:

- Biennial Session

- Bills & Bill Titles

- The Budget Bill

- Other Appropriations Bills

- Governor "Item Vetos"

[BASICS: BIENNIAL SESSION]
- Legislature is a biennial body

- Legislators have two-year terms

- Legislation is on a two-year cycle

- Jan. 31: Year 2 (2nd year of the biennium). House Of Origin (HOO: Year 1) bills, have a State Constitutional Deadline to have left HOO or else they are considered dead

- Sep. 1: Year 2. Drop dead deadline to present bills to Governor

- Nov. 30: Year 2. Adjournment *sine die* at midnight

- LACDP Spreadsheet: (HOO: Year 1 or HOO: Year 2)
CA Legislature Website: (Rule 61) - denotes J.R. deadline

[BASICS: BILLS & BILL TITLES]
- Proposes a new law or amends or repeals the existing law.

- One subject per act, must be in title

- Becomes statute when signed by Governor & chaptered by the Secretary Of State

[BASICS: THE BUDGET BILL]
- Jan. 10: Governor's Budget Deadline

- Jun. 15: Budget Bill must be passed by midnight

- No other appropriation bill allowed, until Budget Bill passed

[BASICS: OTHER APPROPRIATIONS BILLS]
- Only one item of appropriation per bill, expressed for a certain purpose

- 2/3 vote required General Fund appropriations (except for public schools)

- Introduced for 30 days before heard or acted upon

[BASICS: GOVERNOR "ITEM VETOS"]
- Governor may approve or veto one or more appropriation items in any bill
- Budget Bill (contains several appropriation items, unlike other bills)
- Item Vetos, may be overridden in the same manner as bills vetoed
- Governor may not change a proposed law by striking parts of a bill

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Ch. 2 LEGISLATIVE PROCESS:

- The Lifecycle Of Legislation

- Ideas For A Bill

- Introduction / First Reading

- Committee Hearings: General

- Committee Hearings: Process

- Second Reading / Engrossment Of Bills

- Third Reading

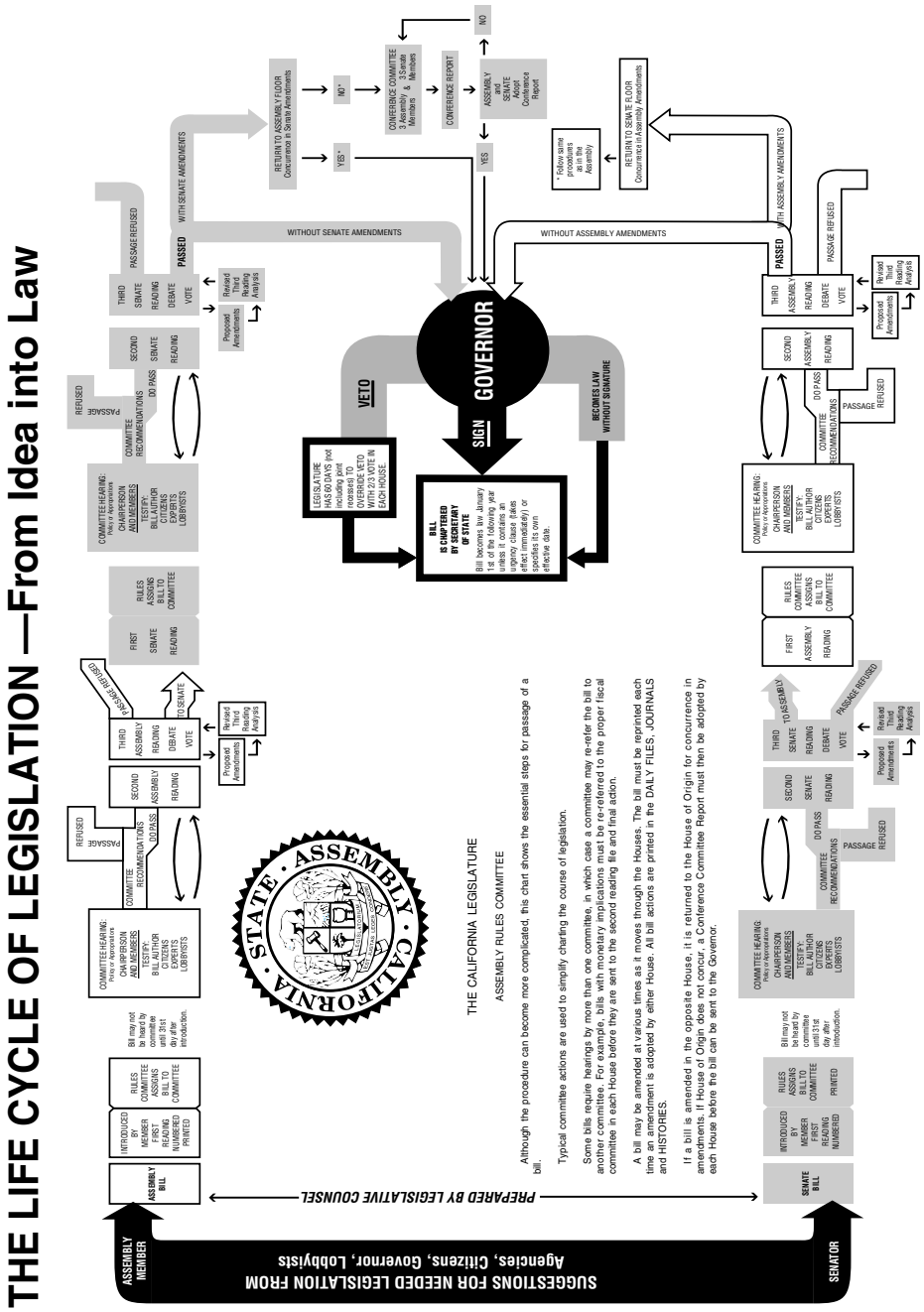
- Floor Sessions / Floor Statuses

- Passage Of Bills

- Governor

- Secretary Of State

[LEGISLATIVE PROCESS: THE LIFE CYCLE OF LEGISLATION]



[LEGISLATIVE PROCESS: IDEAS FOR A BILL]

- **Anyone can sponsor a bill, need a Legislator to author and carry it**

- **Legislative Counsel formats idea into a bill (legal language, codes, etc.)**

- **Only one subject per bill, must also be in bill title**

- **Two-Year Session Bill Limit:**
  State Senator (50 bills), Assembly Member (40 bills, w/limit of 5 Resolution introductions)

- **Subject to Joint Rules of the Senate & the Assembly**

- **Feb. 16: Deadline for introduction of bills in 2024**

- **After deadline: only committee bills, constitutional amendments, resolutions, bills from the Speaker of the Assembly, bills from Senate Rules can be introduced**

[LEGISLATIVE PROCESS: INTRODUCTION / FIRST READING]

- **First Bills: Initial roll call, Members introduce one bill**

- **Additional Bills: Members introduce other bills (including constitutional amendments and all resolutions)**

- **First Reading: includes assigning bill number, reading the author and title**

- **Introduced for 30 days before heard or acted upon**

- **After introduction, go to Rules Committee for assignment**

[LEGISLATIVE PROCESS: COMMITTEE HEARINGS: GENERAL]

- **Rules Refers to a Policy Committee**

- **Policy Committee: First Hearing**

- **Fiscal Committee: Second Hearing**
  Assembly (Appropriations or Budget Committees)
  Senate (Appropriations or Budget & Fiscal Review Committees)

[LEGISLATIVE PROCESS: COMMITTEE HEARINGS: PROCESS]

- Introduced for 30 days before heard or acted upon

- Calendar of Bills: 4 days Daily File (1st committee hearing), 2 days (subsequent hearings)

- Bill may be "set for hearing" only 3x per committee

- Standing Committees: can only submit, recommend or propose amendments

- Committee Amendments: generally seen as correcting an error, rarely opposed, must be adopted by the house on second reading to become part of bill

[LEGISLATIVE PROCESS: SECOND READING / ENGROSSMENT OF BILLS]

-Bills Reported Out Of Committee, go to Second Reading File, next legislative day

-Without Amendments: Read Second Time, Returned to Third Reading File

-With Amendments: Reprinted and Re-engrossed (Assembly: Returns to the Second Reading File / Senate: Placed in the Third Reading File for passage the next day)

[LEGISLATIVE PROCESS: THIRD READING]

-Next step in the progress of the bill

-If amended, returned again for a third reading (Assembly: must wait one calendar day / Senate: returned to second reading and must wait until following day)

-Final Vote (after waiting period) to pass House Of Origin (HOO) (Assembly: 41 majority, 54 2/3 vote / Senate: 21 majority, 27 2/3 vote)

-Bill begins same process in Second House

[LEGISLATIVE PROCESS: FLOOR SESSIONS]

-Floor Sessions are held Mon. & Thurs. & follows the Daily File

-Bill Out of Policy or Fiscal Committee: Sent to Second Reading File

-Second Reading File: Sent to Consent Calendar or to Third Reading File, no floor debate

-Third Reading File:

-Daily Files: printed each day for each house, officer goes through bills on the file, prioritized by Floor Status

[LEGISLATIVE PROCESS: FLOOR STATUSES]
Floor Statuses (in order of priority):

-Unfinished Business -- bills coming back to the floor for another hearing.

-Concurrence

-Conference Reports

-Reconsideration Measures

-Vetoes and Item Vetoes

-Second Reading File

-Third Reading File

-First and Second Day Consent Calendar

-Inactive File

-Governor's Appointments (Senate Only)

-Actions on the floor also include Motions and Resolutions that are used to grant rule waivers or to introduce guests on the floor.

[LEGISLATIVE PROCESS: PASSAGE OF BILLS]
- Consent Calendar: No Revenue Measures, Unanimous Vote, No Opposition In Committee

- Reconsideration Of Bills

- Concurrence In Amendments Of The Other House

- Conference Committees

- Enrollment Of Bills

[LEGISLATIVE PROCESS: GOVERNOR]
-Governor has 12 days to take action on a bill (30 days, if on or after Sep. 1 of Year 2)

-Sign The Bill: The Bill Becomes Law

-Does Not Sign The Bill: Automatically Becomes Law Without Signature

-Veto or Item Veto (portions of) The Bill

-Override Veto: Legislature has 60 Days to act upon Veto, 2/3 Vote Both Houses Required

-Law goes into effect: Jan. 1 of the next year, unless urgency measure (which is immediate)

-Adjournment: Nov. 30 of Year 2

[LEGISLATIVE PROCESS: SECRETARY OF STATE]
- After Governor approves bill, signs, dates and deposits to Secretary of State

- Secretary Of State, numbers and chapters the new law.

Ch. 3 TRACKING BILLS:

- Types Of Bills

- What To Look At On A Bill

- Legislative Committees: Types

- Legislative Committees: Process

- Legislative Publications

[TRACKING BILLS: TYPES OF BILLS]
- Assembly Bills / Senate Bills (ABs and SBs)

- Constitutional Amendments (ACAs and SCAs)

- Resolutions - (3) Types:
Joint Resolutions (AJRs and SJRs)
Concurrent Resolutions (ACRs and SCRs)
{the Joint Rules (J.R.) of the CA Legislature, ususally SCR 1 are an example of this}
Simple Resolutions (HRs and SRs)

[TRACKING BILLS: WHAT TO LOOK AT ON A BILL]

- [TEXT TAB]: Text Of The Bill, Authors and Co-Authors, Introduction Date, Section Codes, Legislative Counsel's Digest

- [VOTES TAB]

- [HISTORY TAB]

- [BILL ANALYSIS TAB]

- [TODAY'S LAW AS AMENDED TAB]

- [COMPARE VERSIONS TAB]

- [STATUS TAB]

[TRACKING BILLS: LEGISLATIVE COMMITTEES: TYPES]

- Legislature operates on a Committee Basis

- Types of Committees: Standing Policy & Fiscal Committees

- Subcommittees

- Select & Special Committees

- Conference Committees

- The Rules Committee

[TRACKING BILLS: LEGISLATIVE COMMITTEES: PROCESS]

- Quorum

- Committee Agenda

- Committee Analysis

- Author's Summary & Testimony

- Amendments

- Committee Actions

[TRACKING BILLS: LEGISLATIVE PUBLICATIONS]
- [PUBLICATIONS TAB] {Page from Legislature's Website}

Daily File: Assembly / Senate

Legislative Index

Table Of Sections Affected

Statutory Record

New Laws Report

Daily Journal: Assembly / Senate

Legislative Histories: Assembly / Senate

Rules Of The Legislature: Assembly / Senate / Joint

Glossary Of Terms

Ch. 4: KEY WEBSITES

KEY LEGISLATIVE WEBSITES
{Refer to Page 11 of handout}

Ch. 5: LEGISLATIVE CALENDAR

[2024 IMPORTANT DATES: ASSEMBLY / SENATE]
{Refer to Pages 12-13 of handout}

KEY LEGISLATIVE WEBSITES:

- LEGISLATION WEBPAGES:
State Of California: http://leginfo.legislature.ca.gov/
Federal Government: https://www.congress.gov/

- FIND MY DISTRICT WEBPAGE:
http://findyourrep.legislature.ca.gov/

- MEMBER DIRECTORIES WEBPAGES:
California Assembly: http://assembly.ca.gov/assemblymembers
California Senate: http://senate.ca.gov/senators

- LEGISLATIVE COMMITTEE DIRECTORIES WEBPAGES:
California Assembly: http://assembly.ca.gov/committees
California Senate: http://senate.ca.gov/committees

- LEGISLATIVE CALENDAR WEBPAGES:
California Assembly: http://assembly.ca.gov/legislativedeadlines
California Senate: http://senate.ca.gov/legdeadlines

- DAILY FILE WEBPAGES:
Chief Clerk Of The Assembly: http://clerk.assembly.ca.gov/daily-file
Secretary Of The Senate: http://senate.ca.gov/dailyfile

- WEEKLY HISTORY WEBPAGES:
Chief Clerk Of The Assembly: http://clerk.assembly.ca.gov/weekly-histories
Secretary Of The Senate: http://senate.ca.gov/content/senate-histories

- DAILY JOURNAL WEBPAGES:
Chief Clerk Of The Assembly: http://clerk.assembly.ca.gov/daily-journals
Secretary Of The Senate: http://senate.ca.gov/dailyjournals

- LEGISLATIVE GLOSSARY:
California Legislature: http://www.legislature.ca.gov/quicklinks/glossary.html

LEGISLATIVE CALENDAR: 2024 IMPORTANT ASSEMBLY / SENATE DATES

Jan. 1: Statues take effect (Art. IV, Sec.8(c)).

Jan 3: **Legislature Reconvenes** (J.R. 51 (a)(4).

Jan. 10: Budget must be submitted by Governor (Art. IV, Sec.12(a)).

Jan. 12: Last day for **policy committees** to hear and report to **fiscal committees** fiscal bills introduced in their house in the odd-numbered year (J.R. 61(b)(1)).

Jan. 19: Last day to for any committee to hear and report to the Floor bills introduced in that house in the odd-numbered year (J.R. 61(b)(2)).

Jan. 19: Last day to submit **bill requests** to the Office of Legislative Counsel.

Jan. 31: Last day for each house to psss bills introduced in that house in the odd-numbered year (J.R. 61(b)(3)) (Art. IV, Sec 10(c)).

Feb. 16: Last day for bills to **be introduced** (J.R. 61(b)(4),(J.R. 54(a)).

Mar. 21: **Spring Recess** begins upon adjournment of this day's session. (J.R. 51(b)(1)).

Apr. 1: **Legislature Reconvenes** from Spring Recess (J.R. 51(b)(1)).

Apr. 26: Last day for **policy committees** to hear and report to **fiscal committees fiscal bills** introduced in their house (J.R. 61(b)(5)).

May 3: Last day for **policy committees** to hear and report to the Floor **non-fiscal bills** introduced in their house (J.R. 61(b)(6)).

May 10: Last day for **policy committees** to meet prior to May 28 (J.R. 61(b)(9)).

May 20-24: **Floor session** only. No committee may meet for any purpose except for Rules Committee, bills referred pursuant to Assembly Rule 77.2, and Conference Committees (J.R. 61(b)(10)).

May 24: Last day for each house to pass bills introduced in that house (J.R. 61(b)(11)).

May 28: Committee meetings may resume (J.R. 61(b)(12)).

Jun. 15: **Budget Bill** must be passed by **midnight** (Art. IV, Sec. 12(c).

Jun. 27: Last day for legislative measures to qualify for the Nov. 5 General Election ballot (Elections Code Sec. 9040).

Jul. 3: Last day for **policy committees** to meet and report bills (J.R. 61(b)(13)).

Jul. 3: **Summer Recess** begins upon adjournment of this day's session, provided Budget Bill has been passed (J.R. 51(b)(2)).

Aug. 5: **Legislature reconvenes** from **Summer Recess** (J.R. 51(b)(2)).

Aug. 16: Last day for **fiscal committees** to meet and report bills to the Floor (J.R. 61(b)(14)).

Aug. 19-31: **Floor Session only.** No committees may meet for any purpose except Rules Committee, bills referred pursuant to Assembly Rule 77.2, and Conference Committees (J.R. 61(b)(15)).

Aug. 23: Last day to **amend** bills on the Floor (J.R. 61(b)(14)).

Aug. 31: Last day for **each house to pass bills** (Art. IV, Sec 10(c), J.R. 61(b)(17)).

Aug. 31: **Final Recess** begins upon adjournment (J.R. 51(b)(3)).

Sep. 30: Last day for Governor to sign or veto bills passed by the Legislature on or before Sep. 1 and in the Governor's possession after Sept. 1 (Art. IV, Sec. 10(b)(2)).

Nov. 30: Adjournment *sine die* at midnight (Art. IV, Sec. 3(a)).

Dec. 2: 2025-26 Regular Session convenes for Organizational Session at 12 noon (Art. IV, Sec. 3(a)).

[2025]

Jan. 1: Statues take effect (Art. IV, Sec. 8(c)).

Jan. 3: Legislature reconvenes (J.R. 51(a)(4)).