

# Guide to Texas Legislative Information



Texas Legislative Council  
For the 82nd Legislature



# Guide to Texas Legislative Information

Prepared by the Research Division  
of the  
Texas Legislative Council

Published by the  
Texas Legislative Council  
P.O. Box 12128  
Austin, Texas 78711-2128



Lieutenant Governor David Dewhurst, Joint Chair  
Speaker Joe Straus, Joint Chair

For the 82nd Legislature

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## **Preface**

The purpose of this publication is to help legislators, other state officials and employees, and interested citizens in researching the work of past legislatures and in tracking the work of the current legislature. This guide is divided into five sections to provide descriptions of available information and a quick reference for finding that information. Section 1 describes the legislative process in Texas. Section 2 consists of a table that serves as a convenient and easy-to-use tool for quickly locating legislative information. Section 3 describes the computer applications and websites referenced in the locator table. Section 4 describes the documents, publications, and recordings referenced in the locator table. Section 5 describes legislative information service providers referenced in the locator table, including certain house and senate offices, legislative agencies, and divisions of those agencies. Finally, the publication includes a legislative glossary and a chart of Texas legislative sessions and years.



**Section 1**  
**The Legislative Process in Texas**



# The Legislative Process in Texas

The Texas legislative process is governed by the Texas Constitution, applicable statutes, and the rules of procedure of the senate and house, and the different phases of activity typically occur within a prescribed timetable. The rules of procedure are adopted by the respective chambers at the beginning of each session. The following is a general summary of the legislative process.

## Process for a Bill

### *How a Bill Originates*

A legislator may draft legislation personally or obtain the services of professional staff of the Texas Legislative Council or the engrossing and enrolling department of the senate. Legislation may also be prepared by organizations or individuals with a particular interest in certain matters. The bill, the most common type of legislative document, is the only means by which laws may be enacted, amended, or repealed. The Legislative Budget Board drafts the general appropriations bill. All bills except for general appropriations bills are limited to a single subject.

A bill may originate as the idea of a single legislator or may grow out of the recommendations of a standing or special committee of the legislature that has conducted interim studies on specific issues of legislative interest. The presiding officers of the house and senate specify interim charges for house and senate committees and any additional authority and duties necessary to carry out the charges, and those committees are required to submit interim reports on their charges before the next session. Special interim study committees may consist entirely of legislators from one chamber or, in the case of a joint committee, of legislators from both the house and senate. A presiding officer also may appoint citizen members and other public officials of state and local governments to a special interim committee to augment its legislative membership for the purpose of conducting a special study. A special interim study committee usually expires on the release of its final report or when the next legislature convenes, whichever occurs first.

### *Introducing a Bill*

A bill may be introduced by any member of the legislature in the member's own chamber, and the steps in a bill's progress in each chamber are basically the same. A bill passed by one chamber must proceed to the other for passage before going to the governor for approval or veto.

To introduce a bill in the house of representatives, a state representative first must file the required number of copies of the bill with the chief clerk of the house, who sequentially numbers each bill in the order in which it is received. The house rules of procedure permit unrestricted introduction of bills during the first 60 calendar days of each regular session. After the 60-day deadline, the introduction of any bill in the house, other than a local bill or a bill relating to a matter declared by the governor to be an emergency, requires the consent of at least four-fifths of those members present and voting.

To introduce a bill in the senate, a senator first must file the required number of copies of the bill with the secretary of the senate, who sequentially numbers each bill in the order in which it is received. The senate rules of procedure also permit unrestricted introduction of bills during the first 60 calendar days of each regular session. After the 60-day deadline, the introduction

of any bill in the senate, other than a local bill or a bill relating to a matter declared by the governor to be an emergency, requires the consent of at least four-fifths of the membership of the senate.

### ***The Role of Committees***

The size of the legislature and the volume of work confronting it each session make thoughtful deliberation on all proposed measures by the entire membership a difficult task. For this reason, the basic business in both chambers is conducted according to the committee system. Committees are created in the rules of procedure of the respective chambers to consider introduced bills and to advise on their disposition. A large number of bills are never reported out of committee. Thus, committee action is the first crucial step in the process by which a bill becomes law.

### ***Referral to a Committee***

When a bill is introduced or is received from the opposite chamber for consideration, it is read for the first time by its caption only and is referred by the speaker or lieutenant governor to an appropriate committee.

In the house rules, each committee is assigned jurisdiction over a specific subject matter, and the speaker refers legislation to house committees based on those subject matter jurisdictions. The senate rules do not specify subject matter jurisdictions for senate committees. The lieutenant governor may refer legislation in the senate to any standing committee or subcommittee, although unofficial subject matter jurisdictions are usually followed.

Committees are formed at the beginning of the regular session and generally consist of 5 to 29 members. For committees of the house of representatives, membership of most committees is determined in part by seniority and in part by appointments by the speaker. Each representative sits on at least one committee, and most representatives sit on two or three committees. The house in the 80th Legislature had 40 substantive and procedural standing committees.

For committees of the senate, membership is determined entirely by appointments by the lieutenant governor. Senators generally sit on three or four committees each, and the senate in the 80th Legislature had 15 standing committees.

A bill requiring extensive analysis may be assigned to a subcommittee of the standing committee to which the bill has been referred. Subcommittees are appointed by the committee chair from the standing committee's membership. After concluding its deliberations on a bill, the subcommittee may submit a written report to the full committee.

Immediately after a bill has been referred to committee, a determination must be made as to whether a fiscal note or other impact statement is required, and if so, the Legislative Budget Board prepares the note or statement. In preparing the note or statement, the Legislative Budget Board may consult the state agencies affected by the legislation. In the house, the fiscal note must be attached to the affected bill before a public hearing on the bill may be held, and if the bill is reported from committee, the fiscal note must be attached to the bill as part of the committee report when it is printed and distributed to the members of the house. A bill may proceed through the legislative process before an impact statement is completed, but a copy of the impact statement must be distributed to the members as soon as it has been completed. Senate practice is for a copy of the fiscal note to be provided to the committee members before a final vote on a bill in committee is taken. The fiscal note is included as part of the senate committee report.

## ***The Committee Process***

All committee business on a bill is required to be conducted in open meetings. No official action or vote may be taken except in a meeting that is open to the public. The house rules permit a house committee or subcommittee to meet: (1) in a public hearing where testimony is heard and where official action may be taken on bills, resolutions, or other matters; (2) in a formal meeting where the members may discuss and take official action without hearing public testimony; or (3) in a work session for discussion of matters before the committee without taking formal action. The senate rules do not provide for different types of meetings but do specify that a public hearing must be held on a bill before it can be reported from committee. Testimony may be heard and official action may be taken at any meeting of a senate committee or subcommittee.

A house committee or subcommittee holding a public hearing during a legislative session must post notice of the hearing at least five calendar days before the hearing during a regular session and at least 24 hours before the hearing during a special session unless the house posting rules have been suspended by a vote of the members on the house floor, in which case an announcement of the hearing may be made on the house floor. If a house committee or subcommittee is convening for a formal meeting or a work session, written notice must be posted and transmitted to each member of the committee two hours in advance of the meeting, or an announcement must be filed with the journal clerk and read in the house while the house is in session. A senate committee or subcommittee must post notice of a meeting at least 24 hours before the meeting.

## ***Committee Reports***

After considering a bill, a committee may choose to take no action or may issue a report on the bill to the house or senate. Committee reports are advisory only and may take several forms. The committee may recommend passage of the bill without amendments, or it may recommend amendments to the bill or even substitute a new bill for the original document.

The committee report includes a record of the committee's recommendations and vote regarding house or senate action on the bill, including the recommendation regarding placement on a calendar; the text of the bill as reported by the committee, which may be the introduced text or a substitute; any proposed amendments; a detailed bill analysis; a fiscal note or other impact statement; and other attachments as necessary.

In the house, all committee reports are referred to the committee coordinator, who forwards them to the printer. After being printed, a copy of the house committee report printing is placed in the post office box of each member of the house. The chief clerk then delivers a certified copy of the committee report to the appropriate calendars committee (the Committee on Calendars or the Committee on Local and Consent Calendars) for placement of the bill on a calendar for consideration by the full house. Calendars committees are given wide discretion in scheduling bills for floor consideration.

The senate rules also require committee reports to be printed. After being printed, a copy of the senate committee report printing is placed in the bill book on each senator's desk in the senate chamber. Except for the role of the Senate Committee on Administration in scheduling local and noncontroversial bills for consideration, there is no equivalent to a calendars committee in the senate. The senate's regular order of business lists all bills and resolutions that have been reported from a senate committee in the order in which they were reported. During a regular session, the regular order of business is merely a listing of bills that are eligible for

consideration because the senate rules provide that a bill on the regular order of business may not be brought up for floor consideration unless the senate author or sponsor of the bill has filed with the secretary of the senate a notice of intent to suspend the regular order of business for consideration of the bill.

### ***House Calendars and List of Items Eligible for Consideration***

**House calendars.** The house rules provide for four types of printed calendars:

(1) the Daily House Calendar, which contains a list of new bills and resolutions scheduled by the Committee on Calendars for consideration by the house and which must be distributed to the members 36 hours before the house may consider those measures (24 hours during special sessions);

(2) the Supplemental House Calendar (prepared by the Committee on Calendars), which must be distributed two hours before the house convenes and which may contain: (a) measures passed to third reading on the previous day; (b) measures on the Daily House Calendar for a previous day that were not reached for consideration; (c) measures on the Daily House Calendar for the current day; (d) postponed business from a previous day; and (e) notice to call from the table a measure laid on the table subject to call on a previous day;

(3) the Local, Consent, and Resolutions Calendar, which must be distributed to the members 48 hours before the listed measures may be considered and which contains a list of local or noncontroversial bills scheduled by the Committee on Local and Consent Calendars for consideration by the house; and

(4) the Congratulatory and Memorial Calendar, which must be distributed 24 hours before those measures may be considered and which contains a list of congratulatory and memorial resolutions scheduled by the Committee on Rules and Resolutions for consideration by the house.

The Supplemental House Calendar, because it includes the measures listed on the Daily House Calendar, is the primary agenda followed by the house during its deliberations. The Local, Consent, and Resolutions Calendar and the Congratulatory and Memorial Calendar are special calendars that are prepared approximately once a week during the last half of a regular session.

The house rules provide for seven categories that may be used to group bills and resolutions on the calendars. Those categories, listed in order of priority, are the: (1) emergency calendar; (2) major state calendar; (3) constitutional amendments calendar; (4) general state calendar; (5) local, consent, and resolutions calendar; (6) resolutions calendar; and (7) congratulatory and memorial resolutions calendar. Within each category, senate bills and resolutions are required to be listed on the calendars separately from house bills and resolutions, and consideration of senate bills and resolutions on senate bill days (Wednesdays and Thursdays) has priority in the order specified by house rule.

Except during the latter part of the regular session, when calendars become especially lengthy, the house normally considers all measures listed on its calendars before adjourning or recessing for the day.

**List of items eligible for consideration.** This list is prepared by the chief clerk of the house, upon request of the speaker, when the volume of legislation warrants (normally during the last few weeks of a regular session). The list, which must be distributed six hours before it may

be considered, contains: (1) house bills with senate amendments eligible to be considered; (2) senate bills for which the senate has requested the appointment of a conference committee; and (3) conference committee reports eligible to be considered.

### ***Senate Agenda and Intent Calendar***

**Senate agenda.** The senate agenda includes the following information:

(1) notice of intent, giving the number, author or sponsor, and short caption for each measure that may be considered during the day's session;

(2) list of senate bills returned from the house with amendments;

(3) status of bills in conference committees, giving a short caption and brief history of the action on the bills;

(4) local and uncontested bills calendar;

(5) gubernatorial appointments to boards and commissions that have been reported favorably from the Senate Committee on Nominations and are awaiting confirmation by the senate;

(6) committee hearings scheduled, including short captions for all measures scheduled to be considered by the committees;

(7) regular order of business, listing all bills and resolutions that have been reported favorably from committees in the order in which they were reported to the senate;

(8) miscellaneous announcements;

(9) senate floor action, giving the numbers and short captions for and action taken on all measures brought up for consideration during the previous legislative day;

(10) senate committee action, giving the same information for all measures considered by committees on the previous day; and

(11) morning call, which includes senate and house bills and resolutions on first reading and referral to committee, the introduction and consideration of memorial and congratulatory resolutions, messages and executive communications, and other motions.

Copies of the senate agenda (usually referred to as "green books" because they are printed on green paper) are available the morning of each legislative day.

**Intent calendar.** Senate rules require that bills and resolutions be listed on the regular order of business and be considered on second reading in the order in which committee reports on the measures are submitted to the senate. During a regular session, the senate adopts a further rule specifying that before a bill or joint resolution may be brought up for floor debate out of its regular order, notice of intent must be filed with the secretary of the senate by 3 p.m. on the last preceding calendar day the senate was in session. A senator may give notice on no more than three bills or resolutions before April 15 and on no more than five bills or resolutions on or after April 15. Senate rules direct the secretary of the senate to prepare a list of all legislation for which notice has been given. The list, called the Intent Calendar, must be made available to each senator and to the press not later than 6:30 p.m. on the day the notice is filed. No bill or resolution may be considered on its first day on the Intent Calendar, and a vote of two-thirds of the senators present is required before any of the measures listed on the Intent Calendar may be debated. The senate rules do not require measures to be brought up for consideration in the order listed on the Intent Calendar, and the senate routinely considers only a portion of those

measures listed on the Intent Calendar for a given day. A senator must give notice from day to day for a measure that was not brought up for consideration to remain on the Intent Calendar. Any provision of the senate rule governing the Intent Calendar may be suspended by a vote of four-fifths of the members present.

### ***Floor Action***

The first floor consideration of a bill occurs on its second reading. After it is read the second time, again by caption only, the measure is subject to debate and amendment by the entire membership of the chamber. On second reading, a bill may be amended by a simple majority of those members present and voting. If no amendment is made, or if those proposed are disposed of, the final action on second reading of a bill is a vote on its passage to engrossment, if the bill is being considered in the chamber in which it was introduced, or passage to third reading, if the bill is being considered in the opposite chamber. The bill then is laid before the body for a third reading and final passage. A bill may be amended again on third reading, but amendments at this stage require a two-thirds majority of the members present for adoption.

Although the Texas Constitution requires a bill to be read on three separate days in each chamber before it can have the force of law, this constitutional rule may be suspended by a four-fifths vote of the chamber in which the bill is pending. In such cases, the bill is given an immediate third reading following the vote to pass the bill to engrossment or third reading. The senate routinely suspends the constitutional provision in order to give a bill an immediate third reading. The house, however, rarely suspends this provision, and third reading consideration of a bill in the house normally occurs on the day following second reading consideration.

After a bill has been read a third time, a vote is taken for final passage. If the bill receives a simple majority vote, it is considered passed, and the chief clerk of the house or the secretary of the senate, as appropriate, certifies the bill's final passage, noting on it the date of its passage and the vote by which it passed. When the bill is passed in the originating chamber, the bill is engrossed (all corrections and amendments are incorporated into it), and an exact and accurate copy of the engrossed bill is prepared and sent to the opposite chamber for consideration.

### ***Consideration of Local and Noncontroversial Bills***

The house and senate rules both provide for special calendars for the consideration of local and noncontroversial bills. The calendar used for consideration of these bills in the house is the Local, Consent, and Resolutions Calendar, which is set by the Committee on Local and Consent Calendars. A standing committee may recommend, when reporting a bill or resolution, that the measure be sent to the Committee on Local and Consent Calendars for placement on an appropriate calendar. Such a recommendation requires the unanimous consent of all the committee members present when the measure is reported from committee. Measures that are eligible for consideration by the Committee on Local and Consent Calendars are bills that are local as defined by the house rules and bills and resolutions to which no opposition is anticipated. If the Committee on Local and Consent Calendars determines that a measure is not eligible for placement on the Local, Consent, and Resolutions Calendar, it has the power to transfer the measure to the Committee on Calendars. Local, Consent, and Resolutions Calendars normally are prepared for consideration by the house once a week during the last half of the regular session. These calendars usually are lengthy, but consideration of them is expedited because debate is limited and amendments to measures on these calendars may not be offered unless they have first been approved by the Committee on Local and Consent Calendars. A measure may

be removed from the Local, Consent, and Resolutions Calendar if debate exceeds 10 minutes or if five or more representatives object to the consideration of the measure.

The calendar used for consideration of local and noncontroversial bills in the senate is the Local and Uncontested Calendar, which is set by the Senate Committee on Administration. A measure may not be considered by the Senate Committee on Administration for placement on the Local and Uncontested Calendar unless both the author or sponsor of the measure and the chair of the committee from which the measure was reported file a written request for placement on the Local and Uncontested Calendar with the Senate Committee on Administration. Measures ineligible for placement on the calendar are local or general bills and resolutions that are contested in committee, create new departments or subdivisions within state government, or contain any state appropriations. Local and Uncontested Calendars normally are prepared for consideration by the senate once or twice a week during the last half of the regular session. Measures on the Local and Uncontested Calendar are considered without a suspension of the regular order of business, which generally is required for consideration of legislation in the senate. As in the house, consideration of Local and Uncontested Calendars in the senate is expedited because the measures on these calendars usually are not debated and floor amendments to measures on these calendars are prohibited. A measure may be removed from the Local and Uncontested Calendar if two or more senators object to the consideration of the measure.

### ***Return of a Bill to the Originating Chamber***

After a bill has passed through committee deliberation and three readings in the opposite chamber, the bill is sent back to the originating chamber. A new copy of the bill is not prepared; rather, any amendments are simply attached to the bill. If no amendments were adopted by the second chamber, the bill is enrolled (prepared for signing). The enrolled bill then is signed by both presiding officers in the presence of their respective chambers and sent to the governor. Any bill making an appropriation must be sent to the comptroller of public accounts for certification before going to the governor.

When a bill that has been amended by the opposite chamber is returned to the originating chamber, the originating chamber must concur with all of the amendments made by the opposite chamber before the bill can be enrolled. If the originating chamber does not concur with some or all of the opposite chamber's amendments, it may request the appointment of a conference committee to resolve the differences between the house and senate versions of the bill.

### ***Conference Committee***

If a conference committee is requested, the presiding officers each appoint five members from their respective chambers to serve on the committee. The senate rules require that at least two of the senate conferees be members of the senate committee from which the bill was reported. A conference committee's charge is limited to reconciling differences between the two chambers, and the committee, unless so directed, may not alter, amend, or omit text that is not in disagreement. Nor may the committee add text on any matter that is not in disagreement or that is not included in either version of the bill in question. After the committee has reached an agreement, a report is submitted to both chambers for approval or disapproval. The report must be approved by at least three conferees from each chamber and must contain the text of the bill as approved by the conference committee, a side-by-side analysis comparing the text of the compromise bill to both the house and the senate versions, and the signatures of those members of the conference committee who approved the report. A conference committee report is not subject to amendment but must be accepted or rejected in its entirety.

Should the proposed compromise remain unacceptable to either chamber, it may be returned to the same conference committee for further deliberation, with or without specific instructions, or the appointment of a new conference committee may be requested. Failure of the conference committee to reach agreement kills the measure. If the conference committee report is acceptable to both chambers, the bill is enrolled, signed by both presiding officers in the presence of their respective chambers, and sent to the governor.

### ***Governor's Action***

Except in the case of a bill sent to the governor within 10 days of final adjournment, upon receiving a bill, the governor has 10 days in which to sign the bill, veto it, or allow it to become law without a signature. If the governor elects to veto the bill and the legislature is still in session, the bill is returned to the chamber in which it originated with an explanation of the governor's objections. A two-thirds majority in each chamber is required to override the veto. If the governor neither vetoes nor signs the bill within the allotted time, the bill becomes law. If a bill is sent to the governor within 10 days of final adjournment, the governor has until 20 days after final adjournment to sign the bill, veto it, or allow it to become law without a signature.

### ***Effective Date***

Section 39, Article III, Texas Constitution, provides that "No law passed by the Legislature, except the general appropriation act, shall take effect or go into force until ninety days after the adjournment of the session at which it was enacted, unless the Legislature shall, by a vote of two-thirds of all the members elected to each House, otherwise direct." If an act does not specify an effective date, the act becomes effective on the 91st day after the date of final adjournment.

If the act specifies an effective date earlier than the 91st day after adjournment, and the effective date rule is suspended, the act becomes effective on the specified date. If the act specifies that it has immediate effect, and the effective date rule is suspended, the act becomes effective on the date of the last action necessary for it to become law, which is: (1) the date the governor approves the act; (2) the date the governor files the act with the secretary of state (having neither approved nor vetoed it); (3) the date the appropriate period for gubernatorial action expires, if the governor fails to act within that period (Section 14, Article IV, Texas Constitution); or (4) in the event of a veto, the date the veto is overridden.

The act can specify an effective date after the 91st day after adjournment without suspending the effective date rule, make the effective date contingent on an event or the expiration of a specified period after that event takes place, or make it contingent on the adoption of a proposed constitutional amendment. Parts of a bill can take effect on different dates, or particular sections or applications of an act may be delayed or accelerated.

### ***Filing and Publication of Laws***

Once an enrolled bill or concurrent resolution is signed by the governor, or the governor allows a bill to become law without a signature, the executive clerk to the governor forwards the bill or resolution to the Office of the Secretary of State (SOS), where it is considered "filed" once the secretary of state signs it. A joint resolution is not submitted to the governor for signing and is filed directly with the secretary of state. Official signed copies of enacted bills and resolutions can be viewed online at [www.sos.state.tx.us/statdoc/bills](http://www.sos.state.tx.us/statdoc/bills).

On filing, the original signed bill or resolution and a copy are sent to the SOS Statutory Documents Section. There, the original signed documents are microfilmed and sent to be bound. The bound documents are stored at the Texas State Library and Archives Commission.

Copies of enacted bills and joint and concurrent resolutions are compiled, certified, and sent to Thomson West for inclusion in the *General and Special Laws of the State of Texas*, also called the “session laws.” SOS staff assign a session law chapter to each enacted bill based on the date the bill is filed with the secretary of state; bills that are filed on the same date are placed in chronological bill number order for chapter number assignment. The Texas Legislative Council and Thomson West incorporate the changes made by enacted bills into their compilations of Texas statutes and codes.

## **Other Legislation—Resolutions**

While the bill is the most common type of legislation, three types of resolutions, which follow somewhat different processes, also are used by the legislature. Resolutions are used to handle specific activities of the legislature and are commonly used to propose amendments to the Texas Constitution; take care of housekeeping functions; convey congratulations or condolences to individuals or groups in the state; express legislative intent; express an opinion or sentiment on matters of public interest; give direction to a state agency or official; or call on certain governmental agencies, offices, or units such as the U.S. Congress to take a specific course of action. They are legislative instruments that must be introduced, assigned numbers, and acted on by the legislature. Except for concurrent resolutions, they are not sent to the governor for signing, and the governor cannot veto them. The three types of legislative resolutions are joint resolutions, concurrent resolutions, and simple resolutions.

### ***Joint Resolutions***

Joint resolutions are used to propose amendments to the Texas Constitution, ratify proposed amendments to the U.S. Constitution, or request a constitutional convention to propose amendments to the U.S. Constitution. Joint resolutions proposing amendments to the Texas Constitution require a vote of two-thirds of the total membership of each chamber for adoption. Other joint resolutions require a simple majority vote in each chamber for adoption. A joint resolution takes the same course through both chambers as a bill and is like a bill in all respects, except that, in the house, if it receives the required number of votes at any reading after the first reading, the resolution is passed. Three readings are required to pass a joint resolution in the senate. Joint resolutions passed by the legislature are not submitted to the governor for signing but are filed directly with the secretary of state. An amendment to the Texas Constitution proposed by an adopted joint resolution does not become effective until it is approved by Texas voters at a general election.

The secretary of state conducts a drawing to determine the order in which the proposed constitutional amendments will appear on the ballot.

### ***Concurrent Resolutions***

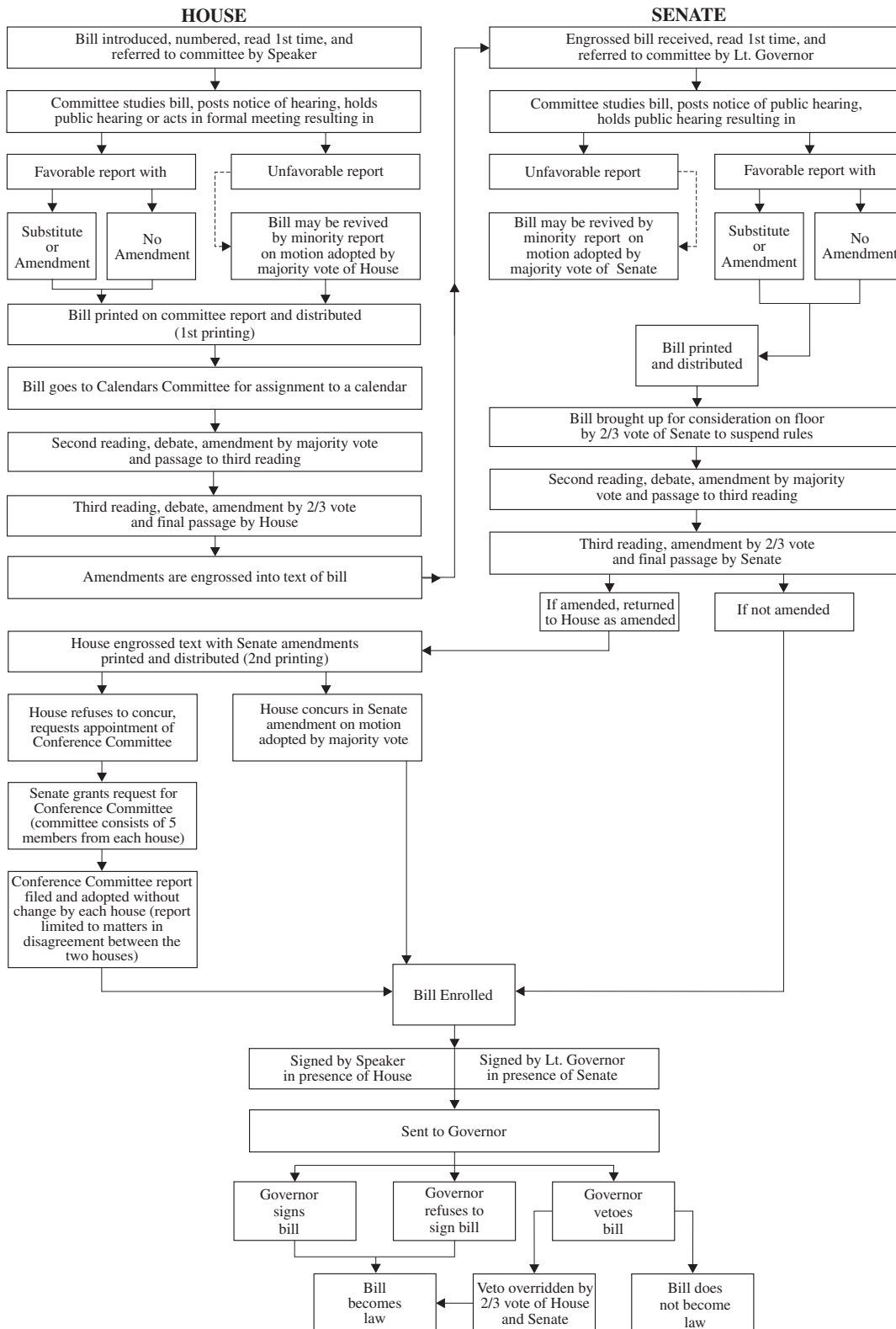
A concurrent resolution is used when both chambers have an interest in a particular matter. Such resolutions may originate in either chamber but must be adopted by both. Concurrent resolutions may be used for matters affecting operations and procedures of the legislature, such as joint sessions or adjournment sine die. They also are used to memorialize (petition) the U.S. Congress, give directions to a state agency or officer, express views of the legislature, or express congratulations or condolences. Concurrent resolutions, except those that pertain solely to matters between the two chambers, must be submitted to the governor for approval.

### ***Simple Resolutions***

Simple resolutions pertain to matters considered by the chamber of origin only. They are used for such purposes as adopting or changing rules of procedure or expressing congratulations or condolences.

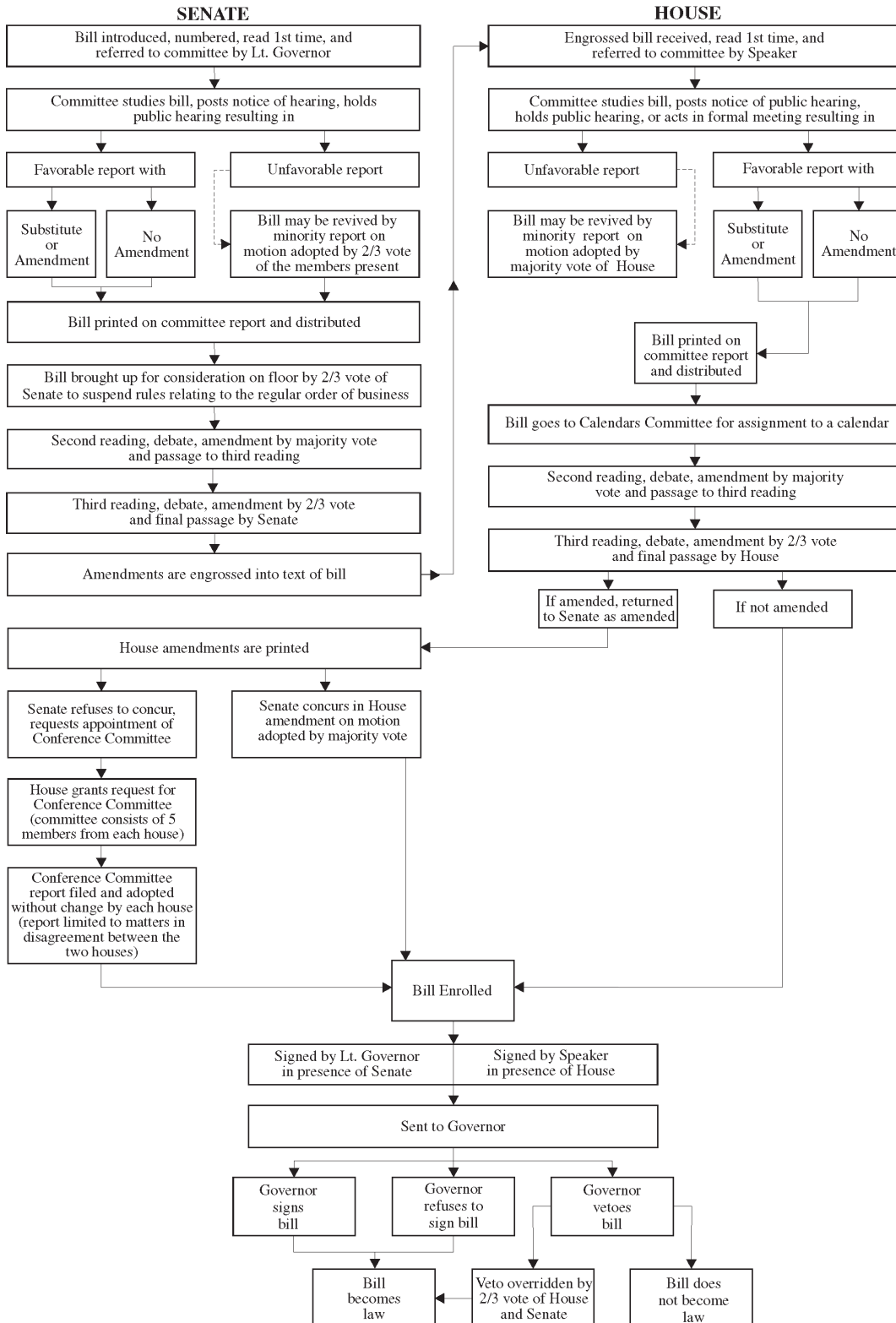
# The Texas Legislative Process for House Bills and Resolutions

This diagram displays the sequential flow of a bill from the time it is introduced in the house of representatives to final passage and transmittal to the governor.



# The Texas Legislative Process for Senate Bills and Resolutions

This diagram displays the sequential flow of a bill from the time it is introduced in the senate to final passage and transmittal to the governor.





**Section 2**  
**Legislative Information Locator Table**



## How to Use the Locator Table

The locator table is intended to provide quick access to specific items of legislative information. For an information item listed in column one:

- The columns under Computer Applications and Websites (titled Capitol Complex and Public) list online sources of that information that are accessible from a Capitol Complex computer and those that are available from any computer with Internet access. The online resources are described in more detail in Section 3 of the publication.
- The column titled Documents, Publications, and Recordings lists hard copy and recorded sources of that information. These resources are described in more detail in Section 4 of the publication.
- The column titled Provider lists the office that produces, provides copies of, or permits viewing or photocopying of the documents, publications, and recordings listed in the previous column that contain the information item.



## Legislative Information Locator Table

Information	Computer Applications and Websites		Documents, Publications, and Recordings	Provider
	Capitol Complex	Public		
<b>Legislation</b>				
Actions on (legislative and gubernatorial)	<ul style="list-style-type: none"> <li>• TLIS (Bill Lookup— Information Type— Actions)</li> </ul>	<ul style="list-style-type: none"> <li>• TLO (Legislation— Bill Lookup— Actions)</li> <li>• TLO (House— Journals; Senate— Journals)</li> <li>• Legislative Reference Library (Bill Histories— 1973-1989)</li> </ul>	<ul style="list-style-type: none"> <li>• House and Senate Journals (bound)</li> <li>• Lists of Bills</li> </ul>	<ul style="list-style-type: none"> <li>• View/ Photocopy: Legislative Reference Library; Texas State Library and Archives Commission</li> <li>• View/ Photocopy: Legislative Reference Library</li> </ul>
Amendments to	<ul style="list-style-type: none"> <li>• TLIS (Bill Lookup— Information Type— Amendments)</li> <li>• Capweb (House— Journals; Senate— Journals)</li> </ul>	<ul style="list-style-type: none"> <li>• TLO (Search— Amendment Search)</li> <li>• TLO (House— Journals; Senate— Journals)</li> </ul>	<ul style="list-style-type: none"> <li>• House and Senate Journals (daily)</li> <li>• House and Senate Journals (bound)</li> <li>• Bills and Resolutions (committee report and senate amendment printings; printing of house amendments to senate bills)</li> </ul>	<ul style="list-style-type: none"> <li>• Copies: House Document Distribution; Senate Journal Clerk</li> <li>• View/ Photocopy: Legislative Reference Library</li> <li>• View/ Photocopy: Legislative Reference Library; Texas State Library and Archives Commission</li> <li>• Copies: House Document Distribution; Senate Bill Distribution</li> <li>• View/ Photocopy: Legislative Reference Library</li> </ul>

## Legislative Information Locator Table

Information	Computer Applications and Websites		Documents, Publications, and Recordings	Provider
	Capitol Complex	Public		
<b>Legislation</b>				
Amendments to (cont.)			<ul style="list-style-type: none"> <li>• Bill Files</li> </ul>	<ul style="list-style-type: none"> <li>• View/ Photocopy: Legislative Reference Library; Texas State Library and Archives Commission</li> </ul>
Analysis of	<ul style="list-style-type: none"> <li>• TLIS (Bill Lookup—Information Type—Text)</li> <li>• Capweb (Senate—Bill Analyses; House—House Research Organization)</li> </ul>	<ul style="list-style-type: none"> <li>• TLO (Search—Text Search)</li> <li>• House Research Organization (Bill Analyses)</li> <li>• Senate (Secretary—Research Center—Bill Analysis)</li> </ul>	<ul style="list-style-type: none"> <li>• Committee Reports</li> <li>• Bill Files</li> <li>• Daily Floor Reports, House Research Organization</li> </ul>	<ul style="list-style-type: none"> <li>• Copies: House Document Distribution; Senate Bill Distribution</li> <li>• View/ Photocopy: Legislative Reference Library</li> <li>• View/ Photocopy: Legislative Reference Library; Texas State Library and Archives Commission</li> <li>• Copies: House Research Organization</li> <li>• View/ Photocopy: Legislative Reference Library</li> </ul>
Conference committee on (membership)	<ul style="list-style-type: none"> <li>• TLIS (Bill Lookup—History)</li> <li>• Capweb (House—Journals; Senate—Journals)</li> </ul>	<ul style="list-style-type: none"> <li>• TLO (Legislation—Bill Lookup—Information Type—History)</li> <li>• TLO (House—Journals; Senate—Journals)</li> </ul>	<ul style="list-style-type: none"> <li>• House and Senate Journals (bound)</li> </ul>	<ul style="list-style-type: none"> <li>• View/ Photocopy: Legislative Reference Library; Texas State Library and Archives Commission</li> </ul>

## Legislative Information Locator Table

Information	Computer Applications and Websites		Documents, Publications, and Recordings	Provider
	Capitol Complex	Public		
<b>Legislation</b>				
Constitutional amendments proposed by (analysis and other information for propositions on the ballot)		<ul style="list-style-type: none"> <li>• Texas Legislative Council (Publications)</li> <li>• House Research Organization (Constitutional Amendments)</li> <li>• Senate (Secretary—Research Center—Publications)</li> </ul>	<ul style="list-style-type: none"> <li>• Publications by Service Providers (Constitutional Amendments)</li> </ul>	<ul style="list-style-type: none"> <li>• Copies: Agency producing the publication</li> <li>• View/ Photocopy: Legislative Reference Library; Texas State Library and Archives Commission</li> </ul>
Effective dates of (enacted)	<ul style="list-style-type: none"> <li>• TLIS (Bill Lookup—History)</li> </ul>	<ul style="list-style-type: none"> <li>• TLO (Legislation—Bill Lookup—History)</li> <li>• Texas Legislative Council (Publications—Session Summaries)</li> </ul>	<ul style="list-style-type: none"> <li>• Lists of Bills</li> <li>• Publications by Service Providers (Summaries of Enactments)</li> <li>• Session Laws</li> </ul>	<ul style="list-style-type: none"> <li>• View/ Photocopy: Legislative Reference Library</li> <li>• Copies: Agency producing the publication</li> <li>• View/ Photocopy: Legislative Reference Library; Texas State Library and Archives Commission</li> <li>• View/ Photocopy: Legislative Reference Library; Texas State Library and Archives Commission</li> </ul>
Fiscal notes and impact statements on	<ul style="list-style-type: none"> <li>• TLIS (Bill Lookup—Text)</li> </ul>	<ul style="list-style-type: none"> <li>• TLO (Search—Text Search)</li> </ul>	<ul style="list-style-type: none"> <li>• Bills and Resolutions</li> </ul>	<ul style="list-style-type: none"> <li>• Copies: House Document Distribution; Senate Bill Distribution</li> <li>• View/ Photocopy: Legislative Reference Library</li> </ul>

## Legislative Information Locator Table

Information	Computer Applications and Websites		Documents, Publications, and Recordings	Provider
	Capitol Complex	Public		
<b>Legislation</b>				
Fiscal notes and impact statements on (cont.)			<ul style="list-style-type: none"> <li>• Bill Files</li> </ul>	<ul style="list-style-type: none"> <li>• View/ Photocopy: Legislative Reference Library; Texas State Library and Archives Commission</li> </ul>
Floor debate schedule for	<ul style="list-style-type: none"> <li>• TLIS (Calendars)</li> </ul>	<ul style="list-style-type: none"> <li>• TLO (House— Calendars; Senate— Calendars)</li> <li>• House (Schedules)</li> <li>• Senate (Secretary— Agenda)</li> </ul>	<ul style="list-style-type: none"> <li>• House Calendars</li> <li>• Senate Agenda</li> </ul>	<ul style="list-style-type: none"> <li>• Copies: House Document Distribution</li> <li>• View/ Photocopy: Legislative Reference Library</li> <li>• Copies: Senate Calendar Clerk</li> <li>• View/ Photocopy: Legislative Reference Library</li> </ul>
Floor proceedings on (live, recorded)	<ul style="list-style-type: none"> <li>• Capweb (House— Video/Audio; Senate— Video/Audio)</li> </ul>	<ul style="list-style-type: none"> <li>• House (Video/Audio)</li> <li>• Senate (News &amp; Media—Live Video or Archive Video)</li> </ul>	<ul style="list-style-type: none"> <li>• Recordings and Broadcasts</li> </ul>	<ul style="list-style-type: none"> <li>• Listen to/ Obtain Copies of Audio Recordings: House Video/ Audio Services; Senate Staff Services; Texas State Library and Archives Commission</li> </ul>
Floor proceedings on (summarized)	<ul style="list-style-type: none"> <li>• Capweb (House— Journals; Senate— Journals)</li> </ul>	<ul style="list-style-type: none"> <li>• TLO (House— Journals; Senate— Journals)</li> </ul>	<ul style="list-style-type: none"> <li>• House and Senate Journals (daily)</li> </ul>	<ul style="list-style-type: none"> <li>• Copies: House Document Distribution; Senate Journal Clerk</li> <li>• View/ Photocopy: Legislative Reference Library</li> </ul>

## Legislative Information Locator Table

Information	Computer Applications and Websites		Documents, Publications, and Recordings	Provider
	Capitol Complex	Public		
<b>Legislation</b>				
Floor proceedings on (summarized) (cont.)			<ul style="list-style-type: none"> <li>• House and Senate Journals (bound)</li> </ul>	<ul style="list-style-type: none"> <li>• View/ Photocopy: Legislative Reference Library; Texas State Library and Archives Commission</li> </ul>
Hearings and testimony on (live and recorded proceedings)	<ul style="list-style-type: none"> <li>• Capweb (House—Video/Audio; Senate—Video/Audio)</li> </ul>	<ul style="list-style-type: none"> <li>• House (Committees or Video/Audio)</li> <li>• Senate (Committees or News &amp; Media—Live Video or Archive Video)</li> </ul>	<ul style="list-style-type: none"> <li>• Recordings and Broadcasts</li> </ul>	<ul style="list-style-type: none"> <li>• Listen to/ Obtain Copies of Audio Recordings: House Video/Audio Services; Senate Staff Services; Texas State Library and Archives Commission</li> </ul>
Hearings and testimony on (witness lists and forms)	<ul style="list-style-type: none"> <li>• TLIS (Committee Meetings—By Committee)</li> </ul>	<ul style="list-style-type: none"> <li>• TLO (House—Committee Meetings; Senate—Committee Meetings)</li> <li>• House (Committees)</li> <li>• Senate (Committees)</li> </ul>	<ul style="list-style-type: none"> <li>• Bill Files</li> <li>• Committee Reports</li> <li>• Daily Floor Reports, House Research Organization</li> </ul>	<ul style="list-style-type: none"> <li>• View/ Photocopy: Legislative Reference Library; Texas State Library and Archives Commission</li> <li>• Copies: House Document Distribution; Senate Bill Distribution</li> <li>• View/ Photocopy: Legislative Reference Library; Texas State Library and Archives Commission</li> <li>• Copies: House Research Organization</li> <li>• View/ Photocopy: Legislative Reference Library</li> </ul>

## Legislative Information Locator Table

Information	Computer Applications and Websites		Documents, Publications, and Recordings	Provider
	Capitol Complex	Public		
<b>Legislation</b>				
Hearings and testimony on (witness lists and forms) (cont.)			<ul style="list-style-type: none"> <li>• Witness Lists and Forms</li> </ul>	<ul style="list-style-type: none"> <li>• Copies: House Committee Coordinator's Office</li> <li>• View/ Photocopy: House Video/ Audio Services; Senate Staff Services</li> </ul>
Lists of (by number, author/ sponsor, committee, subject)	<ul style="list-style-type: none"> <li>• TLIS (Reports)</li> </ul>	<ul style="list-style-type: none"> <li>• TLO (Legislation— Reports)</li> </ul>	<ul style="list-style-type: none"> <li>• House and Senate Journals (bound)</li> <li>• Lists of Bills</li> <li>• Session Laws</li> </ul>	<ul style="list-style-type: none"> <li>• View/ Photocopy: Legislative Reference Library; Texas State Library and Archives Commission</li> <li>• View/ Photocopy: Legislative Reference Library</li> <li>• View/ Photocopy: Legislative Reference Library; Texas State Library and Archives Commission</li> </ul>
Motions and points of order on (actions)	<ul style="list-style-type: none"> <li>• Capweb (House— Journals; Senate— Journals)</li> </ul>	<ul style="list-style-type: none"> <li>• TLO (House— Journals; Senate— Journals)</li> </ul>	<ul style="list-style-type: none"> <li>• House and Senate Journals (daily)</li> </ul>	<ul style="list-style-type: none"> <li>• Copies: House Document Distribution; Senate Journal Clerk</li> <li>• View/ Photocopy: Legislative Reference Library</li> </ul>

## Legislative Information Locator Table

Information	Computer Applications and Websites		Documents, Publications, and Recordings	Provider
	Capitol Complex	Public		
<b>Legislation</b>				
Motions and points of order on (actions) (cont.)			<ul style="list-style-type: none"> <li>• House and Senate Journals (bound)</li> </ul>	<ul style="list-style-type: none"> <li>• View/ Photocopy: Legislative Reference Library; Texas State Library and Archives Commission</li> </ul>
Statutory revision (bills and revisor's reports—historical)  (current and recent code projects)  Statutory sections affected by (proposed/ adopted)		<ul style="list-style-type: none"> <li>• Legislative Reference Library (Texas Law Time Line)</li> <li>• Texas Legislative Council (Code Projects)</li> <li>• Legislative Reference Library (Index to Sections Affected)</li> </ul>	<ul style="list-style-type: none"> <li>• Session Laws</li> <li>• Texas Statutes, Codes, and Constitution (Vernon's)</li> </ul>	<ul style="list-style-type: none"> <li>• View/ Photocopy: Legislative Reference Library; Texas State Library and Archives Commission</li> <li>• View/ Photocopy: Legislative Reference Library; Texas State Library and Archives Commission</li> </ul>
Summaries of newly enacted	<ul style="list-style-type: none"> <li>• TLIS (Search—Bill Search—run search—Show Enrolled Summary)</li> <li>• TLIS (Bill Lookup—Text—Additional Documents)</li> </ul>	<ul style="list-style-type: none"> <li>• TLO (Search—Bill Search—run search—Show Enrolled Summary)</li> <li>• TLO (Search Legislation—Text—Additional Documents)</li> <li>• Texas Legislative Council (Publications—Session Summaries)</li> <li>• House Research Organization (All Publications)</li> </ul>	<ul style="list-style-type: none"> <li>• Publications by Service Providers (Summaries of Enactments)</li> </ul>	<ul style="list-style-type: none"> <li>• Copies: Agency producing the publication</li> <li>• View/ Photocopy: Legislative Reference Library; Texas State Library and Archives Commission</li> </ul>



## Legislative Information Locator Table

Information	Computer Applications and Websites		Documents, Publications, and Recordings	Provider
	Capitol Complex	Public		
<b>Legislation</b>				
Text of (conference committee version) (cont.)			<ul style="list-style-type: none"> <li>• Conference Committee Reports</li> </ul>	<ul style="list-style-type: none"> <li>• Copies: House Document Distribution; Senate Bill Distribution</li> <li>• View/ Photocopy: Legislative Reference Library</li> </ul>
Text of (general appropriations bill)		<ul style="list-style-type: none"> <li>• Legislative Budget Board (Budget Bills and Reports)</li> <li>• Legislative Reference Library (Citizen Resources—The state budget)</li> </ul>	<ul style="list-style-type: none"> <li>• General Appropriations Bill and Act</li> <li>• Bill Files</li> <li>• Session Laws</li> </ul>	<ul style="list-style-type: none"> <li>• Copies: House Document Distribution; Legislative Budget Board</li> <li>• View/ Photocopy: Legislative Reference Library; Texas State Library and Archives Commission</li> <li>• View/ Photocopy: Legislative Reference Library; Texas State Library and Archives Commission</li> <li>• View/ Photocopy: Legislative Reference Library; Texas State Library and Archives Commission</li> </ul>
Vetoes of	<ul style="list-style-type: none"> <li>• TLIS (Search—Bill Search—Actions—Vetoed by the Governor)</li> </ul>	<ul style="list-style-type: none"> <li>• TLO (Search—Bill Search—Actions—Vetoed by Governor)</li> <li>• Legislative Reference Library (Vetoed Bills)</li> <li>• House Research Organization (All Publications)</li> </ul>	<ul style="list-style-type: none"> <li>• House and Senate Journals (bound)</li> </ul>	<ul style="list-style-type: none"> <li>• View/ Photocopy: Legislative Reference Library; Texas State Library and Archives Commission</li> </ul>

## Legislative Information Locator Table

Information	Computer Applications and Websites		Documents, Publications, and Recordings	Provider
	Capitol Complex	Public		
<b>Legislation</b>				
Vetoes of (cont.)			<ul style="list-style-type: none"> <li>• Session Laws</li> <li>• Publications by Service Providers (Veto Messages)</li> </ul>	<ul style="list-style-type: none"> <li>• View/ Photocopy: Legislative Reference Library; Texas State Library and Archives Commission</li> <li>• Copies: Agency producing the publication</li> <li>• View/ Photocopy: Legislative Reference Library; Texas State Library and Archives Commission</li> </ul>
Votes on (by committee)	<ul style="list-style-type: none"> <li>• TLIS (Bill Lookup— Information Type— History)</li> <li>• Capweb (House— Journals; Senate— Journals)</li> </ul>	<ul style="list-style-type: none"> <li>• TLO (Legislation— Bill Lookup— Information Type— History)</li> <li>• TLO (Search Legislation—History)</li> <li>• TLO (House— Journals; Senate— Journals)</li> </ul>	<ul style="list-style-type: none"> <li>• Bill Files</li> <li>• Committee Reports</li> <li>• Daily Floor Reports, House Research Organization</li> </ul>	<ul style="list-style-type: none"> <li>• View/ Photocopy: Legislative Reference Library; Texas State Library and Archives Commission</li> <li>• Copies: House Document Distribution; Senate Bill Distribution</li> <li>• View/ Photocopy: Legislative Reference Library</li> <li>• Copies: House Research Organization</li> <li>• View/ Photocopy: Legislative Reference Library</li> </ul>

## Legislative Information Locator Table

Information	Computer Applications and Websites		Documents, Publications, and Recordings	Provider
	Capitol Complex	Public		
<b>Legislation</b>				
Votes on (by committee) (cont.)			<ul style="list-style-type: none"> <li>• House and Senate Journals (daily)</li> <li>• House and Senate Journals (daily)</li> <li>• House and Senate Journals (bound)</li> </ul>	<ul style="list-style-type: none"> <li>• Copies: House Document Distribution; Senate Journal Clerk</li> <li>• View/ Photocopy: Legislative Reference Library; Texas State Library and Archives Commission</li> <li>• View/ Photocopy: Legislative Reference Library; Texas State Library and Archives Commission</li> </ul>
Votes on (floor)	<ul style="list-style-type: none"> <li>• Capweb (House—Journals; Senate—Journals)</li> <li>• TLIS (Bill Lookup—Actions)</li> </ul>	<ul style="list-style-type: none"> <li>• TLO (Legislation—Vote Information)</li> <li>• TLO (House—Journals; Senate—Journals)</li> </ul>	<ul style="list-style-type: none"> <li>• House and Senate Journals (daily)</li> <li>• House and Senate Journals (bound)</li> <li>• Session Laws</li> </ul>	<ul style="list-style-type: none"> <li>• Copies: House Document Distribution; Senate Journal Clerk</li> <li>• View/ Photocopy: Legislative Reference Library</li> <li>• View/ Photocopy: Legislative Reference Library; Texas State Library and Archives Commission</li> <li>• View/ Photocopy: Legislative Reference Library; Texas State Library and Archives Commission</li> </ul>





## Legislative Information Locator Table

Information	Computer Applications and Websites		Documents, Publications, and Recordings	Provider
	Capitol Complex	Public		
<b><i>Committees</i></b>				
Hearings of (witness lists and forms) (cont.)			<ul style="list-style-type: none"> <li>• Committee Reports</li>   <li>• Daily Floor Reports, House Research Organization</li>   <li>• Witness Lists and Forms</li> </ul>	<ul style="list-style-type: none"> <li>• Copies: House Document Distribution; Senate Bill Distribution</li> <li>• View/ Photocopy: Legislative Reference Library; Texas State Library and Archives Commission</li>   <li>• Copies: House Research Organization</li> <li>• View/ Photocopy: Legislative Reference Library</li>   <li>• Copies: House Committee Coordinator's Office</li> <li>• View/ Photocopy: House Video/ Audio Services; Senate Staff Services</li> </ul>
Interim charges to and reports of		<ul style="list-style-type: none"> <li>• House (Home— Session Interim Charges or Committees)</li> <li>• Senate (Committees)</li> <li>• Legislative Reference Library (Legislative Reports)</li> </ul>	<ul style="list-style-type: none"> <li>• Publications by Service Providers (Interim Activities)</li> </ul>	<ul style="list-style-type: none"> <li>• Copies: Agency producing the publication</li> <li>• View/ Photocopy: Legislative Reference Library; Texas State Library and Archives Commission</li> </ul>

## Legislative Information Locator Table

Information	Computer Applications and Websites		Documents, Publications, and Recordings	Provider
	Capitol Complex	Public		
<i>Committees</i>				
Jurisdiction of	<ul style="list-style-type: none"> <li>• Capweb (House— Rules of Procedure)</li> </ul>	<ul style="list-style-type: none"> <li>• House (Committees)</li> </ul>	<ul style="list-style-type: none"> <li>• House Rules of Procedure</li> </ul>	<ul style="list-style-type: none"> <li>• Copies: House Document Distribution</li> <li>• View/ Photocopy: Legislative Reference Library</li> </ul>
Lists and membership of	<ul style="list-style-type: none"> <li>• TLIS (Committees— Committee Membership)</li> </ul>	<ul style="list-style-type: none"> <li>• TLO (House— Committees; Senate— Committees)</li> </ul>	<ul style="list-style-type: none"> <li>• House and Senate Journals (bound)</li> <li>• Texas Legislative Handbook</li> <li>• Texas Legislative Manual</li> <li>• Texas State Directory</li> </ul>	<ul style="list-style-type: none"> <li>• View/ Photocopy: Legislative Reference Library</li> <li>• View/ Photocopy: Legislative Reference Library; Texas State Library and Archives Commission</li> <li>• Copies: House Document Distribution</li> <li>• View/ Photocopy: Legislative Reference Library; Texas State Library and Archives Commission</li> <li>• View/ Photocopy: Legislative Reference Library; Texas State Library and Archives Commission</li> </ul>

## Legislative Information Locator Table

Information	Computer Applications and Websites		Documents, Publications, and Recordings	Provider
	Capitol Complex	Public		
<i>Committees</i>				
Meeting notices and schedules of	<ul style="list-style-type: none"> <li>• TLIS (Committee Meetings—by Committee)</li> <li>• Capweb (House—Room Schedules; Senate—Room Schedules)</li> </ul>	<ul style="list-style-type: none"> <li>• House (Committees or Schedules)</li> <li>• Senate (Committees)</li> <li>• Legislative Reference Library (Today's Committee Meetings)</li> </ul>	<ul style="list-style-type: none"> <li>• House Journals (daily)</li>   <li>• House Journals (bound)</li>   <li>• Senate Agenda</li> </ul>	<ul style="list-style-type: none"> <li>• Copies: House Document Distribution</li> <li>• View/ Photocopy: Legislative Reference Library</li>   <li>• View/ Photocopy: Legislative Reference Library; Texas State Library and Archives Commission</li>   <li>• Copies: Senate Calendar Clerk</li> <li>• View/ Photocopy: Legislative Reference Library</li> </ul>
Meetings of (minutes)	<ul style="list-style-type: none"> <li>• TLIS (Committee Meetings—By Committee)</li> </ul>	<ul style="list-style-type: none"> <li>• TLO (House—Committee Meetings; Senate—Committee Meetings)</li> <li>• House (Committees)</li> <li>• Senate (Committees)</li> </ul>	<ul style="list-style-type: none"> <li>• Committee Minutes</li> </ul>	<ul style="list-style-type: none"> <li>• Copies: House Committee Coordinator's Office; Secretary of the Senate's Office</li> <li>• View/ Photocopy: House Video/Audio Services; Legislative Reference Library; Senate Staff Services</li> </ul>

## Legislative Information Locator Table

Information	Computer Applications and Websites		Documents, Publications, and Recordings	Provider
	Capitol Complex	Public		
<i>Miscellaneous</i>				
Appointments by governor, lieutenant governor, and speaker, and senate confirmations	<ul style="list-style-type: none"> <li>• Capweb (TAS; Senate—Journals)</li> </ul>	<ul style="list-style-type: none"> <li>• (TAS public access on terminals in Legislative Reference Library)</li> <li>• Senate (Secretary—Journal)</li> </ul>	<ul style="list-style-type: none"> <li>• Senate Journal (confirmations)</li> </ul>	<ul style="list-style-type: none"> <li>• Copies: Senate Journal Clerk</li> <li>• View/ Photocopy: Legislative Reference Library; Texas State Library and Archives Commission</li> </ul>
Legislator and district information		<ul style="list-style-type: none"> <li>• TLO (House—Members; Senate—Members)</li> <li>• House (Members)</li> <li>• Senate (Senators)</li> <li>• Who Represents Me?</li> <li>• Legislative Reference Library (Members and Leaders)</li> <li>• Texas Redistricting</li> </ul>	<ul style="list-style-type: none"> <li>• Session Laws</li> <li>• Texas Legislative Handbook</li> <li>• Texas Legislative Manual</li> <li>• Texas State Directory</li> </ul>	<ul style="list-style-type: none"> <li>• View/ Photocopy: Legislative Reference Library; Texas State Library and Archives Commission</li> <li>• View/ Photocopy: Legislative Reference Library; Texas State Library and Archives Commission</li> <li>• Copies: House Document Distribution</li> <li>• View/ Photocopy: Legislative Reference Library; Texas State Library and Archives Commission</li> <li>• View/ Photocopy: Legislative Reference Library; Texas State Library and Archives Commission</li> </ul>

## Legislative Information Locator Table

Information	Computer Applications and Websites		Documents, Publications, and Recordings	Provider
	Capitol Complex	Public		
<i>Miscellaneous</i>				
Redistricting information	<ul style="list-style-type: none"> <li>• Capweb (Texas Redistricting)</li> <li>• Capweb (DistrictViewer)</li> </ul>	<ul style="list-style-type: none"> <li>• Texas Redistricting</li> <li>• DistrictViewer</li> </ul>	<ul style="list-style-type: none"> <li>• Publications by Service Providers (Redistricting Information)</li> </ul>	<ul style="list-style-type: none"> <li>• Copies: House Document Distribution</li> <li>• View/ Photocopy: Legislative Reference Library; Texas State Library and Archives Commission</li> </ul>
Research reports	<ul style="list-style-type: none"> <li>• Capweb (Legislative Agency Publications)</li> </ul>	<ul style="list-style-type: none"> <li>• House Research Organization (All Publications)</li> <li>• Senate (Secretary—Research Center—Publications)</li> <li>• Legislative Budget Board (Reports, Publications, and Links)</li> <li>• State Auditor’s Office (Reports &amp; Publications)</li> <li>• Sunset Advisory Commission (Current Publications, Past Publications)</li> <li>• Texas Legislative Council (Publications)</li> </ul>	<ul style="list-style-type: none"> <li>• Publications by Service Providers (Research Reports)</li> </ul>	<ul style="list-style-type: none"> <li>• Copies: Agency producing the publication</li> <li>• View/ Photocopy: Legislative Reference Library; Texas State Library and Archives Commission</li> </ul>





**Section 3**  
**Computer Applications and Websites**



# Computer Applications and Websites

## Introduction

The majority of legislative information discussed in this guide is available online. Because online resources can be updated continually, they often are the most reliable sources for up-to-date information relating to recent legislative activity. Legislators and legislative staff have access to legislative information through Capitol Complex network applications and legislative intranet and Internet applications and websites. Members of the public can access most of the same information through the legislature's Internet sites or through public access terminals located in the Legislative Reference Library.

The websites of state agencies also can be important sources of legislative information. In addition, the Texas Legislative Council provides a listing of useful Internet sites for legislative research on the legislative intranet site Legislative Research on the Web.

## Capitol Complex Resources

### Intranet Web Applications and Websites

The following web applications and websites are available only to users who are directly connected to the Capitol Complex servers:

- **Capweb: Inside the Texas Legislature**—<http://capweb>—Serves as the default browser home page for the legislative community. It provides convenient links to legislative web applications such as TLIS, TLO, Westlaw® e-Libraries, and Who Represents Me?, as well as to other sources of legislative and related information, including the Texas Constitution and statutes, the Texas Administrative Code, the senate and house rules of procedure, the senate and house daily journals, the Legislative Clipping Service, the Index to Sections Affected, the bill/session law chapter cross-reference, the Texas Appointment System, a description of the legislative process, and a legislative glossary. Links to websites for the senate, the house of representatives, legislative agencies and offices, and other state and federal resources also are provided. The page has sections for the current day's events; general announcements and publications and reports of current interest; a listing of important dates in the legislative biennium and an end-of-session calendar; capitol information and maps; and directories. During a session, the home page also shows the dates and times when the senate and house will next convene.
- **TLIS (Texas Legislative Information System)**—<http://tlis>—Enables users to track legislation and to search for, view, and print bill text, bill history, bill analyses, fiscal notes, amendments, and summaries of enrolled bills. Users can search for bills by number, subject, author, sponsor, committee, or keyword; create special lists of bills; or view commonly requested lists of bills from the current legislature, including bills signed or vetoed by the governor, bills passed, bills with certain effective dates, bills filed by chamber of origin, and bills by author/sponsor, committee, or subject. Users also can obtain information on committee membership, minutes, witness lists, and schedules, and house and senate calendars.

- **Westlaw® e-Libraries**—<http://www.westcui.com/gov/txleg/>—An intranet application provided by Westlaw® that enables users to access and search information stored in multiple legal databases, including the United States Code, the Code of Federal Regulations, Texas and federal court cases, Texas codes and civil statutes, and Texas attorney general and ethics commission opinions.
- **TAS (Texas Appointment System)**—<http://tas/webapp/UI/BasicSearch.aspx>—Enables users to view and print information about appointments made by the governor, lieutenant governor, speaker, and others having authority to appoint members to a legislative entity, governor’s task force, state agency, board, or commission. Public access to TAS is available through terminals located in the Legislative Reference Library.
- **Guide to Texas Legislative Information**—<http://capweb/gtli/home.html>—The online equivalent to this publication. It provides links to both intranet and public resources.
- **Guide to Texas Legislative Council Services**—<http://capweb/gtlc/index.html>—Provides a detailed guide to services and information provided by the council to the legislative community and how to obtain those resources. The guide is also available from the council as a hard copy publication. E-mail TLC Document Distribution at [house.documentdistribution@tlc.state.tx.us](mailto:house.documentdistribution@tlc.state.tx.us) to request a copy.
- **Legislative Research on the Web**—<http://capweb/LRW/webguide.htm>—Provides a directory of state, federal, and other web resources for legislative research.

## Public Resources

### Internet Applications and Websites

- **Texas Legislature Online (TLO)**—<http://www.legis.state.tx.us>—Provides links to a number of sources of legislative and related information, including the Texas Constitution and statutes, the Texas Administrative Code, senate and house daily journals, and the Index to Sections Affected; a calendar of important dates for the legislative session, a description of the legislative process, and a legislative glossary; and websites for the senate, house of representatives, and legislative agencies. TLO provides much of the same functionality as the intranet TLIS application. It enables users to track legislation and to search for, view, and print bill text, bill history, bill analyses, fiscal notes, amendments, and summaries of enrolled bills. Users can search for bills by number, subject, author, sponsor, committee, or keyword; create special lists of bills; or view commonly requested lists of bills from the current legislature, including bills signed or vetoed by the governor, bills passed, bills with certain effective dates, bills filed by chamber of origin, and bills by author/sponsor, committee, or subject. Users also can obtain information about senators and house members, committee membership, minutes, witness lists, and schedules, and house and senate calendars.
- **Texas Budget Source**—<http://tbs.lbb.state.tx.us>—Generates budget reports by state agency or by a specific article of the general appropriations bill.
- **Bill-Chapter Cross-Reference Tables**—<http://www.lrl.state.tx.us/legis/billChapter/lrlhome.cfm>—Allows a chapter number found in a session law citation

to be converted to its corresponding bill number, and vice versa. Complete tables, sorted in either chapter-number or bill-number order since the 19th Legislature (1885), also are available.

- **Index to Sections Affected**—<http://www.lrl.state.tx.us/isaf/lrlhome.cfm>—Allows user to determine whether a code section has or will be affected by a bill, or whether a bill has affected or will affect sections of the Texas statutes. It includes bills from the 74th Legislature through the current legislature.
- **Texas Constitution and Statutes**—<http://www.statutes.legis.state.tx.us>—Updated by the Texas Legislative Council. Has download options and keyword search.
- **Guide to Texas Legislative Information**—<http://www.tlc.state.tx.us/gtli/home.html>—The online equivalent to this publication. It provides links to public resources.
- **Who Represents Me?**—<http://www.fyi.legis.state.tx.us>—Enables users to identify, for Texas Senate, Texas House of Representatives, U.S. House of Representatives, and State Board of Education districts, the elected officials who represent a given address, ZIP code, county, or city. It also provides contact information on incumbents, demographic and economic profiles of the districts, and the geographic composition (counties, cities, school districts, precincts, and ZIP codes) of the districts.
- **District Viewer**—<http://dvr>—Displays maps and demographic and election reports for current legislative, congressional, and State Board of Education districts. When the legislature is redistricting, maps and reports for proposed plans are available.
- **Texas Redistricting**—<http://www.tlc.state.tx.us/redist/redist.html>—Provides information about Texas redistricting, including an overview of the requirements and process to redistrict, news and legislative activity for the current redistricting cycle, and historical information.

### Senate, House, and Legislative Agency Websites

- **Texas Senate**—<http://www.senate.state.tx.us>—Provides information on senate members, committees, and legislation, as well as video/audio archives and live video/audio streams of senate floor debates, committee hearings, and press conferences. The website also includes the senate rules of procedure, daily agenda and journals, and bill analyses and reports produced by the Senate Research Center. The “Senate Kids” area of the website provides information and activities relating to Texas government for children and their teachers and parents. A Spanish-language version of the senate website can be accessed from the home page.
- **Texas House of Representatives**—<http://www.house.state.tx.us>—Provides information on house members, committees, and legislation, as well as video/audio archives and live video/audio streams of house floor debates, committee hearings, and press conferences. The website also includes the house rules of procedure, calendars, daily journals, and bill analyses and reports produced by the House Research Organization. The “Kids’ House” link on the house home page provides children and their teachers and parents with information and activities relating to Texas government.

- **Legislative Budget Board**—<http://www.lbb.state.tx.us>—Provides information on the Texas state budget through online publications and reports and through Texas Budget Source, an online application that generates budget reports by state agency or by a specific article of the General Appropriations Act.
- **Legislative Reference Library**—<http://www.lrl.state.tx.us>—Provides current and historical information on Texas legislative members, committees, legislation, and legislative sessions. It also includes such resources as the Legislative Archive System containing legislation from the 51st to 77th Texas Legislatures, the Index to Sections Affected, a bill-chapter cross-reference list, legislative reports, and links to committee meetings, vetoed bills, conference committee reports, constitutional amendments, and the library’s catalog. For users with Capitol Complex access, the website includes searchable databases for newspaper clippings and periodical abstracts.
- **State Auditor’s Office**—<http://www.sao.state.tx.us>—Contains a variety of reports, including audit, special investigative, and state classification reports. It also provides information about training classes for auditors and accounting professionals and other resources to support state agencies.
- **Sunset Advisory Commission**—<http://www.sunset.state.tx.us>—Provides information on the sunset process and the schedule for agency reviews for the current biennium and the next 10 years; current and previous sunset reports for years 1996-1997 through 2010-2011; agendas, minutes, and audio archives of commission meetings; and a list of agencies subject to review under the Texas Sunset Act.
- **Texas Legislative Council**—<http://www.tlc.state.tx.us>—Provides online access to a number of publications and reports on topics relating to legislative activities and policy issues as well as statutory revision proposed chapters and revisors’ reports.

**Section 4**  
**Documents, Publications, and Recordings**



# Documents, Publications, and Recordings

## Introduction

This section includes a brief description of various documents, publications, and recordings containing legislative information, many of which are available online.

## Bill Files, Historical

The Legislative Reference Library provides access to paper files on bills and resolutions introduced in the house or the senate from the 63rd Legislature (1973) through the present. The files contain the original copies of the introduced, committee report, engrossed, senate amendments, conference committee report, and enrolled versions of bills and resolutions. The files are complete, containing fiscal notes, impact statements, conference committee side-by-side analyses, and other attachments when appropriate. Bill files, indexed by bill or resolution number within a legislative session, may not be removed from the library but may be viewed in person by appointment or copied. The Legislative Archive System (LAS) on the library's website also provides access to scanned PDF bill files from the 51st Legislature (1949) through the 77th Legislature (2001).

The Texas State Archives of the Texas State Library and Archives Commission provides access to paper files on bills and resolutions introduced before 1973. Library staff will make copies of materials from the files on request at no charge for state employees and at 10 cents per page for other individuals.

## Bills and Resolutions, Current and Recent

Copies of bills and resolutions of the current legislature are available through distribution offices maintained by the house and the senate. House Document Distribution and Senate Bill Distribution can provide copies of the different versions (including introduced, committee report, engrossed, conference committee report, and enrolled) of each bill and each joint, concurrent, and simple resolution filed for introduction in the chamber served by the office. House and senate rules allow filing to begin the first Monday after the general election preceding a regular legislative session or 30 days before any special session. Document distribution offices provide copies of measures from the time they are filed through the interim, until the filing period begins for the next regular session. Measures from previous sessions can be found in bill files maintained by the Legislative Reference Library and the Texas State Library and Archives Commission.

Legislation from current and recent sessions can be accessed online through TLIS on the legislative intranet or TLO on the Internet. Certified copies of the final versions of bills and resolutions from current and recent sessions can be obtained by calling the secretary of state's office at (512) 463-0872. PDF images of those versions for the most recent session are available on the secretary of state's website at <http://www.sos.state.tx.us/statdoc/bills/index.shtml> and for the 78th and 79th Legislatures (2003 and 2005) on the Texas Laws and Resolutions Archive website of the University of North Texas at <http://texinfo.library.unt.edu/sessionlaws/browse.htm>.

## Calendars and Agendas

The senate and the house each publish daily calendars listing bills and resolutions that may be considered during a legislative day. See Section 1, “The Legislative Process in Texas,” for a discussion of the various house calendars, the house list of items eligible for consideration, the senate agenda, and the senate intent calendar.

Calendars and agendas are delivered to members and are available from House Document Distribution and from the senate calendar clerk. Both are available also in the Legislative Reference Library. Calendars also are provided online through the house and senate websites, TLIS on the legislative intranet, and TLO on the Internet.

## Committee Minutes and Records of Proceedings

**House of Representatives.** Standing and special committees are required to keep complete minutes of their proceedings. Minutes must include the time and place of each meeting, a list of members present, an accurate record of all votes taken, the date that notice of the meeting was posted, witness lists, if any, and other information as determined by the chair. Witness affirmation forms must be completed by anyone who addresses a committee at a meeting. Minutes must be filed with the House Committee Coordinator’s Office not later than three days after a substantive committee meets and not later than one day after a procedural committee meets.

Copies of minutes and witness affirmation forms from the current legislature are maintained by the House Committee Coordinator’s Office. Records from previous legislatures dating back to 1973 are maintained by House Video/Audio Services, which can provide a notarized certification of a set of minutes on request.

**Senate.** The rules of the senate require standing committees and subcommittees to keep an accurate written record of their proceedings but do not specify the content of committee minutes. Minutes, which typically do not include testimony, must be filed with the Secretary of the Senate’s Office not later than seven days after a meeting is held. Committees may have certain proceedings transcribed. Copies of minutes are maintained by the Secretary of the Senate’s Office, and minutes and transcripts dating back to 1985 are maintained by Senate Staff Services.

Current and recent house and senate committee minutes can be accessed online through TLIS on the legislative intranet or TLO on the Internet. The Legislative Reference Library has copies of house and senate committee minutes from 1973 to the present.

## Committee Reports

House and senate committee reports include the following:

- the text of the bill as approved, amended, or substituted in committee
- a bill analysis, which includes the background and purpose of the proposal, an analysis of the content of the measure, and a statement indicating whether any rulemaking authority is delegated
- a list of witnesses who testified for, against, or on the bill
- a summary of the committee’s actions, including the final committee vote

- a fiscal note prepared by the Legislative Budget Board (LBB), which is an estimate of the probable costs that will be incurred as an effect of the bill or joint resolution
- an impact statement prepared by the LBB, if required. The house and senate rules outline the circumstances under which an impact statement is required

Copies of committee report printings are distributed to all members of the chamber that is considering the measure. Committee reports for the current legislative session are available from House Document Distribution and Senate Bill Distribution, and committee reports from previous sessions are available from the bill files maintained by the Legislative Reference Library and the Texas State Library and Archives Commission.

Committee report bill text from current and recent sessions can be accessed online through TLIS on the legislative intranet or TLO on the Internet. For further information on committee reports, refer to Section 1, “The Legislative Process in Texas.”

## **Conference Committee Reports**

Conference committee reports include a signature page for the conferees who approve the report, the committee’s proposed version of the text, and a side-by-side analysis of how the proposed version, the senate version, and the house version of the text differ.

Copies of conference committee report printings are distributed to all members of the legislature. Reports for the current session are available from House Document Distribution and Senate Bill Distribution, and reports from previous sessions are available from the bill files maintained by the Legislative Reference Library and the Texas State Library and Archives Commission. The reports from the 78th through the current session are available online as PDF files on the Legislative Reference Library’s website. The Legislative Archive System (LAS) on the library’s website also contains conference committee reports in bill files from the 51st Legislature (1949) through the 77th Legislature (2001). Beginning with the 81st Legislature (2009), conference committee reports are available through TLIS on the legislative intranet.

Instructions for preparing and filing conference committee reports are posted on the Capweb intranet website and also are available from the Chief Clerk’s Office and the Secretary of the Senate’s Office. For further information on conference committee reports, refer to Section 1, “The Legislative Process in Texas.”

## **Daily Floor Reports, House Research Organization**

The Daily Floor Report consists of analyses of the bills, other than local and consent bills, scheduled for house floor consideration each day during a legislative session and features a digest of each bill, background information, a list of witnesses who testified regarding the bill, the results of the committee vote, and arguments favoring and opposing the proposed legislation. The Daily Floor Report is distributed to house members and is available to others from the House Research Organization (HRO). Daily Floor Reports and individual bill analyses also are available online and can be accessed under Research—Analyses on the house of representatives’ website, through the HRO website, or through TLIS on the legislative intranet or TLO on the Internet (under “Additional Documents” on the “Text” tab for a bill).

## **General Appropriations Bill and Act**

The general appropriations bill is drafted by the Legislative Budget Board (LBB) and is available from House Document Distribution. The bill is printed after being reported out of committee, and single copies are delivered to members. Because of its size, the general appropriations bill is available for room use only in the Legislative Reference Library. The LBB provides different versions of the bill on its website. The enrolled version of the bill is included in the session laws, and after the end of the session, the LBB publishes the act with notes on the governor's line-item vetoes. Scanned copies of general appropriations acts from the 56th Legislature (1959) to the present are available on the Legislative Reference Library website at <http://www.lrl.state.tx.us/citizenResources/approBills.cfm>.

## **Interim Reports by Committees**

Because of the limited time that the legislature is in session, in-depth studies of important issues often are conducted by committees during interims. Generally, the lieutenant governor specifies interim charges for senate committees, and the speaker of the house specifies interim charges for house committees. Most interim studies result in a report to the senate or a report to the house containing the committee's findings and recommendations. Copies of these reports can be obtained from the respective committee offices. Copies of senate interim committee reports also can be obtained from Senate Bill Distribution. The Legislative Reference Library and the Texas State Library and Archives Commission have extensive collections of interim study reports from the current and previous legislatures. Interim charges and interim reports are available online through the house of representatives' and senate's websites. Current and historical interim charges and interim reports also are available online through the Legislative Reports page of the Legislative Reference Library's website.

## **Journals, House and Senate**

The Texas Constitution directs each chamber to keep a journal of its own proceedings, and daily journals are published for every legislative day in a session. Rather than providing a verbatim record of debate, these journals outline the proceedings and track motions and other legislative actions. The following information is included:

- number, author, and caption of each bill and resolution introduced and the committee to which it is referred
- complete text of committee and floor amendments
- results of each vote taken
- a record of how each member voted, if a record vote has been taken
- a list of bills sent to the governor
- the governor's veto messages
- standing and special committee appointments
- conference committee appointments
- a list of members present
- senate confirmation actions on the governor's appointments (senate journal only)

Journals are published in two forms: daily journals that are prepared and distributed on the day following each meeting and permanent (bound) journals that are compiled and indexed during the interim following a session. Appendixes to the *permanent* journals of each chamber contain a list of bills and resolutions introduced by each member and a bill history of all major actions taken on legislation in the chamber. The subject index categorizes all measures considered and acted on by the legislature.

TLIS on the legislative intranet and TLO on the Internet display dates and *daily* journal page numbers for actions taken on each legislative measure.

The daily house journals are available online beginning with the 74th Legislature (1995) through the house of representatives' website; the daily senate journals are available online beginning with the 76th Legislature (1999) through the senate's website. House daily journals are available from House Document Distribution, and senate daily journals are available from the senate journal clerk. Scanned versions of journals from the 1st Legislature (1846) through the 26th Legislature (1899) are available on the Legislative Reference Library's website at <http://www.lrl.state.tx.us/legis/sessionYears.html>. Permanent journals are available for use in the Legislative Reference Library and at the Texas State Library and Archives Commission.

## **Legislative Newspaper Clippings and Periodical Articles**

The Legislative Reference Library compiles newspaper clippings relating to legislative duties and official actions of current members of the Texas Legislature, state political events, and any other issues that might be of interest to legislators and legislative staff. Twenty-six Texas newspapers, the *New York Times*, and *The Wall Street Journal* are regularly clipped for articles of interest. The clippings are compiled daily. Newspapers are available in the library for 30 days. Clips from 1998 to the present are available to legislative offices through the Daily Legislative Clipping Service database (<http://www.lrl.state.tx.us/research/clips/lrlhome.cfm>) on the legislative intranet and can be searched by headline, subject, article type, date, newspaper, columnist, bill number, or bill caption keyword. Clips from 1901 to 1998 are available to legislative offices in the clips archive (<http://www.lrl.state.tx.us/research/clips/archivesearch.cfm>), which is searchable by headline, subject, columnist, newspaper, and date. During the interim, the clipping service also includes notices of house and senate committee public hearings and formal meetings.

The library staff also reviews more than 800 periodicals to compile a weekly Current Articles list and distributes the list electronically to legislators and legislative staff every Thursday. Access to a searchable database of Current Articles abstracts is available to Capitol Complex users through the library's website. Members and legislative staff can request copies of full-text articles from the library.

Both the clipping service and current articles databases are available to the public through terminals in the library.

## **Lists of Bills**

After a legislative session, the information systems division of the Texas Legislative Council prepares the following lists for all legislation (including bills and joint, concurrent, and simple resolutions) arranged by number, author, or subject:

- Master List of Bills by Author/Sponsor
- List of Bills Passed by Author/Sponsor

- Master List of Bills by General Index
- List of Bills Passed by General Index
- Master Bill History Report
- Bills and Resolutions Reported by Committee

The Legislative Reference Library has copies of the lists from the 63rd Legislature (1973) through the current session for use in the library.

Similar lists can be compiled for the current and recent sessions through TLIS on the legislative intranet. The TLO Internet site also allows users to compile lists and provides several commonly requested bill lists for the current legislature and previous legislatures back to 1995.

## Notices and Schedules of Committee Meetings

Committees in both chambers hold regular and special meetings throughout the session and interim. Except in unusual circumstances, the meetings are open to the public, and house and senate rules require that notice of the meetings be posted.

**House meetings.** House rules require the house committee coordinator, under the direction of the Committee on House Administration, to prepare a schedule for regular meetings of all standing committees. This schedule is published in the daily journal and is posted outside the house chamber, outside the speaker’s office, and on other posting boards located throughout the Capitol Extension.

**Senate meetings.** Notice of senate committee meetings is published in the senate agenda and is posted outside the senate chamber, outside the Secretary of the Senate’s Office, and in several locations throughout the Capitol Extension. As in the house, senate committees have regular meeting times.

Notices and schedules are available online through TLIS on the legislative intranet, TLO on the Internet, and the Legislative Reference Library’s website. During the interim, notice of house and senate committee meetings can be found in the Legislative Reference Library’s Daily Legislative Clipping Service.

## Publications by Legislative Information Service Providers

Publications are available in paper form or online through the producing agency or office (see Section 5, “Legislative Information Service Providers”). Paper copies also are available at the Legislative Reference Library.

### Constitution

- Texas Legislative Council publishes an update of the *Texas Constitution* following each election in which constitutional amendments are adopted.

### Constitutional Amendments

- Preceding an election, the Texas Legislative Council publishes *Analyses of Proposed Constitutional Amendments*, which describes the proposed constitutional amendments on the ballot and includes the text of the joint resolutions proposing the amendments, ballot language and the background for each one, and arguments for and against passage of each measure.

- Biennially, the council updates an online publication, *Amendments to the Texas Constitution Since 1876*, to include the most recent proposals.
- House Research Organization publishes *Constitutional Amendments*, which provides background information, a digest, and arguments for and against each proposed amendment submitted for voter approval.

### **Interim Activities**

- House Research Organization publishes the *Interim News*, which includes articles on topics of current interest.
- Senate Research Center publishes the *Capitol Clearinghouse Update*, which summarizes the activities of senate interim study committees, and *In Brief* and *Research Spotlight*, which provide information on topics of current interest.

### **Redistricting Information**

- Texas Legislative Council publications explain the redistricting process, discuss federal and state legal requirements for redistricting, and describe the various geographic, population, and election data required for redistricting and the methods used to produce the data.

### **Research Reports**

- A number of research reports are available from the legislative service providers, including the Texas Legislative Council, the House Research Organization, the Senate Research Center, the Legislative Budget Board, and the State Auditor's Office.

### **Summaries of Enactments and Session Activity**

- Texas Legislative Council publishes the *Summary of Enactments*, which includes brief synopses of all bills that were enacted and all joint resolutions proposing amendments to the constitution that were passed in a legislative session. Author and sponsor names, effective dates, and the governor's explanation for any vetoes also are provided. These summaries also are available through TLIS on the legislative intranet and TLO on the Internet, where they can be accessed by bill number or through a search by author, committee, subject, or other criteria. In addition, the council publishes *New, Renamed, and Abolished State Governmental Entities*, which reflects changes made in a legislative session.
- House Research Organization publishes *Major Issues of the Legislature*, which provides an overview of some of the session highlights, summarizing proposals that were approved and some that were not. It includes a brief review of the arguments offered for and against each measure.
- Senate Research Center publishes *Highlights of the Legislature*, which summarizes all legislation that passed during the session.

### **Sunset Recommendations**

- Sunset Advisory Commission publishes a report to the legislature each legislative session that summarizes the commission's recommendations relating to each agency under sunset review and the fiscal implications of each recommendation.

## **Veto Messages**

- House Research Organization publishes *Vetoed Legislation*, which includes a digest of each vetoed bill, the governor's stated reason for the veto, and a response concerning the veto by the author or the sponsor of the bill.
- Texas Legislative Council publishes the *Summary of Enactments*, which includes, for each vetoed bill, the governor's reason for the veto as stated in the veto proclamation.

## **Recordings and Broadcasts of Floor and Committee Proceedings**

All floor proceedings of the senate and the house of representatives and all on-site committee proceedings, both during the legislative session and during the interim, are broadcast live online and on cable television. Video and audio broadcasts of house and senate floor and committee proceedings are archived and remain accessible through each chamber's website for several years. The house of representatives' website and the senate's website provide public access to their respective broadcasts.

Audio recordings of senate floor debate and committee hearings from the last three legislative sessions are available from Senate Staff Services, and audio recordings from earlier legislative sessions, from the 62nd Legislature, 4th Called Session (1972) to the 77th Legislature (2001), are available from the Reference/Documents Collection of the Texas State Library and Archives Commission. Copies of video recordings can be requested through a senator's office. Audio recordings of house floor proceedings and public hearings held by house committees since 1973 are available from House Video/Audio Services.

## **Rules of Procedure, House and Senate**

The Texas Constitution allows each chamber to determine the rules of its own proceedings. This is accomplished through the adoption by each chamber of a resolution after the beginning of each regular legislative session. Each chamber publishes a volume of its rules, which is distributed to members and is available to others through House Document Distribution or the Secretary of the Senate's Office. The rules of both houses are included in the Texas Legislative Manual. The rules also are available online at the house of representatives' website and the senate's website. Paper copies of current and previous rules are available at the Legislative Reference Library.

## **Senate Amendment Printings**

Senate amendment printings are prepared for house bills returned from the senate with changes. The printing includes the house engrossment version of the bill, the original version of the bill, the senate committee substitute if one is adopted, and all floor amendments adopted by the senate.

Copies of senate amendment printings are distributed to all members of the house. Senate amendment printings for the current legislative session are available from House Document Distribution, and senate amendment printings from previous sessions are available from the bill files maintained by the Legislative Reference Library and the Texas State Library and Archives Commission.

Senate amendment printings from the 80th and following sessions are accessible online through TLIS on the legislative intranet or TLO on the Internet.

Beginning with the 80th Regular Session, side-by-side analyses of the differences between the house and senate versions of each house bill at the senate amendments stage are prepared. These analyses are available only online and can be accessed through TLIS on the legislative intranet or TLO on the Internet. Beginning with the 82nd Legislature (2011), such analyses for senate bills that have been amended in the house are available through TLIS on the legislative intranet.

## **Session Laws**

During and immediately after each legislative session, Thomson Reuters publishes *Vernon's Texas Session Law Service*. These paperback volumes give complete texts, final vote totals, dates of approval, and effective dates for all acts and joint resolutions passed by the legislature. The first volume provides mailing addresses for members and lists the members of all standing committees. Each volume includes a subject index and tables that: (1) show where each applicable new session law is to be placed in the statutes; (2) identify which statutes were affected by the new session laws; (3) identify which uncodified previous session laws were affected by the new session laws; and (4) list each enacted bill and adopted joint resolution by number and cross-reference each one to its respective session law chapter. For ordering information, call Thomson Reuters at (800) 328-9352, or visit the company's website (<http://west.thomson.com>).

The secretary of state's office distributes the official bound volumes of the laws enacted during each session, titled *General and Special Laws of the State of Texas*. These session law volumes provide texts of all bills, joint resolutions, and concurrent resolutions that passed and the record of popular votes on all amendments proposed to the Texas Constitution from 1875 to the most recent election. For ordering information, call the secretary of state's office at (512) 463-0872.

Session laws from 1836 to the present are available for use at the Texas State Library and Archives Commission, and session laws from 1855 to the present are available for use in the Legislative Reference Library. The Legislative Reference Library also provides online access to tables cross-referencing bill numbers with session law chapters from the 19th Legislature (1885) to the present through its website. Session laws from the 1st to the 37th Legislatures (1846 to 1921), as published in *Gammel's The Laws of Texas*, are available in the Legislative Reference Library and can be accessed online on the website of the University of North Texas Libraries at <http://texinfo.library.unt.edu/lawssoftexas>.

## **Statutory Revision Project Documents**

The Texas Legislative Council is required by Section 323.007, Government Code, to carry out a complete nonsubstantive revision of the Texas statutes. The process involves reclassifying and rearranging the statutes in a more logical order, employing a numbering system and format that will accommodate future expansion of the law, eliminating repealed, invalid, duplicative, and other ineffective provisions, and improving the draftsmanship of the law if practicable—all toward promoting the stated purpose of making the statutes “more accessible, understandable, and usable” without altering the “sense, meaning, or effect” of the law.

Drafts of proposed code chapters being prepared for introduction as part of a bill in the next legislative session and revisors' reports on titles enacted in the previous session are published on the council's website as available. The Legislative Reference Library's Texas Law Time Line (<http://www.lrl.state.tx.us/research/texasLawTimeline.html>) contains links to all the Texas Legislative Council statutory revision bills and the revisors' reports prepared with the bills.

## **Texas Legislative Handbook**

This pocket-sized reference book, published by the Texas State Directory Press early in the session, contains a roster and photos of house and senate members as well as other member and committee information. The handbook is available for use in the Legislative Reference Library and is available for purchase from the publisher. For ordering information, call the Texas State Directory Press at (512) 477-5698 or (800) 388-8075, or visit the publisher's website (<http://www.txdirectory.com>).

## **Texas Legislative Manual**

This publication, produced by the Texas Legislative Council, contains the U.S. and Texas Constitutions, the house and senate rules of procedure, the membership of the senate and house and their standing committees, and officers and employees of the two houses. The manual is updated early in each session and is distributed to members of the house and senate. Copies can be ordered through House Document Distribution, (512) 463-1144. A copy is available for use in the Legislative Reference Library.

## **Texas State Directory**

This comprehensive guide to federal, state, and local bodies of government is published by the Texas State Directory Press. It is available for use in the Legislative Reference Library and is available for purchase from the publisher. For ordering information, call the Texas State Directory Press at (512) 477-5698 or (800) 388-8075, or visit the publisher's website (<http://www.txdirectory.com>).

## **Texas Statutes, Codes, and Constitution**

*Vernon's Texas Statutes Annotated* and *Vernon's Texas Codes Annotated*, commonly known as *Vernon's*, is a compilation of Texas law that is updated annually. Entries include the text of the existing constitutional or statutory law, notes on the legislative history of that law, and cross-references to related judicial cases, attorney general opinions, and law review articles.

*Vernon's Annotated Constitution of the State of Texas* contains both unannotated and annotated versions of the Constitution of Texas, 1876, plus extensive interpretive and informative commentary reviewing the history of its provisions and their application to particular constitutional questions.

The current edition of *Vernon's* is available for use in the Legislative Reference Library (LRL) and the Texas State Library and Archives Commission. The LRL also has recent superseded bound volumes and pocket parts of *Vernon's*. Legislators and legislative staff also can access *Vernon's* through Westlaw® e-Libraries, a legislative intranet application.

Current and superseded statutes from 1856, constitutions from 1866, and *Vernon's* pocket parts from 1986 are available at the Texas State Law Library ((512) 463-1722 or <http://www.sll.state.tx.us>). The library has digitized versions of the Texas Constitution of 1876 and of *The Revised Statutes of Texas* from 1879 to 1925 on its website at <http://sll.state.tx.us/codes/revised.html>. Constitutions from 1824 to 1876 are available in digitized format on the websites of the University of North Texas Libraries at <http://texinfo.library.unt.edu/lawssoftexas> and of Tarlton Law Library in The University of Texas School of Law at <http://tarlton.law.utexas.edu/constitutions/constitutions.html>.

The unannotated constitution, codes, and statutes can be accessed online at <http://statutes.legis.state.tx.us>. The unannotated constitution also is available in hard copy in the *Texas Legislative Manual* or as a separate paperback volume from House Document Distribution, (512) 463-1144.



**Section 5**  
**Legislative Information Service Providers**



# Legislative Information Service Providers

The following entities produce, house, or distribute legislative information discussed in this publication.

## Chief Clerk's Office

State Capitol, Room 2W.29 • P.O. Box 2910 • Austin, Texas 78768-2910  
(512) 463-0845 • fax (512) 463-5896

The Chief Clerk's Office, a department within the Legislative Operations of the Texas House of Representatives, processes all bills and resolutions filed in the house or received from the senate and is the principal record keeper of all actions taken on house legislation. The Chief Clerk's Office:

- (1) maintains a record of all coauthors and joint authors who sign on to legislation;
- (2) maintains and distributes district, biographical, and membership information of current house members; and
- (3) forwards certified copies of original legislation to house committee chairs.

The Chief Clerk's Office does not provide copies of legislation to legislators, staff, or the public. Copies of legislative documents from the current session can be obtained from House Document Distribution, and copies of legislation from previous legislative sessions can be obtained from the Legislative Reference Library.

## House Committee Coordinator's Office

Capitol Extension, Room E2.174 • P.O. Box 2910 • Austin, Texas 78768-2910  
(512) 463-0850 • fax (512) 463-7547

The House Committee Coordinator's Office supports the operations of house standing, select, and interim committees and serves as a repository for house committee records for the current legislative session, including committee meeting minutes, witness information, and official committee reports. The House Committee Coordinator's Office also posts committee meeting notices and handles meeting room scheduling and equipment setup.

Minutes and witness affirmation forms from previous legislative sessions are maintained by House Video/Audio Services.

## House Document Distribution

Robert E. Johnson, Sr., Legislative Office Building, Room B.324 • 1501 North Congress Avenue • P.O. Box 12128 • Austin, Texas 78711-2128 • (512) 463-1144 • fax (512) 463-2920

The Document Distribution office of the Texas Legislative Council functions as the document distribution center for the house of representatives. In addition to dispensing copies of legislation, the office also distributes copies of council publications and informational materials to members of the legislature and to the general public. Legislative materials available for distribution include:

- House legislation—copies of all versions of each piece of legislation filed in the house from the most recent session, including introduced, house committee report, 2nd and 3rd reading engrossments, senate amendments printing, conference committee report, and enrollment
- Senate legislation—house committee report and conference committee report versions only
- House calendars
- House daily journals
- Rules of procedure, house and senate
- Texas Constitution
- Interim committee reports for house standing, special, and joint committees
- Council publications and informational materials
- Standard redistricting reports and maps

Copies of legislative documents are free to members and legislative offices. All documents and publications are available to the public and state agencies for purchase. A price list for documents and publications in House Document Distribution can be accessed online through the council's website.

## House Research Organization

John H. Reagan Building, Room 420 • 105 West 15th St. • P.O. Box 2910 • Austin, Texas  
78768-2910 • (512) 463-0752 • fax (512) 463-1962

The House Research Organization (HRO), an administrative department of the house of representatives, is independently governed by a bipartisan steering committee of 15 house members who are elected by the house. The HRO publishes research reports examining state issues and analyzing proposed legislation, including:

- *Daily Floor Report*—Includes analyses of all legislation, except local and consent bills, scheduled for floor debate on the daily house calendar. Each bill analysis includes a digest of the bill's provisions, background information, legislative history, and arguments favoring or opposing the bill.
- *Focus Report*—Provides an in-depth examination of a particular issue, such as school finance, the death penalty, or how a bill becomes law.
- *Interim News*—Includes articles on topics of current interest.
- *State Finance Report*—Examines the state budget process and the general appropriations bill.

The HRO also publishes the following postsession wrap-up reports:

- *Major Issues of the Legislature*—Summarizes significant legislation considered during each legislative session, including legislation that did not pass.
- *Constitutional Amendments*—Provides background information, a digest, and arguments for and against each proposed amendment submitted for voter approval.

- *Vetoes of Legislation*—Includes a digest of each vetoed measure, a summary of the governor’s stated reasons for the veto, and a comment from the principal author or sponsor of the vetoed measure.

HRO reports are distributed to legislative offices, the Legislative Reference Library, and the state library system and also are available through the HRO website at <http://www.hro.house.state.tx.us>. Bill analyses also are available through TLIS on the legislative intranet and TLO on the Internet (under “Additional Documents” on the “Text” tab for a bill).

## **House Video/Audio Services**

John H. Reagan Building, Room 330 • 105 West 15th St. • P.O. Box 2910 • Austin, Texas 78768-2910 • (512) 463-0920 • fax (512) 463-5729

House Video/Audio Services keeps minutes of committee proceedings and witness affirmation forms from previous legislatures dating back to 1973. These records are available for review in the office. Copies can be ordered at a cost of 10 cents per page.

House Video/Audio Services also maintains audio recordings from all meetings of the full house and from all public hearings held by house committees and subcommittees since 1973. Audio recordings can be listened to, without charge, in the House Video/Audio Services office. Generally, transcripts are not available, but copies of audio recordings can be purchased for \$5 per recording, plus the cost of copying corresponding recording logs. Live broadcasts and archived recordings of recent house floor proceedings and committee meetings can be accessed through the house website.

Requests for minutes or audio recordings may be submitted by mail or by fax. The office will provide a notarized certification of a recording or a set of minutes on request at no additional charge. All requests should include:

- (1) legislative session number or year;
- (2) date of committee hearing or meeting;
- (3) house or senate bill or resolution number (if applicable);
- (4) a telephone number or address at which the requestor can be contacted; and
- (5) the requestor’s signature.

Minutes and witness affirmation forms for the current legislative session are maintained in the House Committee Coordinator’s Office.

## **Legislative Budget Board**

Robert E. Johnson, Sr., Legislative Office Building, 5th Floor • 1501 North Congress Avenue  
P.O. Box 12666 • Austin, Texas 78711-2666 • (512) 463-1200 • fax (512) 475-2902  
• [www.lbb.state.tx.us](http://www.lbb.state.tx.us)

The Legislative Budget Board assists the Texas Legislature with fiscal policy matters. The agency’s staff develops a biennial budget estimates document and a general appropriations bill draft for consideration by the legislature and prepares policy analyses of programs and operations of state agencies. The staff also prepares the following types of documents to append to certain legislative measures:

- Fiscal note—Estimates the fiscal implications and probable costs associated with a house or senate bill or joint resolution by describing the biennial impact to general-revenue-related funds, the five-year impact to all funds, and the impact, if applicable, to units of local governments.
- Criminal justice policy impact statement—Estimates the impact of proposed policy changes on the programs and workloads of state corrections agencies and on the demands for resources and services of those agencies.
- Equalized education funding impact statement—Evaluates the effect of proposed policy changes on equalized education funding requirements and policy.
- Tax equity note—Evaluates the effect of proposed tax law changes on individuals and businesses.
- Actuarial impact statement—Provides estimate of changes to public pension funds.
- Higher education impact statement—Estimates the implications of creating an institution of higher education or changing the classification, mission, or governance of an institution of higher education.
- Water development policy impact statement—Provides an assessment of the impact on the state or other unit of government for a measure that proposes the creation of a water conservation and reclamation district.
- Open government impact statement—Estimates the impact of proposed changes on public access to government information or to the transaction of public business.

The agency also provides online resources such as the following:

- *General Appropriations Act*—Current and past editions of the biennial General Appropriations Act, or state budget.
- *Fiscal Size-up*—Current and past editions of a biennial report that summarizes the state budget, describes major state revenue sources, and provides economic comparisons of Texas with other states.
- *Government Effectiveness and Efficiency Report*—A biennial report that contains evaluations of state agency programs and service-related issues.
- *Texas Fact Book*—A biennial publication that provides basic information about Texas state government along with budget and demographic data.
- *Report on Contracts*—An annual report that provides a detailed listing of contracts reported by state agencies and institutions of higher education.
- *Report on Major State Investment Funds*—An annual report that reviews the risk-adjusted performance of major state investment funds.
- *Criminal Justice Uniform Cost Report*—A biennial report that summarizes cost information for state correctional facilities, programs, and services.
- *Texas Budget Source*—An online application that permits users to access budget information concerning Texas state government.

## Legislative Reference Library

State Capitol, Room 2N.3 • P.O. Box 12488 • Austin, Texas 78711-2488  
(512) 463-1252 • fax (512) 475-4626 • [www.lrl.state.tx.us](http://www.lrl.state.tx.us)

The Legislative Reference Library is the most comprehensive repository of information relating to the Texas Legislature. The following are some of the library's most frequently used resources:

- Texas statutes and session laws
- House and senate journals
- Interim committee charges and reports
- Online databases and websites
- Cataloged Texas document collection
- Legislative bill files (63rd-present) and Legislative Archive System scanned bill files (51st-77th)
- Research reports
- Statutes of other states

Librarians conduct research for legislative staff and are available to assist staff and members of the public in locating appropriate materials. The library also provides the following services:

- Telephone information—A toll-free telephone number, (877) 824-7038, is in operation from the first day of session through the end of June following the session to provide information on bills and resolutions (indexed by author, subject, and number), legislative actions taken on the measures, committee members and activities, and incumbent information.
- Index to Sections Affected—The library maintains an online database listing sections in Texas civil statutes and codes that bills would add, amend, or repeal if passed. This index is available on the library's website.
- Bill files—The library provides access to files on bills and resolutions introduced in the house and the senate from the 63rd Legislature (1973) through the present. The files contain all versions of bills and resolutions, as well as fiscal notes, impact statements, and committee reports for bills reported out of committee. Bill files cannot be removed from the library, but documents can be viewed in person by appointment or copied. The Legislative Archive System (LAS) on the library's website also provides access to scanned bill files from the 51st Legislature (1949) through the 77th Legislature (2001).
- Legislative clipping service—Staff members compile newspaper clippings relating to issues of interest to legislators and legislative staff. Selected from newspapers across the state, the *New York Times*, and *The Wall Street Journal*, the clippings, from 1901 to the present, are available to the legislative community through the Daily Legislative Clipping Service database on the legislative intranet, where the articles can be accessed by headline, subject, date, newspaper, or columnist, and for more recent sessions, by bill number.

- Computerized legislative information—Public terminals are available for accessing Texas Legislature Online (TLO) and the Texas Appointments System (TAS). For more information on these databases, see “Texas Legislative Council Information Systems Division” in this section.
- Circulating book collection—The library acquires books, reports, studies, and state documents from other states on current issues of interest to the legislative community. Historical materials as well as recently published books are available for loan. New books are highlighted in a quarterly listing, *New & Noteworthy*.
- Public access to wireless Internet—High-speed wireless connectivity to the Internet is provided for laptop computers that meet certain minimum requirements. For more information, see <http://www.legis.state.tx.us/resources/wireless.aspx>.

## **Secretary of the Senate**

State Capitol, Room 2E.22 • P.O. Box 12068 • Austin, Texas 78711-2068  
(512) 463-0100 • fax (512) 463-6034

The secretary of the senate is elected by the senate and serves as its chief executive administrator. The secretary supervises the elected officers of the senate and administers and coordinates the operation of the senate central staff, including the engrossing and enrolling clerk, the calendar clerk, the Senate Research Center, staff services, media services, and the journal clerk.

The secretary answers questions from citizens and groups from throughout the state and nation and participates in ceremonial and social occasions as a representative of the senate. During the interim, the Secretary of the Senate’s Office serves as a general administrative office, information center, and clearinghouse for staff functions.

The office provides copies of the senate rules free of charge to the public and maintains a file of minutes of senate standing committee and subcommittee proceedings. In addition, the office provides several publications of interest to individuals involved in the political process:

- *Citizen Handbook*—This booklet outlines the state legislative process, defines key terms, and offers helpful guidelines to those interested in participating in Texas government. Copies of the handbook are available in English and in Spanish.
- *Texas Senators*—A concise biography of incumbent senators, this publication also contains addresses, telephone numbers, and district information.
- *Press Book of the Texas Senate*—This booklet identifies members of the Capitol press corps and details senate policies and procedures pertinent to the press.

These publications are provided to senators for distribution to their constituents. Members of the public can obtain these documents from the Secretary of the Senate’s Office.

## **Senate Bill Distribution**

Sam Houston Building, Room 190 • P.O. Box 12068 • Austin, Texas 78711-2068  
(512) 463-0252

A division of Senate Staff Services, the Senate Bill Distribution office serves as the distribution center for copies of senate legislation. The office provides the following materials:

- Copies of all versions of each piece of legislation filed in the senate from the most recent session
- House bills reported favorably by senate committees

Copies of legislation are available to members and their staffs at no charge, and others pay 15 cents per page. Documents also may be mailed at a cost of 15 cents per page, plus postage.

## **Senate Calendar Clerk**

State Capitol, Room 2E.23 • P.O. Box 12068 • Austin, Texas 78711-2068  
(512) 463-0060 • fax (512) 463-6034

The senate calendar clerk is elected by the senate and serves as the official custodian of bills and resolutions pending in the senate. The clerk publishes the senate agenda daily during a regular or special session.

The Office of the Senate Calendar Clerk provides copies of the senate agenda to the legislative community and the public.

## **Senate Journal Clerk**

Capitol Extension, Room E1.812 • P.O. Box 12068 • Austin, Texas 78711-2068  
(512) 463-0050 • fax (512) 463-9671

The senate journal clerk is elected by the senate and is responsible for publishing the senate journal, which is the official record of the proceedings of the senate. The proceedings of the Committee of the Whole Senate and executive sessions are not part of this record.

The Office of the Senate Journal Clerk provides copies of the daily journal to the legislative community and the public free of charge. The permanent bound volumes of the journals are provided to the legislative community and state libraries and can be purchased by the public.

## **Senate Research Center**

Sam Houston Building, Room 575 • P.O. Box 12068 • Austin, Texas 78711-2068  
(512) 463-0087 • fax (512) 463-1271

The Senate Research Center (SRC) prepares bill analyses for each stage of a senate bill and for house bills considered in the senate. It also conducts research for all senate offices and the office of the lieutenant governor and produces reports on issues of legislative interest. The SRC issues the following publications:

- *Research Spotlight* and *In Brief*—Released at intervals, these reports describe current issues facing the legislature and legislation addressing these issues.
- *Highlights of the Legislature*—This report is prepared after each regular session and provides an overview of the major issues and summaries of all legislation passed by that legislature.
- *Capitol Clearinghouse Update*—This newsletter, published twice a month during the interim, provides highlights of legislative news.

- *A Senate Guide to Ethics and Financial Disclosure*—Released at the beginning of each regular session, this publication provides a guide to Texas ethics and financial disclosure laws pertaining to public officials and election campaigns.
- *Budget 101*—Released at the beginning of each regular session, this publication provides an overview of the appropriations process.
- *Issues Facing*—Released at the beginning of each regular session, this publication provides an overview of major issues that will be considered during the legislative session.

Copies of bill analyses are available to legislative offices free of charge and to others at a cost of 15 cents per page. Bill analyses prepared for selected versions of a bill can be accessed through TLIS on the legislative intranet or TLO on the Internet. All bill analyses prepared by the Senate Research Center are available online on the SRC website at <http://www.senate.state.tx.us/src/index.htm>. The *Highlights of the Legislature*, as well as other reports, can be purchased for \$10 each. Reports for the 75th through the most recent legislatures also are available online on the SRC website.

## **Senate Staff Services**

Sam Houston Building, Room 175 • P.O. Box 12068 • Austin, Texas 78711-2068  
 • (512) 463-0430

Senate Staff Services processes and maintains records generated by the proceedings of the Texas Senate. The office houses audio recordings of all senate committee meetings and floor debate from the last three legislative sessions. Legislators, their staffs, and the public may listen to the audio recordings in the staff services office without charge. Copies of the audio recordings can be purchased for \$5 each and transcripts, when available, for 25 cents per page. The office will certify transcripts and duplicate recordings on request. Live broadcasts and archived recordings of recent senate floor proceedings and committee meetings can be accessed on the senate's website.

Staff services keeps copies of minutes of the proceedings of senate committee meetings from the 69th Legislature (1985) to the present, and the minutes can be viewed in the staff services office. Legislators and their staffs can receive copies of minutes at no charge; other individuals may purchase copies for 25 cents per page.

Staff services also operates the Senate Bill Distribution office and the Senate Copy Center.

## **State Auditor's Office**

Robert E. Johnson, Sr., Legislative Office Building, 4th Floor • 1501 North Congress Avenue  
 P.O. Box 12067 • Austin, Texas 78711-2067 • (512) 936-9500 • fax (512) 936-9400  
 • [www.sao.state.tx.us](http://www.sao.state.tx.us)

The State Auditor's Office (SAO) is the independent auditor for the State of Texas. The SAO is responsible for ensuring that state agencies, higher education institutions, and other governmental entities follow state and federal laws and regulations and that taxpayer dollars are spent appropriately. The SAO provides the following services to support the Texas Legislature:

- *Audits and Reviews*—Performs audits and reviews of agency and higher education institution operations to ensure the quality and accuracy of information used for financial reporting and decision making. This area includes the Special Investigations Unit, which investigates fraud and abuse of state funds and resources.

- Professional Development—Develops and provides training courses that are designed to improve the knowledge and skills of government leaders. The courses are open to the public but are designed primarily for city, county, and state government employees.
- State Classification—Maintains and advises agencies about the state classification plan and conducts classification compliance audits.

Audits and reports are available online from the SAO website or by calling (512) 936-9500. Information and reports produced by the State Classification Team also are available online at <http://sao.hr.state.tx.us>.

## **Sunset Advisory Commission**

Robert E. Johnson, Sr., Legislative Office Building, 6th Floor • 1501 North Congress Avenue  
P.O. Box 13066 • Austin, Texas 78711-3066 • (512) 463-1300 • fax (512) 463-0705  
• [www.sunset.state.tx.us](http://www.sunset.state.tx.us)

The Sunset Advisory Commission evaluates the programs and functions of state agencies scheduled for termination under the Texas Sunset Act and makes recommendations on each agency in a report to the legislature. Commission members sponsor legislation to implement the recommendations developed for each agency under review. In addition, the commission reviews compliance with sunset legislation from the previous session and reports those findings to the legislature.

Sunset staff reports and other agency publications are available at the commission's office at no charge for individual copies and a nominal charge for multiple copies. Publications also may be viewed on the commission's website.

## **Texas Legislative Council—Information Systems Division**

Robert E. Johnson, Sr., Legislative Office Building, 3rd Floor • 1501 North Congress Avenue  
P.O. Box 12128 • Austin, Texas 78711-2128 • (512) 463-1160 • fax (512) 463-9026

The information systems division of the Texas Legislative Council supports online access to legislative information through a number of legislative applications, databases, and websites. Legislators and their staffs have access to all of these resources in their Capitol and district offices. Public access to much of the same information is available through the Internet and through public terminals in the Legislative Reference Library.

Legislative applications and websites developed and maintained by the division to provide legislative information include the following:

- Intranet TLIS (Texas Legislative Information System)—Enables users to track legislation and to search for, view, and print bill text, bill history, bill analyses, fiscal notes, amendments, and enrolled bill summaries; committee membership, minutes, witness lists, and schedules; and house and senate calendars.
- Intranet TAS (Texas Appointment System)—Enables users to view and print information about appointments made by the governor, lieutenant governor, speaker, and others having authority to appoint members to a legislative entity, governor's task force, state agency, board, or commission.
- Internet Who Represents Me?—For Texas Senate, Texas House of Representatives, Texas

delegation to the U.S. House of Representatives, and State Board of Education districts, enables users to identify elected officials who represent a given address, ZIP code, county, or city.

- Internet TLO (Texas Legislature Online)—Enables users to track legislation and to search for, view, and print bill text, bill history, bill analyses, fiscal notes, amendments, and enrolled bill summaries; committee membership, minutes, witness lists, and schedules; and house and senate calendars.
- Internet DistrictViewer—Displays maps and demographic and election reports for redistricting proposals and current legislative, congressional, and State Board of Education districts.
- Internet Texas Constitution and Statutes—Has download options and keyword search.

From the data available in TLIS, the information systems division prints various reports of legislative activity. These reports contain entries on legislation listed by document number, by author, or by subject. The bills, joint resolutions, concurrent resolutions, and simple resolutions are in separate numerical lists, and each entry includes the document number, author, last action taken, caption, and other pertinent information. Additional lists available after the session include a master list of bills passed by the legislature, arranged by author, by number, and by subject, and a complete bill history report that lists actions taken on every bill and resolution. Each of the lists is available for use in the Legislative Reference Library.

### **Texas Legislative Council—Legal Division**

Robert E. Johnson, Sr., Legislative Office Building, 2nd Floor • 1501 North Congress Avenue  
P.O. Box 12128 • Austin, Texas 78711-2128 • (512) 463-1143

The legal division of the Texas Legislative Council provides nonpartisan legal services for all members of the Texas Legislature and the lieutenant governor. The primary service provided by the legal division consists of drafting legislative and other legal documents, including bills, joint resolutions, floor and committee amendments and substitutes, conference committee reports, legal memoranda, and requests for attorney general opinions. The legal division also is responsible for the statutory revision program. Recent codifications of Texas law prepared by the legal division and submitted to the legislature for enactment include portions of the Estates and Special District Local Laws Codes. The legal division is preparing the final chapters of the Estates Code and additional Special District Local Laws Code chapters for submission to the 82nd Legislature during the regular session. Legislative materials produced by the legal division include the following:

- *Texas Legislative Council Drafting Manual*—A compilation of legislative drafting guidelines covering such topics as bill format and content requirements, germaneness, citations, and style and usage.
- Memorandum on Local and Bracket Bills—A discussion of the requirements relating to publication of notice of intent to introduce a local or special bill and standards governing consideration of bills that are limited to a particular class of political subdivisions or geographic areas through use of population or another classification device.
- *State and Federal Law Governing Redistricting in Texas*—A general overview of major legal issues involved in redistricting in Texas.

- *Texas Constitution*—An update prepared following each election on proposed constitutional amendments to incorporate all changes approved by the voters.

The publications can be obtained from the council’s House Document Distribution office and appear online at the TLC website.

## **Texas Legislative Council—Research Division**

Robert E. Johnson, Sr., Legislative Office Building, 2nd Floor • 1501 North Congress Avenue  
P.O. Box 12128 • Austin, Texas 78711-2128 • (512) 463-1143 • fax (512) 936-1020

The research division of the Texas Legislative Council (TLC) provides nonpartisan general and statistical research, drafting of resolutions, bill analyses, and side-by-side comparisons of certain versions of bills, mapping, and redistricting services to all legislators, legislative committees, and the lieutenant governor. The division also serves as an information resource for state agencies, Texas citizens, and others as time and resources allow. Legislative information materials that the division produces or assists in producing include the following:

- Publications, data, reports, and maps relating to legislative policy issues.
- Maps, data, reports, a website, and other materials relating to legislative and congressional redistricting.
- *Analyses of Proposed Constitutional Amendments*—A guide to proposed amendments to the Texas Constitution that will appear on the ballot of an upcoming election.
- *Data, Maps, and Reports*—A legislative intranet website containing data, maps, and reports relating to policy issues of current interest to the Texas Legislature.
- *Guide to Texas Legislative Council Services*—A detailed guide to services and products provided to the legislature by the agency, presented in a publication and a legislative intranet site.
- *Guide to Texas Legislative Information*—An aid to locating legislative information and resources, presented in a publication and in legislative intranet and Internet websites.
- *Legislative Research on the Web*—A legislative intranet directory of state, federal, and other web resources for legislative research.
- *Procedures Manual for Joint Committees*—Procedures governing the financial, administrative, and logistical operations of joint committees.
- *Reading and Understanding Statutes and Bills*—A primer on how to read statutes and bills.
- *Session activity information*—Brief synopses, authors, sponsors, and effective dates of all bills that were enacted and all joint resolutions proposing amendments to the Texas Constitution that were passed by the legislature during a session, available in a publication and through TLIS on the intranet and TLO on the Internet. Also, *New, Renamed, and Abolished State Governmental Entities*, which reflects changes made in a legislative session.

Most publications can be obtained from the council’s House Document Distribution office, (512) 463-2920, and appear online on the TLC website. The *Procedures Manual for Joint Committees* can be obtained from the council’s accounting office, (512) 463-1151. Maps and

redistricting materials can be obtained from the research division's redistricting support services, (512) 463-6622. Some policy issue maps also are available on the Data, Maps, and Reports website, and some redistricting materials also are available on the Texas Redistricting website.

## **Texas State Library and Archives Commission**

Lorenzo de Zavala State Archives and Library Building • 1201 Brazos Street • P.O. Box 12927  
Austin, Texas 78711-2927 • (512) 463-5455 • fax (512) 463-5430 • <http://www.tsl.state.tx.us>

The Texas State Library and Archives Commission houses records of Texas government from the Spanish colonial era through the present. Its resources include the following:

- Copies of bills and resolutions introduced from the first Congress of the Republic of Texas in 1836 through 1972
- Legislative, executive, judicial, and military records, as well as the official records of many Texas leaders
- Audio recordings of senate committee meetings and floor debate from 1972 to 2001
- Digitized versions of audio recordings of senate public committee hearings and floor debates from the 62nd through 65th Legislatures (1971-1978) and of Senate Bill 1, relating to public education reform, from the 74th Legislature (1995), on the library's website at <http://www.tsl.state.tx.us/ref/senatetapes/index.html>
- Texas session laws

Materials cannot be checked out from the archives, but some items in the reference and documents collections are allowed to circulate. Copies are available to the public at a nominal fee and to state agencies and members of the legislature at no charge.

## **Appendix**



## Legislative Glossary

**Act**—A public law enacted by the Texas Legislature. A bill that has been passed by both houses of the legislature and presented to the governor becomes law if it is signed by the governor, if it is not signed by the governor within a specified period of time, or if the governor vetoes the bill and the veto is overridden by a two-thirds vote in each house.

**Action**—A description of a step that a bill undergoes as it moves through the legislative process.

**Adjournment**—The termination of a meeting. Adjournment occurs at the close of each legislative day upon completion of business, with the hour and day of the next meeting set before adjournment. (See **Recess**.)

**Adjournment sine die**—See **Sine die**.

**Adoption**—Approval or acceptance; usually applied to amendments or resolutions.

**Advice and consent**—Procedure by which the senate gives approval or confirms appointments made by the governor to state offices.

**Amendment**—Any proposed alteration to a bill or resolution as it moves through the legislative process. Amendments to a measure may be proposed by members in their assigned committees or by any member of a chamber during that chamber's second reading or third reading consideration of the measure.

**Apportionment**—The proportionate distribution of elected representation in the U.S. Congress among the states.

**Appropriation**—An authorization by the legislature for the expenditure of money for a public purpose. In most instances, money cannot be withdrawn from the state treasury except through a specific appropriation.

**Author**—The legislator who files a bill and guides it through the legislative process (also called the primary author). The senate allows multiple primary authors for each bill or resolution. The house of representatives allows only one primary author, the house member whose signature appears on the original measure and copies filed with the chief clerk. Both houses also have coauthors, and the house of representatives has joint authors.

**Bicameral**—Used to refer to a legislature consisting of two houses, such as the house of representatives and the senate.

**Biennial**—Occurring every two years; a term applied to the scheduled regular session of the legislature.

**Bill**—A type of legislative measure that requires passage by both chambers of the legislature and action by the governor. A bill is the primary means used to create and change the laws of the state. The term "bill" also is used generically in TLIS on the legislative intranet and in

TLO on the Internet to refer to the various types of legislative measures that may be introduced during a legislative session. Bill types include: senate and house bills, senate and house joint resolutions, senate and house concurrent resolutions, and senate and house resolutions.

**Bill analysis**—A document prepared for all bills reported out of committee that explains in nonlegal language what a bill will do. A bill analysis may include background information on the measure, a statement of purpose, and a detailed analysis of the content of the measure.

**Bipartisan**—A term used to refer to an effort endorsed by both political parties or a group composed of members of both political parties.

**Calendar**—A list of bills or resolutions that is scheduled or eligible to be taken up for consideration on a specified date by the members of a chamber.

**Calendar day**—A day of the year on which the legislature may be in session.

**Called session**—See **Session**.

**Caption**—A statement that gives the legislature and public reasonable notice of the subject of a bill or resolution. For bills and joint resolutions, the first sentence of the text that summarizes the contents of the bill or resolution. For other types of resolutions, a brief description of the contents of the resolution.

**Chair**—A legislator appointed to preside over a legislative committee. A traditional designation for the member currently presiding over a house of the legislature or one of its committees.

**Chamber**—The place in which the senate or house of representatives meets. Also a generic way to refer to a house of the legislature.

**Chief clerk**—The chief administrative officer of the house of representatives, who supervises the legislative departments of the house. The chief clerk is the custodian of all bills and resolutions in the possession of the house and is responsible for keeping a complete record of their introduction and all subsequent house actions taken on them throughout the legislative process.

**Coauthor**—A legislator authorized by the primary author to join in the authorship of a bill or resolution. Both the senate and the house of representatives allow an unlimited number of coauthors on a bill or resolution. A coauthor must be a member of the house in which the bill was filed.

**Committee**—A group of legislators, appointed by the presiding officer of the house or the senate, to which proposed legislation is referred or a specific task is assigned.

**Committee report**—The text of a bill or resolution and its required attachments that is prepared when the measure is reported from a committee for further consideration by the members of the chamber. The committee report includes the recommendations of the committee regarding action on the measure by the full house or senate and generally is necessary before a measure can proceed through the legislative process.

**Committee substitute**—A complete, new bill or resolution recommended by a committee in lieu of the original measure. A committee will report a committee substitute rather than a bill with a large number of individual amendments when the committee wishes to make a substantial

number of changes to the original measure. The committee substitute must contain the same subject matter as the original measure.

**Companion bill**—A bill filed in one chamber that is identical or very similar to a bill filed in the opposite chamber. Companion bills are used to expedite passage as they provide a means for committee consideration of a measure to occur in both houses simultaneously. A companion bill that has passed one house then can be substituted for the companion bill in the second house.

**Concurrence**—When the originating chamber votes to accept, or concur in, the amendments made by the opposite chamber.

**Concurrent resolution**—A type of legislative measure that requires passage by both chambers of the legislature and generally requires action by the governor. A concurrent resolution is used to convey the sentiment of the legislature and may offer a commendation, a memorial, a statement of congratulations, a welcome, or a request for action by another governmental entity. (Concurrent resolutions are used also for administrative matters that require the concurrence of both chambers such as providing for adjournment or a joint session. These types of concurrent resolutions do not require action by the governor.)

**Conference committee**—A committee composed of five members from each house appointed by the respective presiding officers to resolve the differences between the house and senate versions of a measure when the originating chamber refuses to concur in the changes made by the opposite chamber. On reaching an agreement, the conferees issue a report that then is considered for approval by both houses.

**Conference committee report**—The text of a bill and its required attachments that is issued when a conference committee has completed its work in resolving the differences between the house and senate versions of a measure.

**Congratulatory and Memorial Calendar**—A list of congratulatory and memorial resolutions scheduled by the House Committee on Rules and Resolutions for consideration by the house that must be distributed to the members 24 hours before the house convenes.

**Constituent**—A citizen residing within the district of an elected representative.

**Constitutional amendment**—A change to the state constitution. A constitutional amendment may be proposed by the legislature in the form of a joint resolution that must be adopted by both houses of the legislature by a two-thirds vote and be approved by a majority of the voters to become effective.

**Convene**—To assemble or call to order the members of a legislative body.

**Cosponsor**—A legislator who joins with the primary sponsor to guide a bill or resolution through the legislative process in the opposite chamber. A cosponsor must be a member of the opposite chamber from the one in which the bill was filed.

**Council document number**—The unique number assigned to a bill or resolution draft prepared by the Texas Legislative Council. If a filed bill or resolution has been prepared by the council, the number will appear in the lower left-hand corner of the document.

**Daily House Calendar**—A list of new bills and resolutions scheduled by the House Committee

on Calendars for consideration by the house that must be distributed to the members 36 hours before the house convenes during regular sessions and 24 hours before the house convenes during special or called sessions.

**District (representative)**—A geographic division of the state made on the basis of population and in accordance with conditions dictated by state and federal law for the purpose of equitable representation of the people in a legislative or other body.

**Duplicate bill**—A bill that is identical to a bill filed in the same chamber.

**Election**—The process of choosing government officials by a vote of the citizens.

**Enact**—To pass a law.

**Enacting clause**—A clause required by the Texas Constitution to precede the body of each bill. The enacting clause follows the caption and must read as follows: “Be it enacted by the Legislature of the State of Texas:”.

**Engrossed**—The stage in a bill’s legislative progress when it has been passed by the chamber in which it was filed and all amendments to the bill have been incorporated into the text of the bill, which is then forwarded to the second house for consideration.

**Enrolled**—The stage in a bill’s legislative progress when it has been passed by both chambers of the legislature in identical form and is prepared for signature by the presiding officers of both houses. If the bill is not passed in identical form by both houses, any changes made by the opposite chamber must be accepted by the originating chamber or a conference committee report must be adopted by both chambers before the bill can be enrolled.

**Ex officio**—Used to refer to a member of a governmental body who holds his or her position on that body as the result of holding another governmental position.

**Filed**—The stage in a bill’s legislative progress when it is given a bill number and introduced into the legislative process. Members of the house of representatives file bills with the chief clerk of the house. Senators file bills with the secretary of the senate.

**First reading**—See **Reading**.

**Fiscal note**—An estimate, prepared by the Legislative Budget Board, of the probable costs that will be incurred as an effect of a bill or joint resolution.

**Fiscal year**—A 12-month period at the end of which accounts are reconciled. The fiscal year for state agencies in Texas begins on September 1 of each year and ends on August 31 of the following year.

**Floor**—A traditional term for the meeting chamber of either house.

**Floor action**—Action taken by either house on a bill reported by a committee. Subject to rules adopted by the respective house, its members may propose amendments, enter debate, seek to promote or prevent a bill’s passage, and vote on its final passage in that house.

**Formal meeting**—A meeting of a house committee or subcommittee during which official action may be taken on any measure or matter before the committee or subcommittee.

**Gerrymander**—To divide a state, county, or other political subdivision into election districts in an unnatural manner to give a political party or ethnic group advantage over its opponents.

**House of representatives**—The lower house of the Texas Legislature, consisting of 150 members elected from districts of roughly equal population, all of whom are elected every two years for two-year terms.

**Intent Calendar**—A list of bills and resolutions for which senators have filed with the secretary of the senate written notice to suspend the regular order of business for consideration. Normally, a bill may not be brought up for consideration by the full senate unless it is listed on the Intent Calendar.

**Interim**—The period between regular legislative sessions.

**Interim committee**—A group of legislators appointed by the presiding officer of the house or senate when the legislature is not in session that studies a particular issue or group of issues for the purpose of making recommendations to the next legislature.

**Introduced**—Used to refer to the version of a bill or resolution as it was filed in the house or the senate.

**Joint author**—In the house of representatives, a member authorized by the primary author of a bill to join in the authorship of a bill or resolution and have his or her name shown following the primary author's name on official printings of the measure, on calendars, and in the journal. The primary author may authorize up to four joint authors.

**Joint committee**—A committee composed of members from each house appointed by the respective presiding officers. Joint committees normally are created by special proclamation issued by the speaker and lieutenant governor for the purpose of studying a particular issue or group of issues when the legislature is not in session. Joint committees rarely, if ever, are created during a session, and house and senate rules do not permit bills and resolutions to be referred to a joint committee.

**Joint resolution**—A type of legislative measure that requires passage by both chambers of the legislature but does not require action by the governor. A joint resolution is used to propose amendments to the Texas Constitution, to ratify amendments to the U.S. Constitution, or to request a convention to propose amendments to the U.S. Constitution. Before becoming effective, the provisions of joint resolutions proposing amendments to the Texas Constitution must be approved by the voters of Texas.

**Journal**—The official publication that records the legislative proceedings of each chamber, including record vote information. The journal of each house is printed daily in pamphlet form and subsequently compiled and indexed for publication in bound volumes after the conclusion of a regular or special session of the legislature.

**Lame duck**—An elected official who has been defeated for reelection or who has chosen not to run for reelection but whose current term has not yet expired.

**Last action**—The description of the most recent step a bill has gone through in the legislative process.

**Legislative day**—The period from convening after an adjournment until the next adjournment. The house or the senate may convene for a daily session in the morning, recess for lunch, and adjourn that same evening, completing a legislative day on the same calendar day. However, if a chamber recesses at the end of the day, that particular legislative day continues until the next time the chamber adjourns.

**Legislature**—The lawmaking body of the State of Texas. It consists of two chambers, the house of representatives and the senate. The Texas Legislature convenes in regular session at noon on the second Tuesday in January of each odd-numbered year for no more than 140 days.

**List of Items Eligible for Consideration**—Prepared by the chief clerk of the house, upon request of the speaker, when the volume of legislation warrants (normally during the last few weeks of a regular session). The list must be distributed six hours before it may be considered and contains: (1) house bills with senate amendments eligible to be considered; (2) senate bills for which the senate has requested the appointment of a conference committee; and (3) conference committee reports eligible to be considered.

**Lobby**—The act of a person or group of persons (lobbyists) seeking to present their views on an issue to the members of the legislature and its committees and working for the passage or defeat of proposed legislation.

**Local and Uncontested Calendar**—A list of local or noncontroversial bills scheduled by the Senate Committee on Administration for consideration by the senate that must be distributed to the senators by noon of the day preceding the day the calendar is to be considered.

**Local, Consent, and Resolutions Calendar**—A list of local or noncontroversial bills scheduled by the House Committee on Local and Consent Calendars for consideration by the house that must be distributed to the members 48 hours before the house convenes.

**Majority**—A number of members that is greater than half of the total membership of a group and that has the power to make decisions binding on the whole. There are two types of majorities that may be required for legislative approval of bills and other actions—a simple majority and an absolute majority. A simple majority consists of more than half of those members present and voting. An absolute majority consists of more than half of those members entitled to vote, whether present or absent.

**Motion**—A formal suggestion presented to a legislative body for action by one of its members while the body is meeting.

**Nonpartisan**—Free from party domination.

**Omnibus bill**—A bill regarding a single subject that combines many different aspects of that subject.

**Override**—To set aside or annul, as to override a veto.

**Pairing**—A procedure for voting whereby, under a formal agreement between two members, a member who will be present for a vote agrees with a member who will be absent for a vote that the member who is present will not vote but will be “present, not voting.” When two members are paired, the journal reflects how each member would have voted. Two members may be paired only if one would have voted “aye” and one would have voted “nay” on a particular measure or motion.

**Passage**—Approval of a measure by the full body.

**Point of order**—A motion calling attention to a possible breach of the procedural rules.

**Prefiling**—Filing of bills and other proposed legislation before the convening of a session of the legislature.

**President of the senate**—The presiding officer of the senate. The state constitution provides that the lieutenant governor serves as the president of the senate.

**Privilege of the floor**—Permission to view the proceedings from the floor of the chamber rather than from the public gallery.

**Pro tempore or pro tem**—Temporarily; literally, “for the time.” The term is used particularly to apply to a temporary presiding officer of either the house or the senate.

**Public hearing**—A meeting of a house or senate committee or subcommittee during which public testimony may be heard and formal action may be taken on any measure or matter before the committee or subcommittee.

**Quorum**—The number of members required to conduct business. Two-thirds of the elected members constitute a quorum in each house. A majority of the appointed members of a committee forms a quorum for the purpose of conducting committee business.

**Reading**—The presentation of a bill before either house by the recital of the caption of the bill. The Texas Constitution requires that every bill be read in each house on three separate days. Until a bill is finally passed, it will be in the process of a first, second, or third reading. The first reading of a bill is the point in the process when the bill is referred to committee by the appropriate presiding officer. The second reading of a bill is the first point in the process when the entire membership of a chamber has the opportunity to debate the bill and amend it by majority vote. The third reading of a bill is the next point in the process when the entire membership of a chamber may debate a bill and the final opportunity the members of a chamber have to offer amendments to the bill.

**Recess**—A temporary termination of a meeting. Recesses are called for short breaks (e.g., for lunch or dinner) or occasionally at the close of a daily session to allow the legislative day to continue into the next calendar day. (See **Adjournment**.)

**Reconsideration**—A procedure by which the house, senate, or one of its committees may, after approval by majority vote, repeat the vote on an action previously taken to either annul or reaffirm the action.

**Record vote**—A listing of the individual vote of each member of a committee or the full house or senate on a particular motion or measure.

**Redistricting**—A geographical division of the state into congressional, state representative, senatorial, or other legislative districts on the basis of the relative distribution of the state’s total population. District boundaries are redrawn every 10 years following the publication of the U.S. Census to ensure an appropriate number of districts of approximately equal population.

**Regular session**—See **Session**.

**Resolution**—A formal expression of opinion or decision, other than a proposed law, that may be offered for approval to one or both houses of the legislature by a member of the house or senate.

**Second reading**—See **Reading**.

**Secretary of the senate**—The chief administrative officer of the senate, responsible for the day-to-day operations of the senate and its departments.

**Senate**—The upper house of the Texas Legislature, consisting of 31 members elected from districts of roughly equal population, one-half of whom are elected every two years for four-year terms.

**Senate Agenda**—The document prepared daily for the senators and the public that contains the following information: (1) the Intent Calendar; (2) a list of senate bills returned from the house with amendments; (3) the status of bills in conference committee; (4) the Local and Uncontested Calendar; (5) gubernatorial appointments reported favorably from the Committee on Nominations and awaiting confirmation by the senate; (6) committee hearings scheduled, with a list of measures to be considered by the committees; (7) the regular order of business, listing bills that have been reported favorably from committee; (8) miscellaneous announcements; (9) senate floor action from the previous day; (10) senate committee action from the previous day; and (11) morning call items of business.

**Sergeant-at-arms**—An officer of the house or senate charged with maintaining order and carrying out the directives of the presiding officers and the members.

**Session**—The period during which the legislature meets. There are two types of sessions. The regular session convenes every two years and may last no more than 140 days. A called session, commonly referred to as a special session, is so designated because it must be called by the governor. A called or special session may last no more than 30 days.

**Simple resolution**—The type of legislative measure that is considered only within the chamber in which it is filed. It can offer a commendation, a memorial, a statement of congratulations, a welcome, or another statement of legislative sentiment.

**Sine die**—Literally, “without day.” The term is used to signify the final adjournment of a session of a legislative body. The body adjourns sine die when it adjourns without appointing a day on which to appear or assemble again.

**Speaker of the house**—The presiding officer of the house of representatives elected from and by the membership of the house at the beginning of each regular session.

**Special session**—See **Session**.

**Sponsor**—The legislator who guides a bill through the legislative process after the bill has passed the originating chamber. The sponsor must be a member of the opposite chamber of the one in which the bill was filed.

**Standing committee**—A committee created in the rules of either house that meets during the legislative session or an interim to consider and report on measures referred or tasks assigned to it by the respective presiding officers.

**Subcommittee**—A group of committee members, appointed by the chair of a committee of the house or the senate, to which proposed legislation is referred or a specific task is assigned.

**Supplemental House Calendar**—The primary agenda followed by the house during its deliberations. It is prepared by the House Committee on Calendars and is required to be distributed two hours before the house convenes. The Supplemental House Calendar contains: (1) measures passed to third reading on the previous day; (2) measures on the Daily House Calendar for a previous day that were not reached for consideration; (3) measures on the Daily House Calendar for the current day; and (4) postponed business from a previous day.

**Third reading**—See **Reading**.

**Veto**—The rejection of an enrolled bill by the governor.

**Voice vote**—A vote during which the presiding officer will request the members who are voting in favor of a measure or motion to respond collectively by saying “aye” and those who are voting against the measure or motion to respond collectively by saying “nay.”

**Work session**—A meeting of a house committee or subcommittee during which the members may only discuss measures or matters before the committee or subcommittee. Public testimony cannot be heard and formal action cannot be taken during a work session.



## Texas Legislative Sessions and Years

<b>Session Number</b>	<b>Session Type</b>	<b>Beginning Date</b>	<b>Ending Date</b>
82nd	Regular Session	Jan. 11, 2011	May 30, 2011
81st	1st Called Session	Jul. 01, 2009	Jul. 02, 2009
81st	Regular Session	Jan. 13, 2009	Jun. 01, 2009
80th	Regular Session	Jan. 09, 2007	May 28, 2007
79th	3rd Called Session	Apr. 17, 2006	May 16, 2006
79th	2nd Called Session	Jul. 21, 2005	Aug. 19, 2005
79th	1st Called Session	Jun. 21, 2005	Jul. 20, 2005
79th	Regular Session	Jan. 11, 2005	May 30, 2005
78th	4th Called Session	Apr. 20, 2004	May 17, 2004
78th	3rd Called Session	Sep. 15, 2003	Oct. 12, 2003
78th	2nd Called Session	Jul. 28, 2003	Aug. 26, 2003
78th	1st Called Session	Jun. 30, 2003	Jul. 28, 2003
78th	Regular Session	Jan. 14, 2003	Jun. 02, 2003
77th	Regular Session	Jan. 09, 2001	May 28, 2001
76th	Regular Session	Jan. 12, 1999	May 31, 1999
75th	Regular Session	Jan. 14, 1997	Jun. 02, 1997
74th	Regular Session	Jan. 10, 1995	May 29, 1995
73rd	Regular Session	Jan. 12, 1993	May 31, 1993
72nd	4th Called Session	Nov. 10, 1992	Dec. 03, 1992
72nd	3rd Called Session	Jan. 02, 1992	Jan. 08, 1992
72nd	2nd Called Session	Aug. 19, 1991	Aug. 25, 1991
72nd	1st Called Session	Jul. 15, 1991	Aug. 13, 1991
72nd	Regular Session	Jan. 08, 1991	May 27, 1991
71st	6th Called Session	Jun. 04, 1990	Jun. 07, 1990
71st	5th Called Session	May 02, 1990	May 30, 1990
71st	4th Called Session	Apr. 02, 1990	May 01, 1990
71st	3rd Called Session	Feb. 27, 1990	Mar. 28, 1990
71st	2nd Called Session	Nov. 14, 1989	Dec. 12, 1989
71st	1st Called Session	Jun. 20, 1989	Jul. 19, 1989
71st	Regular Session	Jan. 10, 1989	May 29, 1989
70th	2nd Called Session	Jun. 22, 1987	Jul. 21, 1987
70th	1st Called Session	Jun. 02, 1987	Jun. 04, 1987
70th	Regular Session	Jan. 13, 1987	Jun. 01, 1987
69th	3rd Called Session	Sep. 08, 1986	Sep. 30, 1986
69th	2nd Called Session	Aug. 06, 1986	Sep. 04, 1986
69th	1st Called Session	May 28, 1985	May 30, 1985

## Texas Legislative Sessions and Years

<b>Session Number</b>	<b>Session Type</b>	<b>Beginning Date</b>	<b>Ending Date</b>
69th	Regular Session	Jan. 08, 1985	May 27, 1985
68th	2nd Called Session	Jun. 04, 1984	Jul. 03, 1984
68th	1st Called Session	Jun. 22, 1983	Jun. 25, 1983
68th	Regular Session	Jan. 11, 1983	May 30, 1983
67th	3rd Called Session	Sep. 07, 1982	Sep. 09, 1982
67th	2nd Called Session	May 24, 1982	May 28, 1982
67th	1st Called Session	Jul. 13, 1981	Aug. 11, 1981
67th	Regular Session	Jan. 13, 1981	Jun. 01, 1981
66th	Regular Session	Jan. 09, 1979	May 28, 1979
65th	2nd Called Session	Jul. 10, 1978	Aug. 08, 1978
65th	1st Called Session	Jul. 11, 1977	Jul. 21, 1977
65th	Regular Session	Jan. 11, 1977	May 30, 1977
64th	Regular Session	Jan. 14, 1975	Jun. 02, 1975
63rd	1st Called Session	Dec. 18, 1973	Dec. 20, 1973
63rd	Regular Session	Jan. 09, 1973	May 28, 1973
62nd	4th Called Session	Sep. 18, 1972	Oct. 17, 1972
62nd	3rd Called Session	Jun. 14, 1972	Jul. 07, 1972
62nd	2nd Called Session	Mar. 28, 1972	Mar. 30, 1972
62nd	1st Called Session	Jun. 01, 1971	Jun. 04, 1971
62nd	Regular Session	Jan. 12, 1971	May 31, 1971
61st	2nd Called Session	Aug. 27, 1969	Sep. 09, 1969
61st	1st Called Session	Jul. 28, 1969	Aug. 26, 1969
61st	Regular Session	Jan. 14, 1969	Jun. 02, 1969
60th	1st Called Session	Jun. 04, 1968	Jul. 03, 1968
60th	Regular Session	Jan. 10, 1967	May 29, 1967
59th	1st Called Session	Feb. 14, 1966	Feb. 23, 1966
59th	Regular Session	Jan. 12, 1965	May 31, 1965
58th	Regular Session	Jan. 08, 1963	May 24, 1963
57th	3rd Called Session	Jan. 03, 1962	Feb. 01, 1962
57th	2nd Called Session	Aug. 10, 1961	Aug. 14, 1961
57th	1st Called Session	Jul. 10, 1961	Aug. 08, 1961
57th	Regular Session	Jan. 10, 1961	May 29, 1961
56th	3rd Called Session	Jul. 17, 1959	Aug. 06, 1959
56th	2nd Called Session	Jun. 17, 1959	Jul. 16, 1959

## Texas Legislative Sessions and Years

Session Number	Session Type	Beginning Date	Ending Date
56th	1st Called Session	May 18, 1959	Jun. 16, 1959
56th	Regular Session	Jan. 13, 1959	May 12, 1959
55th	2nd Called Session	Nov. 13, 1957	Dec. 03, 1957
55th	1st Called Session	Oct. 14, 1957	Nov. 12, 1957
55th	Regular Session	Jan. 08, 1957	May 23, 1957
54th	Regular Session	Jan. 11, 1955	Jun. 07, 1955
53rd	1st Called Session	Mar. 15, 1954	Apr. 13, 1954
53rd	Regular Session	Jan. 13, 1953	May 27, 1953
52nd	Regular Session	Jan. 09, 1951	Jun. 08, 1951
51st	1st Called Session	Jan. 31, 1950	Mar. 01, 1950
51st	Regular Session	Jan. 11, 1949	Jul. 06, 1949
50th	Regular Session	Jan. 14, 1947	Jun. 06, 1947
49th	Regular Session	Jan. 09, 1945	Jun. 05, 1945
48th	Regular Session	Jan. 12, 1943	May 11, 1943
47th	1st Called Session	Sep. 09, 1941	Sep. 19, 1941
47th	Regular Session	Jan. 14, 1941	Jul. 03, 1941
46th	Regular Session	Jan. 10, 1939	Jun. 21, 1939
45th	2nd Called Session	Sep. 27, 1937	Oct. 26, 1937
45th	1st Called Session	May 27, 1937	Jun. 25, 1937
45th	Regular Session	Jan. 12, 1937	May 22, 1937
44th	3rd Called Session	Sep. 28, 1936	Oct. 27, 1936
44th	2nd Called Session	Oct. 16, 1935	Nov. 14, 1935
44th	1st Called Session	Sep. 16, 1935	Oct. 15, 1935
44th	Regular Session	Jan. 08, 1935	May 11, 1935
43rd	4th Called Session	Oct. 12, 1934	Nov. 10, 1934
43rd	3rd Called Session	Aug. 27, 1934	Sep. 25, 1934
43rd	2nd Called Session	Jan. 29, 1933	Feb. 27, 1933
43rd	1st Called Session	Sep. 14, 1933	Oct. 13, 1933
43rd	Regular Session	Jan. 10, 1933	Jun. 01, 1933
42nd	4th Called Session	Nov. 03, 1932	Nov. 12, 1932
42nd	3rd Called Session	Aug. 30, 1932	Sep. 21, 1932
42nd	2nd Called Session	Sep. 08, 1931	Oct. 03, 1931
42nd	1st Called Session	Jul. 14, 1931	Aug. 12, 1931
42nd	Regular Session	Jan. 13, 1931	May 23, 1931

## Texas Legislative Sessions and Years

Session Number	Session Type	Beginning Date	Ending Date
41st	5th Called Session	Feb. 19, 1930	Mar. 20, 1930
41st	4th Called Session	Jan. 20, 1930	Feb. 18, 1930
41st	3rd Called Session	Jul. 03, 1929	Jul. 20, 1929
41st	2nd Called Session	Jun. 03, 1929	Jul. 02, 1929
41st	1st Called Session	Apr. 22, 1929	May 21, 1929
41st	Regular Session	Jan. 08, 1929	Mar. 14, 1929
40th	1st Called Session	May 09, 1927	Jun. 07, 1927
40th	Regular Session	Jan. 11, 1927	Mar. 16, 1927
39th	1st Called Session	Sep. 13, 1926	Oct. 08, 1926
39th	Regular Session	Jan. 13, 1925	Mar. 19, 1925
38th	3rd Called Session	May 16, 1923	Jun. 14, 1923
38th	2nd Called Session	Apr. 16, 1923	May 15, 1923
38th	1st Called Session	Mar. 15, 1923	Mar. 15, 1923
38th	Regular Session	Jan. 09, 1923	Mar. 14, 1923
37th	2nd Called Session	Apr. 17, 1921	Aug. 25, 1921
37th	1st Called Session	Jul. 18, 1921	Aug. 16, 1921
37th	Regular Session	Jan. 11, 1921	Mar. 12, 1921
36th	4th Called Session	Sep. 21, 1920	Oct. 02, 1920
36th	3rd Called Session	May 20, 1920	Jun. 18, 1920
36th	2nd Called Session	Jun. 23, 1919	Jul. 22, 1919
36th	1st Called Session	May 05, 1919	May 09, 1919
36th	Regular Session	Jan. 14, 1919	Mar. 19, 1919
35th	4th Called Session	Feb. 26, 1918	Mar. 27, 1918
35th	3rd Called Session	Aug. 31, 1917	Sep. 29, 1917
35th	2nd Called Session	Aug. 01, 1917	Aug. 30, 1917
35th	1st Called Session	Apr. 18, 1917	May 17, 1917
35th	Regular Session	Jan. 09, 1917	Mar. 21, 1917
34th	1st Called Session	Apr. 29, 1915	May 28, 1915
34th	Regular Session	Jan. 12, 1915	Mar. 20, 1915
33rd	3rd Called Session	Sep. 23, 1914	Oct. 22, 1914
33rd	2nd Called Session	Aug. 24, 1914	Sep. 22, 1914
33rd	1st Called Session	Jul. 21, 1913	Aug. 19, 1913
33rd	Regular Session	Jan. 14, 1913	Apr. 01, 1913
32nd	1st Called Session	Jul. 31, 1911	Aug. 29, 1911

## Texas Legislative Sessions and Years

Session Number	Session Type	Beginning Date	Ending Date
32nd	Regular Session	Jan. 10, 1911	Mar. 11, 1911
31st	4th Called Session	Aug. 18, 1910	Sep. 10, 1910
31st	3rd Called Session	Jul. 19, 1910	Aug. 17, 1910
31st	2nd Called Session	Apr. 12, 1909	May 11, 1909
31st	1st Called Session	Mar. 13, 1909	Apr. 11, 1909
31st	Regular Session	Jan. 12, 1909	Mar. 13, 1909
30th	1st Called Session	Apr. 12, 1907	May 11, 1907
30th	Regular Session	Jan. 08, 1907	Apr. 12, 1907
29th	2nd Called Session	Mar. 26, 1906	Apr. 03, 1906
29th	1st Called Session	Apr. 15, 1905	May 14, 1905
29th	Regular Session	Jan. 10, 1905	Apr. 15, 1905
28th	1st Called Session	Apr. 02, 1903	May 01, 1903
28th	Regular Session	Jan. 13, 1903	Apr. 01, 1903
27th	2nd Called Session	Sep. 05, 1901	Oct. 01, 1901
27th	1st Called Session	Aug. 06, 1901	Sep. 04, 1901
27th	Regular Session	Jan. 08, 1901	Apr. 09, 1901
26th	1st Called Session	Jan. 23, 1900	Feb. 21, 1900
26th	Regular Session	Jan. 10, 1899	May 27, 1899
25th	1st Called Session	May 22, 1897	Jun. 20, 1897
25th	Regular Session	Jan. 12, 1897	May 21, 1897
24th	1st Called Session	Oct. 01, 1895	Oct. 07, 1895
24th	Regular Session	Jan. 08, 1895	Apr. 30, 1895
23rd	Regular Session	Jan. 10, 1893	May 09, 1893
22nd	1st Called Session	Mar. 14, 1892	Apr. 12, 1892
22nd	Regular Session	Jan. 13, 1891	Apr. 13, 1891
21st	Regular Session	Jan. 08, 1889	Apr. 06, 1889
20th	1st Called Session	Apr. 16, 1888	May 15, 1888
20th	Regular Session	Jan. 11, 1887	Apr. 04, 1887
19th	Regular Session	Jan. 13, 1885	Mar. 31, 1885
18th	1st Called Session	Jan. 08, 1884	Feb. 06, 1884
18th	Regular Session	Jan. 09, 1883	Apr. 13, 1883
17th	1st Called Session	Apr. 06, 1882	May 05, 1882
17th	Regular Session	Jan. 11, 1881	Apr. 01, 1881
16th	1st Called Session	Jun. 10, 1879	Jul. 09, 1879

## Texas Legislative Sessions and Years

Session Number	Session Type	Beginning Date	Ending Date
16th	Regular Session	Jan. 14, 1879	Apr. 24, 1879
15th	Regular Session	Apr. 18, 1876	Aug. 21, 1876
14th	2nd Regular Session	Jan. 12, 1875	Mar. 15, 1875
14th	1st Regular Session	Jan. 13, 1874	May 04, 1874
13th	Regular Session	Jan. 14, 1873	Jun. 04, 1873
12th	Adjourned Session	Sep. 12, 1871	Dec. 02, 1871
12th	Regular Session	Jan. 10, 1871	May 31, 1871
12th	1st Called Session	Apr. 26, 1870	Aug. 15, 1870
12th	Provisional Session	Feb. 08, 1870	Feb. 24, 1870
11th	Regular Session	Aug. 06, 1866	Nov. 13, 1866
10th	2nd Called Session	Oct. 17, 1864	Nov. 15, 1864
10th	1st Called Session	May 09, 1864	May 28, 1864
10th	Regular Session	Nov. 02, 1863	Dec. 16, 1863
9th	1st Called Session	Feb. 02, 1863	Mar. 07, 1863
9th	Regular Session	Nov. 04, 1861	Jan. 14, 1862
8th	Adjourned Session	Mar. 18, 1861	Apr. 09, 1861
8th	1st Called Session	Jan. 21, 1861	Feb. 09, 1861
8th	Regular Session	Nov. 07, 1859	Feb. 13, 1860
7th	Regular Session	Nov. 02, 1857	Feb. 16, 1858
6th	Adjourned Session	Jul. 07, 1856	Sep. 01, 1856
6th	Regular Session	Nov. 05, 1855	Feb. 04, 1856
5th	Regular Session	Nov. 07, 1853	Feb. 13, 1854
4th	1st Called Session	Jan. 10, 1853	Feb. 07, 1853
4th	Regular Session	Nov. 03, 1851	Feb. 16, 1852
3rd	2nd Called Session	Nov. 18, 1850	Dec. 03, 1850
3rd	1st Called Session	Aug. 12, 1850	Sep. 06, 1850
3rd	Regular Session	Nov. 05, 1849	Feb. 11, 1850
2nd	Regular Session	Dec. 13, 1847	Mar. 20, 1848
1st	Regular Session	Feb. 16, 1846	May 13, 1846