

LRC'S Role In Session Operations: A Procedures Manual



Informational Bulletin No. 159

**Legislative Research Commission
Frankfort, Kentucky
November 2014**

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Introduction

As the administrative arm of the General Assembly, the Legislative Research Commission (LRC) is responsible for the daily operations of regular and special legislative sessions, including virtually every aspect of the legislative process. The role of LRC staff has expanded greatly with the advent of an independent General Assembly, and this publication attempts to provide a more complete overview of the various functions that LRC plays in the process.

This informational bulletin has been prepared by LRC staff.

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Legislative Research Commission
Frankfort, Kentucky
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Chapter 1

Bill Tracking

The Deputy Director for Committee and Staff Coordination is responsible for general coordination of bill drafting by LRC staff members during session. All requests for drafting bills should be directed to the Deputy Director immediately upon receipt. It is important for a bill request to be logged on the same day it is submitted to LRC staff because that date will help determine the priority given the request throughout the drafting process.

LRC staff will assist only legislators in drafting bills. Interest groups and individual citizens are encouraged to approach legislators with their ideas for legislative proposals. If a legislator is interested in the idea, the member can request a bill draft. The Governor's Office frequently coordinates executive agencies' bill requests.

Although an individual staff member may assist a legislator in developing a bill request, the bill request must be officially assigned and properly recorded. A Bill Request form is completed for bills being drafted in conjunction with committee recommendations. The drafter should advise the Deputy Director that a committee has requested a bill.

After bill requests are received and logged, they are assigned by the Deputy Director to a staff member for drafting. Staff members may ask for specific assignments and legislators may request specific drafters. However, no staff member should assume an assignment until it is officially made, and no legislator should assume that a requested drafter received the assignment. Every effort is made to distribute the bill drafting workload as evenly as possible among staff members, although workload will vary according to issues involved in a given session.

When a bill request is assigned for drafting, the name of the drafter and the date of assignment are recorded. The sponsor is then notified by letter or email of the bill request number and the drafter's name and telephone number. As the session progresses and the workload increases, notification letters will no longer be sent. Materials pertaining to the bill are then assembled in a numbered folder and forwarded to the drafter.

After official notification of the assignment, direct communication between the drafter and sponsor is essential. Drafters contact legislators as often as necessary to work out details, report on progress, and discuss alternatives. If a legislator is working in conjunction with an interest group, executive agency, or other constituents, the drafter may discuss the bill with them if the legislator specifically agrees to this procedure and identifies the person or persons with whom the draft may be discussed. All bill requests are considered confidential. Inquiries from persons other than the sponsor concerning bill requests should be referred to the Director's Office.

During session, staff must complete all assigned bill drafts within three days of receipt of the request, unless other arrangements are made between the drafter and sponsor. When a draft is completed, it is reviewed by the Statute Revision staff for format and compatibility with existing statutes. Questions regarding possible constitutional conflicts may be raised. The bill summary

and index entries are also checked at this point. In most cases, the reviser's review will take place before bills are logged for bill processing. Also, a check is completed to ensure that all affected sections of the Kentucky Revised Statutes have been included in the draft. If a bill requires drastic alteration as a result of the legal review or conformity check, the drafter will be contacted. Otherwise, the bill will be forwarded to Bill Processing.

Upon return to Bill Tracking, the draft is immediately logged and filed in the order received. Priority in bill processing is based on the dates of receipt of the drafts in the Bill Processing room rather than on bill request numbers. The only time bill request numbers have significance in determining bill processing priority is when several bill drafts are logged into the Bill Processing room on the same day. In those cases, the drafts with lower bill request numbers are entered first. In a few exceptional cases, bill drafts will be given special priority for bill processing. These situations include when a bill is to be presented before a committee as an item on the agenda or if a bill will be offered as a substitute or amendment to legislation that is before the General Assembly for action. Exceptions to regular bill processing priorities must be authorized by the Deputy Director for Committee and Staff Coordination.

Once a bill draft has been entered by Bill Processing, a printout will be produced to be used for duplication. This printout is placed in the bill folder and returned to Bill Tracking. Bill Tracking staff will contact the drafter to review the bill for errors. After the drafter has reviewed the bill printout, copies will be made for the sponsor. The appropriate number of copies in House or Senate jackets will be delivered automatically to the sponsors in the chamber as soon as they are ready.

All completed bill drafts are treated as confidential information. The sponsor is solely responsible for releasing copies or information concerning a completed draft. Bill drafts become public information when the sponsor releases the draft for public review; when a committee discusses or debates the draft; or when the sponsor introduces the bill for consideration by the General Assembly.

Chapter 2

House Clerk Services

House Clerk Services is a nonpartisan office within LRC that was created to work with the House Clerk in carrying out the administrative duties for the House Chamber. These duties include maintaining all bills and resolutions in possession of the House Chamber as well as all documentation for the daily proceedings on the House floor. House Clerk Services uses a computer program that is tied to LRC's main database. This allows House Clerk Services to efficiently create the daily reports and documents used to summarize the actions of House committees and other House actions. To perform these functions, House Clerk Services includes a full-time Manager, Assistant Manager, and two Journal Clerks. Supplemental staff are hired during legislative sessions.

Bill Control

LRC staff perform the Bill Control function as part of House Clerk Services. Bill Control prepares the Rules Committee Report, the Orders of the Day, and the Rules Committee Calendar (see Appendix A). Daily preparation and distribution of these documents and other functions of House Clerk Services are explained in the following sections. See Appendix B for a bill flow chart.

Rules Committee Report

Each day of the session, House Clerk Services prepares a numerical list of bills that have been passed out of committee and referred to the Rules Committee. Information for this list is taken from the day's committee reports and the House Daily Action but can usually be compiled from first readings, as reported in the House Minutes (see Appendix C). This becomes the Rules Committee Calendar for the following day and is used by the Rules Committee for committee action. For example, a bill receiving its first reading on March 17 will receive its second reading on March 18 and can be considered by the Rules Committee that same day.

After a bill has received its second reading on the House floor, it goes immediately to the Rules Committee, which may take one of three actions:

- It may be posted for passage in the Orders of the Day on the House floor. The date the bill is posted for passage will be noted on the Orders of the Day;
- It may be recommitted to a House committee. No bill or resolution may be recommitted by the Rules Committee more than once (see Rule 41 of the *House Rules of Procedure*); or
- It may be retained in the Rules Committee for up to five legislative days (see Rule 41 of the *House Rules of Procedure*).

The Rules Committee Calendar consists of each bill number, accompanied by any appropriate committee substitute(s) and/or amendment(s); the title of the bill; the primary sponsor; the name of the committee reporting the bill; and other notations, such as recommitted, emergency, appropriation, constitutional amendment, and effective date. The bills are categorized as to

whether they are on the Consent Calendar or on the Regular Calendar. They are further delineated according to the number of days they have been in the Rules Committee. This report is distributed by House Clerk Services to House leadership offices, House Clerk, and other offices each day upon adjournment. A Rules Committee Calendar Addendum is prepared for any recommitted bills coming out of committee that particular day, showing those bills as being in the first day in the Rules Committee. This addendum indicates that the recommitted bills have had previous readings and are eligible for action by the Rules Committee. Bill Control employees attend all Rules Committee meetings and may take minutes of the meeting if required. One employee is designated to file the Rules Committee Report (see Appendix D) with the Assistant Clerk in the House Chamber immediately following the Rules Committee meeting, listing those bills in the same order as posted for passage by the Rules Committee in the following order:

1. bills going to the Consent Orders
2. bills going to the Regular Orders

Bills recommitted by the Rules Committee are listed at the end of the Rules Committee Report.

Orders of the Day

The Orders of the Day (see Appendix E) is the agenda of bills on which final action may be taken on the House floor on a given day. It is prepared daily by Bill Control employees upon adjournment for the next day's session. The bills are categorized as to whether they are on the Consent Orders or the Regular Orders. This listing consists of the bill number; committee substitute(s); committee amendment(s); floor amendment(s); title; the primary sponsor; and any other notations, such as recommitted, emergency, appropriation, constitutional amendment, and effective date. All of this information is compiled from the Rules Committee Report, except the floor amendments, which are collected from the House Minutes and confirmed by the Amendment Clerk or the Engrossing and Enrolling Clerk. The name of the committee reporting the bill is deleted on this report because the bill is reported by the Rules Committee at this point.

Any bills that are on the Orders of the Day but are not considered on the designated day retain their place on the Orders for the following legislative day (see Rule 41 of the *House Rules of Procedure*). The Orders of the Day are established by the Rules Committee and by actions taken by the chamber. The Orders of the Day document is prepared by Bill Control staff; distributed to House members, the House Clerk, House leadership, and other offices; and posted on the legislature's website. House Clerk Services courier staff post the Orders of the Day document outside the House Chamber.

There may be additional categories of bills on the Orders of the Day, which are listed after the Regular Orders and before the bills Posted for Passage. This listing includes those bills that have passed the chamber of origin and passed the second house with amendments. These categories are established according to the body of origin, the amending body, and whether either concurs or refuses to concur with the other (e.g., House bills with Senate amendments, nonconcur, nonrecede is titled HB w/SA (N.C.)(N.R.)). Additionally, bills that are vetoed by the Governor follow the above. All of these bills carry the same preliminary information as those on the Regular Orders.

Posted for Passage

The Posted for Passage category reflects action taken by the Rules Committee, and legislation under this heading is added to the end of the Orders of the Day. The date indicates when those bills will be posted for passage (the date when they will become the Orders of the Day), which is usually the second legislative day. For example, the Rules Committee meets upon adjournment on March 17 and posts bills for passage on March 19. After the Rules Committee meeting, a Posted for Passage list is prepared and attached to the Orders of the Day for March 18. On March 18, the action taken by the Rules Committee on March 17 is reported on the House floor and recorded in the House Minutes. If the House recesses for a Rules Committee meeting and the Rules Committee Report is read into the House Minutes before adjournment, those bills that are reported to the floor will appear in the Orders of the Day on the next legislative day. If the Rules Committee Report is not read into the minutes before adjournment, the bills are posted for passage on the second legislative day. This report, along with the Orders of the Day, is distributed to members of the House and other offices as prescribed.

Display of Bills, Amendments, and Substitutes

Two plasma screens mounted above the doors on either side of the chamber are connected to the electronic bill book system and display the bill number, floor amendment numbers, and committee amendment or substitute numbers as each bill is called by the floor leader. During the last few weeks of session, House bills with Senate amendments, Senate bills with House amendments, and vetoed bills will also be displayed. A color and font coding system indicates the matter before the body and final disposition.

Engrossing and Enrolling (E&E)

The Engrossing and Enrolling (E&E) section of House Clerk Services is concerned with the paperwork that is essential to keep up with each bill after it is introduced, including action on each bill, preparation of amended versions of a bill, communications between chambers, and preparation of the final copy of a bill for delivery to the Governor or the Secretary of State, when applicable.

According to *Mason's Legislative Manual*, Section 735, Subsection 2: "An engrossment is a proofreading and verification in order to be certain that the bill before the house is identical with the original bill as introduced with all amendments which have been adopted correctly inserted...." In Section 738, Subsections 1 and 2 *Mason's* states: "An enrolled bill, in legislative parlance, is a reproduction or copy of the identical bill passed by both houses. After passage, a bill is enrolled, authenticated by the signatures of the presiding officers and chief legislative officers of both houses, and presented to the Governor for signature."

Following is a step-by-step description of the flow of a House bill as it moves through the legislative process and the role of E&E in tracking the bill and completing the required paperwork.

Travels of a House Bill

1. Six jacketed copies of the bill are numbered, lettered (A-B-C-D-E-F) and dated by the Introduction Clerk when the bill is received from the legislator. The House Bill Jacket is blue (see Appendix F); the House Resolution Jacket is beige (see Appendix G).
2. The bill is read on the floor by number, title, and sponsor, which constitutes its introduction. The "B" copy of the bill is pulled by the Assistant House Clerk and taken in a basket to *Legislative Record* staff in Room 300 Capitol. The "A" and "C" copies of the bill go to E&E with the minutes, which are taken from the floor by a House Page. The "D" copy goes to the Committee on Committees. The "E" and "F" copies are placed in baskets on the House floor for the press.
3. The "C" copy of the bill is the working copy and is filed in the "Committee on Committees" drawer as it is introduced. The "A" copy is filed in a drawer labeled "A Copies" until the House acts on the bill.

Legislative Record staff prepare a "B" Copy Worksheet (see Appendix H) that shows the bill request (BR) number, bill number, sponsors, and date of introduction; and three copies are made. One copy is sent to Bill Processing for use in pulling bills for the *Legislative Record*, one copy goes to staff responsible for preparing bill covers, and one copy goes to staff responsible for bill summaries. The information on the worksheet is used in the preparation of bill covers. Only names of legislators who have signed the printed bill jacket go on the printed bill cover. Once the cover is ready, the original bill printout is pulled from a file, attached to the cover, and sent to the LRC Print Shop.

4. The Committee on Committees refers House bills to the appropriate standing committees. When referral is noted in the House Minutes, the "C" copy of the bill is marked with the proper committee, dated, and filed numerically in the corresponding committee drawer. The "C" copy stays in the committee drawer until it is acted on by the committee. The "C" copy is not taken to meetings of the standing committees. Printed copies of the bill are used by the standing committee in its considerations.
5. When a bill is reported out of committee, the committee assistant delivers the original and one copy of the Report of Committee/Roll Call Voting and the original and six signed and dated copies of each committee amendment to E&E. The E&E clerk pulls the "C" copy from the proper committee drawer and attaches the above to the "C" copy. The copy of the Report of Committee/Roll Call Voting is placed in a basket for the speaker's office. One copy of each committee amendment is forwarded to the Amendment Clerk to be recorded and filed. One copy of each amendment is forwarded to the Journal Clerk and two copies are forwarded to LRC staff. The original stays in E&E. E&E prepares an in-house "Report of Committee" (see Appendix I), which is a list of all bills reported out of each committee. This report reflects committee amendments, committee action, and previously adopted amendments, which are noted in parenthesis. The in-house Report of Committee is delivered to the House floor, leadership offices, and to House Clerk Services offices.

When it is time for Reports of Committees in the regular Order of Business, the report is read, and the bill has its first reading. The bill is dated and the first reading noted on the bill jacket of the "C" copy by E&E staff. Any amendments are folded and placed inside the "C" copy. The bill is filed numerically in the "Second Reading" drawer. At this point, a bill is proofed by the House Clerk Services proofing staff, using the printed copy against the "A" copy, to ensure the printed copy is identical to the introduced copy. Bills are proofed for technical errors, not content. Two proofed printed copies are filed for the Engrossing Clerk and one proofed printed copy for the Journal Clerk. Proofed copies for the Journal Clerk are filed in the Journal Clerk's file. The House Clerk Services proofing staff will note technical corrections on all proofed printed copies, even if Bill Processing has already received authorization from the Statute Reviser to make technical changes. Pink slips identify technical corrections and typographical errors. These slips are initiated by the Statute Reviser and filed with the "A" copy of the bill.

6. In most cases, a bill will receive its second reading on the next legislative day. The Clerk runs a report of bills eligible for second reading to be read during open session.
7. After second reading, E&E notes the second reading on the "C" copy and moves the "C" copy to the "Rules Committee" drawer. If the Rules Committee recommits a bill to the same or another committee, the date and the committee are indicated on the jacket of the "C" copy, and the "C" copy is placed in the proper committee drawer. (A bill sent back to committee after being reported on the floor is a "recommitted" bill and will go directly to Rules after it comes out of committee the second time and obtains its Report of Committee reading on the floor.) When the committee assistant files the committee report for a recommitted bill, the word "Recommitted" is written at the top of the report. When the report comes back to E&E from the floor, the date is written on the jacket of the "C" copy in the space marked "Return to Rules."
8. The Rules Committee reports out the House bills to be posted for passage, which are placed in the "Orders of the Day" drawer after being dated on the bill jacket. The bills are filed numerically but are reported on the floor in the order in which they are posted by the Rules Committee. The Assistant House Clerk takes all bills in the "Orders of the Day" drawer to the floor prior to each day's session.
9. When a bill has been acted upon in the House, it is brought to E&E with the minutes. All actions on the bill are then recorded on the jacket of the "A" copy to correspond with the "C" copy. If a title amendment has been adopted, the title is changed on both jackets with a special label.
 - a. If the bill passes without amendment, the "A" copy is signed by the Chief Clerk and it is taken to the Senate with one proofed printed copy (the proofed printed copy becomes the Senate's "C" copy) in a Senate Message listed on a "House Clerk to Senate Clerk" receipt. The Senate must be in open session for this action. One proofed printed copy is placed in LRC's basket and taken to Bill Processing, and a General Assembly (GA) copy of the bill is generated. Should the proofed printed copy reflect technical corrections, the copy is taken to LRC staff responsible for proofing. In most cases, Bill Processing has already received authorization from the Statute Reviser to make technical corrections, but

this process assures that all necessary changes have been made. Any amendments that have passed will be incorporated into the GA copy (for procedure, see subsection (b) below). A "GA" will be inserted after the BR number in the upper right hand corner of each page of the bill. The GA printout, generated from bill processing, is given to the Bill Cover staff person, who generates one copy and prepares the GA cover sheet (see Appendix J). The GA cover sheet is attached to the printout and delivered to the Print Shop for duplication. The Bill Cover staff person adds the GA cover sheet and signature page to the copy, runs six pink copies of the GA version of the bill, and returns three of these to the E&E Supervisor. The other three pink copies are sent to the Statute Reviser.

- b. If a bill passes with amendments, including a committee substitute, the Engrossing Clerk will prepare a folder by bill number for LRC engrossing staff. When the House Minutes sheet and the "C" copy are received from the House floor, the Engrossing Clerk notes the action on both "A" and "C" jackets and pulls one proofed printed copy from the file. The E&E Clerk then pulls the passed amendments and marks in the margins of the proofed printed copy where the amendments are to be inserted. The marked copy and the amendments are put in the prepared bill folder and taken to LRC for computer engrossing. The "A" and "C" copies of the bill are banded together and put aside. LRC engrossing or cover sheet staff take the bill folder to Bill Processing for computer engrossing. A GA printout is generated and filed inside the bill folder from E&E. This folder is placed in a "proofing" basket for LRC staff. After proofing, the folder is given to the Bill Cover staff, and E&E is notified. The Bill Cover staff run four unstapled copies of the GA printout. The original printout and one copy go to the Bill Cover staff (see 9 (a) above). Three copies are placed in the same bill folder and taken to E&E. The "A" copy is unjacketed and marked "old A" in the top right corner. The "C" copy is unjacketed and recycled. The "A" and "C" jackets are then placed on the two GA copies. The old "A" copy is placed inside the "C" jacket. The marked copy that was used by Bill Processing is placed in a folder in E&E. The "C" jacket is filed numerically in the "House Bill to Senate" drawer. The newly engrossed "A" is jacketed, with any notes that are applicable, and signed by the Chief Clerk. It is taken to the Senate with one engrossed copy attached. These are delivered during open session as a message to the Senate (see Appendix K), and the Senate Clerk signs a "House Clerk to Senate" receipt.
- c. The "C" copy of any bill that has been laid on the Clerk's Desk or tabled will be taken to the floor each day prior to the session, in case the bill is called for further action.
- d. If a bill is tabled, action is noted on the "A" jacket and it is filed back in the "'A' Copy" drawer.
- e. If a bill is laid on the Clerk's Desk, that action is noted on the "A" jacket and it is filed in the "'A' Copy" drawer.
- f. If a bill is withdrawn on the floor, the action is noted on the "A" and "C" jackets and they are banded together and filed in the "Withdrawn" drawer.

- g. If a bill is defeated, the action is noted on the "A" and "C" jackets and they are banded together and filed in the "House Bills Defeated" drawer.
10. A House bill goes through the same procedure in the Senate. When it is returned to the House ("A" copy), it is treated as follows:
- a. The pink copies are proofed against the "A" copy to be sure all pages are present and in order.
 - b. A bill returned from the Senate (without amendment) is enrolled. Three receipt slips are prepared: one for the House Enrolling Chair, one for the Senate Enrolling Chair, and one for Delivered to the Governor (or the Secretary of State, where applicable). First, the House Enrolling Chair announces in open session that the bill has been examined and found to be in order and is ready to be signed, and one pink copy of the bill is signed by the Speaker and the Chief Clerk. It is then taken to the Senate Enrolling Chair and signed by the President of the Senate in open session. The bill is then delivered to the Governor's office (or to the Secretary of State, where applicable). The "A" copy is filed in the "House Bills to Governor" drawer numerically with the "C" copy. After a bill has been enrolled and delivered to the Governor's office, the receipts are copied and distributed as follows:
 - "House Enrolling Clerk to Chairman, House Committee on Enrollment" Receipt
 - 1 copy to Chief Clerk
 - 1 copy to LRC
 - 1 copy to Journal Clerk
 - "House Enrollment Clerk to Chairman, Senate Committee on Enrollment" Receipt
 - 1 copy to Chief Clerk
 - 1 copy to LRC
 - 1 copy to Journal Clerk
 - "House Clerk to Governor" Receipt
 - 1 copy to Chief Clerk immediately upon delivery
 - 1 copy to House Minutes Clerk; the date and time of the delivery are reflected in the House Minutes
 - 1 copy to LRC
 - 1 copy to Journal Clerk
- Bills proposing constitutional amendments do not go to the Governor but are delivered to the Secretary of State, and the "A" copy is filed in the "House Bills to Secretary of State" drawer numerically with the "C" copy. The Secretary of State also receives bills that are passed over a Governor's veto.
- c. When a House bill comes back from the Senate in a message (see Appendix L) with a Senate amendment, it must be voted on again. The original letter and eight copies, along with the original amendment and eight copies, are sent up in a basket from the House floor. The Chief Clerk retains one copy for immediate distribution to leadership offices. One copy of the Senate letter and the attached amendment are given to the Amendment

Clerk for distribution (see section titled “Amendments”). Two copies of the letter go to the Journal Clerk, and two copies of the letter go to LRC. The “C” copy is pulled from the “House Bills to Senate” drawer and Senate action is copied from the “A” copy, put in a folder, and filed in the “House Bills w/ Senate Amendments” drawer. (All corresponding letters are filed with the “C” copy in this folder.) One copy of the Senate letter with the attached amendment and the original bill (“A” copy) are given to the Assistant House Clerk to be taken to the floor at the appropriate time.

If the House concurs in the amendment, the Engrossing Clerk identifies the amendment to be incorporated in the margin of the pink copy. The pink copy and the amendment are put in another folder, by bill number, and taken to the LRC engrossing or cover sheet staff. The LRC engrossing or cover sheet staff take the folder, which includes the bill, amendments, and letter, to Bill Processing to be computer engrossed. LRC Bill Processing staff generate one printout of the engrossed (EN) version, which is filed inside the bill folder from E&E. The folder is placed in a “proofing” basket for LRC staff. After proofing, the folder is delivered to the Bill Cover staff, and E&E is notified. Bill Cover staff run two unstapled copies of the EN printout. One copy is placed inside the bill folder and is taken to the E&E office. E&E pulls the proper bill folder from the proper file drawer and removes the old “A” jacket and attaches it to the new “A” copy generated from Bill Processing. The old “A” is folded inside the “C” copy and filed with the new “A” in the proper bill folder awaiting the green copies (ENs). The original printout and one copy (not stapled) go to the Bill Cover staff person, who attaches an EN cover sheet and signature sheet to the original printout and runs six green copies, three green copies go to E&E to be filed in the “House Bill to Governor” drawer, and three green copies go to the Statute Reviser. The bill is enrolled according to the process outlined above. The Bill Cover staff attach an EN bill cover to the copy of the bill and send it to the Print Shop. If the House does not act on the bill, all originals, pinks, and greens are retained by E&E until the next session.

- d. If the House does not concur with the Senate amendment, the bill is sent back to the Senate with a letter requesting the Senate to recede. If the Senate refuses to recede, the bill is kept in the Senate E&E office until a conference committee report is adopted and final passage of the bill, to ensure proper enrollment. Conference committees are appointed by the Committee on Committees of each chamber to discuss the disputed amendments and report to the respective bodies. If they still cannot agree, free conference committees may be appointed.

The Journal Clerk needs one copy of all letters to and from both houses concerning these conference committees. LRC gets one copy and the House Clerk Services Manager gets one copy. If the conference or free conference committee reaches agreement, the bill (“A”) is returned to the House upon final passage by the Senate. The E&E office pulls a proofed pink copy from the proper file and prepares another bill folder, which contains the conference or free conference committee report, any previously adopted Senate amendments, and the pink copy identifying the amendments to be incorporated, and takes it to LRC for computer engrossing. The bill is engrossed, proofed, and enrolled according to the process specified in 10(c). Again, all bills are to be checked for any Senate

amendments adopted and agreed to prior to the conference committee. (Copies of all corresponding letters are filed with the “C” copy of the bill.)

11. A Senate committee substitute to a House bill must be voted on by the House and, if passed, takes the place of the original bill and follows the same process as any other bill amended in the Senate and concurred in by the House.

Resolutions

Resolutions fall into three categories: joint, concurrent, and simple. Joint resolutions have the force of law and are treated the same as bills. Concurrent resolutions are adopted by both Houses and are sent to the Governor. Concurrent resolutions do not have to have three readings. The *sine die* resolution is a concurrent resolution but is not delivered to the Governor. Simple resolutions require adoption by only one chamber, and after adoption, they are filed in the “Resolutions Adopted” drawer. Adopted resolutions requiring that letters be written are usually processed after they have been proofed and the necessary correspondence written over the signature of the Chief Clerk of the House. The jacket is marked with a letter “L” when the letter has been sent.

Joint or concurrent resolutions follow the same flow as a House bill. Simple resolutions, when introduced, go directly to the “Committee on Committees” drawer for any action by the committee. Pursuant to House Rule 65, the Committee on Committees will send a simple resolution that is substantive in nature to a standing committee. When a simple resolution is called on the floor and adopted, the “C” copy is placed inside the “A” copy and filed in the “Resolutions Adopted” drawer. It is important to see whether a resolution specified that letters are to be written and to determine that it is indeed a simple resolution. Simple resolutions are not sent to the Senate.

Travels of a Senate Bill

When a Senate bill is delivered to the House in a Senate Message, the bill and one proofed, printed copy are brought to E&E with the minutes from the House floor. A green jacket (see Appendix M) is typed to correspond with the “A” jacket of the Senate bill, and the proofed printed copy is attached to the jacket that becomes the “C” copy.

The “A” copy (gray jacket) is filed in the “Senate Original” drawer; and the “C” copy (green jacket) is filed in the “Committee on Committees” drawer for referral. The Senate bill then follows the same process as a House bill until final passage.

When a Senate bill passes the House, the information is transferred from the “C” jacketed copy to the back of the “A” jacketed copy. The “A” copy is taken to the Senate in a Senate Message. If the House adopts an amendment to a Senate bill, it is returned to the Senate with the “A” copy, accompanied by a letter, with 10 copies of the letter and amendments attached. If the Senate refuses to concur, the “A” copy is brought back to the House E&E office until concurrence, to ensure proper enrollment. If the conference or free conference committee reaches agreement, the conference or free conference committee report is adopted by the House, and the bill is returned

to the Senate, accompanied by a letter. The Senate Clerks follow the same procedure as outlined in 10(d).

A House committee substitute to a Senate bill must be voted on by the Senate and, if passed, it takes the place of the original bill (see 10(c)).

When a House substitute to a Senate bill is adopted with amendments to the substitute, a letter is sent to the Senate to notify the members that amendments have been adopted. Senate Clerks follow the same procedure for computer engrossing as outlined in 10(c).

Amendments

All amendments are delivered to E&E for distribution. The original and six copies of the amendment that are signed by the sponsor are distributed as follows: original and one copy to E&E, one copy to the House Journal Clerk, and two copies to LRC Room 300 Capitol. The Amendment Clerk is given the original amendment for duplication and distribution.

As reflected in the House Minutes, the Amendment Clerk records the amendments on a bill chart. Depending upon the length of the amendment, the Amendment Clerk will either make the number of copies needed or take the amendment to the LRC Print Shop for duplication. The number of copies to be printed and distributed is as follows:

- Copies are delivered to leadership offices at the end of the day. The offices and number of copies are determined prior to each legislative session.
- Four copies are placed in a basket labeled “House Clerk’s Office” to be delivered at the end of the day.
- Seven copies are placed in a basket labeled “Amendment Clerk’s File” to be filed according to bill number and amendment number (HB 77-ca 4).
- One hundred copies are delivered to the Public Bill Room immediately after printing.
- Seventy-five copies are placed in a basket labeled “House Bill Room” to be delivered at the end of the day or upon duplication.
- Additional copies may be distributed each session upon request.

The Amendment Clerk double checks the minutes to ensure that all amendments and letters have been processed and charted.

After duplication and distribution, the original committee amendment is filed with the “C” copy of the bill. The Amendment Clerk is responsible for filing the original floor amendment in a notebook for the Chief Clerk/Assistant House Clerk.

Letters from the Senate are duplicated on the fourth floor and distributed in the same manner, except that 75 copies are placed in a basket for the House Bill Room. Senate letters do not go in the bill books in the Annex.

Vetoed Bills

Bills may be vetoed by the Governor within 10 days of presentation (Sundays excepted). The Chief Clerks of the House and Senate receive the enrolled bill with the attached veto message from the Governor's office. The bill and veto message are given to E&E and two copies are made. One copy is kept on file in E&E, one copy is given to the Amendment Clerk, and the original is filed in a basket for the Chief Clerk until action is taken. During the veto period, the E&E staff will make a note for the Chief Clerk on a basket labeled "Vetoed Bills" so that the date and time of receipt of the veto messages are reflected in the House Minutes upon convening.

The Amendment Clerk is responsible for the following distribution of vetoed bills and messages.

- 2 copies to the Journal Clerk
- 2 copies to all House leadership offices
- 2 copies to LRC
- 4 copies to the Office of the Chief Clerk of the House
- 7 copies for the Amendment Clerk's file
- 30 copies to the Public Bill Room
- 10 copies to the House Bill Room
- 1 copy to the House Clerk Services Manager and 1 copy to the Assistant House Clerk Services Manager

If the House overrides the Governor's veto, a copy of the veto message is taken to the Senate with a letter informing the Senate of the action taken by the House. The same is true with Senate bills that have been vetoed. It is the responsibility of the Amendment Clerk to complete the proper distribution of Senate bills vetoed by the Governor, as outlined above. If a veto has been overridden, the bill may be re-enrolled before being taken to the Secretary of State's office.

Proofing

The proofing operation, under House Clerk Services, entails reading for obvious mistakes and errors, such as spelling, grammatical and typographical errors, and omitted or unintentionally repeated language. The proofers usually work in three teams of two, one reading aloud from the "A" copy of the bill while the other follows with a copy of the printed material. Three proofing rooms and six proofers are used.

House bills are proofed as they are passed out of committee. The E&E Supervisor provides the proofers with a list of daily committee actions, as reflected in the Report of Committees. This report indicates the bills that have passed out of committees. The E&E Supervisor pulls the "A" copy of the bill from E&E and four printed copies. The printed copies are provided by the House Bill Room and stored in file cabinets near Lobby G of the Capitol.

New language is read word for word. All existing language with no amendments is "line proofed," a process of confirming that the two versions (the jacketed bill and the printed copies) are identical by reading only the first word of each line, or the last word of each line. The KRS number and the enacting clause are always proofed.

Proofing Procedures—Bills Reported Out of Committee

- The E&E Supervisor pulls the “A” copy of the House bills listed on the Report of Committees, and the House Clerk Services proofers pull three printed copies.
- The “A” copy is read against one of the printed copies.
- The “A” copy of a committee substitute is read against printed committee substitute copies. Printed copies of committee substitutes are not printed or available until the day after they pass out of committee. House and Senate bills listed on the Report of Committees as passing out of committee with a committee substitute are noted, and the committee substitutes are pulled the following day to be proofed.
- If no errors are found, two copies are placed in a folder and filed in the E&E office. The other printed copy is delivered to the Journal Clerk. Any errors found are “tagged” on the printed copy. After all bills are proofed for the day, the LRC E&E Supervisor reports these errors to the Statute Reviser, who determines whether corrections are in order and if “corrected copies” should be printed. The Statute Reviser initials each correction on one printed copy. Corrections to be made in Bill Processing are marked on the front cover by page number and line number. The copies for the Journal Clerk do not require marked corrections.
- When the Statute Reviser determines that a typographical or technical correction is necessary, a pink slip is required. These procedures are handled by the Statute Reviser. Once the papers are completed and have the necessary signatures, the forms are delivered to the E&E office, where they are filed in the “A” copy of the bill.
- After the proofing process is completed, the E&E Supervisor returns the “A” copy to its proper drawer in E&E.

General Assembly Bills

- Bills are proofed again after they pass the House. This time the “C” copy (and amendments, if applicable) is read against the pink printed copy. The pink color indicates that the bill has passed the House and is now a GA bill.
- The LRC Proofing Supervisor receives the three pink printed copies from the LRC Bill Cover staff the morning after the bill is passed by the House.
- The LRC Proofing Supervisor pulls the “C” copy from its proper drawer in the E&E office.
- All other steps remain the same as those followed for bills reported out of committee. However, all three copies are filed in the E&E office. The Journal Clerk does not receive any of the pink GA copies.

House Resolutions

- House concurrent and joint resolutions are proofed in the same manner as bills reported out of committee as indicated on the Report of Committees provided by the E&E staff. The only difference in the procedure for resolutions is that the HCS proofing staff pulls four printed copies. If a resolution includes instructions for the Chief Clerk to deliver a copy to someone, these instructions are cut from the fourth copy and attached to the front of the jacketed “A” copy.

- Simple resolutions may be referred to a committee, and those are proofed in the same manner as a House concurrent or joint resolution.
- Simple resolutions that are not referred to a committee are proofed the day after their adoption on the House floor.

General Assembly Resolutions

- When a concurrent or joint resolution passes the House, it is proofed again. The same proofing procedures are used for the pink copies of resolutions as those used for pink copies of bills.

House Committee Substitutes to Senate Bills

- House committee substitutes to Senate bills are proofed by House proofers when they are reported out of committee. This information is provided on the Report of Committees. The printed copies of House committee substitutes to Senate bills are not available until the day after being reported out of committee. Proofing procedures follow those for House committee substitutes to House bills.

Senate Amendments to House Bills Concurred in by the House

- A House bill that passes the Senate with amendments is proofed again upon concurrence. The pink copy and the Senate amendments are read against the green copy—engrossed version (see Appendix N). All of the proofing procedures remain the same as with pink copies (GA).
- The LRC Proofing Supervisor receives four green printed copies from the Bill Cover staff following House concurrence to the Senate amendments.
- The LRC Proofing Supervisor pulls the pink copy and applicable Senate amendments from the E&E office.
- On the last working day of the session, the proofers must wait for the green printed copies of the bills so they can immediately proof these last bills. The House waits to adjourn until these bills are proofed so the bills can be enrolled and sent to the Governor prior to the veto days.

House Bill Room

The House Bill Room is under the supervision of House Clerk Services. There are Team Leaders who have some supervisory responsibilities for the approximately 10 GA employees.

Each day, using the current House Bill Room Distribution list (see Appendix O as an example), the House Bill Room collates and distributes to House leadership, House members (upon request), House Clerk Services, the Chief House Clerk, and the LRC Library the following: House bills, House resolutions, House committee substitutes, General Assembly copies of Senate bills and resolutions, amendments, notes, vetoed bills, and conference committee bills. The distribution changes each legislative session.

Each day the House Bill Room Team Leader compiles a list from the House Minutes of new introductions, amendments, and General Assembly copies of Senate bills, committee substitutes and resolutions. This list is used to check against those delivered by the LRC Print Shop to the House Bill Room. Amendments are delivered by the Amendment Clerk. Fiscal statements are delivered to the House Bill Room by the House Clerk Services Supervisor. Bills and amendments are then collated in sets numerically for distribution in the Capitol and the Annex.

Two full sets of bill books, compiled from the Orders of the Day, are maintained daily and kept in the House Bill Room, in case of an emergency. With the implementation of the computerized bill books on the members' desks, there are now only eight sets of chamber bill books maintained by the House Bill Room staff; six are for the press and two are kept along the walls in the back of the chamber for members' use.

The House Bill Room employees are responsible for pulling bills and amendments referred by the House Committee on Committees and recommitted bills for House committee assistants. These bills and amendments are labeled by staff and placed on a bookcase near Lobby G of the Capitol. This delivery is made immediately upon adjournment after the minutes have been checked for any reassignments or for the recommitment of any bills. Distribution to the committee assistants is made after House Clerk Services staff have attached any other documents and information to be delivered to the assistants.

The House Bill Room employees file all amendments and notes daily as they are received.

It is important that the House Bill Room staff be informed of all current information regarding the status of bills, to keep bill books current. The *Legislative Record*, House Referrals, House Rules, Committee Reports, Orders of the Day, House Minutes, and the House Daily Action are all references available and distributed to the House Bill Room.

Chapter 3

Journal Preparation

Preparation of the *Senate* and *House Journals*

Section 40 of the Kentucky Constitution requires that each chamber of the General Assembly maintain a daily journal of its proceedings. The *Journals* are the official record of the General Assembly's daily legislative activities and are both legal and historical documents. Rule 30 of the *Senate Rules of Procedure* assigns the task of maintaining the *Senate Journal* to the Clerk of the Senate. However, Rule 30 of the *House Rules of Procedure* requires the Legislative Research Commission to maintain the *House Journal* (see Appendix P). The full session's *Journals* of each chamber are approved in open session by the elected presiding officer, usually prior to *sine die* adjournment. The *Journals* approved at this time have not been through the final editing process by LRC staff.

Various sections of the Kentucky Constitution and the Senate and House Rules specify entries in the *Senate* and *House Journals*. The Constitution requires that the *Journals* reflect

- the votes of members on any question, if requested by two members of the elected body (Section 40);
- the votes of the members on bills (Section 46);
- justification for the enactment of emergency legislation (Section 55);
- the Governor's veto messages (Section 88);
- proposed constitutional amendments and the vote of the members thereon (Section 256); and
- the call for a Constitutional Convention and the votes of the members thereon (Section 258).

Both Senate and House Rule 30 require that each *Journal* also note all questions of order and their disposition, and the dates upon which all bills and resolutions were sent to committee and returned to each chamber.

The Senate and House Rules have required that the *Journal* of the preceding legislative day be available on the respective Clerk's desk at least half an hour before the fixed convening hour. In fulfillment of that requirement, the Journal Clerks send only the unedited text of each day's *Journals* to the chamber floor for approval. Any inserts alluded to therein are available in the respective *Journal* offices for inspection at any time and may be delivered to the floor if needed. The reading and approval of the *Journal* is the fourth order of business in both the Senate and House. The usual motion is that "the reading of the *Journal* be dispensed with and the same be approved." However, the body may call for the reading of the *Journal* at any time.

Journal Text

Journal Clerks in the Senate and House prepare the daily *Journals* of each chamber with the help of one or more assistants. The text of the *House Journal* is written in past and past perfect tense. The text of the *Senate Journal* is written in present and present perfect tense. The composition of both *Journals* follows the order of business of the respective chambers as reflected by the official

minutes of each. While the daily sessions of each chamber are in progress, the Senate and House Journal Clerks start receiving official documents relating to the actions in the respective chambers on that day. The House Journal Clerk office receives minutes, bills, resolutions, amendments, citations, roll calls, committee reports, posting forms, co-sponsor and vote change forms, and bill withdrawal forms from the House floor through the House Enrolling and Engrossing Office (E&E). The Assistant House Clerk sends absentee forms indicating House members who are absent to the *Journal* office. Except for the posting forms, which are not applicable in the Senate, the Senate Journal Clerk office receives the Senate version of these documents from the Senate Clerk. All documents are checked against the minutes sheets to see that action on the floor is accurately recorded. The House Journal Clerk maintains co-sponsor, absentee, vote change, roll call, and bill withdrawal forms in the *Journal* office. With the exception of absentee forms, the Senate Journal Clerk maintains the Senate version of the same forms in the *Journal* office.

The *House* and *Senate Journals* reflect the following headings, all of which are in bold print and centered. Most items of business before the General Assembly will come under one of these headings.

House	Senate
<ul style="list-style-type: none"> • Introduction of Bills and Resolutions • Reference of Bills and Resolutions • Posting of Bills and Resolutions for Consideration • Report of Committees • Calendar • Consent Calendar • Motions, Petitions, and Communications • Orders of the Day • Floor Amendments • Consent Orders of the Day • Announcements • Report on Enrolled Bills and Resolutions • Recess • Joint Session • Senate Message • Message from the Governor • Adjournment 	<ul style="list-style-type: none"> • Introduction of New Bills and Resolutions • Reference of Bills and Resolutions • Report of Committees • Calendar • Consent Calendar • Motions, Petitions, and Communications • Recess • Orders of the Day • Consent Orders of the Day • Rules Committee Report • Report on Enrolled Bills and Resolutions • Reporting of Floor Amendments • Joint Session • House Message • Message from the Governor • Adjournment

The Call to Order, Invocation, Roll Call, and Reading and Approval of the Previous Day's *Journal* are also part of the Order of Business in each chamber, but are not bolded and centered in the *Journal*.

Inserts to each *Journal* are handled in the following manner:

1. Bills and resolutions are inserted in their entirety when they are given a first reading. One printed, proofed copy of Senate bills and House bills are brought to the respective *Journal* offices. GA copies of bills and resolutions of the opposite chamber are secured from the Bill Room of the respective chamber and do not need to be proofed.
2. Simple resolutions adopted without readings and legislative citations are inserted in their entirety at the time of their adoption.
3. Committee substitutes are inserted at the time they are reported out of committee in the order of business of Report of Committees. One printed, proofed copy of committee substitutes is received from proofreaders in the same manner as the original bill.
4. Committee amendments are inserted at the time they are reported out of committee in the order of business of Report of Committees. The *Senate Journal* office receives one copy and the *House Journal* office receives one copy from their respective E&E offices.
5. Floor amendments are entered in the *Senate Journal* during the order of business Reporting of Floor Amendments. Floor amendments are inserted *en masse* in the *House Journal* after the Motions, Petitions, and Communications. The *Senate Journal* office receives one copy and the *House Journal* office receives one copy from their respective E&E offices.
6. The outcome of all roll calls is recorded immediately following the action on the floor. Roll calls are inserted in the *Journal* appendices from an electronic file. They are listed in numerical order by the type of legislation (i.e., bill, resolution, or citation). Convening Roll Calls are in chronological order.
7. Conference Committee Reports, Free Conference Committee Reports, communications from the opposite chamber, messages from the Governor, and any items requested to be spread upon the *Journal* are sent to the *House Journal* office by E&E, and to the *Senate Journal* office by the Senate Clerk.
8. Amendments or committee substitutes to bills or resolutions of the opposite chamber are inserted in the *House Journal* at the time they are considered for concurrence, but not in the *Senate Journal* unless adopted. The respective E&E offices deliver amendments attached to letters sent to the opposite chamber to the Journal Clerks.

Journal Wording of Floor Actions

The following language is used to denote floor action in the *Senate* and *House Journals*:

- Amendments are numbered.
- Bills are passed or defeated.
- Motions are adopted or defeated.
- Simple resolutions adopted without roll calls are agreed to or defeated by voice vote.
- Other resolutions are adopted or defeated upon roll call.

- A member may file a request that a vote be recorded or changed. In the Senate, a vote modification is recorded in the *Journal* the same legislative day that the request is made. In the House, the vote modification is recorded in the *Journal* the following legislative day, at the beginning of the *Journal* day. The original roll call is never changed to reflect this action. The action is indexed in the *Journals* in the Roll Call Appendix as “Voting Modification.”
- A member’s request to add his or her name as a co-sponsor of bills and resolutions is handled similarly to voting modifications. The *Journals* note the permission granted by the members of the House or Senate to co-sponsor, but the original bill is not changed to reflect this action.
- The Speaker and the President are referred to by title only.
- References in the text of the *Journal* to the standing committees are written as “the Committee on Agriculture”—not the “Agriculture Committee.”

Daily *Journal* Procedures

Errors or omissions in the handwritten minutes taken by the Minutes Clerks should not be corrected in the typewritten copy of the *Journal* until the Minutes Clerk has first corrected the handwritten copy of the minutes. The House Clerk, the House Clerk Services Manager, the Senate Journal Clerk, the Senate Clerk, and LRC staff responsible for preparing the *Legislative Record* are notified of the revisions. The text of the *Journals* is proofed against the minutes, relevant documents, and against the *Record* the following day.

The House Journal Clerk prepares three copies and one set of inserts, and the Senate Journal Clerk prepares four copies and one set of inserts for the following purposes:

In the House

- One copy of the text, plus one copy of inserts, are kept in daily file folders in the *House Journal* office; and
- Two copies of the text are picked up by the Assistant Minutes Clerk 1 hour before each day’s session.

In the Senate

- An electronic copy of the text is kept in the Senate Journal Clerk’s office;
- One copy is delivered to the Senate Clerk’s office, then made available in the Senate chamber at least one hour before each day’s session; and
- One copy is delivered to the Assistant Journal Clerk for proofing and editing.

Proofed copies of the *Journals* are delivered to the Senate Clerk for subsequent delivery to LRC staff for final editing.

Post-Session *Journal* Activities

LRC’s statutory responsibility under KRS 57.151 to print and distribute correct *Journals* to the General Assembly is coordinated by the Director’s Office. LRC staff edit both *Journals* against the official minutes of each chamber for the accuracy of the order of proceedings and all recorded motions, points of order, actions on bills and resolutions, and official communications between the chambers and with the Governor. The edited drafts are then returned to the Journal

Clerks for either an explanation of the entries in question or corrections to the text in the database. Upon approval of the final edits by the Director's Office, the Journal Clerks forward the *Journals* to designated LRC staff to electronically incorporate the referenced inserts into the text and to prepare the subject indices and the history of actions index.

Formatting

Preparing to publish the *Journals* starts with formatting the text of each legislative day using an in-house template. The template automatically changes the font and pulls in the text of bills and amendments. After the text is pulled in, the designated LRC employee manually reviews each day's text, making sure that the formatting is consistent. This includes determining that the right font and text size are used, that paragraphs are spaced appropriately, that citations are justified, and that page breaks are placed properly with the text. Each day is then given page numbers to prepare for indexing.

Subject Index

The first step in preparing the *Senate* and *House Journal* subject index is to obtain two electronic copies of the subject index from the final action edition of the *Legislative Record* for the pertinent session. One printout will be used for the subject index for the *Senate Journal*, and the other will be used for the *House Journal*. Certain information is electronically deleted to reflect the actions of either the Senate or the House on each piece of legislation introduced during the session. The electronic copies are automatically processed by the LRC Office of Computer Information Technology to reflect only the material pertinent to the particular chamber for which it will be used.

The subject index has a heading for all constitutional officers, legislative citations, and important session activities, such as the State of the Budget, State of the Commonwealth, and State of the Judiciary addresses. Information is electronically recorded in the subject index for legislative citations and other session material and is obtained by reading through the text of each *Journal* day. Also included in the subject index is a list of bills by sponsor, taken from the "Bills and Amendments by Sponsor" list in the *Legislative Record*.

History of Actions

The information for the History Table of bills is compiled by reading the text of each *Journal* day and electronically tagging where any action occurs for each bill and resolution. Many of these tags are incorporated with the program used by the Journal Clerks to create the *Journal*. While reading through the *Journal* text, any necessary corrections, such as omissions or typographical errors, are made electronically. After all the *Journal* days have been indexed by inserting the electronic tags, the *Journal* printing template creates an index automatically through Word 2007 that is then formatted to complete the History of Action documents in the *Journal* appendices.

Chapter 4

Fiscal Statements

The Legislative Research Commission is responsible for the fiscal analyses of five categories of legislation. Required either by statute or House or Senate Rule, fiscal statements are prepared on legislation affecting the financial liability of the state's public retirement systems (actuarial analysis); the population of the state's correctional system (corrections impact); the state's revenues or expenditures (fiscal note); the benefits or coverage of health insurance plans (health benefit mandate); and the revenues or expenditures of local governments (local mandate).

With the exception of fiscal notes, the fiscal statement process begins with a bill drafter identifying the bill as one requiring a fiscal analysis. The bill is forwarded to an office within LRC that is charged with coordinating the preparation and distribution of fiscal statements. Three of the fiscal statements are prepared by executive branch agencies: actuarial analyses to the various retirement systems, corrections impacts to the Department of Corrections, and health benefit mandates to the Department of Insurance. The remaining two fiscal statements—fiscal notes and local mandates—are prepared by LRC staff. Fiscal notes are initiated by the sponsor, committee chair, majority of committee membership, or majority of the chamber considering the measure and are then prepared by LRC's Office of Budget Review.

Upon completion of the fiscal statement, the coordinating office forwards a copy to the bill's sponsor and embargoes further dissemination until the bill has been introduced. Upon introduction, the bill is identified in the *Legislative Record* as requiring a fiscal statement. Copies of the fiscal statement are forwarded to other interested parties, including the legislative committee to which the bill has been assigned, the Clerk of the chamber in which the bill was introduced, and the legislative leadership of both chambers. An electronic copy of the fiscal statement is entered into the Electronic Bill Book System for access by legislators and into LRC's website where it is available to the public. Fiscal statements are revised when a committee substitute to the original bill is adopted by the committee of record and when a bill is passed by the house of origin and sent to the other chamber. Fiscal notes for committee substitutes or bills that have passed from the house of origin to the other chamber will be prepared only upon request by the sponsor, committee chair, majority of committee membership, or majority of the chamber.

Fiscal statements are structured to do more than just provide an estimate of the monetary impact of the proposed legislation. Fiscal statements also summarize the who, what, how, and, occasionally, why of the proposal—information that is helpful to the state's policy makers in putting the provisions of the bill into their proper context.

To emphasize the importance of fiscal statements in the legislative process, the General Assembly, by law and rule, has set limits on the progression of affected legislation until the appropriate statement has been prepared and attached. For example, a bill requiring actuarial analysis or health benefit mandate cannot be reported from a legislative committee unless the bill is accompanied by the analysis. A bill requiring a health benefit mandate or local mandate cannot

be voted upon by either chamber until the financial impact statement is attached. Senate Rule prohibits a measure for which a fiscal statement is required from being placed on the Orders of the Day until the fiscal statement is prepared and attached.

In any case where a fiscal analysis is indicated, the chair or a majority of the standing committee to which the bill has been referred can require the preparation of a fiscal statement prior to final committee action. A majority of the members of a chamber can require that a fiscal statement be attached to any bill on the Orders of the Day.

Fiscal analyses of amendments are also addressed in law and rule. An amendment that contains a health benefit mandate cannot be acted upon by either a standing committee or a legislative chamber until a fiscal statement has been prepared and attached. Senate Rule requires that a fiscal statement be prepared for any amendment proposed from the floor that relates to fiscal matters. Senate Rule prohibits action on the bill to be amended, as well as on the amendment, until the fiscal statement is prepared and attached.

Chapter 5

Committee Assistants

Standing Committee Procedure

During the session, each House member is appointed to several of the 16 standing committees, and each Senate member is appointed to several of the 12 standing committees. LRC committee staff and a committee assistant are assigned to handle committee activity involved for each standing committee. The committee assistant is responsible for the administrative duties associated with the standing committee to which he or she is assigned. Templates are used by committee assistants for the preparation of necessary forms.

Notebooks/Folders

The committee assistant assigned to each House or Senate standing committee is responsible for keeping a three-ring binder containing all bills and resolutions that have been referred to that particular standing committee, along with the proper forms as discussed below. Folders are used for committee members and staff.

It is a good idea for the committee assistant to get a supply of folders prior to session from the Business Office. It may be necessary to order carts or cases from the LRC Inventory Control office for use in delivering materials to meeting rooms.

Each committee member will need a nameplate. If additional nameplates are needed, the committee assistant should contact the LRC Inventory Control office.

The front of the committee assistant's notebook should contain a Bill Log form (see Appendix Q) to be updated daily by the committee assistant. This form shows a list of bills that have been referred to the standing committee, fiscal statements (fiscal note, local mandate, corrections impact, actuarial analysis, or health mandate analysis), sponsor, subject, date referred, date posted (House only), and standing committee action.

Bill Referrals

When a bill or resolution is referred to a House standing committee, House Clerk Services completes a House Referral form (see Appendix R) for the committee assistant of that standing committee. This same form is used to communicate to the committee assistant any bills that have been reassigned, recommitted, posted for consideration, withdrawn from consideration, or had other relevant floor action. House Clerk Services checks with each committee assistant for the number of bills needed for committee members and staff and then relays this information to the House Bill Room. The House Bill Room compiles the specified number of referred bills for each standing committee that will be delivered to the committee assistant upon adjournment.

When a bill or resolution is referred to a Senate standing committee, each committee assistant must check the Senate Daily Action (see Appendix S) for those referrals. This document is e-mailed to all staff after adjournment of the Senate. This same document also indicates bills that have been reassigned, recommitted, withdrawn from consideration, or had other relevant floor action. The Senate Clerk checks with each committee assistant for the number of bills needed for committee and staff and then relays this information to the Senate Bill Room. The Senate Bill Room compiles the specified number of referred bills for each standing committee, which will be delivered to each committee assistant after adjournment.

Posting Requirements (House only)

Once a bill has been referred, the House standing committee chair must post the bill (with a few exceptions) before it can be considered by the committee. The Committee Posting form is obtained on the chamber floor from the House Clerk and is completed by the chair only. Once the form is completed and filed with the House Clerk, House Clerk Services informs the committee assistant of committee postings and posting waivers through communication on the House Referral form. A bill must be posted for three calendar days before action may be taken by a House standing committee, unless the three-day posting requirement is waived. The day the bill is posted is considered the first day, and the bill may be considered on the third day (i.e., if a bill is posted on Monday, it can be taken up on Wednesday; if a bill is posted on Friday, it can be taken up on Monday). A recommitted bill referred back to the same standing committee does not need to be posted again. (Note: The three-day posting requirement begins the same day it was read into the minutes on the floor; the House Referral form may be consulted for the correct date.) When in doubt about whether a bill has been posted or whether it has been three days, contact House Clerk Services.

The sponsor of a House bill or floor manager for a Senate bill may request that a bill be posted for consideration by completing a Request for Posting form (see Appendix T). This form is obtained from the committee assistant and should be filed with the committee assistant, who makes proper distribution upon receipt. If the form is filed with the House Clerk, it is sent to the committee assistant (through the House Referral) for proper distribution.

Preparation Before a Meeting

Referred bills and resolutions go through the same process, regardless of chamber of origin. The following are forms that should be prepared in advance:

- Bill Log—updated daily (see Appendix Q)
- House/Senate Report of Committee for each referred bill/resolution (see Appendix U)
- Attendance Roll Call (see Appendix V)
- Amendment Roll Call Vote (see Appendix W)
- Guest List (see Appendix X)
- Request for Posting—House only (see Appendix T)

Once a committee assistant is informed of bill referrals (either through the House Referral form or from the Senate Daily Action), the committee assistant will fill in the information on the Bill

Log and prepare a Report of Committee form to be attached to each bill and filed in the appropriate place in the committee assistant's notebook.

If a bill has a fiscal statement (fiscal note, corrections impact, local mandate, actuarial analysis, or health benefit mandate), a copy will be sent to the appropriate committee assistant by the fiscal statement distributor. A copy of each statement should be attached to the bill in each member's notebook or folder.

Agendas, Meeting Notices, and Sponsor Notifications

Once the standing committee chair determines the bills to be taken up at the next meeting, committee staff will have the committee assistant type an agenda (see Appendix Y) to distribute to the members and staff, listing bills that will be considered. (For House standing committees, this gives the committee assistant an opportunity to check the bills listed for consideration against the Bill Log to determine whether the posting requirement of three days has been met. If not, committee staff should be notified so the chair can be contacted and informed that no official action can be taken on a bill that has not met the three-day posting requirement.) The agenda should be inserted in the folder. Once the agenda is finalized, it should be e-mailed to the LRC Agenda Recipients group and sent to members.

The committee assistant must copy the meeting notice for legislators and sponsor notifications on blue paper. This should be done whether the notice is a separate memo or a copy of the agenda (see Appendix Z). The committee assistant should put the legislator Annex label in the upper right corner and have the copies delivered to the legislators.

Scheduling a Meeting

Prior to the beginning of a regular session, a committee meeting schedule is prepared. Each standing committee meets once a week and is assigned a specific day and time, along with a meeting room in the Annex. However, the room scheduler must be contacted to confirm a regular weekly meeting or if a regular weekly meeting is cancelled. All regular weekly meetings are automatically entered in the committee system. The room scheduler is responsible for altering the committee meeting calendar to reflect current meeting information. If special meetings are called, a room must be scheduled through the room scheduler.

Daily Legislative Calendar

The daily calendar during sessions is automatically generated from the information provided by committee assistants and entered into the system. The process to produce the calendar is as follows:

1. All standing committee meetings are entered in the committee system based on the weekly meeting schedule. However, confirmation with the room scheduler is still required.

The committee assistant should transmit each agenda to the LRC Agenda Recipients e-mail group. The Director's Office staff will enter the agenda received into the committee system.

2. The committee assistant must proof the draft calendar before it is released to the public. The room scheduler will send an e-mail to committee assistants and committee staff administrators each day reminding them to proof the draft calendar.
3. The draft calendar can be accessed by going to the staff home page and clicking in the third column on "Calendar Proofing" under Centralized Legislator Reports (CLR). This version of the calendar is a rough draft that should be proofed by the committee assistant. If there are corrections, additions, or deletions, call or e-mail the room scheduler. If an agenda has not been e-mailed to the LRC Agenda Recipients group, the agenda on the calendar will be designated as "pending." This will not change until an agenda is received.
4. After the deadline for proofing has passed (shortly after adjournment), the calendar will be marked as completed and will be made available on the LRC public webpage. To view the final calendar, click on "Legislative Calendar" under Committee Information in the first column on the staff home page; from the public webpage, click on "Meeting Schedules & Visitor Info," and then click on "Legislative Calendar."

Sometimes changes are unforeseen and may occur after the calendar has been marked complete and released to the public. Changes can still be made, but the committee assistant must inform the room scheduler. The posted calendar will be updated, and a notice will indicate that changes have been made.

The Meeting

At least a half hour before a committee meeting, the committee assistant should call LRC couriers to deliver the cart or case of notebooks or folders to the meeting room. A committee assistant or other designated committee staff must accompany materials being delivered for a committee meeting. Committee meeting materials should not be left unattended.

Before leaving for the meeting, the committee assistant should ensure that phones are covered until staff return from the meeting.

Before the meeting begins, extra copies of the agenda are placed on the podium at the door, along with a clipboard containing a Guest List where guests can sign in. By signing and filling out the appropriate portion of the Guest List, individuals wishing to testify may indicate whether they are for or against a particular bill. The doorkeeper should deliver the Guest List to the committee assistant when the meeting starts, which should then be given to the chair to be used at his or her discretion. Because guests may sign in after the meeting begins, committee staff should continue to check the remaining pages of the Guest List and deliver them to the chair.

The committee assistant will set up the chair's notebook or folder and nameplate and check the recording equipment. There is a password needed to unlock the touch panel on the recording equipment. Committee staff assist the committee assistant in handing out notebooks or folders and any other handouts during the meeting. Since all standing committee meetings are tape recorded, recording equipment will be set up and ready to record. The recorder should be started before the roll call is taken.

At the beginning of each meeting, the committee assistant calls the roll using the Attendance Roll Call form. The roll call form lists the members in alphabetical order, with the chair's name last.

Bills listed on the agenda may be called in any order, at the chair's discretion. When final committee action is taken on a bill, the committee assistant calls the roll, using the Report of Committee, marking how each member votes—yes, no, or pass. (As on the Attendance Roll Call form, the members are listed in alphabetical order, with the chair's name last.) For a bill or resolution to be passed out of committee, a majority of members appointed to the standing committee (constitutional majority—one more than half) must vote yes. Committee amendments do not require a constitutional majority for passage (just a simple majority of those voting; most amendment votes are done by voice vote; if a roll call vote is requested, use the Amendment Roll Call form).

A House standing committee may report a bill in one of the following ways:

1. Should pass.
Check this line only if a bill passes out with no substitute or amendments.
2. Should pass, with the committee amendment(s) _____ attached thereto.
Check this line if a bill passes out favorably, with amendments (excluding title amendment), numbered in order of passage.
3. Should pass, with committee title amendment _____ attached thereto.
Check this line if a bill passes out favorably, with a title amendment (even if a substitute or other amendments are also passed), numbered in order of passage.
4. Should pass, with the committee substitute _____ attached thereto.
Check this line if a bill passes out favorably, with committee substitute (even if other amendments are also passed).
5. Should pass to consent calendar.
Check this line if a bill passes out favorably, unanimous vote, and a motion is made to place the bill on the consent calendar. Also, the bottom portion of the report form needs to be signed by the chair.
6. Should not pass.
Check this line only if the motion is specifically that a bill should not pass; this line does not apply to a failed motion to pass favorably

If a House standing committee adopts an amendment, the committee assistant dates and numbers the amendment in order of committee passage. If a House standing committee adopts a title amendment, the committee assistant dates and numbers the title amendment in numerical order of passage with a "T" after the number.

The Senate Report of Committee requires the committee assistant to indicate who made the motion and the second. The committee assistant is also required to sign the form, along with the chair. A Senate standing committee may report a bill in one of the following ways:

1. Should pass.
Check this line only if a bill passes out with no substitute or amendments.
2. Should pass/Consent Calendar.
Check this line if a bill passes out favorably, unanimous vote, and a motion is made to place the bill on the consent calendar. There is a place for the chair to sign the Report of Committee if the motion passes.
3. Should pass with the amendment(s).
Check this line if a bill passes out favorably, with amendments (excluding title amendment).
4. Should pass with title amendment.
Check this line if a bill passes out favorably, with a title amendment (even if a substitute or other amendments are also passed).
5. Should pass with the committee substitute.
Check this line if a bill passes out favorably, with committee substitute (even if other amendments are also passed).
6. Without expression of opinion.
Check this line only if the motion is specifically that a bill should not pass or the motion is that a bill should pass without expression of opinion. This line does not apply to a failed motion to pass favorably.

A motion to pass a bill favorably that fails only means that the motion failed and the bill remains with the standing committee. The committee assistant writes "Failed" in the right-hand corner of the report. A copy of the Report of Committee for a bill with a failed motion is delivered to House E&E and placed in the Speaker's Office basket or to the Senate Committees Clerk, as appropriate.

If a bill passes, the chair signs the Report of Committee after the committee assistant checks the appropriate box(es), indicating the standing committee's action, including committee amendments (see Appendix AA) (dated and numbered consecutively as passed—House only), committee substitutes, and title amendments (see Appendix AB) (dated and numbered consecutively as other committee amendments, with the letter "T" after the number to designate a title amendment—House only). In the Senate, the committee assistant must also sign the Report of Committee. Before the report is hand-delivered to House E&E or to the Senate Committees Clerk, copies should be made and kept for inclusion in the final committee notebook. Each chamber requires the original and one copy of the Report of Committee be filed.

Note: Amendments adopted during a committee meeting may or may not have been prepared in advance. If an amendment is prepared in advance, have the sponsor (or chair) sign the amendment, date and number it (House only), and make copies. If an amendment is not prepared

in advance, committee staff are responsible for the amendment preparation after the meeting. Amendments, like all bills, have to be reviewed by a Statute Reviser. After review, the amendment must be signed (dated and numbered for House only) and copied before the appropriate Report of Committee can be turned in to House E&E or the Senate Committees Clerk. This sometimes becomes a stressful process (especially for those committees that meet at noon and do not adjourn until it is time for the chambers to convene). Once the amendment is completed, reviewed, signed, dated and numbered (House only), and copied, the Report of Committee with necessary amendments is hand-delivered to House E&E for House standing committees or the Senate Committees Clerk for Senate standing committees. Both chambers now require an original and six copies of an amendment when filed. If the amendment is rolled into a committee substitute, that substitute is not filed with the committee report.

Anyone outside LRC or the General Assembly requesting a copy of a Report of Committee should be referred to the House or Senate Clerk, as appropriate.

Consent Calendar. When a bill is passed out of committee, has its first and second readings, and is posted for passage by the Rules Committee, it is then placed in the Orders of the Day. A standing committee and the sponsor of a bill may wish to have the bill placed on the Consent Calendar, which means there will be no discussion of the bill on the chamber floor. In order for a bill to be placed on the Consent Calendar, it must be unanimously passed out of committee, and all members attending the meeting must have voted “yes” on the Report of Committee roll call for that bill. In addition to marking the appropriate line on the Report of Committee, there is a place for the chair to sign the Report of Committee to place the bill on the Consent Calendar.

Recommitted Bills. A recommitted bill usually has had two readings and will be referred to a standing committee either from the Rules Committee or the floor, with prior committee substitutes, committee amendments, committee title amendments, and fiscal statements attached. House Clerk Services or the Senate Committees Clerk flags those bills that have been recommitted (on the House Referral form or Senate Daily Action, noting amendments when applicable). The committee assistant fills out a Report of Committee form for those bills, as previously discussed, and writes “Recommitted” in the right-hand corner of the report. This form is kept with the bill until the standing committee takes action, at which time the remainder of the form is completed. In the House, posting is not required on bills recommitted to the same committee.

After the Meeting

After a committee meeting has adjourned, the committee assistant makes three copies of the Report of Committee for those bills passed out of committee. One copy is kept in the committee assistant’s notebook. One copy is placed in a notebook that will go to the LRC Library at the end of the session. The original report and one copy are hand-delivered to House E&E or the Senate Committees Clerk. Both House E&E and the Senate Clerk maintain a separate drawer for each standing committee containing the “C” copies of the bills referred to committee. When a bill has passed out of committee, the committee assistant delivers the original signed Report of Committee (also signed by the committee assistant—Senate only), signed (dated and numbered—House only) committee amendments (original and six copies), and signed (dated and

numbered—House only) title amendments (original and six copies). In the House, the committee assistant places the original with all copies of amendments into a basket labeled “Report of Committee.” The copy of the Report of Committee is placed in a basket labeled “Speaker’s Office.” In the Senate, both copies of the Report of Committee and attachments are delivered to the Committees Clerk. The House E&E Clerk and the Senate Committees Clerk pull the “C” copy of the bill and attach the appropriate forms.

If a bill was passed out of committee with a committee substitute, the committee assistant hand-delivers the original and one copy of the Report of Committee to House E&E or the Senate Committees Clerk. It is the responsibility of committee staff to notify Bill Tracking of an adopted committee substitute and to deliver the adopted committee substitute to Statute Revision for review. Jacketed copies of adopted committee substitutes are delivered to House E&E or the Senate Clerk from Bill Tracking. (If delivery of the jacketed committee substitute is delayed due to time required for preparation, House E&E or the Senate Committees Clerk is directed to send the original report on to the floor and the substitute will be attached later.)

Note: Standing committees may adopt proposed committee substitutes prepared in advance (PHS or PSS) and report separate committee amendments with them, rather than rolling them into the adopted substitute. Committee amendments may have been drafted to the proposed committee substitute, but when reported out, a proposed committee substitute gets reprinted as an HCS or SCS. To avoid confusion, on any committee amendments that are reported separately (and were drafted to the PHS or PSS), the committee assistant will draw a line through the PHS or PSS designation in the header of the amendment, write in the appropriate HCS or SCS designation, and place his/her initials in the right margin. Remember, this only applies to separately reported amendments prepared in advance to an adopted proposed committee substitute.

If a motion to report a bill failed, the committee assistant retains the bill and the original Report of Committee, and a new Report of Committee is prepared and kept in the assistant’s notebook because the bill can be reconsidered at any time. (In both the House and Senate, the committee assistant writes “Failed” in the upper right-hand corner, makes one copy of the report of committee, delivers it to House E&E, and puts it in the Speaker’s Office basket or delivers it to the Senate Committees Clerk, as appropriate.)

Committee assistants should keep a separate notebook for easy access containing bills that have been reported out of committee.

The committee assistant prepares minutes of the meeting using the LRC template for session minutes (see Appendix AC), indicating speakers for or against and action taken on each bill considered by the standing committee during that meeting. The minutes for all meetings are kept in the committee assistant’s notebook or folder, with the attendance roll call and guest list for each meeting attached to same. Since all standing committee meetings are recorded, the tapes, clearly identified by chamber, standing committee, date, and meeting number, are sent to the LRC Library.

Conference and Free Conference Committees

After a bill passes one chamber, it then goes through the same process in the other chamber. If a bill is amended in the second chamber, the first chamber does not concur with the changes, and the second chamber refuses to recede, a conference committee may be formed composed of three or more members appointed by the House and three or more members appointed by the Senate. The LRC committee assistant who will handle the appointed conference committee will be notified by the Director's Office of the bill number in question, a list of members appointed, and the time and place of the meeting. Materials needed for the meeting are a pad of paper, copies of the GA bill to be considered, amendments in dispute, and a blank Conference Committee Report (see Appendix AD). Regardless if the measure in question is a House or Senate bill, copies of bills and amendments are provided by House Clerk Services and should be picked up in Lobby G of the Capitol (or a courier will deliver them if there is ample time).

The conference committee may consider only the amendment(s) in controversy, and may in its report recommend only that the House/Senate concur in House/Senate amendment(s) or that the House/Senate recede from its amendment(s). If the conferees come to an agreement, a staff analysis (see Appendix AE) must be prepared. Committee staff complete the Conference Committee Report form, with the action so indicated. The committee assistant or committee staff have the members of the conference committee voting "yes" sign the report (the vote must have a majority of each chamber). If an agreement is made, the Conference Committee Report and staff analysis must be reviewed by Statute Revision prior to delivery. If the conferees are unable to agree, the Conference Committee Report must reflect that the parties "cannot agree." A staff analysis is not required if the conferees cannot agree. The committee assistant will hand-deliver the original report (and staff analysis, if applicable) to House Clerk Services for distribution as set out below. (A copy is made and retained in the committee assistant's files.)

If a conference committee cannot agree on the bill, the committee report (stating that the conferees cannot agree) is adopted and a free conference committee may be appointed, usually, but not necessarily, with the same members as the conference committee. The LRC committee assistant who will handle the appointed free conference committee will be notified by the Director's Office of the bill number in question, a list of members appointed, and the time and place of the meeting. Materials needed for the meeting are a pad of paper, copies of the GA bill to be considered, amendments in dispute, and a blank Free Conference Committee Report (see Appendix AF). Regardless if the measure in question is a House or Senate bill, copies of bills and amendments are provided by House Clerk Services and should be picked up in Lobby G of the Capitol (or a courier will deliver them if there is ample time).

The free conference committee may change any portion of the bill and is not limited to the area of dispute so long as it proposes no new appropriation or any appropriation above the level originally designed by either chamber. When the free conference committee has come to an agreement, committee staff complete a Free Conference Committee Report form. The committee assistant or committee staff have the members voting "yes" sign the form (the vote must have a majority of each chamber) and attach the staff analysis. The committee assistant hand-delivers the original report and staff analysis to House Clerk Services in the same manner as for Conference Committee Reports. House Clerk Services handles the distribution of the Free

Conference Committee Report as set out below. (Note: The committee assistant should take the blank Free Conference Committee Report to the meeting. It is possible that members will sign the blank form; this will reduce time in obtaining members' signatures after the report is finalized. Free Conference Committee Reports and the staff analysis must be reviewed by a Statute Reviser, just like all other amendments, prior to delivery to House Clerk Services.)

Members voting against an agreement may request that a Minority Report be prepared and filed with the Clerks. In such cases, the committee assistant will have two conference committee or free conference committee reports—one marked "Majority Report" and one marked "Minority Report" in large print in the top right-hand corner. The committee assistant must notify both the Director's Office and House Clerk Services of a Minority Report.

House Clerk Services makes the following distribution for Conference/Free Conference Reports:

- House Clerk Services immediately receives the original report and notifies the House Clerk that 100 copies will be delivered as soon as possible for distribution.
- House E&E receives one copy of the report in a black folder for House bills, a red folder for Senate bills.
- Senate Clerk receives one copy of the report in a black folder for House bills, a red folder for Senate bills, and 45 copies for distribution.
- House Majority Floor Leader receives one copy of the report in a black folder for House bills, a red folder for Senate bills.
- Speaker of the House receives one copy of the report in a black folder for House bills, a red folder for Senate bills.
- Public Bill Room receives 20 copies.
- House Clerk Services keeps one copy of the report (no folder).

During the Veto Recess

A complete record of each House and Senate standing committee's activity is prepared and filed with the LRC Library. House Clerk Services or the Senate Clerk will provide binders, dividers, and labels to committee assistants for each standing committee. The committee assistant inserts into these binders copies of Bill Logs, Attendance Roll Calls, Guest Sheets, Amendment Roll Calls, Reports of Committee, and minutes for each standing committee meeting held during the session. Completed binders are forwarded to the LRC Library.

Chapter 6

Legislative Support Services

Each legislator is assigned a private office within a suite in the Capitol Annex. Senate members are housed on the second floor, and House members occupy the third and fourth floors. Nonpartisan support staff are provided by the Legislative Research Commission to assist in meeting the needs of the legislators as they serve their constituents. The Legislator Services staff consists of legislative secretaries, receptionists, and proofreaders, and is supervised by the Assistant Director for Legislator Services.

During legislative sessions, it is especially important that members of the General Assembly maintain close contact with their constituents regarding their views on legislation being considered. In addition to being able to contact a member's office directly, a toll-free telephone number is provided for the public's use so that constituents may voice their opinions. Tens of thousands of calls are received during an even-year session, and additional "session only" employees are hired to assist with the increased volume. Messages are typed verbatim to express the caller's message accurately and with no indication as to whether the person taking the call agrees or disagrees. These messages are transmitted electronically to the legislators' offices immediately.

Legislator Services Staff

Legislative receptionists are located in the main reception areas on each of the House floors to greet and assist visitors and to schedule conference rooms for members. Before a visitor is permitted to go to a member's office, the receptionist calls the legislative secretary to report that the visitor wishes to see the member. Once the receptionist is advised that the legislator is available, the visitor is given a pass and allowed access to the member's suite. On the Senate floor, all guests must check in with the secretaries in the suites before being allowed access to a Senator's private office.

Legislative secretaries perform numerous functions to assist the members of the General Assembly. One of the most important duties is to interact appropriately with constituents who contact the office, because the staff are acting on behalf of the Senator or Representative. They also assist members with phone calls, appointments, meeting schedules, travel arrangements for conferences, constituent tour arrangements and various research projects. Additional services include mail and message distribution, orders for citations and colonelcies, procurement of copies of bills, and other needed materials such as vital statistics documents. A secretary may serve from three to 12 legislators, multitasking to ensure smooth operation of the office.

Legislative secretaries also handle correspondence, take and transcribe dictation, compile data bases, track legislation, maintain the legislators' files, prepare surveys, and work closely with committee staff, the Constituent Services Office, and other state agencies. During session, it is essential that each secretary prepare the members' written responses to constituent communications concerning proposed legislation and its status. Often a secretary is asked to call

constituents on behalf of a legislator to relay a message or obtain more information concerning a complaint or inquiry. Every letter, citation, or other written communication is proofread to eliminate errors in grammar, spelling, and factual information. All Legislator Services employees work together to maintain a professional operation that is beneficial to both the members of the General Assembly and the Legislative Research Commission. As a result, they are an integral part of the legislative process.

Chapter 7

Legislative Citations and Page Certificates

Legislative Citations

House Procedures

Legislative citations are used for extending the commendations, congratulations, or condolences of the General Assembly to a particular person or group, or to recognize a significant event or occasion. These are recorded in the *House Journal* after formal adoption during floor proceedings. The Journal Clerk is responsible for entering citations in the *House Journal*.

Legislators provide the Citations staff with a Citation Request form (see Appendix AG) that includes the pertinent information they want included in the citation, and the Citation Clerks draft the citation.

After the citation (see Appendix AH) has been prepared, it is printed and proofed. It is then assigned a citation number and entered on the floor Citation Log. Three plain paper copies are made, with the Citation Information (from the citation prompt) in the top right corner. The Citation Information includes the citation number, computer pathway, and name and seat number of the representative. The original and one copy of the citation are placed inside a brown envelope and the Citation Information is repeated underneath the return address on the envelope. The Legislative Citation Notice (see Appendix AI) is completed and paper clipped, along with a second copy of the citation, to the outside of the envelope. The third copy of the citation is attached to the original Citation Request form, along with any other pertinent information, and is placed inside the Citation Log Folder in the order in which the citations are listed on the outside of the folder. The original Citation Request form is completed and returned, with attending information, to the legislative staff requesting the citation.

Ten minutes prior to session, the brown envelopes containing floor citations are delivered to the Chief House Clerk on the floor by Citation Clerks. The Chief Clerk has the Legislative Citation Notice, which includes the citation number and title, placed on the legislator's desk to inform the legislator that the citation is ready for adoption. Citations are considered during "Motions, Petitions and Communications."

Each day, upon adjournment, the Citations Clerks transfer copies of each adopted citation into the appropriate drive shared with the Journal Clerk. All information regarding citations and citation requests is kept on file in the Citations office.

Page Certificates

Honorary Page Certificates (see Appendix AJ) are also requested by legislators. The Citations Clerks are provided with a Citation Request form, on which the appropriate box for Honorary Page Certificates is marked, appropriate information is noted, and the list of names is attached.

Upon completion, the certificates are returned to the legislative staff indicated on the Citation Request form.

Visiting Page Certificates are requested by the House Page Supervisor who provides the Citation Clerk daily with a list of visiting pages immediately prior to or following the House convening. Those certificates are immediately generated, logged into the House Page Log, placed in individual brown envelopes labeled with the name of the recipient, and returned to the House Page Supervisor.

Personal Page Certificates are requested either by legislators or, at their request, by the House Page Supervisor following the same procedures as the Visiting Page Certificates. The Personal Page Certificates are placed in individual brown envelopes that carry the name of the recipient and the name and seat number of the legislator being served by the Personal Page. These also are returned to the House Page Supervisor, who then delivers them to the appropriate legislator. Records of all requests and page certificates are maintained by the Citations office.

Senate Procedures

The Senate issues page certificates and legislative citations similar to those of the House, although there are procedural differences for distribution. The Senate Personal Page Certificates, for those either serving on the Floor of the Senate or visiting the Senate Gallery, are prepared by the Senate Clerk's Office. The Honorary Page Certificates, for those young constituents simply visiting the Capitol, and the Senate legislative citations are prepared by the Citations Staff.

Senate citations, like House citations, are used to extend commendations and congratulations to individuals or groups of individuals from the members of the Senate. Information pertaining to the citation will be submitted to the Citations Clerk for drafting, printing, and proofing.

After the original citation has been prepared, it is assigned a number, and four plain paper copies are made. The original citation and a plain-paper copy are placed in an orange folder with the citation notice attached to the outside. The citation notice includes the name of the sponsoring legislator and of the citation recipient, and the citation number. The citation number is used by the Citations office and the Senate Clerk as part of the overall record of Senate floor citations for each session and by the sponsoring legislator to call the citation on the floor. Two other plain-paper copies are made for the Senate Clerk, one in the citation script and one in standard Times New Roman. Ten minutes prior to session, the Citations staff delivers all paperwork to the Senate chamber. The orange folder (containing the original citation, a plain-paper copy, and the citation notice) will be laid on the sponsoring legislator's desk. The two additional plain-paper copies are delivered to the Senate Reading Clerk. The Reading Clerk gives the script copy (with the citation number) to the Senate Clerk for the Senate records and keeps the Times New Roman copy to read when the citation is called during the day's activities. The fourth plain-paper copy is attached to a copy of the initial request and kept by the Citations office for their records. The original request is returned to the sponsoring legislator's office. During "Motions, Petitions and Communications," a legislator wishing to call a floor citation will stand and ask the Clerk to report the citation by number and have it read either by title only or in its entirety. The sponsoring legislator can then present the original citation to the recipient or have it mailed to the recipient.

Chapter 8

The Legislative Record

The *Legislative Record* is a newspaper published by the Legislative Research Commission after each legislative day. The *Record* is a digest of all bills and resolutions introduced in the General Assembly and also records all daily legislative action occurring or reported on the House and Senate floors. Hence, the *Record* provides a current summary of the status of each bill and resolution before the General Assembly. The *Record* is divided into four parts: front page, Bill Summaries, Bills and Amendments by Sponsors, and Bill and Amendment Index.

Four sections of the front page of the *Record* delineate the proceedings of the respective chambers on the previous legislative day and provide a means for determining the current status of a given bill on that day. The “In Senate” and “In House” sections identify all bills and resolutions (by number) that were introduced the previous day, bills and resolutions reported from committee and given a first reading the previous day, bills and resolutions with at least two readings, bills and resolutions referred to a committee the previous day, bills and resolutions posted for consideration in and/or reported from specific committees, the Orders of the Day, and the outcome of the previous day’s votes on bills and resolutions. The “Passed” section reflects legislation that has passed one or both chambers, enrolled legislation awaiting the Governor’s signature, legislation signed or vetoed by the Governor, and legislation delivered to the Secretary of State or that has become law without the Governor’s signature. The “Bills n Committee” section denotes the current status of bills and resolutions referred to committees in the respective chambers. The “Committee Meetings” section lists legislative meetings scheduled for the day.

On the inside pages of the *Record*, the “Bill Summaries” section contains all bills and resolutions introduced in the Senate and the House in chronological order. Each itemized entry includes the bill or resolution number, the bill request (BR) number, the primary sponsor(s) and co-sponsor(s), the title, and a summary of the legislation. Each entry also includes a summary of committee and/or floor amendments filed to the bill or resolution and notes if any fiscal statements have been prepared for it. Under the bill (or resolution) and amendment summaries, the *Record* reflects all General Assembly action on the legislation occurring or reported on the Senate and House floors.

The “Bills and Amendments by Sponsor” section of the *Record* lists each member of the General Assembly and identifies the bills, resolutions, and amendments that he or she sponsored or co-sponsored. The “Bill and Amendment Index” section is an index of each bill and resolution introduced, categorized by subject area.

Several LRC staff contribute to the *Record*. However, the actual compilation and preparation for publication is assigned to a minimum of two staff (the *Record* staff). Daily preparation is based on the official minutes of the Senate and House, and starts when the chamber Minute Clerks begin page-by-page distribution of the minutes. At that point, the *Record* staff begin inputting all actions on bills and resolutions, either carried out on the floor or reported on the floor, into the *Record* database. Upon the introduction of bills and resolutions in the Senate and House, the

Chief Clerks of the respective chambers forward the “B” copy of the legislation to the *Record* staff. From the “B” copy, the *Record* staff prepare a bill introduction sheet indicating the BR number, the bill or resolution number, the introduction date, and the primary sponsor and any co-sponsors. One copy of the bill introduction sheet is forwarded to the Bill Cover staff for preparation of bill covers to be printed with the bill by the LRC Print Shop. Another copy of the bill introduction sheet goes to the LRC Bill Processing staff as a signal to enter the bill or resolution and a summary of the legislation prepared by LRC bill drafters into the *Record* database. Concurrently, the *Record* staff begin updating and building the columns and tables appearing on the front page.

At the completion of data input from the Senate and House minutes, *Legislative Record* staff check the data file (based on their reading of the minutes) with reports prepared by the respective chambers for omissions, mistakes, or differences in interpretation of the written minutes. Once the data file is verified, an electronic version of the *Legislative Record* is sent to Georgetown Newspapers, Inc. for printing and delivery for distribution the following morning. The *Legislative Record* also is available in electronic format on the staff homepage and at lrc.ky.gov.

Chapter 9

Internet Services

Kentucky Legislature Internet Site

lrc.ky.gov

The Kentucky General Assembly's webpages provide both legislative staff and the public the means to identify, read, copy, and track legislation electronically. Additionally, computer users who visit the legislature's website can learn meeting schedules and House and Senate daily agendas. The website also provides information that allows the public to locate and contact legislators. The Internet address for the public site above is the legislature's home page.

Legislative Record Online (Legislation)

Proposed legislation, including bills, resolutions, and amendments entered into the *Record* database, is made available on the legislative website after *Record* data has been entered and verified by the *Record* staff. Both the summary and the text of proposed legislation can be accessed. Pages in HTML (hypertext mark-up language) format provide summaries, actions, and links to the text documents in Word for Windows format. As the legislation moves through the legislative process, the latest version (introduced, GA, or EN) of a bill or resolution, as well as any subsequent amendments or subsequent action, is posted on the website. Roll call vote history can be accessed. At the end of each session day, the roll call votes are scanned into PDF (portable document format) files by the computer staff and copied to the Web. The Bills and Amendments Index, Bills and Amendments by Sponsor, and BR to Bill Conversion List are also provided on the *Record* webpages.

Calendar and Minutes

The Regular Session Legislative Calendar is produced as a Word document by the LRC Director's Office, converted to a PDF file by the webmaster, and copied to the Web server preceding the convening of the legislature. An Acrobat reader, available free from Adobe, is required to view files in PDF format.

Each day's House Minutes, handwritten while the House is in session, is scanned upon adjournment by House Clerk Services staff and saved as a PDF file. House Minutes can be accessed only by LRC staff.

Searching Services

The webpages and text documents containing information described in the "*Legislative Record Online*" section above are also made available by keyword searching, using search engine software that resides on the Web server.

Finding and Contacting Legislators

A computer user can view legislator county districts and jump to webpages that provide biographical data, committee assignments, mailing addresses, phone numbers, and email links for individual legislators. Webpages that list legislators in each chamber alphabetically contain hypertext links to the webpages for individual legislators.

Session-Related Links

- Bill Watch - a link to a free legislative tracking service provided by Kentucky.gov
<http://kentucky.gov/services/pages/billwatch.aspx>
- Moment in Kentucky Legislative History - added each day of session
- KET Video Stream Site - a link to Kentucky Educational Television's legislative coverage
<http://www.ket.org/legislature/>
- Site Index - lrc.ky.gov/index - a link directly to all pertinent legislative information

Chapter 10

Project Center

The LRC Project Center, located in the Annex basement, is responsible for a number of operations, and is divided into a central staff, message center, bill status, switchboard, annex bill room, and coffee and meals service. Full-time LRC employees carry out these functions throughout the year and are joined by a number of temporary employees during legislative sessions.

Legislative Postage

Each member of the General Assembly, other than House and Senate leadership, receives an annual postage allowance (currently \$1,459) to cover the costs of mail associated with legislative duties. All outgoing first-class mail is metered in the Project Center before being sent to the Frankfort Post Office. Each item is accompanied by a postage requisition, and staff maintain a record of the member's individual balances. During session, a postage statement is delivered to each legislator's office every two weeks; during the interim, statements are mailed at the end of each calendar month.

Legislative Surveys

Legislators often conduct issue-related constituent surveys prior to or immediately after the beginning of a session. Due to the nature and timing of these surveys, it is important for legislators to receive prompt and accurate results, so it is important that staff receive a copy of the survey at the same time it is distributed to constituents. This allows staff adequate time to develop the computerized programs for tallying and generating the charts, graphs, and reports reflecting survey results. In addition to surveys, the Project Center's central staff assist in the creation of mailing lists as part of mass mailings for which the staff generate labels, collate materials, and stuff envelopes. They also collate packets of tour material, complete copy large projects, and perform other projects.

Message Line, Bill Status, and Switchboard

LRC maintains a toll-free number (800-372-7181) through which citizens across the Commonwealth can leave messages for their particular legislators or for all members generally. The caller must leave a name and zip code because no message will be delivered from an anonymous caller. The caller's address and phone number are requested but are not required. Messages are transmitted electronically to the legislators' offices immediately. Hours of operation during session are Monday through Thursday from 7 a.m. to 11 p.m. and Friday from 7 a.m. to 6 p.m. Thousands of calls come through this line during sessions.

During legislative sessions, LRC maintains a toll-free Bill Status Line (866-840-2835) by which citizens can inquire as to the current status of a piece of legislation. This service is available Monday through Thursday from 8 a.m. to 7 p.m., and Friday from 8 a.m. to 5 p.m. All calls

coming in to LRC go through the LRC switchboard. Hours of operation during the interim are Monday through Friday from 7:30 a.m. to 7 p.m. During session, the switchboard is open Monday through Thursday from 7 a.m. to 11 p.m., and Friday from 7 p.m. to 9 p.m.

Annex Bill Room

During legislative sessions, a bill room is maintained in the basement of the Annex for the benefit of legislators, staff, or other LRC personnel. The bill room receives copies of all House and Senate bills and resolutions, as well as General Assembly bills, with all related amendments, committee substitutes, and notes.

Coffee and Meals Service

The Project Center is also responsible for the preparation, delivery and cleanup of water and other supplies in the legislative offices, committee rooms, and legislative lounges. Project Center staff also coordinate LRC's "Meals Express" program during session, providing evening meals to LRC staff upon request.

Chapter 11

Courier Services

During a legislative session, Courier Office staff deliver urgent LRC-related materials such as amendments, official documents, and legislative citations to the Capitol and Annex legislative offices. The Courier Office staffing is increased and divided into three office locations: Annex Office, Annex Upstairs Office, and Capitol Office.

The Annex Office hours are Monday through Thursday 7 a.m. to 11 p.m. and Friday 7 a.m. to 6 p.m. Staff located on the first floor and in the basement of the Annex should call the Annex Office for courier assistance. Duties of Annex courier staff include distributing the *Legislative Record* each morning in the Annex, distributing the budget document to legislators and staff, regular “basket” pickups in the legislative suites and several leadership offices daily at 10 a.m. and 2:30 p.m., distributing newspapers twice a day to the legislative suites and leadership offices, delivering faxes to legislators and leadership, delivering bills from the Annex Bill Room, maintaining paper supplies in all copy rooms of the Annex, taking care of all outside runs, and transporting legislators to outside meetings when necessary. The Annex Office also purchases supplies for the legislative lounges.

The Annex Upstairs Office hours are Monday through Friday 7 a.m. to 5 p.m. Staff located on the second, third, and fourth floors of the Annex should call the Annex Upstairs Office for courier assistance. In addition to doing runs for the various legislative suites, these couriers also sort and distribute the mail and deliver all lobbyist handouts that have been approved by the House Clerk and the Senate Clerk.

The Capitol Office hours are Monday through Friday 7 a.m. until 6 p.m. Staff located in the Capitol building should call the Capitol Office for courier assistance. Duties of Capitol courier staff include handling all runs originating in the Capitol, making and distributing coffee and coolers of ice to each leadership office and to both chambers of the General Assembly, bringing bills from the Capitol Bill Room to the Annex Bill Room located adjacent to Room 003 of the Annex basement, and maintaining paper supplies in all copy rooms of the Capitol.

All Courier offices work together to handle each request for assistance in a manner most efficient and beneficial to all legislators and staff. While extra courier staff are available during session, there are a limited number. Staff are encouraged to make use of the courier service as efficiently as possible by utilizing messenger mail and courier pickup baskets for non-urgent materials. Cooperation with this will ensure adequate courier staff are available when requests for urgent deliveries are required.

HOUSE OF REPRESENTATIVES

BILLS AND RESOLUTIONS TO BE CONSIDERED BY THE RULES COMMITTEE

March 15, 2012

Consent Calendar

1st Day

- HB 35 AN ACT relating to domestic relations. (Rep. Ron Crimm - Judiciary (H))
-
- HB 104 AN ACT relating to Purple Heart motor vehicle license plates. (Rep. Dwight D. Butler - Veterans, Military Affairs, & Public Safety (H))
-
- HB 379 AN ACT relating to the military family assistance trust fund. (Rep. David Floyd - Veterans, Military Affairs, & Public Safety (H))
-
- HB 420 AN ACT relating to home incarceration. (Rep. Darryl T. Owens - Judiciary (H))
-
- HB 475 AN ACT relating to the disposition of remains. (Rep. Jeff Greer - Veterans, Military Affairs, & Public Safety (H))
-
- HB 480 AN ACT relating to county attorney-operated traffic programs. (Rep. Robert R. Damron - Judiciary (H))
-
- HB 498 AN ACT relating to domestic violence. (Rep. John Tilley - Judiciary (H))
-

HOUSE OF REPRESENTATIVES

BILLS AND RESOLUTIONS TO BE CONSIDERED BY THE RULES COMMITTEE

March 15, 2012

Consent Calendar

1st Day

- HB 502 AN ACT relating to pension plans for second class cities.
(Rep. Tommy Thompson - Local Government (H))
-
- HB 519 AN ACT relating to public protection. (Rep. Michael J.
Nemes - Judiciary (H))
-
- HB 533 AN ACT relating to private transfer fee obligations and
declaring an emergency. (Rep. Fred Nesler - Banking &
Insurance (H)) EMERGENCY
-
- HR 200 A RESOLUTION urging the nomination of Staff Sergeant
George Elmer Larkin, Jr., to the Kentucky Aviation Hall of
Fame. (Rep. Kevin D. Bratcher - Veterans, Military Affairs, &
Public Safety (H))
-
- SB 91 AN ACT relating to ambulance taxing districts. (Sen. Ernie
Harris - Local Government (H))
-

Regular Calendar

5th Day

- HB 125 AN ACT relating to missing persons. (Rep. Brad Montell -
HCS 1 Veterans, Military Affairs, & Public Safety (H))
RECOMMITTED
-

HOUSE OF REPRESENTATIVES

BILLS AND RESOLUTIONS TO BE CONSIDERED BY THE RULES COMMITTEE

March 15, 2012

Regular Calendar

2nd Day

HB 233 AN ACT relating to domestic violence. (Rep. Joni L. Jenkins - Judiciary (H))

HB 289 AN ACT prohibiting smoking in public places and places of employment. (Rep. Susan Westrom - Health & Welfare (H))
RECOMMITTED

HB 315 AN ACT relating to eminent domain. (Rep. David Osborne - Judiciary (H)) RECOMMITTED

HCR 173 A CONCURRENT RESOLUTION establishing a task force to develop a plan to implement the recommendations of the American Bar Association's Kentucky Death Penalty Assessment Report. (Rep. Jesse Crenshaw - Judiciary (H))

SB 123 AN ACT relating to referendum. (Sen. Damon Thayer - Elections, Const. Amendments & Intergovernmental Affairs (H))

1st Day

HB 230 AN ACT relating to public financing for judicial campaigns and making an appropriation therefor. (Rep. Jim Wayne - Judiciary (H)) APPROPRIATION / RECOMMITTED

HOUSE OF REPRESENTATIVES

BILLS AND RESOLUTIONS TO BE CONSIDERED BY THE RULES COMMITTEE

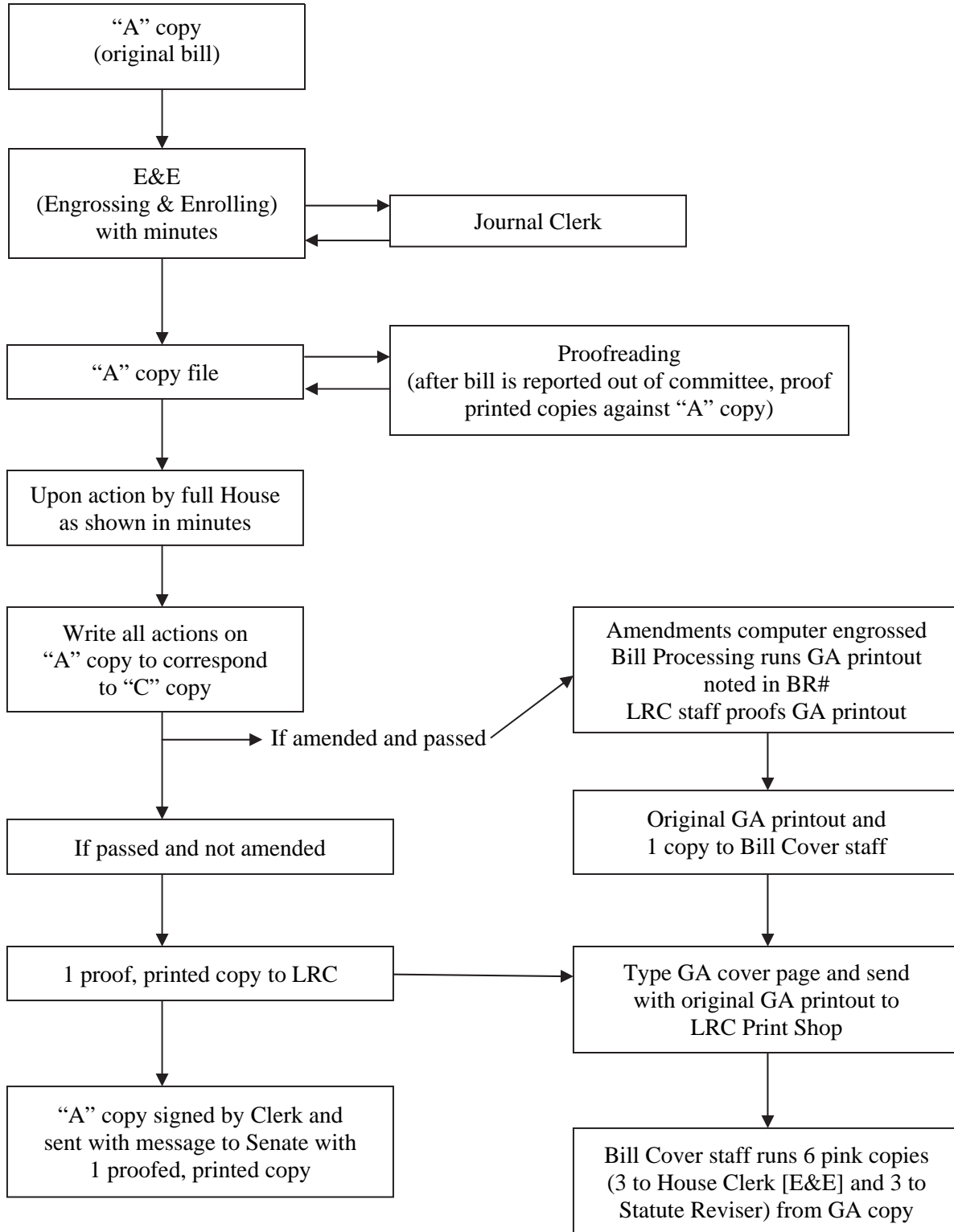
March 15, 2012

Regular Calendar

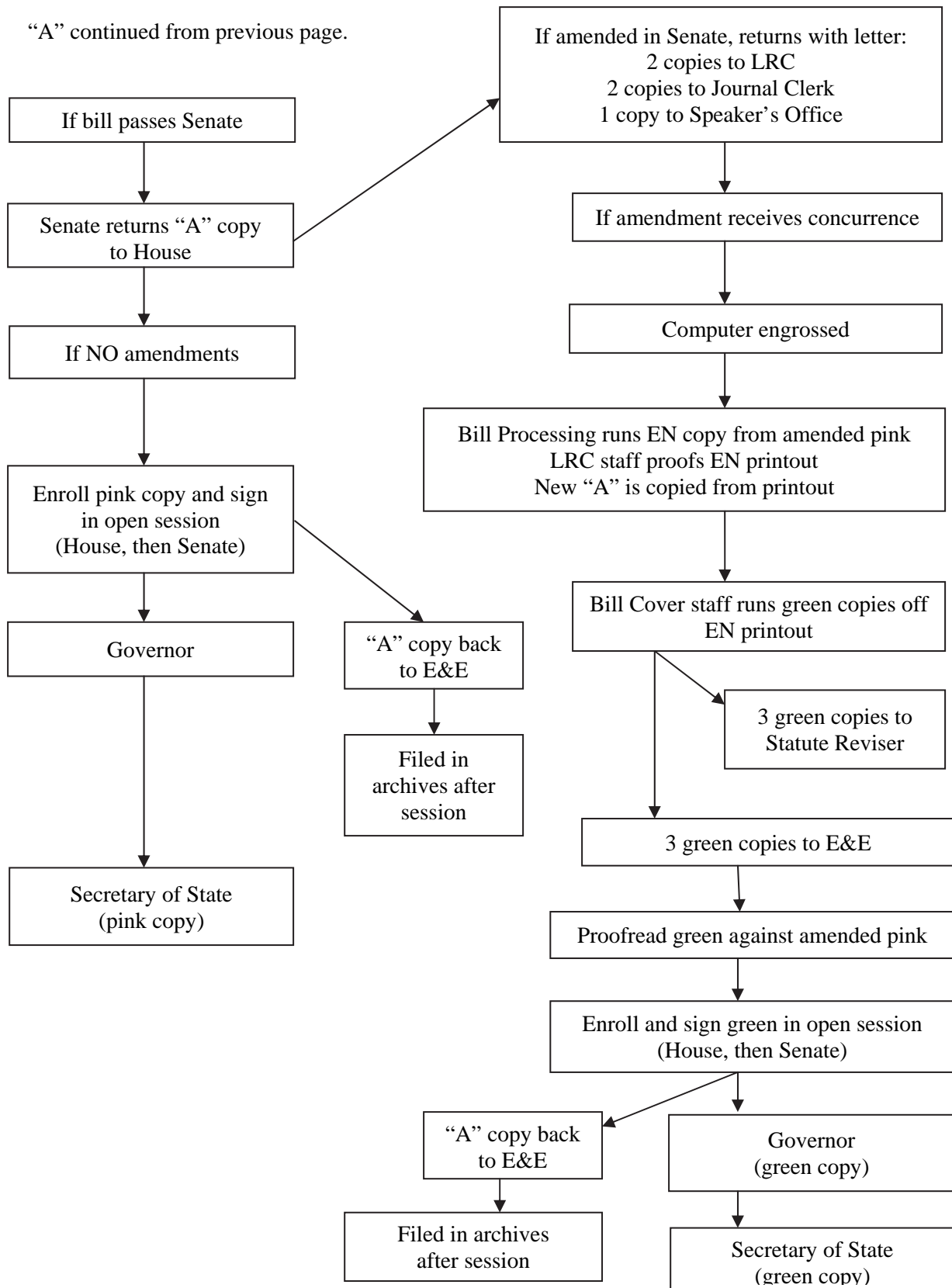
1st Day

- | | |
|--------|--|
| HB 401 | AN ACT relating to the Kentucky False Claims Act. (Rep. Greg Stumbo - Judiciary (H)) |
| <hr/> | |
| HB 429 | AN ACT relating to continuing education for embalmers and funeral directors. (Rep. Jim Gooch Jr. - Licensing & Occupations (H)) |
| <hr/> | |
| HB 550 | AN ACT relating to nutrition. (Rep. Greg Stumbo - Agriculture & Small Business (H)) |
| <hr/> | |
| HR 208 | A RESOLUTION urging Kentucky's jailers to utilize prisoner labor for community-service-related projects. (Rep. Fred Nesler - Local Government (H)) |
| <hr/> | |
| SB 92 | AN ACT relating to agriculture. (Sen. David Givens - Agriculture & Small Business (H)) |
| <hr/> | |

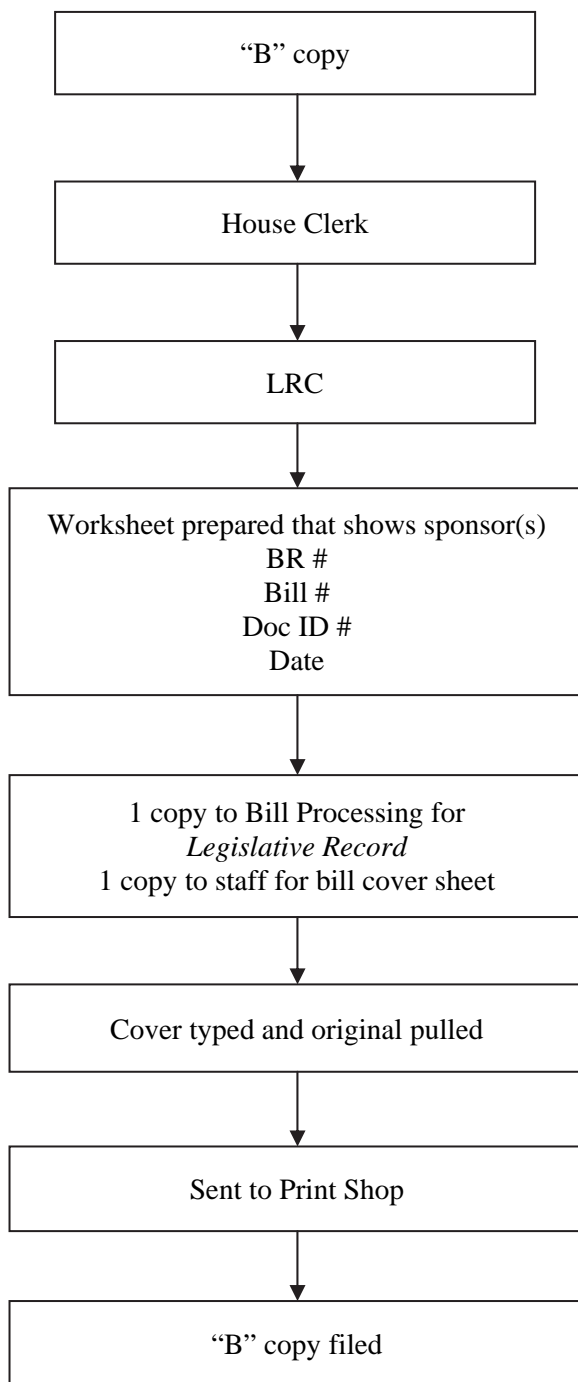
Bill Flow Chart



“A” continued on next page.



E&E Clerk delivers the final bill to either the Governor or to the Secretary of State.



Sponsors: Only those who sign jackets are listed on the bill; co-sponsors added later show up only in *Legislative Record* and *House and Senate Journals*.

No 471

House Minutes 2012

March 29

Presiding Speaker Stumbo

Invocation Rev. Steve Desher
First Christian Church
Mayville (Wenham)

Pledge

Roll call 96 Present

Stone mo absentees be excused Agreed

Stone mo dispense with the reading and approval of Journal Agreed

Stone mo allow co-sponsors and vote modification Agreed

Vote Modification

HB 40 Waide request change yea to nay Agreed

HB 69 Nelson request vote yea Agreed

HB 70 Nelson request vote nay Agreed

HB 73 Nelson request vote yea Agreed

HB 107 Nelson request vote nay Agreed

HB 123 (F.P.) Nelson request vote yea Agreed

HB 146 Nelson request vote yea Agreed

HB 174 Nelson request vote yea Agreed

HB 181 Nelson request vote nay Agreed

HB 182 Nelson request vote nay Agreed

HB 189 Nelson request vote yea Agreed

No 472

House Minutes 2012

March 29

Vote mod (cont'd)

HB 203	Nelson request vote yea	Agreed
HB 225	Nelson request vote yea	Agreed
HB 232	Nelson request vote yea	Agreed
HB 278	Nelson request vote yea	Agreed
HB 281 (F.P.)	Steele request vote yea	Agreed
HB 331	Nelson request change yea to May	Agreed
HB 365	Nelson request vote yea	Agreed
HB 390 (F.P.)	Nelson request vote yea	Agreed
HB 405	Nelson request vote yea	Agreed
HB 421	Nelson request vote yea	Agreed
HJR 11	Nelson request vote yea	Agreed
HR 36 (co-spon.)	Nelson request vote yea	Agreed
HR 85	Nelson request vote yea	Agreed
HR 95 (co-spon.)	Nelson request vote yea	Agreed
HR 111 (co-spon.)	Nelson request vote yea	Agreed
HR 168 (co-spon.)	Nelson request vote yea	Agreed
HR 172 (co-spon.)	Nelson request vote yea	Agreed
HR 187	Nelson request vote yea	Agreed
HR 201	Nelson request vote yea	Agreed
HR 222 (co-spon.)	Nelson request vote yea	Agreed
S.C. 22 (co-spon.)	Nelson request vote yea	Agreed
SB 3	Flood request vote yea	Agreed
SB 32	Nelson request vote yea	Agreed
SB 38	M. King request vote yea	Agreed
SB 58	Flood request vote yea	Agreed
SB 58 (a1)	Flood request vote yea	Agreed
SB 84	Flood request vote yea	Agreed
SB 84	Stacy request vote yea	Agreed
SB 86	Jilleig request vote yea	Agreed
SB 97	Dall request vote yea	Agreed

No 473

House Minutes 2012

March 29

Vote mod (cont'd)

SB 108 Nelson request vote yea Agreed
SB 109 Collins request vote yea Agreed
SB 109 Combs request vote yea Agreed
SB 144 Ford request vote yea Agreed
SB 160 Westrom request vote yea Agreed

Adkins mo grant floor privileges to our special guests Agreed

Adkins mo suspend rules to transfer SB 82, 162, 213 from Consent Calendar to the Consent Orders for action today

Adkins mo suspend take HB 4, 135, 267, HB 308, 409, 467, HCR 29, HJR 77 from Rules & place them in the Orders for concurrence or non concurrence Agreed

Introduction

HR 248 Palumbo
HR 249 McKee
HR 250 Graham

Referrals

J.L. Res. HR 245, 246

Consent Calendar

SB 93

Regular Calendar

SR 134

No 474

House Minutes **2012**

March 29

Mills mo suspend rules act on resol. Agreed
 HR 232 Mills mo adopt V.V. Adopt

Palumbo mo suspend rules grant floor
 privileges and act on resolution Agreed
 HR 248 Palumbo mo adopt V.V. Adopt
 95 Co-sponsors

Owens mo suspend rules grant floor privileges
 & act on citation Agreed
 Citation 138 Owens mo adopt V.V. Adopt

Sinnette mo suspend rules grant floor
 privileges & act on citation Agreed
 Citation 137 Sinnette mo adopt V.V. Adopt

Enrollment Comm.

3:01 p.m.

HB 189 Chair signed

HB 227 Chair signed

HB 278 Chair signed

HB 281 Chair signed

HB 309 Chair signed

HB 324 Chair signed

HB 425 Chair signed

HB 433 Chair signed

HB 444 Chair signed

HB 461 Chair signed

HB 497 Chair signed

HB 484 Chair signed

No 475

House Minutes **2012**

March 29

Enrollment (Cont'd)

HB 539 Chair signed

HB 563 Chair signed

H CR 155 Chair signed

Orders of Day

Adkins mo HB 4

Agreed

HB 4 sec 1

sec 1 Jolley mo refusal concur V.V. Refuse
concur

Chair appointed the following members
to serve on Conference Committee 4:

Jolley, Chair, Belcher, Gregory,
Bell, Watkins

Adkins mo HB 267

HB 267 hcs 2

hcs 2 Rand mo refusal concur V.V. Refuse
concur concur

Adkins mo HJR 77

HJR sec 1

sec 1 Overly mo refusal concur V.V. Refuse
concur

Chair appointed the following members
to serve on Conference Committee: Overly; chair
Stumbo, Clark, Adkins, Hammond, Thompson
Hoover, Ford, DeWise, Turner, Rand

No 476

House Minutes 2012

March 29

Orders (cont'd)

Adkins mo HB 122

Agreed

HB 122 sec 1

sec 1 Rollins mo concu

V.V. Concure

Rollins mo pass as amend

Roll call 89-0

Final Passage

Rollins mo clincher

Adkins mo HB 168

Agreed

HB 168 sfa 1

sfa 1 Jenkins mo concu

V.V. Concure

Jenkins mo pass as amended

Roll call 80-13

Final Passage

Jenkins mo clincher

Agreed

Adkins mo HB 300

Agreed

HB 300 sfa 1

sfa 1 Cherry mo concu

V.V. Concure

Cherry mo pass as amended

Roll call 94-0

Final Pass

Cherry mo clincher

Agreed

Adkins mo HB 458

Agreed

HB 458 sec 1

sec 1 Bell mo concu

V.V. Concure

Bell mo pass as amended

Roll call 90-2

Final Passage

Bell mo clincher

Agreed

No 477

House Minutes 2012

March 29

Orders (cont'd)

Adkins mo HB 308 Agreed
HB 308 sec 1
sec 1 Rollins mo concur V.V. Concur
Rollins mo pass as amended
Roll call 95-0 Final Passage
Rollins mo clincher Agreed

Adkins mo HB 469 Agreed
HB 469 sec 1, sca 1 T
sec 1 Combs mo concur V.V. Concur
Combs mo pass as amended
Roll call 94-0 Final Passage
Combs mo clincher Agreed
sca 1 T Combs mo concur V.V. Concur

Adkins mo HB 135 Agreed
HB 135 sec 1
sec 1 Lamron mo concur V.V. Concur
Lamron mo pass as amended
Roll call 94-0 Final Pass
Lamron mo clincher Agreed

Adkins mo HB 409 Agreed
HB 409 sec 1
sec 1 Jenkins mo concur V.V. Concur
Jenkins mo pass as amended
Roll call 95-0 Final Passage
Jenkins mo clincher Agreed

No 478

House Minutes 2012Orders (cont'd)

Adkins mo HCR 29

Agreed

HCR 29 ssa IT, ssa 1

ssa 1 Graham mo concur v.v. concur

Graham mo pass as amended

Roll call 93-0

Final Passage

ssa IT Graham mo concur v.v. concur

Graham mo clincher

Agreed

Consent Orders

SB 82 Roll call - 0

Passed

SB 162 Roll call - 0

Passed

SB 213 Roll call - 0

Passed

Adkins mo pass Consent Orders

Chair announced that all members previously recorded as present will be counted as voting aye and the Consent Orders are passed.

Adkins mo clincher

Agreed

No 479

House Minutes 2012

March 21

Motions, Petitions, Comm.

HR 246 Klossett, no pass V.V. Adopt

Adkins no suspend rules intro. resolutions
Agreed

Introduction

HR 251 Hoover HI 253 Hoover

HR 252 Hoover

HR 254 Hoover

HR 255 Hoover

HR 256 Stumbo

HR 257 Stumbo

HR 258 Stumbo

HR 259 Stumbo

Adkins no recess until the call of
the chair and no further business
be conducted except Senate reports,
Conference Committee reports, appoint
Conference Committee, Free Conference appoint,
enrollment & when we adjourn, Agreed
adjourn until 12:00 noon, Friday,
March 30, '12 Agreed

all members present except Arnold, Matzian
Webb-Edgington

Co-Sponsors

NCR 29 Riggs

NR 409 Roland

Roland

No 480

House Minutes 2012

March 29

Speaker resumed the chair and
called the House to order

Senate Message: 6:29 p.m.

HB 42, 215, 362, 379, 481, 533, 225 w/ letter
HB 480 w/ letter, 495 w/ letter, 502 w/ letter

Enrollment 7:43 p.m.

HB 42 Chair signed

HB 122 Chair signed

HB 135 Chair signed

HB 168 Chair signed

HB 215 Chair signed

HB 300 Chair signed

HB 308 Chair signed

HB 362 Chair signed

HB 379 Chair signed

HB 409 Chair signed

HB 458 Chair signed

HB 467 Chair signed

HB 481 Chair signed

HB 533 Chair signed

HR 29 Chair signed

Adkins no adjourn until 12 noon,

March 30, '12, Friday V.V. Adjourn

COMMITTEE ON RULES

Date 3/13/14

CONSENT

The Committee on Rules posts for passage on 3/17/14

<u>HB 35</u>	_____	_____
<u>HB 104</u>	_____	_____
<u>HB 379</u>	_____	_____
<u>HB 420</u>	_____	_____
<u>HB 475 HCS'</u>	_____	_____
<u>HB 400 498 HCS'</u>	_____	_____
_____	_____	_____

REGULAR

The Committee on Rules posts the following bills to the Regular Orders for passage on 3/14/14

<u>HB 125 HCS'</u>	_____
<u>HB 401</u>	_____
<u>HB 429</u>	_____
<u>HB 267, HCS' AFA'</u>	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

The Committee on Rules moves the following bills from Consent Calendar to Regular Calendar _____

The Committee on Rules posts for passage on _____

The Committee on Rules recommitted the following bills:

<u>HB 279 to A3R</u>	_____
<u>HB 111 to A3R</u>	_____
_____	_____
_____	_____
_____	_____

Other action by Committee on Rules:

HOUSE OF REPRESENTATIVES

ORDERS OF THE DAY

March 16, 2012

CONSENT ORDERS

- HB 372 AN ACT relating to waiver of educational fees for survivors of officers and firefighters. (Rep. Joni L. Jenkins)
- HB 419 AN ACT relating to an income tax checkoff for local food banks. (Rep. Fred Nesler)
- HB 425 AN ACT relating to recovery funds and making an appropriation therefor. (Rep. Danny Ford) APPROPRIATION
- HB 467 AN ACT relating to statewide notification systems. (Rep. Leslie Combs)
- HB 474 AN ACT relating to civil actions. (Rep. Brent Yonts)
- HB 539 AN ACT relating to economic development. (Rep. Tanya Pullin)
- HJR 189 A JOINT RESOLUTION directing the Early Childhood Advisory Council to conduct a study of the current practices and delivery models for public pre-kindergarten education in the Commonwealth of Kentucky. (Rep. Wilson Stone)

HOUSE OF REPRESENTATIVES**ORDERS OF THE DAY****March 16, 2012****CONSENT ORDERS**

- HR 58 A RESOLUTION promoting concussion awareness in non-scholastic youth sports. (Rep. Joni L. Jenkins)
- SB 124 AN ACT relating to motor vehicle operator's licenses. (Sen. Tom Buford)

REGULAR ORDERS

- HB 32 AN ACT relating to qualifications for military service. (Rep. Ron Crimm)
HFA 1,2,3
- HB 165 AN ACT relating to disaster recovery and declaring an emergency. (Rep. Mike Denham) EMERGENCY
- HB 226 AN ACT relating to outdoor advertising devices. (Rep. Johnny Bell)
HCS 1
- HB 160 AN ACT relating to the protection of disabled children. (Rep. Richard Henderson)
HCS 1
HFA 1T,2,3T
- HB 204 AN ACT relating to voluntary unification of counties. (Rep. Adam Koenig)
HCS 1
HFA 1

HOUSE OF REPRESENTATIVES

ORDERS OF THE DAY

March 16, 2012

REGULAR ORDERS

- | | |
|---------------------------------|--|
| HB 326
HCS 1
HFA 1,2,3,4 | AN ACT relating to firefighters. (Rep. Rick G. Nelson) |
| HB 240 | AN ACT proposing to amend the Constitution of Kentucky relating to the office of constable. (Rep. Joni L. Jenkins) |
| HB 249 | AN ACT relating to minor users of tanning beds. (Rep. David Watkins) |
| HB 159
HCS 1
HFA 1,2T,3,4 | AN ACT relating to pawnbrokers. (Rep. Keith Hall) |
| HB 215 | AN ACT relating to electrical inspections and licensure. (Rep. Sal Santoro) |
| HB 351 | AN ACT relating to state property. (Rep. Will Coursey) |
| HB 424 | AN ACT relating to retirement and declaring an emergency. (Rep. Carl Rollins II) EMERGENCY |

HOUSE OF REPRESENTATIVES**ORDERS OF THE DAY****March 16, 2012****REGULAR ORDERS**

- | | |
|---------------------------------|--|
| HB 377
HCS 1
HFA 1,2,3,4T | AN ACT relating to the substitution of opioids in pharmacies and declaring an emergency. (Rep. Addia Wuchner)
EMERGENCY |
| HB 435
HFA 1 | AN ACT relating to anesthesiology assistants. (Rep. Sal Santoro) |
| HB 335
HCS 1,2 | AN ACT relating to alcohol and drug counseling. (Rep. Joni L. Jenkins) |
| HB 423
HCA 1T
HCS 1 | AN ACT relating to fire protection districts and declaring an emergency. (Rep. David Floyd) EMERGENCY |
| HB 414 | AN ACT relating to unemployment insurance for military spouses. (Rep. Jimmie Lee) |
| HB 316 | AN ACT relating to the Board of Student Body Presidents. (Rep. Ryan Quarles) |
| HB 356 | AN ACT relating to boat dock and marina safety. (Rep. Kevin Sinnette) |

HOUSE OF REPRESENTATIVES

ORDERS OF THE DAY

March 16, 2012

REGULAR ORDERS

- HB 381 AN ACT relating to reemployment after retirement. (Rep. Linda Belcher)
- HB 394 AN ACT relating to procurement. (Rep. Mike Denham)
HCS 1
HFA 1
- SB 40 AN ACT relating to the sale of alcoholic beverages at restaurants. (Sen. John Schickel)
- HB 545 AN ACT relating to governmental revenue functions and declaring an emergency. (Rep. Arnold Simpson)
EMERGENCY
- SB 75 AN ACT relating to slow-moving vehicles and declaring an emergency. (Sen. Ken Winters) EMERGENCY
- SB 89 AN ACT relating to seat belts. (Sen. Ernie Harris)
- HB 396 AN ACT relating to secured property. (Rep. John Tilley)

HOUSE OF REPRESENTATIVES**ORDERS OF THE DAY****March 16, 2012****REGULAR ORDERS**

- HB 125
HCS 1 AN ACT relating to missing persons. (Rep. Brad Montell)
- HB 401 AN ACT relating to the Kentucky False Claims Act. (Rep. Greg Stumbo)
- HB 429 AN ACT relating to continuing education for embalmers and funeral directors. (Rep. Jim Gooch Jr.)
- HB 550 AN ACT relating to nutrition. (Rep. Greg Stumbo)
- HR 208 A RESOLUTION urging Kentucky's jailers to utilize prisoner labor for community-service-related projects. (Rep. Fred Nesler)
- SB 92 AN ACT relating to agriculture. (Sen. David Givens)
- HB 266 AN ACT relating to appropriations providing financing and conditions for the operations, maintenance, support, and functioning of the Transportation Cabinet of the Commonwealth of Kentucky. (Rep. Rick Rand)

14 RS BR 9
SIGNATURES OF ADDITIONAL CO-SPONSORS

SIGNATURES OF ADDITIONAL CO-SPONSORS

A

AA ___ CI ___ FN ___ HM ___ LM ___

House Bill No.

Blue

AN ACT relating to.

COMMONWEALTH OF KENTUCKY
2014 Regular Session
GENERAL ASSEMBLY

INTRODUCED

Primary Sponsor(s):

Representative _____

Representative _____

Date _____ Referred _____

Committee on _____

Reported _____ Favorably _____

Unfavorably Without Opinion

With Amendments Substitute

2nd Reading _____ Posted _____

3rd Reading _____

Recommitted/Reassigned _____

Returned to Rules _____

Other Action _____

Amendments Adopted _____

Substitute Adopted _____

Passage _____ Yeas _____ Nays _____

ATTEST: _____

Clerk of House

Concurrence _____ Yeas _____ Nays _____

ATTEST: _____

Clerk of House

IN SENATE

Received _____

Committee on _____

Reported _____ Favorably _____

Unfavorably Without Opinion

With Amendments Substitute

2nd Reading _____ Posted _____

3rd Reading _____

Recommitted/Reassigned _____

Returned to Rules _____

Other Action _____

Amendments Adopted _____

Substitute Adopted _____

Passage _____ Yeas _____ Nays _____

ATTEST: _____

Clerk of Senate

A

14RS BR 5
SIGNATURES OF ADDITIONAL CO-SPONSORS

SIGNATURES OF ADDITIONAL CO-SPONSORS

AA ___ CI ___ FN ___ HM ___ LM ___

House Resolution No. **Beige**
A RESOLUTION.

COMMONWEALTH OF KENTUCKY
2014 Regular Session
GENERAL ASSEMBLY

INTRODUCED

Primary Sponsor(s):

Representative _____

Representative _____

Date _____ Referred _____

Committee on _____

Reported _____ Favorably

Unfavorably Without Opinion

With Amendments Substitute

2nd Reading _____ Posted _____

3rd Reading _____

Recommitted/Reassigned _____

Returned to Rules _____

Other Action _____

Amendments Adopted _____

Substitute Adopted _____

Passage _____ Yeas _____ Nays _____

ATTEST: _____ Clerk of House

Concurrence _____ Yeas _____ Nays _____

ATTEST: _____ Clerk of House

IN SENATE

Received _____

Committee on _____

Reported _____ Favorably

Unfavorably Without Opinion

With Amendments Substitute

2nd Reading _____ Posted _____

3rd Reading _____

Recommitted/Reassigned _____

Returned to Rules _____

Other Action _____

Amendments Adopted _____

Substitute Adopted _____

Passage _____ Yeas _____ Nays _____

ATTEST: _____ Clerk of Senate

DOC ID _____

2014 BR _____

IN HOUSE

“B” Copy Worksheet

Regular Session 2014

BILL

HOUSE

NO. _____

RESOLUTION

_____, 2014

Representative(s)

Adams, Julie R.	Fischer, Joseph M.	Marzian, Mary Lou	Santoro, Sal
Adkins, Rocky	Flood, Kelly	Mayfield, Donna	Shell, Jonathan
Bechler, Lynn	Floyd, David W.	McKee, Thomas M.	Short, John
Bell, Johnny W.	Glenn, Jim	Meade, David	Simpson, Arnold R.
Benvenuti, Robert	Gooch, Jim, Jr.	Meeks, Reginald K.	Sinnette, Kevin
Bratcher, Kevin D.	Graham, Derrick	Meredith, Michael	Smart, Rita
Bunch, Regina P.	Greer, Jeff	Miles, Suzanne	St. Onge, Diane
Burch, Thomas J.	Hall, W. Keith	Miller, Charles	Stacy, John Will
Butler, Denver	Harmon, Mike	Mills, Terry	Steele, Fitz
Butler, Dwight D.	Heath, Richard	Montell, Brad	Stewart, Jim, III
Carney, John	Henderson, Richard	Moore, Tim	Stone, Wilson
Clark, Larry	Herald, Toby	Nelson, Rick	Stumbo, Greg
Collins, Hubert	Hoover, Jeffrey	Osborne, David	Thompson, Tommy
Combs, Leslie	Horlander, Dennis	Overly, Sannie	Tilley, John
Couch, Tim	Imes, Kenny	Owens, Darryl T.	Turner, Tommy
Coursey, Will	Jenkins, Joni L.	Palumbo, Ruth Ann	Upchurch, Ken
Crenshaw, Jesse	Kay, James	Pullin, Tanya	Waide, Ben
Crimm, Ron	Keene, Dennis	Quarles, Ryan	Watkins, David
Damron, Robert R.	Kerr, Thomas	Rader, Marie L.	Watkins, Gerald
DeCesare, Jim	King, Kim	Rand, Rick	Wayne, Jim
Denham, Mitchel	King, Martha Jane	Richards, Jody	Webber, Russell
DeWeese, Bob M.	Koenig, Adam	Riggs, Steven	Westrom, Susan
Donohue, Jeffery	Lee, Jimmie	Riner, Tom	Wuchner, Addia
Dossett, Myron	Lee, Stan	Rowland, Bart	Yonts, Brent
Embry, C.B.	Linder, Brian	Rudy, Steven J.	York, Jill

introduced the following (bill, resolution) which was ordered to be printed.



House Clerk's Office

Report of Committees

Tuesday, February 25, 2014 (Day 34)



Education (H)

Bill	Title/Sponsor/FS	Should Pass	Amendments
HB 121	AN ACT relating to school safety and communication. (Rep. Richard Henderson)	should pass - Consent	HCS 1
HB 383	AN ACT relating to school calendars and declaring an emergency. (Rep. Addia Wuchner)	should pass - Regular	HCS 1
HB 424	AN ACT relating to districts of innovation. (Rep. Larry Clark)	should pass - Regular	
HCR 11	A CONCURRENT RESOLUTION encouraging recognition of trapshooting as a high school sport. (Rep. Kenny Imes)	should pass - Regular	

Elections, Const. Amendments & Intergovernmental Affairs (H)

Bill	Title/Sponsor/FS	Should Pass	Amendments
HB 158	AN ACT proposing to amend and create sections of the Constitution of Kentucky relating to the office of Constable. (Rep. Adam Koenig)	should pass - Regular	HCS 1

Transportation (H)

Bill	Title/Sponsor/FS	Should Pass	Amendments
HB 33	AN ACT relating to injury prevention and making an appropriation therefor. (Rep. Terry Mills)	should pass - Regular	HCS 1 HCA 1
HB 90	AN ACT relating to the operation of a motor vehicle by persons under the age of 18. (Rep. Reginald Meeks)	should pass - Consent	HCS 1 HCA 1T
HB 260	AN ACT relating to all-terrain vehicles. (Rep. Ken Upchurch)	should pass - Regular	

14 RS HB 999/GA



GENERAL ASSEMBLY COMMONWEALTH OF KENTUCKY

2014 REGULAR SESSION

HOUSE BILL NO. 999

MONDAY, MARCH 17, 2014

The following bill was reported to the Senate from the House and ordered to be printed.

Message to the Senate

Frankfort, Ky. *January 23, 2014*

Received of the House Clerk

HB 17
HB 69
HB 79
HB 126
HJR 19

[Signature]

Senate Clerk

Message from Senate

Frankfort, Ky. March 31, 2014

Received of Senate Clerk

✓ HB 235 = letter ✓

✓ HB 238 = letter

✓ HB 253 = letter

✓ HB 445 = letter

Signature: Dean E. Dungen

Date: March 31, 2014 Time: 6:51 pm

House Clerk

LM ___ FN ___ AA

CI ___ HM

Date Received 3/10/14 Referred _____

Green

SENATE BILL NO. 179

Committee on _____

AN ACT relating to notary publics.

Reported _____ Favorably
 W/ Amendments Substitute

2nd Reading _____ Posted _____

3rd Reading _____

Recommitted/Reassigned _____

Returned to Rules _____

Other Action _____

Amendments Adopted _____

Substitute Adopted _____

Passage _____ Yeas _____ Nays _____

ATTEST: _____
Clerk of the House

**GENERAL
ASSEMBLY
2014 RS
IN HOUSE**



14 RS HB 999/EN

Green

GENERAL ASSEMBLY COMMONWEALTH OF KENTUCKY

2014 REGULAR SESSION

HOUSE BILL NO. 999

AS ENACTED

TUESDAY, NOVEMBER 18, 2014

House Bill Room Distribution

Morning Distribution

Collated Copies

Annex

# Copies	Types of information	Location	Contact Person
12	Bills, resolutions, amendments, committee subs, notes	Room 001	Betty Shipp ext. 721

Capitol

# Copies	Types of information	Office	Location
1	Bills, resolutions	Speaker's Office	Room 309
1	Bills, resolutions	Bill Analyst	Room 433

Uncollated Copies

1	Bills resolutions, committee subs	Majority Caucus	Room 313 Annex
10	Bills, resolutions, amendments	Betty Shipp	Room 001 Annex
8	Bills, resolutions, committee substitutes*	Proofing	File cabinet off Lobby G Capitol *8 in cabinet, 3 to Melissa Bybee-Fields

Afternoon Distribution and Preparation

# Copies	Types of information	Location	Contact Person
See distribution list to committees, next page	Bills referred to committee	Bookcase off Lobby G Capitol	House Clerk Services (Adanna Hydes)
1 set	Orders of the Day	Speaker's Office Room 309 Capitol	
10	Amendments received that day, placed in individually labeled folders	Room 001 Annex	Betty Shipp ext. 721
4	Bills, committee subs, amendments, and resolutions that are posted to the Orders of the Day	House Bill Room (Emergency books)	

Bill Distribution to Committees

Committee	# Copies	Secretary	Room #	Phone
Agriculture and Small Business	36	Susan Spoonamore	127 Annex	741
Appropriations and Revenue	45	Sheri Mahan	160 Annex	508
Banking and Insurance	47	Jamie Griffin	Lobby H Capitol	364
Economic Development	55	Dawn Johnson	176 Annex	863
Education	40	Daniel Clark	107 Annex	862
Elections and Constitutional Amendments	15	Terisa Roland	170 Annex	538
Health and Welfare	30	Gina Rigsby	101 Annex	499
Judiciary	35	Elishea Schweickart	Lobby D Capitol	841
Labor and Industry	24	Sasche Allen	Lobby F Capitol	384
Licensing and Occupations	25	Susan Cunningham	018 Annex	375
Local Government	30	Cheryl Walters	172 Annex	555
Natural Resources and Environment	20	Kelly Blevins	127 Annex	471
State Government	37	Peggy Sciantarelli	170 Annex	351
Tourism Development and Energy	25	Jennifer Wilson	002 Annex	806
Transportation	45	Christina Williams	014 Annex	309
Veterans, Military Affairs, and Public Safety	42	Rhonda Schierer	Lobby E Capitol	861
Office of Education Accountability (bills referred to Education)	1	Tammy Daniel	Coffee Tree Rd.	9-4-8167

Distribution numbers often change when session starts.

House Journal Day

WEDNESDAY, FEBRUARY 26, 2014

THIRTY-FIFTH LEGISLATIVE DAY

The House was called to order by Speaker Stumbo.

Prayer was offered by Reverend Louis Newby, Retired First Corinthian Baptist Church, Frankfort, Kentucky.

The Speaker led the members in the Pledge of Allegiance to the Flag.

The roll was called. All members were present except Representative Henderson.

Representative Stone moved that the absent member be granted leave of absence in accordance with the rules of the House. Agreed.

Representative Stone moved that the reading of the Journal of February 25, 2014, be dispensed with and the same approved. Agreed.

Representative Stone moved that the rules be suspended for the purpose of allowing members who want to be co-sponsors of bills and resolutions or to submit vote modifications for recording on the next legislative day to do so if they have filed the proper papers with the clerk. Agreed.

Vote modifications on Bills were filed by the following members:

HB 181, Representative De. Butler, Yea

HB 277, Representatives Bunch, Yea to Nay; Imes, Nay; Santoro, Yea to Nay

Representative Adkins moved that floor privileges be granted to special guests. Agreed.

Special music was performed by J. B. Gibson who sang "Appalachian Mountains," guest of Speaker Stumbo and Representative Stewart.

Introduction of Bills and Resolutions

HB 458, by Representative De. Butler: AN ACT relating to naloxone.

HB 459, by Representative Jenkins: AN ACT relating to levies for fire protection districts and volunteer fire departments.

HB 460, by Representative Burch: AN ACT relating to health-facility-acquired infections.

Reference of Bills and Resolutions

The Clerk reported that the Committee on Committees has referred the following Bills and a Resolution:

Appropriations and Revenue: **HB 454**

Banking and Insurance: **HB 457**

Education: **HB 435, 455**

Elections, Constitutional Amendments and Intergovernmental Affairs: **HB 449, 450,**

HCR 160

Health and Welfare: **HB 453, SB 82**

Judiciary: **SB 116**

Labor and Industry: **SB 105**

Licensing and Occupations: **HB 456**

Transportation: **HB 451, 452**

Report of Committees

The Committee on Agriculture and Small Business reported **HR 151**, with Committee Amendment attached thereto, with the expression of opinion that the same should pass. Read at length for the first time and ordered placed on the Consent Calendar.

(Insert No. 1 - **HR 151**)

HR 151, <<4234>>

The Committee Amendment No. 1 to **HR 151** is as follows:

(Insert No. 2 - Committee Amendment No. 1 to **HR 151**)

HR 151, {{4757}}

The Committee on Banking and Insurance reported **HB 344**, with Committee Substitute attached thereto, **HB 357**, with Committee Substitute attached thereto, and **HB 375** with the expression of opinion that the same should pass. Read at length for the first time and ordered placed on the Consent Calendar.

(Insert No. 3 - **HB 344**)

HB 344, <<3408>>

The Committee Substitute to **HB 344** is as follows:

(Insert No. 4 - Committee Substitute to **HB 344**)

HB 344,<<4906>>

(Insert No. 5 - **HB 357**)

HB 357, <<3522>>

The Committee Substitute to **HB 357** is as follows:

(Insert No. 6 - Committee Substitute to **HB 357**)

HB 357,<<4905>>

(Insert No. 7 - **HB 375**)

HB 375, <<3599>>

The Committee on Banking and Insurance reported **HB 362**, with Committee Substitute attached thereto, with the expression of opinion that the same should pass. Read at length for the first time and ordered placed on the Calendar.

(Insert No. 8 - **HB 362**)

HB 362, <<2549>>

The Committee Substitute to **HB 362** is as follows:

(Insert No. 9 - Committee Substitute to **HB 362**)

HB 362,<<4907>>

The Committee on Local Government reported **HB 276**, with Committee Substitutes attached thereto, with the expression of opinion that the same should pass. Referred to the Committee on Rules as a Consent Bill.

The Committee Substitute No. 2 to **HB 276** is as follows:

(Insert No. 10 - Committee Substitute No. 2 to **HB 276**)

HB 276, <<4944>>

The Committee on Local Government reported **HB 365**, with Committee Substitute attached thereto, with the expression of opinion that the same should pass. Read at length for the first time and ordered placed on the Consent Calendar.

(Insert No. 11 - **HB 365**)

HB 365, <<3602>>

The Committee Substitute to **HB 365** is as follows:

(Insert No. 12 - Committee Substitute to **HB 365**)

HB 365, <<4943>>

The Committee on Local Government reported **HB 364** with the expression of opinion that the same should pass. Read at length for the first time and ordered placed on the Calendar.

(Insert No. 13 - **HB 364**)

HB 364, <<2738>>

The Committee on Veterans, Military Affairs, and Public Safety reported **HB 234** and **HJR 47**, with Committee Substitute and Committee Amendment attached thereto, with the expression of opinion that the same should pass. Read at length for the first time and ordered placed on the Consent Calendar.

(Insert No. 14 - **HB 234**)

HB 234, <<2150>>

(Insert No. 15 - **HJR 47**)

HJR 47, <<1167>>

The Committee Substitute to **HJR 47** is as follows:

(Insert No. 16 - Committee Substitute to **HJR 47**)

HJR 47, <<4931>>

The Committee Amendment No. 1 Title to **HJR 47** is as follows:

(Insert No. 17 - Committee Amendment No. 1 Title to **HJR 47**)

HJR 47, {{2828}}

The Committee on Veterans, Military Affairs, and Public Safety reported **HB 337**, with Committee Substitute attached thereto, with the expression of opinion that the same should pass. Read at length for the first time and ordered placed on the Calendar.

(Insert No. 18 - **HB 337**)

HB 337, <<3345>>

The Committee Substitute to **HB 337** is as follows:

(Insert No. 19 - Committee Substitute to **HB 337**)

HB 337, <<4932>>

Consent Calendar

HB 90 and **HB 121** taken from the Consent Calendar and ordered read at length for the second time. Representative Adkins moved that they be read by title only. Agreed by a majority of members elected. Ordered referred to the Committee on Rules.

Calendar

HB 33, 158, 260, 383, 424, and **HCR 11** taken from the Calendar and ordered read at length for the second time. Representative Adkins moved that they be read by title only. Agreed by a majority of members elected. Ordered referred to the Committee on Rules.

Representative Adkins moved that **HB 90** and **HB 121** be taken from the Committee on Rules and placed in the Consent Orders of the Day for March 4, 2014. Agreed.

Representative Adkins moved that **HB 33** and **HB 424** be taken from the Committee on Rules and placed in the Regular Orders of the Day. Agreed.

Representative Adkins moved that **HB 331** be recommitted to the Committee on Local Government. Agreed.

Representative Adkins asked the Clerk to read **HR 112** recognizing Sexual Assault Awareness Award Recipients. Agreed.

The roll call was opened for co-sponsors. On the roll call for co-sponsors of **HR 112** the vote was: **Yeas 99**. (See February 26, 2014, roll call to show co-sponsors on **HR 112-Appendix**.)

(Note: HR 112 was adopted by voice vote on February 7, 2014).

Representative Thompson moved that the rules be suspended to act on a Legislative Citation. Agreed.

Representative Thompson moved the adoption of the following **Legislative Citation No. 040**.

The House of Representatives of the Commonwealth of Kentucky hereby recognizes and honors the Boys and Girls Clubs of America 2014 Kentucky State Youth of the Year Candidates and welcomes these distinguished honorees to the Capitol during the 2014 Regular Session of the Kentucky General Assembly. The Boys and Girls Clubs of America program, with chapters in communities across this Commonwealth and Nation, is designed to enhance the development of area youth by promoting such laudable characteristics as community spirit, leadership and good sportsmanship through a wide array of programs and services, including homework help, drug and alcohol prevention, mentoring and recreation. Established in 1947, the Youth of the Year program recognizes members of this vital organization who, with the help of their Club, have met personal challenges with the utmost bravery and determination and, despite odds against

them, have given back to their Club, community and family by demonstrating academic success, strong moral character, life goals and poise in all their endeavors. Inasmuch as the Boys and Girls Clubs of America 2014 Kentucky State Youth of the Year Candidates--including Kolby Atkinson, representing Boys and Girls Clubs of Kentuckiana; Alexandra Goodlett, representing USAG Fort Campbell CYS Services; Ke'Shaun Hammonds, representing Boys & Girls Club of Franklin-Simpson County; Maranya Shobe, representing Boys & Girls Club of Bowling Green; and Richard Thackrey, representing USAG Fort Knox CYS Services--represent the very best and brightest of Kentucky's extraordinary youth and continue, both collectively and individually, to set a stellar example for other young people to follow, the members of this august body are delighted to join Representative Tommy Thompson in paying most sincere and well-deserved tribute to these esteemed honorees and in extending to them best wishes as they continue on their individual paths to greatness.

Done in Frankfort, Kentucky, this twenty-sixth day of February, in the year two thousand fourteen.

Legislative Citation No. 040 was adopted by voice vote.

Consent Orders of the Day

HB 318 taken from the Consent Orders of the Day and ordered read at length for the third time. Representative Adkins moved that it be read by title only and placed upon its passage. Agreed by a majority of members elected.

Representative Adkins moved that **HB 318** be passed.

On the roll call the vote was: **Yeas 99, Nays 0**. (See February 26, 2014, roll call on **HB 318** - Appendix.)

HB 318 was passed and the title agreed to.

Representative Adkins moved that the vote by which **HB 318** was passed be reconsidered and said motion be placed on the table. Agreed.

HB 354, with Committee Substitute attached thereto, taken from the Consent Orders of the Day and ordered read at length for the third time. Representative Adkins moved that it be read by title only and placed upon its passage. Agreed by a majority of members elected.

Representative Adkins moved the adoption of the Committee Substitute to **HB 354**. Agreed.

Representative Adkins moved that **HB 354**, by way of Committee Substitute, be passed.

On the roll call the vote was: **Yeas 99, Nays 0**. (See February 26, 2014, roll call on **HB 354** - Appendix.)

HB 354, by way of Committee Substitute, was passed and the title agreed to.

Representative Adkins moved that the vote by which **HB 354**, by way of Committee Substitute, was passed be reconsidered and said motion be placed on the table. Agreed.

HB 363 taken from the Consent Orders of the Day and ordered read at length for the third time. Representative Adkins moved that it be read by title only and placed upon its passage. Agreed by a majority of members elected.

Representative Adkins moved that **HB 363** be passed.

On the roll call the vote was: **Yeas 99, Nays 0**. (See February 26, 2014, roll call on **HB 363** - Appendix.)

HB 363 was passed and the title agreed to.

Representative Adkins moved that the vote by which **HB 363** was passed be reconsidered and said motion be placed on the table. Agreed.

HB 388 taken from the Consent Orders of the Day and ordered read at length for the third time. Representative Adkins moved that it be read by title only and placed upon its passage. Agreed by a majority of members elected.

Representative Adkins moved that **HB 388** be passed.

On the roll call the vote was: **Yeas 99, Nays 0**. (See February 26, 2014, roll call on **HB 388** - Appendix.)

HB 388 was passed and the title agreed to.

Representative Adkins moved that the vote by which **HB 388** was passed be reconsidered and said motion be placed on the table. Agreed.

HB 389 taken from the Consent Orders of the Day and ordered read at length for the third time. Representative Adkins moved that it be read by title only and placed upon its passage. Agreed by a majority of members elected.

Representative Adkins moved that **HB 389** be passed.

On the roll call the vote was: **Yeas 99, Nays 0**. (See February 26, 2014, roll call on **HB 389** - Appendix.)

HB 389 was passed and the title agreed to.

Representative Adkins moved that the vote by which **HB 389** was passed be reconsidered and said motion be placed on the table. Agreed.

The Speaker advised that all members who have been previously recorded as being present and who have not indicated a vote of "nay" or "pass" on the Consent Orders of the Day will be reflected as voting "aye."

Orders of the Day

HB 264, with Committee Substitute and Floor Amendment attached thereto, taken from the Orders of the Day and ordered read at length for the third time. Representative Adkins moved that it be read by title only and placed upon its passage. Agreed by a majority of members elected.

Representative Yonts moved the adoption of the Committee Substitute to **HB 264**. Agreed.

Representative Yonts moved the adoption of Floor Amendment No. 1 to the Committee Substitute to **HB 264**. Agreed.

Representative Yonts moved that **HB 264**, by way of Committee Substitute, as amended, be passed.

On the roll call the vote was: **Yeas 98, Nays 0**. (See February 26, 2014, roll call on **HB 264** - Appendix.)

HB 264, by way of Committee Substitute, as amended, was passed and the title agreed to.

Representative Yonts moved that the vote by which **HB 264**, by way of Committee Substitute, as amended, was passed be reconsidered and said motion be placed on the table. Agreed.

Motions, Petitions, and Communications

Representative Kerr moved that the rules be suspended to introduce and act on a Resolution. Agreed.

Introduction of Bills and Resolutions

HR 167, by Representative Kerr: A RESOLUTION adjourning the House of Representatives in loving memory and honor of Specialist Christopher A. Landis.

Representative Kerr moved the adoption of the following **HR 167**:

(Insert No. 20 - **HR 167**)

HR 167, <<4773>>

HR 167 was adopted by voice vote.

Representative Adkins moved that the rules be suspended for the introduction and posting of Bills and Resolutions and for Committee Reports. Agreed.

Introduction of Bills and Resolutions

HB 461, by Representative York: AN ACT reclassifying the City of Louisa.

HB 462, by Representatives Stone and Bell: AN ACT relating to cigarette tax.

HB 463, by Representative Combs: AN ACT relating to the equitable treatment of manufactured homes.

HB 464, by Representative Simpson: AN ACT relating to motor vehicle insurance.

HB 465, by Representative S. Lee: AN ACT relating to concealed carry licenses.

HB 466, by Representative Hall: AN ACT relating to the development of the market for natural gas as an alternative transportation fuel.

HB 467, by Representative Denham: AN ACT relating to notifications by the Department of Workers' Claims.

HB 468, by Representatives Rader and Wuchner: AN ACT relating to school funding and making an appropriation therefor.

HB 469, by Representative Nelson: AN ACT relating to public assistance.

HB 470, by Representative Bell: AN ACT relating to budget reductions impacting state personnel.

HB 471, by Representative Denham: AN ACT relating to harassing communications.

HB 472, by Representative Denham: AN ACT relating to cruelty to animals.

HB 473, by Representative Denham: AN ACT relating to the safety and well-being of students.

HB 474, by Representatives Adkins, Stumbo, Collins, Coursey, Combs, Gooch, Sinnette, Hall, Short, Nelson, Denham, G. Watkins, and Yonts: AN ACT relating to economic development incentives for the coal industry.

HR 164, by Representative Damron: A RESOLUTION commemorating the 15-year anniversary of Jarrett's Joy Cart and honoring the life of Jarrett Mynear.

HR 165, by Representative Crimm: A RESOLUTION adjourning the House of Representatives in honor of Abigail Yarberry upon being named a top youth volunteer in Kentucky for 2014 at the 19th Annual Prudential Spirit of Community Awards.

HR 166, by Representatives Flood and Kay: A RESOLUTION adjourning the House of Representatives in honor of Ferrell Wellman, host of KET's Comment on Kentucky, upon the occasion of his retirement.

Posting of Bills and Resolutions for Consideration

The Clerk announced that the following Bills have been posted for Committee consideration:

Natural Resources and Environment: **HB 328, 356**

Report of Committee

The Committee on Judiciary reported **HB 78**, with Committee Substitutes attached thereto, with the expression of opinion that the same should pass. Referred to the Committee on Rules as a Consent Bill.

The Committee Substitute No. 2 to **HB 78** is as follows:

(Insert No. 21 - Committee Substitute No. 2 to **HB 78**)

HB 78, <<4940>>

The Committee on Judiciary reported **HB 317** and **HB 369** with the expression of opinion that the same should pass. Read at length for the first time and ordered placed on the Consent Calendar.

(Insert No. 22 - **HB 317**)

HB 317, <<3060>>

(Insert No. 23 - **HB 369**)

HB 369, <<3616>>

The Committee on Judiciary reported **HB 31**, with Committee Substitute attached thereto, **HB 167**, and **HB 418** with the expression of opinion that the same should pass. Read at length for the first time and ordered placed on the Calendar.

(Insert No. 24 - **HB 31**)

HB 31, <<250>>

The Committee Substitute to **HB 31** is as follows:

(Insert No. 25 - Committee Substitute to **HB 31**)

HB 31, <<4955>>

(Insert No. 26 - **HB 167**)

HB 167, <<720>>

(Insert No. 27 - **HB 418**)

HB 418, <<4115>>

Posting of Bills and Resolutions for Consideration

The Clerk announced that the following Bill has been posted for Committee consideration:

Local Government: **HB 403**

Motions, Petitions, and Communications (Continued)

Representative Westrom moved that **HCR 74** be withdrawn. Agreed.

Report On Enrolled Bills

HB 181 was delivered to the Senate and signed by the President. Delivered to the Governor on February 26, 2014, at 2:52 p.m.

Floor Amendments

Floor Amendment No. 1 to the Committee Substitute to **HB 270**, by Representative Riner:

(Insert No. 28 - Floor Amendment No. 1 to the Committee Substitute to **HB 270**)

HB 270, {{4919}}

Floor Amendment No. 2 Title to **HB 270**, by Representative Riner:

(Insert No. 29 - Floor Amendment No. 2 Title to **HB 270**)

HB 270, {{4929}}

Floor Amendment No. 1 to **HB 353**, by Representative Riggs:

(Insert No. 30 - Floor Amendment No. 1 to **HB 353**)

HB 353, {{4891}}

Under previous suspension of the rules, the following members filed requests to have their names added as co-sponsors of Bills and a Resolution:

HB 28, Representative M. King

HB 46, Representative Tilley

HB 81, Representative Richards

HB 88, Representative M. King

HB 99, Representative Rader

HB 167, Representative St. Onge

HB 195, Representatives Smart and Wayne

HB 258, Representative Yonts

HB 364, Representatives Burch, Harmon, Mayfield, and Mills

HB 330, Representative Smart

HB 378, Representative M. King

HB 381, Representative Richards

HB 388, Representatives York, St. Onge, Couch, and Embry

HB 407, Representatives Benvenuti and Imes

HB 410, Representative Steele

HB 420, Representative De. Butler

HB 422, Representative Couch (primary)

HB 448, Representative Rowland

HCR 20, Representative Clark

Announcements

Committee on Economic Development – 9:00 a.m., tomorrow

Committee on Health and Welfare – 12:00 noon, tomorrow

Committee on Natural Resources and Environment – canceled, tomorrow

Committee on Labor and Industry – 10:00 a.m., tomorrow

Budget Review Subcommittee on Postsecondary Education – tomorrow

Adjournment

Representative Adkins moved that when the House does adjourn it does so until 2:00 p.m., February 27, 2014. Agreed.

Representative Adkins moved that the House adjourn.

The motion that the House adjourn until 2:00 p.m., February 27, 2014, was adopted by voice vote.

BILL LOG
COMMITTEE

Bill/Res. (BR #)	FN LM AA CI HM	Sponsor	SUBJECT	Date Referred	Date Posted (House Only)	Committee Action

WORD 2007 TEMPLATE: BIL_LOG

HOUSE REFERRALS

TO: Jamie Griffin

COMMITTEE: Banking & Insurance

DATE: February 4

H. B. # _____

H. R. # _____

S. B. # _____

S. R. # _____

REASSIGNED: _____

RECOMMITTED: _____

POSTED FOR CONSIDERATION: _____

WITHDRAWN FROM CONSIDERATION: _____

OTHER: _____



Senate Clerk's Office
Senate Daily Action
Thursday, March 29, 2014 (Day 58)



Bill Introductions

Bill	Sponsor(s)
SCR 276	Sen. Robert Stivers II
SR 273	Sen. Julie Denton
SR 274	Sen. Kathy W. Stein
SR 275	Sen. Alice Forgy Kerr
SR 277	Sen. Robert Stivers II

Report of Committee on Committees

The following bills and resolutions have been referred to Senate Committees

Committee	Bills
to Senate Floor	SR 269, 271, 272

Report of the Rules Committee

The following Bills and Resolutions have been posted for action

March 29, 2014

Consent Orders

Bill	Amendments	Title/Sponsor/FS
HB 42		AN ACT relating to motor vehicle personal injury reparation benefits. (Rep. Kevin Sinnette)
HB 215		AN ACT relating to electrical inspections and licensure. (Rep. Sal Santoro)
HB 225	SCS 1	AN ACT relating to state employee health insurance. (Rep. Jody Richards)
HB 294		AN ACT relating to reorganization. (Rep. Tom Burch)
HB 362		AN ACT relating to the creation of the Asset Resolution Corporation. (Rep. Rita Smart)
HB 379		AN ACT relating to the military family assistance trust fund. (Rep. David Floyd)
HB 480	SCS 1 SFA 1	AN ACT relating to county attorney-operated traffic programs. (Rep. Robert R. Damron)
HB 481		AN ACT relating to controlled substances and declaring an emergency. (Rep. John Tilley) EMERGENCY LM/CI
HB 495		AN ACT relating to unemployment insurance and declaring an emergency. (Rep. Larry Clark) EMERGENCY FN
HB 502	SCS 1	AN ACT relating to pension plans for second class cities. (Rep. Tommy Thompson)

SENT THROUGH EMAIL



Senate Clerk's Office

Senate Daily Action

Thursday, March 29, 2014 (Day 58)



Report of the Rules Committee

The following Bills and Resolutions have been posted for action

March 29, 2014

Consent Orders

Bill	Amendments	Title/Sponsor/FS
HB 533		AN ACT relating to private transfer fee obligations and declaring an emergency. (Rep. Fred Nesler) EMERGENCY

Report of Committees (1st readings)

The following Senate Committees have met and reported

Appropriations & Revenue (S)

Bill	Title/Sponsor/FS	Should Pass	Amendments
HB 260	AN ACT relating to postsecondary education and making an appropriation therefor. (Rep. Leslie Combs)	should pass	SCS 1 SCA 1T
		- Rules as Consent	
HB 419	AN ACT relating to an income tax checkoff for local food banks. (Rep. Fred Nesler) FN	should pass	
		- Consent	
HB 499	AN ACT relating to fiscal matters and declaring an emergency. (Rep. Rick Rand) FN	should pass	(SCS 1) SCS 2
		- Rules	
HB 545	AN ACT relating to governmental revenue functions and declaring an emergency. (Rep. Arnold Simpson) LM	should pass	SCA 1
		- Rules as Consent	

Health & Welfare (S)

Bill	Title/Sponsor/FS	Should Pass	Amendments
HB 294	AN ACT relating to reorganization. (Rep. Tom Burch)	should pass	SCA 1, 2, 3, 4,
		- Rules as Consent	5T
HB 510	AN ACT relating to oral health in nursing homes and making an appropriation therefor. (Rep. Kelly Flood) FN	should pass	SCA 1T, 2, 3
		- Rules	

Judiciary (S)

Bill	Title/Sponsor/FS	Should Pass	Amendments
HB 54	AN ACT relating to mental health. (Rep. Fitz Steele) CI	should pass	SCS 1 SCA 1T
		- Rules	



Senate Clerk's Office

Senate Daily Action

Thursday, March 29, 2014 (Day 58)



Report of Committees (1st readings)

The following Senate Committees have met and reported

Judiciary (S)

Bill	Title/Sponsor/FS	Should Pass	Amendments
HB 350	AN ACT relating to human trafficking and making an appropriation therefor. (Rep. Sannie Overly) LM/CI	should pass - Consent	SCS 1
HB 441	AN ACT relating to business entities. (Rep. Mike Denham)	should pass - Rules as Consent	SCS 1
HB 495	AN ACT relating to unemployment insurance and declaring an emergency. (Rep. Larry Clark) FN	should pass - Rules as Consent	SCS 1
HB 519	AN ACT relating to public protection. (Rep. Michael J. Nemes) CI	should pass - Rules as Consent	

HB 294, 510 and 495 having received two previous readings are ordered to the possession of the Rules Committee for further action.

Calendar (2nd Readings)

March 29, 2014

Regular Calendar

Bill	Amendments	Title/Sponsor/FS
HCR 162	SFA 1	A CONCURRENT RESOLUTION establishing the Kentucky Public Pensions Task Force. (Rep. Mike Cherry)

Consent Calendar

Bill	Amendments	Title/Sponsor/FS
HB 276		AN ACT relating to reorganization. (Rep. Rick Rand)
HB 550	HFA 1,2,3,4T	AN ACT relating to nutrition. (Rep. Greg Stumbo)
HB 232		AN ACT relating to sheriff's collection fees for volunteer fire department membership charges or subscriber fees. (Rep. Jimmie Lee) LM
HCR 53		A CONCURRENT RESOLUTION directing the Interim Joint Committee on Local Government to study issues relative to special districts. (Rep. Reginald Meeks)



Senate Clerk's Office

Senate Daily Action

Thursday, March 29, 2014 (Day 58)



Motions, Petitions, and Communications

Description	Bill/Res/Citation	Action
Senator Blevins	SR 182	Adopted
Senator Carroll	SR 271	Adopted
Senator Hornback	SR 272	Adopted
Senator Jensen	SR 159	Adopted
Senator Jensen	SR 160	Adopted
Senator Kerr	SR 275	Adopted
Senator Rhoads	SR 31	Adopted
Senator Webb	SR 250	Adopted
Senator Webb	SR 265	Adopted
Senator Blevins	Citation 56	Adopted
Senator Carpenter	Citation 54	Adopted
Senator Carpenter	Citation 55	Adopted
Senator Rhoads moved that all Senators present be added as co-sponsors	SR 31	Agreed
Senator Webb moved that all Senators present be added as co-sponsors	SR 265	Agreed
Senator Stivers moved that bill be moved from Rules (S) to Appropriations & Revenue (S)	HB 499	
Senator Hornback vote aye	HB 267	Agreed
Senator Hornback vote aye	HB 4	Agreed
Senator Hornback vote aye	HB 425	Agreed
Senator Hornback vote aye	HJR 77	Agreed
Senator Jones vote aye	HB 122	Agreed
Senator Jones vote aye	HB 137	Agreed
Senator Jones vote aye	HB 168	Agreed
Senator Jones vote aye	HB 171	Agreed
Senator Jones vote aye	HB 189	Agreed
Senator Jones vote aye	HB 277	Agreed
Senator Jones vote aye	HB 281	Agreed
Senator Jones vote aye	HB 300	Agreed
Senator Jones vote aye	HB 309	Agreed
Senator Jones vote aye	HB 328	Agreed
Senator Jones vote aye	HB 338	Agreed
Senator Jones vote aye	HB 341	Agreed
Senator Jones vote aye	HB 385	Agreed
Senator Jones vote aye	HB 402	Agreed



Senate Clerk's Office

Senate Daily Action

Thursday, March 29, 2014 (Day 58)



Motions, Petitions, and Communications

Description	Bill/Res/Citation	Action
Senator Jones vote aye	HB 458	Agreed
Senator Jones vote aye	HB 465	Agreed
Senator Jones vote aye	HB 500	Agreed
Senator Jones vote aye	HB 509	Agreed
Senator Jones vote aye	HB 511	Agreed
Senator Jones vote aye	HB 559	Agreed
Senator Jones vote aye	HB 56	Agreed
Senator Jones vote aye	HB 62	Agreed
Senator Jones vote aye	HB 69	Agreed
Senator Jones vote aye	HCR 155	Agreed
Senator Jones vote aye	SB 93	Agreed

House Message

HB 4 w/letter, 267 w/letter, 387 w/letter

HJR 77 w/letter

SB 3 w/letter, 38 w/letter, 40 w/letter, 58, 82, 84 w/letter, 86 w/letter, 95 w/letter, 97, 109 w/letter, 114, 115 w/letter, 126 w/letter, 144, 157 w/letter, 160 w/letter, 162, 178, 213

House refused to concur: HB 4, 267, HJR 77

Today's Orders of the Day

Consent Orders

Bill	Passed?	Orders Action
HB 215	Yes	passed 36 - 1
HB 225	Yes	passed with Committee Substitute 37 - 0
HB 362	Yes	passed 37 - 0
HB 379	Yes	passed 37 - 0
HB 481	Yes	passed 35 - 2
HB 502	Yes	passed with Committee Substitute 37 - 0
HB 533	Yes	passed 37 - 0
HB 294	No	passed over and retained in the Consent Orders of the Day
HB 480	Yes	passed with Committee Substitute 36 - 1
HB 495	Yes	passed with Committee Substitute 37 - 0
HB 42	Yes	passed 37 - 0



Senate Clerk's Office

Senate Daily Action

Thursday, March 29, 2014 (Day 58)



Announcements

Senator Leeper informed members that A & R will reconvene upon recess.

Senator Jensen informed members that Judiciary will meet following the A & R meeting.

Floor Amendments Filed

Bill	Amendment	Amendment Sponsor	DocID
HB 37 w/SCS	SFA 1	Sen. Jimmy Higdon	7825
HB 37 w/SCS	SFA 2 T	Sen. Jimmy Higdon	7830
HB 244	SFA 1	Sen. Julie Denton	7816
HB 244	SFA 2	Sen. Julie Denton	7818
HB 244	SFA 3	Sen. Julie Denton	7838
HB 311	SFA 1	Sen. Katie Stine	7822
HB 311	SFA 2	Sen. Julie Denton	7841
HB 311	SFA 3	Sen. Katie Stine	7842
HB 311	SFA 4	Sen. Katie Stine	7840
HB 499 w/SCS	SFA 3	Sen. Robert Stivers	7833
HB 510	SFA 1	Sen. Ray Jones	7780
HB 510	SFA 2	Sen. Ray Jones	7766
HB 510	SFA 3	Sen. Ray Jones	7770
HB 510	SFA 4	Sen. Ray Jones	7771
HCR 162	SFA 1	Sen. Brandon Smith	7790
HJR 23 w/SCS	SFA 1	Sen. David Williams	7617
HJR 23 w/SCS	SFA 2	Sen. Perry Clark	7754

Adjournment

The Senate adjourned until 10:00am, Friday, March 30, 2012.

REQUEST FOR POSTING

To Chair of _____ COMMITTEE.

The undersigned requests that _____ Sponsored by
_____ pertaining to the subject of

be posted for committee consideration.

The following sponsor(s), individuals, agencies, or organizations may be available to make statements or offer testimony on the measure upon notification and at the request of the Chair or Committee.

1. _____
2. _____
3. _____
4. _____

The following exhibits are attached for committee consideration.

1. _____
2. _____
3. _____

This request filed with the Chair or Committee Secretary on this the _____ day of
_____, _____.

SPONSOR OR FLOOR MANAGER _____

Received as filed at _____ o'clock _____, _____

Committee Secretary

Copies: Sponsor
Committee Chair
LRC Staff

WORD 2007 TEMPLATE: REQPOST

2014 REGULAR SESSION – REPORT OF COMMITTEE

The House **Standing Committee on Appropriations & Revenue** to which was referred **HB 170**, entitled **AN ACT relating to the utility gross receipts license tax for schools**, have had the same under consideration, and report it with the expression of opinion that the same:

- _____ Should pass.
- _____ Should pass, with the committee amendment(s) _____ attached thereto.
- _____ Should pass, with committee title amendment _____ attached thereto.
- _____ Should pass, with the committee substitute _____ attached thereto.
- _____ Should pass to consent calendar.
- _____ Should not pass.

Date				Chair			
Rep Dwight D. Butler	Yes	No	Pass	Rep Jody Richards	Yes	No	Pass
Rep John Carney	Yes	No	Pass	Rep Steven Rudy	Yes	No	Pass
Rep Leslie Combs	Yes	No	Pass	Rep Sal Santoro	Yes	No	Pass
Rep Jesse Crenshaw	Yes	No	Pass	Rep Arnold Simpson	Yes	No	Pass
Rep Ron Crimm	Yes	No	Pass	Rep Rita Smart	Yes	No	Pass
Rep Robert R. Damron	Yes	No	Pass	Rep John Will Stacy	Yes	No	Pass
Rep Mike Denham	Yes	No	Pass	Rep Fitz Steele	Yes	No	Pass
Rep Bob M. DeWeese	Yes	No	Pass	Rep Jim Stewart III	Yes	No	Pass
Rep Myron Dossett	Yes	No	Pass	Rep Tommy Turner	Yes	No	Pass
Rep Kelly Flood	Yes	No	Pass	Rep David Watkins	Yes	No	Pass
Rep Jim Glenn	Yes	No	Pass	Rep Jim Wayne	Yes	No	Pass
Rep Richard Henderson	Yes	No	Pass	Rep Susan Westrom	Yes	No	Pass
Rep Martha Jane King	Yes	No	Pass	Rep Addia Wuchner	Yes	No	Pass
Rep Jimmie Lee	Yes	No	Pass	Rep Jill York	Yes	No	Pass
Rep Reginald Meeks	Yes	No	Pass	Rep Rick Rand, Chair	Yes	No	Pass
Rep Marie Rader	Yes	No	Pass		Yes	No	Pass

ROLL CALL _____ Yes _____ No _____ Pass

REQUEST OF COMMITTEE ON REPORTING “CONSENT” BILL

I, Representative Rick Rand, Chair of the House Standing Committee on Appropriations & Revenue, with unanimous consent of the members present at meeting of said Committee, do hereby report **HB170** as uncontested with the recommendation that it be place on the Consent Calendar.

_____ Chair

COMMITTEE REPORT

Regular Session, 2014
Senate Committee on Education

SB 193

Title: AN ACT relating to school entrance age.

Senator _____ moved

Senator _____ seconded

To report with expression of opinion same:

- ___ Should Pass
- ___ Should Pass/Consent Calendar
- ___ Should Pass With Amendment(s)
- ___ Should Pass With Title Amendment
- ___ Should Pass With Substitute

Motion to Report:

___ W/Out Expression of Opinion

	Yea	Nay	Pass
Sen Walter Blevins Jr.			
Sen Joe Bowen			
Sen Jared Carpenter			
Sen David P. Givens			
Sen Denise Harper Angel			
Sen Jimmy Higdon			
Sen Stan Humphries			
Sen Alice Forgy Kerr			
Sen Gerald A. Neal			
Sen Katie Stine			
Sen Reginald Thomas			
Sen Mike Wilson, Chair			
Totals			

_____ Date

_____ Chair

_____ Secretary

REQUEST OF COMMITTEE ON REPORTING "CONSENT" BILL

I, Senator Mike Wilson, Chair of the Committee on Education, with unanimous consent of the members present at meeting of said Committee, do hereby report **SB 193** as uncontested with the recommendation that it be placed on the Consent Calendar.

_____ Chair

ATTENDANCE ROLL CALL

Senate Appropriations & Revenue Committee

Date of Meeting: _____

Sen. Walter Blevins, Jr.

Sen. Tom Buford

Sen. David P. Givens

Sen. Sara Beth Gregory

Sen. Denise Harper Angel

Sen. Ernie Harris

Sen. Stan Humphries

Sen. Ray S. Jones II

Sen. Alice Forgy Kerr

Sen. Christian McDaniel

Sen. Gerald A. Neal

Sen. Robert Stivers II

Sen. Robin L. Webb

Sen. Bob Leeper, Chair

QUORUM

PRESENT

WORD 2007 Template: ROLLCALLSESS_ATTD

AMENDMENT ROLL CALL VOTING

Committee House Banking and Insurance

Bill # _____

Date: _____

MEMBERS	Doc ID:			Doc ID:			Doc ID:		
	Yes	No	Pass	Yes	No	Pass	Yes	No	Pass
Rep Sheldon E Baugh									
Rep James R Comer Jr									
Rep Ron Crimm									
Rep Robert R Damron									
Rep Mike Denham									
Rep Ted "Teddy" Edmonds									
Rep Joseph M Fischer									
Rep Danny R Ford									
Rep Jim Gooch Jr									
Rep J R Gray									
Rep Mike Harmon									
Rep Jimmy Higdon									
Rep Dennis Horlander									
Rep Dennis Keene									
Rep Charles E Meade									
Rep Rick W Rand									
Rep Frank Rasche									
Rep Steve Riggs									
Rep Brandon D Smith									
Rep Tommy Thompson									
Rep Ken Upchurch									
Rep Ron Weston									
Rep Susan Westrom									
Rep Rob Wilkey									
Rep Addia Wuchner									
Rep James E Bruce, Chair									

WORD 2007 TEMPLATE:ROLLCALLSESS_AMND

GUEST LIST

MEETING: _____ DATE: _____

PLEASE PRINT

<i>NAME</i>	<i>ORGANIZATION</i>	<i>ADDRESS</i>	<i>PHONE</i>	<i>WISH TO SPEAK? YES or NO</i>	<i>BILL #? Pro/Con</i>

WORD 2007 TEMPLATE: GUESTLIST

HOUSE COMMITTEE MEETING ON BANKING AND INSURANCE

Agenda

Meeting No. 6

DATE:	Wednesday, March 12, 2014
TIME:	10:00 AM
PLACE:	Room 149 Annex

1. Call to order and roll call.
- 2.

WORD 2007 Template: SESS_AGENDA

SENATE MEMBERS

Robert Stivers
President, LRC Co-Chair
Katie Kratz Stine
President Pro Tem
Damon Thayer
Majority Floor Leader
R.J. Palmer II
Minority Floor Leader
Dan Seum
Majority Caucus Chair
Johnny Ray Turner
Minority Caucus Chair
Brandon Smith
Majority Whip
Jerry P. Rhoads
Minority Whip



LEGISLATIVE RESEARCH COMMISSION

State Capitol 700 Capitol Avenue Frankfort KY 40601
502-564-8100
Capitol FAX 502-223-5094
Annex FAX 502-564-6543
lrc.ky.gov

HOUSE MEMBERS

Gregory D. Stumbo
Speaker, LRC Co-Chair
Larry Clark
Speaker Pro Tem
Rocky Adkins
Majority Floor Leader
Jeff Hoover
Minority Floor Leader
Sannie Overly
Majority Caucus Chair
Bob DeWaele
Minority Caucus Chair
Tommy Thompson
Majority Whip
John Carney
Minority Whip

MEMORANDUM

TO: ****

FROM: ****

RE: SB / HB ***

DATE: ****

Please be advised that the subject bill has been referred to the**** Committee on ****. To assist the committee in its deliberations, you are requested to submit your comments, pro and con, on the proposed legislation. Should there be any fiscal effects, please also note the same.

Your comments are requested in writing; however, you are also welcome to address the committee if you so desire. ****, committee staff, should be notified at 564-8100 if you desire to address the committee.

The committee could consider the bill at any time; therefore, your comments are requested as soon as possible. They should be addressed to ****, Legislative Research Commission, Building, Frankfort, KY 40601.

We recognize that our request comes at a time when we are all extremely busy. Thank you in advance for your cooperation.

Committees Memoranda #1
WORD 2007 TEMPLATE: AGNCYCOM

_____ Date _____

_____ Senator/Representative *****, this is to advise you that your bill
_____ SB/HB *** has been referred to the Standing Committee on
_____ Name of Committee _____ and will be
considered at our next meeting on _____ Date _____
at _____ Time _____ in Room _____ Meeting Room Number _____

If you will be unable to attend, please let me know.

_____ Senator/Representative *****(Committee Chair) _____

Committees Memoranda #2 WORD 2007 TEMPLATE: NOTIFICAT

<p>SENATE</p> <p>KENTUCKY GENERAL ASSEMBLY AMENDMENT FORM</p> <p>2014 REGULAR SESSION</p> <p>Amend printed copy of SB 999</p>
--

Amendment No. _____	Sen. ****
Committee Amendment _____	Signed: _____
Floor Amendment _____	LRC Drafter: ****
Adopted: _____	Date: _____
Rejected: _____	Doc. ID: 308

<p>HOUSE OF REPRESENTATIVES</p> <p>KENTUCKY GENERAL ASSEMBLY AMENDMENT FORM</p> <p>2014 REGULAR SESSION</p> <p>Amend printed copy of HB 999</p>
--

Amendment No. _____	Rep. ****
Committee Amendment _____	Signed: _____
Floor Amendment _____	LRC Drafter: ****
Adopted: _____	Date: _____
Rejected: _____	Doc. ID: 307

SENATE

KENTUCKY GENERAL ASSEMBLY AMENDMENT FORM

2014 REGULAR SESSION

Amend printed copy of SB 999
Title Amendment

Amendment No. <u>TITLE</u>	Sen. <u>****</u>
Committee Amendment _____	Signed: _____
Floor Amendment _____	LRC Drafter: <u>****</u>
Adopted: _____	Date: _____
Rejected: _____	Doc. ID: <u>310</u>

HOUSE OF REPRESENTATIVES
KENTUCKY GENERAL ASSEMBLY AMENDMENT FORM
2014 REGULAR SESSION
Amend printed copy of **HB 999**
Title Amendment

Amendment No. <u> TITLE </u>	Rep. <u> **** </u>
Committee Amendment <u> </u>	Signed: <u> </u>
Floor Amendment <u> </u>	LRC Drafter: <u> **** </u>
Adopted: <u> </u>	Date: <u> </u>
Rejected: <u> </u>	Doc. ID: <u> 311 </u>

2014 REGULAR SESSION

SENATE STANDING COMMITTEE ON NATURAL RESOURCES & ENERGY

7th Meeting

March 28, 2014

The Senate Standing Committee on Natural Resources & Energy held its 7th meeting of the 2014 Regular Session on March 28, 2014, at 9:00 AM, in Room 154 of the Capitol Annex. The Chair called the meeting to order, and the secretary called the roll.

Members Present: Senator Jared Carpenter, Chair; Senators Joe Bowen, Chris Girdler, Ray S. Jones II, Jerry P. Rhoads, John Schickel, Johnny Ray Turner, Robin L. Webb and Whitney Westerfield.

LRC Staff: Tanya Monsanto, Stefan Kasacavage, Hope Bow, and Kelly Blevins.

Following is a summary of committee action on the bills that were considered:

SR 249: A RESOLUTION confirming the reappointment of Linda K. Breathitt to the Public Service Commission. Senator Dan Seum, sponsor. Mr. Jeff Derouen, Executive Director of the Public Service Commission introduced Ms. Breathitt to the committee. Senator Westerfield moved that the resolution be reported favorably. Senator Webb seconded the motion. The motion carried with 9 yes, 0 no, and 0 pass votes. Senator Westerfield moved that the resolution be placed on the consent calendar, Senator Schickel seconded the motion. The motion carried by unanimous voice vote.

HB 336: AN ACT relating to removal of electric distribution installations on surface mine sites. Representative Tanya Pullin, sponsor; explained the bill. Senator Schickel moved that the bill be reported favorably. Senator Girdler seconded the motion. The motion carried with 9 yes, 0 no, and 0 pass votes. Senator Jones moved that the bill be placed on the consent calendar. Senator Girdler seconded the motion. The motion carried by unanimous voice vote.

HCR 11: A CONCURRENT RESOLUTION encouraging recognition of trapshooting as a high school sport. Representative Kenny Imes, sponsor; explained the resolution. Senator Westerfield moved that the resolution be reported favorably. Senator Webb seconded the motion. The motion carried with 9 yes, 0 no, and 0 pass votes. Senator Westerfield moved that the bill be placed on the consent calendar. Senator Schickel seconded the motion. The motion carried by unanimous voice vote.

There being no further business the meeting adjourned.

CONFERENCE COMMITTEE REPORT

The Conference Committee on **SB/HB ****** has met as provided in the Rules of the House and Senate and hereby reports the following to be adopted:

_____	The House concur on	_____
_____	The Senate recede from	_____
_____	The Senate concur on	_____
_____	The House recede from	_____

OR

_____ Cannot agree.

Senate Members

House Members

_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

The above-named members, in separate votes by house, all concur in the provisions of this report.

DATE

For Clerk's Use: Adopted: _____

Repassage Vote: _____

Staff Analysis of Free Conference Committee Report

On HB/SB _____

Adopt the provisions of ***** with the following changes:

LRC Staff

Date

14 RS HB 1

Doc ID: 314

FREE CONFERENCE COMMITTEE REPORT

The Free Conference Committee on **SB/HB ****** has met as provided in the Rules of the House and Senate and hereby reports the following to be adopted:

___ GA ___ SCS ___ HCS

For the above-referenced bill, with these amendments (if applicable):

Committee (list by chamber and number): ___;

Floor (list by chamber and number): ___; and

The following Free Conference Committee action:

14 RS SB/HB ****

Doc ID: 314

Senate Members

House Members

The above-named members, in separate votes by house, all concur in the provisions of this report.

DATE _____

For Clerk's Use:

Adopted: _____

Repassage Vote: _____

<u>THIS MUST BE COMPLETED DURING SESSION</u>				
Floor Citation	<input type="checkbox"/>	YES	<input type="checkbox"/>	NO
Floor Page Certificate	<input type="checkbox"/>	YES	<input type="checkbox"/>	NO

Citation Request Form

Requested for: Representative _____ Senator _____

Request: Citation Honorary Page Certificate

Group or individuals to be recognized: _____

Number of citations/page certificates to be received: _____

Request submitted by: _____

Date request submitted: _____ Time sent: _____

Date request is needed: _____

Date requested on citation: _____

Completed request should be returned to: Name: _____

Room: _____ Ext. _____

Additional information:

For use by Citation Office only

Request completed by:		Date:
Document name:		
1st proof:	2nd proof:	Citation Proof:
FCP:		Date: Time:

THE SENATE
OF THE
COMMONWEALTH OF KENTUCKY

To All To Whom These Presents Shall Come, Greetings:

Know ye that

John Doe

BSA Troop #75

is recognized and honored on the occasion of achieving the rank of Eagle Scout. The attainment of this status is significant, representing the perseverance developed while energetically pursuing the exceptional ideals that are sanctioned by the scouting program; and said recipient,

on the motion of

Senator Jane Doe

is hereby deemed by this honorable body worthy of its recognition.

*Done in Frankfort, Kentucky, this second day of
January, in the year two thousand and seven.*



President of the Senate

Member of the Senate

THE HOUSE OF REPRESENTATIVES

OF THE

COMMONWEALTH OF KENTUCKY

Citation of Adjournment

*The House of Representatives of the Commonwealth of Kentucky
does hereby adjourn this legislative day in memory and honor of*

Jane Doe

and joins with

Representative John Doe

in expressing deepest sympathy to the Doe and Smith Families and all those who share in the loss of this distinguished citizen. The daughter of Mary Smith and the late John Smith, she is survived by her mother; cherished husband, Joseph Doe; beloved daughter, Elizabeth Doe; sister, Ann Smith; and, a host of other family members, friends and loved ones. A highly-regarded educator who made many lasting contributions to her profession and the youth of her community as a middle school English teacher, Mrs. Doe labored on behalf of the Frankfort Independent School System for thirty years, gave generously of her time and talents as a member of various educational and civic organizations and was as a faithful member of Highland Baptist Church. Jane Doe is remembered on this day for the many and generous contributions she made to her family, friends and community and will be deeply missed by all those whose lives were touched by her remarkable presence.

*Done at Frankfort, Kentucky, this
second day of January, in the
year two thousand and seven.*



Speaker, House of Representatives

Member, House of Representatives

LEGISLATIVE CITATION NOTICE

Date _____ :

Representative _____ :

Your legislative citation # _____
recognizing _____
is on the Clerk's desk and ready to be called for adoption during the
order of business of Motions, Petitions, and Communications.

Seat # _____

SENATE LEGISLATION CITATION NOTICE

Date: _____

Senator: _____

An original and one copy of your citation recognizing

is attached. If you wish to formally adopt the citation for inclusion
in the Journal, send the COPY to the clerk's desk. During Motions,
Petitions, and Communications you may adopt the citation by
asking the clerk to report it, read it (optional), and then move its
adoption.

THE SENATE
OF THE
COMMONWEALTH OF KENTUCKY

To All To Whom These Presents Shall Come, Greetings:

Know ye that

John Doe

*having been duly appointed
an Honorary Page*

on the motion of

Senator John Doe

*is hereby deemed by this honorable body worthy of its recognition, and is
vested with all the rights and privileges of the said office
for and during a perpetual term.*

*Done at Frankfort, Kentucky, this seventeenth day
of October, in the year two thousand and eight.*



THE HOUSE OF REPRESENTATIVES
OF THE
COMMONWEALTH OF KENTUCKY

To All To Whom These Presents Shall Come, Greetings

Know Ye, That

John Doe

having been duly appointed Honorary Page on Motion of

Representative John Doe

*is hereby deemed by this Honorable Body worthy of its Recognition
and is Vested with all the Rights, Privileges and Responsibilities
of the said office for and during a perpetual term.*

*In Testimony whereof, the House has caused these Letters to be
Patented, and the Seal of the House to be hereunto affixed.*

*Done at Frankfort, Kentucky, this
17th day of October, in the year
Two Thousand and Eight.*

