

LEGISLATIVE BRIEFING BOOK

101st
LEGISLATURE
2021-2022



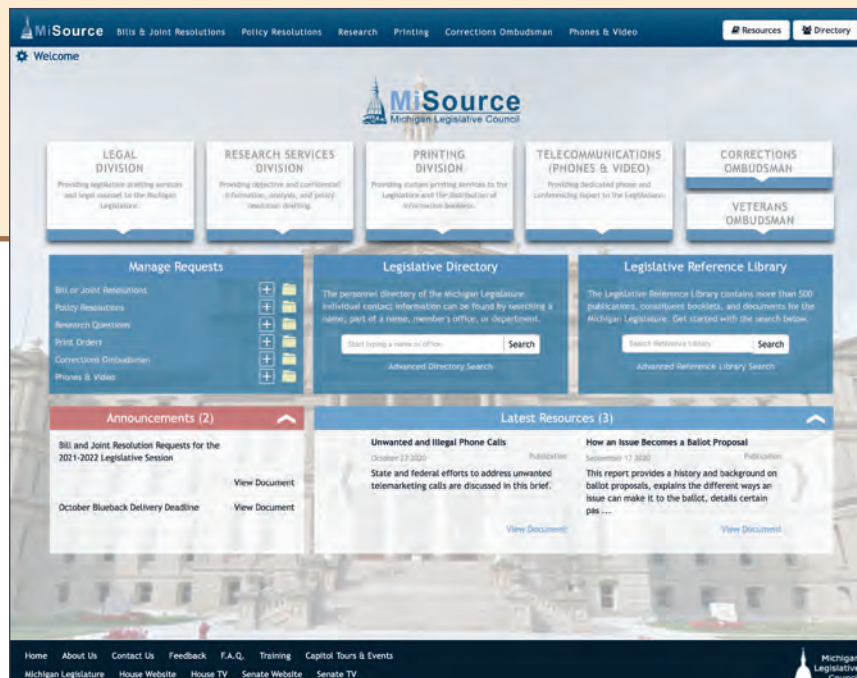


MiSource is an online intranet site available to legislators and their staff that is maintained by the Legislative Council. Through MiSource, you can access services from Legislative Council agencies. MiSource is a convenient tool to:

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101st LEGISLATURE 2021-2022

November 2020

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Michigan
Senate



Michigan
House of Representatives



Congratulations on your election to Michigan's 101st Legislature!

On behalf of the Legislative Council, the Legislative Service Bureau has prepared the Legislative Briefing Book to introduce you to the workings of the Legislature, and the people and resources that can help as you embark on your lawmaking responsibilities.

This book can serve as your initial reference to the operation of the Legislature and responsibilities of legislators, the resources available to you, and the staff that can help you complete your work, along with much more.

The Legislative Council is a joint legislative body created by the Michigan Constitution to provide for the staff needed to draft bills, conduct research, and provide other services used by the Legislature. As the Legislative Council Administrator, I oversee the work of the Legislative Service Bureau that provides the drafting, research, printing, and telecommunication services you need; the Legislative Corrections and Veterans' Facility ombudsmen offices; and several commissions and committees established by the Legislature. The Legislative Council staff are happy to serve you and look forward to assisting you throughout your time in the Legislature.

I look forward to serving you.

Sincerely,

A handwritten signature in blue ink that reads "Jennifer Dettloff". The signature is written in a cursive, flowing style.

*Jennifer Dettloff
Legislative Council Administrator*

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The Michigan Legislature is the chief lawmaking body of the state and holds many powers and responsibilities. Constitutional provisions, statutes, and rules govern the members of the Legislature and how they conduct their business. Through a leadership system and member caucuses, namely party caucuses, the House and the Senate organize themselves for their work. Legislators also rely on a host of legislative staff to help them efficiently manage and complete their many important tasks.

Chapter One:

Overview of the Legislature

History of the Legislature

Legislator Information

- Oath of Office
- Legislative Privileges
- Restrictions of Office
- Legislator Conduct and Ethics
- Removal of Members
- Vacancies in Office
- Legislator Compensation and Benefits

Organization and Staff of the Legislature

- Chamber Leadership
- House of Representatives Staff
 - Clerk of the House of Representatives
 - House Business Office
 - House Fiscal Agency
 - House Republican Staff
 - House Democratic Staff
- Senate Staff
 - Secretary of the Senate
 - Senate Business Office
 - Senate Fiscal Agency
 - Senate Republican Staff
 - Senate Democratic Staff
- Member Personal Staff
- Nonpartisan Legislative Staff
 - Legislative Council
 - Legislative Council Administrator
 - Legislative Service Bureau
 - Legislative Corrections Ombudsman
 - Michigan Veterans' Facility Ombudsman
 - Legislative Council Committees and Commissions
 - Auditor General

Legislative Buildings

- Michigan State Capitol
- House Office Building
- Senate Office Building
- Boji Tower
- Victor Center



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HISTORY OF THE LEGISLATURE

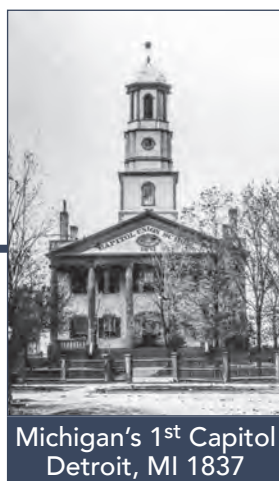
The 1st Legislature for the state of Michigan, which convened in 1837, was much smaller than the Legislature is today — there were 50 representatives and 16 senators — and the chambers met for only a few months each year. Over time, the Legislature has grown in number — reaching its current 110 representatives in 1955 and 38 senators in 1965 — and in the scope of its work. As the state population and complexity of public affairs increased following World War II, the Legislature began to meet more frequently, settling into a year-round schedule in the late 1960s. The Legislature also increased its capacity to carry out its work by expanding legislative staff during the same period, although some of that growth has receded since the adoption of term limits in 1992.



Michigan's 3rd, and current, Capitol was dedicated on January 1, 1879.



Michigan's 2nd Capitol
Lansing, MI 1847



Michigan's 1st Capitol
Detroit, MI 1837



Michigan's 3rd Capitol
Lansing, MI 1872

LEGISLATOR INFORMATION

The legislative power of the state of Michigan is vested in a Senate and a House of Representatives. The Senate consists of 38 senators who serve four-year terms concurrent with the Governor's term of office (not the President's). The House consists of 110 representatives who serve two-year terms. Senators and representatives are each elected in even-numbered years from their own single-member districts that they represent. The state constitution and statute address various privileges, restrictions, and other matters pertaining to legislators.

Oath of Office

Members-elect, before entering the duties of office, are required to take and subscribe to the oath of office set forth in Article XI, Section 1, of the state constitution: "I do solemnly swear (or affirm) that I will support the Constitution of the United States and the constitution of this state, and that I will faithfully discharge the duties of the office of [state senator or state representative] according to the best of my ability."

Legislative Privileges

Senators and representatives are privileged from civil arrest and civil process during legislative sessions and for five days before and after session. They are immune from civil action for acts performed pursuant to their duty as legislators, and they may not be made party to various contested cases or administrative proceedings for acts committed while performing their duty. Note: In certain administrative proceedings and civil actions, exceptions have been provided to service of process requirements and provision made for continuance to a non-session day. Legislators are not immune from arrest on criminal charges.

Legislators are not subject to subpoena for matters involving statements made pursuant to their duty, and assorted legislative records are exempt from subpoena in many circumstances as well. Additionally, members cannot be questioned in any other place for a speech made in either chamber.

Restrictions of Office

Under term limits, individuals may only serve three terms in office as a representative and two terms in office as a senator. If someone fills a vacancy with half or less of the term remaining that individual is still eligible to be elected and to serve for two full terms in the Senate and three full terms in the House.

During their term in the Legislature, members are not eligible to receive any civil appointment in the state, except as a notary public. Neither may legislators have an interest, either directly or indirectly, in a contract with the state or any political subdivision that would cause a substantial conflict of interest.

Legislator Conduct and Ethics

The House and Senate rules establish standards of conducts that legislators are expected to follow in order to maintain the public's trust and the integrity of the Legislature. Legislators may face a variety of punishments in response to ethics violations up to, and including, expulsion from the chamber. Each chamber and party caucus provide training and guidance for legislators regarding compliance with the standards expected of members of the Legislature.

Removal of Members

Each chamber of the Legislature is the sole judge of the qualifications, elections, and returns of its members and has authority to expel a member by a two-thirds majority vote. However, no legislator may be expelled more than once for the same reason. Members may also be recalled by voters in an election brought by citizen petition.

Vacancies in Office

The Governor has the authority to order an election for a vacancy in the Legislature and may call a special election for a legislative vacancy or direct the vacancy to be filled at the next general election. In the case of a special election, it may not occur until at least 45 days following a special primary election.

Legislator Compensation and Benefits

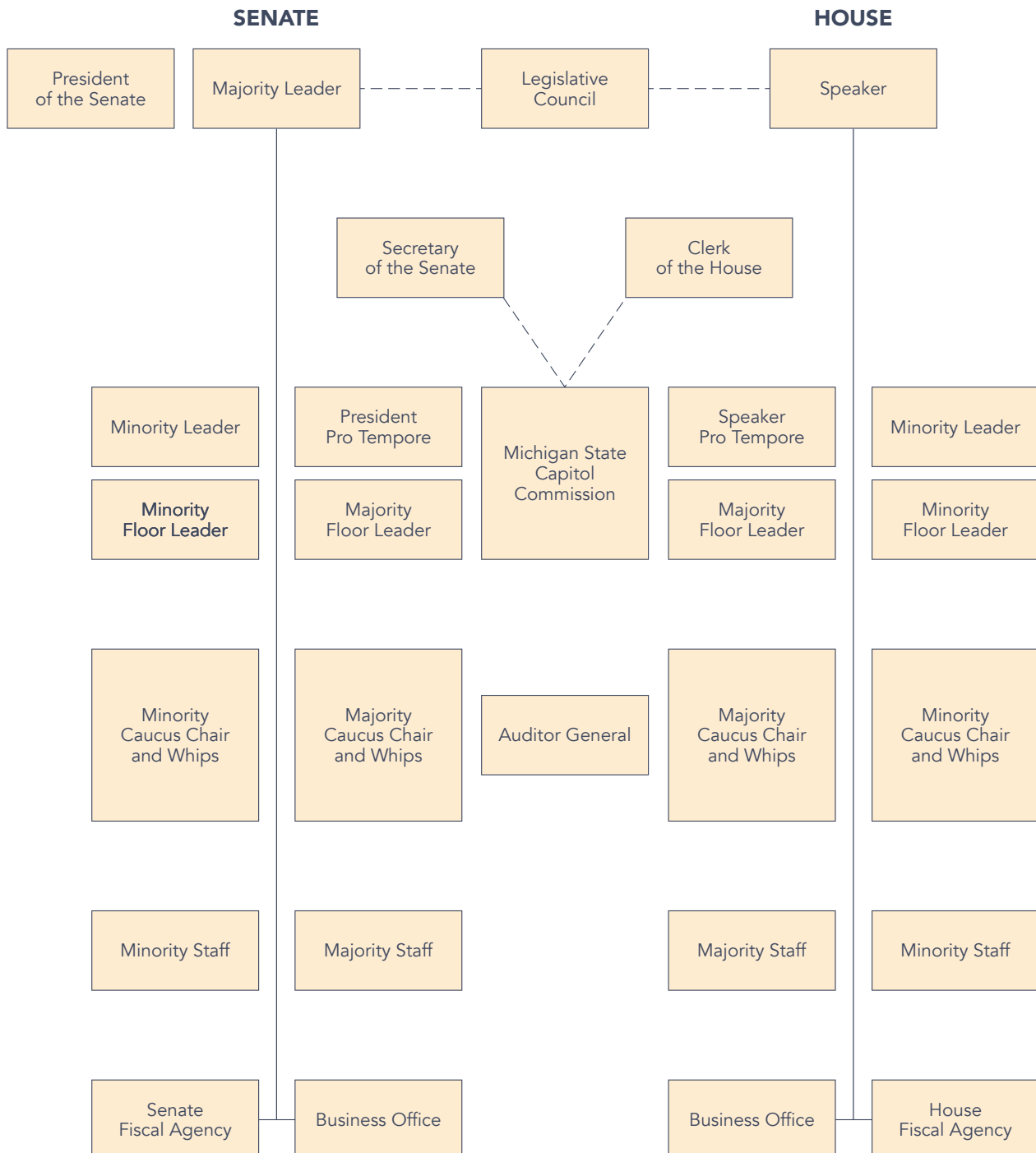
Salaries and expense allowances of legislators are determined by the State Officers Compensation Commission. Every two years, the commission makes recommendations for legislative salaries and expense allowances, in addition to salaries and expense allowances for other state officers. The commission's determinations must be approved by a majority vote in both chambers, but the determinations are not effective until the next legislative session following general election. The Legislature can also reduce the amount of any proposed increase on a percentage basis. The current salary for legislators is \$71,685, with an expense allowance of \$10,800 and reimbursement for one roundtrip per week to Lansing (IRS rate), though certain leadership positions receive higher salaries.

Legislators are eligible to participate in the State of Michigan Defined Contribution [401(k)/457] retirement system. Certain insurance benefits, such as health, dental, and vision, are also available to legislators. Benefits are administered by the Legislative Retirement System, which can provide more detailed information (517-373-0575). Information is also available online: www.michigan.gov/orsstatedc.

ORGANIZATION AND STAFF OF THE LEGISLATURE

The Michigan Legislature is organized to efficiently handle its voluminous workload. To that end, each chamber of the Legislature chooses from its membership a leadership team who guides the business of the chamber, determines committee assignments, and carries out administrative functions. Various agencies within the Legislature provide staff that legislators rely on to complete their day-to-day work.

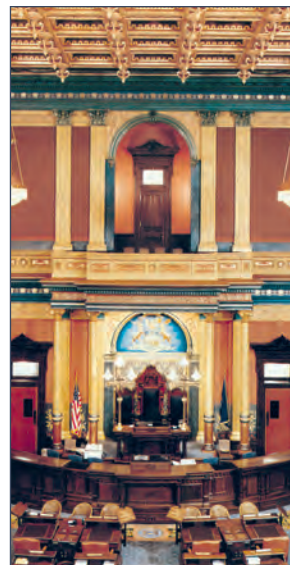
MICHIGAN LEGISLATURE



Chamber Leadership

The presiding officer or President of the Senate is the Lieutenant Governor. The Senate elects from its own membership the remaining officers. The President Pro Tempore is the presiding officer in the absence of the President of the Senate. Assistant and associate roles have also been created to help the President Pro Tempore with this function. Majority and minority leaders are elected by their own party caucuses.

The Senate Majority Leader appoints committee members, refers legislation to committees, and otherwise guides the business of the chamber. Floor leaders direct the activities of their party on the chamber floor. Caucus chairs and whips are responsible for conducting caucus meetings and counting votes.



Members of the House of Representatives also elect officers from their membership. The Speaker of the House is the presiding officer, assisted by the Speaker Pro Tempore. Like the Senate Majority Leader, the Speaker guides committee assignments, legislation referral, and the business of the chamber generally. Other majority, minority, and caucus leadership positions hold responsibilities similar to their Senate counterparts.

House of Representatives Staff

In the House, there are staff that help guide the functioning and administration of the chamber. Fiscal staff help with the budget process, from crunching the numbers to working with the LSB Legal Division to write the appropriation bills. There are also partisan staff to assist their respective party caucuses.

Clerk of the House of Representatives

The **Clerk of the House of Representatives** is elected by the members of the House for every two-year term. During session from the rostrum, the Clerk calls the roll, announces proceedings, records votes, serves as parliamentarian, and presides in the absence of a designated presiding officer. Aiding the Clerk in their duties are the Assistant Clerk of the House and the various other clerks and staff.

Duties performed by the Office of the Clerk of the House of Representatives are stipulated in statute, House rules, joint rules, and at the direction of House leadership and members. The Office performs a wide range of administrative and technical services that facilitate the day-to-day operations of the House. These responsibilities include preparing various legislative documents, including the House Journal and the daily calendar; printing or reproducing bills, acts, or other documents; staffing committees; and other functions important to the House. The Clerk also oversees the House TV service and the House sergeants.



The Clerk of the House of Representatives may be reached by phone at 517-373-0135 or email at clerk@house.mi.gov. Clerk offices are located on the ground floor of the Capitol and the third floor of the Anderson House Office Building.

Clerk of the House Staff

Staff units under the Clerk of the House of Representatives include session clerks, committee clerks, House TV staff, and the House sergeants. The House TV service publicly airs coverage of session and select committee meetings and archives recordings. Sergeants monitor committees and session and provide security and emergency response services.

The House session and committee clerks complete a variety of tasks in relation to the business of the House and its members. They assist in committees and on the House floor, maintain legislative documents, help members and their staff in session, and provide other support. The clerks that assist in session and committee include the following groups:

- **Bill Clerks and Resolution Clerks:** Maintain all bills, resolutions, concurrent resolutions, and joint resolutions; update the status of legislative action; prepare the daily calendar; enter bill amendments and substitutes; and process commemorative, nonpolicy resolutions.
- **Introduction and Enrolling Clerks:** Record bill and joint resolution introductions for each session day and enroll House-originated bills that have passed both chambers for presentation to the Governor.
- **Journal Clerks:** Prepare material for publication in the House Journal, which is compiled following each session day and is the formal record of proceedings and official actions of the House.
- **Committee Clerks:** Assist committee members; record all formal actions taken in committee, including motions, amendments, and substitutes; and prepare committee minutes and reports.

House Business Office

The **House Business Office** is a nonpartisan office responsible for the overall administration and financial operations of the House of Representatives. The office works under the direction of the Speaker of the House. The House Business Office Director oversees the following departments that provide a variety of services to House members and their staff:

- The **Facilities and Technical Services Department** maintains daily building operations, performs building maintenance, runs the House post office, and provides other support services.
- The **Financial Operations Department** handles all purchasing, accounts payable, and travel and expense issues.
- The **Human Resources Department** administers payroll, benefits, training, and other personnel-related services.
- The **Information Systems Department** manages computer hardware and software needs, programming, network management, and computer training.

The House Business Office is located in the Anderson House Office Building and may be reached by phone at 517-373-6339 or email at businessoffice@house.mi.gov.

House Fiscal Agency

The **House Fiscal Agency** (HFA) is a statutory, nonpartisan agency within the House of Representatives. A six-person (eight if there is joint party leadership of the House) governing committee of House members oversees and implements operating procedures for the HFA and appoints its director. HFA staff provide confidential, unbiased support services to all other House members on fiscal and economic matters. Agency staff also prepare analyses that summarize and analyze legislation. Information about requesting services from the House Fiscal Agency is provided in Chapter 4 on Legislative Services (page 52).

Fiscal analysts review the governor's budget recommendation and assist legislators in developing budgetary alternatives; review and prepare budget bills, supplemental appropriations, and certain transfer requests; provide fiscal impact statements on legislative proposals; monitor state and national issues that may have budgetary implications; research and analyze fiscal issues; and staff the House Appropriations Committee and subcommittees.

Legislative analysts prepare summaries and analyses of bills. Summaries completed prior to committee deliberations describe how a bill would change current law. Analyses are prepared for bills reported from committee and include, with summary information, a description of the problem being addressed, arguments for and against the bill, and positions of interested groups.

Economists analyze legislation related to tax and lottery issues; respond to representatives' inquiries on state tax revenue, revenue sharing, and other economic issues; monitor state revenue; track state and national economic conditions; and prepare reports on revenue and other economic issues. The HFA also participates in economic forecasting, namely at the biannual Consensus Revenue Estimating Conference.

House Republican Staff

The **House Republican Staff** work under the House Republican Leader and provide all House Republican Caucus members with services concerning policy issues, communications, and constituent relations. Information about requesting services from the House Republican Staff is provided in Chapter 4 on Legislative Services (page 54).

The **Policy Office** assists in the development of the caucus agenda, provides issue-specific policy, conducts research, develops and analyzes specific legislation, attends committees, and serves as advisors to all members of the caucus. Also, attorneys in the office perform legal research and advise caucus members on ethics and conflict of interest issues.

The **Communications Policy Office** provides comprehensive communications support through effective strategizing, messaging, and branding for caucus members. Services include draft writing for press releases, columns, and other content, along with media relations.

The **Caucus Services Office** helps with constituent relations and media services, including district-related events and issue-management assistance. Office staff have expertise in graphics, video production, photography, radio services, and newsletter production.

House Democratic Staff

The **House Democratic Staff** work under the House Democratic Leader. The staff serve all House Democratic Caucus members, namely surrounding policy issues and communications. Information about requesting services from the House Democratic Staff is provided in Chapter 4 on Legislative Services (page 54).

The **Policy Staff** serve as advisors to each member of the caucus by providing the best information to aid them in formulating public policy and serving their constituents. Staff research and analyze legislation; prepare research memos, white papers, and fact sheets on current legislation and emerging issues; identify, monitor, and report policy concerns; attend committee meetings; and help in resolving constituent matters.

The **Communications Staff** support caucus members in their efforts to generate positive news coverage and effective communication. Staff assist with written, printed, and digital media needs. They handle media inquiries; provide writing support; and help with graphic art, photography, and video services. Additionally, the staff assist caucus members with organizing various district-based events and serve as a liaison with key constituent groups and statewide organizations. The staff also creates and maintains caucus websites.

Senate Staff

The Senate employs staff similar to that of the House. There are Senate staff to help with the operation of the chamber and business matters, fiscal staff to assist in the budgetary and appropriations process, and partisan staff that serve their caucus members.

Secretary of the Senate

The Senate elects the **Secretary of the Senate** at the beginning of the four-year term. In session on the podium, the Secretary reads in bills, records votes and session activity, serves as parliamentarian, and, presides in the absence of the designated presiding officers. The Assistant Secretary of the Senate, assistant clerks, and other staff help the Secretary carry out their responsibilities.

The Office of the Secretary of the Senate performs many functions as outlined in statute, Senate and joint rules, and at the request of chamber leadership and members. Those responsibilities are key to the everyday administration and operation of the Senate and include recording and validating official actions; preparing the Senate Journal for each session day's proceedings; conducting training seminars for legislators and other Senate staff; carrying out special projects; and completing other actions important to the Senate. The Secretary is also responsible for management of session staff, committee clerks, and media services.



The Secretary of the Senate may be reached by phone at 517-373-2400 or email at sensecretary@senate.michigan.gov. The Administrative Office of the Secretary is located in Room S-5 of the Capitol.

Secretary of the Senate Staff

Staff under the Secretary of the Senate are organized into four departments: administrative, committee clerks, session staff, and media services. Administrative staff carry out important functions regarding Senate operations and organize many events, including swearing-in ceremonies and Senate participation in State of the State address. Media services provide Senate TV services (referred to as SenTel) that publicly air session and select committees. This department is also responsible for archiving official Senate video and audio recordings.

The Senate session and committee clerks provide a variety of technical support dealing with the introduction of bills, resolutions, amendments, committee reports, Senate calendars, Senate journals, and legislative status history. They also assist senators and their staff during session and respond to legislative inquiries from members, among other tasks. The session and committee staff include the following units:

- **Bill Clerks:** Receive, prepare, and transmit messages and bills that are considered by each chamber, update status histories, and prepare the daily Senate calendar.
- **Amending Clerks:** Process amendments, substitutes, and committee reports, and update Senate-passed versions of bills and resolutions.
- **Enrolling Clerks:** Number, introduce, print, enroll, proofread, and present bills to the governor and process resolutions.
- **Journal Clerks:** Record legislative actions and votes for publication in the Senate Journal, the official record of the Senate; process gubernatorial appointments, executive orders, and communications from executive agencies; and process senator communications relating to co-sponsorship and committee assignments.
- **Committee Clerks:** Assist committee members; record all formal actions taken in committee, such as attendance, motions, and votes; prepare committee minutes and reports; and post committee meeting and other notices.

Senate Business Office

The **Senate Business Office** is the nonpartisan administrative office of the Senate. It coordinates fiscal and administrative policies and records and works in consultation with the Senate Majority Leader to prepare the Senate's annual budget, oversee its administration, and review and authorize all contracts and leases. The Director of the Senate Business Office oversees special projects and manages the following departments that serve senators and their staff:

- The **Finance Department** is responsible for handling all Senate financial transactions, which includes budgeting, accounting, purchasing, and other items.
- The **General Services Department** provides mail, copying, framing, inventory, and courier services, in addition to running the voting boards of the chamber floor.
- The **Human Resources Department** administers payroll and benefits, while also assisting with recruitment and employee relations needs.
- The **Information Services Department** provides, maintains, and supports computer systems through programming, website support, user support, and hardware and software installation, among other services.
- The **Physical Properties Department** maintains Senate-owned and leased property and provides carpentry, janitorial, mechanical, and electrical services.

- The **Senate Police Department** provides safety, security, and emergency response assistance to all members, staff, and visitors in and around Senate spaces, and maintains security, order, and decorum during session and committee meetings.

The Senate Business Office is located in the Senate's Binsfeld Office Building and may be reached by phone at 517-373-1675 or email at senbusinessoffice@senate.michigan.gov.

Senate Fiscal Agency

The **Senate Fiscal Agency (SFA)** is a nonpartisan legislative agency established in statute. A five-member governing board of senators is responsible for overseeing and establishing operating procedures for the SFA. The board also appoints the agency director. Staff of the SFA serve all senators, providing confidential, unbiased fiscal and economic analysis and research, as well as analyses of legislation under consideration in the Senate. Information about requesting services from the Senate Fiscal Agency is provided in Chapter 4 on Legislative Services (page 52).

Every legislative issue considered by the Senate is analyzed by a **fiscal analyst**, who cover specific state departments and budget areas. Fiscal analysts construct and analyze budget bills, provide estimates of the fiscal impact associated with proposed legislation, monitor fiscal and budgetary matters, and serve as clerks for the Senate Appropriations Committee and subcommittees.

All nonbudget bills considered by the Senate are reviewed and summarized by a **legislative analyst**. Written summaries of bills taken up in committee, as well as detailed analyses that track changes from committee through final passage are prepared by legislative analysts.

Another area in which the SFA serves the Senate relates to analyses performed by its **economists**. The agency participates in the biannual Consensus Revenue Estimating Conference and economists provide detailed projections on the Michigan and national economies, along with forecasts of state revenue collections. Economists also analyze the fiscal impact of all tax legislation considered by the Senate.

Senate Republican Staff

The **Senate Republican Staff** work under the Senate Majority Leader and are composed of separate units dealing with policy and legal matters and communications. The staff serve all members of the Senate Republican Caucus. Information about requesting services from the Senate Republican Staff is provided in Chapter 4 on Legislative Services (page 54).

The Majority **Policy Office** consists of policy advisors who develop expertise in areas relevant to state government. The office researches proposed legislation from a public policy and political perspective and analyzes current statutes for possible legislative changes. Staff members work on legislation, prepare amendments, and keep caucus members informed of relevant developments in their area of expertise. They also provide analyses of current legislation being considered and research various issues to develop policy ideas for the members of the caucus.

The Majority **Communications Office** assists with communications to constituents and the public. Staff members help caucus members inform local and state media outlets of legislative activities, accomplishments, and initiatives. This includes preparing news releases and newsletters, writing speeches, creating and executing digital media plans, preparing radio feeds, maintaining caucus websites, and offering public relations advice.

Senate Democratic Staff

The **Senate Democratic Staff** work under the Senate Democratic Leader. The staff assist all Senate Democratic Caucus members with policy, communications, and constituent service support. Information about requesting services from the Senate Democratic Staff is provided in Chapter 4 on Legislative Services (page 54).

The **Policy Staff** provides expertise in the various policy issue areas to caucus members. Staff members conduct research, maintain contact with experts in their field and interested parties, assist standing committee members, provide bill analyses and other information, and aid in the drafting of legislation. They also help in responding to constituent questions and concerns.

The **Communications Staff** creates a variety of resources to keep the public informed of the work of the caucus and its members. Staff members craft press releases, speeches, and constituent newsletters. They also provide photography, audio and video recording, and graphic design services. In addition, the staff assist in reaching out to constituents and handling constituent issues.

Member Personal Staff

Each senator and representative have a personal office and staff who work directly for the member and provide services such as constituent outreach and casework, policy and legislation development, and scheduling. Office staff work as an extension of the legislator in their efforts to serve and represent the constituents of their district. Typically, members of the House have two staff persons and members of the Senate have three to four staff persons, but there is variation depending on how legislators choose to allocate their staffing budgets.

Nonpartisan Legislative Staff

Beyond the staff of each chamber and member office staff, there are nonpartisan legislative staff that serve the entire Legislature. Nonpartisan legislative staff assist members in a variety of ways, helping in all aspects of a legislator's job — lawmaking, oversight, constituent services, and other duties.



Legislative Council

The **Legislative Council** is a 12-member bipartisan, bicameral body of legislators established in the state constitution. The state constitution directs the Legislature to appropriate funds for the council's operations and provide for staff to maintain bill drafting, research, and other services for the Legislature. Additionally, the council is tasked with periodically reviewing and recommending revision of state laws to the Legislature.

Legislative Council rules are adopted by council members to guide their activities and govern those of council staff. Legislative Council employees all share the same commitment to providing excellent service to the Legislature with impartiality, nonpartisanship, and confidentiality. The agencies, committees, and commissions of the Legislative Council are described on the next page.

Legislative Council Administrator

The **Legislative Council Administrator** is responsible for supervisory oversight of all Legislative Council agencies. The administrator reports to the Legislative Council and has overall budgetary and personnel supervision for staff operation of the various agencies under the authority of the council. The Legislative Council Administrator is also an ex officio member of the Michigan Law Revision Commission. Jennifer Dettloff is the current Legislative Council Administrator and may be reached at 517-373-0212.

Legislative Service Bureau



The **Legislative Service Bureau**, established in 1941, is a nonpartisan organization that assists all legislators and their staff in myriad ways. It provides research and analysis, legislative drafting, printing, and telecommunications services, among other items.

Located across from the Capitol in offices at the Boji Tower (except for the Printing facility; see Legislative Printing Division section for address), the Legislative Service Bureau is often referred to as the “LSB.” In all matters, whether discussing proposed legislation, a research request, or another matter, confidentiality, impartiality, and nonpartisanship are the watchwords for LSB employees. The LSB is organized into the following four divisions.

Learn more about how the LSB can help with research, legislative drafting, printing, and telecommunications services in the “Legislative Services” chapter (pages 46-50).

Legal Division

The **LSB Legal Division** is composed of attorneys and other staff responsible for providing legislative drafting and editing services to legislators. The division drafts all bills and joint resolutions considered by the Legislature. Bill requests are assigned for drafting according to the specialization of each attorney, who researches current law and prepares legislation to accomplish the objective of the legislator’s request. Attorneys also draft substitute bills and amendments, prepare conference committee reports, and provide legal memoranda on legislative issues. Through its statutory compiling unit, the Legal Division also handles a variety of editorial responsibilities, including maintaining the computerized database of the *Michigan Compiled Laws* and reviewing the form of administrative rules. All division attorneys are members in good standing with the State Bar of Michigan.

Research Services Division

The **LSB Research Services Division** provides objective, timely, and confidential information and analysis to assist legislators in fulfilling their duties. In addition, the division drafts resolutions on public policy and business matters for members. Research analysts that make up the division are experienced professionals with expertise in a wide range of subject areas. They are available to answer questions, participate in workgroups, and conduct research to support members and their staff as they develop and consider legislation, monitor state programs, and investigate constituent issues. The Research Services Division also maintains a legislative reference library containing legislative records going back to statehood; decades of past memos, reports, analyses prepared by the division; and other information.

Legislative Printing Division

The **LSB Legislative Printing Division** provides comprehensive and professional composition and printing for the Legislature and its members. The division consists of several departments: Administration, Composition/Pre-press, Printing, Bindery, and Delivery. Each department equally shares in the responsibility to ensure that all printing requests are completed to the highest quality standards. Printing services can be divided into four categories: legislative session, discretionary, specialty products, and constituent information booklets. The Printing Division also produces the hardbound Senate and House journals; the biennial Legislative Briefing Book and Michigan Manual; and various statistical, grant, and analysis reports. The Printing facility is located at 3350 Ranger Road, Lansing, 48906.

Information Services Division

The **LSB Information Services Division** provides telecommunications, internet, and website services to the Legislature. The division provides phone service with many features, audio and video conferencing support, end user consultation and training, and other telecommunications services. Internet service, with firewall safety and security measures, is provided for the House, Senate, Auditor General, LSB, and other Legislative Council agencies. Additionally, several legislative websites, including the Michigan Legislature website (www.legislature.mi.gov), the MiSource intranet for legislators and staff (misource.legislature.mi.gov), and the Legislative Council website (council.legislature.mi.gov) are developed and maintained by the division. The Information Services Division MiLENIA team is responsible for providing the Legislature with consolidated chamber automation, legislative drafting tools, document management, committee management, and more to make session work seamless.



Legislative Corrections Ombudsman

The **Legislative Corrections Ombudsman (LCO)** was created by the Legislature within the Legislative Council to assist legislators and their constituents with concerns about the state prison system. It is a vital resource for legislators due to the LCO's unlimited access to all correctional facilities, information, records, and documents of the Michigan Department of Corrections (MDOC). The ability to obtain, interpret, and explain information about the MDOC in an unbiased manner uniquely positions the ombudsman to serve the Legislature in

the investigation of complaints, oversight of corrections policies, and analysis of proposed legislation. Corrections issues can be a source of costly litigation, judgments, and settlements against the state. Issues can also affect the well-being of incarcerated persons and employees who work inside prisons. The investigation of complaints yields a tremendous amount of information that can help to catch problems early, avoid damaging or costly outcomes, and assist in the development of sound policy for the operation of correctional facilities. The LCO also stays apprised of trends in the corrections system to identify and recommend changes in law or MDOC policy to the Legislature as appropriate. Information about requesting services from the Legislative Corrections Ombudsman is provided in Chapter 4 on Legislative Services (page 51).

Investigations begin by comparing a complaint to applicable MDOC policy and state law. The LCO obtains any additional information that may be necessary to analyze a complaint, including interviewing witnesses, obtaining records, and visiting and inspecting correctional facilities, the affected prisoner, or a prisoner's loved ones. The LCO visits correctional facilities regularly to obtain this information or attempt resolution of an issue. On-site visits are also conducted to inspect and monitor prison conditions. If a violation of MDOC policy or state law is identified or suspected, the LCO makes recommendations to the MDOC for corrective action. If a violation is not proven or cannot be established, the LCO informs the complainant with an explanation. The LCO notifies legislators of investigation results and can provide a written response that legislators can use to respond to a constituent.



Michigan Veterans' Facility Ombudsman

The **Michigan Veterans' Facility Ombudsman (MVFO)** was established by the Legislature within the Legislative Council. Ensuring that veterans are treated with dignity and respect and that their concerns are heard and resolved is the mission of the MVFO. It is responsible for investigating concerns with veterans' facilities filed by legislators, facility members and their family members, or facility staff. The MVFO investigates alleged violations

of state law, as well as issues concerning an administrative act, medical treatment of a facility member, or a condition existing at a facility that poses a significant health or safety issue for which there is no effective administrative remedy or is alleged to be contrary to law or policy. Staff of the MVFO visit veterans' facilities on a regular basis, interacting with members and staff. They also keep the Legislature apprised of significant events and new developments in care. Information about requesting services from the Michigan Veterans' Facility Ombudsman is provided in Chapter 4 on Legislative Services (page 51).

The MVFO has access to all information, records, and documents of a facility necessary to an investigation, including, veterans' facility member medical and mental health, morbidity, and mortality records. In the case of an allegation, the MVFO seeks to obtain the facts and complete a comparative analysis with relevant policies, procedures, or laws. The goal of the MVFO is to resolve concerns at the most immediate level and identify and recommend corrective action.

Legislative Council Committees and Commissions

- **Joint Committee on Administrative Rules (517-373-9425):** Reviews rules developed by state agencies.
- **Michigan Commission on Uniform State Laws (517-373-0212):** Confers with other states to try to eliminate statutory barriers to interstate cooperation.
- **Michigan Law Revision Commission (517-373-0212):** Examines statutes, common law, and current judicial decisions to identify defects and anachronisms in the law and recommend reforms.
- **State Drug Treatment Court Advisory Committee (517-373-0212):** Monitors drug treatment court funding and effectiveness and recommends statutory changes for those courts.



Auditor General

The **Auditor General** is a constitutional state officer appointed by the Legislature for an eight-year term. The Office of the Auditor General (OAG), organized in the legislative branch, is an independent and non-partisan entity that includes the Bureau of Audit Operations and the offices of Chief Investigator, Professional Practice, Information Technology, and Administration. The OAG State Relations Officer is entrusted with creating and maintaining communication with the Legislature. All OAG audit reports are public documents. Doug Ringler is the current Auditor General. Information about requesting services from the Auditor General is provided in Chapter 4 on Legislative Services (page 53).

LEGISLATIVE BUILDINGS

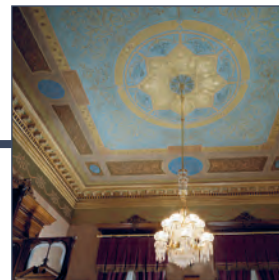
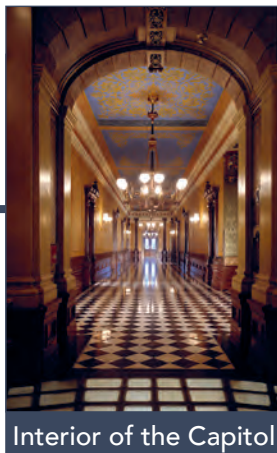
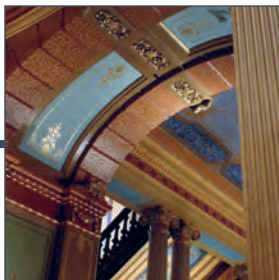
Lansing is the seat of the Michigan state government and the Capitol building in the downtown area is where much of the formal business of the Legislature takes place. There are also other buildings that facilitate legislative business, including committee hearings, various meetings, and much more.



Michigan State Capitol

Most of the formal business of the Legislature happens in the Capitol Building on the Senate and House floors, as legislation is voted on and other matters are handled. Certain committees conduct their meetings in the building as well, which typically includes the two appropriations committees. Legislative leaders have offices in the Capitol. Additionally, legislators may hold press conferences or other gatherings around the Capitol to tout legislation or bring matters to light.

Many events are held at the Capitol, inside of the building and outside on the grounds. It is very common to see tables and tents spread across the lawn of the Capitol, with interest groups and other organizations holding events and looking to engage lawmakers. Rallies in front of the Capitol steps are also very common, as groups look to champion causes. Information about scheduling events is provided in Chapter 4 on Legislative Services (page 55).



Interior of the Capitol

The State Capitol is the most widely recognized historic building in Michigan. Each year, thousands come to the Capitol to make their voices heard, see government in action, and learn how laws are made. More than just a place of business and lawmaking, it is also a national historic treasure that represents a successful marriage of 19th century art and architecture and 21st century technology.

Dedicated on January 1, 1879, at a cost of approximately \$1.4 million, it was the first of three capitols designed by Elijah Myers (the others are in Texas and Colorado) and was among the first to take its inspiration from the U.S. Capitol. Myers' use of a central dome and balanced wings set the standard for statehouses across the country.

The Capitol has undergone restoration and repair projects over the years, including a major restoration in 1989. Currently, energy and infrastructure upgrades are being made to the building. Michigan's Capitol was designated a National Historic Landmark in 1992.

Michigan State Capitol Commission

The **Michigan State Capitol Commission (MSCC)** is a statutory six-member body established to maintain and restore the Michigan Capitol and its grounds. Responsible for a national historic site, the MSCC also oversees restoration and preservation of the Capitol building and its history, art, and architecture, as well as maintains it to serve the public, the Legislature, and the Governor. Additionally, the MSCC makes recommendations to the Governor, the Senate, and the House regarding funding for Capitol operations, renovations, and projects.

The **Capitol Facilities Office** manages the day-to-day operations of the Capitol. This includes restoration efforts, improvement of the grounds, and coordination of events held in interior public spaces of the Capitol and its grounds. The office also monitors safety systems for all legislative buildings.

The **Capitol Tour, Education, and Information Service** is responsible for scheduling tours of the Capitol and the Michigan Historical Center and serves as a host for Capitol visitors. Capitol educators lead groups through the building while providing information about the Capitol, state history, and the Legislature. Information about scheduling tours is provided in Chapter 4 on Legislative Services (page 55).

House Office Building

The Anderson House Office Building, known as the HOB, contains the personal offices of most representatives. Several committee rooms are also located in the HOB, as the building hosts the majority of the House's committee meetings. There are also rooms available to handle larger gatherings and presentations. Offices for caucus staff, the House Business Office, and the House Fiscal Agency are also sited in the HOB.



House Office Building

Senate Office Building

The personal offices of most senators are located in the Binsfeld Office Building, or the BOB. Like the HOB, the BOB also contains rooms specifically designed for Senate committees and rooms to facilitate other meetings and presentations. The Senate Business Office is also housed in the BOB.

Boji Tower

The Boji Tower contains the Senate hearing room, which hosts certain committee and other meetings. Senate Information Services and caucus staff are also located in the Boji Tower. Several agencies of the Legislative Council are housed in this building as well, including the offices of the Legislative Service Bureau, the Legislative Corrections Ombudsman, and the Veterans' Facility Ombudsman.

Victor Center

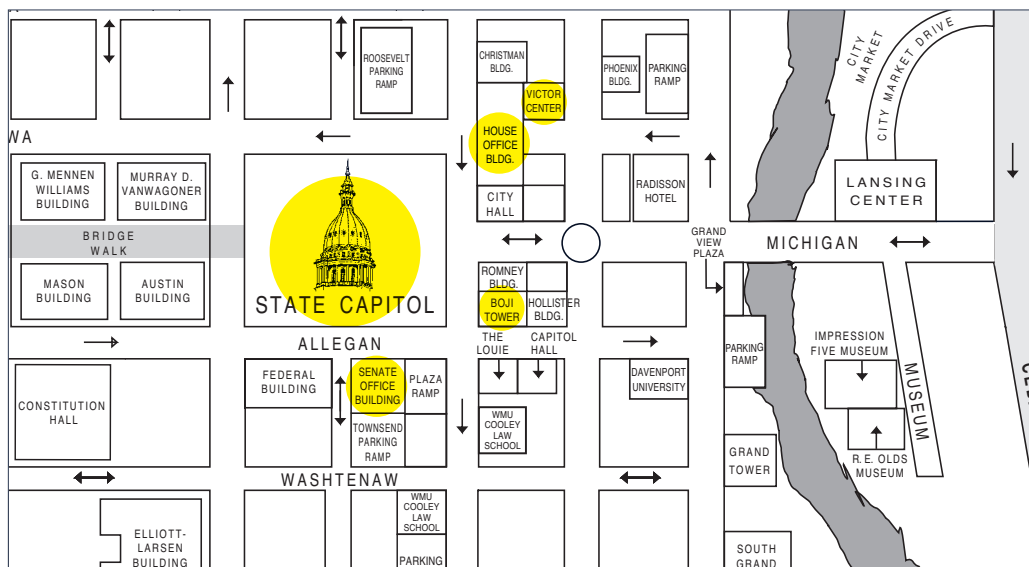
The Victor Office Center contains the offices of two legislative agencies. The Office of the Auditor General and the Senate Fiscal Agency are both located in the Victor Center.



Senate Office Building



Boji Tower





Legislative bodies produce and work with documents unique to the legislative process. While bills, resolutions, tributes, initiatives, and other types of documents are common to many legislative bodies, the Michigan Legislature has adopted its own style and format for these documents over the years. Understanding the different types of legislative documents and their purpose are integral to a legislator's job.

Chapter **Two:**

Legislative Documents

Bills

- Sample Bill
- Structure of a Bill
- Amendments and Substitutes
- Bill Analyses

Resolutions

- Joint Resolutions
- Resolutions
- Concurrent Resolutions
- Resolution Drafting

Special Tributes

Initiative Proposals

Finding Bills and Legislative Documents



BILLS

Bills can amend existing law by adding or deleting language, or they can propose to create completely new acts. These potential changes to the law are presented in a particular format to make it easier to understand what a bill proposes to do, with the Michigan Constitution containing several guidelines relating to the style and content of bills. The LSB Legal Division drafts bills. Learn more about requesting bills in Chapter 4 on Legislative Services (page 47).

Sample Bill

HOUSE BILL NO. 4408

Heading

Title

March 20, 2019, Introduced by Reps. Miller and Cynthia Johnson and referred to the Committee on Local Government and Municipal Finance.

A bill to amend 2000 PA 321, entitled
"Recreational authorities act,"
by amending section 27 (MCL 123.1157).

Style Clause

THE PEOPLE OF THE STATE OF MICHIGAN ENACT:

1 Sec. 27. (1) A board shall obtain an ~~annual~~ audit of the
2 authority **as required in this section**, and report on the audit and
3 auditing procedures, in the manner provided by sections 6 to 13 of
4 the uniform budgeting and accounting act, 1968 PA 2, MCL 141.426 to
5 141.433. The audit ~~shall~~ **must** also be in accordance with generally
6 accepted government auditing standards as promulgated by the United

Drafting Attorney Initials

STM

Bill Request Numbers

02220'19

Structure of a Bill

With an amendatory bill that proposes to amend extant law, all new language to be added is printed in bold lower-case type, **like this**, and all existing language to be deleted, unless an entire section is eliminated by a repeal clause, is shown with a line through it, ~~like this~~. Bills that propose a completely new act, appropriation bills, and bills that do not propose to change the general laws, such as local acts and land conveyance legislation, are typed in lower case and do not use bold or strikethrough.

The significant structural components of bills are described in the following paragraphs and are listed according to their customary order of appearance. However, each component is not necessary for every bill and their order may be revised according to the particular needs of a bill.

Headings show the chamber in which the bill was introduced, the bill number assigned upon introduction, the date of introduction, the sponsor(s), and the committee to which the bill was referred.

Titles state the purpose of the bill in as clear and concise a manner as possible. Every bill must have a title and embrace only one object, which must be expressed in its title. In the case of an appropriation bill or a bill that does not amend existing law, the title is generally a short description of the bill. The title of a bill to change existing law specifically identifies the act and section(s) of law to be amended. A law cannot be revised, altered, or amended by reference to its title only.

Style clauses are required by the state constitution, which provides: "The style of the laws shall be: The People of the State of Michigan enact." This phrase has no bearing on the substance of a bill; even bills that only repeal or amend sections of law must include the style clause.

Short titles can be included for sake of brevity or ease of identification, such as the "Michigan Election Law" or the "Michigan Campaign Finance Act." Generally, if an act contains a short title, it appears in the first section of the act and is used in the title of a bill amending that act.

Sec. 1.
This act shall be known and may be cited as the "recreational
authorities act".

Definition sections are often included for key words or phrases that are used frequently in an act that have several dictionary meanings or that are limited or extended beyond common meanings. Definitions may be added, deleted, or altered.

Sec. 3.
As used in this act:
(a) "Articles" means the articles of incorporation of an authority.

Substantive provisions include numerous varieties of substantive content included in the body of a bill. A bill cannot be altered or amended so as to change its original purpose as determined by its total content, which is generally indicated in the substantive provisions, and not alone by its title. Some of these provisions include the following:

- **Principal operation provisions** may specify by whom and how a bill shall be administered.
- **Enforcement provisions** may include directions on who shall enforce, investigate, or prosecute violations.
- **Criminal or civil penalties** for violations, which must be drafted to assure that persons subject to the law have a clear and unequivocal warning, in language that people generally will understand, of the actions that may expose them to liability.
- **Savings clauses** are utilized when a bill affects existing rights, obligations, procedures, and pending matters and the Legislature wishes to preserve the status quo of those items.
- **Boilerplate** sections of an appropriations bill condition or direct the use of appropriated funds and generally appears after the specific line-item appropriations.

Repeal Clauses repeal existing laws or parts of laws.

Enacting section 1. Section 27 of the recreational authorities act, 2000 PA 321, MCL 123.1157, is repealed.

Effective dates are when a bill, if passed into law, would become binding. This date may be either upon a specified date in combination with an immediate effect vote, or in the absence of a specific date or immediate effect vote, 90 days after *sine die* adjournment of the Legislature. Immediate effect requires a vote of two-thirds of members.

Enacting section 2. This amendatory act takes effect January 1, 2021.

Tie bars are devices used to condition the effectiveness of a bill upon the enactment of other specified legislation into law.

Enacting section 2. This amendatory act does not take effect unless House Bill No. 4408 of the 101st Legislature is enacted into law.

Referendum clauses condition the effectiveness of an enacted bill upon the approval of the voters. A referendum clause may not be placed on a bill appropriating money. Additionally, certain legislative enactments require a referendum vote, including a legislative alternative to an act proposed by citizen initiative petition, a local or special act, an act proposing long-term state borrowing, and a proposed amendment to the state constitution.

Enacting section 2. This amendatory act does not take effect unless approved by a majority of the electors of this state voting on the question at the general election to be held November 3, 2020. This amendatory act shall be submitted to the qualified electors of this state at that election as provided by the Michigan election law, 1954 PA 116, MCL 168.1 to 168.992. If approved by the electors, this amendatory act takes effect January 1, 2021.

Bill request numbers are assigned to each bill request. This number and the year in which the bill was requested, along with initials of the LSB attorney who drafted the bill, appear at the bottom of every page on all bills.

More information on the structure of bills is available from the LSB Legal Division on MiSource: misource.legislature.mi.gov/Legal. You may also contact the division at 517-373-9425.

Amendments and Substitutes

Amendments to bills may be offered by a legislator either in committee (if the legislator is a committee member) or on the floor, in accordance with the rules of the House or Senate. If there are a number of amendments to a bill, they may be incorporated into one document called a "substitute." The LSB Legal Division usually prepares amendments and prepares all substitutes. Amendments, but not substitutes, may also be drafted by legislators and their staff.

Each line of a bill is numbered to assist in the amending process. For example, amendments typically read similar to the following in the House and Senate journals: Amend page ____, line ____, after ____ by inserting/striking out ____ (or striking out ____ and inserting ____).

Bill Analyses

The House and Senate fiscal agencies provide nonpartisan summaries and analyses of many, but not all, bills. In general, a summary will be completed for all bills that are placed on a committee agenda, and a summary and analysis for all bills reported from committee. Any changes in the bills are tracked along the way in updated summaries/analyses.

Bill summaries explain how a bill would change current law, using plain language as much as possible to highlight significant points and make clear technical terms. A fiscal impact statement is also contained in summaries to explain a bill's fiscal impact, if any, on the state.

Bill Analyses, in addition to providing a summary of a bill, may include background information, the rationale for legislation or problem it is addressing, arguments for and against the bill with responses to the arguments, and the position of interested parties.

RESOLUTIONS

In addition to bills, some legislative work is handled through resolutions. There are three types of resolutions: joint resolutions, resolutions, and concurrent resolutions. The LSB Legal Division drafts joint resolutions, the LSB Research Services Division drafts business and policy resolutions, and honorary and commemorative resolutions are drafted by members and their staff. Learn more about requesting joint resolutions (page 47) and business and policy resolutions (page 48) in Chapter 4 on Legislative Services.

Joint Resolutions

Joint resolutions are used for three purposes, as set forth in the Joint Rules of the House and Senate:

- 1) Propose amendments to the Michigan Constitution.
- 2) Ratify amendments to the United States Constitution proposed by Congress.
- 3) Handle matters when power is granted to state legislatures by the United States Constitution.

Joint resolutions are processed similarly to bills but are not presented to the Governor. They are assigned a letter upon introduction, (e.g., HJR A or SJR BB). Joint resolutions to amend the state constitution require a two-thirds vote of the members in each chamber and must then go before the voters as ballot proposals and receive a majority vote for adoption. Other joint resolutions may be adopted by a majority vote in each chamber.

Resolutions

Resolutions express the opinion or will of the House or Senate, and, in some cases, are used to carry out legislative business. These "one-house" resolutions are those considered by the membership of only the House or only the Senate, and thus, are an expression of the opinion or will of that one chamber if adopted. They are sometimes called "plain," "straight," or "simple" resolutions. There are three categories of resolutions.

- **Business resolutions** are used to carry out the business of the Legislature under constitutional provisions, statutes, or rules, such as creating special legislative committees or rejecting an executive reorganization order.
- **Policy resolutions** formally communicate policy positions and are commonly used to request that Congress pass a federal law, state the official position of the House or Senate on an issue, or ask that a state department take some action without having to enact a law, among other uses.
- **Honorary or commemorative resolutions** honor individuals, groups, and businesses or commemorate an event and are commonly used to dedicate a day, week, or month in recognition of a certain cause.

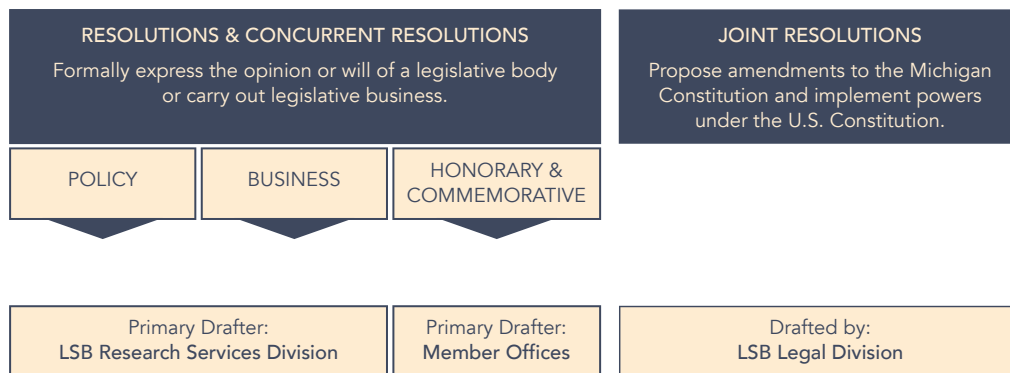
Resolutions are numbered sequentially upon introduction (e.g., HR 1 or SR 5). They may be referred to committee and be amended or substituted. With the exception of certain business resolutions, they may be adopted by a voice vote. Also, they do not need to be signed by the Governor to be adopted.

Adopted resolutions are not permanent ongoing statements of policy, only expressing the opinion or will of the Legislature that passed them. Further, they are not compiled as part of the state's permanent body of law.

Concurrent Resolutions

Concurrent resolutions serve the same purpose as resolutions but are used for matters of interest to both chambers. Therefore, they must be passed by both the House and the Senate in an identical form to be adopted. Concurrent resolutions are otherwise processed the same as resolutions.

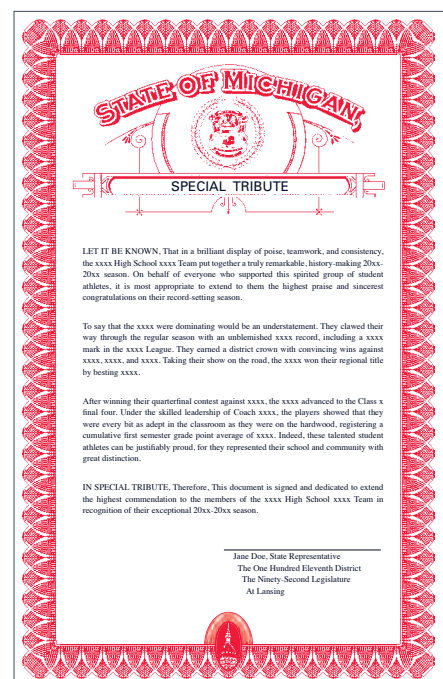
Resolution Drafting



SPECIAL TRIBUTES

Special tributes are documents used by legislators to honor someone or commemorate an event or organization. While tributes can be similar to honorary or commemorative resolutions, they do not require a vote of the chamber. A tribute represents the opinion or congratulations only of the person or persons whose signatures are attached to the document, which may include any number of legislators as well as the Governor and Lieutenant Governor. There is no limit to how many signatures a tribute can have (except space). Like resolutions which honor or commemorate, tributes are printed on scroll paper, are sometimes framed, and may be presented to the recipient on the floor of the House or the Senate.

Special tributes are written by individual member offices. The House and the Senate have developed programs with a variety of templates to assist legislators and staff in drafting tributes. A "Sample Tribute" document containing examples of tributes for anniversaries, retirements, awards, sports championships, memorials, and other achievements or occasions is also available from the Legislative Reference Library on MiSource.



INITIATIVE PROPOSALS

Through petition signature gathering efforts, citizens may bring proposals to enact, repeal, or change existing laws through an initiative; reject newly enacted laws of the Legislature through a referendum; or amend the state constitution. These efforts often deal with weighty policy issues and may involve direct involvement of the Legislature or spur legislative action.

With **initiative proposals** to change the law, a successful petition goes to the Legislature first. The Legislature has 40 days to enact or reject the proposed law, and, if rejected, to propose an alternative measure. If both chambers approve the initiative, it becomes law without needing the governor's signature. If rejected or no action is taken, the initiative proposal and any alternative measure passed by the Legislature must go before the voters as a ballot proposal. In cases of conflict between ballot measures, the state constitution provides that the proposal with the highest affirmative vote prevails. Initiated laws adopted at the polls by voters can only be amended or repealed by a subsequent vote of the electorate or by a three-fourths vote of the members in each chamber.

FINDING BILLS AND LEGISLATIVE DOCUMENTS

The Michigan Legislature's website (www.legislature.mi.gov) is the primary resource for the current legislative session and also houses an archive of legislative documents from prior sessions. Through the website, you can find:

- Bills and resolutions, including their legislative history.
- Journals recording the proceedings of each session day.
- Session schedules and calendars.
- Committee meeting records and announcements.
- House, Senate, and joint chamber rules.
- Public acts by calendar year.
- Michigan Compiled Laws and current and past state constitutions.
- Michigan Manual publications on state history and government.
- Constituent publications on a variety of topics.
- Many other legislative documents.



Additional information on committee proceedings, including written testimony and meeting minutes, and other legislative matters may be found at the House (www.house.mi.gov) and Senate (www.senate.michigan.gov) websites.



Lawmaking is the most noticeable power and task of the Legislature. Crafting bills to change the law and appropriate money are at the forefront of this responsibility, as legislators guide state policy. But considering and moving bills through the legislative process are not the only functions of the Legislature. Legislative oversight of the executive branch, assisting constituents, and other functions are also important tasks performed by legislators.

Chapter Three:

Legislative Process and Functions

Legislative Session

- Session Schedule
- Meeting Times
- Attendance
- Chamber Rules
- Legislative and Parliamentary Procedures

Committees

- Standing Committees
- Special Committees
- Statutory and Constitutional Committees
- Conference Committees
- Committee Operations

Bill Development and Enactment

- Bill Idea Sources
- Research and Drafting
- Bill to Law Process
 - Introduction
 - Title Reading
 - Referral to Committee
 - Committee Review
 - Committee Action and Reports
 - General Orders or Second Reading
 - Third Reading
 - Enactment by the Legislature
 - Approval by the Governor
 - Legislative Veto Response

Budget and Appropriations

- Consensus Revenue Estimating Conferences
- Development and Presentation of Executive Budget
- Legislative Consideration of Budget
- Target Meetings
- Enactment of Budget
- Budget Revisions

Legislative Oversight

- Tools of Oversight
- Auditor General
- Legislative Ombudsmen
- Staff

Constituent Services and District Work

- Addressing Problems
- Accessibility



LEGISLATIVE SESSION

Legislative session is perhaps what most people picture when thinking of the Legislature, with legislators considering, speaking on, voting on, and enacting legislation. Much of the framework for session is grounded in the state constitution and expounded in chamber rules. Session is open to the public and each day's proceedings are recorded in the chamber journals and broadcast on television and over the internet. In conducting session and other legislative work, many terms unique to the legislative process are used. Definitions for these terms can be found in the glossary.

Session Schedule

Each Legislature conducts its work on a two-year cycle of two legislative sessions, although the two-year cycle of a particular Legislature is commonly referred to as a single session. Any business or legislation pending at the final adjournment of a regular session held in an odd-numbered year carries over with the same status into the next year. No pending business or legislation is carried over from one two-year cycle to the next and must be reintroduced in a new cycle.

The Michigan Legislature is considered a full-time state legislature, as session runs throughout the year. While there is typically around a two-month session recess in the summer (usually July-August) with limited scheduled session days and a few one week to two weeklong recesses at certain times, including during the winter holiday season, session may be convened at any time. Further, lawmaking, oversight, and constituent work continues outside of session.

Convening and Adjourning

The Legislature is required to initially convene each year's session at the seat of government in Lansing on the second Wednesday in January of each year at 12 noon. Depending on the circumstances, the intense work of the session may not start until late January or into February after the Governor's State of the State address or presentation of the executive budget proposal.

Neither chamber can adjourn, without the consent of the other, for more than two intervening calendar days. Usually, the House and Senate adopt a concurrent resolution at the start of each biennial cycle authorizing a specific period of adjournment of longer than two days for each other. For longer periods, a concurrent resolution is adopted by both chambers with specific dates for adjourning and reconvening.

Regular sessions are adjourned *sine die* for the year at 12 noon on a day determined by concurrent resolution. This final adjournment of a session typically occurs during the last week of the year.

Special and Emergency Sessions

The Governor is authorized to convene the Legislature on extraordinary occasions and at some other place if the seat of government becomes dangerous. During a special session, the Legislature cannot pass bills on any subject other than those expressly stated in the Governor's proclamation.

Additionally, if either or both chambers adjourn for more than two days until a specific date, a committee composed of the Senate Majority Leader and the Speaker of the House may convene either or both chambers by unanimous vote at any time in case of emergency.

Meeting Times

Daily sessions of the Legislature are normally held on Tuesday, Wednesday, and Thursday at 10 a.m. in the Senate, and Tuesday and Wednesday at 1:30 p.m. and Thursday at 12 noon in the House. Either chamber may also designate a different hour for convening.

Attendance

Members are expected to be present for session and vote on each record roll call vote on legislation and other matters. However, each chamber may excuse members from attendance. If not excused, members are considered absent from session.

A majority of the members in each chamber constitutes a quorum to do business. In the Senate, this number is 20 members; in the House, it is 56 members. If a legislative seat has been vacated for any reason and not yet filled, it is not counted for purposes of computing a quorum.

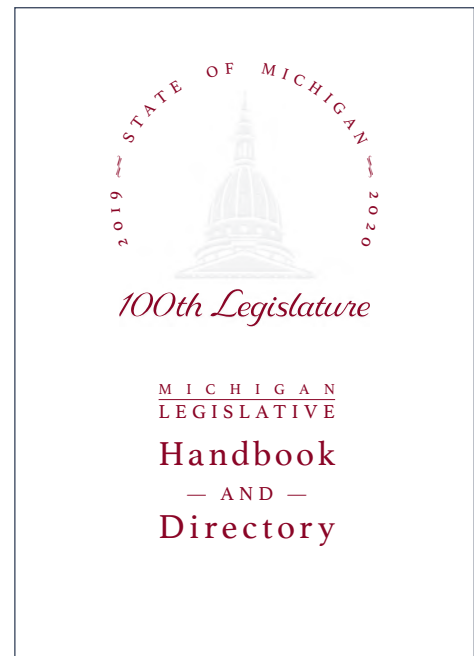
In either chamber, if a quorum is not present, the members present may adjourn from day-to-day or may compel the attendance of absent members in the manner and with penalties as each chamber may prescribe. Compelling attendance is known as a “call of the Senate” or a “call of the House.”

Chamber Rules

The Senate and House adopt their standing rules every two years. The House Rules, Senate Rules, and Joint Rules of the House and Senate set the procedures and operations of the chambers and are important for members to be familiar with. They are contained in the *Michigan Legislative Handbook & Directory* and are also available online at www.legislature.mi.gov.

A House rule may be amended by a majority vote of its members, but any proposed changes must be made in writing and in the House five days prior to consideration. A rule may be suspended by a vote of three-fifths of representatives. However, suspension of rules on matters related to the order of business, schedule of sessions, and adjournment may be by majority vote of the members.

Amending or repealing a Senate rule must be by resolution. The amendment or repeal of a rule requires a majority vote of senators. A rule may also be suspended by a majority of the members.



Legislative and Parliamentary Procedures

The Secretary of the Senate or the Clerk of the House and their staffs are available to answer questions of procedure or to provide general information concerning the operation of the chambers.

Inquiries from representatives on procedural matters should be directed to the presiding officer during session. The Clerk of the House serves as House Parliamentarian.

Senator inquiries about parliamentary procedure during session should be directed to the presiding officer. The Secretary of the Senate serves as Senate Parliamentarian.

COMMITTEES

The committee system, as part of the legislative process, has evolved in response to the great number and diversity of issues which must be considered. Without committees, it would be difficult for either the Senate or the House to evaluate effectively or efficiently the issues facing the state and the thousands of proposals introduced each session; the committee system distributes the workload. In many instances, critical decisions regarding bills and resolutions are made in committee and sometimes in a subcommittee. Additionally, committees help in fine-tuning legislation to its intended goal. There are several different types of committees utilized by the Legislature to achieve various objectives.

Standing Committees

Standing committees are the central vehicles through which legislation must pass for scrutiny, debate, and modification, and much of their structure and operation is covered in the chamber rules. The standing committees of each chamber are created at the start of every biennial legislative cycle. Generally, there are around 20 standing committees in each chamber that each specialize in an area or connected areas. Legislation is generally referred to committees based on matching subjects.

Assignments

Each committee contains a specific number of legislators. Assignments are made by the Majority Leader in the Senate and by the Speaker in the House unless directed otherwise, with input from their party members and also typically from the minority party. The Senate provides that appointments of minority party members must come from a list submitted by the Minority Leader and consider the preferences, seniority, and experience of members. If the Majority Leader rejects anything from the list, the Minority Leader submits replacement nominations. In both chambers, the first member named to the committee is the chair and the second member is the vice-chair. The first named member of the minority party is the minority vice-chair.

Other Functions

While the primary function of standing committees is to consider legislation, there are some specific exceptions. For example, the appropriations committees have the responsibility of approving or disapproving gubernatorial executive orders that propose reductions of expenditures authorized by appropriation. All applicable appointments to office submitted by the Governor are referred to the Senate Advice and Consent Committee. Also, reports issued by the Auditor General are referred to the oversight committees in both chambers.

Special and Select Committees

Special committees and **select committees** may be established by a resolution or a directive from the Senate Majority Leader or the Speaker of the House. They may consist of members from one or both chambers usually appointed to serve for a specified period of time. For the most part, the purpose of a special or select committee is to study a topic of interest involving a current issue facing the state. These committees may not take formal action on bills, as investigation and information gathering, often in preparation to formal consideration of legislation, is usually the prime aim.

Statutory and Constitutional Committees

In addition to standing committees and special committees, there are several permanent committees connected to the Legislature that were created by state statute or the state constitution.

- **Legislative Council:** A committee of 12 regular and six alternate members in which the Speaker of the House and the Senate Majority Leader each appoint six members, with at least two members each from the minority party, along with three alternate members. The committee has the primary responsibility of providing staff for bill drafting, research, and other services for legislators.
- **Joint Committee on Administrative Rules:** A joint legislative committee of ten members. The committee is responsible for reviewing rules proposed by state agencies.
- **House Fiscal Agency Governing Board:** A six-member committee composed of the Speaker of the House, the minority leader, the chairperson and minority vice-chairperson of the House Appropriations Committee, and the majority and minority floor leaders. The committee oversees the House Fiscal Agency.
- **Senate Fiscal Agency Governing Board:** A five-member committee composed of the majority and minority leaders, the Appropriations Committee chair, and two other members of the Appropriations Committee. The committee oversees the Senate Fiscal Agency.
- **Board of Trustees for the Michigan Legislative Retirement System:** An 11-member body, which includes two representatives and two senators, established to govern the Legislative Retirement System.
- **Michigan State Capitol Commission:** A six-member commission consisting of the Secretary of the Senate, the Clerk of the House, two individuals jointly appointed by the Secretary and the Clerk, and two individuals appointed by the Governor. The committee is responsible for maintaining and restoring the Michigan Capitol and its grounds.

Conference Committees

Conference committees consist of three members from each chamber and are assigned the task of resolving differences between versions of the same legislation passed by both chambers through a “conference report.” The first named committee member from the chamber in which the bill originated is the chair. To pass a conference report, agreement must come from a majority of conference committee members of each chamber. Conference committees are most often necessary for appropriations bills.

Committee Operations

Committees review legislation, hear testimony, and hold public hearings on legislation and other matters. Actions of committees require the approval of a majority of members. Committees are also required to keep records of each meeting, including the members present and absent, the votes of members, and all action on legislation.

Committees generally have a regular meeting time and location. They may or may not meet on a regular schedule, depending on workload. Committees cannot meet during daily session unless authorized by their respective chambers. All committee meetings must be open to the public and accessible. Notice of committee meetings is posted on the Michigan Legislature website: www.legislature.mi.gov.

Though rare, committees may be authorized, by resolution, to administer oaths, subpoena witnesses, and examine the books and records of any persons, partnerships, or corporations involved in a matter before the committee. The Legislature may punish as for contempt witnesses who neglect or refuse to obey committee subpoenas, refuse to be sworn or testify, or fail upon demand to produce necessary materials relative to an investigation.

BILL DEVELOPMENT AND ENACTMENT

Unlike the state constitution, which is considered a broad framework and amended infrequently, laws are more fluid to reflect changes in how we live, work, develop our economy, educate our children, protect our citizens, promote health, safeguard the environment, and otherwise organize our societal affairs.



Bill Idea Sources

In theory, there is no limit to the sources for or numbers of ideas for new laws or changes to existing laws. In practice, ideas for most bills come from the following sources:

- **Legislators:** Each member brings a different set of experiences, goals, and constituent concerns.
- **Governor:** The state's chief executive officer has a leadership role in proposing legislation to solve problems and address issues.
- **Executive Agencies:** Many bill proposals originate in state agencies from their leadership and workers "on the front lines" carrying out the law. Often, these proposals are more technical changes or necessary due to new federal law or other national standards.
- **Courts and Attorney General:** The interpretation of statutes by courts and Attorney General opinions can highlight areas where a law needs to be refined, clarified, or rewritten.
- **Local Elected Officials:** Local units of government, responsible for implementing many state laws and granted certain powers under state laws, regularly identify and communicate areas for potential improvement as well as needs.

- **Federal Government:** Changes in federal law and regulations can make it necessary for state laws to be changed for consistency, to qualify for federal funding, to avoid losing federal aid, or for another reason.
- **Special Committees and Task Forces:** Groups of lawmakers and staff may work together to study a given problem or situation and offer recommendations for legislation to address it.
- **Legislative Agencies:** The National Conference of State Legislatures or the Council of State Governments often encounter innovative laws in other states or reports. Additionally, the Michigan Law Revision Commission and the Michigan Commission on Uniform State Laws may make recommendations.
- **Public:** Constituent questions, concerns, and problems frequently reveal a need for legislation.
- **Interest Groups:** Virtually all citizens are represented in some way by interest groups, though most groups serve a distinct constituency and their interests. These lobby groups bring ideas and knowledge to the lawmaking process, while also advocating for their positions and trying to influence legislators.

Research and Drafting

After receiving ideas from these diverse sources, a legislator must decide if legislation is needed. This determination involves research and communication with many of the same sources. The research staff at the LSB Research Services Division can provide information on any issue, including legislative history, other states' laws, or available data. This stage of weeding out cases that do not necessitate a change to state law is perhaps one of the most important steps in the process.

When the decision is made to contact the LSB Legal Division to request a bill, the idea begins to take shape into the language of law. Bills are drafted in the order received, to the extent possible, unless a priority is placed on the bill request. The drafting attorney, working with legislators and their staff, can use any information already gathered to craft the bill. There may be many drafts before a legislator determines the bill is ready for introduction. Once a legislator is satisfied with the draft and ready to introduce it, the LSB Legal Division will deliver a blueback for bills or an orangeback for joint resolutions that can be submitted for introduction. Even after receiving a blueback or orangeback, a legislator can still make changes to the bill prior to submittal to the Clerk of the House or the Secretary of the Senate by requesting a star run from the LSB Legal Division.



Bill to Law Process

During each two-year legislative cycle, the Legislature considers thousands of introduced bills on many subjects. Introduced bills must be printed and in the possession of each chamber for at least five days prior to passage. This provision seeks to allow interested persons outside of the Legislature to become familiar with the legislation and offer input. Proper consideration of bills requires organization, time, and hard work. Legislators and committees spend a lot of time working on bills before they potentially reach the floor of either chamber. Floor debate on a bill is the final stage of consideration prior to its passage or defeat.

There are various steps that every piece of legislation follows in the course of being considered. Below is a general and brief description of the major steps of the legislative process a bill must go through before it is enacted into law. For the full process and detailed information, see the chamber rules.



1. Introduction

Bills may be introduced in either chamber. Senate bills are filed with the Secretary of the Senate and House bills with the Clerk of the House. Upon introduction, bills are assigned a number. At the beginning of each biennial legislative cycle, House bills are numbered consecutively starting with "House Bill No. 4001" and Senate bills are numbered consecutively starting with "Senate Bill No. 1." In both chambers, joint resolutions are assigned a letter starting with "A."

2. Title Reading

During introduction, the bill's title is read a first time and a second time in the Senate and is read once in the House. Every bill must be read three times before it may be passed. The courts have held, however, that this requirement can be satisfied by reading only the bill's title.

3. Referral to Committee

Upon introduction, a bill is also referred to a standing committee in the Senate by the Majority Leader and in the House by the Speaker. Bills are mostly referred to committees based on topical lines, though there can be exceptions. All bills containing an appropriation must pass through the appropriations committees.

4. Committee Review

Committee members consider legislation and the chair decides if there will be a public hearing. If there is a public hearing, the bill sponsor, interested parties, and the public may testify before the committee to urge passage or rejection or suggest changes. There may be multiple days of testimony if there is significant interest in the bill or if the subject is complicated.

5. Committee Action and Reports

After considering a bill and hearing testimony, a committee can choose to take a variety of actions on legislation. Typically, the committee will do one of the following:

- a) Take no action on the bill.
- b) Report the bill with favorable recommendation.
- c) Report the bill with amendments or as a substitute with favorable recommendation.
- d) Report the bill with the recommendation that the bill be referred to another committee.

Taking no official action on a bill usually means that there is not enough support on the committee to move the legislation or that the members want to take more time to consider the issue or ponder changes. Bills may also be voted down and not reported out of committee, and in rare cases be reported without recommendation. If a committee fails to report a bill, a motion to discharge the committee from considering the bill may be offered in the chamber of the bill. Upon approval by a majority vote, the bill is moved to the floor.

In both chambers, a majority vote of committee members is necessary to report a bill. If a bill is reported from committee favorably, with or without amendment or in the form of a substitute, it is referred to the full chamber or another committee.

6. General Orders or Second Reading

For the purpose of considering committee recommendations on a bill, the Senate resolves itself into the Committee of the Whole to consider General Orders and the House assumes the order of Second Reading. In the Senate, a majority of members may recommend adoption of amendments to the bill and recommend a bill be advanced to Third Reading. In the House, amendments may be adopted by a majority vote, and a majority may advance the bill to Third Reading.

7. Third Reading

Next, the Senate and the House both next consider bills under the order of Third Reading. Amendments may be offered and must be approved by a majority vote in either chamber. During Third Reading, the bill may be put up for either approval or defeat in a roll call vote. A majority vote is required for passage of most items, though certain measures require a “super majority” two-thirds vote or three-fourths vote. If the bill is not voted on, one of the following four options is exercised to delay final action: (1) the bill is returned to committee for further consideration; (2) consideration of the bill is postponed indefinitely; (3) consideration of the bill is postponed until a certain date; or (4) the bill is tabled.

8. *Enactment by the Legislature*

When a bill passes one chamber of the Legislature, it is sent to the other chamber where it follows the procedure outlined in the steps above.

Bills passed by both chambers in identical form are enrolled by the chamber in which the legislation originated. Enrollment is the procedure used to verify what was actually passed by the Legislature. The enrolled bill is the final authoritative version passed by both chambers and signed by the Clerk of the House and the Secretary of the Senate. Following enrollment, the bill is printed and sent to the Governor.

If a bill is passed in a different form by the second chamber, it must be returned to the chamber of origin and one of the following occurs:

- a) If the amendment(s) or substitute bill of the second chamber is accepted in the chamber of origin, the bill is enrolled and sent to the Governor. It should be noted that either chamber may amend an amendment made by the other chamber. At any time while in possession of the bill, either chamber may recede from its position in whole or in part and the bill may be returned to the other chamber for this purpose. If this further action is agreed to by both chambers, the bill is ordered enrolled.
- b) If the amendment(s) or substitute bill of the second chamber is rejected in the chamber of origin, the bill may be sent to a conference committee to resolve the differences. The conference committee can only consider issues in the bill upon which there is disagreement between the two chambers. However, if an agreement in conference affects other parts of the bill, the conferees may recommend further amendments to conform with the agreement. They may also recommend corrections to any errors in the bill. A majority of the conferees from each chamber may approve and submit a conference report. If the report is adopted in the chamber of origin and then the other chamber, the bill is enrolled and sent to the Governor. A conference report may not be amended. If the conference committee is not able to agree, or if the report is rejected by either chamber, a second conference committee may be appointed. If that conference cannot agree or either chamber rejects a second report, no further conference is in order.



9. Approval by the Governor

Upon receipt of an enrolled bill, the Governor has 14 days to consider the bill. The Governor may do one of the following:

- a) Sign the bill.
- b) Veto the bill and return it to the chamber of origin with a message stating the objections.
- c) Choose not to sign or veto the bill.

If the Governor signs the bill, it is filed with the Secretary of State and becomes law. If a bill is neither signed nor vetoed, it becomes law 14 days after having reached the Governor whether the Legislature is in session or in recess. However, if the Legislature has adjourned *sine die* and the Governor does not sign the bill within 14 days, it does not become law, referred to as a pocket veto. For appropriation bills, the Governor may also line-item veto individual items in the bill rather than the entire bill.

For each year, public acts are numbered sequentially starting with the number "1." The general and permanent statutes enacted by the Legislature and the Governor are known as the *Michigan Compiled Laws*, or MCL.

10. Legislative Veto Response

In the case that the Governor vetoes a bill while the Legislature is in session or recess, one of the following actions may occur:

- a. The bill may receive a veto override vote from two-thirds of the members in each chamber. The bill is then filed with the Secretary of State and becomes law.
- b. The bill may not receive the necessary two-thirds vote and the attempt to override the veto fails.
- c. Consideration of the veto override may be postponed indefinitely or to a definite date.
- d. The bill may be tabled.
- e. The bill may be re-referred to a committee.



BUDGET AND APPROPRIATIONS

Budget development and appropriation authorization can be compared to a perpetual motion machine of constantly moving parts. While revenue and spending are tracked in the current fiscal year, the Legislature and the Governor also work to craft the next fiscal year budget. The state fiscal year runs from October 1 to the following September 30. Below is an overview of the budget process. For a detailed discussion, see information from the House Fiscal Agency (www.house.mi.gov/hfa) and the Senate Fiscal Agency (www.senate.michigan.gov/sfa).

Consensus Revenue Estimating Conferences

Official revenue estimates generated by consensus revenue estimating conferences are a key element of the budget process. Conference principals include the State Budget Director or the State Treasurer and the directors of the House and Senate fiscal agencies. Prior to each conference, economists from the three organizations, as well as the University of Michigan and other experts, monitor and produce extensive analyses and forecasts of the state and national economies.

During each conference, the data are presented and discussed to reach agreement on the official economic and revenue estimates that will become the basis for that fiscal year's budget, including projections of state General Fund revenue and School Aid Fund revenue. Typically, two consensus revenue estimating conferences are held every year:

- 1) The first is held in the **second week of January** and is used to form the executive budget proposal.
- 2) The second is held in the **third week of May** and is the basis for final budget bills.

Development and Presentation of Executive Budget

The executive branch starts the behind-the-scenes work for each fiscal year budget more than a year in advance, when each department begins preparing their budget submissions. These plans are submitted to the State Budget Office for review to shape the executive budget proposal. The first hints at the contents of the executive budget proposal come during the Governor's State of the State address, generally given in late January, which highlights policy priorities and new initiatives.

The release of the executive budget proposal must occur within 30 days of the Legislature convening, or 60 days in the case of a newly elected Governor. The proposal is presented before a joint meeting of the House and Senate appropriations committees where the State Budget Director discusses the budget and answers questions from committee members.

Legislative Consideration of Budget

After the submission of the executive budget proposal, appropriation bills are introduced and referred to the two appropriation committees. Appropriation bills may be divided between the House and the Senate for consideration, with the chamber of origin alternating each year. Alternately, each chamber may consider its own bills for every budget area.

The review of appropriation bills is performed within the appropriation committee structure, with each chambers' appropriation subcommittees responsible for considering the budgets of specific departments or areas. At appropriation subcommittee meetings, legislators receive briefings, analysis, and reviews of the executive budget proposal. They also hear testimony from departmental staff, interest groups, and other relevant parties. After consideration, each subcommittee presents recommendations to the full appropriation committees. The appropriation committees consider the recommendations and can report the appropriation bills to the chamber floors without changes or with amendments and substitutes. The appropriation committees can also refer a bill back to a subcommittee for further deliberation.

On the floor of each chamber, appropriation bills are debated and amendments or substitutes may be proposed. The chambers ultimately vote on and pass appropriation bills. Typically, there are differences in the appropriation bills passed by the House and the Senate and procedures are followed to set up conference committees to reach agreement. Upon agreement, the conference reports are sent to the full chambers for approval.

Appropriation Bill Formats

Appropriations bills have been passed in both multiple bill and omnibus formats in recent sessions. The multiple bill format consists of separate appropriation bills for individual departments or related budget areas, usually consisting of around 15 pieces of legislation. The "omnibus" format typically consists of two large appropriation bills: a general omnibus and an education omnibus. A general omnibus includes appropriation for state departments, the judicial and legislative branches, and capital outlay projects. An education omnibus includes K-12 and higher education spending authorizations.

Appropriations bills authorize spending by state department or major governmental agency and line item. Each bill (or budget article in omnibus budgets) specifies the department or agency and includes line-item appropriation, along with conditions and provisions governing certain appropriation called "boilerplate." However, higher education, community college, and school aid appropriation bills do not follow this format and are constructed as amendments to the School Aid Act.

Target Meetings

Soon after the May Consensus Revenue Estimating Conference — while the Legislature is considering or has enacted appropriation bills — legislative leaders and the Governor's team convene target meetings. During these meetings, the parties work to reach an agreement on the amount of resources available for the upcoming budget, allocate those resources among the budget areas, decide whether to include standard boilerplate in the appropriation bills, and address any other major budget differences. The results of these meetings are included in a written agreement which serves as the basis for the remainder of budget negotiations.

Enactment of Budget

As with other bills, appropriation bills approved by the Legislature are sent to the Governor. Unlike other bills, the Governor has line-item veto power in appropriation bills, meaning individual items can be vetoed rather than only the entire bill. Line-item vetoes can be overridden with a two-thirds vote in both chambers.

Many entities that rely on state funds, such as public schools, higher education institutions, and local governments, prefer the budget to be completed prior to the beginning of their fiscal years, some of which begin on July 1. However, when there is significant disagreement between the Legislature and Governor, the process can extend into August/September or later. On rare occasions, continuation budgets have been needed when there is still no agreement on the budget at the beginning of the fiscal year.

Example Legislative Budget Timeline

MONTH	ACTION TAKEN
January	First Meeting of Consensus Revenue Estimating Conference
January-February	Executive Budget Proposal Prepared and Submitted to Legislature and Governor's State of the State Address Presented
March-May	Appropriations Committees and Subcommittees Meetings, Deliberations, and Votes
May	Second Meeting of Consensus Revenue Estimating Conference
May	House Leaders, Senate Leaders, and Governor Meet to Set Spending Targets
May-June	Full Chamber Votes and Conference Committees, if necessary
July 1	Deadline for Legislature to Pass Appropriation Bills
July-September	Governor Signs (or Vetoes) Bills, which may Include Line-Item Vetoes
October 1	Fiscal Year Begins
Following September 30	Fiscal Year Ends

Budget Revisions

Since budget planning begins more than a year in advance, adjustments often need to be made after enactment. New spending needs may also come up in the middle of a fiscal year. There are three processes by which an enacted budget can be adjusted: supplemental appropriations, executive orders, and transfers.

- **Supplemental appropriations** can either increase or decrease the approved budget. They may be used to allocate additional funding, implement spending reductions to balance the budget, account for workload or technical spending adjustments, or shift funding from one department or area to another. Supplementals are considered and enacted in the same way as other appropriation bills.
- **Emergency executive orders** are used in emergency situations when it appears that actual revenue will fall well below projections. The Governor may issue an executive order reducing expenditures authorized by appropriations legislation, but the order must be approved within 10 days by both the House and Senate appropriations committees.
- **Transfers** can be used to move spending authority from one line item to another within a department. Administrative transfers make adjustments for cost/price variations in budget items, federal financing sources for line items, and restricted source funding for line items. They are also used to pay court judgments, settlements, and claims. Legislative transfers concern adjustments that have policy implications or expand or reduce programs. The responsibility for approving or rejecting these transfers lies with both chamber's appropriations committees.

LEGISLATIVE OVERSIGHT

The Legislature's influence over public policy is not limited to its lawmaking authority. Legislators monitor, review, and investigate the implementation of state law and other significant issues through oversight. The responsibility and power of oversight is exercised to ensure that the executive branch is operating consistent with legislative intent and government programs are functioning effectively and efficiently.

Tools of Oversight

There are a variety of oversight mechanisms, resources, and processes at the disposal of the Legislature as outlined in the state constitution and statute. These tools work in concert with each other, and it is common for legislators who are looking into major issues to engage in oversight on several fronts.

Committee Meetings and Subpoena Power

As the most well-known approach to oversight, the committee structure is conducive to the process because it brings several legislators together and offers them the opportunity to hear testimony, ask questions, review materials, discuss matters, and recommend actions to the Legislature. Oversight occurs in the standing committees, as well as special or select committees and task forces created specifically for the purpose of looking into a specific issue. In most cases, committees have little difficulty obtaining materials and soliciting testimony from relevant parties, but the Legislature, by resolution, may authorize committees to issue subpoenas to demand records and compel testimony.

Appropriations Process

The appropriations process affords the Legislature an opportunity to conduct oversight as entities within the executive branch attempt to justify budgetary requests. In addition to the forward-looking nature of determining a budget, work on appropriations offers a retrospective view of the impact of prior spending. Not only can the Legislature use boilerplate language to direct future actions of the executive branch, but the budget approval process gives legislators a chance to ask departments to demonstrate their existing compliance with state law and the effectiveness of past spending.

Joint Committee on Administrative Rules

The legislative Joint Committee on Administrative Rules, or JCAR, plays a role in the administrative rulemaking process. Along with holding meetings and providing input on proposed rules, JCAR may delay the approval and implementation of a set of rules to allow the Legislature to introduce and enact laws that would block or mitigate those rules. While this power is not utilized often, it does allow for an exercise of control over the executive branch regarding state rule promulgation.

Advice and Consent

The Senate has the power of advice and consent for many gubernatorial appointments, most notably the appointed department directors and certain high-profile state boards. Appointees may be called before a Senate committee dealing with advice and consent to provide testimony and answer questions. Further, after the Governor makes an appointment subject to advice and consent, the Senate has 60 session days to decide if it would like to block that appointment.

Executive Reorganization Review

While the Governor has the authority to reorganize the executive branch and shift functions among departments, the Legislature has the option to reject an executive reorganization order if both chambers vote to disapprove the measure within 60 days.

Impeachment and Removal

The Legislature has the ultimate power to impeach and remove civil officers for corruption or crimes. While this tool is seldom used, it provides a strong tool to hold officials accountable. It is much more common for the Legislature to respond to an investigation by changing the law or altering the budget, but if those avenues are not sufficient, it can remove elected officials from office. Impeachment requires a majority vote of the House and removal requires a two-thirds vote of the Senate.

Sunset Laws

The Legislature makes use of “sunset laws” to promote the review of state laws and their implementation. Sunset provisions are essentially laws with expiration dates, ensuring that future legislatures must revisit the debate to review how the law has been implemented and determine if the policy should continue.

Reports to the Legislature

Frequently, the Legislature enacts laws which require regular reports from executive departments, local governments, and other governmental agencies. Reports provide information and data necessary to determine how certain programs and policies are working. They also help in assessing if departments are properly implementing laws and/or if the laws need to be changed. Statutory reports may be ongoing, have a definite end date, or be a one-time exercise. Additionally, many reports are placed in appropriations legislation each year to assess programs and spending.

Whistleblower Laws

Enacted “whistleblower laws” protect state and local government employees from employment sanctions if they come forward and report activity they believe is illegal. These laws encourage government employees to bring potential problems to law enforcement or other appropriate entities, which, in turn, gives the Legislature information necessary to begin their own inquiries.

Auditor General

The Office of the Auditor General (OAG), appointed by the Legislature, carries the authority and responsibility to conduct financial and performance audits of state government agencies and programs. Audit reports provide information to assist the Legislature in its oversight of state government and to aid state agencies in improving the management of activities and programs approved by the Legislature. Types of audits include the following:

- **Financial Audits** provide reasonable assurance that financial statements or schedules are presented fairly, in all material respects, and conform with generally accepted accounting principles. The two major financial audits are the State of Michigan Comprehensive Annual Financial Report audit and the federal Statewide Single Audit.
- **Performance Audits** assess the performance of a government entity, program, activity, or function by comparing program outcomes to applicable criteria.
- **Follow-Up Reports** review an entity's compliance with or efforts to remediate findings reported in a previously issued performance audit report.
- **Investigative Audits** examine allegations of fraud, waste, or abuse of state resources.

Audits provide objective, unbiased, and independently developed information for legislators to use in making decisions regarding the scope, structure, and funding of state programs. The OAG also responds directly to requests from the Legislature to review activities, programs, or funds not included in the scope of scheduled audits. OAG recommendations are designed to bring about more effective, efficient, and economical government operations and services.

Legislative Ombudsmen

Two legislative ombudsmen monitor particular aspects of state government. The Legislative Corrections Ombudsman and Veterans' Facility Ombudsman respond to complaints and conduct investigations on behalf of the Legislature into the state's prisons and veterans' facilities, respectively. The two offices are able to aide individual legislators who are looking to help particular persons, but their work is also used to inform policymaking more broadly.

Staff

The Legislature employs nonpartisan staff, in addition to their personal office staff and caucus staff, who are able to assist with investigatory tasks. Each chamber has its own fiscal agency with policy and fiscal experts, and the Legislative Council employs attorneys and research analysts with expertise in a wide variety of issues. These staff are able to gather information and provide analysis for the Legislature independent from staff in the executive branch.

CONSTITUENT SERVICES AND DISTRICT WORK

While the most recognizable aspect of a legislator's work is lawmaking, an important and significant part of their job involves directly addressing problems in their district and responding to issues constituents are facing. Being accessible to constituents is essential, as legislators often serve as the first point of contact for residents looking to resolve an issue or impact policy.

Addressing Problems

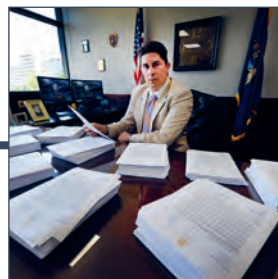
Constituents may come to legislators for assistance in addressing problems with government services and programs. Legislators and their staff have knowledge on these matters, established relationships with government agencies, and various resources within the Legislature that can facilitate responding to constituents and helping resolve the issue.

Similarly, constituents often run into issues caused by existing laws, rules, and policies and come to legislators highlighting the situation and sometimes providing recommendations for changes. If a legislator agrees that a change is warranted, the legislator and their staff can work with the constituent to study the situation, involve other interested parties, and craft legislation.

Additionally, sometimes there are wider issues affecting whole communities or aspects of a legislator's district that are brought to attention by numerous constituents, businesses and other organizations, local governments, or other parties. These matters may call for changes in law, measures of oversight, or another remedy from legislators.

Accessibility

Interactions with constituents are made possible by legislators being accessible to district residents. Accessibility involves being easily reachable via phone, email, and social media, but also taking part in activities in the community and making themselves available to the constituents in person. A vital part of being a representative or senator is being in touch with what is happening in the district and its communities. Legislators are the conduit and have the power and responsibility to represent the interests of their constituents in the Capitol.





The legislative workplace is unique and challenging. A legislator and their office staff are like that of a CEO and executive assistant that must move seamlessly between public and private meetings on an extraordinarily diverse set of topics. The multitude of information to take in and issues to address can be overwhelming to sort, sift, and analyze. Succeeding in this environment requires utilizing the bevy of services available to the Legislature.

Chapter **Four:**

Legislative Services

Requesting Research

Requesting Bills and Joint Resolutions

Requesting Business and Policy Resolutions

Requesting Printing Services

Requesting Telecommunication and Internet Services

Requesting Legislative Ombudsmen Services

Legislative Corrections Ombudsman

Michigan Veterans' Facility Ombudsman

Requesting Fiscal Agency Services

House Fiscal Agency

Senate Fiscal Agency

Requesting Auditor General Services

Requesting Caucus Services

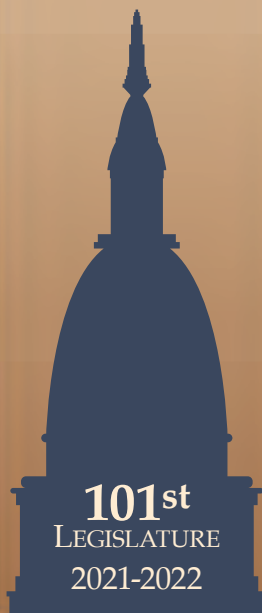
House Democratic Staff

House Republican Staff

Senate Democratic Staff

Senate Republican Staff

Arranging Capitol Tours, Events, Parking, Flags, and Seals



REQUESTING RESEARCH

Accurate information is essential for everything a legislator does. Research can help legislators:

- Understand an issue.
- Explore and develop solutions to a problem, potentially through a bill or resolution.
- Determine positions on bills or resolutions in committee or on the floor.
- Prepare for meetings with interested parties or constituent groups.
- Write speeches and talking points.

There are a variety of topics and myriad questions legislators may have. As examples, a legislator may want to know how the federal government enters illicit drugs on the controlled substances list, how other states have addressed these drug issues, and how to properly name those drug compounds; be interested in collecting data and determining trends in commerce on the Great Lakes — what is shipped, by whom, how much, and where; or need to understand the legislative history of assessment tests for K-12 students.

The LSB Research Services Division is the Legislature's in-house source for nonpartisan, objective, accurate, and confidential information and analysis. The Research Services Division accepts research requests from all current legislators, representatives-elect, senators-elect, and their staff. There are no limits on the number of research requests that may be submitted.

To request research, access the LSB Research Services Division MiSource website: misource.legislature.mi.gov/Research. Requests may also be made by email: researchrqsts@legislature.mi.gov or phone: 517-373-5200.

The screenshot shows the 'RESEARCH SERVICES DIVISION' 'RESEARCH REQUEST' form on the MiSource website. The form includes sections for 'Legislator Information' (Legislator, Submitted By, Telephone Number, Email Address, Office Address), 'Request Information' (Research Question), 'Related Legislation', 'Background Information', 'File Attachment' (three upload fields), and 'Special Instructions'. A 'Submit Request' button is at the bottom. The website header includes 'MiSource' and various navigation links. The footer contains links to Home, About Us, Contact Us, Feedback, F.A.Q., Training, Capitol Tours & Events, Michigan Legislature, House Website, House TV, Senate Website, and Senate TV.

MiSource:
Research Request
Page

REQUESTING BILLS AND JOINT RESOLUTIONS

The LSB Legal Division drafts all bills and joint resolutions, along with any star run (a modified bill or resolution to replace one that was delivered to a legislator but not introduced; see the glossary for definitions of other important terms), substitute, amendment, or conference report documents needed. The more complete the information provided at the time of the bill request, the easier it is to process the request. Within a few days of making a bill request, you will receive a confirmation of the request, along with a request number and a description to classify the subject of the request.

To submit a bill or joint resolution request, view the drafting rules, or ask questions about bill requests or legal services, access the Legal Division MiSource website: misource.legislature.mi.gov/Legal or call 517-373-9425.

Legislative Council rules determine how the Legal Division accepts, processes, and prioritizes bill requests. Bill requests for the 2021-2022 session may be made beginning on **November 10, 2020**. From this date until the end of the year, legislators are allowed ten bill requests, which can be submitted at any time during that period. After January 1, 2021, each legislator may submit up to five bill-drafting requests each month. Legislative Council rules provide for certain exceptions and the designation of three bill requests as personal priorities during the two-year legislative cycle. These rules help the Legal Division assure fairness and manage the volume of work.

The screenshot shows the 'MiSource Bill & Joint Resolutions' form. The form is divided into several sections: 'Legal Information' (with links to Legal Division, Drafting Rules, Glossary, and Training), 'Legal Options' (with links to Submit Request, View Requests, Summary Report, and Request to Bill Lookup), and 'Contact Us' (with an email address and phone number). The main form area is titled 'Bill or Joint Resolution Request' and includes a note: 'Please fill out the following form and click Submit Request. Once our Legal team reviews the request and adds it to the system, the new request will appear on the request status page, where you can track its progress. Fields with red bars are required.' The form sections are: 'Client Information' (with fields for Client, Submitted By, Primary Contact(s), and Additional Contact(s)), 'Request Information' (with a dropdown for Legislative Purpose and checkboxes for 'Send a draft for review before finalizing this request' and 'Designate as Double Set'), 'Background Information' (with a text area for background information and a note about attachments), 'File Attachment' (with five 'Choose File' buttons), and 'Priority Status' (with a checkbox for 'Please check here if you intend to use one of your 3 personal priorities on this request:'). A 'Submit Request' button is at the bottom.

MiSource:
Bill and
Joint Resolution
Request Page

REQUESTING BUSINESS AND POLICY RESOLUTIONS

Business resolutions used to carry out certain legislative business and policy resolutions that express the opinion or will of the House and/or Senate are drafted by the LSB Research Services Division. A legislator need only provide the general purpose of the resolution for the Research Services Division to prepare a draft, though draft language, background materials, or other information can be provided if particular language or points are desired.

To request research, access the LSB Research Services Division MiSource website: misource.legislature.mi.gov/Research. Requests may also be made by email: researchrqsts@legislature.mi.gov or phone: 517-373-5200.

Resolution requests for the 2021-2022 cycle may be made beginning on **November 10, 2020**. There is no monthly or total limit on the number of policy resolution requests each legislator can make. Note: Under the Legislative Council drafting rules, the LSB Research Services Division cannot draft honorary and commemorative resolutions. Legislators should consult their chamber rules governing honorary and commemorative resolutions and need to work with their own staff to draft them.

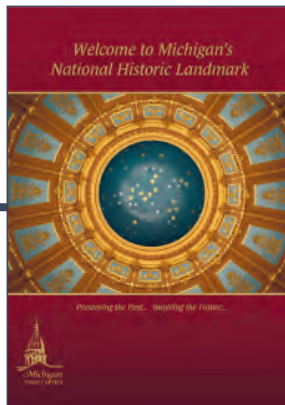
The screenshot shows the 'RESEARCH SERVICES DIVISION POLICY RESOLUTION REQUEST' form on the MiSource website. The form is titled 'RESEARCH SERVICES DIVISION POLICY RESOLUTION REQUEST' and includes a note: 'For immediate assistance, or to speak to an analyst, please call (517) 373-5200.' The form is divided into several sections: 'Legislator Information' (Legislator, Submitted By, Office, Phone, Email), 'Request Information' (Resolution Type, Purpose of Resolution), 'Background Information', 'File Attachment' (three separate fields), and 'Special Instructions'. A 'Submit Request' button is located at the bottom right of the form. A yellow circle highlights the 'Policy Resolutions' link in the top navigation bar.

MiSource:
Policy Resolution
Request Page

REQUESTING PRINTING SERVICES

For more information, access the
LSB Legislative Printing Division
MiSource website:
misource.legislature.mi.gov/Printing; or
contact the division by email:
lsbprinting@legislature.mi.gov
or phone: 517-373-0177.

Materials available from the LSB Legislative Printing Division include office stationery, constituent newsletters, photo labels, bookmarks, and constituent information booklets, among many others. House members place all print requests through their applicable caucus printing coordinator. Senate members place all stationery print requests through Senate General Services and all constituent handout and mailer requests through their respective caucus communications team. Senators place constituent information booklet orders directly from the Printing Division. Printing services are governed by Legislative Council printing guidelines, which cover quotas, rules, authorized equipment and materials, and approvals.



DEFENDING OUR RIGHTS & PROTECTING OUR HUNTING HERITAGE

Dear Neighbors,

Although we continue to enjoy Michigan's beautiful summer, many are already preparing for the fall hunting season. Hunting is an opportunity to experience the great outdoors, share in nature's beauty and take part in the proud and rich heritage of our ancestors. Michigan attracts about 1.5 million hunters annually who invigorate our local businesses and whose license fees support crucial management activity to ensure our natural resources are healthy for generations to come.

Hunters were our country's first law enforcement, and they continue to assist with wildlife management and habitat restoration activity during the hunting season and throughout the entire year.

I am proud to stand behind policies that protect this generations-old tradition, which is part of the fabric of who we are as Michiganders.

Please do not hesitate to contact my office with any questions or concerns.

Good luck this year!

Lee Chatfield

**STATE REPRESENTATIVE
LEE CHATFIELD**
(917) 373-0169 • Lee.Chatfield@house.mi.gov • www.RepChatfield.com

Don't miss your chance at an elk license plate!
Learn more at Michigan.gov/elk

AAODA
American Association of Osteopathic Doctors of America

State Representative
LEE CHATFIELD
P.O. Box 30055
Lansing, MI 48209-0055
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**STATE REPRESENTATIVE
KEVIN HERTEL**
MICHIGAN HOUSE OF REPRESENTATIVES | DISTRICT 18

What are your top three concerns for our state right now? Please rank 1-3:

<input type="checkbox"/> Education	<input type="checkbox"/> Infrastructure
<input type="checkbox"/> Employment/Economy	<input type="checkbox"/> Law Enforcement
<input type="checkbox"/> Healthcare/Health	<input type="checkbox"/> Other
<input type="checkbox"/> Environment/Nature	

Please explain a bit about your answers, or other thoughts you have for what legislation I should work on.

How else can my office be helping our community?

If you have any other questions, comments, or concerns, please feel free to call my office at (517) 373-1188 or email me at kherter@house.mi.gov.

Name _____

Address _____

City _____

State _____ Zip _____

Please include your email address if you are interested in receiving my e-newsletter updates.

Email _____

Thank you for your response!

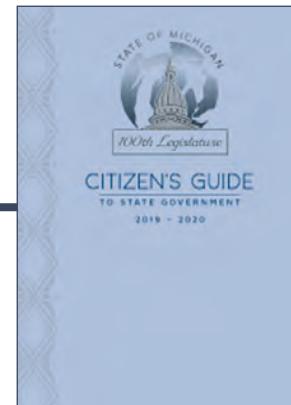
HELPFUL RESOURCES

Michigan Attorney General	(877) 745-8388	Michigan Veterans Affairs Agency	(800) MICHA-8ET
Michigan Department of Health and Human Services	(517) 275-6426	State of Michigan Social Security Administration	(800) 772-1213
Michigan Department of Transportation	(800) 880-7176	Michigan State Police	(800) 280-6857
Michigan Office of Services to the Public	(517) 373-6230	Michigan State Police - Lansing	(517) 488-4739

Learn local business by dialing 2-1-1 from a landline phone.

Get Capital & Community **UPDATES** hertel.house.mt.com

STATE REPRESENTATIVE **KEVIN HERTEL**
P.O. Box 30014 | Lansing, MI 48909-7514



REQUESTING TELECOMMUNICATION AND INTERNET SERVICES

The phones used in legislative offices are programmed and maintained by the LSB Information Services Division. Features include toll-free constituent calling and customized call handling. Audio and video conferencing services are also provided. A legislative staff contact directory is provided on MiSource, as well as detailed user guides on phone equipment and features.

To make a telecommunications service request, access the Information Services Division MiSource website: misource.legislature.mi.gov/Telecom. Requests may also be made by email: telecom@legislature.mi.gov; phone: 517-377-4663; or toll-free phone: 1-888-572-4766.

MiSource:
Telecommunications
Request Page

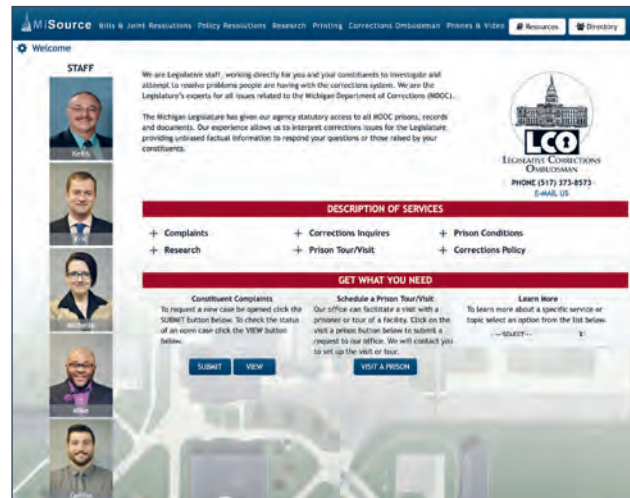
REQUESTING LEGISLATIVE OMBUDSMEN SERVICES

Two ombudsmen offices — the Legislative Corrections Ombudsman and Veterans' Facility Ombudsman — serve the Legislature in their respective areas of expertise.

Legislative Corrections Ombudsman

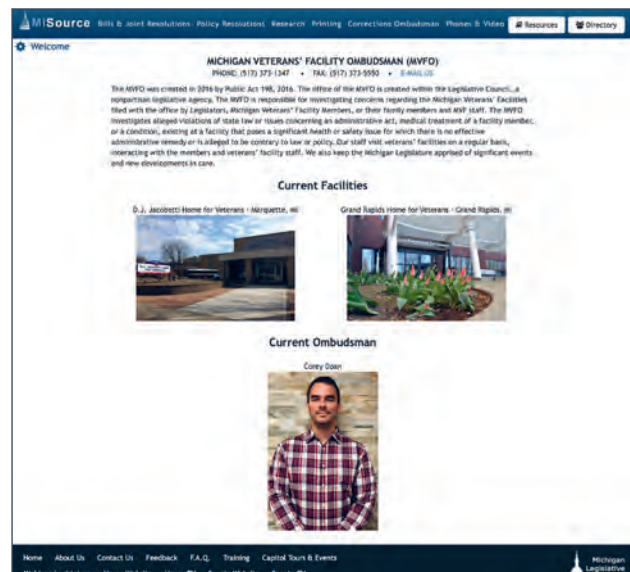
In addition to investigating individual constituent corrections-related complaints, the Office of Legislative Corrections Ombudsman (LCO) serves the Legislature by providing research on prison issues, answering inquiries about Michigan Department of Corrections policies and procedures, assessing prison conditions, and facilitating legislator visits with prisoners or correctional facility tours.

Legislators have a variety of options for requesting services from the LCO, including MiSource: misource.legislature.mi.gov/Ombudsman; email: ombudsman@legislature.mi.gov; phone: 517-373-8573; fax: 517-373-5550; or mail: Office of Legislative Corrections Ombudsman, P.O. Box 30036, Lansing, MI 48933.



Michigan Veterans' Facility Ombudsman

Legislators may submit concerns involving state veterans' facilities or questions about veterans' facility matters to the Michigan Veterans' Facility Ombudsman (MVFO). The MVFO investigates matters to ensure all veterans are treated with dignity and respect and that their concerns are heard and resolved. Email: MVFO@legislature.mi.gov; phone: 517-373-1347; fax: 517-373-5550; and mail: P.O. Box 30036, Lansing, MI 48909 are all available MVFO contact options. The MVFO also has an online submission form to report issues: council.legislature.mi.gov/veteranOmbudsman/mvcontact.



REQUESTING FISCAL AGENCY SERVICES

The two legislative fiscal agencies are available to help the members of the respective chambers they serve with various fiscal matters and also prepare bill summaries.

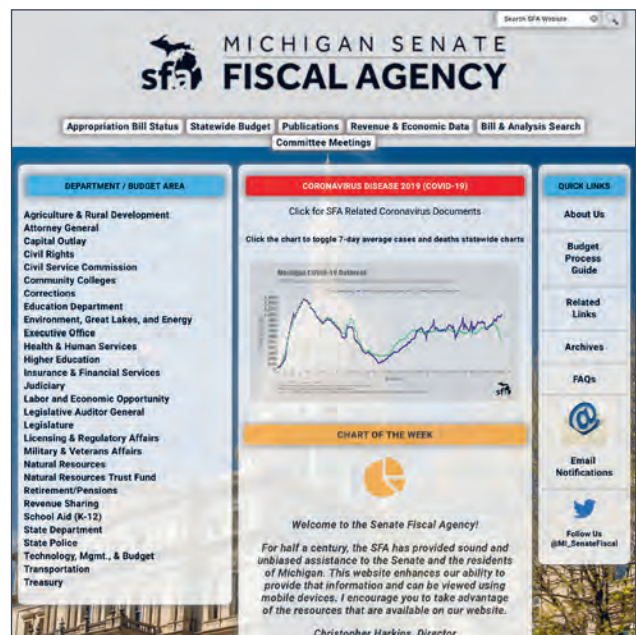
House Fiscal Agency

The House Fiscal Agency (HFA) can help House members and their staff with fiscal and budgetary matters. The agency is located on the 4th floor of the Anderson House Office Building and can be reached via phone at 517-373-8080. HFA reports, publications, staff contacts, and other information about the agency are available on the agency's website: www.house.mi.gov/hfa.



Senate Fiscal Agency

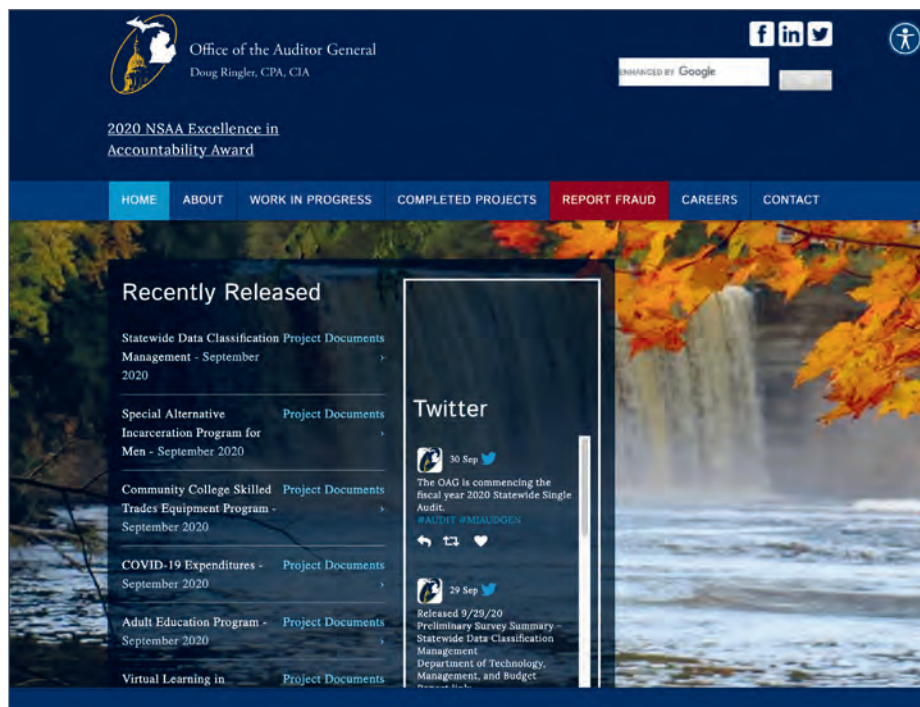
The Senate Fiscal Agency (SFA) can help Senate members and their staff with budgetary and fiscal matters. The agency is located on the eighth floor of the Victor Building at 201 N. Washington Square in downtown Lansing and may be reached by phone at 517-373-2768. Recent publications, fiscal reports, staff contacts, and other information about the SFA are available at the agency's website: www.senate.michigan.gov/sfa.



REQUESTING AUDITOR GENERAL SERVICES

Committees and individual members of the Legislature may request briefings on topics of interest from the Office of the Auditor General. Along with conducting its regular schedule of audits and follow-up reports, legislators may also request that the Auditor General examine specific matters.

The Office of the Auditor General is located at the Victor Center at 201 N. Washington Square in downtown Lansing. The office may be contacted by phone at 517-334-8050 and online at audgen.michigan.gov/contact. Reports are available online at www.audgen.michigan.gov, as well as through the Auditor General's Facebook, LinkedIn, and Twitter accounts.



REQUESTING CAUCUS SERVICES

The four caucus staffs of the Democratic and Republican caucuses in the House and the Senate are available to serve their members, including with communications and policy matters.

House Democratic Staff

House Democratic Caucus members may reach the House Democratic Central Staff, including the Policy Staff and the Communications Staff, by phone at 517-373-8292. Staff offices are located in the Anderson House Office Building.

House Republican Staff

House Republican Caucus members may reach their Policy Office and Communications Policy Office by phone at 517-373-3100 and Caucus Services Office by phone at 517-373-3528. Caucus staff offices are located in the Anderson House Office Building.

Senate Democratic Staff

Senate Democratic Caucus members may reach the Senate Democratic Staff, including the Policy Staff and the Communications Staff, by phone at 517-373-7370. Staff offices are located in the Boji Tower, which is across from the Capitol Building.

Senate Republican Staff

Senate Republican Caucus members may reach the Senate Majority Policy Office by phone at 517-373-3330 and the Senate Majority Communications Office by phone at 517-373-8880. Staff offices are located in the Boji Tower, which is across from the Capitol Building.



ARRANGING CAPITOL TOURS, EVENTS, PARKING, FLAGS, AND SEALS

The offices of the Michigan State Capitol Commission provide various services to legislators surrounding tours, events, and sales of Capitol related merchandise.

Touring the Capitol (517-373-2353): To schedule tours of the Capitol or the Michigan Historical Center, schools, constituents, and other interested parties may contact the Capitol Tour, Education, and Information Service. Walk-in visitors are welcome but groups of ten people or more must schedule in advance (due to normal heavy demand many group tours are scheduled up to one year in advance). Virtual, interactive video tours may also be scheduled. For more information, operating hours, tour schedules, and Capitol content videos, visit the following website: capitol.michigan.gov/tours.

Arranging Events at the Capitol (517-373-9617): To arrange events in the public areas of the Capitol building and grounds, contact the Capitol Events Coordinator. Note that there are procedures for the use of all public areas of the Capitol, including the rotunda and its galleries, the main corridors, the grand staircases, the exterior staircases, all exterior building surfaces, and the grounds. For more information and to view the events schedule, visit the following website: capitol.michigan.gov/events.

Purchasing Merchandise (517-373-1338): To purchase United States and Michigan flags or seals and Capitol related merchandise, contact the Capitol Facility Office. Seals are available with or without frames. You may also visit the following site: capitol.michigan.gov/shop.



The screenshot shows the official website of The Michigan State Capitol. The header features the title "The Michigan State Capitol" with the subtitle "A National Historic Landmark" and a navigation menu with links: Tours, Events, Restoration, Learn, Battle Flags, Legislature, Shop, and Contact. Below the menu, there are links for "Plan Tour", "Hours", "Tour Schedules", "Parking & Maps", and "Disability Resources". The main content area includes an announcement about the Capitol's return to normal operating hours on Monday, June 8, 2020, and a list of new protocols for visitors, such as wearing face masks, hand sanitizing, and social distancing. It also mentions digital opportunities like Zoom tours and Facebook Livestreams. A section titled "CAPITOL TOURS" describes the experience of visiting the Capitol, highlighting the historic architecture and the opportunity to see the legislature in session. It includes links for "Plan Your Tour", "Hours", "Tour Schedules", and "Take A Virtual Tour of the Capitol". A small image of the Capitol's interior is shown on the right side of the "CAPITOL TOURS" section.

The Michigan State Capitol
A National Historic Landmark

Tours Events Restoration Learn Battle Flags Legislature Shop Contact

Plan Tour Hours Tour Schedules Parking & Maps Disability Resources

Capitol > Tours

The Michigan State Capitol Commission and the Capitol Tour, Education and Information Service is pleased to announce the Capitol will return to normal operating hours beginning Monday, June 8, 2020. The Capitol will be open 8-5 with tours offered on the hour from 9-4. Single use self-guided tour books are also available. The Capitol will be closed on Saturdays until further notice. The following new protocols have been instituted.

- All Capitol staff will wear protective facemasks and the use of facemasks will be expected for all Capitol visitors.
- Hand sanitizing stations have been placed throughout the Capitol.
- Tours will be limited to 10 people.
- Tour orientation room benches will be sanitized between each use of the room. Benches have been placed six feet apart and marked to insure social distancing.
- Capitol visitors are encouraged to maintain proper social distancing while on the tour, make use of the hand sanitizing stations throughout the Capitol and be advised against using the handrails in the Capitol (if possible). Handrails, rotunda railings and restrooms will be disinfected regularly throughout the day.

The Capitol Tour, Education, and Information department is offering digital opportunities to visit the Capitol. To schedule a group tour via Zoom, please call (517) 373-2353. In addition, Capitol Educators are offering regular video tours via Facebook Livestream. To watch these tours please follow the Michigan State Capitol page at <https://www.facebook.com/MISStateCapitol>.

CAPITOL TOURS

Every year the Michigan State Capitol welcomes over 115,000 people including tourists, schoolchildren, and families that tour the building with a guide or independently. While at the Capitol visitors have the opportunity to watch the legislature meet for session, they can admire the nine acres of hand-painted decorative art, and they learn stories from Michigan's past.

Whether you are interested in state history, Michigan's government, or art, we encourage you to plan to tour Michigan's beautiful Capitol today!

Plan Your Tour
Learn more about guided and self-guided tour options and scheduling. Includes information for teachers planning field trips.

Hours
Includes hours for the Capitol building and tours.

Tour Schedules
View a full list of all of the Capitol's scheduled tours.

Take A Virtual Tour of the Capitol
Take A Virtual Tour of the Capitol Dome
Enjoy the beauty of Michigan's Capitol anywhere! Take these





Michigan's executive branch administers state government and implements and executes the laws enacted by the Legislature. Accordingly, it is important that the executive branch is responsive to the Legislature and that the Legislature provides oversight of the executive branch. A key component of this is the Legislature's role in the administrative rule-making process.

Chapter **Five:**

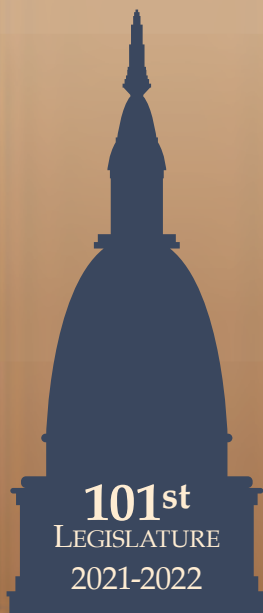
The Executive Branch of Government

The Governor and State Departments

The Governor and the Executive Office
Agriculture and Rural Development
Attorney General
Civil Rights
Civil Service Commission
Corrections
Education
Environment, Great Lakes, and Energy
Health and Human Services
Insurance and Financial Services
Labor and Economic Opportunity
Licensing and Regulatory Affairs
Military and Veterans Affairs
Natural Resources
Secretary of State
State Police
Technology, Management and Budget
Transportation
Treasury

Administrative Rules Process

Rule Drafting Review
Rule-Making Process
Exceptions to the Rule-Making Process



THE GOVERNOR AND STATE DEPARTMENTS

The executive branch of government, led by the Governor, comprises myriad departments, agencies, commissions, and other bodies, consisting of thousands of employees, that are responsible for the faithful execution of the laws, rules, and policies of the state. Each executive department maintains a legislative liaison to facilitate communication with the Legislature, including responding to requests for information from legislators. Listed below are the principal departments of the state and their main functions. Note that the list is subject to change, as the Governor can make changes to the structure and naming of departments.



The Governor and the Executive Office

George W. Romney Building
111 South Capitol Avenue
Lansing, Michigan 48933
www.michigan.gov/gov

The Governor is the chief executive officer of the state who organizes and oversees the executive branch, aided by the Lieutenant Governor and other members of the Executive Office. Numerous responsibilities and powers are contained in the Governor's office. The Governor is responsible for annually submitting the executive budget to the Legislature; can veto legislation passed by the Legislature, including the line-item veto (power to veto specific items in an appropriation bill still signing the rest of the bill; see the glossary for definitions of other important terms); and appoints various executive positions and members of state boards and commissions, some of which are subject to senatorial advice and consent; among many other duties and powers.



Department of Agriculture and Rural Development

Constitution Hall
525 West Allegan Street
Lansing, Michigan 48933
www.michigan.gov/mdard

The Department of Agriculture and Rural Development (MDARD) works to grow economic opportunities for the food and agricultural sector, safeguard the food supply, inspect and enforce sound animal health practices, control and eradicate plant pests and diseases, preserve the environment, and enforce laws relating to weights and measures.



Department of Attorney General

G. Mennen Williams Building
525 West Ottawa Street
Lansing, Michigan 48933
www.michigan.gov/ag

The elected Attorney General (AG) is the lawyer for the state. When public legal matters arise, the Department of the Attorney General renders opinions on matters of law and provides legal counsel for the Legislature and officers, departments, boards, and other bodies of state government. The AG also provides legal representation in court actions and assists in the conduct of official hearings held by state agencies. Members of Legislature may request formal AG opinions on matters of law.

Department of Civil Rights



Capitol Tower Building
110 West Michigan Avenue
Lansing, Michigan 48933
www.michigan.gov/mdcr

The Department of Civil Rights (MDCR) investigates complaints of discrimination, enforces civil rights and fair housing laws, and provides education and training to promote voluntary compliance surrounding civil rights.



Department of Civil Service Commission

Capitol Commons Center
400 South Pine Street
Lansing, Michigan 48933
www.michigan.gov/mdcs

The Civil Service Commission (MCSC) regulates conditions of employment for classified civil service workers in the executive branch of state government. Regulation includes classifying positions, determining compensation rates, making rules and regulations covering all personnel transactions, and other items.



Department of Corrections

Grandview Plaza
206 East Michigan Avenue
Lansing, Michigan 48933
www.michigan.gov/corrections

The Department of Corrections (MDOC) administers state prison, probation, and parole systems. Convicted offenders may be sent to prison, though they may also be put on probation and supervised locally or serve up to one year in county jail. Prisoners who have served time may be eligible for parole, (a period of supervision in the community.)



Department of Education

John A. Hannah Building
608 West Allegan Street
Lansing, Michigan 48933
www.michigan.gov/mde

The Department of Education (MDE), under the direction of the Superintendent of Public Instruction, carries out the policies of the elected State Board of Education (SBE). The MDE also implements federal and state legislative mandates in education.



Department of Environment, Great Lakes, and Energy

Constitution Hall
525 West Allegan Street
Lansing, Michigan 48933
www.michigan.gov/egle

The Department of Environment, Great Lakes, and Energy (EGLE) manages land, air, water, and energy resources to protect the environment through monitoring, promulgating regulations, and enforcing laws.



Department of Health and Human Services

333 South Grand Avenue
Lansing, Michigan 48933
www.michigan.gov/mdhhs

The Department of Health and Human Services (MDHHS) administers various health and human services programs, such as Medicaid and food assistance. The MDHHS also works to measure health, safety, and self-sufficiency outcomes.

Department of Insurance and Financial Services



Stevens T. Mason Building
530 West Allegan Street
Lansing, Michigan 48933
www.michigan.gov/difs

The Department of Insurance and Financial Services (DIFS) is responsible for licensing and regulating the state financial industry, including banks, credit unions, lenders, and other financial institutions, along with the insurance industry. It also looks to educate consumers and resolve their complaints concerning financial services and insurance.



Department of Labor and Economic Opportunity

105 West Allegan Street
Lansing, Michigan 48933
www.michigan.gov/leo

The Department of Labor and Economic Opportunity (LEO) deals with employment issues, such as unemployment and workers' compensation, as well as economic development and housing development.

Department of Licensing and Regulatory Affairs



Ottawa Building
611 West Ottawa Street
Lansing, Michigan 48933
www.michigan.gov/lara

The Department of Licensing and Regulatory Affairs (LARA) administers various occupational and business licenses and permits and oversees construction code promulgation and enforcement. The department also assists in the regulation of alcoholic beverages; marijuana; and natural gas, electricity, and telecommunications services.



Department of Military and Veterans Affairs

3411 North Martin Luther King Jr. Boulevard
Lansing, Michigan 48906
www.michigan.gov/dmva

The Department of Military and Veterans Affairs (DMVA), the state military establishment, has three primary missions: execution of the duties laid down by law and the Governor, administration of state-supported veterans programming, and preparation of the military to assist both state and federal authorities. The Governor serves as commander-in-chief of the Michigan National Guard.



Department of Natural Resources

Constitution Hall
525 West Allegan Street
Lansing, Michigan 48933
www.michigan.gov/dnr

The Department of Natural Resources (DNR) oversees the conservation, protection, management, use, and enjoyment of the state's natural and cultural resources through regulation, education, and other methods.



Department of State

Richard H. Austin Building
430 West Allegan Street
Lansing, Michigan 48933
www.michigan.gov/sos

The Department of State is headed by the elected Secretary of State (SOS), who is the state's chief elections officer and has authority over election processes. The department also administers programs regarding vehicle licensing and registration, driver education, and traffic safety. It acts as the state's official repository of records as well.



Department of State Police

7150 Harris Drive
Dimondale, Michigan 48821
www.michigan.gov/msp

The Department of State Police (MSP) provides police service for the safety and protection of the people and property. Its primary responsibilities are to reduce the opportunities for crime, to reduce traffic accidents through enforcement of laws, and to act as first responders.

Department of Technology, Management and Budget



Elliot-Larsen Building
320 South Walnut Street
Lansing, Michigan 48933
www.michigan.gov/dtmb

The Department of Technology, Management and Budget (DTMB) provides centralized administration of services, including information technology, auditing, budgeting, employee resources, financial services, fleet management, mail, printing, property management, purchasing, records management, and retirement services for the state.

Department of Transportation



State Transportation Building
425 West Ottawa Street
Lansing, Michigan 48933
www.michigan.gov/mdot

The Department of Transportation (MDOT) is responsible for the 9,669-mile state highway system, comprised of all "M," "I," and "US" routes. The department also administers other state and federal transportation programs for aviation, intercity passenger, rail freight, and local public transit services, among others.



Department of Treasury

Richard H. Austin Building
430 West Allegan Street
Lansing, Michigan 48933
www.michigan.gov/treasury

The Department of Treasury (Treasury) is responsible for collecting, disbursing, and investing all state monies. The department advises the Governor on all tax and revenue policy, collects and administers over \$20 billion a year in state taxes, and safeguards the credit of the state. It also monitors the fiscal health of local governments and school districts. The Michigan Gaming Control Board and Michigan Lottery operate within Treasury as well.

ADMINISTRATIVE RULES PROCESS

Administrative rules are promulgated by the executive branch and often necessary to carry out the intent of acts passed by the Legislature. Without rules, the *Michigan Compiled Laws* would be unmanageably large due to the need to explain technical details. The rules-promulgation process emphasizes early, active involvement by the Legislature, affording an opportunity to ensure that legislative intent is followed by the executive branch.

Rule Drafting Review

Two entities, one in the legislative branch and one in the executive branch, are at the heart of the administrative rules process:

- The **Joint Committee on Administrative Rules**, known as JCAR, is the legislative committee that reviews proposed administrative rules. The committee consists of five members each from the House and the Senate. Each chamber's five-member contingent consists of three members from the majority party and two from the minority party.
- The **Michigan Office of Administrative Hearings and Rules (MOAHR)**, located within the Department of Licensing and Regulatory Affairs, is the central executive agency that oversees administrative rule-making and hearings.

The Rule-Making Process

The rule-making process has many steps. It is a dual process in which MOAHR and the Legislature/JCAR exercise the following responsibilities:

1. An executive agency submits a Request for Rulemaking (RFR) to MOAHR, which forwards a copy to JCAR.
2. MOAHR approves or disapproves the Request for Rulemaking or requests additional information.
3. MOAHR reviews proposed draft rules and may grant approval to the agency to proceed to a public hearing. If approval is granted, MOAHR sends a copy of the approved draft rules to the LSB Legal Division for informal approval.
4. The agency must complete a Regulatory Impact Statement (RIS) that assesses the economic impact of the rule, which requires approval from MOAHR.
5. The agency schedules a public hearing and provides notice to MOAHR, which forwards a copy of the notice to JCAR within seven days of receipt. JCAR sends a notice of the hearing to its members and the appropriate standing committees. Public notice must be published not less than 10 days or more than 60 days before the hearing.
6. The agency holds a public hearing for comment on the proposed rules.
7. The agency finalizes the proposed rules. It must receive formal certification from the LSB Legal Division on matters of form, classification, and arrangement, as well as approval from MOAHR that rules are legal and appropriate.

8. The agency prepares a rules package for JCAR, which has 15 session days from receipt of the rule package to review the rules and do one of the following: Waive the remaining session days or allow the session days to elapse without action; object to the rules; propose that the rules be changed; or decide to enact the subject of the rule into law. JCAR may also decide to hold a hearing on the rules, in which case the agency makes staff available to answer questions.
9. If JCAR does not object or waives the remaining session days, MOAHR may immediately file the rules with the Department of State. If JCAR objects, members of JCAR shall introduce bills in both houses to rescind the rules, repeal the authorizing statute, or stay the effective date for up to one year. If the legislation does not pass within 15 session days, MOAHR may file the rule. If JCAR proposes that the rules be changed, the agency has 30 days to change them and resubmit or decide to not change them. If the agency does not agree to change the rules, it notifies JCAR, which again has 15 session days to consider the rules as in step 8.

Exceptions to the Rule-Making Process

The notice and participation procedures for rule-making may be set aside when the preservation of the public health, safety, or welfare is at stake. An executive agency must determine that an emergency exists, and the Governor must concur. Emergency rules take effect the day they are filed with the Department of State and remain in effect for six months. The rules may be extended once, for no more than six months, by the Governor.

Another exception eliminates public hearings and much of the review process for the promulgation of state occupational safety and health rules substantially similar to federal rules. The federal government requires states to adopt occupational safety and health standards at least as strict as the federal standards within six months of their promulgation.

Lastly, rules proposed by the Department of Environment, Great Lakes, and Energy must be reviewed by the Environmental Rules Review Committee before submission to JCAR. The committee is made up of representatives from the waste management, manufacturing, oil and gas, and agriculture sectors; utilities; small businesses; environmental groups; local governments; and public health organizations.



Michigan's principle of "One Court of Justice" was introduced under the 1963 state constitution. Under this principle, the judicial system functions as an integrated unit divided into one supreme court, one court of appeals, one trial court (known as the circuit court), one probate court, and courts of limited jurisdiction that may be established by a two-thirds vote of the Legislature. Among its powers and functions, the judiciary interprets laws passed by the Legislature.

Chapter **Six:**

The Judicial Branch of Government

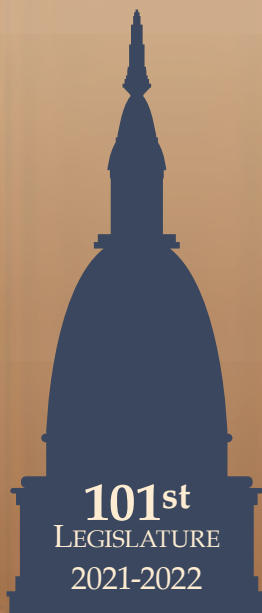
Appellate Courts

State Supreme Court
Court of Appeals
Court of Claims

Trial Courts

Circuit Court
District Court
Probate Court

State Court Administrative Office



APPELLATE COURTS

State Supreme Court

Hall of Justice
925 West Ottawa Street
Lansing, Michigan 48915
courts.mi.gov



Michigan Hall of Justice

The **Supreme Court** is the state's court of last resort, consisting of seven justices elected for eight-year terms. Each year, the Court receives thousands of applications for leave to appeal from litigants. The Supreme Court grants leave to those cases of greatest complexity and public import, where additional briefings and oral arguments are essential to reaching a just outcome.

Cases may be decided by an order, with or without an opinion. Orders may affirm or reverse the Court of Appeals, remand a case to the trial court, or adopt a correct Court of Appeals opinion. If not all of the justices agree on how to decide a case, there can be several written opinions. The opinion with a majority of four or more signatures becomes the decision of the Supreme Court.

Cases come before the Supreme Court during a term that starts on August 1 and runs through July 31 of the following year. The Court hears oral arguments in Lansing beginning in October. Decisions are released throughout the term. The Court is also responsible for the general administrative supervision of all courts in the state and establishes rules for practice and procedure in all courts.

Court of Appeals

The **Court of Appeals** is one of the highest volume state intermediate appellate courts in the country. It currently consists of 25 judges but is due by law to decrease to 24 members, which is to be achieved through attrition. Appeals court judges are elected to six-year terms.

Generally, decisions from a circuit court or probate court and some agency orders may be appealed to the Court of Appeals as a matter of right. Other lower court or tribunal decisions may be appealed only by application for leave to appeal. The court also has jurisdiction to hear some original actions, such as complaints for mandamus or superintending control against government officers or actions alleging that state law has imposed an unfunded or inadequately funded mandate on local units of government.

The judges of the Court of Appeals sit statewide, although they are elected or appointed from one of four districts based in Detroit (I), Troy (II), Grand Rapids (III), and Lansing (IV). Hearings are held year-round before three-judge panels in Detroit, Lansing, and Grand Rapids. Hearings are also scheduled in Marquette and in a northern Lower Peninsula location in the spring and fall of each year for the convenience of the parties and their attorneys in those areas. Judges are randomly assigned to panels in all courtroom locations so that a variety of viewpoints are considered. At least two of the three judges on a panel must agree on a ruling for it to be binding.

Court of Claims

The **Court of Claims**, located within the Court of Appeals, is a court of statewide, limited jurisdiction to hear all civil actions filed against the state of Michigan and its agencies. Four Court of Appeals judges are assigned to the Court of Claims for two-year terms.

Each Court of Claims case is heard by a single judge. The court operates similar to a circuit court; however, there is no right to a jury trial. Examples of cases handled by the Court of Claims include constitutional claims, contracts, highway defects, medical malpractice, prisoner litigation, tax-related suits, and other claims for money damages.



TRIAL COURTS

Circuit Court

The **Circuit Court** is the trial court with the broadest powers. There are 57 circuit courts with over 200 judges who are elected for six-year terms.

In general, the Circuit Court handles all civil cases with claims greater than \$25,000 and all felony criminal cases (cases where the accused, if found guilty, could be sent to prison). The Family Division adjudicates cases regarding divorce, paternity, adoptions, personal protection actions, emancipation of minors, treatment and testing of infectious disease, safe delivery of newborns, name changes, juvenile offenses and delinquency, juvenile guardianship, and child abuse and neglect. The Friend of the Court Office is part of the Family Division and is responsible for domestic relations cases where minor children are involved. In addition, the court handles cases appealed from other trial courts or administrative agencies.

District Court

The **District Court** is often called the people's court. There are approximately 100 district courts with over 225 judges who are elected for six-year terms.

More people have contact with the District Court than any other type of court. The court handles most traffic violations, civil cases with claims up to \$25,000, landlord-tenant matters, and all misdemeanor criminal cases (generally, cases where the accused, if found guilty, cannot be sentenced to more than one year in jail). All adult criminal cases begin in district court, with items like a bail hearing and preliminary examination handled there, though felony cases that go to trial are transferred to circuit court. The Small Claims Division deals with lawsuits of \$6,000 or less.

Finally, a handful of local units of government have chosen to instead retain municipal courts, which have limited powers. They are located in Grosse Pointe, Grosse Pointe Farms, Grosse Pointe Park, and Grosse Pointe Shores/Grosse Pointe Woods.

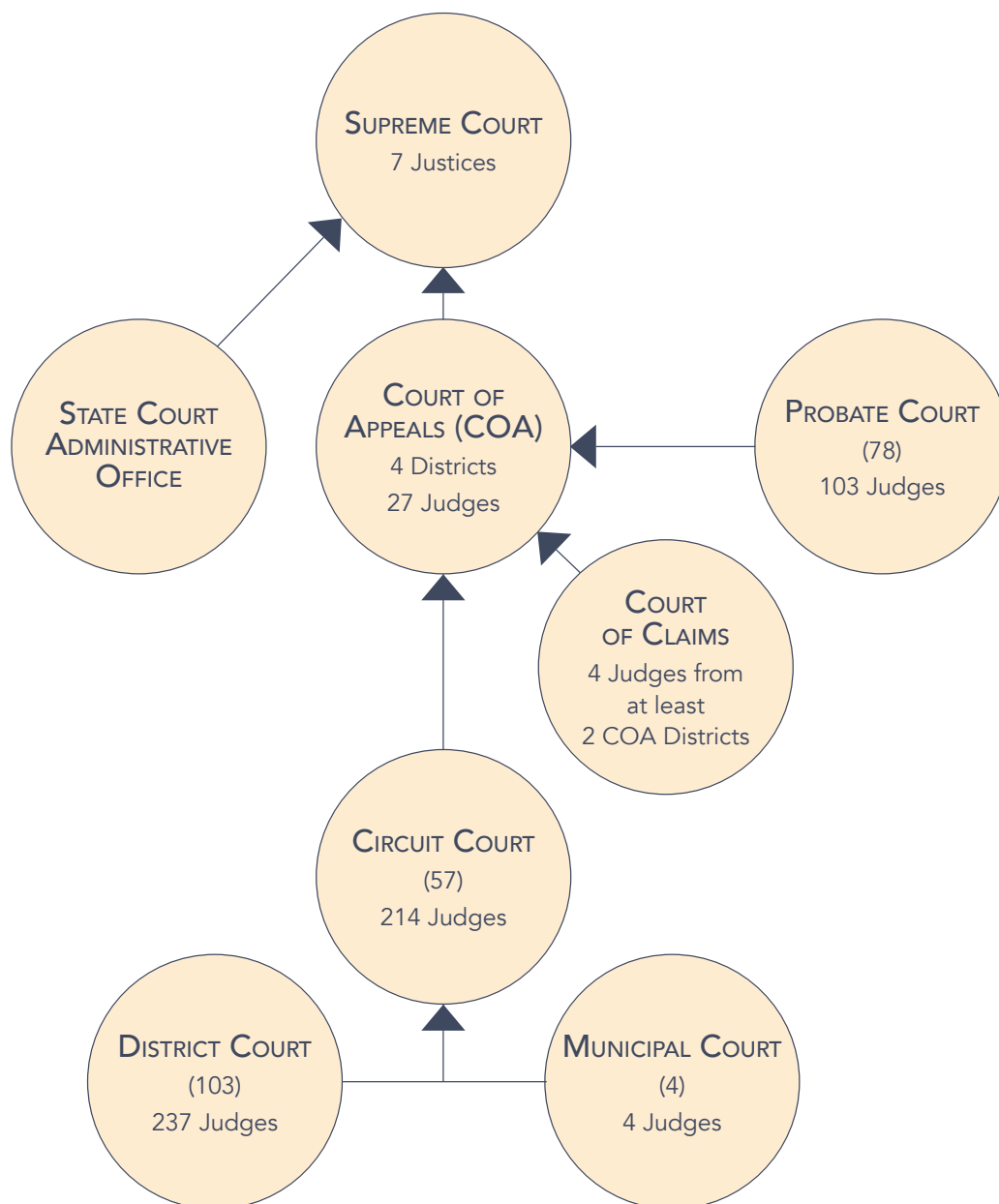
Probate Court

The **Probate Court** includes over 75 courts and 100 judges elected to six-year terms. This court handles wills, administers estates and trusts, appoints guardians and conservators, and orders treatment for mentally ill and developmentally disabled persons.

STATE COURT ADMINISTRATIVE OFFICE

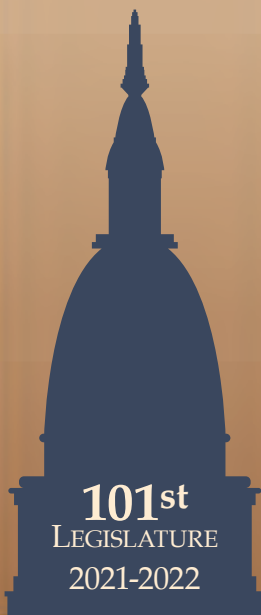
The **State Court Administrative Office (SCAO)** is charged with administering the state's courts pursuant to policies developed by the Supreme Court. Under the Michigan Court Rules, the SCAO supervises the courts; examines the status of calendars of the courts; collects and compiles statistical and other data; recommends the assignment of judges where courts are in need of assistance; monitors the efficiency of case-flow management; prepares budget estimates of state appropriations needed for the judicial system; monitors judicial business; approves and publishes court forms; and certifies the adequacy of recording devices used in making records of proceedings in courts, among other tasks.

MICHIGAN JUDICIAL BRANCH





Legislative Directory



101st
LEGISLATURE
2021-2022

House of Representatives

Business Office.....	www.house.mi.gov	517-373-6339
Clerk's Office	517-373-0135
Clerks – Bill	517-373-0136
Clerks – Committee.....	517-373-0015
Clerks – Introduction/Enrolling.....	517-373-0138
Clerks – Journal	517-373-0137
Clerks – Resolution	517-373-0404
Democratic Communications Staff	www.housedems.com	517-373-8292
Democratic Policy Staff	517-373-0150
Fiscal Agency	www.house.mi.gov/hfa	517-373-8080
Republican Caucus Services Office.....	www.gophouse.org	517-373-3528
Republican Policy Office	517-373-3100

Senate

Business Office.....	www.senate.michigan.gov	517-373-1675
Clerks – Amending	517-373-6758
Clerks – Bill 517-373-0514	517-373-6748
Clerks – Enrolling..... 517-373-9423	517-373-2914
Clerks – Journal 517-373-6523	517-373-2403
Democratic Staff	www.senatedems.com	517-373-7370
Fiscal Agency	www.senate.michigan.gov/sfa	517-373-2768
Republican Communications Office	www.misenategop.com	517-373-8880
Republican Policy Office	517-373-3330
Secretary of the Senate	517-373-2400

Legislative Council

Joint Committee on		
Administrative Rules	council.legislature.mi.gov/CouncilAdministrator/JCAR	517-373-9425
Legislative Council Administrator	council.legislature.mi.gov/CouncilAdministrator/lca	517-373-0212
Legislative Corrections Ombudsman ...	misource.legislature.mi.gov/Ombudsman	517-373-8573
LSB Information Services Division	misource.legislature.mi.gov/Telecom	517-377-4663
LSB Legal Division	misource.legislature.mi.gov/Legal	517-373-9425
LSB Legislative Printing Division	misource.legislature.mi.gov/Printing	517-373-0177
LSB Research Services Division	misource.legislature.mi.gov/Research	517-373-5200
Michigan Commission		
on Uniform State Laws	council.legislature.mi.gov/CouncilAdministrator/MCUSL	517-373-0212
Michigan Law Revision Commission	council.legislature.mi.gov/CouncilAdministrator/MLRC	517-373-0212
Michigan Veterans'		
Facility Ombudsman.....	misource.legislature.mi.gov/VAOmbudsman	517-373-1347
State Drug Treatment		
Court Advisory Committee	council.legislature.mi.gov/CouncilAdministrator/SDTCAC	517-373-0212

Capitol

Flags & Seals	517-373-1338
State Capitol Events Coordinator	capitol.michigan.gov/planner	517-373-9617
State Capitol Facilities.....	capitol.michigan.gov/ContactFacilities	517-373-0184 517-373-1939
State Capitol Parking Coordinator.....	capitol.michigan.gov/Parking	517-373-0184 517-373-1939
State Capitol Tours	capitol.michigan.gov/ContactTours	517-373-2353 517-373-2348

Courts

Michigan Court of Appeals.....	courts.michigan.gov/courts/coa/pages/default.aspx	517-373-0786
Michigan Supreme Court.....	courts.michigan.gov/courts/michigansupremecourt/pages/default.aspx ..	517-373-0120
State Court Administrator.....	courts.michigan.gov/administration/scao/pages/default.aspx ..	517-373-0128

Executive Departments

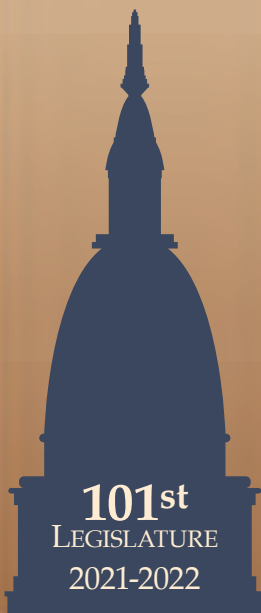
Office of The Governor	www.michigan.gov/gov	517-373-3400
Agriculture & Rural Development	www.michigan.gov/mdard	800-292-3939
Attorney General	www.michigan.gov/ag	517-335-7622
Civil Rights.....	www.michigan.gov/mdcr	517-335-3165
Civil Service Commission.....	www.michigan.gov/mdcs	517-284-0100
Corrections.....	www.michigan.gov/corrections	517-335-1426
Education	www.michigan.gov/mde	833-633-5788
Environment, Great Lakes, & Energy	www.michigan.gov/deq	800-662-9278
Health & Human Services	www.michigan.gov/mdhhs	517-241-3740
Insurance & Financial Services.....	www.michigan.gov/difs	517-284-8800
Labor & Economic Opportunity	www.michigan.gov/leo	517-241-6712
Licensing & Regulatory Affairs.....	www.michigan.gov/lara	517-335-9700
Military & Veterans Affairs.....	www.michigan.gov/dmva	517-481-8083
Natural Resources.....	www.michigan.gov/dnr	517-284-4720
Secretary of State	www.michigan.gov/sos	888-767-6424
State Police	www.michigan.gov/msp	517-332-2521
Technology, Management & Budget....	www.michigan.gov/dtmb	517-241-5545
Transportation	www.michigan.gov/mdot	517-241-2400
Treasury.....	www.michigan.gov/treasury	517-335-7508

Other

Legislative Retirement System	www.michigan.gov/orsstatedc	517-373-0575
Office of the Auditor General.....	www.audgen.michigan.gov	517-334-8050



Legislative Terms **Glossary**



Act (also known as Public Act): a bill that has been approved by the Legislature and signed into law by the Governor, filed with the Secretary of State, and assigned a Public Act number.

Adjournment: the conclusion of the day's session, until the next session day designated by the Legislature. The final adjournment, sine die, ends the year's session.

Adoption: approval or acceptance, usually applied to amendments and resolutions.

Advice and Consent: constitutional provision providing for confirmation by the Senate of certain appointments made by the Governor.

Amendment: a proposed change, addition, or deletion to a bill, joint resolution, or resolution. Amendments may be offered by individual legislators or recommended by a committee.

Analysis: a detailed description, generally in nonlegal language, of a bill or joint resolution considered by the Legislature. An analysis is prepared by the House Fiscal Legislative Analysis Section and the Senate Fiscal Agency Legislative Analysis Unit. Analyses often contain background information on a bill or joint resolution and its fiscal implications, where appropriate.

Appropriations: the authorization to spend state and federal funds. Appropriating money is carried out by passing bills that authorize units (departments, agencies, and institutions) of government to spend money for specified purposes.

At the Call of the Chair: a recess of the House or Senate or a House or Senate committee that is ended by the presiding officer calling the body to order (usually very brief in the case of the House or Senate, and usually after session for a committee).

Bill: a proposed law introduced in the Legislature for consideration.

Blueback: the copy of a bill with a blue backing that is used for the signatures of sponsoring members.

Boilerplate: sections of an appropriations bill that condition or direct the use of appropriated funds. Boilerplate generally appears after the bill's specific line-item appropriations.

Bureau: the Legislative Service Bureau.

Business Resolution: a resolution used to carry out the business of the Legislature under constitutional provisions, statutes, or rules.

Calendar: the listing of bills, resolutions, and other business items to be considered by the Senate or House. The calendars are published for each session day, and items are considered in the order listed unless changes are made during a session. The calendar also contains a list of future committee meetings and public hearings.

Call of the Senate or House: an order of the majority of members present to compel the attendance of all the members to their chambers. During a call of a house, the doors are closed, members are not permitted to leave the floor area, and the Sergeant-at-Arms (and occasionally the State Police) may be sent to bring absent members to the chambers.

Call the Question: a motion to halt debate on a question in order to begin the vote on the question. (The term is sometimes referred to as "call the previous question," "move the previous question," or simply "previous question.")

Caucus: a group of legislators with a common interest. Although most commonly referred to as the Democratic Caucus or the Republican Caucus, the term is used to describe other groups of legislators, such as the Detroit Caucus, the Black Caucus, etc. As a verb, the term "to caucus" means to have a meeting. Session is occasionally recessed to permit members to caucus with the other members of their party to discuss strategy or to have a proposal explained in detail. It is also common to refer to discussions between a small number of people on the floor during session as a caucus, and the Sergeant-at-Arms is sometimes ordered to "break up the caucuses and clear the aisles" to maintain order.

Censure: an act by a legislative body to officially reprimand one of its members. The act of censuring is an official condemnation for actions committed by a public official while holding a public trust.

Chair: presiding officer or chairperson.

Change of Purpose: Article IV, Section 24 of the Michigan Constitution provides, "No bill shall be altered or amended on its passage through either house so as to change its original purpose as determined by its total content and not alone by its title."

Clerk of the House: the parliamentarian for the House of Representatives. The person in this position performs numerous administrative and technical services, especially during House sessions. The Assistant Clerk of the House aids in performing those duties.

Commemorative Resolution: a resolution offered by members as an expression of congratulations, commemoration, or tribute to an individual or group or to commemorate a date or name something in honor of some person or cause. Commemorative resolutions may also be referred to as honorary resolutions.

Committee Report: an official release from a committee of a bill or resolution with a specific recommendation or without recommendation.

Committee of the Whole: a parliamentary procedure (in the Senate) in which the entire body becomes a committee for the purpose of working on a bill or joint resolution.

Communications: information transmitted between the two houses and information to and from them, the Governor, state agencies, or other public bodies.

Compiled Laws: the official database or book comprising all existing state laws up to a specific date.

Concur: agreement on the part of one of the houses to the other's actions, or agreement by a house to the recommendation of a committee.

Concurrent Resolution: a resolution to be considered by both the House and the Senate.

Conferee: a member of the Legislature appointed to a conference committee.

Conference Committee: a committee, consisting of three members from each house, that is appointed to resolve differences in a bill or joint resolution that has been passed in different versions in each house.

Conference Report: an attempt to resolve differences between two versions of the same bill or joint resolution passed by both houses.

Cosponsor: one of two or more persons proposing any amendment, bill, substitute, joint resolution, or policy resolution.

Council: the Legislative Council authorized by Article IV, Section 15 of the Michigan Constitution and created by the Legislative Council Act, 1986 PA 268, MCL 4.1101 to 4.1901.

Discharge: a motion made in a body to remove a bill or resolution from consideration by a committee of the house of jurisdiction to which it was referred and to bring the bill or resolution before that house for floor action.

Dissent: the state constitution guarantees the right of a member "to dissent from and protest against any act, proceeding or resolution which he deems injurious to any person or the public, and have the reason for his dissent entered in the journal." A no vote explanation is a form of dissent.

Division of Question: legislative procedure to separate a matter to be voted upon into two or more questions.

Division Vote: a vote in which each member's yes or no is cast individually, but which is not permanently recorded by the member's name in the journal.

Double Set: two identical bluebacks that are prepared pursuant to a single bill request for introduction in both houses of the Legislature.

Dual Object: Article IV, Section 24 of the Michigan Constitution provides that "No law shall embrace more than one object, which shall be expressed in its title."

En bloc Voting: to consider in a mass or as a whole or to adopt or reject a series of amendments by a single vote.

Enacting Section: a formal section of an amendatory bill or a bill to create a new act. It is not a part of the body of law and is therefore not compiled. Enacting sections are usually used to repeal a law, tie-bar the bill to another bill, or establish an effective date for the bill. Enacting sections are specifically labeled as such, and there may be more than one enacting section.

Enrollment: the process of having a bill or joint resolution reprinted in its final form as passed by both houses. The enrolled version includes all amendments, without the stricken or inserted new language specifically noted. It is in this form that bills are presented to the Governor for approval (or veto).

Excused: absent with permission of the body.

Executive Order: an order or decision of the Governor.

Executive Reorganization Order or "ERO": an executive order reorganizing the executive branch. An ERO preempts any previously existing statute in conflict with the ERO. It may be disapproved by the Legislature.

Extraordinary Vote: a vote that requires more than a majority of the members elected and serving for passage, such as requirements for a two-thirds or three-fourths majority.

Five-Day Rule: a constitutional requirement that no bill can become law at any regular session of the Legislature until it has been printed and reproduced and in the possession of each house for at least five days.

Floor: that portion of the chamber of each body reserved during session for members and officers of the body and other persons who are granted the privilege of admission.

Gallery: balconies of each chamber from which visitors and others may view proceedings of the Legislature.

Germane: a point of order raised by a member to question whether an amendment is relevant, appropriate, and in a natural and logical sequence to the subject matter to be included in the bill or resolution (or in discussions of the bill or resolution) before the body.

Grayback: the copy of a straight or one house resolution, ready for introduction, with a gray backing that is used for the signatures of sponsoring members.

Greenback: the copy of a concurrent resolution, ready for introduction, with a green backing that is used for the signatures of sponsoring members.

Honorary Resolution: see commemorative resolution.

House: generic reference to one of the chambers of Michigan's bicameral (two house) Legislature. The Senate and the House of Representatives are the houses of the Legislature.

House Minority Leader: elected by the members of the House minority party to lead them. Included in this person's responsibilities is being the spokesperson for the minority party, nominating and consulting with the Speaker of the House on the appointment of minority members to committees, as well as other leadership responsibilities.

House of Representatives: one of the legislative bodies of Michigan's bicameral (two house) Legislature, consisting of 110 Representatives elected for two-year terms. This body is commonly referred to as the "House." (By itself, the word "house" may refer to either the House of Representatives or the Senate.)

Immediate Effect: a vote to have a bill become effective immediately upon its approval by the Governor and filing with the Secretary of State or upon a date specified. If a bill is not given immediate effect, it takes effect in accordance with the constitutional provision that states no act shall take effect until the expiration of 90 days from the end of the session at which the bill was enacted. The motion to give a bill immediate effect requires a two-thirds vote in each house, although sometimes the motion is passed on a voice vote.

Initiative Petition: a constitutional provision that provides for the initiation of legislation by the people.

Interstate Compact: a mutually binding agreement between two or more states, usually set forth in statutory form within each state that is a part to it. (Authorization for Michigan to enter an interstate compact is provided in Article III, Section 5 of the Michigan Constitution.)

Invocation: a prayer rendered at the beginning of a session.

Joint: involving both houses (e.g., joint session or joint rules).

Joint Committee: a committee of the Legislature composed of both Senate and House members.

Joint Resolution: a document used to propose an amendment to the Michigan Constitution, to ratify an amendment to the Constitution of the United States, or to handle certain matters where power is solely vested in the legislatures of the states by the United States Constitution. Joint resolutions used to propose amendments to the Michigan Constitution require a two-thirds majority in each house to pass and must be adopted by the citizens of Michigan in a general election. Joint resolutions are not considered by the Governor.

Journal: the official records of the actions of the House of Representatives and the Senate published separately following each day's session. Although not a verbatim account of what takes place on the floor, the journals record all actions, communications, and roll call votes. The journals are published in bound volumes for each year.

Laid Over: under the rules, any items requiring publication in the journal before consideration must be postponed one day. The act of an item being laid over is also accomplished by a motion to postpone consideration. The rules are often suspended to provide for immediate consideration.

Leave of Absence: permission granted by the legislative body to a member who wished to be absent, usually for a specific period.

Line-item Veto: power exercised by the Governor to veto specific items in an appropriation bill while still signing the remainder of the bill into law.

Majority Elected and Serving: a number of members equal to one more than one-half of those members who are currently serving in a house whether or not they are present.

Mason's: the adopted parliamentary authority of the Legislature is Mason's Manual of Legislative Procedure.

Messages: a portion of each session is set aside to formally receive and record communications from the opposite chamber (these primarily deal with bills and resolutions that have been acted upon). Messages also include those communications of record received from the Governor pertaining to appointments, executive orders, signing bills, and vetoes.

Motion: a formal proposal submitted by a member of a legislative body requesting some action be taken by that body. Sometimes called questions, motions are categorized by the order (precedence) in which they must be considered.

No Vote Explanation: a constitutional provision permitting any member to offer the reason for voting against any act or proceeding to be included in the journal as part of the record. The rules governing this constitutional right differ in the two houses.

Orangeback: a copy of a joint resolution with an orange backing that is used for the signatures of sponsoring members.

Pass: to give a vote of final approval to a bill in either body. The term is also called "final passage."

Passed for the Day: commonly used wording for a motion to postpone consideration of an amendment, a bill, or a resolution until the next session day.

Point of Order: the method used by a member to address a particular situation or procedure before the presiding officer or to require a house to observe its own rules and practices.

Policy Resolution: a resolution on matters of public policy. Policy resolutions may also be referred to as "business" resolutions.

Precedent: interpretation or compilation of rulings by presiding officers on specific procedures or rules, and which are established by customs and practices.

President of the Senate: the Lieutenant Governor of Michigan who presides over Senate sessions. In his or her absence, the President pro tempore, Assistant President pro tempore, or Associate President pro tempore presides.

Presiding Officer: person designated to preside at a legislative session.

Previous Question: a motion to bring the debate on a question to a close and to begin taking an immediate vote on that question.

Priorities: a bill or joint resolution request that has seniority over other nonpriority bill or joint resolution requests, even if made subsequent to other bill or joint resolution requests. Each of the following is a priority bill or joint resolution request and requires drafting by the assigned Legislative Service Bureau attorney before he or she drafts a nonpriority bill or joint resolution request:

- (a) A "super priority" — a bill or joint resolution request given priority status by the leadership of each house.
- (b) A "committee priority" — a bill or joint resolution request given priority status by the chair of a certain designated House or Senate committee.
- (c) A "leadership priority" — a bill or joint resolution request given priority status by the leader of the Senate or the House.
- (d) A "personal priority" — a bill or joint resolution request given priority by an individual representative or senator, limited to three for every two-year legislative session.
- (e) A "reintroduction priority" or "reintro" — a bill or joint resolution request given priority because the requested bill or joint resolution language appears in a blueback, orangeback, bill, or joint resolution from the legislative session immediately preceding the session in which the request is made.

Public Hearing: a meeting open to the public where legislators seek information on an issue or proposed legislation. A public hearing differs from a regular committee meeting in that it is usually held at various locations throughout the state for the purpose of taking testimony and usually no votes are taken.

Quorum: the number of members who must be present in a session or a committee meeting (a majority of those elected and serving or a majority of the members on the committee) in order to conduct most business.

Readings: the formal steps of consideration that a bill or joint resolution goes through. Each bill must be read three times in each house before becoming law. Rules of the Senate and House of Representatives provide that the first and second times may be by title only. However, the third time shall be in full, unless otherwise ordered unanimously by the Senate or three-fourths of the members serving in the House of Representatives. Bills are seldom read in full. This is a constitutional requirement designed to make sure the citizens have notification of the bill before it becomes law.

Recede: withdrawing from an amendment or position on a matter.

Recess: a temporary interruption in the day's session or several days of session, during which no business is considered. The term is sometimes used in connection with a seasonal adjournment of the Legislature, as in "spring recess." It may also apply to interruptions in committee meetings.

Reconsideration: to revote on an issue. Motions to reconsider a vote most often apply to the final passage or adoption of a bill or joint resolution. A motion to reconsider must be made within the next two legislative days in the Senate or in the next legislative day for the House. Without the suspension of rules, no question can be reconsidered more than once in the Senate or more than twice in the House.

Record: the journal of each house is the official record of that legislative body. Members often request that the “record” reflect or show something in a certain way. If the request is granted, it is printed in the journal.

Record Roll Call Vote: a vote in which each member’s “yea” or “nay” (“yes” or “no”) is recorded, except during Committee of the Whole in the Senate. The vote on the final passage of all bills and joint resolutions must be by record roll call. The state constitution provides that, with the request of at least one-fifth of the members present, any question may be decided by a roll call vote and recorded in the journal.

Referral: the sending or referring of a bill or resolution to a committee.

Regular Session: the one-year period during which a Legislature carries on business.

Reintroduction Request: a request for a blueback, orangeback, star run, or substitute delivered during the immediately preceding legislative session where no additional revisions, beyond amendments adopted by either house, have been requested by the legislator submitting the request.

Report: a report of a committee is a record of actions, attendance, amendments or substitutes, and/or recommendations.

Resolution: a document expressing the will of the House or the Senate (or both, in the case of concurrent resolutions). Resolutions are used to urge state agencies or the Congress to take certain actions, to formally approve certain plans of governmental agencies, to conduct certain legislative business, or to establish study committees to examine an issue. Some resolutions are also offered by members as an expression of congratulations, commemoration, or tribute to an individual or group.

Rules: pursuant to the state constitution, both the House and the Senate operate under their own set of rules, which specify the operations of the chamber and the procedures of session, including the actions involved in each stage of the lawmaking process. For matters involving both houses (such as conference committees), there are Joint Rules of the Senate and House of Representatives.

Secretary of the Senate: the Senate’s chief administrative officer and parliamentarian. The person in this position performs numerous administrative and technical services, especially during Senate sessions. The Assistant Secretary of the Senate aids in performance of those duties.

Senate: one of the two legislative bodies that make up the bicameral (two-house) Michigan Legislature. The Senate consists of 38 members elected to four-year terms.

Senate Majority Leader: elected by the members of the Senate majority party to lead the Senate. Included in this person’s responsibilities is the appointment of members to committees as well as numerous administrative responsibilities.

Senate Minority Leader: elected by members of the Senate minority party to lead them. Included in this person's responsibilities is being the spokesperson for the minority party, nominating and consulting with the Senate Majority Leader on the appointment of minority members to committees, as well as other leadership responsibilities.

Session: period during which the Legislature meets. *Regular* — the yearly session; *Special* — a session called by the Governor and limited to matters specified in advance; *Daily* — each day's meeting; *Joint* — meeting of the two legislative bodies together.

Simple Majority: a majority of those members who cast a vote on any particular question.

Sine Die: a Latin phrase that means "without day" or "without a day" set to reconvene. Article IV, Section 13 of the Michigan Constitution requires that the Legislature adjourn sine die as the final adjournment each year of a regular session. Adjournment must be at 12:00 noon on a day set by concurrent resolution.

Speaker of the House: elected by the membership of the House of Representatives to lead that body. Included in this person's responsibilities is the appointment of members to committees as well as numerous administrative responsibilities. In the absence of the Speaker, the Speaker pro tempore or the Associate Speaker pro tempore presides.

Standing Committees: the committees of the House and Senate that function throughout the two-year Legislature. There are standing committees established by statute with specific responsibilities, although most standing committees are established by rule. Standing committees consider bills and resolutions and are the heart of the lawmaking process.

Star Run: a bill, joint resolution, or policy resolution drafted to modify and replace a blueback, orangeback, grayback, or greenback that has been delivered to a legislator but not introduced.

Status: a brief digest describing a bill or resolution, along with a history of what actions have been taken on the bill or resolution.

Strike Out: a term used to take out existing language in the law or in a bill or resolution.

Subcommittee: a part of a larger committee that is given responsibilities by the full committee.

Substitute (or "sub"): another version of a bill, joint resolution, or resolution that incorporates into one document any number of amendments to the original or subsequent version. House substitutes are offered by a member or recommended by a committee in the House; Senate substitutes are offered by a member or recommended by a committee in the Senate. Multiple substitutes may be offered in each body to the same original item, so each is referred to by its designation, e.g., "House Substitute (H-3)" or "Senate Substitute (S-2)."

Suspend the Rules: an action limited in scope and time, that permits a body to follow a course of action unhampered by the provisions in its rules.

Table (or "table a motion"): to postpone consideration of an item or motion for the time being or indefinitely. Consideration of items placed on the table can be resumed only by a successful motion to remove it from the table.

Tie-bar: a device to condition the effectiveness of legislation on the enactment or passage of other specified legislation.

Unanimous Consent: request granted by a legislative body with no one dissenting or objecting.

Veto: an action of the Governor rejecting a measure passed by the Legislature. A Governor's veto of a bill may be reconsidered by both houses, and if the bill is then passed by a two-thirds majority in each house, the veto is overridden and the measure becomes law.

Voice Vote: an oral vote taken by members responding "yea" or "nay" in unison, with no recording of individual votes. These are generally used on routine business.

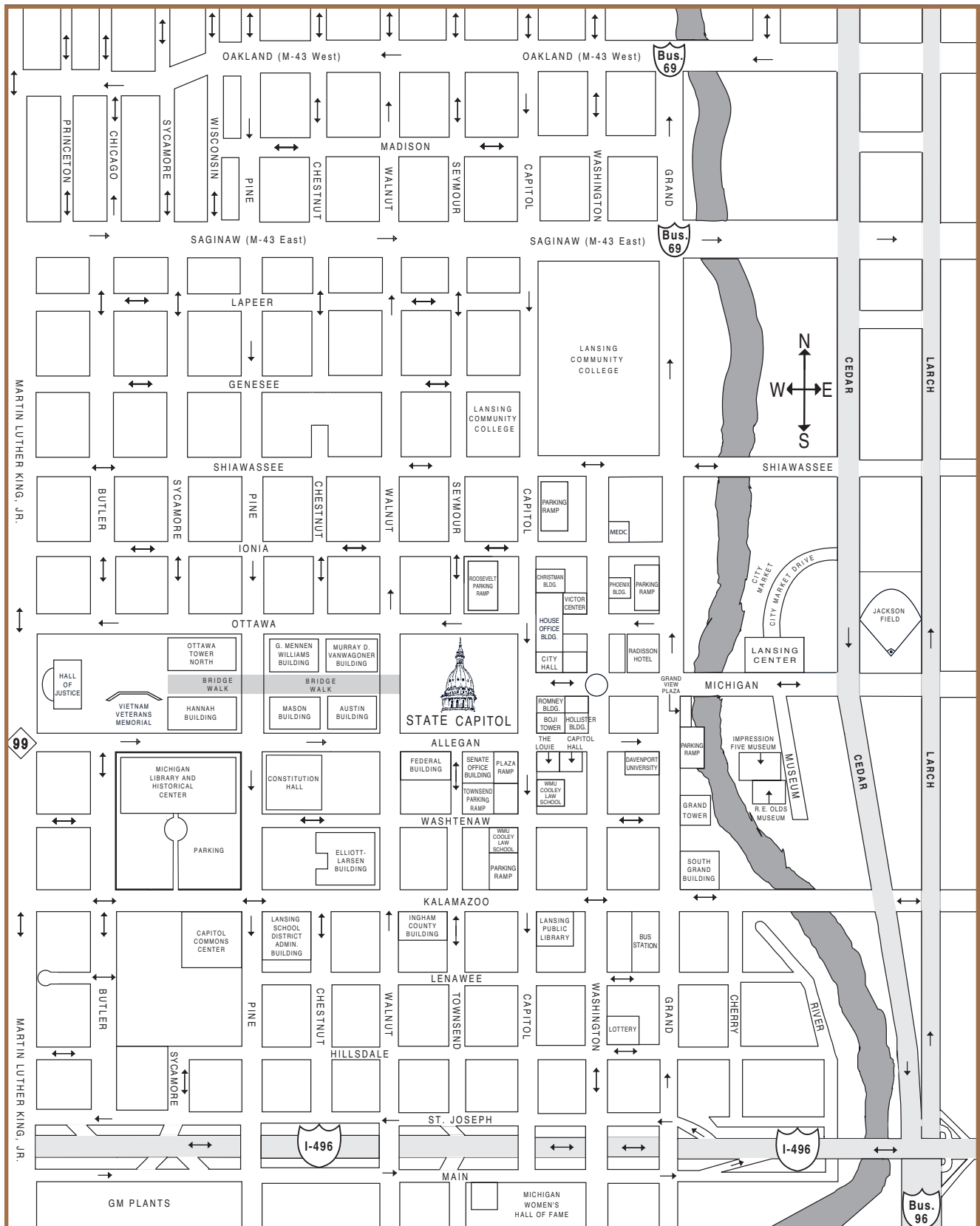
Whip: an elected member of the majority and minority parties whose duty is to keep the rest of the members of his or her party informed as to the decisions of leadership.

Without Objection: a presiding officer may place a motion before the body so that it takes effect "without objection." If no member makes an objection, the motion is approved. A vote of this type also is referred to as unanimous consent.

Without Recommendation: a committee report on a bill or resolution that is neither favorable nor unfavorable. In the Senate, such committee reports automatically place an item on the table.

Yeas and Nays: recorded vote that shows the names and votes of each member of a legislative body on an issue. Pursuant to the state constitution, with the support of one-fifth of the members present, a member of a legislative body can request a record roll call vote on any question.

DOWNTOWN LANSING





Legislative Council Administrator (LCA) **3-0212**

The **Legislative Council Administrator** reports to the Legislative Council and has overall budgetary and personnel supervision for staff operation of the various agencies under the authority of the Council.

Legislative Service Bureau (LSB)

Information Services 7-4663 Phones 3-5656 MiLENIA

The **LSB Information Services Division** provides telecommunications and website services to the Michigan Legislature. The **MiLENIA Team** provides consolidated chamber automation services and more to make session work seamless.

Legal 3-9425

The **LSB Legal Division** is composed of attorneys and support personnel responsible for providing legal counsel and other legal services to members of the Legislature, including the drafting of all bills and joint resolutions considered by the Legislature.

Printing 3-0177

The **LSB Legislative Printing Division** provides comprehensive and professional composition and printing for the Michigan Legislature.

Research Services 3-5200

The **LSB Research Services Division** provides objective, timely, and confidential information and analysis that assists the Legislature in fulfilling its responsibilities to the state of Michigan.

Legislative Corrections Ombudsman (LCO) **3-8573**

The **Office of Legislative Corrections Ombudsman (LCO)** was created within the Legislative Council to assist legislators with concerns about the state prison system. It is a vital resource for the Legislature and its constituents due to the LCO's unlimited access to all correctional facilities, information, records, and documents in the possession of the Michigan Department of Corrections (MDOC).

Michigan Veterans' Facility Ombudsman (MVFO) **3-1347**

The **Michigan Veterans' Facility Ombudsman (MVFO)** is responsible for investigating concerns regarding the Michigan veterans' homes filed with the office by legislators, veterans' homes members, their family members, or veterans' home staff.

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