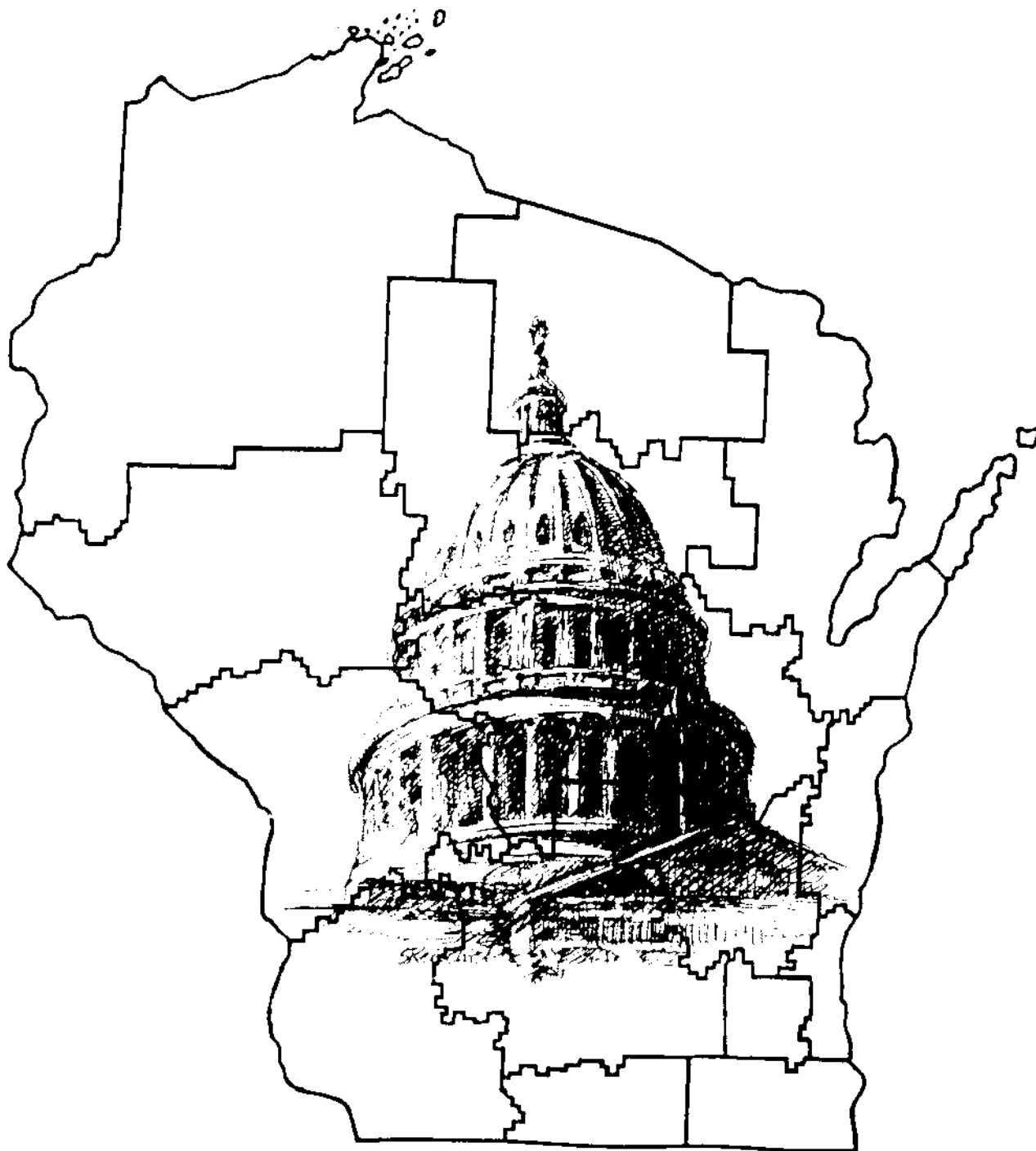


WISCONSIN STUDENT GOVERNMENT

OF THE WISCONSIN TECHNICAL COLLEGE SYSTEM



Legislative Guidebook

Seminar Guidebook
prepared by
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of the Wisconsin Technical College System

Special thanks to the Wisconsin Vocational Association
for allowing us to reproduce portions of its "Legislative Guidebook."

Introduction

The intent of this guidebook is to assist you as a student to communicate more effectively with your state legislators. In doing so you will have a successful legislative action plan for creating a strong legislative voice.

Page through this guidebook. You will find it easy to use. By using this guidebook you will become more educated in the state legislative process and will build effective communication techniques to use when meeting with legislators on issues affecting you and your college.



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Responsibilities of Local WTCS Student Governments

The local student government is responsible for establishing a local legislative committee to effectively carry out a legislative program of work:

1. Communicate legislative issues and information to the local student government membership.
2. Maintain regular contact with local legislators.
3. Work with local vocational educators, college administrators, students, and others to represent the WSG voice on WTCS issues.
4. Generate legislative information through the Regional Action Plan (State Network System) when called upon.
5. Communicate issues and concerns of local student governments' membership to the Wisconsin Student Government District Governor.
6. Work with your college administrators to invite legislators, students, and representatives of business and industry, labor, and agriculture to the annual WSG Legislative Seminar.
7. Form a local legislative committee to work within your student government.

Local Legislative Action Plan

Know Your Legislators

1. READ THEIR BIOGRAPHY (obtain from their local office), i.e., education background, military service, occupation, committee assignments, number of years in legislature, family, etc.
2. LOCATE PEOPLE YOU MAY KNOW, i.e., friends, relatives, neighbors, business and industry, etc.
3. BE AWARE OF THEIR SCHEDULE (at home and capitol); remember their time is controlled by committee meetings, required floor time, staff analysis, etc.
4. KNOW THEIR STAFF, i.e., secretaries, research staff, aides, etc.

Working With Your Legislators

1. LEGISLATIVE VISITS TO CAMPUS
 - a. class visits
 - b. facility tours
 - c. guest speaker
 - d. breakfast/luncheon visits
 - e. Political Awareness Day
2. FEBRUARY STUDENT LEGISLATIVE SEMINAR
3. CORRESPONDENCE

Know Your Be's

1. BE Informed Know the issues (facts and arguments) concerning vocational education (budget, policies, target groups, clientele) before talking to the the legislators or their staff.
2. BE Practical..... Have a well thought out program of action you could recommend.
3. BE Brief Legislators are busy people.
4. BE Friendly..... Keep in touch all year, not just when you want something.
5. BE Constructive You don't like to be scolded or preached to; neither do legislators.
6. BE Understanding..... Know your legislators' positions.
7. BE Reasonable Recognize that there are differences of opinion.
8. BE Realistic..... Legislation yields compromise.
9. BE Thoughtful Commend the right things done.
10. BE Charitable..... Evaluate your lack of success by looking at yourself first — did you do a good job of informing them of the issues?
11. BE a Worthy Opponent..... Fight issues — not persons.
12. BE Fair Legislators are people too.
13. BE Discreet..... Respect confidences.
14. BE Consistent..... Send legislators information on a regular basis, not just when you want them to vote for something.
15. BE Politically Involved..... Work on campaigns, attend fund-raisers, etc.

Communicating With Your Legislator

Listed below are some tips that should be followed if you wish to have the members of the legislature hear what you have to say.

1. Be sure you have a specific point and that you speak to that specific point.
2. Do not bring in a lot of emotional, irrelevant issues that will waste time.
3. Keep it short. Review your statements so that they can be condensed into as few words as possible, but still have the impact that you want.
4. Study the issues thoroughly so that if you are asked questions, you can answer them coherently. Nothing will impress a legislator more than a student who is very much aware of the issues. They do not want to hear a lot of trivia.
5. About 95 percent of the people attending meetings usually go in unprepared. That is, they have not totally done all the research necessary for that meeting, and the persons who come in totally prepared are usually the ones who are heard and probably will get what they want. It is therefore absolutely necessary to be prepared before entering a meeting.
6. Legislators want you to come right to the point. They do not want to hear a lot of trivia or issues that do not pertain to the subject. This will turn them off and, when you do get to the point where you are going to make your significant comments, they will not be listening to you.
7. When a legislator gets up from his or her chair, that is usually a signal that the meeting is over and you should adhere to that signal. Do not try to force the meeting beyond that point. This could do far more damage than good.

CAUTIONS ON COMMUNICATION . . .

1. Don't pile on data that needs interpretation.
2. Don't be lengthy . . . in written or spoken communications.
3. Don't count on organizational relations alone to succeed with legislators — people are effective . . . people elect legislators . . . members of the legislature respond to constituents!! — YOU.
4. Don't ever "fake" an answer. Volunteer to retrieve the needed information and report back to the legislator.
5. Don't go over the head of your legislator by talking to a member from another district: Concentrate on your home "grass roots" involvement.

A Suggested Procedure for Conducting a Legislative Tour

1. Organize a committee of students, faculty, and staff in the legislative district to plan and conduct a tour of local occupational programs.

Key Points:

Involve as many interested students of the local student government as possible so many areas of your college are represented.

2. Contact the legislator(s) to determine a date for the tour.

Key Points:

- a. One specific day may be impossible for all legislators, or if the legislative district is very large, more than one tour may be advisable.
- b. Make every effort to conduct tours before April. Timing may depend on the November election in a particular district.
- c. The tour could end with a lunch provided by a Food Service program to demonstrate training in action.

3. Meet with organizing committee to determine the following:

Key Points:

- a. Determine the programs to be visited. Include a variety of programs that are in session. Legislators like to see and talk to students. Be sure to take photographs and use wherever possible.
- b. Attend to the details:
 1. Plan a tour agenda with specific times. Send a copy to the legislator in advance and stay on schedule.
 2. Invite the media.
 3. Have board members, advisory committee members, past graduates, and students participate in the tour and ask some advisory committee member to make brief remarks about his/her support for programs. Invite each legislator to make brief remarks.
 4. Develop a series of success stories about graduates to provide to each legislator.
- c. Develop key points you wish to communicate.
 1. Identify exemplary programs, primarily those with strong business, industry, and/or labor involvement.
 2. Define the effectiveness of vocational/technical programs in your area.

An Example of Followup Correspondence

The Honorable John Doe
Wisconsin State Assembly
Room 314 North, State Capitol
Madison, WI 53702

Dear Representative Doe:

Re: January 18 Visit

Thank you for agreeing to share your afternoon with me on January 18. I am a student in the (name your area) program at (name your college). I hope your visit will accomplish two major goals:

1. To create a situation whereby you will view technical education from a student's perspective.
2. To share your thoughts on certain related topics with students, the instructors, etc.

On January 18, you are scheduled to arrive at the campus to participate in the following activities:

- 1:30 p.m. Meet with the various technical college educators and students.
- 1:45 p.m. Attend a short orientation to the afternoon's activities with the staff coordinator for several college programs.
- 2:00 p.m. Meet with me in order to learn more about my program and my professional goals.
- 2:30 p.m. Join me in one of my classes.
- 3:30 p.m. Meet with the instructors and our District Director/President.
- 4:00 p.m. Conclude the meeting.

I should also note that the second week in February is Vocational Education Week, and we're especially pleased that you're willing to take time to recognize and "experience" vocational education with us.

If you have any questions regarding the activities on January 18, please don't hesitate to contact me (414-555-8611).

Sincerely,

Jim Tech
Student Government Member

Seeing Your Lawmakers in Person

Carefully orchestrated, **personal visits** with your lawmakers are the most effective method of communicating with them. While the following tips are drawn up with the congress in mind, they would be equally applicable in most instances with members of your legislature:

1. **Appointments** should be scheduled well **in advance**, when possible — keeping yourself flexible. Senators/Representatives often must juggle the times and places of appointments on a given day, on a moment's notice. You may wind up seeing the legislators in the House or Senate lobby, or a hearing room, rather than in his/her personal office.
2. Be **on time** — and willing to **wait** for a tardy legislator. Delayed appointments are beneficial if they give you time to get better acquainted with the legislator's **staff**. Time spent with the staffer assigned to the issue you are addressing may prove as productive as seeing the legislator personally. When the legislator is not personally available, never skip the opportunity to see the key staffers.
3. Inform the legislator of your **purpose/issue** when the appointment is requested.
4. Know the **facts**, both as they apply to the issue/bill, and your institution. Summarize your position in a one-page brief, sent in advance of the visit. Augment it with appropriate supporting data/material, dressed in a kit or folder from your college (when available).
5. Take college and **community leaders** with you — also local **experts** on the issues, if possible. Legislators are less likely to “skip” appointments with **groups** than with individuals.
6. Pick your **spokesperson** in advance. If the group can confer in advance and agree upon the **key points** of the presentation, then all members will be better prepared to reinforce these points. Each member of the group might be given a particular assignment. The person who knows the legislator best (or who made the appointment) should start the meeting.
7. Include a **photographer** in your visit when possible. Politicians typically love “photo opportunities” and publicity.
8. Keep the visit **positive, friendly, and informal** — but show you are mindful of the time demands on legislators and staff, by sticking to the issues and the facts.
9. Acknowledge the **opposing arguments**, if they are raised — study them in advance so you can be prepared to counter them. But **do not** squabble with the legislator: **avoid** confrontations.
10. Ask for favorable **consideration** on your **position** — thus seeking the legislator's commitment. Be **honest** about how important the issues are to your institution, and why — but don't force or demand commitment.
11. **Follow up** the visit with a **thank you** letter, as quickly as you return home, spelling out any areas of agreement that may have been reached in the visit. Discuss your future plans on the issue, if appropriate.

Contacting Your Legislator

The Power of Your Pen — Writing Your Legislator

One persuasive letter can change a legislator's vote. While each Wisconsin state senator represents 150,000 constituents, and a state representative has 50,000 constituents, the files for many bills which are debated on the floor contain no constituent mail.

If possible, begin by contacting your legislator in person. Next best is a phone call. Follow up your person-to-person contact or phone conversation with a letter.

Increase Your Power With These Tips

DO's:

- 1) **Be brief.** If you can't sell them with three paragraphs, you won't do it in 20. If necessary, attach supporting information, but keep your letters on one page.
- 2) **Identify yourself.** Sign your name above your typed signature. (Type your letter, if possible; otherwise be sure it is legible.) Include your exact return address on the letter. Envelopes get thrown away when the mail comes in.
- 3) **Identify your subject clearly.** Give the name of the bill and the Assembly or Senate number, if you know it. If you don't know the number, the name of the author will help your legislator determine which bill, among 2,500 introduced each year, you are writing about. Limit yourself to one subject per page.
- 4) **Identify your purpose clearly.** Why are you writing? Are you against the whole bill or will one amendment solve the problem? It helps to begin with: "I am writing to ask your support for (ask you to oppose) . . ."
- 5) **Be objective and specific. Give supporting evidence. Be factual.** You may think that the facts speak for themselves, but the legislator may be less familiar with the subject than you are. Explain how the issue affects you, your family, college, or community.
- 6) **Be constructive.** If the bill deals with a problem you know exists, but you believe the bill is the wrong approach, say what you think the right approach is.
- 7) **Say "thank you" when it's deserved.** A legislator gets 100 to 250 letters a week and two thank you letters. Which letters are remembered? Whose opinions are more highly valued on the next issue?

DON'Ts:

- 1) **Don't threaten.** It's counterproductive. Reasons may change votes, but threats seldom do. Most legislators are strong-willed, or they don't make it there in the first place.
- 2) **Don't nag, bully, or berate.** If you disagree with a vote, give reasons why you disagree. But remember, legislators usually want to do the popular thing, but this is not their only motivation; most want to do what is best for the state or nation. And legislators must consider all constituents and all points of view.
- 3) **Don't sign a form letter. Change it. Put it in your own words.**

Free Information to Increase Your Effectiveness

Do you need a bill number or other information? Call 1-800-362-9472 toll-free. A legislative aide can give you your legislator's name and full address, the committee members, the current location of the bill, and sometimes can give you the bill number if you need it. He/she can also deliver a message to your legislator, but a letter is better.

When Writing Your Legislator on Issues

(Use personal stationery)

Your Home Address
City, State, Zip
Date

The Honorable
Room Number and Building Name
City, State, Zip

Dear Representative (Senator):

1. Identify the bill or issue you are concerned about; give the correct bill number or describe it by popular title (e.g., vocational education appropriations).
2. Write your own views concerning the bill (only one per correspondence); relate your own experiences and observations based on facts; describe the problems that could develop or be solved; state it in your own words.
3. Thank him/her for taking your views into consideration; request support/defeat of the bill; request a reply.

Sincerely,

(Your full name)

WSG Legislative Seminar

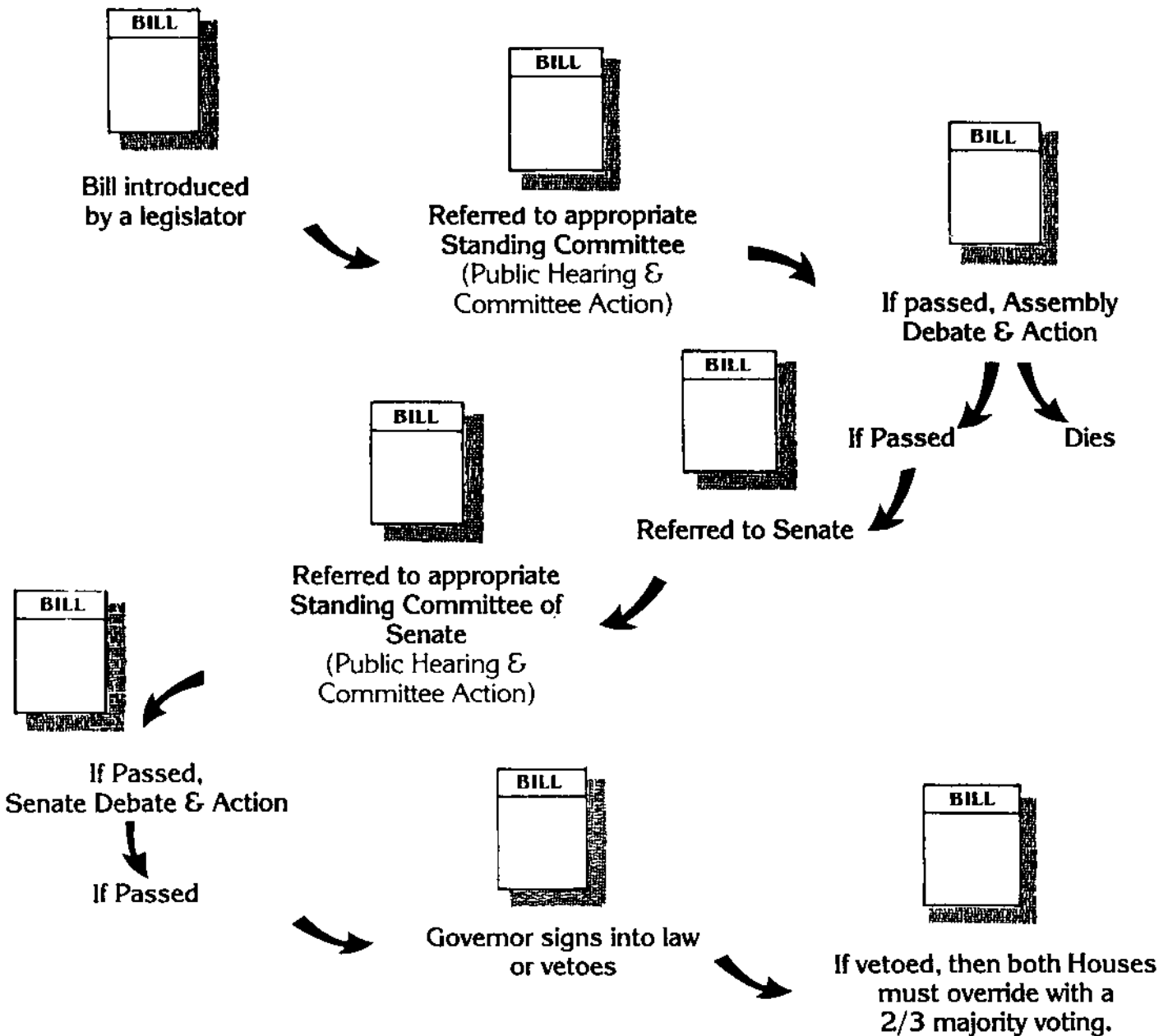
In preparing for the WSG Legislative Seminar, remember to:

Activity	Date
<input type="checkbox"/> Write a personal note of congratulations to newly elected or re-elected legislators within your district during an election year.	Immediately
<input type="checkbox"/> Invite key legislators to visit your district/school (luncheon with board, faculty, students, administration, and Legislative Seminar participants).	Oct. 1-Jan. 31
<input type="checkbox"/> Follow up the visit with a personal note and any materials requested during the visit.	1 week after visit
<input type="checkbox"/> Send letters of invitation to legislators and aides to attend WSG Legislative Seminar — February.	No later than Jan. 10
<input type="checkbox"/> Call key legislators/aides to schedule an appointment for the afternoon of February Seminar.	No later than Jan. 24
<input type="checkbox"/> Confirm meeting(s) via letter and attach some pertinent information regarding your district/school and its programs.	No later than Jan. 31
<input type="checkbox"/> Prepare for meetings with your legislators! Suggestions:	No later than Feb. 3
Consult other student government members who have previous experience as participants in the WSG Seminar to brief students on what to expect.	
Explain the seminar timetable and program.	
Assign teams to each legislator with one person serving as spokesperson.	
Take advantage of personal friendships or acquaintances made during previous contacts with legislators.	
<input type="checkbox"/> Attend WSG Legislative Seminar and meet with key legislators!	Feb. Seminar
<input type="checkbox"/> Send followup letter to legislators you contacted while at the seminar.	No later than 1 week after Seminar
<input type="checkbox"/> Continue dialog with your legislators!	Ongoing

The Process

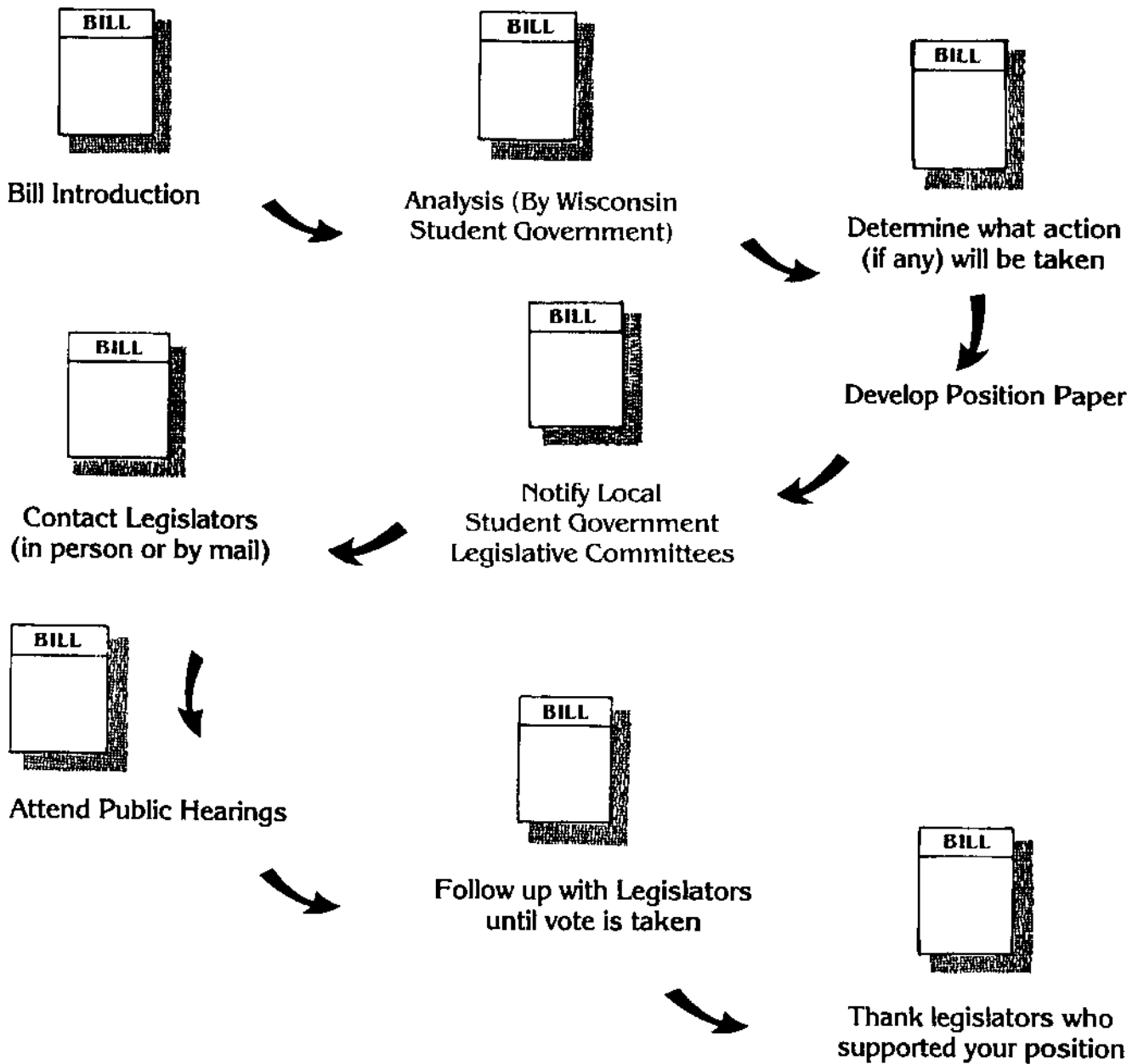
How a Bill Becomes a Law

(Example of Assembly Bill)



The Process

Wisconsin Student Government Legislative Action Program



Profile of Legislative Branch

How a Bill Becomes a Law

The legislature decides policy and enacts it into law by passing bills, joint resolutions, and simple resolutions. In most cases, a bill must pass both houses of the legislature and be signed by the governor before it becomes law. Joint resolutions, which must be passed by both houses but do not require the governor's signature, may be used to propose constitutional amendments or for a variety of purposes, such as offering condolences or congratulations to individuals or expressing the opinion of the legislature on a given subject. Simple resolutions, those adopted by only one house, may be introduced for such reasons as organizing the house at the beginning of the session or asking the attorney general for a legal opinion on a bill.

Introducing a Bill. Generally, a bill amends, creates, repeals, renumbers, renumbers and amends, or repeals and recreates a section of the Wisconsin Statutes. Most measures introduced in the legislature are bills. After a bill is drafted by the Legislative Reference Bureau, it is ready for introduction in one of the houses of the legislature. Identical bills may be introduced in both houses at the same time for a variety of political and strategic reasons. Whether introduced in one house or both, each measure must go through the regular procedures and be passed by the house of origin before it can go to the other house, where the process is repeated.

A bill may be introduced by one or more "authors," who are members of the house of introduction, and it often will have "co-sponsors," members of the second house. In some cases, the bill may be introduced by a legislative committee. No one else is authorized to introduce a bill, except that, by law, the governor's executive budget bill must be introduced by the Joint Committee on Finance without change.

Lawmakers act as the representatives of the people when passing laws. Therefore, every bill introduced in the legislature begins with the words: "The people of the state of Wisconsin, represented in senate and assembly, do enact as follows."

Fiscal Estimates and Bill Analyses. Wisconsin legislators routinely receive certain information regarding every measure introduced. In 1953, Wisconsin pioneered "fiscal notes" to legislation, a procedure that has been widely copied by other states. These fiscal estimates put a price tag on legislation. Every measure that increases or decreases state or general local government revenues or expenditures must be accompanied by a reliable estimate of its short-range and long-range fiscal effects.

Most fiscal notes are prepared by the agency that ultimately will administer the program proposed or affected by the measure, should it be enacted. In the two highly technical areas of public retirement systems and tax exemptions, fiscal estimates are prepared by the appropriate joint survey committee which, with the assistance of research staff, evaluates not only the fiscal effect of a proposal but also its legality under state and federal law and its desirability as a matter of public policy. All bills that appropriate money, provide for revenue, or relate to taxation must be referred to the Joint Committee on Finance before they can be enacted into law.

Since 1967, the Legislative Reference Bureau has prepared an analysis of each bill introduced in the legislature. The analysis, which is printed in the bill immediately following the title, explains in plain language what the existing law is and how it will change if the bill becomes law. Since the analysis is usually not updated to reflect amendments approved during the legislative process, it describes only the original proposal to which it is attached.

How a Bill Becomes a Law (Continued)

First Reading. Upon introduction, each bill, joint resolution, or resolution is given a number by the chief clerk and "read the first time." First reading consists of the brief reading by the chief clerk of that part of the proposal's title known as the "relating clause." Immediately after this first reading, the presiding officer usually refers the proposal to a standing committee for review. In the assembly, distribution of a written report showing the numbers and relating clauses of proposals offered for introduction takes the place of actual first reading.

Committee Hearings. The chairperson of the standing committee to which a proposal is referred may hold a hearing on the proposal. All committee proceedings are open to the general public. If a hearing is held, anyone may speak to the committee in support of or in opposition to a measure or may register for or against it or submit written comments.

Although committees do not keep verbatim transcripts of their hearings, records are kept of the names of the persons who testify or register at the hearing, together with identification of any lobbying groups they may represent. After the session, each of these records is filed in the Office of the Secretary of State together with the bill and the committee's vote thereon. Beginning with the 1953 session, copies of the committee appearance records have also been filed in the Legislative Reference Bureau.

The committee must decide whether to return the proposal to the house of origin with a favorable or adverse recommendation. (It may return the proposal "without recommendation" only if the vote is tied or if, in the case of the assembly, successive motions for a recommendation on the bill have failed.) The committee may also recommend the bill in an amended form. A committee's decision is contained in a very brief report to the house. The following is an example of a committee report to the assembly from the *Journal of the Assembly*, April 22, 1991:

The committee on Highways reports and recommends:

Assembly Bill 279

Relating to designating and marking a certain highway route as the "Ex POW/MIA Memorial Highway."

Adoption of assembly substitute amendment 1: Ayes: (7) Noes: (0)

To Committee on Rules CLETUS VANDERPERREN
Chairperson

Committee chairpersons determine the scheduling of committee hearings. A committee is allowed a reasonable period of time to consider matters referred to it. After 21 days, a proposal that has not been reported out of an assembly committee may be withdrawn on a motion or petition by majority vote of the assembly. In the senate, a proposal may be withdrawn from committee at any time by majority vote (unless a committee hearing has been scheduled within the week) but should the attempt be unsuccessful, all subsequent motions to withdraw the same proposal require a two-thirds vote.

How a Bill Becomes a Law (Continued)

Scheduling Debate. Both the senate and assembly have systematic procedures for scheduling proposals on the house daily calendar. In the senate, all proposals reported by standing committees are referred to the Committee on Senate Rules; in the assembly, they are referred to the Committee on Rules. These two committees schedule all business for floor debate.

Second Reading. When a bill is reached on the calendar, it is given a second reading by title. This is the stage at which amendments to the bill may be considered. An amendment may be a "simple" amendment, which makes changes within the bill, or a "substitute" amendment, which completely replaces the original bill. Amendments may be offered, debated, and voted upon at any time prior to a vote to engross the measure. Engrossment is the incorporating of all adopted amendments and all approved technical corrections into a proposal before final vote in the house of origin. The rules of both houses require rescheduling the proposal after engrossment. This allows time for reconsideration of the vote by which the proposal was ordered engrossed. In many cases, however, the rules are suspended by unanimous consent or a two-thirds vote so that second and third readings can occur on the same legislative day.

Third Reading. The purpose of the third reading is to make a final decision on a proposal. After third reading, the proposal is put to the house for a vote with the following questions: "This bill having been read three separate times, the question is, Shall the bill pass?" (for the senate) or "Shall the proposal be passed?" (for the assembly). The bill can be debated again at this point, but it is not subject to amendment. The bill may be passed by voice vote, unless a roll call vote is required by the state constitution, by law or legislative rule, or by request of a prescribed number of members. (In the assembly, an electronic roll call machine is used.)

Action in the Second House. If the bill passes, it is messaged to the other house, where it goes through substantially the same procedure as in the first house. In the second house, however, the bill is sometimes referred directly to the calendar instead of to a standing committee. If the second house concurs in the bill, whether with or without additional amendments, it is messaged back to the house of origin.

If no amendments were added to the bill by the second house, the first house is ready to enroll it, that is, to direct the Legislative Reference Bureau to prepare a clean copy of the text for submission to the governor. The official clean copy is signed by the chief clerk of each house and by the speaker, if it is an assembly bill, before it is sent to the governor.

If the second house concurred but added amendments, these must be voted upon in the house of origin. If the amendments added by the second house are rejected or further amended by the original house, the bill may be sent back to the second house or to a conference committee made up of members representing both houses, which attempts to iron out the differences between the two versions. The compromise version, drawn up by the conference committee, cannot be amended in either house when it is brought to a vote. When both houses have agreed on identical wording for the bill, the Legislative Reference Bureau enrolls it for the house of origin, incorporating any amendments and corrections approved by both houses.

How a Bill Becomes a Law (Continued)

On average more than 2,000 bills were introduced in each of the past 10 legislatures, but only about 20% passed. Bills fail for many reasons: the house of origin may vote to "indefinitely postpone" or "table" a bill and then never take it up again; the second house may vote to "nonconcur" or may concur with amendments unacceptable to the house of origin; or the proposal may "die in committee" and never be reported back to the house. An unsuccessful proposal does not carry over to the following legislature. A member must reintroduce it as a new bill.

Action of the Governor. The governor has six days (excluding Sundays) in which to act on the bill by: 1) signing it, in which case it becomes law; 2) vetoing it in whole or, if an appropriation bill, in part; 3) failing to sign it within six days, in which case it will become law without signature if the legislature is still in session; or 4) failing to sign it within six days when the legislature has adjourned sine die, thus killing the bill (a so-called "pocket veto"). Since current procedure is to adjourn the legislature on the same day that the next legislature convenes, the pocket veto is no longer used.

Bills are not sent to the office of the governor immediately following passage, but are forwarded in an orderly manner when the governor calls for them. The legislative session schedule, however, provides deadlines after each floorperiod when all bills must be sent to the governor and provides a specific floorperiod for final legislative review of the governor's vetoes.

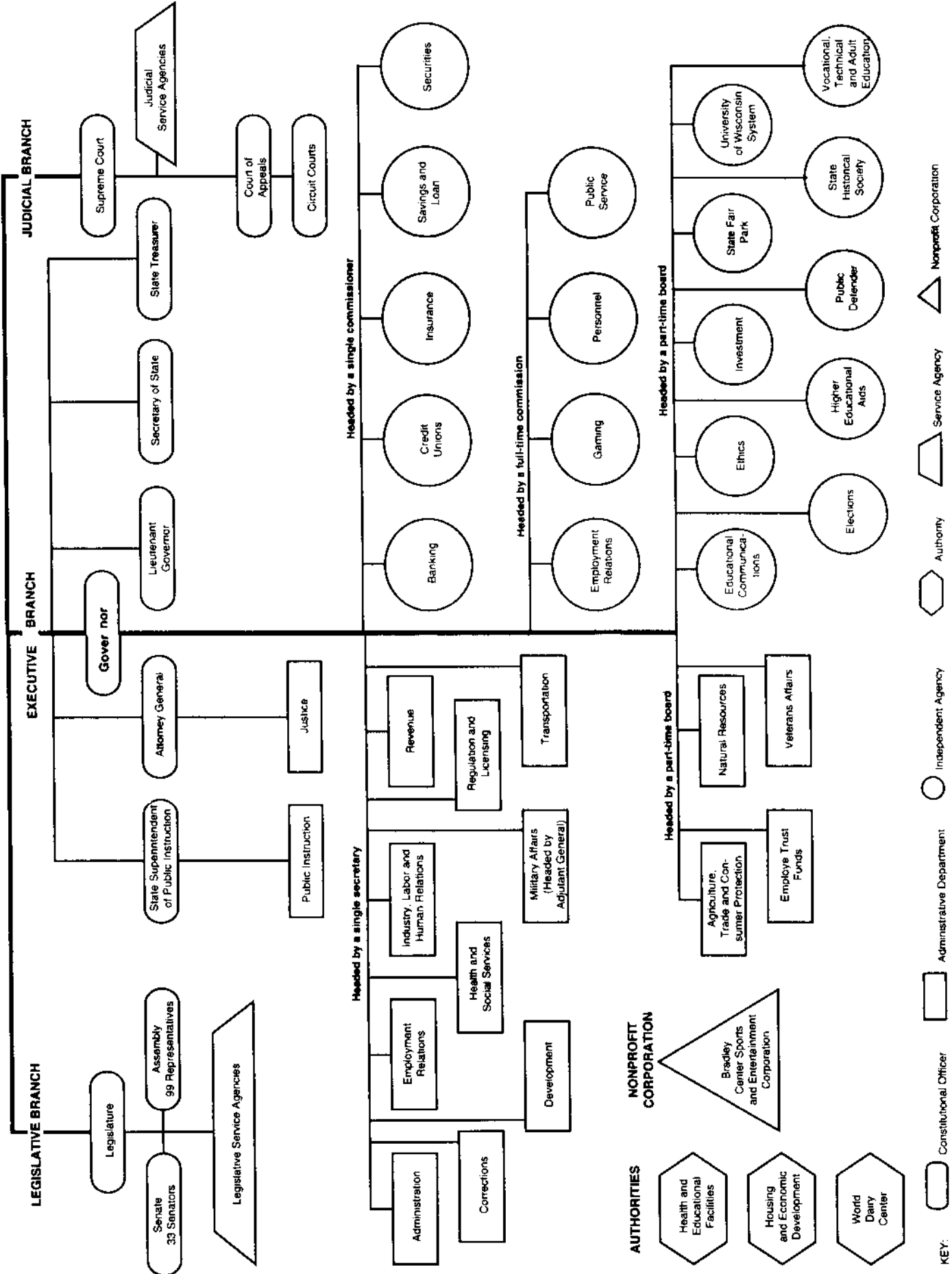
If the governor vetoes a bill, in whole or part, it must be returned to the house of origin together with the objections to the measure. If the governor signs the law but vetoes part of it, the portion not vetoed becomes law. A vetoed bill or portion of a bill may become law despite the governor's objections, but a two-thirds vote in each house is required to override the veto. If either house fails to muster the sufficient number of votes, the governor's veto is sustained, and the vetoed bill or portion dies.

Session Laws. After passage, each new law is given a "Wisconsin Act" number based on the year of the legislative session and its order of enactment, e.g., 1991 Wisconsin Act 3. The date of enactment is the date of its approval by the governor, the date it becomes law without the governor's signature, or the date the bill was repassed by the legislature over the governor's veto. The secretary of state assigns the new law a date of publication and on or before that date copies of the act in pamphlet form, called a "slip law," must be available for public distribution. The act's number, title, and original bill number must be printed in the *Milwaukee Sentinel*, the newspaper currently designated as the official state paper for publication of legal notices, within 10 working days of the publication date. The notice also contains the date of enactment and date of publication and states the act is available for public distribution. Generally, the act takes effect the day after its assigned publication date, unless the final section of the law's text specifies another effective date.

Ultimately all the laws enacted during the biennium are combined by the Legislative Reference Bureau into bound volumes, called Laws of Wisconsin. These laws are then incorporated by the Revisor of Statutes into the edition of the Wisconsin Statutes dated for that legislative biennium. Thus, the edition identified as the 1991-92 Wisconsin Statutes will include all changes resulting from laws enacted by the 1991 Legislature.

Wisconsin State Government Organization

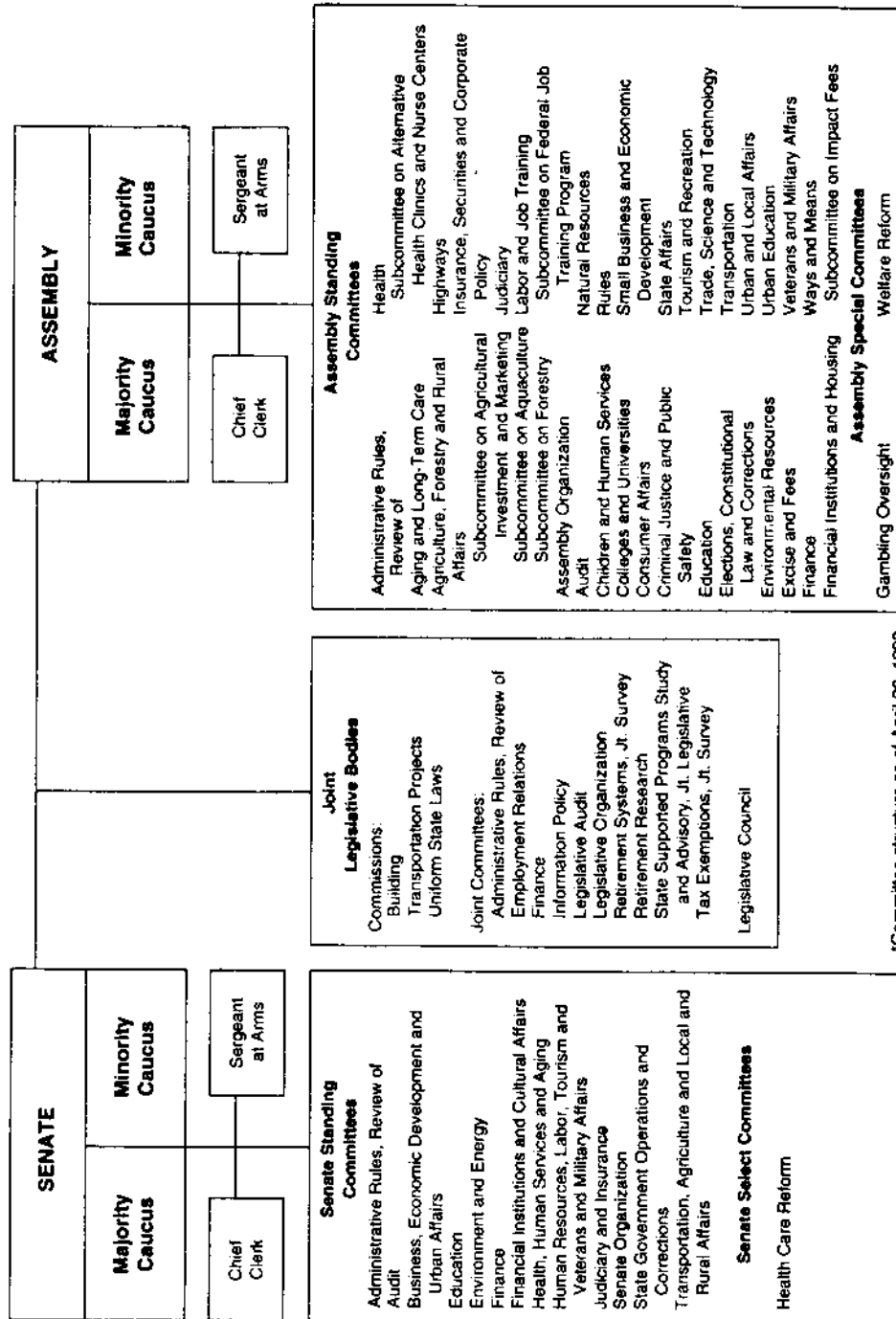
January 1993



Units of state government not shown on chart are listed on following page.

Wisconsin Legislature Organization

WISCONSIN LEGISLATURE*

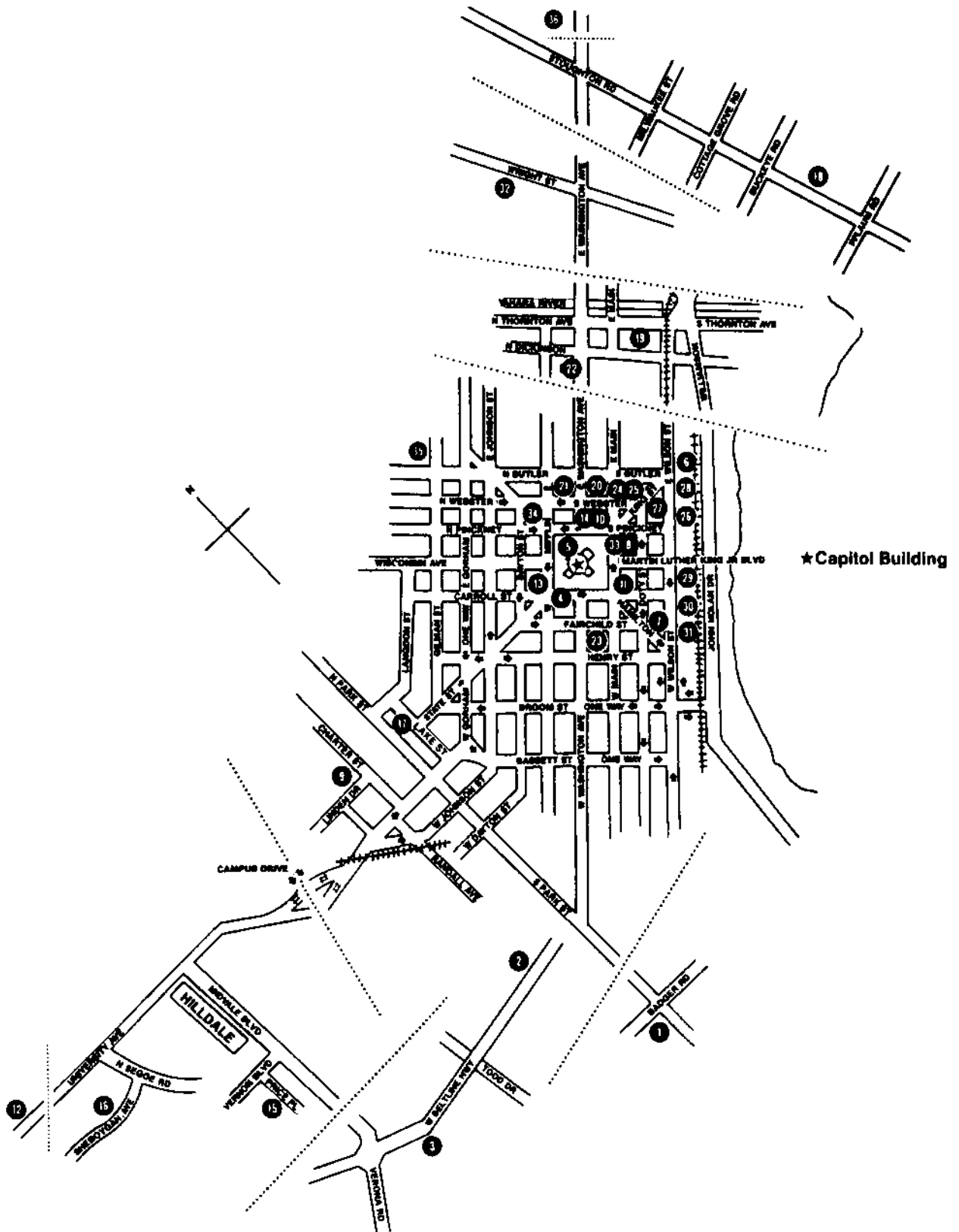


*Committee structure as of April 20, 1993

Location of State Agencies in the Madison Area

State Agency	Street Address	Building	Map Locator Number
Administration, Department of	101 E. Wilson St.	State Administrative Bldg.	7
Agr., Trade & Consumer Protection	801 W. Badger Rd.	Badger State Agriculture Bldg.	1
Arts Board	131 W. Wilson St.	James Wilson Plaza	31
Attorney General, Office of the	Capitol Square	State Capitol	5
Banking, Commissioner of	131 W. Wilson St.	James Wilson Plaza	31
Building Commission	101 S. Webster St.	State Natural Resources Bldg.	24
Corrections, Department of	149 E. Wilson St.	State Corrections Bldg.	6
Credit Unions, Commissioner of	6300 University Ave.	Located in Middleton, Wis.	12
Development, Department of	123 W. Washington Ave.	State Justice Bldg.	23
Document Sales	202 S. Thornton Ave.	Central Services Bldg.	19
Educational Communications Board	3319 W. Beltline Hwy.	Wisconsin Broadcasting Center	3
Elections Board	132 E. Wilson St.	Frautschi Center	27
Employee Trust Funds, Dept. of	201 E. Washington Ave.	State Industry and Labor Bldg.	20
Employment Relations, Dept. of	137 E. Wilson St.	State Employment Relations Bldg.	28
Ethics Board	125 S. Webster St.	State Education Bldg.	25
Governor, Office of the	Capitol Square	State Capitol	5
Health and Social Services, Dept. of	1 W. Wilson St.	Wilson St. State Human Services Bldg.	29
Higher Educational Aids Board	131 W. Wilson St.	James Wilson Plaza	31
Housing and Econ. Develop. Authority	1 S. Pinckney St.	First Wisconsin Bank Bldg.	14
Industry, Labor, and Human Relations	201 E. Washington Ave.	State Industry and Labor Bldg.	20
Insurance, Commissioner of	121 E. Wilson St.	Lake Terrace	26
Investment Board	121 E. Wilson St.	Lake Terrace	26
Judicial Commission	110 E. Main St.	Tenney Bldg.	10
Judicial Council	25 W. Main St.	Anchor Bldg.	11
Justice, Department of	123 W. Washington Ave.	State Justice Bldg.	23
Legislative Audit Bureau	131 W. Wilson St.	James Wilson Plaza	31
Legislative Council	1 E. Main St.	1 E. Main Bldg.	33
Legislative Fiscal Bureau	1 E. Main St.	1 E. Main Bldg.	33
Legislative Reference Bureau	100 N. Hamilton St.	DiVall-Hamilton Bldg.	34
Lieutenant Governor, Office of the	Capitol Square	State Capitol	5
Lottery Board	1802 W. Beltline Hwy.	Wisconsin Lottery Headquarters	2
Military Affairs, Department of	3020 Wright St.	Wisconsin National Guard Bldg.	32
Museum, State Historical Society	30 N. Carroll St.	State Historical Museum	4
Natural Resources, Department of	101 S. Webster St.	State Natural Resources Bldg.	24
Public Defender, Office of State	131 W. Wilson St.	James Wilson Plaza	31
Public Instruction, Department of	125 S. Webster St.	State Education Bldg.	25
Public Service Commission	4802 Sheboygan Ave.	Hill Farms State Transportation Bldg.	16
Racing Board	150 E. Gilman St.	Verex Building	35
Reference and Loan Library	2109 S. Stoughton Rd.	Wisconsin Reference & Loan Bldg.	18
Regulation and Licensing, Dept. of	1400 E. Washington Ave.	Washington Square	22
Revenue, Department of	125 S. Webster St.	State Education Bldg.	25
Revisor of Statutes Bureau	119 M. L. King, Jr. Blvd.	National Life Bldg.	8
Savings and Loan, Commissioner of	4785 Hayes Rd.	Midwest Office Park	36
Secretary of State, Office of	30 W. Mifflin St.	30 on the Square	13
Securities, Commissioner of	111 W. Wilson St.	Town House	30
State Historical Society of Wisconsin	816 State St.	State Historical Society of Wisconsin Bldg.	17
State Legislature	Capitol Square	State Capitol	5
Supreme Court	Capitol Square	State Capitol	5
Tax Appeals Commission	217 S. Hamilton St.	Hamilton Place	7
Transportation, Commissioner of	212 E. Washington Ave.	Federal Center Bldg.	21
Transportation, Department of	4802 Sheboygan Ave.	Hill Farms State Transportation Bldg.	16
Treasurer, Office of State	125 S. Webster St.	State Education Bldg.	25
Univ. of Wis. System, Admin.	1220 Linden Dr.	Van Hise Hall	9
Veterans Affairs, Department of	30 W. Mifflin St.	30 on the Square	13
Vocational, Technical, and Adult Education, Board of	310 Price Place	Hilldale Office Center	15

Madison Locator Map



Glossary

- Amended** — When a change is made in a bill, it is said to be amended. There are simple and substitute amendments.
- Appropriation** — is to set money aside by formal action for a specific use.
- Assembly Speaker** — is the chief presiding officer elected by the Assembly.
- Authors, Sponsors** — The author or co-authors of a bill are those who introduce it into the house in which they are members. The sponsor or co-sponsors also sign the bill in support of its introduction but are members of the other house. Bills often have many co-authors and co-sponsors.
- Bill** — is a draft of a proposed law presented to the legislature.
- Concurrence** — When a measure is passed in one house, it is sent to the other for concurrence (agreement, passage). A bill must pass both houses to become law.
- Conference Committee** — If the Senate and Assembly pass significantly different versions of a bill, it may be referred to a conference committee where members of both houses will attempt to work out differences.
- Constituents** — are the people who live in a given Senate or Assembly district.
- Drafted** — Proposals are researched and drafted into formal legal language by attorneys in the Legislative Reference Bureau.
- Engrossed** — After it passes the house of origin, a bill is put together with all its amendments by the Legislative Reference Bureau to assure that all the approved pieces fit properly into the proposal.
- Enrolled** — Once a measure has completed the legislative process, its amendments, corrections, and changes are consolidated, or enrolled, then typeset and prepared to be sent to the governor for his signature.
- Executive Session** — is a committee meeting when members vote. Active participation is limited to committee members.
- First Reading** — is the formal announcement on the floor of the Legislature that a bill has been offered.
- Fiscal Estimate** — An estimate of the change in state and local government revenues and expenditures that would be caused by a bill.
- Floor Debate** — is discussion of a proposal on the "floor" of the Senate or Assembly.
- Floor periods** — range from several weeks to several months during which legislators formally debate proposals in the Senate and Assembly chambers.
- Germane** — All amendments must be germane, that is, relevant and appropriate to the bill.
- Joint Committee on Finance** — Any bill introduced in either house of the Legislature appropriating money must be referred to this committee to qualify for passage.
- Joint Standing Committee** — is a permanent committee composed of members of both houses.
- Legislative Document Room** — is where bills, amendments, bulletins, journals, hearing schedules, calendars, and related documents are available in the basement of One East Main Street.
- Legislative Reference Bureau** — is where proposed laws are researched and put into formal legal language.
- Legislators** — are members of the Wisconsin Legislature. The 99 members of the Assembly are called State Representatives and each represents about 48,000 people living within his or her Assembly district. Thirty-three Senators constitute the Wisconsin Senate and each represents a Senate district made up of three Assembly districts.
- Lobbyists** — one who represents the views of industries, organizations, and government agencies before the Legislature. Individual citizens may also lobby their legislators on matters of concern to them.
- Motion** — a term of parliamentary procedure for a proposal that something be done.
- Motion for Reconsideration** — gives those voting in favor a day in which to think it over. It also permits correction of mistakes.
- Motion to Indefinitely Postpone Consideration** — in the Wisconsin Legislature bills are not "killed," they are indefinitely postponed, a maneuver that sounds less harsh but that achieves the same end.
- Override** — The Legislature may pass a measure over the governor's objections by voting to override the veto by a two-thirds vote of the members present in both the Assembly and Senate.
- Public Hearing** — is a session in which members of the public, lobbyists, legislators, and agency representatives speak or register for or against a measure.
- Referred** — When bills are sent to a committee or from one committee to another, they are said to be referred.
- Representatives** — are elected to two-year terms in November of even numbered years to the Assembly. Each of the 99 Assembly members represents a district containing about 48,000 persons.
- Roll Call Vote** — A vote in which members' votes are recorded with their names.
- Rules** — At the beginning of each session the Legislature adopts detailed rules of parliamentary procedure. Those rules have evolved slowly over generations from procedures devised by Thomas Jefferson and from those in use hundreds of years earlier in the English Parliament. They are designed to promote fairness and deliberation in the legislative process.
- Rules Committee** — is the Assembly standing committee responsible for scheduling bills for floor debate. Its counterpart in the Senate is the Committee on Rules.
- Second Reading** — is the stage where amendments are considered.
- Senators** — serve four-year terms in the Senate and are elected in alternate even-numbered years. Those representing the 17 odd-numbered districts are elected in the years in which a governor is elected. Those from the 16 even-numbered districts are elected in Presidential election years. Each Senate district contains three Assembly districts.
- Session schedule** — divides the two-year session into floor periods and committee work periods. It is adopted by the Legislature at the beginning of the session.
- Simple Amendment** — makes changes in the original bill.
- Standing Committee** — Standing committees carry on much of the work of each house in the Legislature. Each legislator is assigned to several in his or her own house and in addition may serve on one or more joint committees.
- State Capitol** — is the seat of state government in Wisconsin where the Assembly, Senate, Governor's Office, and Supreme Court are located.
- Substitute Amendment** — completely rewrites and replaces a proposed piece of legislation.
- Sustain** — to uphold the governor's position when he or she vetoed all or part of a bill.
- Table** — an element of parliamentary procedure which permits a body to lay a question aside temporarily and attend to other business.
- Third Reading** — is the final reading when the bill itself comes up for discussion. It may no longer be amended.
- Two-Year Legislative Sessions** — begin in January of odd-numbered years.
- Veto** — If the governor disagrees with a measure passed by the Legislature, he or she may reject or veto it.
- Veto Message** — If the governor decides to veto a bill, he or she must explain the veto in a message to the Legislature within six days (Sundays excepted) of receiving the bill.