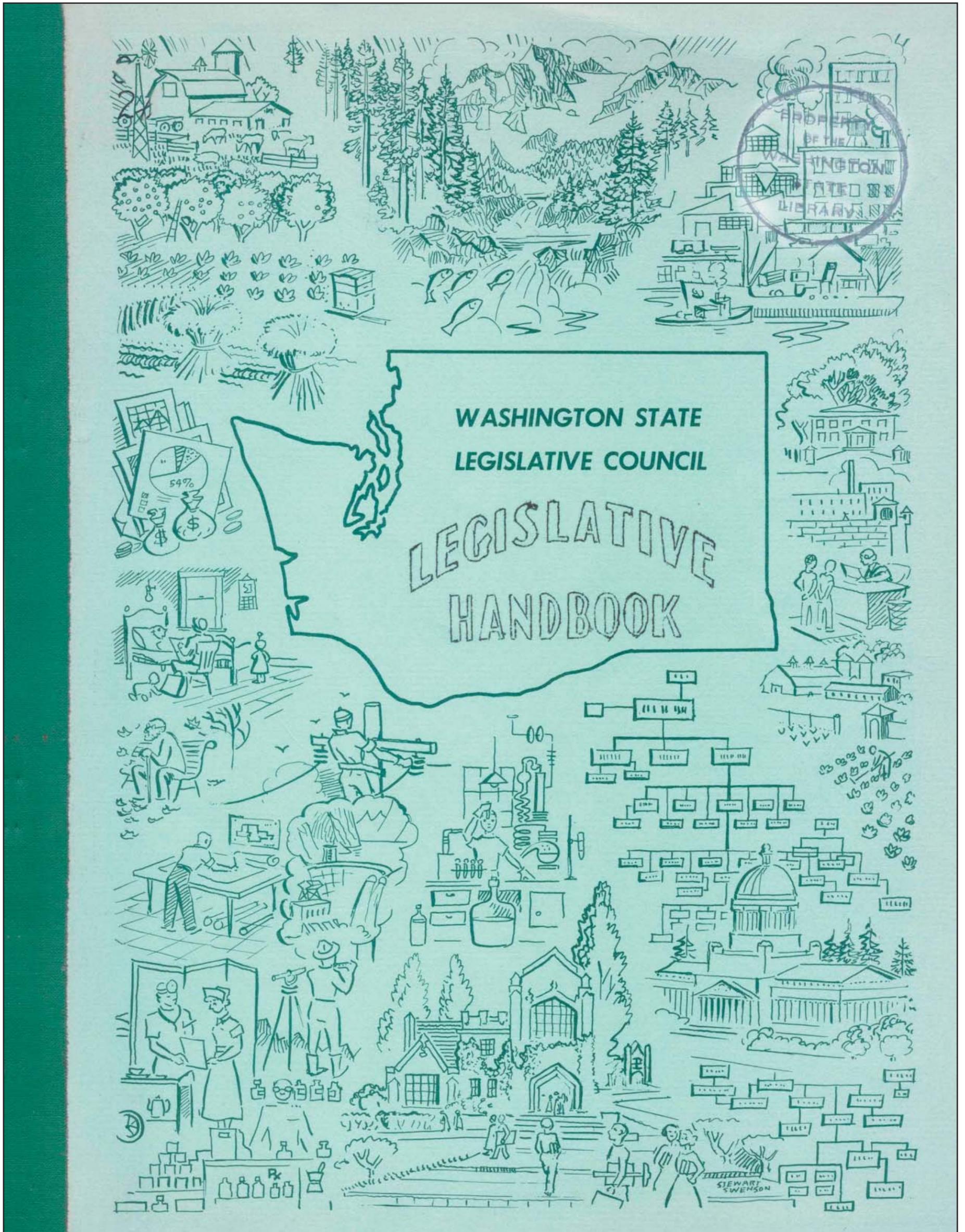


The Legislative Council began producing these Handbooks to help freshmen and even longtime legislators review the basic procedures of passing bills and other business. This Handbook from the 1953-55 session lists thirty-two committees for the Senate and thirty-six for the House. It notes that House members now voted electronically, a recent innovation for that chamber, while the Senate used roll call voting. The section where it describes where legislators could find information in the early 1950s illustrates the limited resources available to legislators, a factor that pushed Speaker Sawyer's reforms. Minimal staff help from a "steno pool" as well as the low salary schedule are other points of contrast.



STATE OF WASHINGTON
LEGISLATIVE COUNCIL

1953 - 1955

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PREFACE

This LEGISLATIVE HANDBOOK is one of the services of the Washington State Legislative Council, a fact-finding and service agency for the Legislature. By carrying on basic research throughout the months between sessions and by preparing factual reports and informational bulletins, the Legislative Council endeavors to provide legislators with material needed to facilitate their work during the brief but busy session.

Copy for the handbook was prepared by Margaret E. Bard, research analyst on the Legislative Council staff, with the assistance of Alta Grim, Assistant State Librarian.

Acknowledgment is gratefully made to Herbert H. Sieler, Secretary of the Senate and William S. Howard, Chief Clerk of the House, for their helpful suggestions; and to E. D. Brabrook, Director of the Budget, for permission to use appended material relating to the fiscal picture of the state.

Donald C. Sampson
Executive Secretary
State of Washington
Legislative Council

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TO THE NEW LEGISLATOR.....

YOU HAVE A NEW JOB. You have been entrusted with the task of representing in the legislative branch of the state government the people of the district which elected you to the Legislature of the state. This task of yours is complicated and difficult, and this handbook has been prepared in the hope that it will acquaint you with some of the processes and procedures by means of which you and your fellow members of the Legislature go about accomplishing the job.

You will also find delineated some of the services to which you are entitled as a legislator, and which are designed to facilitate the discharge of your duties.

You have ahead of you a sixty day session crammed with work, with action, contacts, pressure and above all with the pleasurable feeling you will find in being a part of the American system of representative democracy. Your efficiency as a legislator will depend upon your knowledge of state government and of the tremendous amount of procedural detail necessary to our system of enacting laws. May this handbook be of assistance to you in beginning the mastery of these knowledges.

GOOD LUCK, AND GOOD LEGISLATION!

THE WASHINGTON STATE LEGISLATURE - YOUR JOB

Washington has a bicameral Legislature which convenes in regular session constitutionally limited to sixty days each biennium. This regular session begins the second Monday in January of each odd numbered year. Extraordinary or special sessions are called by governor's proclamation in which reason for the call must be stated. There have been only nine of these special sessions called since statehood to meet the exigencies of extraordinary situations.

The Senate now has 46 members and there are 99 representatives in the House. Districts from which legislators are elected are subject to redistricting and reapportionment on the basis of population after each decennial census. Membership in the House has reached its constitutional limit, but the Senate may have a membership of not more than one half of that of the House.

Representatives are elected to a two year term, during which they serve one regular session, while members of the Senate are elected for a four year term and serve two regular sessions. Each house is the judge of the election, returns and qualifications of its own members.

Law-making is the major business of the Legislature. Laws are merely the means by which public policy is set forth, and so the Legislature is the branch of government which establishes governmental policy, which determines what services the people want and need from the government, and which then makes these services possible by means of enactments, through

tax levies and supporting appropriations to the various administrative departments. Thus the legislature, as the policy-forming representative of the people, fulfills its part in the American system.

OFFICERS OF THE SESSION

Constitutional Officers: The Lieutenant Governor serves as the President and presiding officer of the Senate, and the Constitution gives him the deciding vote in the case of an equal division of the members on a question. Otherwise, the Constitution provides only that each house shall elect its own officers.

The President of the Senate presides and has the right to name any senator to perform the duties of the chair in the absence of the President pro-tempore. He preserves order, controls the chamber and lobby, signs in open session all acts, addresses and joint resolutions, and decides all questions of order without debate. He may speak to points of order in preference to members, and he signs all writs, warrants and subpoenas issued by order of the Senate. He has charge of and sees that all officers, attaches and clerks perform their duties. These duties are prescribed by the rules of the Senate and pass in the absence of the President to the President pro-tempore, who is elected by his fellow senators. When the Lieutenant Governor serves as Governor,

however, the Senate must elect a temporary president.

Other Officers: All other officers are elected in each house by its members. In the Senate the President pro-tempore, the Secretary of the Senate and the Sergeant-at-Arms are elected immediately after the oath of office is administered to the members, roll is called and temporary rules have been adopted. At the same time, the House of Representatives elects its Speaker, Chief Clerk and Sergeant-at-Arms.

Secretary of the Senate: The Secretary of the Senate selects and removes employees, subject to the approval of the Senate, and performs the usual duties of his office, during the session and until the election of his successor at the next session.

Speaker: The Speaker of the House, and in the event of his illness, death or inability to act, the Speaker pro-tempore who also is elected by the members, has among his duties those of presiding, of preserving order and decorum, of referring bills to committees, of speaking to points of order, of deciding questions of order, of naming any member to perform the duties of the chair in his temporary absence, of appointing all standing and special committees, of signing all acts, joint resolutions, concurrent resolutions and joint memorials in open session of the House, and of authenticating by his signature, when necessary, all the acts, orders and proceedings of the House.

Chief Clerk: The Chief Clerk of the House like the Secretary of the Senate is an administrative officer. Neither is

a member of his house. The Chief Clerk selects and removes employees by and with the consent of the Speaker, sees that the journal is kept properly, performs all other duties of his office, and is responsible at all times for the acts of his assistants.

Sergeant-at-Arms: The Sergeant-at-Arms, also not a member in either house, is the law enforcement officer. It is his specific duty to keep order, to keep the privacy of each chamber inviolate, to summon members to their seats upon Call of the Senate or House, and to keep the legislative premises clean and comfortable.

THE LEGISLATIVE PROCESS BEGINS

SENATE - First Day:

1. The President of the Senate of the previous session calls the Senate to order. The session is opened with prayer.
2. Certification of election of members from the Secretary of State is read by the previous Secretary of the Senate. Oath of office is administered to newly re-elected, newly elected and newly appointed members.
3. Roll is called.
4. Temporary rules are adopted.
5. The President pro-tempore is elected and escorted to the rostrum where the oath of office is administered.

6. The Secretary of the Senate is elected and sworn in.
7. The Sergeant-at-Arms is elected and sworn in.
8. A committee is appointed to notify the House that the Senate is organized and ready to proceed with business.
9. Senate resolutions relating to internal organization are adopted.
10. A list of standing committee appointments is submitted.
11. Senate receives message from the House that the House is organized and ready to proceed with business.
12. Senate considers bills and resolutions; adopts House concurrent resolutions providing for joint vote canvassing and joint inaugural sessions; resolves into a committee of the whole to consider and act upon bills authorizing appropriations for legislative session expenses.
13. The President appoints a committee to join with a committee from the House to notify the Governor that the Senate is ready to transact business.
14. The President signs bills authorizing legislative expense appropriations after their passage in and return from the House.
15. The special committee reports that the Governor has been notified that the Legislature is organized.
16. Adjournment.

HOUSE - First Day:

1. The Chief Clerk of the previous session calls the

House to order. A clergyman opens the session with prayer.

2. Certification of election of members from the Secretary of State is read by the Chief Clerk. Oath of office is administered to newly elected, and newly appointed representatives if there are any.

3. Roll is called.

4. Temporary rules are adopted.

5. The Speaker of the House is elected and escorted to the rostrum where the oath of office is administered.

6. The Chief Clerk of the House is elected and sworn in.

7. The Sergeant-at-Arms of the House is elected and sworn in.

8. A simple resolution is adopted authorizing the Speaker to appoint a committee to inform the Senate that the House is organized and ready for business.

9. House concurrent resolutions providing for joint canvassing and joint inaugural sessions, and for notification to the Governor that the Legislature is organized are introduced and passed.

10. House resolutions relating to internal business are adopted.

11. House receives message from the Senate that the Senate is organized and ready for business.

12. The Speaker appoints a committee to join with a committee from the Senate to notify the Governor that the Legislature is organized and ready for business.

13. Senate legislative expense bills are received in the House, read the first time and passed under suspension of rules

14. The special committee reports that the Governor has been notified that the Legislature is organized.

15. Adjournment.

A joint session is held on the second day, at which the Legislature receives from the Secretary of State the canvass of the vote cast for the constitutional elective state officers, and at which the election certificates of these state officers are signed in the presence of the members of the House and Senate.

On the third day a joint session is held for the purpose of inaugurating the same constitutional elective state officers, and receiving the inaugural message of the Governor.

The Legislature is now ready to tackle the job of making laws.

THE COMMITTEE SYSTEM:

A legislative body, being large and cumbersome, cannot easily consider each proposed piece of legislation in detail in full membership. The committee system has been developed, therefore, to facilitate the detailed study of bills. The whole body of each house is divided into small groups or

committees, each of which has a special field, and each of which considers proposed legislation dealing with the particular subjects falling within the purview of the committee. After a bill is introduced it is assigned to committee, and the rules of each house require that such an assigned bill be reported back with recommendation. The committee may recommend that the bill do pass; that it do pass with amendment; that it do not pass. A bill may be reported back with both a majority and a minority recommendation.

Standing Committees of the Senate are:

Aeronautics and Airports
Agriculture and Livestock
Appropriations
Banks and Financial Institutions
Cities, Towns and Counties
Civilian Defense
Claims and Auditing
Commerce, Manufacturing and Transportation
Constitution, Elections and Apportionment
Education
Engrossed and Enrolled Bills
Fisheries
Game and Game Fish
Higher Education and Libraries
Industrial Insurance
Insurance
Judiciary
Labor
Liquor Control
Medicine and Dentistry
Military, Naval and Veterans Affairs
Mines and Mining
Parks and Public Buildings
Public Morals
Public Utilities
Reclamation and Irrigation
Revenue and Taxation
Roads and Bridges
Rules and Joint Rules
Social Security
State Institutions
State Resources, Forestry and Lands

Standing Committees of the House of Representatives are:

Agriculture and Livestock
Appropriations
Aviation and Airports
Banks and Banking
Cities and Counties
Claims, Auditing and Printing
Colleges and Universities
Commerce and Manufacturing
Education and Libraries
Elections
Engrossment and Enrollment
Fisheries
Forestry, State Lands and Buildings
Game and Game Fish
Harbors, Waterways and Flood Control
Horticulture
Industrial Insurance
Insurance
Judiciary
Labor Relations
License
Liquor Control
Medicine, Dentistry and Drugs
Memorials
Mines and Mining
Parks and Playgrounds
Public Utilities
Reclamation and Irrigation
Revenue and Taxation
Roads and Bridges
Rules and Order
Social Security
State Government
State Institutions
Transportation
Veterans' and Military Affairs

Committee Functions: Each of these committees is important to the legislative process, and to the functioning of all departments of state government, but the most important committees -- those upon which membership is highly esteemed -- in both houses of the legislature are those on

roads and bridges, appropriations, revenue and taxation, judiciary, and rules. Perhaps the most important of these is the committee on rules and joint rules, as it is called in the Senate, and its counterpart in the House, the committee on rules and order, because these committees determine to a great extent what bills shall be brought before the respective houses for consideration. Only a simple majority (e.g., a majority of members present) is needed in the Senate to place a bill from rules on the calendar. When the House rules committee frowns on a bill, it may never see the light of consideration, since an affirmative vote by a constitutional majority of members in the House (e.g., a majority of elected members) is necessary to bring a bill out of the rules committee.

The committees on roads and bridges in joint action determine where and how road monies are to be spent, where funds shall come from, and what regulations shall govern traffic on the highways of the state. The appropriations committees consider the operating budgets of all state offices and review all bills carrying an appropriation. The revenue and taxation committees have a self-evident importance, as they deal with tax and revenue measures designed to produce the income necessary to the support of state institutions and the discharge of state duties and obligations. The judiciary committees are assigned all bills relating to court procedure, and all bills which do not fit into the specific province of any other committee.

Select (in the Senate) and special (in the House)

committees are appointed as the need for them arises. These include the conference and free conference committees so necessary, especially toward the end of the session. To these committees, which are made up of members from each house, belongs the task of settling any difference of opinion upon any subject of legislation. A conference committee may consider only one issue, such as a single amendment made by one house to a bill, which has been rejected by the other; but all portions of a bill or resolution committed to it may be dealt with by a free conference committee, which may even report a new bill embracing the same subject matter. The lives of many good statutes have been saved in these committees.

In the Senate the committee of the whole has special significance, for the rules prescribe that all bills carrying an appropriation must be considered in committee of the whole, and no change in the amounts appropriated and no amendment to the general appropriation bill can be approved outside this committee except by affirmative vote of two-thirds of all of the members of the Senate. The committee of the whole has to name its own chairman, who may not be the President of the Senate or the Speaker of the House; no record is made of motions or of the ayes and noes, and there is no limit to debate. The House seldom resolves itself into a committee of the whole, perhaps because the larger membership of the House would find unlimited debate infeasible, or at least a deterrent to expeditious action.

Committee Appointments: Appointments to committees are made in the Senate by the President of the Senate, subject to confirmation by that body, and by the Speaker in the House. Geographical considerations, to insure representation to all parts of the state, special interests and abilities of the individual legislators, the factor of experience and seniority all bear some influence on committee appointments, which are made generally in the first day or two of the session.

Interim Committees: The Legislature while in session creates its own interim or post-session committees and may assign special tasks to these committees. Of these, some of the most important are the Legislative Council, which has several sub-committees, the Interim Highways Committee and the Legislative Budget Committee.

These committees and their staffs work constantly at the suggestion of committee members and members of the Legislature during the months between sessions in the interest of better legislation based on research and detailed studies of almost all fields of state government, and they make detailed reports, including drafts of proposed legislation, for consideration of the next Legislature. Thus, through the work of interim committees, the Legislature attains continuity and establishes a studied base for new and revised session laws to meet the changing needs of the people.

Daily Order of Business: Each house follows a prescribed Order of business, as provided by its rules, and this is the standing agenda for each day of the session.

SENATE Order of Business: After the roll is called and journal read and approved, business shall be disposed of in the following order:

1. Presentation of petitions, memorials, resolutions and motions.
2. Reports of standing committees.
3. Reports of select committees.
4. Messages from the governor and other state officers.
5. Messages from the house of representatives.
6. Introduction, first reading, and reference of bills, memorials, and resolutions.
7. Second reading of bills.
8. Third reading of bills.
9. Business lying on the table.
10. The orders of the day.
11. Unfinished business.

HOUSE Order of Business:

1. Call of the roll.
2. Reading the journal of the preceding day.
3. Presentation of petitions, memorials and remonstrances addressed to the legislature.
4. Propositions and motions.
5. Reports of standing committees.
6. Reports of special committees.
7. Messages from the senate, governor, and other state officials.
8. Introduction and first reading of bills, memorials and resolutions.
9. Second reading of bills.
10. Third reading of bills.
11. Other business to be considered.
12. Announcements of committee meetings.

The above orders of business are standing rules in both houses, and as such, may be suspended temporarily by a

two-thirds vote of the members present.

BILLS, RESOLUTIONS AND MEMORIALS

Bills, resolutions and memorials are the expressions of the will of the legislature as it interprets the will and the needs of the people.

A bill is a written proposal to enact a law. It may propose to enact a NEW law, or to amend an existing law in order to clarify it, make some minor change in it, correct some error in it, or adjust it to changing circumstances. A bill is born as an idea in the mind of a legislator, a department or agency of the government, or even an individual citizen, but it must always be sponsored by a member, members, or committee of the legislature, and the sponsor sees that the bill is introduced, or 'put in the hopper' for consideration.

Resolutions and memorials are written motions expressing the wishes of the legislature, and some resolutions have the effect of law for a temporary period.

A simple resolution relates only to the business of the house in which it originates. It is not considered by the other house, is treated as a motion and requires no roll call vote.

A concurrent resolution is a statement of policy concurred in by both houses. It relates to the internal operation of the legislature as a unit of government, and includes the creating of and assigning jobs to investigatory interim

committees.

A joint resolution may propose an amendment to the state constitution or formulate a legislative directive to state administrative officers and agencies.

A joint memorial is a message or petition addressed to the President or the Congress of the United States or the head of any other branch of the federal government, asking for consideration toward some matter of concern to the state or region.

Joint memorials and joint resolutions are subject to all procedural rules governing the course of bills. (See: Progress of a Bill.) Concurrent resolutions require a roll call vote only when they authorize investigating committees and appropriate monies; otherwise they may be treated as motions and adopted without a roll call.

In the 1953 Legislature, 595 bills, 11 joint memorials, 22 joint resolutions and 13 concurrent resolutions were introduced in the House; 485 bills, 17 joint memorials, 25 joint resolutions, and 24 concurrent resolutions were introduced in the Senate in a 60 day session.

THE PROGRESS OF A BILL

A bill is drafted. Its sponsor, who may be an individual legislator, or two but no more than three members, or a committee, must then file the bill with the Secretary

of the Senate or the Chief Clerk of the House, and have assigned to it a number. It is now ready for introduction and first reading at the next convening of the house in which it originates. After first reading it is ordered printed and referred by the presiding officer to the proper committee for consideration.

The bill has now completed the first lap of its journey through the legislative mill, but it has innumerable obstacles to overcome before it accomplishes the goal of becoming a law -- or finds itself at session end lost in a committee and never voted upon.

If a bill carries an appropriation, it will be referred to the appropriations committee upon being reported back from its original committee of reference. When it is reported out of committee, it is passed to second reading, and upon second reading is subject to amendment. Upon third reading no amendments can be entertained, but the bill must receive a constitutional majority to pass in the house in which it originated. It has now reached the half-way mark. It will be sent at this point to the other house where it must go through the same process before it can be sent to the governor who will sign it into law.

If the second house amends the bill, it must, of course, go back to the first house for action on the amendment. If the first house does not concur in the amendment, it must go to conference committee, and then on to free conference committee if difficulties cannot be resolved. And after all

of this, it must face the possibility of being vetoed by the governor.

As you can see, the life of a bill is a rough one. It can be killed in committee, indefinitely postponed, voted down on the floor, amended out of all recognition and utility, laid on the table, or lost in rules committee. However, it may be brought to life again after having been lost by an adverse vote through a move to re-consider. And if a bill is of an emergent nature and of great general importance, it can, with the suspension of certain rules, be introduced in the morning, passed by both houses, enrolled, signed by the President of the Senate and the Speaker of the House and wear the governor's approval before noon.

The majority of the bills introduced during a session wear the label, 'by resolution, indefinitely postponed', pinned on them the last day of the session. Some find easy passage; some experience every storm to which they can be subjected before they finally appear in 'LAWS OF WASHINGTON'.

PARLIAMENTARY PROCEDURE

If you stop to think about it, you realize that even two persons seldom see eye to eye on everything, and when you extend the number of persons to the 46 members of the Senate and even further to the 99 members of the House, you recognize quickly the necessity for a method or means that

will make agreement easy and still allow expression of divergent viewpoints.

Parliamentary law provides this method or means, and in a general sense it concerns itself with the organization, the procedure and the adjournment of an assembly. Parliamentary rules govern the procedure itself. The authority for general parliamentary law for the Legislature of the State of Washington, outside of those basic laws established by the state Constitution, is REED'S PARLIAMENTARY RULES, except in instances in which REED'S is inconsistent with the special rules of each house or with the joint rules as approved by both houses.

After its organization each session, each house adopts its own special procedural rules. These are usually the same as the rules of the previous session, with perhaps minor variations, and each legislator will do well to examine thoroughly and acquaint himself with the rules of his house so that he can insure his right to be an active participant in the session. You can obtain a copy of the rules of the previous session, and you will be supplied with a copy of the rules of the current session as soon as they have been approved and published.

The business of the legislature is to consider and pass or reject proposed laws. Parliamentary rules are designed to expedite the orderly transaction of this business. It is obvious, then, why the best legislator is one who knows his rules, and who uses his knowledge not for the

sake of excelling in adroit manipulation, but for the purpose of getting proper things done properly. Without parliamentary rules of procedure, divergent viewpoints could never be modified and reconciled in the houses of the Legislature, with the result that few laws would be passed, if, indeed, endless and uncontrolled debate would not explode into complete chaos.

From your manual of rules you will learn that a majority of all members elected must be present in both houses to constitute a quorum for the transaction of business, but that fewer than a quorum may adjourn from day to day until a quorum is present. However, in the Senate just three Senators may move a call of the Senate, and seven members with the Speaker, or eight members in the Speaker's absence have the power to call the House; and if such a motion is approved by a majority of those present in either house, then absent members may be compelled to attend. Under call, members absent without leave may be taken into custody and brought to the floor by the sergeant-at-arms. Neither house may adjourn for more than three days without the consent of the other.

The bulk of the rules of your house deals with motions, the precedence of motions and actions upon motions. By putting motions to a vote, the business of the house is accomplished. So you must know how to make a motion, and what motion is the proper one to make. You must know how to obtain the floor before you can make a motion, and then you

must know how to bring your motion to a vote. Study and constant use of your rules manual will help you master what may at first seem to be the hopelessly complicated structure of parliamentary procedure.

Voting: The Senate uses the method of roll call vote by voice, but members of the House register their roll call vote merely by pressing a button. Votes are electrically and simultaneously recorded on a giant tote board above the rostrum, and then the ayes and noes are punched on a roster card as a permanent record for the journal. This electric roll call system, especially in the larger house, speeds up the laborious voice vote roll calls that used to be so tedious toward the session end.

AT YOUR SERVICE

You want to Draft a Bill: The Code Reviser and his staff of trained attorneys draft bills for legislative committees and for individual legislators.

Complete files of cross-references and annotations to the statutes are kept by the Reviser to provide information so that possible conflict of bills with existing statutes or the unconstitutionality of proposed legislation may be avoided. The Reviser's staff prepares and types bills and amendments for introduction in the form prescribed by the rules.

You Want Information: Your desk is supplied with copies of the Senate and House Journals for the previous session, with current session bill books and special material. Daily roll call vote summaries and a daily calendar are prepared for you and placed on your desk.

You may look up bills from previous sessions in the office of the Secretary of the Senate, in the Chief Clerk's office in the House, or in the bill rooms. A reference set of the Revised Code of Washington may be found in the office of the Secretary of the Senate and in the Chief Clerk's office, and there you may also request any other desired material and an effort will be made to find it for you.

The Temple of Justice, across from the Legislative Building, houses the State Library which will be of willing service to you and which contains a wealth of research material. The Law Library is also located in the Temple of Justice and there you will find a collection of legal works including statutes of many states and of the federal government. (SEE REFERENCE AND RESEARCH.)

Documents: Printed copies of bills and resolutions are incorporated into the bill book on your desk as they are introduced and printed during the session. A copy of the rules of the two houses is furnished each legislator soon after such rules have been approved and published. Each senator and representative receives a set of the Journals of the session of which he is a member immediately upon

their publication two or three months after the close of the session.

During the session legislators are provided with current editions of the Legislative Record, eight of which are printed during a session. The Record is an indexed and outlined summary of action by both houses on introduced bills.

The Press: The year around press rooms are maintained in the first committee room in the fourth floor corridor, north, of both Senate and House. During session, members of the press who report to the people back home sit at desks reserved for them in front of the rostrums of both houses.

Your Salary: Since 1949 legislators have received a salary of \$100 per month, payable on the last working day of each month. This salary is subject to deduction for income tax, and the Secretary of the Senate and the Chief Clerk of the House will furnish you with withholding tax exemption forms. You may become a member of the State Employees' Retirement System, and retirement procedures and contributions will be explained to you if you are interested.

During the 60 day session you will receive, besides your salary, a weekly subsistence of \$10 per day, and once during the session you will receive a mileage allowance of ten cents per mile for the distance from your home to the State Capitol and return.

Lodging: Reservations should be made for your lodging in Olympia as long before the session as is possible, because housing there becomes an acute problem at session time. Olympia has two large hotels, many small hotels, several close-in motels, apartment houses and rooms in private homes available, but the best accommodations go, of course, to those who make their reservations early.

Your Mail: Both Senate and House have post offices, and you will be assigned your own box. Letters addressed to you at the Legislative Building, Olympia, Washington, will reach you promptly if the house of which you are a member is designated thereon. Mail is picked up at the main post office and distributed twice daily.

You will be supplied at your desk with stamps, your own letterheads, envelopes and note pads.

Your Helpers: In both houses 'behind the scenes' employees under the supervision of the Secretary of the Senate and the Chief Clerk of the House will be your helpers with the business of the session. Pages will carry messages, run errands and take bills, resolutions and amendments from your desk to the rostrum, or secure the same for you at your request. Just below the right hand corner of your desk top you will find an electric call button which you may depress to summon a page. Stenographers, on duty seven days a week during session, will assist in the convenient handling of

your correspondence. The steno pool is located in the Senate in the back corridor next to the Appropriations Committee Room, and may be found in the same place on the House side.

Various committee clerks and secretaries are assigned to assist committee chairmen and members. They do research, take care of the secretarial work of committees, and keep the minutes of committee meetings.

The journal clerk prepares the journal of the session from the transcript of the minutes kept by the minute clerk. The original typed journal is bound and delivered at close of the session to the Secretary of State as the official record of the legislature; the copy goes to the printer to be used in conjunction with special reports, rosters, indexes and other material in the format of the printed journal. The journal clerk is located in the back corridor of each house, and from her you may obtain any desired information from previous daily session proceedings.

The reading clerk is stationed at the rostrum and is responsible for calling the roll and reading aloud all matter that comes before the houses. The index clerk assembles for your information eight editions during the course of the session of the Legislative Record. The bill room clerk will keep up to date the bill book on your desk, and from him you may obtain extra copies of printed bills. The docket clerk, who is stationed at the desk below and south of the rostrum, keeps a chronological record of all action taken in each house on bills, memorials and resolutions.

This record, at the close of the session, is bound and filed with the Secretary of State.

The engrossing and enrolling clerk oversees the engrossing (the incorporation of approved amendments into a bill) and the enrolling (the letter perfect typing of a bill passed by both houses for presentation to the Governor) of bills. In each house it is the responsibility of the Committee on Engrossment and Enrollment, made up of members, to check first the engrossed bill against the original, and later the enrolled bill against the engrossed bill when it has passed both houses. Even simple typing errors may change the intent or meaning of bills, so that accuracy is of prime importance.

Your Seat is Assigned: Seating arrangements are informal until the Senate has elected its officers, and the House has elected its Speaker, Chief Clerk and Sergeant-at-Arms. Then the President, in the Senate, and the Speaker in the House, make up seating charts and assign permanent member desks. Majority party members are seated to the President's right in the Senate; the minority party members to his left. The same pattern is followed in the House. Special seating requests may be made, and these are usually granted when warranted by physical disability or special circumstances.

Cars and Parking: Space is reserved in front of the Legislative Building and in other areas for the cars of legislators. You may obtain from the Secretary of the Senate

and the Chief Clerk of the House the car stickers which give you authority to park in these spaces; you may also ask for legislative license plates, if you desire them. Emergency transportation can be secured by calling the Legislative Building garage.

Telephone Service: A special switchboard is set up in each house during the session for your convenience. All calls, local or long distance, relating directly to business of the legislature will be paid for when approved by the Secretary of the Senate or the Chief Clerk of the House. Personal toll calls must be paid for at the time of the call.

Government Offices: All departments of the government are glad to be of service to legislators by providing information concerning their activities or supplying any reasonable service within their jurisdiction and responsibility. The Capitol telephone directory gives the location of the various departments.

REFERENCE AND RESEARCH

State Library: The principle function of the Washington State Library--and it has been since its establishment March 2, 1853, is to provide a reference collection for the use of legislators, other state officials, and state employees.

During the sessions of the Legislature, a reference desk is maintained at the center door of the House of Representatives on the third floor of the Legislative Building. Requests may be given to the professional librarian on duty, and information and materials will be brought, either by State Library or Senate and House pages, to the members' desks, committee rooms and legislative offices.

The State Library itself is housed on the ground floor of the Temple of Justice. It circulates books, periodicals, pamphlets, newspapers, clippings, documents -- federal, Washington State and other states, and other material covering all types of subjects. It maintains stock supply of non-current Washington's Senate and House bills and other legislative publications, and has the only complete and official files of Washington State departmental publications, reports, bulletins, studies, etc.

It is a depository for federal publications, receives selected publications of other states, has files of newspapers published in Washington, acts as liaison legislative reference agency for the Council of State Governments, and distributes and exchanges official Washington State documents within and without the state.

Several state departments have collections of library materials pertinent to their respective special fields. The State Library, which assisted in the organization of these departmental libraries, has a master catalog of the library

holdings of the Tax Commission, Highway Department, Insurance Department, Department of Public Assistance and office of State Superintendent of Public Instruction.

The State Library serves as an inter-library loan agency forwarding on to the Pacific Northwest Bibliographic Center, University of Washington, Seattle, the requests which cannot be filled from its own collection. In turn, PNBC forwards the requests to the respective member libraries listed as possessing the desired volumes. Therefore, given a little time, even rare and unusual materials can be located and borrowed for legislative reference purposes.

The Law Library, which maintains a collection of legal works, is located on the main floor of the Temple of Justice. Statutes of all states and the federal government, court reports, annotated codes, legal texts and dissertations, and legal periodicals are available for reference. The Law Library staff does spot research in the legal field.

For use during the sessions, the Law Library places on each member's desk a set of Senate and House Journals and Session Laws of the previous Legislature. About ninety days after adjournment, each member of the Legislature receives from the Law Library the Journals and Session Laws of the current session.

Research: The Legislative Council consists of ten senators and eleven representatives who are appointed at the close of each session, and it functions under an executive

board elected by members from the membership. The presiding chairman is traditionally the Speaker of the House. The Council employs a staff of research analysts who, under the direction of an executive secretary explore, investigate and review at the request of legislators--both Council members and others--the problems of many governmental departments and who prepare material upon which Council sub-committees can base realistic and considered legislative proposals for the consideration of the members of the next Legislature.

So far the Council has functioned only in the between-session months, but the 1955 Legislature is expected to give it a continuing existence so that the Council may also serve members during the session. Records of the Council are kept and are available at all times. Much good legislation has resulted from Council studies, and its recommendations form a part of the official House journal. These recommendations are published before each session, and many are acted upon or enacted into law by the convening session.

THE FISCAL PICTURE

THE GENERAL FUND

Statement of Cash and Receipts for the Period
from March 31, 1953 to September 30, 1954

Net Cash or Deficit, April 1, 1953.....\$ 43,648,839.89**

RECEIPTS

Revenue Act of 1953-Retail Sales, Business, Occupational and Other Taxes.....	235,222,941.04
Inheritance and Gift Taxes.....	8,823,281.27
Ad Valorem Taxes.....	3,783,273.15
Public Lands-Sales and other Income...	307,607.26
Secretary of State-Corporation Licenses and Fees.....	956,522.12
Insurance Premiums Tax, Licenses, etc.	5,208,906.28
Liquor Profits (State Portion).....	12,148,923.57
35% of War Liquor Tax.....	---
5% of Motor Vehicle Excise Tax.....	1,266,196.88
Cigarette Tax, Excess of Bonus Requirements.....	9,387,219.17
Deposit Interest and Investment Income.....	439,463.75
Miscellaneous Revenue.....	<u>6,775,627.23</u>

Sub-total State Sources....\$284,319,961.72

Federal Government	
Social Security.....	53,734,319.60
Public Health.....	990,774.21
Education.....	1,246,240.66
Lower Columbia River Development....	1,229,176.32
Wild Life Restoration.....	---
All Other Federal Aid.....	<u>333,634.80</u>

Total Federal Government... 57,534,145.59

Total Receipts.....\$341,854,107.31

Total Cash and Receipts..... 298,205,267.42

Total Disbursements..... 334,070,467.28

Net Cash or Deficit..... 35,865,199.86**

** Deficit

THE GENERAL FUND

Statement of Disbursements for the Period
from March 31, 1953 to September 30, 1954

DISBURSEMENTS:

State Government:

Elective and Appointive Departments...	\$18,548,294.59
Institutions of Higher Education.....	28,154,515.13
State Institutions.....	18,837,840.82
Miscellaneous.....	207,330.88
Interest on Warrants, Loans and Overdrafts.....	1,289,945.10
Capital Outlays.....	<u>5,996,613.00</u>

Sub-total State Government....\$73,034,539.52

Funds Distributed by State Government

Education:

School Support.....	\$97,142,267.77
School Buildings.....	3,894,521.18
Aid to Counties, Cities, Towns and Other Taxing Districts.....	10,484.838.36
Social Security (Including Medical Care and Administration.....)	146,026,776.57
Industrial Insurance.....	2,550,741.19
Other Pensions and Assistance.....	<u>611,315.05</u>

Sub-total Distributed.....260,710,460.12

Civilian Defense and Disaster Relief....	110,604.39
Tax and Other Refunds.....	<u>214,863.25</u>

Total Disbursements.....\$334,070,467.28