

# STANDING COMMITTEES & HEARING ROOMS

## House Committees

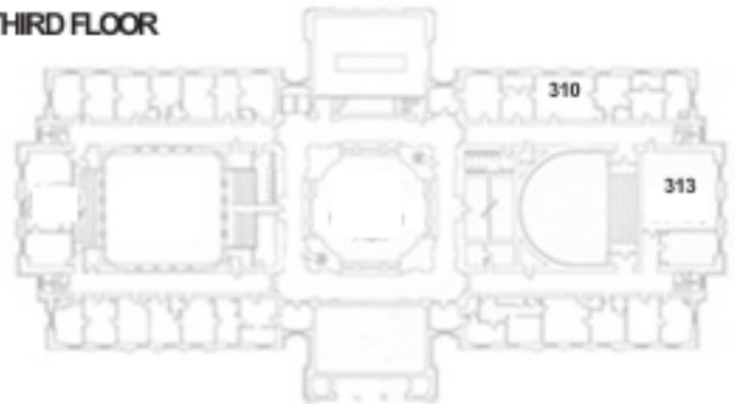
House Corporations: Room 203  
 Environment & Natural Resources: Rooms 205 & 101  
 Finance: Room 35 (not pictured)  
 Health, Education & Welfare: Rooms 135 & 101  
 Judiciary: Rooms 205 & 101  
 Labor: House Lounge & Room 212  
 Municipal Government: Room 203  
 Oversight: Room 101  
 Rules: Room 135  
 Small Business: Rooms 101 & 135  
 Veterans' Affairs: Room 135

## Senate Committees

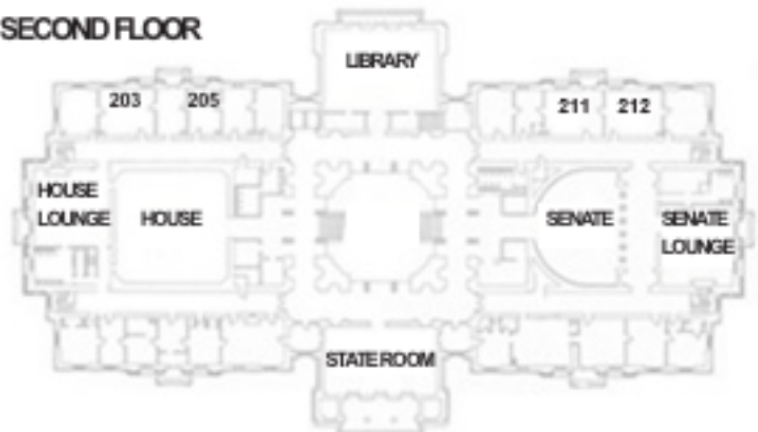
Commerce: Senate Lounge & Room 212  
 Education: Room 313  
 Environment & Agriculture: Senate Lounge & Room 211  
 Finance: Senate Lounge & Room 211  
 Government Oversight: Senate Lounge  
 Health & Human Services: Lounge, Rooms 211 & 212  
 Housing & Municipal Government: Senate Lounge  
 Judiciary: Room 313  
 Labor: Room 212  
 Rules: Room 310  
 Special Legislation & Veterans' Affairs: Room 310

**\*Always check committee agenda for location of hearing\***

THIRD FLOOR

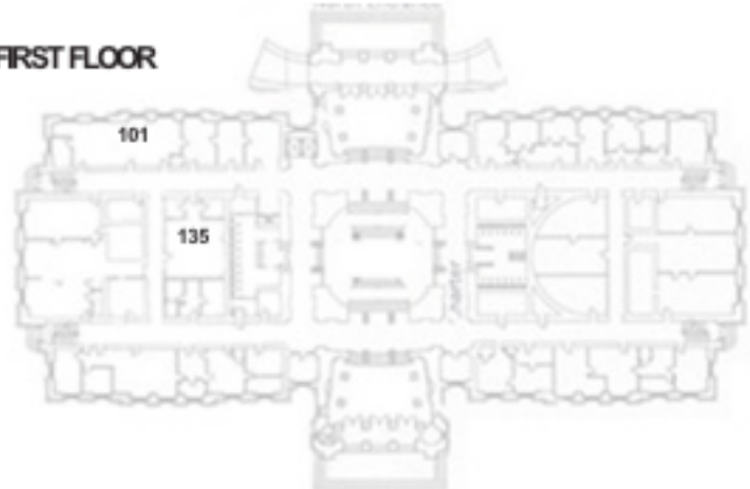


SECOND FLOOR



NORTH ENTRANCE

FIRST FLOOR

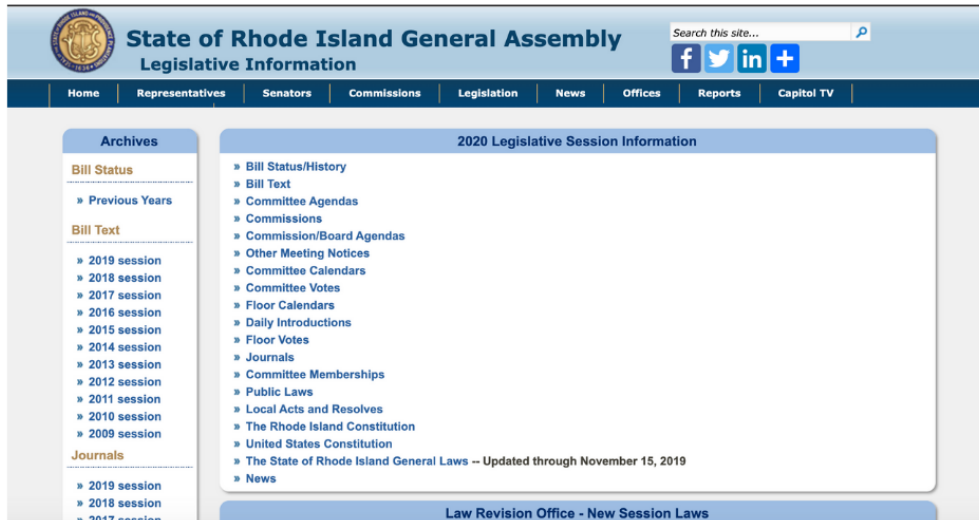


# YEARLY/DAILY LEGISLATIVE TIMELINE

Stage	Date(s)
<b>Statewide Primary</b>	Second Tuesday after the first Monday in September of even numbered years
<b>Election</b>	First Tuesday after the first Monday in November of even numbered years
<b>Session begins</b>	First Tuesday in January
<b>Governor's budget submitted</b>	Third Thursday in January (or First Thursday in February for new Governor)
<b>Deadline for introducing legislation</b>	Thursday prior to February school break
<b>Deadline for hearings on legislation</b>	Thursday prior to April school break
<b>Revenue estimating conference</b>	Must meet within first ten (10) days in May
<b>House Finance Budget</b>	Typically late- May to early June
<b>Floor debate on budget</b>	Seven (7) days after House Finance Committee vote
<b>Suspend the rules</b>	Typically several days before adjournment
<b>Adjourn</b>	Typically mid to late June
<b>Gubernatorial veto/Signing</b>	Governor must veto or sign bill within six (6) days (expecting Sundays) after receiving bill from legislature or it becomes law
<b>Veto override</b>	Anytime after veto received before next session
<b>Daily session officially begins (Bell rings calling legislators)</b>	4:00 pm Tuesday- Wednesday- Thursday
<b>Daily session actually begins (Bell stops ringing)</b>	Anytime after 4:00 pm
<b>Committee hearings begin</b>	"At the rise" (upon completion of the day's floor calendars and other business)
<b>Committee hearings end</b>	When committee agenda has been completed

# FINDING & TRACKING LEGISLATION

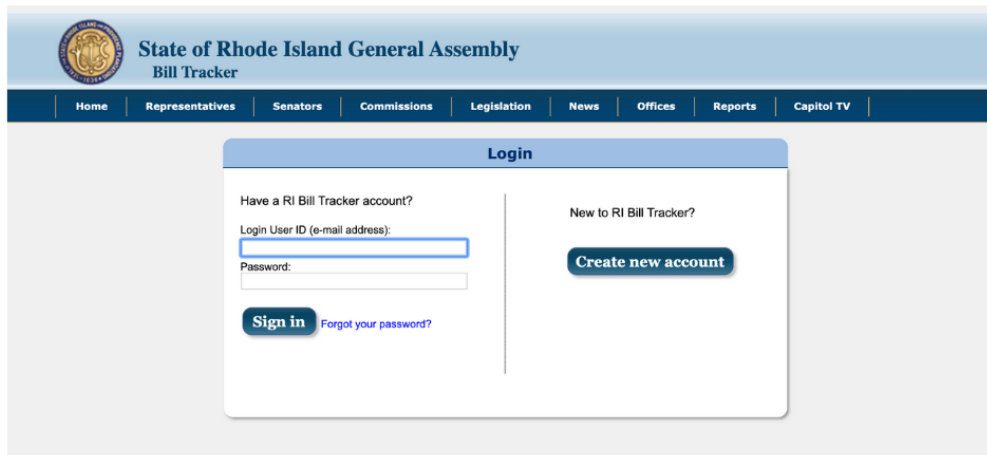
**Step 1:** Go to [rilegislature.gov/pages/legislation.aspx](http://rilegislature.gov/pages/legislation.aspx)



The screenshot shows the "State of Rhode Island General Assembly Legislative Information" page. The page features a navigation menu with links for Home, Representatives, Senators, Commissions, Legislation, News, Offices, Reports, and Capitol TV. The main content area is titled "2020 Legislative Session Information" and lists various categories such as Bill Status/History, Bill Text, Committee Agendas, Commissions, and Commission/Board Agendas. There is also a search bar at the top right and social media icons for Facebook, Twitter, and LinkedIn.

**Step 2:** Search by title, category (topic), sponsor or bill number.

**Step 3:** Enter the bill number into the bill tracker (registration required) at [rilegislature.gov/billtracker](http://rilegislature.gov/billtracker)



The screenshot shows the "State of Rhode Island General Assembly Bill Tracker" login page. The page has a navigation menu with links for Home, Representatives, Senators, Commissions, Legislation, News, Offices, Reports, and Capitol TV. The main content area is titled "Login" and contains two columns. The left column is for existing users, with fields for "Login User ID (e-mail address)" and "Password", and a "Sign in" button. The right column is for new users, with a "Create new account" button. There is also a link for "Forgot your password?".

**Step 4:** Wait for email alerts on the bill hearings and votes.

# GLOSSARY OF LEGISLATIVE TERMINOLOGY

**ADJOURNMENT:** The end of the legislative day. Regular adjournments set the date for the next meeting.

Adjournment sine die (without day) marks the end of the session, since it does not set a time for reconvening.

**AMEND:** To formally modify by adding to or deleting from a measure.

**Appropriation:** Authorization for the expenditure of public funds for a stated purpose.

**BILL:** Form of legislation used to propose a law.

**BUDGET:** Legislation authorizing the allocation of state moneys.

**CALENDAR:** List of bills awaiting action by the House or Senate, entered in order reported.

**CAUCUS:** Meeting of legislators of the same political party to decide policy and course of action.

**CLERK of the HOUSE or the SENATE:** A non-legislator officer who is appointed or elected by the members of the House or Senate to perform and direct the parliamentary and clerical functions of the chamber.

**COMMITTEE:** A body of members appointed by the presiding officer to consider & make recommendations concerning disposition of bills, resolutions and other related matters on a subset of issues.

**CONSTITUTION:** A written instrument embodying the fundamental principles of the state that guarantees powers and duties of the government and guarantees certain rights to the people.

**DEBATE:** Formal discussion on matter before the House or Senate or committees thereof.

**FLOOR:** The main level of the House and Senate chambers. Also used to describe the stage in the legislative process when legislation is before the full House or Senate.

**RECOMMITTAL:** Sending legislation back to the committee that reported it out for consideration by the full House or Senate.

**RESOLUTION:** Form of legislation used to express the will of the legislature or either chamber, or govern the business of the legislature or chamber. Generally, do not have the scope or authority of law.

**SENATE:** One of two bodies of the General Assembly. Composed of 38 members elected from individuals districts

**SESSION:** The period during with the legislature meets and carries on its business.

**SPEAKER of the HOUSE:** Title given to the person elected by the House as the presiding officer.

**GALLERY:** Balconies of the chamber from which visitors may view the proceedings of the legislature.

**GENERAL ASSEMBLY:** The name applied in Rhode Island to the branch of state government responsible for enacting laws.

**HEARING:** A formal meeting of a committee at which testimony is presented.

**HELD FOR FURTHER STUDY:** Action taken to indefinitely postpone legislation in committee. Legislation held for further study can be considered again by committee. One of the five motions allowed on legislation in committee.

**HOUSE:** One of two bodies of the General Assembly. Composed of 75 members elected from individual districts.

**INTRODUCTION:** The presentation of legislation.

**JOURNAL:** Record of daily proceedings in the Senate and House.

**LEGISLATION:** Matter before the General Assembly in the form of a bill or resolution.

**LOBBYIST:** A person hired by others to influence the legislative process.

**MAJORITY LEADER:** A member of the majority political party designated to be a leader.

**MINORITY LEADER:** A member of the minority political party designated to be leader.

**MOTION:** Formal proposal offered by a member of a legislature on the floor or in committee.

**POINT of ORDER:** A question raised by a legislator concerning the rules of procedure.

**PRESIDENT of the SENATE:** Title given to the person elected by the Senate as the presiding officer.

**RULES:** Resolution governing the methods of legislative procedure.

**QUORUM:** The number of members required for the conduct of business.

**TRAVEL:** Term used to describe course of legislation through the legislative process.

**UNANIMOUS CONSENT:** Process of expediting proceedings when no objection is presented.

**VETO:** Action by the governor to disapprove legislation.

**WHIPS:** Assistants to the floor leaders who are also elected by their party conferences

Adapted from: Glossary of Legislative Terms (National Conference of State Legislatures)  
<http://www.ncsl.org/research/about-state-legislatures/glossary-of-legislative-terms.aspx>  
(Accessed on January 26, 2017)  
The General Assembly and its Term (State of Rhode Island)  
General Assembly (<http://www.illinois-state.us/pages/generalterms.aspx>)  
(Accessed on January 26, 2017)  
Senate Glossary (U.S. Senate)  
<https://www.senate.gov/reference/glossary.htm>  
(Accessed on January 26, 2017)

# CHECKLIST FOR TESTIFYING AT THE RHODE ISLAND STATE HOUSE

## Before you leave

- Locate parking as well as the time and place of the hearing on the Committee Agenda (see Finding and Tracking Legislation and Map of the Rhode Island State House)
- Dress appropriately: some committee rooms are cold (Room 35 always) and others are hot (depending on the time of year)
- Be ready for the long haul: bring snacks, water, a book to read (or other appropriate hobby to occupy your time) and cell phone charger
- Prepare your testimony: if providing written testimony, bring number of copies suggested on the Committee Agenda, plus some extra if the press wants a copy

## Before you testify

- Show up prior to the start of the hearing, typically "At the Rise." (see Daily Legislative Timeline and Glossary of Legislative Terminology)
- Sign in to testify at the appropriate committee room (see Map of the State House)
- Provide clerk of the committee with written testimony, if you're submitting

## When you testify

- Wait to be called by the chairperson and only address the bill you have been called for, unless instructed otherwise
- Make sure the microphone is on (press the button up to turn it on)
- Do not read your written testimony verbatim
- Offer to answer any questions they may have