

2019-2020 LEGISLATIVE BRIEFING BOOK



100th
LEGISLATURE



Congratulations on your election to Michigan's One-hundredth Legislature!

On behalf of the Legislative Council, the Legislative Service Bureau has prepared this *Legislative Briefing Book 2019-2020* to introduce you to the workings of the Legislature, and the people and resources that can help as you embark on your lawmaking responsibilities.

This book can serve as your initial reference to contact the staff that run legislative session, those who help you with office matters, attorneys to assist you in drafting the bills and resolutions you introduce, analysts who will research questions and issues at your request, and many others who regularly help you complete your work. Aside from people, the Legislature is dependent on computers and networks to get the job done, access information, and make requests of others. References to these networks are also included in the *2019-2020 Briefing Book* to round out the introduction to resources that you will come to depend on in the 2019-2020 legislative session.

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

Please do not hesitate to reach out to me if we can serve you better.

Sincerely,

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

Jennifer Dettloff

Legislative Council Administrator

2019-2020 LEGISLATIVE BRIEFING BOOK

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NOVEMBER 2018

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The Michigan Senate



The Michigan House of Representatives

The Legislature enacts the laws of Michigan; levies taxes and appropriates funds from money collected for the support of public institutions and the administration of the affairs of state government; proposes amendments to the state constitution, which must be approved by a majority vote of the electors; and considers legislation proposed by initiatory petitions. The Legislature also exercises oversight on the executive branch of government through the administrative rules and audit processes, committees, and the budget; advises and consents, through the Senate, on gubernatorial appointments; and considers proposed amendments to the Constitution of the United States. The majority of the Legislature's work, however, entails lawmaking. Through a process defined by the state constitution, statute, and legislative rules, the Legislature considers thousands of bills (proposed laws; see the glossary for definitions of other important terms) each two-year session.

THE LEGISLATURE AND ITS MEMBERS

The legislative power of the state of Michigan is vested in a Senate and a House of Representatives. The Senate consists of 38 members elected by the qualified electors of each district. Senators are elected to four-year terms concurrent with the governor's term of office. The House of Representatives consists of 110 members elected by the qualified electors of each district. House members are elected in even-numbered years to two-year terms. All legislators are elected from single-member districts, that is, only one legislator is elected from each district. The terms of office for senators and representatives begin at 12 noon on the first day of January following the November general election (Constitution, Art. XI, Sec. 2).

Eligibility for Office

In order to be qualified to serve as a member of the Legislature, a person:

- Must be a citizen of the United States, at least 21 years of age, and an elector of the district he or she represents (Constitution, Art. IV, Sec. 7).
- Must not have been convicted of subversion or, within the past 20 years, have been convicted of a felony involving a breach of the public trust (Constitution, Art. IV, Sec. 7).
- Must not hold any office, employment, or position under the United States, the state of Michigan, or any political subdivisions thereof. A person may, however, be a notary public or a member of the armed forces reserve. This constitutional provision allows people holding offices or positions to run for the Legislature, but dual office holding is prohibited (Constitution, Art. IV, Sec. 8).

Members-elect, before entering the duties of office, are required to take and subscribe to the oath of office set forth in Article XI, Section 1, of the state constitution.

Legislative Privileges

Senators and representatives are privileged from civil arrest and civil process during sessions of the Legislature and for five days before the commencement and after the termination of session (Constitution, Art. IV, Sec. 11). Statutes prohibit legislators from being made party to civil actions and to contested cases brought under the *Administrative Procedures Act* for actions that are duties of a legislator. Specified legislative records are exempt from subpoena. In certain administrative proceedings and civil actions, exceptions were provided to service of process requirements and provision made for continuance to a nonsession day.

Members cannot be questioned in any other place for a speech made in either chamber (Constitution, Art. IV, Sec. 11). Legislators are not immune from arrest on criminal charges. The constitution also permits legislators the privilege of dissenting from and protesting against any act, proceeding, or resolution that the member deems injurious to any person or the public and to have the reason for the dissent entered into the journal (Constitution, Art. IV, Sec. 18).

Restrictions of Office

Once elected to the Legislature, a member is not eligible to receive any civil appointment, except as a notary public, within this state from the governor, the Legislature, or any other state authority during the term for which elected (Constitution, Art. IV, Sec. 9).

A member of the Legislature cannot have an interest, either directly or indirectly, in any contract with the state or any political subdivision which would cause a substantial conflict of interest (Constitution, Art. IV, Sec. 10; 1968 PA 318).

Members should also be aware of those provisions in the Senate Rules and House Rules related to conduct and ethics.

Under the provisions of a 1992 amendment to the state constitution setting term limits, no one may be elected to the Office of State Representative more than three times. No one may be elected to the Senate more than twice. A person who fills a vacancy for a term with half or less of the term remaining is eligible to be elected and serve for two full terms in the Senate and three full terms in the House (Constitution, Art. IV, Sec. 54).

Under the state constitution, each chamber of the Legislature is the sole judge of the qualifications, elections, and returns of its members (Constitution, Art. IV, Sec. 16).

Each chamber of the Legislature also has authority to expel a member with the concurrence of two-thirds of its members. The reasons for an expulsion must be entered in the journal along with the votes and names of the members voting on the expulsion. The constitution prohibits a member from being expelled a second time for the same reason (Constitution, Art. IV, Sec. 16).

Vacancies in Office

Under the Michigan Constitution, the governor is responsible for determining whether a special election will be held to fill a vacancy in a legislative office or if the vacancy will be filled at the next general election. The election procedures for filling the vacancy are prescribed by law (Constitution, Art. V, Sec. 13).

Legislator Compensation and Benefits

Legislators' salaries and expense allowances are determined by the State Officers Compensation Commission, which was created by the Michigan Constitution. Under a constitutional amendment approved by voters in August 2002, the commission's determinations must be approved by a majority vote in both chambers of the Legislature before any salary or expense allowance can increase, but the determinations are not effective until the legislative session following the next general election. However, the Legislature can reduce the amount of any proposed increase (Constitution, Art. IV, Sec. 12).

For the current session, the salary for legislators is \$71,685, with an expense allowance of \$10,800.

Legislators who first took office after March 31, 1997 are eligible to participate in the State of Michigan **Defined Contribution** retirement system (www.michigan.gov/orsstatedc). Under Public Act 200 of 2011, legislators completing six years of service by January 1, 2013, as qualified participants in this plan also vest in retiree health benefits offered by the state of Michigan. Currently, legislative retirees share 10% of the cost of these benefits. Legislators who do not meet this eligibility criterion will not be qualified for state retiree health benefits.

Legislators who first took office on or before March 31, 1997 are part of a **Defined Benefit** retirement system and are eligible for retiree benefits. These benefits are administered by the **Legislative Retirement System** (373-0575).

LEADERSHIP, STAFF, AND ORGANIZATIONAL FRAMEWORK

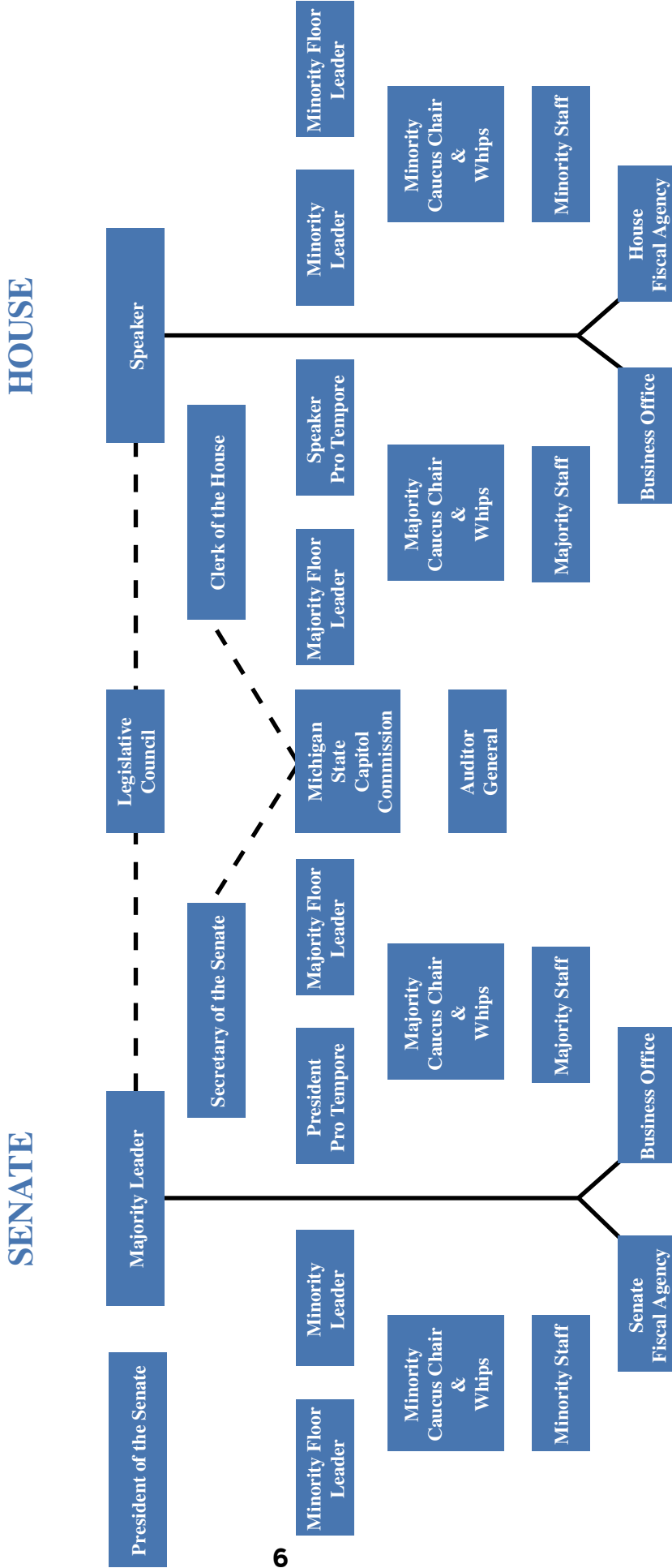
The Michigan Legislature is organized to effectively handle the voluminous workload presented to it. To that end, each chamber of the Legislature chooses from its own membership a leadership team who guides the business of the chamber, who determines committee assignments, and who handles administrative functions of their respective chambers. Aiding in their work, the Legislature has a number of institutional organizations with helpful staff.

Chamber Leadership

The presiding officer or president of the Senate is the lieutenant governor, who is not an elected member of the



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Senate. The Senate elects from its own membership the remaining officers. The President Pro Tempore is the presiding officer in the absence of the president of the Senate. Assistant and associate roles have been created to help the President Pro Tempore with this function. Majority and minority leaders are elected by their own caucuses. The Senate Majority Leader appoints committees, assigns duties to Senate employees, and establishes guidelines for the financial management of Senate offices. Floor leaders direct the activities of their party on the chamber floor. Caucus chairs and whips are responsible for conducting caucus meetings.

Members of the House of Representatives also elect their own officers from the House’s membership. The Speaker of the House is the presiding officer, assisted by the Speaker Pro Tempore. The Speaker appoints committees, selects employees, presides during session, and handles administrative functions. These officers are elected by a majority of the voting members. Majority, minority, and caucus positions hold responsibilities similar to their Senate counterparts. The House does not use the title majority leader.

House of Representatives Staff

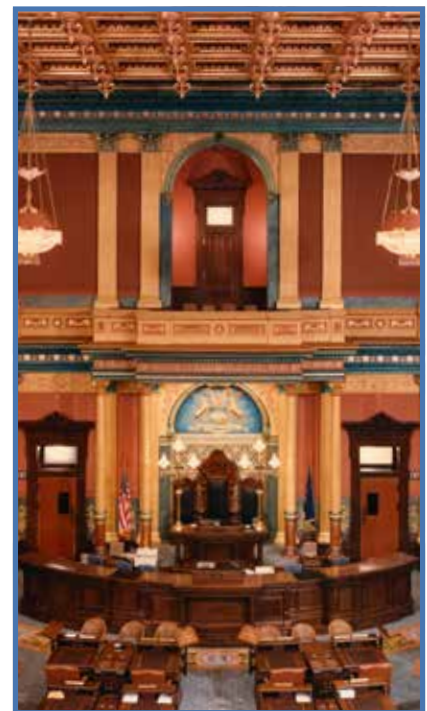
The organizations and staff within the House of Representatives include the Clerk of the House and House session staff, the House Business Office, the House Fiscal Agency, and central caucus staff serving the parties in the House.

Clerk of the House of Representatives

The **Clerk of the House of Representatives** (373-0135) is the parliamentarian for this chamber of the Michigan Legislature. Clerk offices are located on the ground floor of the Capitol.

The Clerk of the House, who is elected to this position by the members of the House of Representatives, has an active role during legislative sessions. The clerk calls the roll, announces the proceedings of the House of Representatives, records votes, serves as parliamentarian, and presides in the absence of a designated presiding officer. Assisting the clerk at the podium during session are the various clerks responsible for bills, resolutions, amendments to bills and resolutions, the journal, and other recordkeeping responsibilities.

To introduce a bill in the House, a member submits the “blueback” as received from the Legislative Service Bureau to the clerk of the House of Representatives. Bills must be submitted not less than three hours prior to the time the House commences daily session.



The Office of the Clerk of the House performs duties that are stipulated in statute, rule, joint rule, and at the direction of the membership and performs a wide range of administrative and technical services that facilitate the day-to-day operations of the House of Representatives. These responsibilities include preparation of various legislative documents, including the *House Journal* and the daily calendar, which specifies the order of pending business; the printing or reproduction of bills, acts, or other documents; and the overall responsibility for the care and preservation of each bill introduced in the House or received from the Senate.

House Session Staff

House Session Staff work under the Clerk of the House of Representatives. The clerks in the House assist with a variety of tasks in relation to the business of the House of Representatives. They assist in committees and on the House Floor, maintain legislative documents, and provide other support. The following groups comprise the House session staff.

- **House Bill Clerks** (373-0136) and **Resolution Clerks** (373-0404): Maintain House bills, resolutions, concurrent resolutions, and joint resolutions and all Senate bills, concurrent resolutions, and joint resolutions as they are acted upon in the House. The bill and resolution clerks also update the status of legislative action, prepare the daily House calendar, enter bill amendments and substitutes, and update the session website. The resolution desk prepares commemorative nonpolicy resolutions, including providing formal copies of the resolutions.
- **House Committee Clerks** (373-0015): Assist standing committees in recording the actions taken by each committee on legislation. Committee clerks maintain records of all motions, amendments, substitutes, and proposed actions considered in committee. They also are responsible for preparing committee reports for the full House.
- **House Enrolling Clerks** (373-0138): Record bill introductions for each day's session. The enrolling clerks are also responsible for the enrollment of House-originated bills that have passed both chambers and are ready to go to the governor. The enrolling clerks are responsible for joint resolutions in the same manner as for enrolled bills.
- **House Journal Clerks** (373-0137): Prepare material for the publication of the *House Journal*, which is compiled following each day's session. The *House Journal* is the formal record of proceedings of the House of Representatives and includes official action.

House Business Office

The **House Business Office** (373-6339) is a nonpartisan office responsible for the overall administration and financial operations of the House. The office works under the direction of the Speaker of the House. The Business Director coordinates all administrative services, including policies, serves as the Chief Financial Officer and manages the following departments: Facilities and Technical Services, Financial Operations, Human Resources, and Information Systems.

The Facilities and Technical Services staff maintains daily building operations, performs maintenance, and provides support services to members. Divisions within this department include carpenters, consignment, duplicating center, and the post office. The Financial Operations section handles all purchasing, accounts payable, and travel and expense issues for the House. The Human Resources staff provides representatives and House employees with benefits, payroll, training, and all other personnel services. Information Systems administers computer hardware and software needs, programming, network management, and computer training for the House.

The Business Director is also responsible for responding to all requests for information from the general public made under House Rule 72 and the House of Representatives' "Access to Information" policy.

House Fiscal Agency

The **House Fiscal Agency** (373-8080) (www.house.mi.gov/hfa) is a nonpartisan agency within the Michigan House of Representatives. Agency personnel provide confidential, nonpartisan assistance to the House Appropriations Committee and all other members of the House on legislative fiscal matters. The agency also provides objective descriptions and analyses of bills under consideration by the standing policy committees of the House.

Fiscal analysts review the governor’s budget recommendation and assist legislators in developing budgetary alternatives; review and prepare budget bills, supplemental appropriations, and certain transfer requests; provide fiscal impact statements on legislative proposals; monitor state and national issues that may have budgetary implications; research and analyze fiscal issues; and prepare reports and documents to assist legislative deliberations.

Economists analyze legislation related to tax and lottery issues; respond to representatives’ inquiries on state tax revenue, revenue sharing, and other economic issues; monitor state revenue; track state and national economic conditions; and prepare reports on revenue and other economic issues.

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

The House Fiscal Agency Director, by statute, is one of three state officials charged with annually forecasting state revenues at consensus revenue estimating conferences.

House Fiscal Agency reports and publications are available on the agency’s website. Bill summaries and analyses are available on the Michigan Legislature’s public website. The House Fiscal Agency is located on the Fourth Floor of the North Tower of the Anderson House Office Building.

House Republican Staff

The **House Republican Staff** members work under the immediate supervision of the Speaker and his or her chief of staff (373-1778). The central staff is divided into two units: Caucus Services and Policy. These offices are located in the Anderson House Office Building directly across the street from the Capitol.

The **Caucus Services Office** (373-3528) provides comprehensive communications and constituent relations services to House Republican lawmakers through effective messaging and branding. Services include researching and writing news releases, columns, and other content. The office also assists legislators with district-related events and issue-management assistance. Personnel in this office also have an expertise in graphics, video production, photography, radio services, and newsletter production.

The **Policy Office** (373-3100) specialists assist in the development of the majority caucus agenda, provide issue-specific policy, conduct research, develop and analyze specific legislation, staff standing and appropriation committees, and serve as advisors to all members of the House Republican Caucus. Attorneys in the office also conduct research for the caucus on legal issues and advise the members of the caucus on ethics and conflict of interest issues.



The Cora Anderson House Office Building

House Democratic Staff

The **Policy Staff** (373-0150) serves as advisors to the House Minority Leader and each member of the House Democratic Caucus by providing the best information to aid them in formulating public policy and serving their constituents. Within this broad framework, advisors research and analyze legislation; prepare research memos, white papers, and fact sheets on current legislation and emerging issues; identify, monitor, and report policy concerns to the Minority Leader and caucus; staff standing and appropriations committees; assist members in resolving constituent matters; and work with caucus members, constituents, interest groups, and organizations to develop and respond to legislation.

The **Communications Staff** (373-8292) supports members in their efforts to generate positive news coverage and effective communications. This staff assists members with their written, printed, and digital media needs. Staff members handle media inquiries; provide writing support; and help with graphic art, photographic, and video services. Staff also creates and maintains caucus websites. Additionally, communications staff assist members and their staff with organizing various district-based events and serves as a liaison with key constituent groups and many statewide groups and organizations.

Senate Staff

The organizations and staff within the Senate include the Secretary of the Senate and Senate session staff, the Senate Business Office, the Senate Fiscal Agency, and central caucus staffs serving the parties in the Senate.

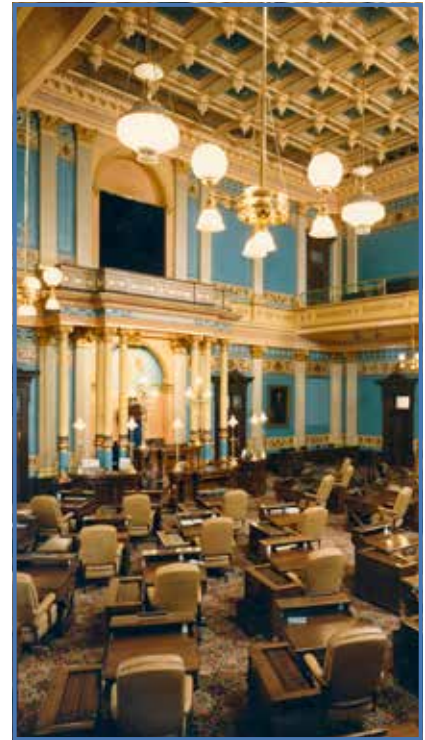
Secretary of the Senate

The Senate elects the **Secretary of the Senate** (373-2400) as a constitutional and statutory Senate officer at the beginning of the four-year term. The Secretary's most visible role is on the rostrum during session when reading in bills, recording votes, serving as the parliamentarian, and, occasionally, presiding in the absence of the designated presiding officers.

The Secretary of the Senate has many statutory recordkeeping responsibilities, including recording and validating official Senate actions; preparing the Senate Journal for each session day's proceedings; and conducting training seminars for legislators, committee clerks, and other Senate staff. This officer is often called upon to provide historical information as well.

The Secretary of the Senate assists Senate offices with many daily functions as well as providing general information to the public. Additionally, this office oversees the digital media production and security for both Senators and the public during legislative business.

The Secretary is the supervisory authority for the Senate chamber and restoration aspects of the Senate space in the Capitol. The Secretary is a voting member of the Michigan State Capitol Commission and oversees the restoration of the Capitol's Senate spaces.



Senate Session Staff

The Senate Session Staff division is managed by the Assistant Secretary of the Senate. The Senate session clerks provide a variety of technical support in the areas of legislation dealing with the introduction of bills, resolutions, amendments, committee reports, Senate calendars, Senate journals, and legislative status history. They provide various other session-related activities, such as assisting the Secretary and Assistant Secretary of the Senate, senators, and staff during session; conducting training for committee clerks and others; providing legislative and parliamentary research; updating Senate Rules and Joint Rules; and responding to legislative inquiries. The Senate session staff unit includes the following:

- **Manager** (373-6770): Handles staff management, legislative rules, parliamentary procedures, and other general inquiries.
- **Enrolling Clerks** (373-9423): Number, introduce, print, enroll, proofread, and present bills to the governor and process resolutions.
- **Amending Clerks** (373-6758): Support processing amendments, substitutes, and committee reports. Update Senate-passed versions of bills and resolutions and post on the internet.

- **Bill Clerks** (373-0514): Receive, prepare, and transmit messages and bills that are considered by each chamber, update status histories, and prepare the daily Senate calendar.
- **Journal Clerks** (373-6523): Attend daily Senate sessions and record legislative actions for publication in the Senate Journal, the official record of Senate session proceedings. Process gubernatorial appointments and executive orders, communications from executive agencies, roll calls, and amendments submitted during session.

Senate Business Office

The **Senate Business Office** is a nonpartisan office that provides a broad range of functions, from the administration of the Senate budget to payroll and benefits for Senate employees. The Senate Business Office, in consultation with the Senate Majority Leader, prepares the Senate’s annual budget, oversees its administration, and reviews and authorizes all contracts and leases on behalf of the Senate. In addition to the Senate Business Office itself, the Director of the Senate Business Office manages the following departments:

The **Finance Department** (373-1675) is responsible for the budgeting, accounting, and purchasing functions within the Senate.

The **Human Resources Department** (373-1675) administers the Senate payroll, leave time, unemployment and worker’s compensation claims, and the Senate’s benefit and employee assistance program.

The **Physical Properties Department** (373-5366) is responsible for the care and maintenance of Senate owned and leased space as well as its property.

The **Information Services Department** (373-5295) provides, maintains, and supports computer systems within the Senate. Information services, data analysis, programming, website support, data entry, user support, and hardware and software installation are among the services provided.

The **General Services Department** (373-7393) provides mail, copying, framing, and inventory services for all Senate offices. This department is also responsible for the Senate’s courier services.

The **Michigan Senate Police Department** (373-5682) provides first aid training, monitors Senate offices, and maintains order in the Senate chamber, gallery, and committee rooms, in addition to providing security and emergency response services to members, staff, and visitors.

Senate Fiscal Agency

The **Senate Fiscal Agency** (373-2768) (www.senate.michigan.gov/sfa), located on the eighth floor of the Victor Building, is a nonpartisan legislative agency that was formed by state statute half a century ago to provide assistance through research and analysis to the Michigan Senate. The Senate Fiscal Agency provides confidential, nonpartisan analysis and research on public policy issues. Responsible for Senate work on the state budget, revenue and economic forecasting, and bill analysis, the Senate Fiscal Agency employs fiscal analysts, economists, and legislative analysts, as well as support staff.

Every legislative issue considered by the Senate is analyzed by a Senate Fiscal Agency fiscal analyst. Each fiscal analyst is assigned to cover specific state departments and budget areas. Fiscal analysts construct and analyze budget bills, provide estimates of the fiscal impact associated with proposed legislation, serve as clerks for appropriations subcommittees, and complete research tasks for senators and their staff.

All nonbudget bills considered by the Senate are reviewed and summarized by a legislative analyst. The Senate Fiscal Agency’s Legislative Analysis Unit provides written summaries of bills taken up in committee, as well as detailed analyses that track changes from committee through final passage. These documents are available in printed format and on the Legislature’s website.

The third area in which the Senate may call upon the Senate Fiscal Agency relates to economic analysis. The Agency participates in the biannual Consensus Revenue Estimating Conference and employs economists who provide detailed projections on the Michigan and national economies, as well as forecasts of state revenue collections. The Agency economists also analyze the fiscal impact of all tax legislation considered by the Senate.

Recent documents, information about the Senate Fiscal Agency, and email links to staff are available on the Agency's website.

Senate Republican Staff

Under the supervision of the Senate Majority Leader and his or her chief of staff, the Senate Republican staff is composed of three separate areas—communications, legal, and policy. More information can be found at the Senate Republican Caucus website: www.misenategop.com.

The **Office of the Senate Majority Counsel** (373-6920) provides legal advice and analysis to the Majority Leader and the Republican Caucus, researches legal issues for the caucus, and monitors and assists with committee work.

The **Senate Majority Policy Office (SMPO)** (373-3330) consists of policy advisors who develop expertise in areas relevant to state government and advise senators and their staffs. The SMPO researches proposed legislation from a public policy and political perspective and analyzes current statutes for possible legislative changes. Staff members draft legislation, prepare amendments, and keep caucus members informed of relevant developments in their area of expertise. They also provide analyses of current legislation being considered by the Senate. Finally, staff members research various issues to develop policy ideas for the members of the caucus.

The **Senate Majority Communications Office (SMCO)** (373-8880) assists senators and their staff with communications between senators and their constituents. Staff members of the SMCO help senators inform local and state media outlets of legislative activities, accomplishments, and initiatives that impact or affect the people of the state of Michigan. This includes preparing news releases and newsletters creating and executing digital media plans, writing speeches, preparing radio feeds, maintaining senators' websites, and offering public relations advice.

Senate Democratic Staff

The **Senate Democratic Staff** (373-7370) works under the Senate Minority Leader. The staff is divided into separate units, each with its own director. Among those units are policy, communications, and other staff. The Senate Democratic Caucus website is www.senatedems.com.

The **Policy Staff** (373-7370) provides senators with expertise in different issue areas. Staff members conduct research, maintain contact with experts in their field and interested parties, assist standing committee members, provide bill analyses and other information, assist in the drafting of legislation, and help answer constituent questions.

The **Caucus Communications Staff** (373-7370) provides senators with a variety of resources to keep the public informed of their work. Staff members provide senators with press releases, speeches, constituent newsletters, photographs, audio and video taping, and graphic design services. In addition, the communications staff assists senators in reaching out to their constituents and handling constituent issues not handled in the senate offices.



Joint Legislative Staff

Beyond the staff serving each chamber, there are joint legislative staff that serve the Legislature. The organizations and staff that serve both chambers of the Legislature include the Legislative Council, the Michigan State Capitol Commission, and the Auditor General.

Michigan State Capitol Commission

The **Michigan State Capitol Commission (MSCC)** is a statutory body established under the *Michigan State Capitol Historic Site Act* to maintain and restore the historic Michigan Capitol and its grounds. The six-member commission consists of the Secretary of the Senate, Clerk of the House, two individuals jointly appointed by the Secretary of the Senate and the Clerk of the House, and two individuals appointed by the governor. Both appointments by the Secretary of the Senate and the Clerk of the House as well as one gubernatorial appointment must have expertise and experience in historic preservation.

The Michigan State Capitol Commission's **Capitol Facilities Office** (373-0184) manages the day-to-day operations of the historic Michigan Capitol Building and grounds. This includes restoration efforts, improving the Capitol grounds, and managing and maintaining all Capitol parking lots. Capitol Facilities also monitor the safety systems for all legislative buildings. The office's Capitol Tour Guides is responsible for scheduling and hosting groups wishing to visit the Capitol and the Michigan Library and Historical Center and provides general information to guests. The Capitol Facilities Office coordinates events held on the public areas of the Capitol property and receives all requests for U.S. and Michigan flags and seals from member offices. The Capitol Facilities Office is located in the North Annex of the Capitol Building.

As a group responsible for a national historic site, the commission is also responsible for restoring and preserving the Capitol building and its history, art, and architecture as well as maintaining it to serve the public, the Legislature, and the governor. The MSCC makes recommendations to the governor, the Senate, and the House of Representatives regarding funding for Capitol operations, renovations, and other projects.

Find out more about making arrangements for Capitol tours, events, parking, flags, and seals in the "Legislative Resources and Services" chapter.

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

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

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

Legislative Council



The **Legislative Council** (373-0212) is a bipartisan, bicameral body of legislators established in the Constitution of Michigan. Article IV, Section 15 of the Constitution directs the Legislature to appropriate funds for the Legislative Council's operations and "provide for its staff which shall maintain bill drafting, research and other services for the members of the legislature. The council shall periodically examine and recommend to the legislature revision of the various laws of the state." The Speaker of the House and the Senate Majority Leader each appoint six members from their chamber; at least two from each body must be members of the minority party, as prescribed by the *Legislative Council Act*. These leaders also appoint three alternate members each. Traditionally, the Senate Majority Leader and the Speaker have rotated the roles of chair and alternate chair with the Senate Majority Leader serving as chair in the odd-numbered years and the Speaker serving as chair in the even-numbered years. The Legislative Council Rules are adopted by the council members to guide their activities and govern those of Legislative Council staff.

Legislative Council employees all share the same commitment to providing excellent services to the Legislature with impartiality, nonpartisanship, and confidentiality. The agencies, committees, and commissions of the Legislative Council are described below.

Legislative Council Administrator

The **Legislative Council Administrator**, a position created within the *Legislative Council Act* is responsible for supervisory oversight of all Legislative Council offices. The Council Administrator reports to the Legislative Council and has overall budgetary and personnel supervision for staff operation of the various agencies under the authority of the Council. These agencies include the Legislative Service Bureau (LSB), the Legislative Corrections Ombudsman (LCO), the Michigan Veterans' Facility Ombudsman (MVFO), the Michigan Law Revision Commission (MLRC), the Michigan Commission on Uniform State Laws (MCUSL), the State Drug Treatment Court Advisory Committee (SDTCAC), the Joint Committee on Administrative Rules (JCAR), and the Criminal Justice Policy Commission (CJPC). The Legislative Council Administrator is also an ex officio member of the Michigan Law Revision Commission. **Jennifer Dettloff, Legislative Council Administrator** (373-0212).

Legislative Service Bureau

The **Legislative Service Bureau** (373-0120), established as a distinct entity in 1941, is a nonpartisan organization that assists all lawmakers and staff at virtually every step of the legislative process from compiling and analyzing information to determine if legislation is needed to drafting bills and amendments and compiling enacted legislation into the body of Michigan law. The Legislative Service Bureau's work is governed by the Legislative Council.



Located primarily at 124 W. Allegan (the Boji Tower), the Legislative Service Bureau is often referred to as "LSB" or simply "the Bureau." The most visible of the many LSB services are Legislative Drafting, Research, Printing, Telephones, and Websites.

The Bureau is organized into divisions to handle its responsibilities with efficiency. The LSB divisions work together to expedite legislative requests for assistance. In all matters, whether discussing a proposed bill, amendment, or research request, confidentiality, impartiality, and nonpartisanship are the watchwords for each LSB employee. Here is a quick look at the divisions of the LSB that provide direct services to legislators.

Learn more about how the LSB can help you with research, bill drafting, printing, and IT matters in the "Legislative Resources and Services" chapter. For more information on LSB division services or to request service, please visit the intranet site, **MiSource**, available through House or Senate networks: <http://misource.legislature.mi.gov>.

Research Services Division (Research, reference, and policy resolution drafting)

Fourth Floor, Boji Tower, 124 W. Allegan
Phone: 373-5200
Email: researchrqsts@legislature.mi.gov

The **LSB Research Services Division** provides objective, timely, and confidential information and analysis that assists the Legislature in fulfilling its responsibilities to the state of Michigan. In addition, the division's research analysts draft resolutions and concurrent resolutions addressing public policy matters for members. Research analysts are experienced professionals with expertise in a wide range of subject areas, including economic development, education, energy, environmental protection, government, health, human services, public safety, taxation, transportation, and many other subjects. They are available to answer questions, participate in workgroups, and conduct research to support members and their staff as they develop and consider legislation, monitor state programs, and investigate issues. To assist in its work, the Research Services Division maintains the legislative reference collection containing decades of past memos, reports, analyses, and other legislative information.

Legal Division (Drafting of bills and joint resolutions, law compilation, and administrative rules)

Third Floor, Boji Tower, 124 W. Allegan
Phone: 373-9425

The **LSB Legal Division** is composed of attorneys and support personnel responsible for providing legal counsel and other legal services to members of the Legislature, including the drafting of all bills and joint resolutions considered by the Legislature. The Legal Division attorneys are members of the State Bar of Michigan. Bill requests are assigned for drafting according to the specialization of each attorney. The attorneys research current law and prepare legislation to accomplish your objective. This will result in your receiving a bill document for introduction. The attorneys also draft substitute bills and amendments, prepare conference committee reports, and provide legal memoranda on legislative issues. Through its statutory compiling unit, the Legal Division also handles a variety of editorial responsibilities, including maintaining the computerized database of the *Michigan Compiled Laws (MCL)* and reviewing the form of administrative rules.

Legislative Printing Division (Composing, printing, binding, and delivery of legislative materials)

3350 Ranger Road, Lansing
Printing Coordinator: 373-7719
Email: lsbprinting@legislature.mi.gov

The **LSB Legislative Printing Division** provides comprehensive and professional composition and printing for the Michigan Legislature and its various agencies. These services can be divided into several categories: legislative session, discretionary, specialty products, and constituent information booklets. Legislative Printing consists of several departments: Administration, Composition/Pre-press, Printing, Bindery, and Delivery. Each department equally shares the responsibility for ensuring your print request is completed to your expectations and the highest quality standards. All printing requests are subject to approval per the printing quotas, rules, and guidelines established by the Legislative Council.

Information Technologies Division (Telecommunications, computer services, and websites)

Help Desks: Telephones: 377-4663 (P-H-O-N-E), Computers: 373-5555
Email: telecom@legislature.mi.gov; helpdesk@legislature.mi.gov

The **LSB Information Technologies Division** provides telecommunications and website services to the Michigan Legislature. Telecommunications services provided include unlimited local and long-distance telephone service, voice mail, and constituent toll-free services. Additional services, such as unlimited feature rearrangements, ad hoc audio and video conferencing support, end user consultation and training, and customized call handling based on individual office needs, are also available. More detailed information about these services can be found online at the **MiSource** website.

A quick link to the **MiSource** website is provided on Senate and House internal systems and features an up-to-date and easy-to-use legislative staff telephone directory, as well as detailed user guides on telephone equipment and voice messaging features.

The Legislature's public websites: www.legislature.mi.gov and www.capitol.mi.gov as well as the LSB intranet site **MiSource**, are built and maintained by LSB IT staff. Additionally, all internet access and firewall safety and security systems are the responsibility of our network team. The division works closely with House and Senate information services to integrate our systems and applications to provide a seamless experience for all legislative staff.

MiLENIA System

The **LSB MiLENIA System Division** (373-1305) is responsible for providing the Legislature with consolidated chamber automation, drafting tools, and future updates to Legislative websites. The legislative drafting and amending tools, as well as the software used for chamber process automation and document management, committee management, and legislative conflicts management are all maintained by the Division. The 2019-2020 Legislative Session will be the first to use the new tools and it is anticipated that a new legislative website and internal portal will be launched in 2020 as the final phase of the project.

Legislative Corrections Ombudsman

The **Office of Legislative Corrections Ombudsman (LCO)** (373-8573) was created within the Legislative Council to assist legislators with concerns about the state prison system. It is a vital resource for the Legislature and its constituents due to the LCO's unlimited access to all correctional facilities, information, records, and documents in the possession of the Michigan Department of Corrections (MDOC). The ability to obtain, interpret, and explain information about the MDOC in an unbiased manner uniquely positions the ombudsman to serve the Legislature in the investigation of complaints, oversight of corrections policies, and analysis of proposed legislation. Corrections issues can be a source of costly litigation, judgments, and settlements against the state. The investigation of complaints yields a tremendous amount of information that can help to catch problems early, hopefully avoid costly outcomes, and assist in the development of sound policy for the operation of correctional facilities.

Investigations begin by comparing the complaint to applicable MDOC policy and state law. The LCO obtains any additional information that may be necessary to analyze a complaint from the MDOC, the affected prisoner, or his/her loved one. The LCO visits correctional facilities regularly to interview prisoners and MDOC staff in order to gather evidence or attempt resolution of an issue. On-site visits are also conducted to inspect and monitor prison conditions. If a violation of MDOC policy or state law is identified or suspected, the LCO makes recommendations to MDOC for possible corrective action. If a violation is not proven or cannot be established, the LCO notifies the complainant with an explanation. The LCO notifies legislators of investigation results and can provide a written response that legislators can use to respond to a constituent.

Legislators receive complaints about the corrections system in many forms—calls or emails from constituents, letters and documentation from prisoners or their loved ones, or personal visits to district or Lansing offices. Legislators have a variety of options for referring complaints to the LCO—electronic submission of the complaint via **MiSource**, email: ombudsman@legislature.mi.gov, telephone: 373-8573, fax: 373-5550, or mail: Boji Tower, 4th Floor, 124 W. Allegan.

Michigan Veterans' Facility Ombudsman

The **Michigan Veterans' Facility Ombudsman (MVFO)** (373-1347) is responsible for investigating concerns regarding the Michigan veterans' homes filed with the office by legislators, veterans' home members, their family members, or veterans' home staff. Created within the Legislative Council, the MVFO investigates alleged violations of state law as well as issues concerning an administrative act, medical treatment of a home member, or a condition existing at a home that poses a significant health or safety issue for which there is no effective administrative remedy or is alleged to be contrary to law or policy. MVFO staff visit veterans' homes on a regular basis, interacting with members and staff. They also keep the Michigan Legislature apprised of significant events and new developments in care.

The MVFO has access to all information, records, and documents in the possession of a home necessary to an investigation, including, but not limited to, veterans' home member medical and mental health records and member mortality and morbidity records. The MVFO seeks to obtain the facts surrounding an allegation and complete a comparative analysis of the facts and relevant policies, procedures, and/or statutes involved. The MVFO's goal is to attempt to resolve concerns at the lowest level possible and to identify and recommend corrective action.

The MVFO's mission is to ensure all veterans are treated with dignity and respect and that their concerns are heard and resolved. The ability to obtain, interpret, and explain veteran policies/procedures and knowledge of the veteran system uniquely position the Michigan Veterans' Facility Ombudsman Office to serve veterans, home members, the Legislature, and citizens of Michigan.

Legislative Council Committees and Commissions

- **Criminal Justice Policy Commission** (373-0212): In cooperation with the Department of Corrections, collects, analyzes, and compiles data and makes projections regarding the populations and capacities of state and local correctional facilities, the impact of the sentencing guidelines and other laws, rules, and policies on those populations and capacities, and the effectiveness of efforts to reduce recidivism.
- **Joint Committee on Administrative Rules** (373-9425): Reviews rules transmitted to the committee by state departments.
- **Michigan Commission on Uniform State Laws** (373-0212): Confers with other states to try to eliminate statutory barriers to interstate cooperation.
- **Michigan Law Revision Commission** (373-0212): Examines the common law and statutes of the state and current judicial decisions to identify defects and anachronisms in the law and recommend reforms to the Legislature.
- **State Drug Treatment Court Advisory Committee** (373-0212): Monitors the effectiveness of drug treatment courts and the availability of funding for those courts, and presents recommendations on proposed statutory changes for drug treatment courts to the Legislature and the Supreme Court.

Auditor General

The Auditor General is a constitutional state officer appointed by the Legislature for an eight-year term. The **Office of the Auditor General (OAG)** (334-8050); (www.audgen.michigan.gov), organized in the legislative branch, is an independent and nonpartisan entity that includes the Bureau of Audit Operations and the offices of Chief Investigator, Professional Practice, Information Technology, and Administration. The OAG State Relations Officer establishes and maintains communication with the Legislature and responds to news media inquiries. OAG audit reports are public documents.

LEGISLATIVE RULES AND PROCEDURES

The rules and procedures of each chamber are determined by the chamber's membership. Each Michigan Legislature conducts its work on a two-year cycle. Any business or legislation pending at the final adjournment of a regular session held in an odd-numbered year carries over with the same status into the next year. However, under the Joint Rules, either chamber is prohibited from reconsidering in a subsequent year the vote by which any business, bill, or joint resolution was defeated or vetoed in a previous year. No pending business or legislation is carried over from one two-year cycle to the next. Such legislation must be reintroduced in a new session.

Under the state constitution, the doors of each chamber must be kept open unless the public security requires otherwise. The *Michigan Open Meetings Act* includes the following provisions:

- The right to address or speak at a meeting of the Legislature or either chamber may be limited to prescribed times at hearings and committee meetings only.
- Partisan caucuses of members of the Legislature may be held in closed session.
- The 18-hour public notice for rescheduled meetings does not apply to conference committees.

Committees that must reschedule meetings are required to give at least a six-hour notice. A second conference committee has to give only a one-hour notice. The conference committee meeting notice must include written notice to each committee member and the majority and minority leaders of each chamber of the time and place of the meeting.

The House has also included, as a part of its Standing Rules, Uniform Committee Rules, which are intended to ensure public access to House committee meetings.

When the Chambers Meet

In accordance with the state constitution, the Legislature is required to meet at the seat of government (Lansing) on the second Wednesday in January of each year at 12 noon. Depending on the circumstances, the intense work of the session may not begin until after the governor's State-of-the-State address or the governor's presentation of the budget proposal.

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

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

Compelling Member Attendance

In either chamber, if a quorum is not present, the members present may adjourn from day-to-day or may compel the attendance of absent members in the manner and with penalties as each chamber may prescribe. This is known as a "call of the Senate" or "call of the House" (see the glossary for definitions of other important terms). Members may be ordered in the Senate by a majority of the senators present, regardless of whether a quorum is present. A call of the House may be ordered by a majority of members present, but the total in favor of the call shall not be less than 15. Once a call is ordered, the doors of the House or Senate are closed and the members are prohibited from leaving the floor of the chambers without permission of the body. The Sergeant-at-Arms or other authorized persons may be dispatched after the absentees.

Chamber Rules Governing a Quorum

The Senate adopts its standing rules every four years, and the House adopts its rules every two years. The House Rules, Senate Rules, and Joint Rules of the House and Senate are contained in the *Legislative Handbook and Directory* compiled by the Secretary of the Senate and the Clerk of the House. The rules are available online at www.legislature.mi.gov.

In the Senate, amending or repealing a rule must be by resolution referred to the Committee on Government Operations for review. The amendment or repeal of a rule requires a majority vote of the Senators elected and serving. A rule may also be suspended by a majority of the members elected and serving. A House rule may be altered by a majority vote of the members elected and serving, but any proposed changes must be made in writing and in the possession of the House five days prior to their consideration. A rule may be suspended by a vote of three-fifths of the representatives present and voting. Suspension of the rules on matters related to the order of business, schedule of legislative sessions, and adjournment may be by majority vote of the members elected and serving.

Michigan Legislative Handbook & Directory

100th Legislature
2019-2020

Legislative and Parliamentary Procedures

One of the areas new legislators are generally least familiar with initially is legislative/parliamentary procedures. Both members and staff should be familiar with the rules of both chambers, the Joint Rules, and the constitutional provisions governing the Legislature, which may be found in Article IV of the Michigan Constitution.

In the Senate, the rules of parliamentary practice comprised in *Mason's Manual of Legislative Procedure* govern in all cases where they are not inconsistent with the standing rules and precedents of the Senate. Senators' inquiries about parliamentary procedure during session should be directed to the presiding officer. It should also be noted that, by Senate rule, the Secretary of the Senate or a member of the staff of the Secretary of the Senate shall serve as the Senate Parliamentarian to advise the Senate on questions relating to parliamentary law and procedure.

In the House, in cases not provided for by the state constitution, the House Rules, or the Joint Rules, the authority is also *Mason's Manual of Legislative Procedure*. In the House, members' inquiries should be directed to the presiding officer during session. By House rule, the Clerk of the House serves as the House Parliamentarian.

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

Recesses and Adjournments

By constitutional provision, neither chamber can adjourn, without the consent of the other, for more than two intervening calendar days, nor adjourn to any place other than where the Legislature may then be in session. Generally, the House and Senate adopt a concurrent resolution at the start of each biennial session authorizing a longer period of adjournment without the approval of both chambers. For longer periods, a concurrent adjournment resolution is adopted by both chambers with specific dates for adjourning and reconvening.

Regular sessions are adjourned *sine die* (without day) on a day determined by concurrent resolution at 12 noon. Usually, the *sine die*, or final adjournment, occurs during the last week of the year.

Special Sessions

The governor is authorized by the state constitution to convene the Legislature on extraordinary occasions. The governor may also convene the Legislature at some other place if the seat of government becomes dangerous for any reason. During a special session called by the governor, the Legislature cannot pass bills on any subject other than those expressly stated in the governor's proclamation or those submitted by special message.

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

FROM IDEA TO LAW: BILLS AND RESOLUTIONS

How an Idea Becomes a Bill

How to Read a Bill

Sample Bill

Structure of a Bill

Amending a Bill

Turning a Bill Into Law

Resolutions

Developing a Budget and Authorizing Appropriations

Development of the Executive Budget

Legislative Consideration of the Budget

Appropriation Bill Format

Enactment of Appropriation Bills

Budget Revisions



Many civics books detail the legislative process. However, an often overlooked, but no less important, component of our system of self-government is the transformation of ideas into bills. Far less is written about what happens before the formal steps of drafting, introduction, committees, and public input on a proposal. In the variety of sources from which an idea can spring, this first step in lawmaking reflects the diversity of our society. It illustrates the stake we all have in what the Legislature does.

HOW AN IDEA BECOMES A BILL

Unlike the state constitution, which is considered a broad framework and is amended infrequently, laws are more fluid to reflect changes in how we live, work, educate our children, develop our economy, protect our citizens, promote health, and safeguard the environment. In theory, there is no limit to the sources for or numbers of ideas for new laws or changes to existing laws. In practice, ideas for most bills come from the following sources:

- **Legislators:** Each member brings a different set of experiences, goals, and constituent concerns.
- **The Governor:** As the state’s chief executive officer, the governor has a leadership role in proposing solutions to problems. The governor cannot introduce bills and must work with legislators to have them introduce proposals as bills.
- **The Public:** Constituent questions or problems frequently reveal a need for legislation.
- **Interest Groups:** Virtually all citizens are represented in some way by interest groups. These groups speak from the places people work and live and the common interests we share with others. Lobby groups bring ideas and knowledge to the lawmaking process.
- **Government Agencies:** Many bills originate in state agencies from the people “on the front lines” carrying out state policies.
- **Courts and the Attorney General:** The interpretation of statutes by the courts and attorney general opinions can highlight areas where a law needs to be refined, clarified, or rewritten.
- **Federal Government:** Changes in federal law and regulations often make it necessary for state laws to be changed for consistency, to qualify for federal funding, or to avoid losing federal aid.
- **Local Elected Officials:** Local governments and agencies, responsible for implementing many of our state’s laws, often identify and communicate areas for potential improvement.
- **Special Committees and Task Forces:** Groups of lawmakers and staff often work together to study a given problem. Many major packages of legislation, like school finance and the consolidation of health laws, were developed through these groups.
- **Legislative Agencies:** Staff people working on an issue can encounter innovative laws in other states or reports from sources like the National Conference of State Legislatures or the Council of State Governments. The Michigan Law Revision Commission and the Michigan Commission on Uniform State Laws regularly make recommendations.

After receiving ideas from these diverse sources, a legislator must decide if a problem requires legislation. Determining this involves research and communication with many of the same sources listed above. The research staff at the Legislative Service Bureau (LSB) Research Services Division can provide information on any issue, including legislative history, other states’ laws, or data mining. This stage—weeding out notions that do not call for changes to state law—is probably one of the most important steps in the entire process.

When the decision is made to contact the Legal Division of the LSB to request a bill, the idea begins to take shape into the language of law. The drafting attorney, working with legislators and staff, will often use any information already gathered to craft a bill to address the original problem. After preparation, the drafted bill (often referred to as the “blueback”) is ready for introduction and review through the legislative process.

HOW TO READ A BILL

Bills can amend existing law by adding or deleting language, or they can propose to create completely new law. These changes are presented in a particular style and format to make it easier to understand what a bill proposes to do. Article IV of the Michigan Constitution contains several guidelines relating to the style, content, and enactment of bills.

Sample

SENATE BILL No. 278

Heading →

SENATE BILL No. 278

March 28, 2017, Introduced by Senators PROOS, JONES, CASPERSON, NOFS, ROCCA, GREGORY, ZORN, CONYERS and MARLEAU and referred to the Committee on Commerce.

A bill entering into the interstate library compact; and for related purposes.

Style Clause → **THE PEOPLE OF THE STATE OF MICHIGAN ENACT:** → **Title**

1 Sec. 1. This act shall be known and may be cited as the
2 "interstate library compact".

3 Sec. 2. The interstate library compact is enacted into law and
4 entered into on behalf of this state with any state bordering on
5 Michigan that legally joins the compact in substantially the
6 following form:
7 INTERSTATE LIBRARY COMPACT
8 The contracting states agree that:

9 ARTICLE I--PURPOSE
10 Because the desire for the services provided by public libraries

SENATE BILL No. 278 ↑ **Line Numbers**

Drafting Attorney
↓
JHM

00617'17 ← **Bill Request Number and Year**

Structure of a Bill

The more significant structural components of a bill are described in the following paragraphs and are listed according to their customary order of appearance. Each of the components may not be necessary for every bill. Their arrangement may also be revised according to the particular needs of a bill.

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

Sample heading:

SENATE BILL No. 278
March 28, 2017, Introduced by Senators PROOS, JONES,
CASPERSON, NOFS, ROCCA, GREGORY, ZORN, CONYERS and
MARLEAU and referred to the Committee on Commerce.

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

Sample title (amendatory bill):

A bill entering into the interstate library compact;
and for related purposes.

Style clauses are required by Article IV, Section 23, of the Michigan Constitution, which provides, “The style of the laws shall be: The People of the State of Michigan enact.” This phrase has no bearing on the substance of a bill; even bills that only repeal or amend sections of the *Michigan Compiled Laws* (MCL) must include the style clause.

Sample Style clause:

THE PEOPLE OF THE STATE OF MICHIGAN ENACT:

Statutory short titles can be included, for sake of brevity or ease of identification, such as the “Michigan penal code” or the “Revised judicature act of 1961.” Generally, if a statute contains a short title, it appears in the first section of the act and is also used in the title of a bill amending that act.

Sample short title:

Sec. 1. This act shall be known and may be cited as
the “interstate library compact”.

Definition sections are often included in new acts if the act contains key words or phrases that are used frequently in the act that have several dictionary meanings or that are limited or extended beyond common meanings.

Sample definition section:

(12) As used in this section, "farm related service industry" means custom harvesters, farm retail outlets and suppliers, agri-chemical business, or livestock feeders.

Provisions. There are numerous varieties of **substantive provisions** included in the body of a bill. Types of sections that fall into this category include **principal operation provisions** that may, for example, specify by whom and how a bill shall be administered; **enforcement provisions** that may include directions on who shall enforce, investigate, or prosecute violations; and **savings clauses** that are utilized when the provisions of a bill affect existing rights, obligations, procedures, and pending matters, and when the Legislature wishes to preserve the status quo of those rights, obligations, procedures, or pending matters. In addition, many bills have provisions prescribing criminal or civil penalties for violating provisions set forth in the bill. These sections must be drafted to assure that persons subject to the law have a clear and unequivocal warning, in language that people generally will understand, of the actions that may expose them to liability. Within appropriation measures, the substantive sections that usually appear after the line items in the bill are known as "boilerplate." These provisions may relate to the reporting of expenditures or the intended use of appropriated funds, but should not attempt to amend substantive changes in existing law.

In passing legislation, a bill cannot be altered or amended so as to change its original purpose as determined by its total content, which is generally indicated in the substantive provisions, and not alone by its title.

Repeal clauses are used by the Legislature to repeal existing statutes or parts of laws, and all statutes are subject to repeal at the discretion of the Legislature. In some cases, the Legislature's repeal powers are limited by state constitutional provisions, such as requiring more than a majority vote of the members serving in each chamber to repeal laws regulating banking and a three-fourths vote to repeal or amend a law adopted by initiative petition, unless otherwise provided in the initiated measure.

Sample repeal clause that appears as an enacting section:

Enacting section 1. 1986 PA 268, MCL 4.1101 to 4.1901, is repealed.

Effective dates. The state constitution provides, "No act shall take effect until the expiration of 90 days from the end of the session at which it was passed, but the Legislature may give immediate effect to acts by a two-thirds vote of the members elected and serving in each chamber" (Constitution, Art. IV, Sec. 27). As a general rule, a legislative enactment, other than a bill that will take effect immediately upon being approved by the governor and filed with the Secretary of State or that will take effect on the date specified in the bill by the Legislature, becomes effective on the ninety-first day after the sine die adjournment of the Legislature.

Sample effective date provision of a specified date that appears as an enacting section at the end of a bill:

Enacting section 1. This amendatory act takes effect January 1, 2018.

Tie bars are devices used to condition the effectiveness of a bill upon the enactment of another bill or bills into law. A tie bar provides that the bill in which it is contained will not take effect unless the other bill or bills are enacted into law.

Sample tie bar provision that appears as an enacting section at the end of a bill:

Enacting section 2. This amendatory act does not take effect unless House Bill No. 4001 of the 99th Legislature is enacted into law.

Referendum clauses. The state constitution permits the Legislature to condition the effectiveness of an enacted bill, other than an appropriation bill, upon the approval of the electors of the state. If a bill is an amendatory bill, the **referendum clause** appears as an enacting section at the end of the bill. In a bill proposing a new act, the referendum provision is the last section. Certain enactments for which the state constitution requires approval by referendum include a legislative alternative to an act proposed by initiative petition, a local or special act, an act proposing long-term state borrowing, and a proposed amendment to the state constitution (Constitution, Art. IV, Sec. 34).

Sample referenda:

Enacting section 2. This amendatory act does not take effect unless approved by a majority of the electors of this state voting on the question at the general election to be held November 6, 2018. This amendatory act shall be submitted to the qualified electors of this state at that election as provided by the Michigan election law, 1954 PA 116, MCL 168.1 to 168.992. If approved by the electors, this amendatory act takes effect January 1, 2019.

Bill request numbers or control numbers are assigned to each bill request. This number, along with the year in which the bill was requested, appears at the bottom of every page on all bills. The initials of the Legislative Service Bureau attorney who drafted the bill also appear at the bottom of every page of the bill.

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For more information on bill structures, please contact the Legal Division of the Legislative Service Bureau (373-9425). More information on using the Legal Division can be found in the Necessary Resources chapter.

Amending A Bill

Each line of every section in a bill is numbered to assist in the amending process. Amendments read and appear in the journals, for example, as follows: “Amend page _____ , line _____ , after _____ by inserting _____ (or striking out _____ and inserting _____).”

Adding to the bill. In the body of a bill that proposes to amend existing law, all new language to be added is printed in bold upper case type, **LIKE THIS**. (For the 2003-2004 Legislature, new language was signified by bold type only.) Language in lower case is not being changed by the bill.

Removing from the bill. If the object of a bill can be achieved by eliminating some, but not all, of the language of a section of existing law, the words to be deleted are shown with a line through them, ~~this~~. If a proposal passes, the words so marked will be deleted from the law. If an entire section of law is being repealed, a reference to the section will appear in the enacting section and the section being repealed will not appear in the body of the bill.

Completely new. Bills that propose a completely new act, appropriation bills, and bills that do not propose to change the general laws, such as local acts and land conveyance legislation, are typed in lower case.

Amendments to bills may be offered by a member either in committee (if the legislator is a committee member) or on the floor, in accordance with the rules of the House or Senate. If there are a number of amendments to a bill, they may be incorporated into one document called a “substitute” (see the glossary for definitions of other important terms). The Legislative Service Bureau Legal Division prepares amendments and all substitutes, and those requests are given immediate priority attention. Amendments, but not substitutes, may also be drafted by members and staff.

Amendments adopted in committee are submitted to the full chamber and are printed in the journal, in the form of a committee report. The committee report comes to the floor on Second Reading in the House or under General Orders in the Senate. A substitute is not available until the committee report is read into the record by the Clerk of the House or Secretary of the Senate or after an individual legislator offers it from the floor.

TURNING A BILL INTO LAW

The Michigan Legislature develops and considers legislation for the state on any subject not prohibited by the state or federal constitutions. There are various steps that every piece of legislation follows in the course of being considered. These steps constitute the legislative process.

During its two-year term, the Legislature considers many of the thousands of introduced bills. Proper consideration of the bills requires organization, time, and hard work. Legislators and legislative committees spend many hours working on bills before they are submitted for consideration on the floor of either chamber of the Legislature. The floor debate on a bill, as seen by a visitor, is the final stage of legislative consideration of the bill prior to passage or defeat in each chamber.



The state constitution requires that an introduced bill be printed and in the possession of each chamber for at least five days prior to passage. This provision serves to prevent hasty or ill-considered legislation and to allow interested persons outside the Legislature to become familiar with proposed legislation (Constitution, Art. IV, Sec. 26). No act shall take effect until the expiration of 90 days from the end of the session at which the measure was enacted. The Legislature may give immediate effect to an act by a two-thirds vote of the members elected and serving in each chamber (Constitution, Art. IV, Sec. 27).

The following is a general and brief description of the major steps of the legislative process a bill must go through before it is enacted into law:

1. Introduction

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

2. Title Reading

Under the state constitution, every bill must be read three times before it may be passed. The courts have held, however, that this requirement can be satisfied by reading only the bill’s title. Upon introduction, the bill’s title is read a first and second time in the Senate and is read once in the House. The introduced bill is then ordered to be printed.

3. Referral to Committee

Upon introduction, a bill is also referred to a standing committee in the Senate by the Majority Leader and in the House of Representatives by the Speaker. All Senate bills involving an appropriation must be referred either directly to the appropriations committee or to an appropriate standing committee and then to the appropriations committee.

4. Committee Review

Committee members consider a bill by discussing and debating the bill. The committee may also hold public hearings on the bill and listen to testimony.

5. Committee Action and Reports

A standing committee may act on a bill in various ways. The committee may:

- a. Report the bill with favorable recommendation.
- b. Report the bill with amendments with favorable recommendation.
- c. Report the bill with the recommendation that a substitute be adopted.
- d. Report the bill without recommendation.
- e. Report the bill with amendments but without recommendation.



- f. Report the bill with the recommendation that the bill be referred to another committee.
- g. Take no action on the bill.
- h. Vote to not report the bill out of committee.

Reported with recommendation. If a bill is reported from committee favorably with or without amendment or in the form of a substitute bill, the committee report is printed in the journal with a list of how committee members voted on reporting the bill. On being reported favorably from committee, the bill and recommended committee amendments, if any, are placed on the order of General Orders in the Senate. In the House, the bill and amendments, if any, are referred to the order of Second Reading.

Reported without recommendation. The bill, upon being reported from committee, is tabled (temporarily removed from consideration) on the floor. A majority vote of the members present and voting in the chamber where the bill is tabled is required to remove the bill from the table before it may be given further consideration.

Failing to report a bill. In both chambers, a majority vote of the members serving on a committee is necessary to report a bill. If a committee fails to report a bill, a motion to discharge the committee from considering the bill may be offered in the chamber having possession of the bill. If this motion is approved by a vote of a majority of the members elected and serving, the bill is then placed in position on the calendar for floor action. In the House, at least a one-day prior notice of the motion to discharge must be given to the Clerk of the House.

6. General Orders or Second Reading

For the purpose of considering the standing committee recommendations on a bill, the Senate resolves itself into the Committee of the Whole under General Orders and the House assumes the order of Second Reading. Amendments to the bill may be offered by any member when the bill is being considered at this stage of the legislative process. In the Senate, a simple majority of members present and voting may recommend adoption of amendments to the bill and recommend a bill be advanced to Third Reading. In the House, amendments may be adopted by a majority serving, and a majority voting may advance the bill to Third Reading. In the House, a bill may be placed on Third Reading for a specified date.

7. Third Reading

While there are provisions in the House Rules and the Senate Rules for reading bills, unless exception is made, bills are not read in full in either chamber. In both chambers, amendments must be approved by a majority vote of the members serving and the previous question may be moved and debate cut off by a vote of a majority of the members present and voting. At the conclusion of Third Reading, the bill is either passed or defeated by a roll call vote of the majority of the members elected and serving (pursuant to the state constitution, approval of certain measures requires a “super majority” of a two-thirds or three-fourths vote) or one of the following four options is exercised to delay final action on the bill: (a) the bill is returned to committee for further consideration; (b) consideration of the bill is postponed indefinitely; (c) consideration of the bill is postponed until a certain date; or (d) the bill is tabled.

Following either passage or defeat of a bill, a legislator may move for reconsideration of the vote by which the bill was passed or defeated, if the bill is still in possession of the chamber. (A motion to reconsider can be made for any question.) In the Senate, the motion for reconsideration must be made within the following two session days; in the House, the motion must be made within the next succeeding session day.

8. Enactment by the Legislature

If a bill passes one chamber of the Legislature, it is sent to the other chamber where it follows the procedure outlined above, resulting in defeat or passage.

If a bill is passed by both chambers in identical form, the bill is ordered enrolled by the chamber in which the bill originated. Enrollment is the procedure used to verify what was actually passed by the Legislature. The enrolled bill is the final authoritative copy of a bill passed by both chambers and signed by the Clerk of the House and the Secretary of the Senate. Following enrollment and printing, the bill is sent to the governor.

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

- a. If the amendment(s) or substitute bill of the second chamber is accepted in the chamber of origin, the bill is enrolled, printed, and sent to the governor. It should also be noted that either chamber may amend an amendment made by the other chamber. At any time while in possession of the bill, either chamber may recede from its position in whole or in part and the bill may be returned to the other chamber for this purpose. If this further action is agreed to by both chambers, the bill is ordered enrolled.
- b. If the amendment(s) or substitute proposal of the second chamber is rejected in the chamber of origin, the bill may be sent to a conference committee (a special committee composed of three legislators from each chamber) that attempts to resolve differences between the two versions of the bill. The conference committee can consider only issues in the bill upon which there is disagreement between the two chambers. However, when the agreement arrived at by the conferees is such that it affects other parts of the bill, such as in an appropriations measure, the conferees may recommend further amendments to conform with the agreement. The conferees may also recommend corrections to any errors in the bill. The conference committee may reach a compromise approved by at least a majority of the conferees from each chamber and submit a report to the chamber of origin. If adopted, the report and bill are transmitted to the other chamber. If the conference committee report is approved in the other chamber, the bill is then enrolled, printed, and sent to the governor. A conference report may not be amended by either chamber. If the conference committee is not able to agree, or if the report is rejected by either chamber, a second conference committee may be appointed. When a second conference has met and the two chambers are still unable to agree, no further conference is in order.

Enrolled bills. When a bill is passed by both chambers of the Legislature, it is enrolled. This version of the bill does not show the specific legislative changes in “~~strike through~~ / **BOLD**” form. The sections of law having proposed changes are published at length as they will actually appear when the bill is enacted into law.

9. Approval by the Governor

Upon receipt of an enrolled bill, the governor has 14 days to consider the bill. The governor may:

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



If the governor signs the bill, it is filed with the secretary of state and becomes law. This happens either 90 days after the Legislature adjourns *sine die*, on a date specified in the bill that is beyond the ninetieth day, or immediately upon filing with the Secretary of State if two-thirds of each chamber voted for immediate effect. If a bill is neither signed nor vetoed, the bill becomes law 14 days after having reached the governor's desk whether the Legislature is in session or in recess. If the Legislature should adjourn *sine die* and the governor does not sign the bill within 14 days, it does not become law. For each year, public acts are numbered sequentially starting with the number 1.

10. Legislative Veto Response

If the governor vetoes a bill while the Legislature is in session or recess, one of the following actions may occur:

- a. The Legislature may override the veto by a two-thirds vote of the members elected to and serving in each chamber. The bill is then filed with the secretary of state and becomes law.
- b. The bill may not receive the necessary two-thirds vote and thus the attempt to override the veto will fail.
- c. The bill may be tabled.
- d. The bill may be re-referred to a committee.
- e. Consideration of the veto override may be postponed indefinitely or to a definite time.

RESOLUTIONS

In addition to bills, some legislative work is handled through resolutions. There are three types of resolutions: joint resolutions, resolutions, and concurrent resolutions.

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

- Ratify amendments to the United States Constitution proposed by Congress.
- Handle matters when power is granted to the legislatures of the states by the United States Constitution.
- Propose amendments to the Michigan Constitution.

Joint resolutions are processed in a similar manner as bills but are not presented to the governor and are not subject to the five-day rule. They are assigned a letter upon introduction, e.g., HJR A or SJR BB. Most joint resolutions are introduced to propose amendments to our state constitution. These resolutions require a two-thirds vote of the members serving in each chamber for adoption and must then go before the voters as ballot proposals. Other joint resolutions may be adopted by a majority vote.

Resolutions express the opinion or will of the House or Senate and, in some cases, are used to carry out legislative business. There are three categories of resolutions. "Policy resolutions" formally communicate policy positions and are commonly used to request that Congress change a federal law, to state the official position of the House or Senate on an issue, or to request a state department to take action without having to enact a law. "Honorary or commemorative resolutions" honor individuals, groups, and businesses or commemorate an event and are commonly used to dedicate a day, week, or month in recognition of a certain cause. "Business resolutions" are used to carry out the business of the Legislature and execute statutory and constitutional provisions, such as adopting chamber rules or rejecting an executive reorganization order.

Resolutions are numbered sequentially upon introduction, e.g., HR 10 or SR 5. They may be referred to committee and be amended or substituted. With the exception of certain business resolutions, they may be adopted by a voice vote. They do not need to be read three times, adhere to the five-day rule,

or be signed by the governor to be adopted. They are recorded in the official House or Senate journal, and if adopted, delivered to the entities to whom they are directed. They are not compiled as part of Michigan's permanent body of law.

Concurrent resolutions serve the same purpose as resolutions but are used for matters of interest to both chambers. They must be passed by both the House and the Senate in an identical form to be adopted. Concurrent resolutions are numbered sequentially upon introduction, e.g., HCR 120 or SCR 32. Unlike bills, resolutions are not enrolled or filed with the Secretary of State.

DEVELOPING A BUDGET AND AUTHORIZING APPROPRIATIONS

Budget development and appropriation authorization can be compared to a perpetual motion machine of constantly moving parts. Analysts in the executive branch and Legislature are continually monitoring the performance of the state's economy, revenues collected by the state, and demands placed on programs by citizens and federal and state laws. While parts of the executive branch are analyzing and projecting needs for future budgets, other parts are working with the Legislature to enact the next fiscal year budget or revise the current fiscal year appropriations to adjust to revenues that are falling short of or exceeding forecasts. For a detailed discussion, see *A Legislator's Guide to Michigan's Budget Process* (2014) www.house.mi.gov/HFA/PDF/Alpha/approps_process_report_2014_update.pdf.

Development of the Executive Budget

The executive branch begins the behind-the-scenes work for each fiscal year's (October 1 to September 30) budget about one year before the new fiscal year begins. Individual departments submit management plans and budget requests for review by the governor's budget office as they shape an executive budget.

Consensus Revenue Estimating Conferences

In January the **Consensus Revenue Estimating Conference** is convened to develop revenue forecasts that are used by the governor, along with various targets, to craft the budget to be presented to the Legislature. The principal participants in the conference are the State Treasurer, the Director of the House Fiscal Agency, and the Director of the Senate Fiscal Agency, or their respective designees. A second revenue estimating conference is held in May to review the economic forecasts and make any revisions to the legislative budget bills based on revenue collections and the general economic performance in the time elapsed since the January conference. The forecast of the January conference influences the budget prepared by the governor and submitted to the Legislature, which occurs within 30 days (60 days if it is a newly-elected governor) after the Legislature convenes in regular session on the second Wednesday in January, as required under the *Management and Budget Act*.

Forecasts and projections are a key element of this conference. Economists from the House and Senate fiscal agencies and the University of Michigan prepare extensive analyses of the state's overall economy to forecast performance trends and how those trends will impact revenues collected by the state. Those revenue forecasts are projections of how much money the state is expected to collect and often how much the state can expect in federal matching funds for various programs, which forms the basis for the budget recommendations. Unforeseen events or performance that differs from the forecasts can raise or lower actual revenues, requiring adjustments in the current or future budgets.

Legislative Consideration of the Budget

After the governor submits the budget and accompanying explanations, recommendations, and legislation, the appropriation bills, which are introduced by a member or members of the Legislature, are referred to appropriations committees for hearings and analysis. Soon after the May revenue estimating conference, leaders from the House and Senate and the governor’s representatives convene meetings to negotiate target appropriation levels for particular programs, other budget issues, or policies. These targets are meant to serve as a ceiling for their respective bills as they move through the legislative process. Budget bills are usually passed prior to the beginning of the new fiscal year.

Typical Legislative Budget Timeline

MONTH	ACTION TAKEN
January	First Meeting of Consensus Revenue Estimating Conference
January	Governor’s Recommendation Prepared for Submission to Legislature, Governor’s State-of-the-State and Budget Message Prepared
February	Budget Documents Delivered to Legislature—Legislative Action Begins
March-June	Legislative Action—Subcommittee and Committee Hearings, Floor Votes, Conference Committees
May	Second Meeting of Consensus Revenue Estimating Conference
May	House and Senate Leaders and Governor meet to set spending targets
June	Governor Signs (or Vetoes) Bills—May Include Line-Item Vetoes
September 30	Fiscal Year Ends
October 1	Fiscal Year Begins

Appropriation Bill Format

Multiple and omnibus appropriation bill formats have been used in Michigan. With “omnibus” appropriation bills, which have been used for the last several years, there are usually two large budget bills. A general omnibus and an education omnibus. The general government omnibus appropriations bill includes state departments and agencies, the judicial branch, the legislative branch, and capital outlay projects. The education omnibus covers K-12 and higher education spending authorizations.

When multiple appropriation bills are used, separate bills are typically introduced for numerous budget areas: agriculture, community colleges, community health, corrections, education, licensing and regulation, environmental quality, general government, higher education, human services, military affairs, natural resources, K-12 school aid, state police, transportation, and potentially others. Also, a general government budget “mini-bus” may be used to set appropriations for a handful of areas, such as the executive office, the legislature, the judiciary, and some others.

Appropriations are authorized by major governmental unit, program, and line item. Generally, the appropriation bills offered by the governor are in the same detail as enacted for the previous year except when format changes are proposed. Fiscal analysts construct the budget bills, legal provisions governing the appropriations are reviewed and often revised, and the bills are checked for style and form by the Legislative Service Bureau. In addition, each appropriation bill contains certain conditions and stipulations governing the expenditures called “boilerplate”(see the glossary for definitions of other important terms).

Enactment of Appropriation Bills

Past customs were set aside in the 2011-2012 biennial legislative session as the Senate introduced a set of multiple appropriations bills for the state budget and the House considered two omnibus budget bills for the entire budget. One omnibus budget bill for school aid provided appropriations for K-12 school aid, community colleges, and universities. The second omnibus budget bill provided appropriations for the remaining 12 budget areas. Each chamber considered and passed its budget bill(s) and ultimately the budget was presented to the governor for his signature in the form of two omnibus bills.

Prior to the 2011-2012 session, multiple (15) appropriations bills were introduced in both chambers simultaneously and were divided between the chambers for consideration. The chamber of origin alternated each year so both appropriations committees could work simultaneously on the appropriation bills. For example, Senate Bill No. 245 authorizing the budget for the Department of Transportation (MDOT) was considered first and enacted in 2009, while House Bill No. 5889 authorizing the MDOT budget was considered first and enacted in 2010.

Legislators serving on the appropriations committee have multiple opportunities to hear and consider the governor's recommendations for the budget. At appropriations subcommittee hearings, House and Senate fiscal agency staff provide detailed briefings, analyses, and reviews of the governor's budget proposals. Executive department budget officials generally attend the hearings as well to provide explanations or clarifications. The chair of the subcommittee considering a bill may offer a substitute revising the original recommendations for consideration by the full appropriations committee. The full committee may report the bill for consideration on the floor without changes, with amendments, or as a substitute.

Legislators not serving on the appropriations committee may have their first extensive look at the budget in caucus meetings prior to consideration of the bills on the floor. Caucus meetings provide an opportunity to develop a caucus position and to build a better understanding of the bills. To support consideration of the bills on the floor, House and Senate fiscal agency staff will prepare summaries of the bills highlighting differences in funding levels from the previous fiscal year, the governor's recommendation, and any changes to funding levels recommended in the bills reported by the appropriations committees.

Final approval of appropriation bills follows similar procedures as other bills. If the House and Senate do not agree, the bill(s) are sent to conference committees to forge an agreement and then returned to each chamber for adoption. Bills that are approved are enrolled and presented to the governor for signature. Unlike other bills, the governor has line-item veto authority in appropriation bills, meaning the governor can veto a single item(s) rather than an all-or-nothing veto of the entire bill. The Legislature can override a line-item veto with a two-thirds vote of the House and Senate.

Depending on the level of agreement between the Legislature and governor, consideration of the appropriation bills can proceed expeditiously or not. When the level of agreement is high, the budget can be completed in June. Many entities that depend on state funds, such as public schools, institutions of higher education, and local governments, prefer early completion as their fiscal years begin on July 1. When there is significant disagreement between the governor and Legislature, appropriation enactment can extend into August or September, and on rare occasions, continuation budgets have been needed.

Budget Revisions

Adjustments often need to be made to the budget since the planning begins more than a year before enactment. It should be noted that an appropriation is not a mandate to spend; it is merely an authority. When it appears that actual revenues for a fiscal period will fall below the revenue estimates that were the basis for the appropriation, the governor may need to take action to reduce expenditures. The governor can do so by issuing an executive order which must be approved within ten days by both the House and Senate appropriations committees. If the order is disapproved, the governor has 30 days to submit alternative recommendations for approval or disapproval. The governor cannot use an executive order to reduce legislative or judicial expenditures. Another means of revising expenditures is through a supplemental appropriations bill, which, when approved by the legislature, can increase or decrease the original appropriation.

THE WORKING LEGISLATURE: COMMITTEES AND OVERSIGHT

Types of Committees

Standing Committees

Special Committees

Statutory and Constitutional Committees

Conference Committees

Committee Operations

Legislative Oversight

Tools of Oversight

The Auditor General

Legislative Ombudsman

Staff



While the Legislature makes its mark with the votes that are cast in its chambers, much of the work in preparing for those votes occurs in committees. Established committees attend to the regular work of the Legislature, and special committees may be created to work on very specific issues. Committees also play a significant role in monitoring and overseeing the work of the executive branch.

TYPES OF COMMITTEES

The committee system, as part of the legislative process, has evolved in response to the great number and diversity of issues which must be considered. Without being divided into committees, it would be difficult for either the Senate or the House to evaluate effectively or efficiently the thousands of proposals introduced each biennial session. The committee system distributes the workload; in many instances, the critical decisions regarding legislation are made in committee and sometimes in a subcommittee.

Standing Committees

There are several different types of committees utilized by the Michigan Legislature to achieve various objectives. The **standing committees** are the central vehicles through which legislation must pass for scrutiny, debate, and modification. The standing committees are created in the rules of each chamber at the start of each biennial session. As of December 2018, there are 23 standing committees in the Senate and 26 standing committees in the House.

The House or Senate Rules specify the number of legislators who serve on each committee, with the appropriations committees being the largest. Committee assignments are made by the Majority Leader in the Senate and by the Speaker in the House unless directed otherwise. In the Senate, appointments to committees are subject to approval of the Senate. The Senate Rules provide that appointments of minority party members must be made from a list submitted by the Minority Leader and must consider the preferences, seniority, and experience of the members. If the Majority Leader rejects names on the list and their corresponding committee assignments, the Minority Leader submits replacement nominations. In both chambers, the first member named to the committee is the chairperson and the second named is the vice-chairperson. The first named member of the minority party is the minority vice-chairperson.

Legislation is referred to the standing committees by the Senate Majority Leader or the Speaker of the House. The rules of the Senate and House do not describe the jurisdictions of the individual standing committees except that all senate bills involving an appropriation must be referred either directly to the appropriations committee or to an appropriate standing committee and then to the appropriations committee. Traditionally, the assignment of bills follows topical lines.

While the primary function of the standing committees is to consider legislation, there are a few specific exceptions. For example, the appropriations committees in the House and Senate have the added responsibility under the state constitution of approving or disapproving gubernatorial executive orders that propose reductions of expenditures authorized by appropriation. The Senate Committee on Government Operations is the committee to which nominations to office submitted by the governor requiring advice and consent and all other executive business are referred. This committee also responds to questions relating to the interpretation and enforcement of Senate Rules concerning legislative conduct and ethics.

Special Committees

Special committees may be established by legislative resolution or by directive of a legislative leader and may consist of members of one or both chambers generally appointed to serve for a specified period of time. For the most part, the purpose of a special committee is to study and investigate topics

of special interest, such as fire safety, oil and gas extraction on public lands, or health care costs. There are other terms used in the Michigan Legislature to describe single-purpose, specific-issue committees. These include “select,” “ad hoc committee,” “task force,” and “ad hoc task force.” Much of the time they are similar in purpose to a subcommittee directed to look into an issue. These committees and task forces do not take formal action on bills. Information gathering, often in preparation to formal consideration of legislation, is usually the prime aim of these types of committees.

Statutory and Constitutional Committees

In addition to the special committees, which may consist of members from both chambers, there are several permanent committees created by state statute or the state constitution.

Legislative Council. A bipartisan committee of the House and Senate, consisting of 12 regular and six alternate members, established pursuant to Article IV, Section 15, of the State Constitution, the primary responsibility of the Legislative Council is to maintain bill drafting, research, and other services for legislators. The council appoints the Council Administrator, who has overall supervisory responsibilities for council agencies, including the Legislative Service Bureau (LSB), the Legislative Corrections Ombudsman, the Michigan Veterans’ Facility Ombudsman, the Criminal Justice Policy Commission, and the State Drug Treatment Court Advisory Committee. The council also appoints three commissioners to the Michigan Commission on Uniform State Laws and four nonlegislators to the Michigan Law Revision Commission.

Joint Committee on Administrative Rules (JCAR). A ten-member committee (5 House and 5 Senate members) created pursuant to the *Administrative Procedures Act*. The committee is responsible for reviewing rules proposed by state administrative agencies. JCAR is administered by the Legislative Council.

House Fiscal Agency (HFA) Governing Board. A six-member committee composed of the Speaker of the House, the minority leader, the chairperson and minority vice-chairperson of the House Appropriations Committee, and the majority and minority floor leaders.

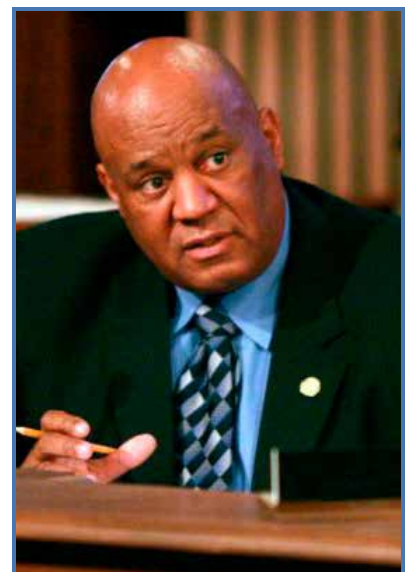
Senate Fiscal Agency (SFA) Governing Board. A five-member committee composed of the majority and minority leaders, the Senate Appropriations Committee chairperson, and two other senators.

Board of Trustees for the Michigan Legislative Retirement System. An 11-member body established by statute to govern the administration of the Legislative Retirement System. The board includes four current legislators.

Michigan State Capitol Commission (MSCC). A six-member commission consisting of the Secretary of the Senate, Clerk of the House, two individuals jointly appointed by the Secretary of the Senate and the Clerk of the House, and two individuals appointed by the governor. Pursuant to the *Michigan State Capitol Historic Site Act*, the commission is responsible for maintaining and restoring the Michigan Capitol and grounds.

Conference Committees

Conference committees consist of three members from each chamber and are assigned the task of resolving differences between versions of the same bill passed by both chambers. The first-named member of the chamber in which the bill originated is the chairperson of the conference committee. The majority vote of each conference committee determines what the recommendations will be to the full legislature. Conference committees are most often necessary for appropriations bills.



COMMITTEE OPERATIONS

Standing committees are empowered to review legislation and hear testimony and operate under the applicable rules of their respective chambers. Committee actions require the approval of a majority of those appointed and serving on the committee. Under the state constitution, committees are required to keep an action journal (House and Senate Journals) recording the date and time of each meeting, the members present and absent, and all action on legislation with the names and votes of the members. Members with unexcused absences from three committee meetings shall be automatically dropped from committee membership.

Standing committees generally have a regular schedule and meet weekly. Notice of committee meetings is posted on the legislative website (www.legislature.mi.gov) and at various locations around the Capitol. A standing committee in either chamber may also hold public hearings on bills referred to that committee. Notice of the hearing, its subject, time, and place, is also printed in the journal and on the calendar. Committee meetings and notices must comply with the *Michigan Open Meetings Act*. Committees cannot meet during daily session unless authorized by their respective chambers.

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

LEGISLATIVE OVERSIGHT

A legislature's influence over public policy is not limited to its lawmaking authority. Legislators monitor, review, and investigate the implementation of state law and other significant issues through oversight. While most people think of committee hearings as the primary oversight tool, legislatures have many options at their disposal when they want to ensure the executive branch is operating consistent with legislative intent.

In addition to the inherent authority to conduct legislative oversight, Michigan's constitution and the *Michigan Compiled Laws (MCL)* provide specific authorization for a number of oversight activities.

Tools of Oversight

The Michigan Legislature has a variety of oversight tools, resources, and processes at its disposal. The various oversight methods work in concert with each other, and it is common for legislators who are looking into major issues to engage in oversight on several fronts.

Committee Hearings and Subpoena Power

As the most well-known approach to oversight, the committee structure is conducive to the oversight process because it brings several legislators together and offers them the opportunity to hear testimony, ask questions, review materials, discuss the issue, and recommend actions to the entire Legislature. Oversight can occur in any of the standing committees (e.g., Education) or in specialty created "select committees" (e.g., Flint Water Public Health Emergency) or task forces which either house of the Legislature, or both houses jointly, may create specifically for the purpose of conducting oversight. In most cases, committees have little difficulty obtaining materials and soliciting testimony from relevant parties, but the Legislature, by resolution, may authorize committees to issue subpoenas to demand records and compel testimony.

Appropriations Process

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

Joint Committee on Administrative Rules

State law provides the Legislature's Joint Committee on Administrative Rules (JCAR) with a role in the administrative rulemaking process, specifically the ability to delay the approval and implementation of a set of rules to allow the Legislature to introduce and enact laws that would block or mitigate those rules. While this power is not utilized often, it does allow the Legislature to exercise control over the executive branch in certain circumstances.

Advice and Consent

The state constitution provides the Senate with the power of advice and consent for many gubernatorial appointments, most notably the appointed department directors. After the governor makes an appointment subject to advice and consent of the Senate, the chamber has 60 days to decide if it would like to block that appointment (see the glossary for definitions of other important terms).

Executive Reorganization Review

While the Michigan governor has the ability to reorganize the executive branch, the Legislature has the option to reject an executive reorganization order if both chambers vote to disapprove the measure.

Impeachment and Removal

The Legislature has the ultimate power to impeach and remove elected officials from office. While this tool is seldom used, it provides the ability to enforce oversight on state officials in addition to laws and programs. It is much more common for the Legislature to respond to an investigation by changing the law or altering the budget, but if those avenues are not sufficient, it can remove elected officials from office.

Sunset Laws

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

Reports to the Legislature

The Legislature periodically enacts laws which require regular reports from executive departments. This provides the Legislature with updates about particular programs and information necessary to determine how certain policies are working. The Legislature currently requires more than 300 different statutory reports each year and many one-time reports established in yearly budgetary boilerplate. The reports can be used to decide if the departments are properly implementing laws and/or if the laws themselves need to be changed.

Whistleblower Laws

The Legislature has enacted “whistleblower laws” which protect state and local government employees from employment sanctions if they come forward and report activity they believe is illegal. These laws encourage government employees to bring potential problems to law enforcement entities which also gives the Legislature information necessary to begin their own inquiries.

The Auditor General

The Michigan Constitution, Article IV, Section 53, established the Office of the Auditor General (OAG) in the legislative branch of state government. The Auditor General is an independent, nonpartisan legislative appointee with the authority and responsibility to conduct post financial and performance audits and investigations of state government agencies and programs. Audit reports provide information to assist the Legislature in its oversight of state government and to assist state agencies in improving the management of activities and programs approved by the Legislature.

Types of audits:

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

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

The Office of the Auditor General is located at 201 N. Washington Square, Lansing, Michigan 48913. You may contact the office at 334-8050; and at www.audgen.michigan.gov. Reports are available online, through email, Facebook, LinkedIn, and Twitter.

Legislative Ombudsman

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

Staff

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

LEGISLATIVE RESOURCES AND SERVICES

Finding Bills and Legislative Documents

Accessing Services

Requesting Research

Requesting Bills and Joint Resolutions

Requesting Policy Resolutions

Requesting Printing Services

Requesting Telecommunication and Internet Services

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



The legislative workplace is unlike others you have encountered. The demands on a legislator and office staff are more like that of a CEO and executive assistant as you are asked to move seamlessly between public and private meetings on an extraordinarily diverse set of topics. So much information is available today that it can be overwhelming to sort, sift, and analyze information on a topic. Success in this environment often means learning about the resources that are unique to the Legislature and available to help you get the job done.

FINDING BILLS AND LEGISLATIVE DOCUMENTS

The Michigan Legislature’s public website is maintained by the Legislative Service Bureau and can be found at: www.legislature.mi.gov. It is the primary resource for the current legislative session. It also houses an archive of legislative documents dating back to 1989-1990. At the Michigan legislative website, you can find and search:

- Bills and resolutions, including their legislative history;
- Journals recording the proceedings of each session day;
- Session schedules and calendars.
- Committee meeting announcements;
- Public acts by calendar year;
- *Michigan Compiled Laws*, Michigan current and past constitutions, and executive orders;
- Michigan Manuals;
- Constituent publications; and
- Many other legislative documents.



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

Legislators also rely heavily on the chamber automation systems in the House and Senate that present the legislative documents under consideration and other items, such as calendars of each session day. These systems allow real-time access to the version of the bill under consideration in the chamber, or amendments and substitutes that are being offered. These systems are vital to the proceedings in each chamber.

ACCESSING SERVICES

Legislators and authorized staff submit requests for research, bills, and resolutions to the Legislative Service Bureau (LSB) established under the Legislative Council. You can submit your requests by memo, phone, email, or through an online request system, known as “MiSource,” available to you on the House or Senate computer network. **MiSource** is convenient, secure, and built with safeguards so that only a legislator or staff authorized by the legislator can submit requests. Further, legislative or research documents that are drafted or prepared at your request are securely uploaded to this site so that you and your authorized staff can view the requests made and documents delivered. It is also important to note that as LSB employees work on your requests, state law prohibits them from urging or opposing legislation and requires the work to remain private without revealing the nature of any matter not yet published without the requestor’s consent. Their work is nonpartisan, objective, and confidential.



MiSource Homepage

REQUESTING RESEARCH

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

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

To request research, contact the **LSB Research Services Division** by phone (373-5200); by email (researchrqsts@legislature.mi.gov); in person (124 W. Allegan, Fourth Floor, Boji Tower); or online at <http://misource.legislature.mi.gov> by selecting “New Request” under the “Research” tab in the top menu.

For example, you may want to know how the federal government enters illicit synthetic drugs on the federal controlled substances list, how other states have addressed these drug issues, and how to properly name and spell the name(s) of those drug compounds. You may be interested in collecting data and determining trends in commerce on the Great Lakes—what is shipped, how much, by whom, and where. You may want to know the legislative history and past debate over assessment tests for K-12 students.

The Research Services Division is your in-house source for impartial, objective, accurate, and confidential information and analysis.

The Research Services Division accepts research requests from all current legislators, representatives-elect, senators-elect, and their staff. There are no limits on the number of research requests that may be submitted.

Once a research request is received, a research analyst will contact you and either answer your question within a few days or notify you that research is being conducted. Once the research is completed, the analyst will deliver a response, generally through an email, a brief memo, or a phone conversation. Most research requests are completed within a week, if not sooner. If you have any questions on any aspect of requesting research, please call the **Research Services Division** (373-5200). The staff is happy to assist you.

MiSource: Research Request Page

REQUESTING BILLS AND JOINT RESOLUTIONS

In general, bills propose new laws or amendments to existing laws, and joint resolutions propose an amendment to the Michigan Constitution, ratify an amendment to the U.S. Constitution, or handle matters where the power is solely vested in state legislatures by the U.S. Constitution. The LSB Legal Division attorneys draft bills and joint resolutions for introduction and any star run (a modified bill or resolution to replace one that was delivered to a legislator but not introduced; see the glossary for definitions of other important terms), substitute, amendment, or conference report documents that may be needed during consideration of bills and joint resolutions.

To submit a bill or joint resolution request contact the **LSB Legal Division** by phone (373-9425) or in person at the Legal Division's office (124 W. Allegan, Third Floor, Boji Tower). You may also access the online bill request form at <http://misource.legislature.mi.gov>. Select "New Request" under the "Bills and Joint Resolutions" tab in the top menu.

The more complete the information provided at the time of the bill request, the easier it is to process the request. Within a few days of making a bill request, you will receive a confirmation of the request, along with a request number and a description to classify the subject of the request. All bill documents prepared will be identified by the request number.

Legislative Council rules determine how the Legal Division accepts, processes, and prioritizes bill requests. **Bill requests for the 2019-2020 session may be made beginning on the fifth business day after the November election.** For 2018, this date is Wednesday, November 14.

From November 14, 2018, until the end of the year, legislators are allowed ten bill requests each, which can be submitted at any time during that period. **After January 1, 2019**, each legislator may submit five bill drafting requests each month. The Legislative Council drafting rules provide for certain exceptions and the designation of three bill requests as personal priorities during the two-year legislative session. These rules help the Legal Division to assure fairness and complete confidentiality in its operations and to manage the volume of work. View the complete legislative drafting rules at <http://misource.legislature.mi.gov> and select "Bills and Joint Resolutions" (See "Learn More").

If you have questions on any aspect of requesting bills or taking advantage of the Legal Division's legal services, please call the **Legal Division** (373-9425). Legal Division staff will be happy to help and give advice on how to use these services most efficiently and effectively.

MiSource: Bill and Joint Resolution Request Page

REQUESTING POLICY RESOLUTIONS

Sometimes called business resolutions, policy resolutions help the Legislature carry out various duties specified in law, rules, and the state constitution. Policy resolutions are often used to communicate with Congress and other governmental bodies, amend chamber rules, establish special legislative committees, or express approval of executive branch actions. For example, a resolution might memorialize the Congress of the United States to take a certain action, including enacting or repealing federal legislation. These documents express the opinion of the House (House Resolution), the Senate (Senate Resolution), or the entire legislature (House Concurrent Resolution or Senate Concurrent Resolution). Resolutions considered in one chamber, often called “plain” or “straight” resolutions, reflect the opinion or will of only that chamber. Resolutions are not enrolled, they do not go to the governor for any action, and they are generally not part of the permanent body of laws.

To request a policy resolution, contact the **LSB Research Services Division**, by phone (373-5200); by email (researchrqsts@legislature.mi.gov); in person (124 W. Allegan, Fourth Floor, Boji Tower); or online at <http://misource.legislature.mi.gov> and select “New Request” under the “Policy Resolutions” tab in the top menu. **Note: Under the Legislative Council drafting rules, the LSB cannot draft resolutions that honor or pay tribute to a person or group or cause.** Legislators should consult their chamber rules governing honorary and commemorative resolutions and will need to rely on their own staff to draft them.

Resolution requests for the 2019-2020 session may be made beginning on the fifth business day after the November election. For 2018, this date is Wednesday, November 14. There is no monthly limit on the number of policy resolution requests each member can make. If you provide the general purpose of the resolution, the LSB Research Services Division can start preparing a draft for your review, though you may provide draft language, background materials, or other information if you would like. The LSB research analysts will work with you and your staff to ensure the resolution reads the way you want it to. After you approve the language, the Research Services Division will prepare the document for introduction and deliver a “gray-back” (plain resolution) or “greenback” (concurrent resolution) that provides a signature page for cosponsorship similar to the “blueback” signature page used on introduction sets for new bills.

If you have any questions on any aspect of requesting resolutions, please call the **Research Services Division** (373-5200). The staff is happy to help in any way.

MiSource: Policy Resolution Request Page

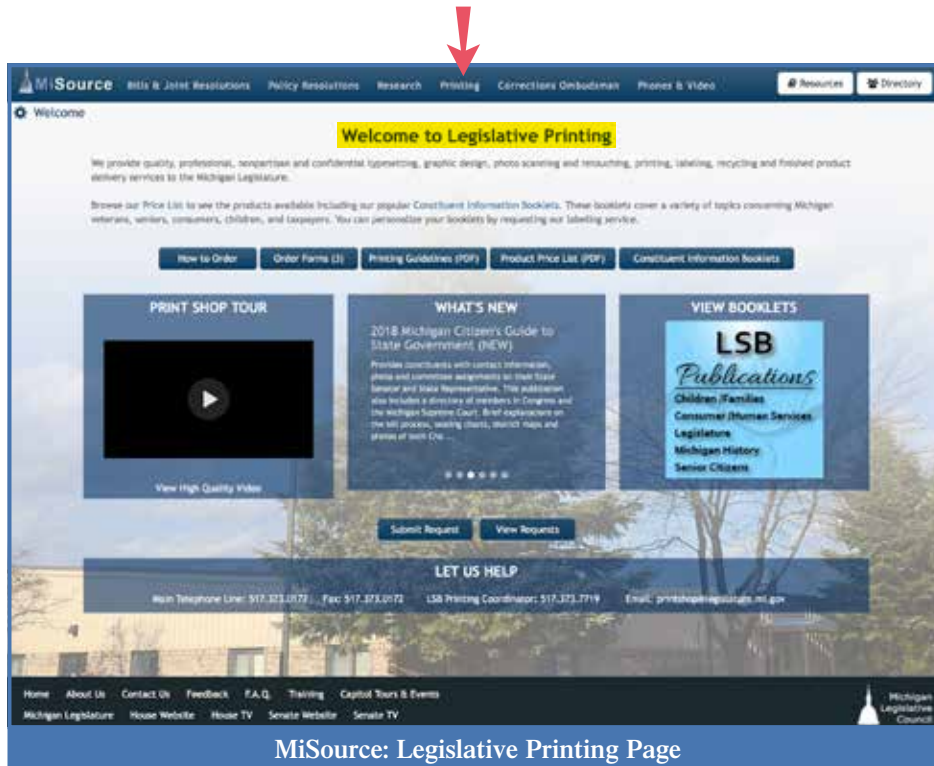
REQUESTING PRINTING SERVICES

Legislative offices order printed materials from the **LSB Legislative Printing Division**. Printing services are governed by Legislative Council rules, which include printing quotas. Printed materials are considered discretionary printing services, including office stationery, mailing labels, newsletters, and constituent information booklets. Members of the House place printing orders through their caucus printing coordinators. Members of the Senate place orders for general materials through Senate General Services; newsletters, bookmarks, postcards and other items to be mailed are handled through their caucus communication staff; and orders for constituent information booklets or state maps with labels can be sent directly to the Legislative Printing Division.

For more detailed information on **LSB Legislative Printing Division's** services and products, Legislative Council printing rules, and printing forms, go to <http://misource.legislature.mi.gov> and select "Printing." Constituent information booklets can be viewed at <http://misource.legislature.mi.gov>, select "Printing" and then "Constituent Booklets."

Extensive printing services are also provided to support the Legislature's session work. The Legislative Printing Division prints the paper copies of all introduced bills, enrolled bills, and the "linens" of enrolled bills delivered to the governor for his or her signature. Daily journals and calendars documenting the proceedings of each session day are composed and posted to the Legislature's website. Ultimately, daily journals are printed and prepared for binding for archival purposes at the end of the year.

A wide range of special printing projects are also undertaken each year. For example, the Legislative Printing Division prepares the pages of the biennial *Michigan Manual* for binding and publication. In years with proposals on the November ballot, the LSB Legislative Printing Division prepares a constituent information publication approved by the Legislature providing the language of the proposals.



The image shows a screenshot of the MiSource website's Legislative Printing page. A red arrow points to the 'Printing' link in the top navigation menu. The page features a 'Welcome to Legislative Printing' banner, a 'How to Order' section with buttons for 'Order Forms (3)', 'Printing Guidelines (PDF)', 'Product Price List (PDF)', and 'Constituent Information Booklets', a 'PRINT SHOP TOUR' video player, a 'WHAT'S NEW' section for the '2018 Michigan Citizen's Guide to State Government (hEW)', and a 'VIEW BOOKLETS' section for 'LSB Publications' including Children/Families, Consumer/Human Services, Legislature, Michigan History, and Senior Citizens. A 'LET US HELP' section provides contact information for the Main Telephone Line, Fax, and LSB Printing Coordinator. The footer includes navigation links for Home, About Us, Contact Us, Feedback, F.A.Q., Training, Capitol Tours & Events, and Michigan Legislative Council.

REQUESTING TELECOMMUNICATION AND INTERNET SERVICES

The telephones used daily in legislative offices are developed, implemented, and maintained by the **LSB Information Technologies Division**. They are responsible for setting up phones for all member offices as well as maintaining the phone systems, including updating the telephone directories and moving or disconnecting services. Since the legislative telephone and infrastructure systems are privately held and maintained by the LSB, an expanded list of features and telecommunication services are available to the Legislature, including:

- Customized voicemail;
- Toll-free number assignments;
- Audio conferencing; and
- Video conferencing.

Contact the **LSB Information Technologies Division** by phone: *P-H-O-N-E* (377-4663), or make a request at <http://misource.legislature.mi.gov> and select “Telecommunications” and then your service request, “Report Trouble,” “New Service,” “New Toll-Free Service,” “Move Service,” or “Disconnect Service.”

The LSB Information Technologies Division is also the internet service provider for the House, Senate, Office of the Auditor General, LSB, and other Legislative Council agencies. Several legislative websites, including www.legislature.mi.gov and **MiSource**, are also developed and maintained by the division. They work closely with all legislative offices and agencies, as well as other government entities, to ensure timely and accurate legislative information is transmitted. The LSB IT Division also provides computer support and application development for LSB activities, including bill drafting, research, bill status, word processing, and accounting. Contact the HELP desk by phone: 373-5555.

The screenshot shows the MiSource website interface. At the top, there is a navigation bar with the MiSource logo and links for Bills & Joint Resolutions, Policy Resolutions, Research, Printing, Corrections, On/Off/In/Out, Phones & Video, Resources, and Directory. Below the navigation bar, the page is divided into several sections. On the left, there is a 'SUPPORT STAFF' section with three profile pictures and names: Jane, Sara, and Brian. In the center, there is a 'MICHIGAN LEGISLATIVE SERVICE BUREAU' section with a 'Telecommunications' link highlighted in yellow. Below this, there is a 'SERVICES WE PROVIDE' section with links for Phone & User Guides, Voice Mail, Toll Free Services, Audio & Video Conferencing, and Training. On the right, there is a 'GET WHAT YOU NEED' section with links for Telecom Requests, Telecom Billing, and Frequently Asked Questions. A red arrow points to the 'Telecommunications' link in the MICHIGAN LEGISLATIVE SERVICE BUREAU section. At the bottom of the page, there is a footer with links for Home, About Us, Contact Us, Feedback, FAQ, Training, Capitol Tours & Events, Michigan Legislature, House Website, House TV, Senate Website, and Senate TV. The page title is 'MiSource: Telecommunications Page'.

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

Constituent groups, interest groups, school groups, and others may contact you about using or touring the Capitol. In fact, thousands will visit or use the Capitol in some fashion each year. Some groups even schedule their tours and events a year in advance. Walk-ins may be accommodated, but constituents are encouraged to call ahead as scheduled tours and staff levels may limit access to guided tours. You can monitor the schedule of Capitol events and tours on the website to see if a group from your district will be in the Capitol, but the Capitol Tour Guides will also make every effort to alert your office when a group is scheduled to be in the Capitol.

There are procedures for the use of all public areas in the Michigan State Capitol, including the rotunda and its galleries, the main corridors, the grand staircases, the first floor exterior porches and staircases, all exterior building surfaces, the Capitol grounds, and the Capitol parking lot. These procedures are administered by the **Capitol Facilities Office**. Please call the facilities staff with any questions on the procedures of the Capitol (373-0184) or for any of the following services:

- **Touring the Capitol** (373-2353): Contact the Capitol Tour Guides for scheduling tours for visitors coming to the Capitol as well as the Michigan Library and Historical Center. For more information and to view the tour schedule, please visit the following site: <http://council.legislature.mi.gov/Capitol/Tours>.
- **Arranging Events at the Capitol** (373-9617): To arrange events in the public areas of the Capitol building and grounds please contact the Capitol Events Coordinator. For more information and to view the events schedule, please visit the following site: <http://council.legislature.mi.gov/Capitol/Events>.
- **Purchasing Flags and Seals** (373-0184): To purchase 3'x5' U.S. and Michigan flags and seals, please contact the Capitol Facilities Office. Seals are available with or without frames.
- **Parking at the Capitol** (373-0184): The Capitol Parking Coordinator can assist you with signing up for a Capitol parking space, addressing any problems with the parking lot gates, or resolving issues when a car is parked in an incorrect space. While the parking coordinator administers all parking rules, parking spaces are assigned by the Senate and House.



THE EXECUTIVE BRANCH OF GOVERNMENT

Administrative Rules Process

Executive Agencies

Governor's Office
Agriculture and Rural Development
Attorney General
Civil Rights
Civil Service Commission
Corrections
Education
Environmental Quality
Health and Human Services
Insurance and Financial Services
Licensing and Regulatory Affairs
Military and Veterans Affairs
Natural Resources
Secretary of State
State Police
Talent and Economic Development
Technology, Management and Budget
Transportation
Treasury
Michigan Gaming Control Board
Michigan Lottery



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

ADMINISTRATIVE RULES PROCESS

Administrative rules are a little-known aspect of the legislative process. Rules are often necessary to carry out the intent of acts passed by the Legislature. Without rules, the *Michigan Compiled Laws* would be unmanageably large due to the need to explain technical details. The *Administrative Procedures Act of 1969*, provides the mechanism for the Legislature to authorize the executive departments to implement the purpose of public acts.

In 2000, the Michigan Supreme Court ended a five-year controversy over the Legislature’s role in promulgating rules. As a result, the rules-promulgation process now emphasizes early active involvement by the Legislature instead of the formal ability to disapprove rules, which critics called a legislative veto. The Legislature’s active role in this process provides an opportunity to ensure that the Legislature’s intent when it passes laws is not undone by executive branch departments and agencies.

Rule Drafting Review

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

- The **Joint Committee on Administrative Rules**, known as JCAR, is the legislative committee established by the APA to review proposed administrative rules. The committee consists of five members from the House of Representatives and five members from the Senate. Each chamber’s five-member contingent consists of three members from the majority party and two from the minority party.
- The **Office of Regulatory Reinvention**, known as ORR, located within the State Budget Office’s Office of Performance and Transformation, is the central executive branch staff for rule development.

The Rule-Making Process

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

1. An agency submits a Request for Rulemaking (RFR) to the ORR, which forwards a copy to JCAR.
2. ORR then approves or disapproves the RFR or requests additional information.
3. ORR reviews draft rule language it receives and may grant approval to the agency to proceed to a public hearing. If approval for a public hearing is granted, ORR sends a copy of the approved draft rules to the LSB Legal Division for informal approval.
4. The promulgating department or agency must complete a Regulatory Impact Statement (RIS) that assesses the economic impact of the rule.
5. The agency schedules a public hearing and provides notice to ORR, which in turn forwards a copy of the public hearing notice to JCAR within seven days of receipt. JCAR sends a “Notice of Public Hearing” to JCAR members and members of appropriate standing committees.
6. The rule-making agency holds a public hearing.

7. The agency prepares a rules package for JCAR. JCAR has 15 session days from the receipt of the rule package to review the proposed rule and do one of the following: waive the remaining session days or allow the session days to elapse without action; object to the rule; propose that the rule be changed; or decide to enact the subject of the rule into law. JCAR may decide to hold a hearing on the rule, in which case the agency will make staff available to answer questions.
8. If JCAR does not object or waives the remaining session days, ORR may immediately file the rule with the Office of the Great Seal within the Department of State. If JCAR objects, members of JCAR shall introduce bills in both houses to rescind the rule, repeal the authorizing statute, or stay the effective date for up to one year. If the legislation does not pass within 15 session days, ORR may file the rule. If JCAR proposes the rule be changed, the agency has 30 days to change the rule and resubmit it, or decide to not change the rule. If the agency agrees to change the proposed rule, it withdraws the rule and resubmits it. If the agency does not agree to change the proposed rule, it notifies JCAR which again has 15 session days to consider the rule. If JCAR decides to enact the subject of the rule into law, the JCAR chair or alternate chair shall introduce legislation in both houses to do so and ORR may not file the rule until 270 days after the introduction of the legislation.

Exceptions to the Rule-Making Process

The notice and participation procedures of the APA may be set aside when the preservation of the public health, safety, or welfare is at stake. The department or agency must determine that an emergency exists, and the governor must concur. The rules take effect the day they are filed with the Office of the Great Seal and can remain in effect for no more than six months. The rules may be extended another six months by the governor.

Another exception eliminates the public hearings and much of the review process for the promulgation of *Michigan Occupational Safety and Health Act* (MIOSHA) rules substantially similar to federal rules. The federal government requires states to adopt safety and health standards at least as strict as federal standards within six months of the effective date of the federal standards.

Additionally, rules proposed by the Michigan Department of Environmental Quality (DEQ) must be reviewed by the new Environmental Rules Review Committee before their submission to JCAR. The committee is made up of representatives from the waste management industry, environmental groups, local governments, utilities, manufacturing, small businesses, oil and gas, agriculture, and public health.

EXECUTIVE AGENCIES

Michigan's executive branch of government consists of numerous departments, agencies, commissions, and other bodies that are responsible for the faithful execution of the laws, rules, and policies of the state. The executive branch is run by the governor with the help of executive appointees and employees across the state. Note that the following list is subject to change since the governor may make changes to the structure of the executive branch of government by combining agencies, adding agencies, closing agencies, or making other changes.

Governor's Office

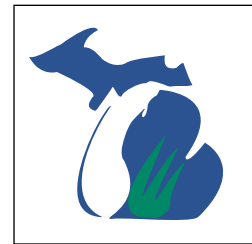
Romney Building, 2nd Floor
111 South Capitol Avenue
Lansing, Michigan 48909
Information: (517) 373-3400
www.michigan.gov/gov



The governor is the chief executive officer of the state. Major responsibilities specified in the Michigan Constitution include organization of the executive branch and annual preparation and submission of the executive budget. The governor, with the advice and consent of the Senate, appoints directors of many departments and appoints members to a wide range of boards and commissions.

Department of Agriculture and Rural Development

P.O. Box 30017
Lansing, Michigan 48909
Information: (800) 292-3939
www.michigan.gov/mdard



The mission of the Department of Agriculture and Rural Development is to “assure the food safety, agricultural, environmental, and economic interests of the people of the State of Michigan are met through service, partnership and collaboration.”

Department of Attorney General

G. Mennen Williams Building, 7th Floor
525 West Ottawa Street
Lansing, Michigan 48909
Information: (517) 373-1110
www.michigan.gov/ag



The Attorney General is the lawyer for the state of Michigan. When public legal matters arise, he/she renders opinions on matters of law and provides legal counsel for the Legislature and for each officer, department, board, and commission of state government. He/she provides legal representation in court actions and assists in the conduct of official hearings held by state agencies.

Department of Civil Rights



Capitol Tower Building, Suite 800
110 West Michigan Avenue
Lansing, Michigan 48933

Information: (517) 335-3165

TDD: (517) 241-1965 or (877) 878-8464 in Detroit

www.michigan.gov/mdcr

The Department of Civil Rights, secures the full enjoyment of civil rights guaranteed by law and the constitution through the elimination of discrimination. It's duties include the investigation of complaints of discrimination; outreach and education programs; mediation; referral; crisis intervention; anti-hate crime programming; and the dissemination of information which explains citizen rights and responsibilities.

Civil Service Commission



Capitol Commons Center
400 South Pine Street
Lansing, Michigan 48913

Information: (517) 284-0100

www.michigan.gov/mdcs

The Civil Service Commission has overall responsibility for regulating conditions of employment for classified civil service workers in the executive branch of state government. This includes classifying all positions in the classified civil service according to their respective duties and responsibilities; determining compensation rates for all classes of positions; evaluating the merits and qualifications of all candidates for civil service employment; and making rules and regulations covering all personnel transactions.

Department of Corrections



206 East Michigan Avenue
Grandview Plaza
Lansing, Michigan 48909

Information: (517) 335-1426

www.michigan.gov/corrections

The Department of Corrections administers Michigan's adult prison, probation, and parole systems. The department has jurisdiction over all adults convicted of felonies who are sentenced to prison. Convicted felons who are not sentenced to prison terms are either sentenced to a county jail term or are supervised in the community through probation. Probation services for felons are provided by the department for the various felony courts in Michigan's counties.

Department of Education



John Hannah State Office Building
608 West Allegan Street
P.O. Box 30005
Lansing, Michigan 48909

Information: (833) 633-5788

www.michigan.gov/mde

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

Department of Environmental Quality



Constitution Hall
525 West Allegan Street
P.O. Box 30473
Lansing, Michigan 48909
Information: (800) 662-9278
www.michigan.gov/deq

The Department of Environmental Quality is dedicated to protecting human health and to preserving a healthy environment that is critical to our social, cultural, and economic well-being.

Department of Health and Human Services



333 South Grand Avenue
P.O. Box 30195
Lansing, Michigan 48909
Information: (517) 373-3740
www.michigan.gov/mdhhs

The Department of Health and Human Services strives to promote better health outcomes, reduce health risks, and support stable and safe families while encouraging self-sufficiency.

Department of Insurance and Financial Services



530 West Allegan Street, 7th Floor
P.O. Box 30220
Lansing, Michigan 48909-7720
Information: (517) 284-8800 or (877) 999-6442
www.michigan.gov/difs

The Department of Insurance and Financial Services (DIFS) is responsible for regulating Michigan's financial industries, including banks, credit unions, insurance, mortgage companies, and other consumer finance lenders.

Department of Licensing and Regulatory Affairs



P.O. Box 30004
Lansing, Michigan 48909
Information: (517) 373-1820
www.michigan.gov/lara

The Department of Licensing and Regulatory Affairs (LARA) supports business growth and job creation while safeguarding Michigan's citizens through a simple, fair, efficient, and transparent regulatory structure.

Department of Military and Veterans Affairs

311 North Martin Luther King Jr. Boulevard
Lansing, Michigan 48906

Information: (517) 481-8000

www.michigan.gov/dmva



The Department of Military and Veterans Affairs, also known as the state military establishment, has three primary missions: execution of the duties laid down by various statutes and the governor, administration of state-supported veterans programming, and preparation of the military to assist both state and federal authorities. The Michigan Army and Air National Guard constitute the armed forces of the state and serve under the orders of the governor as commander-in-chief.

Department of Natural Resources

Constitution Hall
525 West Allegan Street
Lansing, Michigan 48909

Information: (517) 284-6367

www.michigan.gov/dnr



The Department of Natural Resources is committed to the conservation, protection, management, use, and enjoyment of the state's natural and cultural resources for current and future generations.

Department of State

Michigan Department of State
Lansing, Michigan 48918

Information: (888) 767-6424

www.michigan.gov/sos



The Department of State is the oldest department of Michigan state government and is administered by the Secretary of State. Elected to a four-year term, the Secretary of State is the chief motor vehicle administrator, chief elections officer, and keeper of the Great Seal.

Department of State Police

7150 Harris Drive
Dimondale, Michigan 48821

Information: (517) 332-2521

www.michigan.gov/msp



The Department of State Police provides 24-hour statewide police service for the safety and protection of the people and property of Michigan. Its primary responsibilities are to reduce the opportunities for crime, to reduce traffic accidents through diligent and fair enforcement of state laws, and to act as first responders.

Department of Talent and Economic Development



300 North Washington Square
Lansing, Michigan 48913

Information: (517) 241-6712

www.michigan.gov/ted

Joining job creation and economic development efforts under one umbrella, the Department of Talent and Economic Development (TED) consists of the Michigan Economic Development Corporation, the Michigan State Housing Development Authority, the Michigan Strategic Fund, and the newly created Talent Investment Agency (TIA). TED allows the state to leverage its ability to build talent with in-demand skills while helping state businesses grow and thrive.

Department of Technology, Management and Budget



Lewis Cass Building, 2nd Floor
320 South Walnut Street
P.O. Box 30026
Lansing, Michigan 48909

Information: (517) 241-5545

www.michigan.gov/dtmb

The Department of Technology, Management and Budget promotes a unified approach to information technology management and provides centralized administration of services including auditing, budgeting, employee resources, financial services, fleet management, mail, printing, property management, purchasing, records management, and retirement services for executive branch departments and agencies.

Department of Transportation



State Transportation Building
425 West Ottawa Street
P.O. Box 30050
Lansing, Michigan 48909

Information: (517) 373-2090

www.michigan.gov/mdot

The primary functions of the Department of Transportation are the construction, improvement, and maintenance of the state highway system, and the administration of other state transportation programs. Responsibilities include the development and implementation of comprehensive transportation plans for the entire state, including aeronautics and bus and rail transit, providing professional and technical assistance, and the administration of state and federal funds allocated for these programs.

Department of Treasury

Michigan Department of Treasury
Lansing, Michigan 48922

Information: (517) 373-3200

www.michigan.gov/treasury



The Department of Treasury exists to provide quality financial, tax, and administrative services. The State Treasurer acts as principal advisor to the governor on tax and fiscal policy issues.

Michigan Gaming Control Board

3062 West Grand Boulevard, Suite L-700

Detroit, Michigan 48202

Information: (313) 456-4100

www.michigan.gov/mgcb



Established within the Department of Treasury, the Michigan Gaming Control Board is charged with licensing, regulating, and control of casino gaming in Michigan. In addition to regulating commercial casinos in Detroit and their suppliers and employees, the Board regulates pari-mutuel horse racing and charitable gaming, and oversees Native American casino operations in Michigan.

Michigan Lottery

101 East Hillsdale

P.O. Box 30023

Lansing, Michigan 48909

Information: (517) 335-5756

www.michigan.gov/lottery



The Michigan Lottery was established within the Department of Treasury to supplement state education programs through a variety of fun and entertaining games of chance. The agency is responsible for establishing all lottery rules and regulations and administering the games.

THE JUDICIAL BRANCH OF GOVERNMENT

Appellate Courts

Michigan Supreme Court

Court of Appeals

Trial Courts

Circuit Court and Court of Claims

Probate Court

District Court

State Court Administrator



Michigan’s concept of “One Court of Justice” was introduced in 1963 by Article VI, Section 1, of the Michigan Constitution. Under this principle, the judicial system functions as an integrated unit consisting of one supreme court, one court of appeals, one trial court (known as the circuit court), and several trial courts of limited jurisdiction. Each court performs a certain role within the judicial system according to the jurisdiction given to it by the Michigan Constitution or Legislature.

APPELLATE COURTS

Michigan Supreme Court

Hall of Justice, 6th Floor

925 West Ottawa Street

Lansing, Michigan 48915

Information: (517) 373-0120

<http://courts.mi.gov>

The **Supreme Court** is Michigan’s court of last resort, consisting of seven justices. Each year, the Supreme Court receives over 2,000 applications for leave to appeal from litigants primarily seeking review of decisions by the Michigan Court of Appeals.



The Supreme Court’s authority to hear cases is discretionary. The Court grants leave to those cases of greatest complexity and public import, where additional briefing and oral argument are essential to reaching a just outcome.

Cases that are accepted for oral argument may be decided by an order, with or without an opinion. These orders may affirm or reverse the Michigan Court of Appeals, may remand a case to the trial court, or may adopt a correct Court of Appeals opinion.

Cases come before the Court during a term that starts August 1 and runs through July 31 of the following year. The Court hears oral arguments in Lansing beginning in October of each term. Decisions are released throughout the term, following oral arguments.

In addition to its judicial duties, the Supreme Court is responsible for the general administrative supervision of all courts in the state. The Supreme Court also establishes rules for practice and procedure in all courts.

Court of Appeals

The **Michigan Court of Appeals** (373-0786) was created by the current Michigan Constitution and heard its first cases in January 1965. Generally, decisions from final orders of a circuit court, as well as some probate court and agency orders, may be appealed to the court as a matter of right. Other lower court or tribunal decisions may be appealed only by application for leave to appeal, i.e., with permission of the court. The court also has jurisdiction to hear some original actions, such as complaints for mandamus or superintending control against government officers or actions alleging that state law has imposed an unfunded or inadequately funded mandate on local units of government.

The Court of Appeals had only nine judges originally. The number of judgeships steadily increased through legislation over the years to accommodate the court’s growing caseload—to 12 in 1969, to 18 in 1974, to 24 in 1988, and to 28 in 1993. Due to decreased filings in recent years, the size of the court was reduced in 2012 to 24 judges, which is to be achieved through attrition over time.

The judges of the Court of Appeals sit statewide, although they are elected or appointed from one of four districts based in Detroit, Troy, Grand Rapids, and Lansing. Hearings are held year-round before

three-judge panels in Detroit, Lansing, and Grand Rapids. Hearings are also scheduled in Marquette and in a northern Lower Peninsula location in the spring and fall of each year for the convenience of the parties and their attorneys in those areas. Judges are randomly assigned to panels in all courtroom locations so that a variety of judicial viewpoints are considered. At least two of the three judges on a panel must agree on the ruling in a case for it to be binding. Decisions of the court may generally be appealed by leave application to the Michigan Supreme Court.

TRIAL COURTS

Circuit Court and Court of Claims

The **Circuit Court** is the trial court with the broadest powers in Michigan. In general, the Circuit Court handles all civil cases with claims of more than \$25,000 and all felony criminal cases (cases where the accused, if found guilty, could be sent to prison). The Family Division of the Circuit Court handles all cases regarding divorce, paternity, adoptions, personal protection actions, emancipation of minors, treatment and testing of infectious disease, safe delivery of newborns, name changes, juvenile offenses and delinquency, juvenile guardianship, and child abuse and neglect. In addition, the Circuit Court hears cases appealed from the other trial courts or from administrative agencies. The Friend of the Court Office is part of the Family Division of the Circuit Court and handles domestic relations cases where minor children are involved. There are 57 circuit courts in Michigan. Circuit Court judges are elected for six-year terms.

In addition, there is a Court of Claims for filing cases against the state of Michigan in which a claim for money damages is made. The Court of Claims is a specialized court that handles only claims over \$1,000 filed against the state of Michigan or one of its departments.

Probate Court

The **Probate Court** handles wills, administers estates and trusts, appoints guardians and conservators, and orders treatment for mentally ill and developmentally disabled persons. There are 78 probate courts in Michigan; probate judges are elected for six-year terms.

District Court

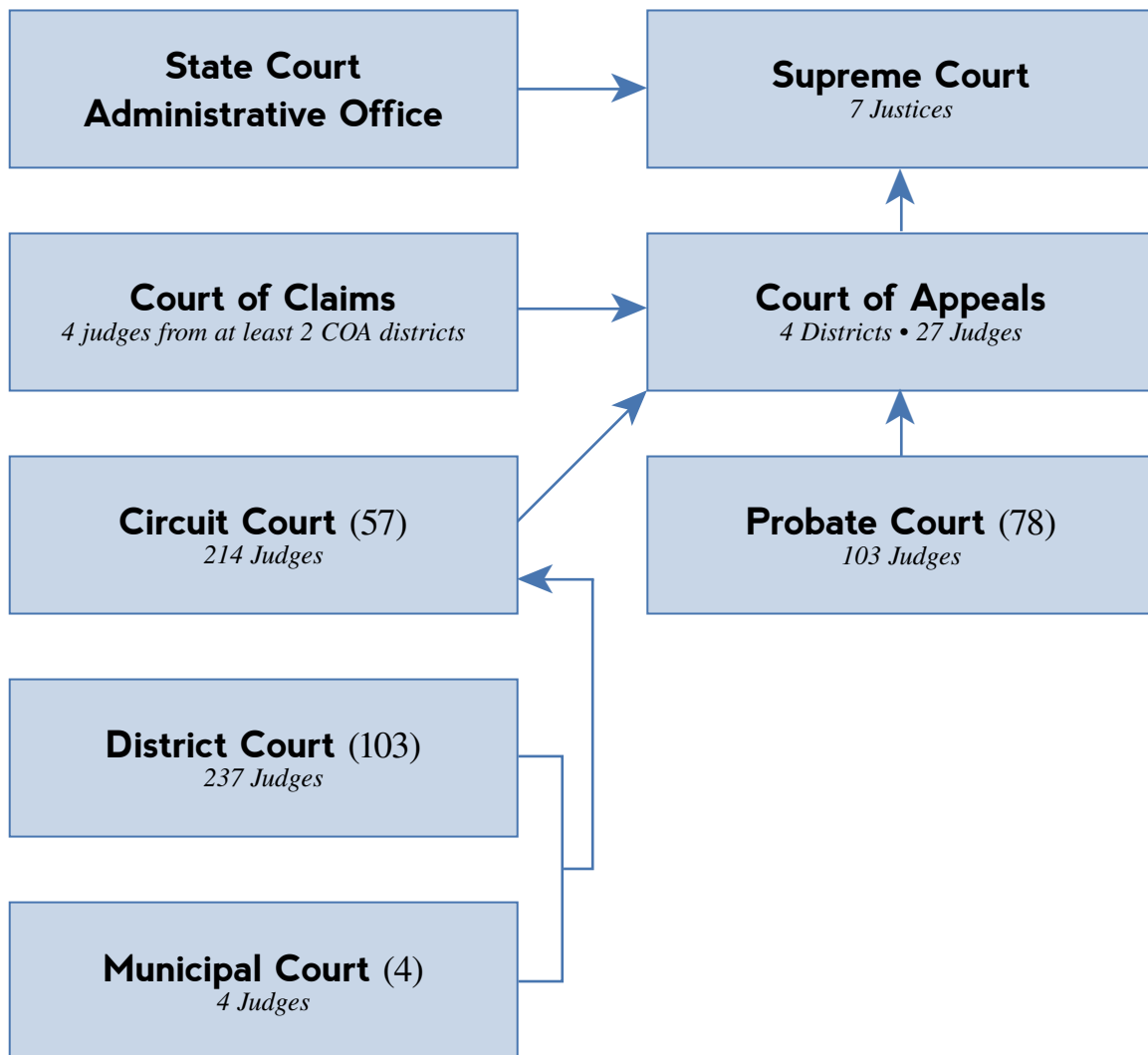
The **District Court** is often called the people’s court. More people have contact with the District Court than any other. The District Court handles most traffic violations, all civil cases with claims up to \$25,000, landlord-tenant matters, and all misdemeanor criminal cases (generally, cases where the accused, if found guilty, cannot be sentenced to more than one year in jail). In addition, small claims cases are heard by a division of the District Court. In Michigan, a few municipalities have chosen to retain a Municipal Court rather than create a District Court. The Municipal Courts have limited powers and are located in Grosse Pointe, Grosse Pointe Farms, Grosse Pointe Park, and Grosse Pointe Shores/Grosse Pointe Woods. There are approximately 100 District Courts in Michigan. District Court judges are elected for six-year terms.

STATE COURT ADMINISTRATOR

The Michigan Constitution, in Article VI, Section 3, directs that “. . . the supreme court shall appoint an administrator of the courts and other assistants of the supreme court as may be necessary to aid in the administration of the courts of this state. The administrator shall perform administrative duties assigned by the court.”

The **State Court Administrator** (373-0128) is charged with administering the state’s trial courts pursuant to the policies developed by the Supreme Court. Under the Michigan Court Rules, the State Court Administrator supervises and examines administration of the courts; examines the status of calendars of the courts; collects and compiles statistical and other data; recommends the assignment of judges where courts are in need of assistance; monitors the efficiency of case-flow management; prepares budget estimates of state appropriations needed for the judicial system; monitors judicial business; approves and publishes court forms; and certifies the adequacy of recording devices used in making records of proceedings in the trial courts.

MICHIGAN JUDICIAL BRANCH



LEGISLATIVE TELEPHONE AND WEB DIRECTORY

House of Representatives

Senate

Legislative Council

Capitol

Courts

Executive Agencies

Other



House of Representatives

Business Office		517-373-6339
Clerk's Office		517-373-0135
Clerks – Bill.....		517-373-0136
Clerks – Committee.....		517-373-0015
Clerks – Enrolling.....		517-373-0138
Clerks – Journal.....		517-373-0137
Clerks – Resolution.....		517-373-0404
Democratic Communications Staff.....	www.housedems.com	517-373-8292
Democratic Policy Staff.....		517-373-0150
Fiscal Agency	www.house.mi.gov/hfa	517-373-8080
Republican Caucus Services Office.....	www.gophouse.org	517-373-3528
Republican Policy Office.....		517-373-3100
Speaker of the House.....		517-373-1778

Senate

Clerks – Amending.....		517-373-6758
Clerks – Bill.....		517-373-0514
Clerks – Enrolling.....		517-373-9423
Clerks – Journal.....		517-373-6523
Democratic Staff.....	www.senatedems.com	517-373-7370
Finance and Human Resources		517-373-1675
Fiscal Agency	www.senate.michigan.gov/sfa	517-373-2768
General Services.....		517-373-7393
Information Services		517-373-5295
Majority Communications Office.....	www.misenategop.com	517-373-8880
Majority Counsel		517-373-6920
Majority Policy Office		517-373-3330
Media Services.....		517-373-5229
Physical Properties.....		517-373-5366
Secretary of the Senate		517-373-2400
Senate Police		517-373-5682
Session Manager.....		517-373-6770

Legislative Council

Criminal Justice Policy Commission	http://council.legislature.mi.gov/CouncilAdministrator/cjpc	517-373-0212
Joint Committee on Administrative Rules	http://council.legislature.mi.gov/CouncilAdministrator/JCAR	517-373-9425
Legislative Council Administrator.....	http://council.legislature.mi.gov/CouncilAdministrator/lca	517-373-0212
Legislative Corrections Ombudsman.....	http://misource.legislature.mi.gov/Ombudsman	517-373-8573
LSB Information Technologies Division	http://misource.legislature.mi.gov/Telecom	517-377-5555
LSB Legal Division.....	http://misource.legislature.mi.gov/Legal	517-373-9425
LSB Legislative Printing Division	http://misource.legislature.mi.gov/Printing	517-373-7719
LSB Research Services Division	http://misource.legislature.mi.gov/Research	517-373-5200
Michigan Commission on Uniform State Laws.....	http://council.legislature.mi.gov/CouncilAdministrator/MCUSL	517-373-0212
Michigan Law Revision Commission	http://council.legislature.mi.gov/CouncilAdministrator/MLRC	517-373-0212
Michigan Veterans' Facility Ombudsman	http://misource.legislature.mi.gov/VAOmbudsman	517-373-1347
State Drug Treatment Court Advisory Committee	http://council.legislature.mi.gov/CouncilAdministrator/SDTCAC	517-373-0212

Capitol

Flags and Seals.....		517-373-0184
State Capitol Events Coordinator	http://capitol.michigan.gov/planner	517-373-9617
State Capitol Facilities	http://capitol.michigan.gov/ContactFacilities	517-373-0184
State Capitol Parking Coordinator.....	http://capitol.michigan.gov/Parking	517-373-0184
State Capitol Tours.....	http://capitol.michigan.gov/ContactTours	517-373-2353

Courts

Michigan Court of Appeals – Clerk's Office	www.courts.michigan.gov/Courts/COA	517-373-0786
Michigan Supreme Court	www.courts.michigan.gov/courts/michigansupremecourt	517-373-0120
State Court Administrator.....	https://courts.michigan.gov/administration/scao/pages/default.aspx	517-373-0128

Executive Agencies

Office of the Governor	www.michigan.gov/gov	517-373-3400
Department of Agriculture and Rural Development	www.michigan.gov/mdard	800-292-3939
Department of Attorney General	www.michigan.gov/ag	517-373-1110
Department of Civil Rights	www.michigan.gov/mdcr	517-335-3165
Civil Service Commission	www.michigan.gov/mdcs	517-284-0100
Department of Corrections	www.michigan.gov/corrections	517-335-1426

Executive Agencies (cont.)

Department of Education	www.michigan.gov/mde	833-633-5788
Department of Environmental Quality	www.michigan.gov/deq	800-662-9278
Department of Health and Human Services	www.michigan.gov/mdhhs	517-373-3740
Department of Insurance and Financial Services	www.michigan.gov/difs	517-284-8800
Department of Licensing and Regulatory Affairs	www.michigan.gov/lara	517-373-1820
Department of Military and Veterans Affairs	www.michigan.gov/dmva	517-481-8000
Department of Natural Resources	www.michigan.gov/dnr	517-284-6367
Secretary of State	www.michigan.gov/sos	888-767-6424
Department of State Police	www.michigan.gov/msp	517-332-2521
Department of Talent and Economic Development	www.michigan.gov/ted	517-241-6712
Department of Technology, Management and Budget	www.michigan.gov/dtmb	517-241-5545
Department of Transportation	www.michigan.gov/mdot	517-373-2090
Department of Treasury	www.michigan.gov/treasury	517-373-3200
Michigan Gaming Control Board	www.michigan.gov/mgcb	313-456-4100
Michigan Lottery	www.michigan.gov/lottery	517-335-5756

Other

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

GLOSSARY OF LEGISLATIVE TERMS



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

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

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

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

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

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

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

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

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

Bill Request - a legislator's formal request for the Legislative Service Bureau to prepare a blueback. A bill request may also be submitted on behalf of the legislator by a member of his or her staff or by a member of the central staff.

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

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

Bureau - the Legislative Service Bureau.

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

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

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

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

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

Chair - presiding officer or chairperson.

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

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

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

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

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

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

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

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

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

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

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

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

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

Director - the Director of the Legislative Service Bureau.

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

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

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

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

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

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

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

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

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

Excused - absent with permission of the body.

Executive Order - an order or decision of the Governor.

Executive Reorganization Order or “ERO” - if an organizational change in the executive branch requires the force of law, the Governor sets forth the change in an executive reorganization order (ERO) and submits it to the Legislature. If the ERO is not disapproved by both houses of the Legislature within 60 days, the order becomes effective on the date designated by the Governor. Article V, Sections 2 and 3 of the Michigan Constitution. An ERO preempts any previously existing statute in conflict with the ERO.

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

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

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

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

General Orders - an order of business in which the Senate meets as a Committee of the Whole to consider a bill or joint resolution after the bill or joint resolution is reported out of committee back to the full Senate with the committee’s recommendation and other amendments offered by other members of the Senate, including advancement of the bill or joint resolution to the order of Third Reading of Bills for final passage or adoption.

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

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

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

Headlee Amendment - in 1978, sections 25 - 34 were added to Article IX of the Michigan Constitution in an attempt to limit the growth of state government, to prohibit the Legislature from imposing unfunded mandates on local governments, and to preclude local governments from raising taxes without a vote of the people. Section 31 is commonly known as the Headlee amendment.

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

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

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

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

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

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

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

Invocation - prayer rendered at the beginning of a session.

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

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

Joint Resolution - a document used to propose an amendment to the Michigan Constitution, to ratify an amendment to the Constitution of the United States, or to handle certain matters where power is solely vested in the legislatures of the states by the United States Constitution. Joint resolutions used

to propose amendments to the Michigan Constitution require a two-thirds majority in each house to pass and must be adopted by the citizens of Michigan in a general election. Joint resolutions are not considered by the Governor.

Joint Resolution Request - a legislator's formal request for the Legislative Service Bureau to prepare an orangeback. A joint resolution request may also be submitted on behalf of the legislator by a member of his or her staff or by a member of central staff.

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

Record Roll Call Vote - a vote in which each member’s “yea” or “nay” (“yes” or “no”) is recorded, except during Committee of the Whole in the Senate. The vote on the final passage of all bills and joint resolutions (Const. 1963, Art. XII, Section 1) must be by record roll call. The Constitution provides that, with the request of at least one-fifth of the members present, any question may be decided by a roll call vote and recorded in the journal. In the Senate, no record roll call votes are permitted while the Committee of the Whole is meeting.

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

Regular Session - the one-year period during which a Legislature carries on business. Article IV, Section 13 of the Michigan Constitution requires that each regular session start on the second Wednesday in January at 12 noon.

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

Veto - an action of the Governor rejecting a measure passed by the Legislature. A Governor's veto of a bill may be reconsidered by both houses, and if the bill is then passed by a two-thirds majority in each house, the veto is overridden and the measure becomes law. Also see Article IV, Section 33 of the Michigan Constitution.

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

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

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

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

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

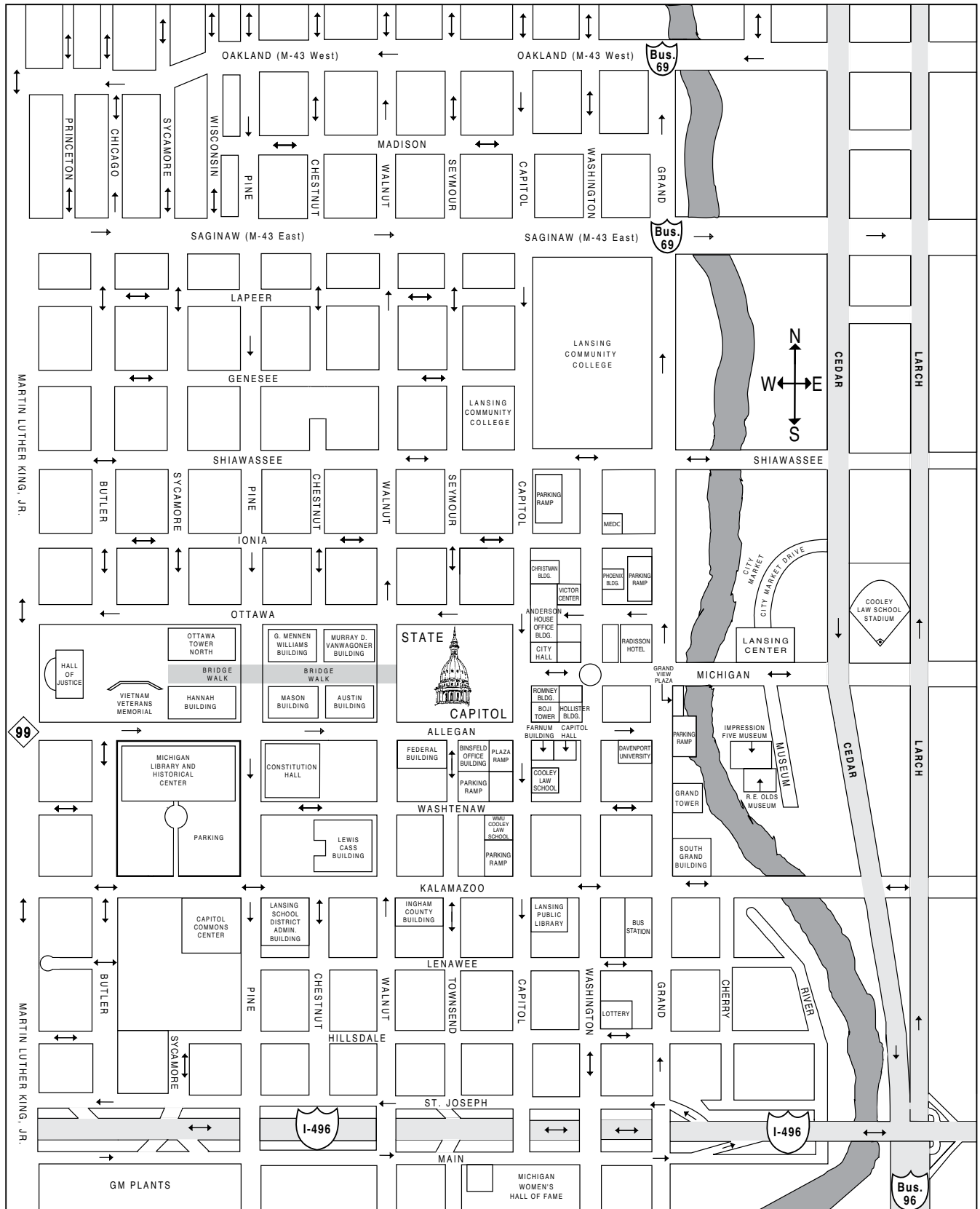
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DOWNTOWN LANSING





Legislative Council Administrator (LCA) 3-0212

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

Legislative Service Bureau (LSB)

Information Technologies 7-4663 Phones • 3-5555 Computers

The **LSB Information Technologies Division** provides telecommunications and website services to the Michigan Legislature.

Legal 3-9425

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

MiLENIA System 3-1305

The **LSB MiLENIA System Division** is responsible for providing the Legislature with consolidated chamber automation, drafting tools, and future updates to Legislative websites.

Printing 3-7719

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

Research Services 3-5200

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

Legislative Corrections Ombudsman (LCO) 3-8573

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

Michigan Veterans' Facility Ombudsman (MVFO) 3-1347

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

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