

**THIS IS YOUR
GENERAL ASSEMBLY**



JOINT COMMITTEE ON LEGISLATIVE MANAGEMENT
LEGISLATIVE COMMISSIONERS' OFFICE
CONNECTICUT GENERAL ASSEMBLY

2015-2016

JOINT COMMITTEE ON LEGISLATIVE MANAGEMENT
LEGISLATIVE COMMISSIONERS' OFFICE
CONNECTICUT GENERAL ASSEMBLY

Questions concerning this publication should be
addressed to:

The Office of Legislative Management
Legislative Office Building, Room 5100
Hartford, CT 06106 -1591
(860) 240-0100
jclm@cga.ct.gov

THE GENERAL ASSEMBLY 2015-2016

VISITOR INFORMATION

Legislative sessions are held at the Capitol Building in Hartford. The public gallery of the House may be reached by stairways from the 3rd floor; the Senate galleries open onto the 4th floor. Committee meeting and public hearing rooms are located in the adjoining Legislative Office Building. Limited parking is available in the LOB garage off Broad St. and Capitol Avenue. Additional parking information can be found on the website www.cga.ct.gov

CAPITOL INFORMATION AND TOURS

Capitol Information and Tours, operated by the League of Women Voters of Connecticut Education Fund, Inc., has two locations: Room 101 in the Capitol and first floor, west entrance of the Legislative Office Building. Free one-hour guided tours are available. The League can be reached at (860) 240-0222.

A Legislative Information Center, operated by the House and Senate Clerk's Offices, is located in the Capitol basement, Vault 5. It may be reached by calling (860) 240-0555.

The Connecticut State Library has a bill information retrieval service with the status of current bills, and historical and governmental reference materials, for both legislators and the general public. Contact:

Reference Librarian
State Library
231 Capitol Avenue
Hartford, CT 06106

or by telephone at:

Bill Status Information: (860) 757-6550
Legislative Reference Service: (860) 757-6590

Connecticut's state legislature is known as the General Assembly. It consists of the Senate and the House of Representatives. In accordance with the Constitution adopted in 1965, senators and representatives are elected for two-year terms from single member districts of substantially equal population. The House and Senate meet at the State Capitol in Hartford. General Assembly committees meet and hold hearings in the adjoining Legislative Office Building (LOB).

SESSIONS

REGULAR SESSIONS

Odd-numbered years: Sessions begin on the Wednesday following the first Monday in January and adjourn not later than the first Wednesday following the first Monday in June. The 2015 session runs from January 7 to June 3.

Even-numbered years: Sessions begin on the Wednesday following the first Monday in February and adjourn not later than the first Wednesday following the first Monday in May. Even-numbered year sessions are limited to budgetary, revenue, and financial matters; bills and resolutions raised by General Assembly committees; and matters the speaker of the House of Representatives and president pro tempore of the Senate certify in writing as emergencies. The 2016 session runs from February 3 to May 4.

SPECIAL SESSIONS: The Governor or a majority of the members of each house may call a special session of the General Assembly.

VETO OR "TRAILER" SESSION: If the governor vetoes any bills after a regular or special session ends, the Secretary of the State calls a legislative session for the sole purpose of considering whether to override the veto.

MEMBERSHIP

THE SENATE: The Senate has 36 members. (The Constitution provides for a Senate of between 30 and 50 members.) Its political party composition is 21 Democrats, 15 Republicans.

THE HOUSE: The House has 151 members. (The Constitution provides for a House of Representatives of between 125 and 225 members.) Its political party composition is 87 Democrats and 64 Republicans.

TERM OF OFFICE: Two years.

ELECTED: In November of even-numbered years.

ANNUAL SALARY OF RANK AND FILE LEGISLATORS: \$28,000 plus \$5,500 expenses for senators and \$4,500 for representatives, plus a 57.5 cents-per-mile travel allowance.

ELECTED OFFICIALS – 2015-2016

Dannel P. Malloy	Governor
Nancy Wyman	Lieutenant Governor
Denise Merrill	Secretary of the State
Denise L. Nappier	Treasurer
Kevin Lembo	Comptroller
George C. Jepsen	Attorney General

<p>THE SENATE</p> <p>OFFICERS</p> <p>President: Nancy Wyman (D) By virtue of her office as lieutenant governor, presides over Senate; gives the casting vote if Senate is equally divided.</p> <p>President Pro Tempore: Martin M. Looney (D) Elected by Senate; presides over Senate in absence of lieutenant governor; appoints Senate chairmen and committee members.</p> <p>Majority Leader: Bob Duff (D) Elected by majority party members of Senate. In conjunction with the president pro tempore, manages the order of Senate business.</p> <p>Minority Leader: Leonard Fasano (R) Elected by minority party members of Senate. Nominates committee members and designates committee ranking members.</p>
<p>THE HOUSE</p> <p>OFFICERS</p> <p>Speaker: J. Brendan Sharkey (D) Elected by House of Representatives; presides over House; appoints House chairmen and committee members.</p> <p>Majority Leader: Joe Aresimowicz (D) Elected by majority party members of House. In conjunction with the speaker, manages the order of House business.</p> <p>Republican Leader: Themis Klarides (R) Elected by minority party members of the House. Nominates minority committee members and designates committee ranking members.</p>

KEEP IN TOUCH WITH YOUR REPRESENTATIVES

STATEWIDE OFFICIAL	
Envelope:	His Excellency, The Honorable Dannel P. Malloy, State of Connecticut Executive Chambers, The Capitol Hartford, Connecticut 06106-1591
Salutation:	Dear Governor Malloy:
STATE SENATOR (District No.)	
Envelope:	The Honorable State Senate Legislative Office Building Hartford, Connecticut 06106-1591
Salutation:	Dear Senator _____: or Dear Sir/Madam:
STATE REPRESENTATIVE (District No.)	
Envelope:	The Honorable State House of Representatives Legislative Office Building Hartford, Connecticut 06106-1591
Salutation:	Dear Representative _____: or Dear Sir/Madam:

MAJORITY AND MINORITY LEADERS

Majority and minority leaders preside over party caucuses, direct party strategy, assemble party members for important votes, serve as party spokesmen and serve as ex officio members of all committees.

ORGANIZATIONS AND PROCEDURES

At the beginning of each session, the Senate and House adopt separate rules for conducting business and joint rules governing committees and procedures for introducing and reporting bills. The General Assembly holds joint conventions to receive the governor's state of the state, budget, and adjournment messages; and conduct other necessary business.

COMMITTEES

DEADLINES FOR COMMITTEE REPORTS FINAL COMMITTEE ACTION

<u>Committee</u>	<u>2015</u>	<u>2016</u>
Aging	March 10	March 10
Children	March 10	March 10
Veterans' Affairs	March 10	March 10
Banking	March 12	March 17
Housing	March 12	March 10
Program Review and Investigations	March 16	March 11
General Law	March 17	March 15
Labor and Public Employees	March 17	March 17
Legislative Management	March 18	March 14
Insurance and Real Estate	March 19	March 17
Public Safety & Security	March 19	March 15
Transportation	March 23	March 18
Commerce	March 24	March 22
Higher Education and Employment Advancement	March 24	March 15
Energy & Technology	March 26	March 24
Human Services	March 26	March 22
Environment	March 27	March 18
Education	March 30	March 21
Planning and Development	March 30	March 21
Public Health	April 1	March 23
Government Administration and Elections	April 1	March 23
Judiciary	April 13	March 30
Appropriations	April 30	March 31
Finance, Revenue and Bonding	May 1	April 1

All committees of the General Assembly are joint committees composed of both senators and representatives. For 2015-2016, there are 27 committees, 25 of which draft, review and report bills and resolutions. Three committees (Internship, Program Review and Investigations, and Regulation Review) have equal numbers of members from each political party and special responsibilities. Committees function regardless of whether the General Assembly is in session. Most occupy offices and use hearing rooms in the LOB. The committees, their chairmen, and office locations are:

Aging: Chairs, Sen. Mae M. Flexer & Rep. Joseph C. Serra,
Ranking Members, Sen. Kevin C. Kelly & Rep. Mitch Bolinsky, Capitol Room 011

Appropriations: Chairs, Sen. Beth Bye & Rep. Toni E. Walker,
Ranking Members, Sen. Robert J. Kane & Rep. Melissa H. Ziobron, Room 2700

Banking: Chairs, Sen. Gary A. Winfield & Rep. Matthew Lesser,
Ranking Members, Sen. Henri Martin & Rep. Bill Simanski, Room 2400

Children: Chairs, Sen. Danté J. C. Bartolomeo & Rep. Diana S. Urban,
Ranking Members, Sen. Henri Martin & Rep. Noreen Kokoruda, Capitol Room 011

Commerce: Chairs, Sen. Joan V. Hartley & Rep. Chris Perone,
Ranking Members, Sen. L. Scott Frantz & Rep. Fred Camillo, Capitol Room 110

Education: Chairs, Sen. Gayle S. Slossberg & Rep. Andrew M. Fleischmann,
Ranking Members, Sen. Antonietta "Toni" Boucher & Rep. Gail Lavielle, Room 3100

Energy and Technology: Chairs, Sen. Paul Doyle & Rep. Lonnie Reed,
Ranking Members, Sen. Paul M. Formica & Rep. Tim Ackert, Room 3900

Environment: Chairs, Sen. Ted Kennedy & Rep. James Albis,
Ranking Members, Sen. Clark J. Chapin & Rep. John T. Shaban, Room 3200

Executive & Legislative Nominations: Chairs, Sen. Bob Duff & Rep. Claire L. Janowski,
Ranking Members, Sen. Robert J. Kane & Rep. Cecilia Buck-Taylor, Room 1000

Finance, Revenue & Bonding: Chairs, Sen. John W. Fonfara & Rep. Jeffrey J. Berger,
Ranking Members, Sen. L. Scott Frantz & Rep. Christopher Davis, Room 3700

General Law: Chairs, Sen. Carlo Leone & Rep. David A. Baram,
Ranking Members, Sen. Kevin D. Witkos & Rep. Dan Carter, Room 3500

Government Administration & Elections: Chairs, Sen. Steve Cassano &
Rep. Ed Jutila, Ranking Members, Sen. Michael A. McLachlan & Rep. Richard Smith,
Room 2200

Higher Education and Employment Advancement: Chairs, Sen. Danté J. C. Bartolomeo & Rep. Roberta B. Willis, Ranking Members, Sen. Kevin D. Witkos & Rep. Whit Betts, Room 1800

Housing: Chairs, Sen. Gary A. Winfield & Rep. Larry B. Butler,
Ranking Members, Sen. Tony Hwang & Rep. Brenda L. Kupchick, Room 2700

Human Services: Chairs, Sen. Marilyn Moore & Rep. Catherine F. Abercrombie,
Ranking Members, Sen. Joe Markley & Rep. Terrie Wood, Room 2000

Insurance and Real Estate: Chairs, Sen. Joseph J. Crisco, Jr. & Rep. Robert W. Megna, Ranking Members, Sen. Kevin C. Kelly & Rep. Robert C. Sampson, Room 2800

Internship: Chairs, Sen. Art Linares & Rep. Theresa W. Conroy,
Ranking Members, Sen. Ted Kennedy & Rep. Jay M. Case, Room 5150

DEADLINE TO PETITION A COMMITTEE REPORT is seven calendar days after the date for submission of that report by the committee.

Judiciary: Chairs, Sen. Eric D. Coleman & Rep. William Tong,
Ranking Members, Sen. John A. Kissel & Rep. Rosa C. Rebimbas, Room 2500

Labor and Public Employees: Chairs, Edwin A. Gomes & Rep. Peter A.
Tercyak, Ranking Members, Sen. Tony Hwang & Rep. David Rutigliano, Room 3800

Legislative Management: Chairs, Sen. Martin M. Looney, & Rep. J. Brendan
Sharkey, Ranking Members, Sen. Leonard A. Fasano & Rep. Themis Klarides. Room
5100

Planning & Development: Chairs, Sen. Catherine A. Osten & Rep. Philip J. Miller,
Ranking Members, Sen. Art Linares & Rep. William Aman, Room 2100

Program Review & Investigations: Chairs, Sen. John W. Fonfara & Rep. Christie M.
Carpino, Ranking Members, Sen. John A. Kissel & Rep. Mary M. Mushinsky,
Capitol Room 506

Public Health: Chairs, Sen. Terry B. Gerratana & Rep. Matthew Ritter,
Ranking Members, Sen. Joe Markley & Rep. Prasad Srinivasan, Room 3000

Public Safety and Security: Chairs, Sen. Timothy D. Larson, & Rep. Stephen D.
Dargan, Ranking Members, Sen. Anthony Guglielmo & Rep. Lezlye Zupkus, Room
3600

Regulation Review: Chairs, Sen. Clark J. Chapin & Rep. Brian Becker,
Ranking Members, Sen. Paul A. Doyle & Rep. Arthur J. O Neil,
Capitol Room 011

Transportation Committee: Chairs, Sen. Andrew M. Maynard & Rep. Antonio
Guerrera, Ranking Members, Sen. Antonietta "Toni" Boucher & Rep. Tom O Dea,
Room 2300

Veterans' Affairs: Chairs, Sen. Mae Flexer & Rep. John "Jack" F. Hennessy,
Ranking Members, Sen. Henri Martin & Rep. Dave W. Yaccarino, Capitol Room 509A

2015-2016 LEGISLATIVE TIMETABLE

Session Convenes	January 7, 2015	February 3, 2016
Deadline for members to introduce proposed bills		
Deadline for committees to vote to draft proposed bills as committee bills or schedule proposed bills for subject matter hearings		
Deadlines for committees to vote to draft raised bills		
Deadlines for committees to vote to draft as committee bills proposed bills that received subject matter hearings		
Session Adjourns	June 3, 2015	May 4, 2016

SESSIONAL COMMITTEE MEETING SCHEDULE

The Standing Committees are divided into two groups, "A" and "B". From the start of the session, committees may meet on any day through January 16 in 2013 and February 7 in 2014. From January 17 in 2013, and February 10 in 2014, and continuing until the reporting out date as provided in the Joint Rules, the following "A" committees may meet only on *Mondays, Wednesdays, and Fridays*: Education; Environment; Government Administration and Elections; Judiciary*; Planning and Development; Public Health; and Transportation; the following "B" committees may meet only on *Tuesdays and Thursdays*: Aging, Banks, Commerce, Energy and Technology, General Law, Higher Education and Employment Advancement, Housing, Human Services, Insurance and Real Estate, Labor and Public Employees, and Public Safety and Security; Children, and Veterans' Affairs. The "A" committees, Appropriations; and Finance, Revenue and Bonding; and the Statutory Committees, Executive and Legislative Nominations; Legislative Management; Program Review and Investigations; and Regulation Review, may meet on any weekday. *Notwithstanding the meeting restriction, prior to these dates, the Judiciary Committee may meet on any weekday after April 3 in 2013, and after March 19 in 2014. The Speaker of the House of Representatives and President Pro Tempore of the Senate or their designees may grant special exceptions to these rules. Committees may meet on any day during the interim between the 2013 and 2014 regular sessions and after the 2014 regular session.

HOW TO READ A BILL

When a bill is introduced, it is given a number by which it is identified throughout the session. Senate bills are numbered from 1 through 5,000. House bills are numbered from 5,001 through 9,999. A bill reported to the House or Senate floor is also given file and calendar numbers.

A bill contains the name of the sponsor(s) or committee of introduction, a brief but comprehensive title (which may be changed if amendments alter its substance), the sections of proposed legislation and their effective date(s), and a brief explanation of its purpose.

Most bills amend sections of existing law. New language is underlined and language to be deleted is placed between brackets. To understand a bill, one should read the old language with the new language, skipping over any language between brackets. If a section of a bill is all new language, it is not underlined, and the new language is preceded by the word "NEW."

LEGISLATIVE TOOLS

Data Retrieval Service – Computers can provide the current status of bills. The computer service can locate a bill by number, subject, or sponsor. Computers are located in the Information Room in the Capitol basement (Vault 5) and in the State Library's legislative reference section. The Connecticut General Assembly also welcomes you to visit the State of Connecticut Legislative Internet home page www.cga.ct.gov which provides the same information.

Legislative Publications - Available at Bill and Document Room in the LOB, Room 1400 and online:

Proposed Bills, Resolutions, Joint Resolutions - Also available from Senators and Representatives.

Bulletin - List of committees and dates and places for hearings and meetings. Issued daily during legislative sessions.

Connecticut Legislative Guide - Roll; committees; staff; and rules, regulations and guidelines of General Assembly.

Legislative Record Index - Post-session compilation showing history of bills and resolutions.

Senate and House Calendars - List of committee reports, bills, and resolutions ready for action. Issued on legislative days.

Senate and House Journals - Summary of floor action during previous legislative day. Issued on legislative days.

Committee Action List - Summary of committee actions on bills.

Bill List - List of bills introduced for a first reading and referred to committees each day.

HOW A BILL BECOMES A LAW

INTRODUCTION

Proposed Bills

Before the session opens, and for a limited time after opening day, General Assembly members may file proposed bills and resolutions in the house to which they were elected. Proposals may reflect legislators' special concerns or be introduced at the request of constituents, organizations, executive department heads, or other government agencies. Proposed bills are not written in full statutory language but instead state their purpose briefly in plain language. Bills drafted in formal statutory language may be introduced only by committees or by the leaders of the governor's party in the General Assembly at the governor's request.

Senators and representatives may sponsor bills jointly and may "sign on" as co-sponsors of bills originating in either house by asking the clerk of the appropriate house to add their names as sponsors.

Types of Legislation

Most bills, if passed, become *public* acts, which are laws of general application codified in the Connecticut General Statutes. Bills dealing with individual towns, corporations, or special districts, or that impose requirements for a limited time become *special* acts.

Resolutions express the General Assembly's sentiments but are not laws and do not have to be signed by the governor. They are used for such purposes as confirming nominations, approving state employee collective bargaining agreements, approving settlements of claims against the state, extending congratulations or sympathy, making appointments, expressing opinions about national or international affairs, and adopting session rules. A Senate or House resolution (SR or HR) requires action by the house of origin only. A Senate or House joint resolution (SJR or HJR) requires action by both houses. A proposed constitutional amendment is introduced as a joint resolution (SJR or HJR) and follows the same procedure as a bill except for voting requirements.

COMMITTEE ACTION

Bill Drafts and Hearings

Each committee considers the proposed bills referred to it and orders full drafts in formal statutory language of those it decides merit further consideration. Committees can also decide to hold "subject matter hearings" on proposed bills without having them fully drafted. A committee may also "raise" bills on subjects within its jurisdiction for public hearing. Committee bills (fully drafted bills based on proposed bills) and raised bills (fully drafted bills introduced by a committee that are not based on a proposed bill) are drafted by attorneys in the Legislative Commissioners' Office (LCO) and returned to the committee for consideration. The committee holds hearings to give the public an opportunity to express views on bills. Legislators, state agency officials and municipal chief elected officials are allowed to testify during the first hour of a public hearing. Members who get signatures from a specified number of House or Senate members can petition a committee to draft a proposed bill and schedule it for a public hearing in cases where a committee has chosen not to do so.

Committee Reports

After the committee has considered a bill, it may (1) issue no report, in which case the bill fails; (2) issue an unfavorable report; or (3) issue a joint favorable (JF) report. When a committee votes to report a bill or resolution favorably, it is submitted to LCO, which has 10 days to check it for constitutionality, general accuracy, and consistency with existing statutes and to correct references and phraseology. LCO then refers the bill to the offices of Legislative Research and Fiscal Analysis, which have five days to prepare, respectively, a plain-language explanation of its legal effect ("bill analysis") and a statement of its fiscal impact ("fiscal note"). LCO must transmit the bill, bill analysis, and fiscal note (together called a "file") to the house of origin within 15 calendar days after first receiving it, unless the speaker and the president pro tempore grant an extension.

Referrals

Frequently, bills receive favorable reports from two or more committees before they are ready for action by the House and Senate. For example, bills requiring appropriations must be referred to the Appropriations Committee; those with penalties to the Judiciary Committee; those affecting revenues, taxes, bonds, and fees to the Finance, Revenue and Bonding Committee; and those changing state government organization to the Government Administration and Elections Committee. If the committee of origin does not refer a bill directly to another committee with some jurisdiction over its subject, the full House or Senate may do so.

Bills Not Acted On in Committee

If a committee does not JF a bill, it may nevertheless be required to report it out by (1) the speaker and the president pro tempore certifying the need for action (emergency certification) or (2) a majority of the members of either house petitioning the committee for a report and filing the petition with the clerk within a specified time. Petitioned bills are considered unfavorable reports unless the committee receiving the petition meets to vote to JF it.

SENATE AND HOUSE ACTION

Files and Calendars

Each favorably reported bill, with its bill analysis and fiscal note, receives a file number and is placed on the calendar in its house of origin in the order that the clerks receive it from LCO.

If the bill is not expected to be controversial, the majority and minority leaders can place it on the consent calendar. Bills on the consent calendar can be passed as a group without discussion. Any member may object to any consent calendar bill and ask for it to be returned to the regular calendar for a full debate and separate vote at the proper time.

A bill can be passed even if it is not printed and in the members' files if the speaker and the president pro tempore certify in writing that an immediate vote is necessary. But members must still have a copy of the bill and a fiscal note on their desks before the vote.

General Debate and Voting

General debate and action on a bill is in order on the third day after the bill has been printed for the files and on the calendar for two session days. In general, a simple majority of those present can pass a bill or adopt an amendment. But the law requires a super-majority to pass a constitutional amendment, a plan to redistrict the General Assembly, a constitutional convention bill, a bill to exceed or amend the definition of the state's constitutional spending cap, or to reject an arbitration award resolving a state employee contract impasse. Final votes to pass or reject a bill must be taken by roll call. Members' votes are printed in the daily House and Senate journals.

Members may offer amendments before the final vote. The chamber must adopt amendments either by voice or roll call votes before acting on the bill. In the House, a roll call vote on an amendment may be requested by one-fifth of the members present. In the Senate, one senator may request a roll call vote. Except during the last three days of the regular session, a bill receiving a favorable vote in the chamber where it originated must be held for one session day for possible reconsideration. If the bill is not reconsidered, it is sent to the other house and placed on the calendar there. The rule requiring bills to be held for one day after passage is commonly suspended for immediate transmittal to the other house.

Both houses must pass the bill in the same form before it may be sent to the governor. A bill that is amended in the second house must be returned to the first house for approval. In the event of disagreeing action between the two houses, a committee of conference is appointed to work out an agreement.

GOVERNOR'S ACTION; EFFECTIVE DATES

After a bill passes both houses, it is sent to the governor. The governor may approve or veto the bill. A bill becomes law when the governor signs it. A bill becomes a law without her signature if she fails to act within five days if the General Assembly is in session, or within 15 days if it has adjourned. If the governor vetoes a bill, it is returned with her objections to its house of origin. A two-thirds vote of the members of each house is required to override a veto.

Public acts take effect on October 1 following passage and special acts on approval, unless they specify otherwise.

CONSTITUTIONAL AMENDMENTS

The General Assembly may propose amendments to the state constitution. If a proposed constitutional amendment is approved by three-fourths of the members of each house, it is presented to the voters at the next general election in an even-numbered year. If a proposed constitutional amendment is approved by a majority but less than three-fourths of the members of each house, it is continued to the next regular session of the General Assembly elected at the next general election, where it must be approved again by a majority of the members of each house in order to be presented to the voters at the next general election in an even-numbered year.