

*State of Connecticut  
Department of Public Health*



***Legislative Guide 2004***

*Office of Government Relations  
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MS #13GRE  
Hartford, CT 06106  
(860) 509-7269*

## **Introduction**

*When the General Assembly convenes on February 4, 2004, a high volume of requests for information and comments will be required from the Department.*

*In an effort to prepare for this year's legislative session, Government Relations has developed a reference guide to help DPH staff better understand the internal legislative process.*

*This guide contains all of the forms and reference information you will need during the upcoming session.*



Keeping Connecticut Healthy

## **Contact us**

For more in-depth explanations, information or questions regarding the Department of Public Health legislative process, please contact Karen Buckley-Bates, Joseph Oros or Nancy Nicolescu in the Government Relations Office.

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### **Availability on the U:\Drive**

The 2004 Legislative Forms are available on the LAN at the following site: u:\legalert\forms.  
Previous session indexes are also available at u:\legalert\.

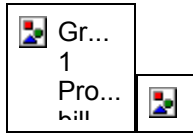
### **Availability on the Internet**

Bill information is available through the Connecticut General Assembly's web site:  
<http://www.cga.state.ct.us/>

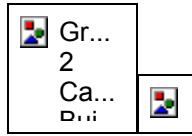
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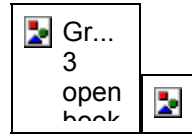
# How a Bill Becomes a Law



Proposed bill



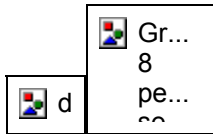
Bill is sent to the clerk of the House of the sponsoring legislator for numbering.



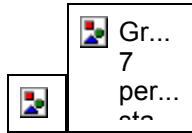
Bill title, number and sponsors are printed in the House and Senate Journals.



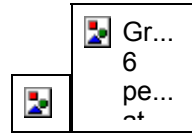
Bill is sent to the appropriate joint standing committee of the General Assembly, depending on the bill's subject matter.



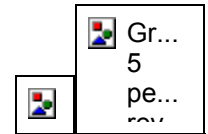
Bill requiring action by another committee is referred to that committee, e.g. a bill requiring expenditure is referred to the Appropriations Committee.



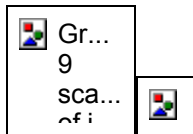
Committee may report the bill favorably, defeat the bill or issue no report (the bill fails).



Committee holds public hearings for the public, state agency representatives and legislators on all bills it wishes to consider.



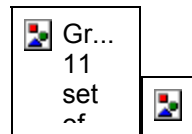
Committee may:  
1. have the bill drafted in legal language;  
2. combine it with other bills and have it drafted as a committee bill; 3. refer the bill to another committee; or 4. take no action, so the bill fails. The committee may also write a new "raised" committee bill.



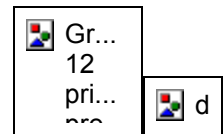
After leaving the last committee, the bill is sent to the Legislative Commissioners' Office to be checked for constitutionality and consistency with other law.



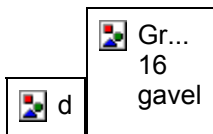
The Office of Fiscal Analysis adds an estimate of the bill's cost. The Office of Legislative Research adds a "plain English" explanation of the bill.



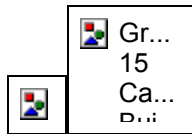
Clerk assigns the bill a calendar number.



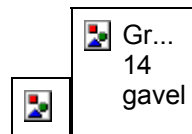
Final printing of bill.



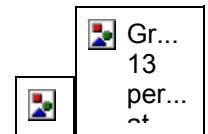
Other house votes on the bill.



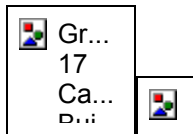
A "yes" vote sends the bill to the other house for placement on calendar.



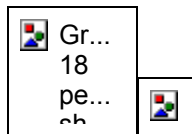
Vote on bill.



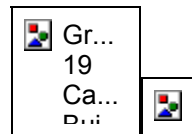
Debate and amendments in the house of origin. House may send the bill to another committee before voting.



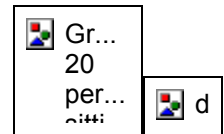
Bill returned to first house for concurrence if amended by second house. If not amended, bill is sent to the governor. If House and Senate cannot agree, the bill is sent to a joint conference committee.



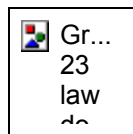
If the conference committee reaches agreement, a report is sent to both houses.



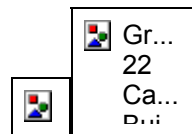
If one or both houses reject the changes, the bill fails.



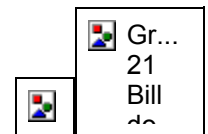
If both houses pass the bill, it is sent to the governor. Governor can  
1. sign the bill.  
2. veto it, or  
3. take no action.



The bill becomes law if:  
1. the governor signs it;  
2. the governor fails to sign within 5 days during the legislative session or 15 days after adjournment;  
3. the vetoed bill is repassed in each house by a 2/3 vote of the elected membership.



Vetoed bill can be reconsidered by both houses.



If governor vetoes, the bill is returned to the house in which it originated.

## **Legislative Terms**

### **AMENDMENT**

A written proposal to change the language of a bill or resolution prepared by the Legislative Commissioners' Office. Each amendment is identified by an LCO number and given a letter of designation (such as, House or Senate "A") by the presiding officer when formally introduced on the floor. The letter designation is sometimes referred to as a "schedule", as in House amendment schedule "A".

### **BILL**

A written proposal to change existing law or enact a new law prepared by the Legislative Commissioners' Office.

### **BILL NUMBER**

Number given to each bill by the House or Senate clerk when it is first introduced in a legislative session. Senate bills are numbered 1 to 4999; House bills are numbered 5000 and up.

### **BRACKETS**

Used to show the words in an existing law that a bill or amendment proposes to delete. Brackets are placed before and after the deleted word or group of words.

### **BUDGET BILL**

Usually refers to the annual proposal specifying appropriations for the state agencies for the coming fiscal year. Bills that change the statutes to implement the budget may also be called "budget bills".

### **BULLETIN**

Short for Legislative Bulletin. The document showing the schedule for legislative sessions, committee meetings, public hearings, and other events and containing notes of interest to legislators and staff. It is published daily when the General Assembly is in session.

### **CALENDAR**

The daily list of bills awaiting action by the full Senate or House.

### **CALENDAR NUMBER**

The number each bill receives when it is placed on the calendar for the first time. Bills are renumbered in chronological order based on when they go onto the calendar. Thus, a low calendar number indicates a bill that has been awaiting action since early in the session.

### **CAUCUS**

- 1) A group of legislators made up of all members of a particular political party or a group within a party.
- 2) A private meeting of such a legislative group.

### **COMMITTEE BILL**

A fully drafted bill based on a proposed bill.

### **COMMITTEE, JOINT STANDING**

A group of designated senators and representatives with authority to raise and consider legislative proposals dealing with a subject area set forth in the Joint Rules. Committee members are appointed for a full two-year term. Joint standing committees tend to carry over from one biennium to the next.

### **DEAD**

As in, "The bill is dead." Means a bill is defeated or otherwise removed from consideration for the rest of the session.

### **DUMMY BILL OR DUMMY**

A bill without much content raised or reported out by a committee to meet a deadline specified in the rules in order to allow time to formulate and later substitute a more substantive bill.

**EFFECTIVE DATE**

The date the bill becomes a law. Unless otherwise designated, all bills that amend the statutes are effective October 1 in the year passed. All special acts are effective upon passage.

**FILE COPY**

Printed version of bill ready for consideration by the full House or Senate.

**FILE NUMBER**

Number given to each bill reported out of a committee and printed and ready for House or Senate action. If a new version of a bill is printed because of amendments by one house, it receives a new file number. Files are numbered from, regardless of whether they are House or Senate bills.

**FILED WITH LCO**

Bill status notation indicating that a committee has sent a bill to the Legislative Commissioners' Office for transmittal either to another committee or the Senate or House floor.

**FISCAL NOTE**

Statement prepared by the Office of Fiscal Analysis of the cost or savings resulting from a bill or amendment. Required for every bill or amendment considered by the House or Senate.

**FISCAL STATEMENT**

A written explanation in addition to the fiscal note required for proposed Senate amendments that would reduce state revenues or increase state expenditures. The statement must explain the decrease in expenditures or the source of increased revenues required to balance the state budget.

**FOOT OF THE CALENDAR**

A parliamentary device used in the Senate to hold bills. The "foot of the calendar" is a special category at the end of the calendar. Bills may be placed or removed from the foot only by a special motion.

**GO LIST**

The list of bills on the calendar that the House intends to take up on a particular session day.

**GOVERNOR'S BILLS**

Bills introduced by legislative leaders at the request of the governor.

**HOUSE BILL**

A bill introduced by a member of the House of Representatives. House bills are numbered from 5001.

**JF**

Short for joint favorable report.

**JF DEADLINE**

The date by which each committee must report out bills or resolutions for further consideration by other committees or the full General Assembly. The committee deadlines are listed in the Joint Rules and all reports must be submitted to the Legislative Commissioners' Office by the dates listed.

**JF REPORT**

A report compiled by the committee clerk on a standard form for each favorably reported bill. Among other things, the JF report summarizes public hearing testimony and lists organizations that support and oppose the bill.

**JFS**

Short for joint favorable substitute.

**JOINT FAVORABLE**

Short for joint favorable report. A joint committee's recommendation to the full General Assembly that it pass a bill.

**JOINT FAVORABLE SUBSTITUTE**

A committee motion to give a favorable report to a new version of a particular bill. Also known as "JFS".

**JOINT UNFAVORABLE**

A committee motion to report out a bill with a recommendation that it not pass.

**LCO NUMBER**

A number assigned to each item drafted in LCO. Each version of a bill and each amendment has a different LCO number and the number is usually used to differentiate among versions with the same bill number, or amendments before they receive their letter designations.

**PROPOSED BILL**

A bill introduced by an individual legislator at the beginning of a session, not fully drafted. In even-year sessions, the subjects of proposed bills are restricted to fiscal matters.

**PUBLIC ACT**

A bill passed by both chambers of the legislature that amends the general Statutes.

**PUBLIC HEARING**

A meeting which members of the public and representatives of state agencies have the opportunity to testify to a legislative committee on bills, resolutions, or issues before the committee. Requirements for public hearings are set forth in the Joint Rules.

**RAISED BILL**

A fully drafted bill introduced by a committee that is not based on a proposed bill.

**REGULATION**

A rule adopted by a state agency to implement, interpret, or prescribe law or policy or describe its procedure or practice requirements. Agency regulations have the force of law, must be adopted according to procedures described in the law, and must be approved by the Legislative Regulation Review Committee.

**SENATE BILL**

A bill introduced by an individual senator or first filed with the Senate clerk. Senate bills are numbered 1 through 4,999.

**SPECIAL SESSION**

A meeting of the General Assembly called for a particular purpose. A special session may be called by the governor or by a majority of legislators.

**SPONSOR**

The originator of a legislative proposal, either a legislator or a committee.

**SUBSTITUTE BILL**

An amended bill reported by a committee. Indicated by a small "s" in front of its bill number.

**TESTIMONY**

A serious statement in support of or against a proposed bill.

**TRANSCRIPT**

A written word-for-word record of the proceedings of a committee's public hearing, or the House or Senate debates. No transcripts are made of committee meetings.

**VEHICLE**

A bill or resolution that is susceptible to being amended to accomplish another purpose, often either more controversial or larger in scope than the original bill. A vehicle to which many amendments are attached is sometimes called an omnibus.

## **Response Forms**

### **Raised / Initial Bill Form**

This form is used when a new bill appears on the index. It provides Government Relations important information regarding your position and how we should lobby the proposed bill during legislative session.

### **Testimony Template**

Testimony is your opportunity to make a statement in support of or against a proposed bill. In order to provide testimony a public hearing must be scheduled. When preparing testimony please refer to our testimony guidelines

### **Substitute Language Form**

This form is used when a committee has amended a bill. The language contained in the substitute bill should be reviewed carefully for any significant changes that may impact your program.

### **Fiscal Impact Statement**

A fiscal impact statement is a written explanation that explains the decrease in state revenues or increase in state expenditures. The Office of Fiscal Analysis requires this statement for every bill or amendment considered by the House or Senate.

### **File Copy Response Form**

This form is used when a bill is given a file number. A file copy is a version of the bill that contains a statement from the Legislative Commissioners Office, the Office of Fiscal Analysis and the Office of Legislative Research.

### **Amendment Response Form**

This form is used when a change to the language of the bill is proposed. Each amendment is identified by an LCO number and given a letter of designation (such as, House or Senate "A"). Amendment responses require a rapid turnaround time.

### **Public Act Summary Form**

This form is used when a bill has been passed into law. It is your final review and provides Government Relations your analysis of the bills impact to your bureau.

### **Hotsheet**

This sheet is provided daily and indicates to you which of the above response forms need to be submitted to our office.

## **2004 Legislative Session Raised / Initial Bill Form**

**Date:**

**To:** Karen Buckley-Bates, Legislative Liaison

**From:**

**Bureau/Office:**

**Re: Bill No.:** \_\_\_\_\_

**Title:** \_\_\_\_\_  
\_\_\_\_\_

1. Bureau Position and Impact (Please number in priority order):

- \_\_\_\_\_ Positive
- \_\_\_\_\_ No Impact
- \_\_\_\_\_ Negative
- \_\_\_\_\_ High
- \_\_\_\_\_ Medium
- \_\_\_\_\_ Low
- \_\_\_\_\_ Amend
- \_\_\_\_\_ Watch
- \_\_\_\_\_ Support
- \_\_\_\_\_ Neutral
- \_\_\_\_\_ Oppose

2. Is testimony needed? \_\_\_\_\_

3. How does this bill affect DPH?  
\_\_\_\_\_  
\_\_\_\_\_

4. Will passage of this language result in a fiscal impact to the Department? \_\_\_\_\_

5. Key Contact Person? \_\_\_\_\_ Phone #: \_\_\_\_\_

6. If more than one Bureau is involved please specify which Bureau should take lead?  
\_\_\_\_\_

7. Does this bill impact a Board? If so, which one? \_\_\_\_\_  
\_\_\_\_\_

Approved by: \_\_\_\_\_ Date: \_\_\_\_\_

## **Testimony Guidelines**

1. *The director of the appropriate section in each bureau should draft testimony as soon as possible. Public hearings often are scheduled without much notice (legally must be published at least three days in advance.)*
2. *Testimony is to be prepared using a consistent format, including font type and size.*
3. *Testimony template is located at **u:\legalert\forms\2 testimony.doc***
4. *Draft testimony is sent to the Bureau Chief for review.*
5. *Approved testimony should be sent via e-mail to Government Relations.*
6. *Government Relations will distribute testimony to the commissioner and executive staff for final approval.*
7. *Government Relations and/or the appropriate bureau chief as directed by the commissioner and executive Staff will complete final testimony.*
8. *Copies are made and delivered to Government Relations.*
9. *The commissioner, deputy commissioner or bureau chief, unless otherwise specified, will present testimony.*

**TESTIMONY PRESENTED BEFORE THE (Insert Committee Name)  
February 1, 2003**

*Name of Bureau Chief/Director, Bureau/Office Phone Number*

**Senate or House Bill - An Act**

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**The Department of Public Health supports or opposes Senate or House Bill**

**BODY OF TESTIMONY**

**Thank you for your consideration of the Department's views on this bill.**

U:\legalert\forms\2 Testimony.doc

**TESTIMONY PRESENTED BEFORE THE PUBLIC HEALTH COMMITTEE**

**Joxel Garcia, M.D., M.B.A., Commissioner  
Department of Public Health**

**House Bill 5287 - An Act Making Changes To Certain Public Health Licensing Statutes**

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The Department of Public Health supports House Bill 5287.

This act seeks to expand current statutory provisions for the licensure of homeopathic physicians, veterinarians, naturopathic physicians, occupational therapists and occupational therapy assistants and amends the Department's authority to maintain a list of radon professionals in accordance with National current practices. The act also would allow schools of nursing that are accredited by appropriate bodies other than the National League for Nursing to be approved and exempt from routine survey visits by Department staff.

Existing statutory provisions require that, in addition to meeting all other eligibility requirements for licensure, foreign veterinary graduates must be certified by the Educational Commission for Foreign Veterinary Graduates (ECFVG) of the American Veterinary Medical Association (AVMA). Although the ECFVG program is currently administered by the AVMA, it has come to the Department's attention that negotiations are currently taking place to determine the entity that may administer the program in the future. This bill continues to require foreign veterinary graduates to obtain ECFVG certification, however, it eliminates the reference to the AVMA. Should the AVMA no longer administer the ECFVG program, this change will allow the Department to continue to license foreign veterinary graduates without disruption or further statutory revisions.

Existing statutory provisions also limit the Department's ability to license practitioners who have demonstrated competent practice in other states, but whose training and experience may not meet current or future licensure requirements in Connecticut. This bill allows the Department to license veterinarians, naturopathic physicians, occupational therapists and occupational therapy assistants who hold current licenses in good standing in another state having similar licensure standards to Connecticut. In addition to streamlining the licensing process, this bill supports the establishment of uniformity in the regulation of health professions in Connecticut and across the country and promotes interstate mobility.

Currently, there is no statutory language to clearly delineate the practice of homeopathic physicians. Persons seeking licensure as a homeopathic physician in Connecticut must meet all of the eligibility requirements for licensure as a physician/surgeon. Such persons must also successfully complete the homeopathic licensing examination administered by the Department of Public Health. However, there are no specific requirements concerning specialized training or education in homeopathic medicine. This bill seeks to clarify the statutory language pertaining to the practice of homeopathy and establishes additional criteria for licensure as a homeopathic physician. In addition to defining "homeopathic physician", this bill requires persons seeking licensure as a homeopathic physician in Connecticut to complete formal training in homeopathy.

CGS 19a-14b, as amended, gives DPH the authority to prepare a list of radon professionals who are currently listed with the U.S. Environmental Protection Agency (EPA) Radon Proficiency Program. Since September 30, 1998, this program has not been provided by EPA and is now provided by private organizations. CGS 19a-14b specifically references EPA, therefore a change in language to maintain a list of radon service providers who are listed by a national radon proficiency program is needed.

Thank you for your consideration of the Department's views on this bill.

## **2004 Legislative Session Substitute Language Form**

**Date:**

**To:** Karen Buckley-Bates, Legislative Liaison

**From:**

**Bureau/Office:**

**Re:** Review of Substitute Language

**Substitute Bill No.:** \_\_\_\_\_

**Title:** \_\_\_\_\_  
\_\_\_\_\_

1. Check all that apply:  
 **Insignificant change in language**  
 **Significant change in language**  
 **Forwarded to:** \_\_\_\_\_

2. If significant changes, please explain:  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

3. Will passage of this language result in a fiscal impact to the Department? \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

4. Substitute Language reviewed by: \_\_\_\_\_

**Approved by:** \_\_\_\_\_ **Date:** \_\_\_\_\_

# **2004 Legislative Session Fiscal Impact Statement**

DATE OF REQUEST:

BILL NUMBER:  
FILE NUMBER:  
LCO NUMBER:

TITLE: An Act

STATE IMPACT:

State Cost (savings):

State Revenue (loss):

Net State Cost (savings):

MUNICIPAL IMPACT: None

FEDERAL IMPACT: None

EXPLANATION OF STATEMENT:

Completed by:

Date transmitted to Bureau Chief of Administration \_\_\_\_\_

**FOR BUREAU CHIEF OF ADMINISTRATION USE ONLY**

Date transmitted to Government Relations: \_\_\_\_\_

**FOR GOVERNMENT RELATIONS USE ONLY**

Date transmitted to OFA \_\_\_\_\_ OPM \_\_\_\_\_

U:\legalert\forms\4Fiscal Impact Statement.doc

## ***2004 Legislative Session File Copy Response***

**Date:**

**To:** Karen Buckley-Bates, Legislative Liaison

**From:**

**Bureau/Office:**

**Re:** Review of File Copy

**Bill No.:** \_\_\_\_\_ **File No.** \_\_\_\_\_

**Title:** \_\_\_\_\_  
\_\_\_\_\_

1. Check all that apply:

- \_\_\_\_\_ **Insignificant change in language**
- \_\_\_\_\_ **Significant change in language**
- \_\_\_\_\_ **Technical change in language**
- \_\_\_\_\_ **Forwarded to:** \_\_\_\_\_

2. If significant changes, please explain:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

3. File Copy reviewed by: \_\_\_\_\_

**Approved by:** \_\_\_\_\_ **Date:** \_\_\_\_\_

## **2004 Legislative Session Amendment Response Form**

**Date:**

**To:** Karen Buckley-Bates, Legislative Liaison

**From:**

**Bureau/Office:**

**Re:** Review of Amendment

**Bill No.:** LCO No.

**Title:** \_\_\_\_\_  
\_\_\_\_\_

1. Why does the agency favor or oppose this amendment?

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

2. Amendment reviewed by: \_\_\_\_\_

Approved by: \_\_\_\_\_ Date: \_\_\_\_\_

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## ***2004 Legislative Session Public Act Summary***

**Date:**

**To:** Karen Buckley Bates, Legislative Liaison

**From:**

**Bureau/Office:**

**Re:** Review of Public Act

**Public Act No.:**

**Title:**

1. Why does the agency favor or oppose this act?

2. Action required by the Bureau?

3. Name of section(s) and person(s) responsible to carry out provisions of this act?

4. If applicable, what is the anticipated schedule to implement the provisions in this act?

5. Are regulations required to be promulgated?

6. Will an existing Department policy statement require revision?

7. Other

Approved by:

Date:

U:\legalert\forms\7 Public Act Summary.doc

# **HOT SHEET**

February 4, 2004

**Raised / Initial Bill**

Form Location: u:\legalert\Forms\1 Raised – Initial Bill.doc

Date Added to Index	Bill No.	Director/Bureau

**Testimony Needed**

Form Location: u:\legalert\Forms\2 Testimony.doc

Bill No.	Director/Bureau	Public Hearing Date

**Substitute Language**

Form Location: u:\legalert\Forms\3 Substitute Language.doc

Bill No.	Director/Bureau

**Fiscal Impact Statement**

Form Location: u:\legalert\Forms\4 Fiscal Impact Statement.doc

Bill No.	Director/Bureau	Due Date

**File Copies**

Form Location: u:\legalert\Forms\5 File Copy Response.doc

Bill No.	Director/Bureau	File Number

**Amendment**

Form Location: u:\legalert\Forms\6 Amendment Response.doc

Bill No.	Director/Bureau	LCO Number

**Public Act**

Form Location: u:\legalert\Forms\7 Public Act Summary.doc

Bill No.	Director/Bureau	Public Act Number

## ***2004 Legislative Session*** ***Legislative Index***

### **Column Names**

**Bill:** Bill Number

**Progress:** Bill Progress

Key: HC1 = passed first house committee.  
HCF = passed Final house committee.  
HSE = passed house.  
SC1 = passed first senate committee.  
SCF = passed Final senate committee.  
SEN = passed senate.  
DIE = Dead bill  
VTO = Vetoed

**Sponsor:** The originator of a legislative proposal, either a legislator or a committee.

**Title/Summary:** Bill Title and Bill Summary

**History:** The stage in the legislative process that a bill has reached at a given time. A summary of a bill's status shows all the action taken on the bill up to the moment the status is requested.

**Index Number:** Office of Government Relations – Filing Reference

**Priority Level:** Office of Government Relations – Priority Assignment

**Position/Impact:** Bureau position and potential impact

**GRE Notes:** Office of Government Relations – Notes

**Bureau Comments:** Bureau/Office – Notes

**Fiscal Impact:** Fiscal Impact

**Bureau:** Lead Bureau

**Contact Person:** Key Contact Person

