



GUIDE

TO THE
CALIFORNIA STATE
EXECUTIVE
BRANCH

Center for California Studies
California State University, Sacramento

Governor's Office of Planning and Research

December 1998
Revised October 2004





CALIFORNIA STATE UNIVERSITY, SACRAMENTO

THE CENTER FOR CALIFORNIA STUDIES

October 2004

Dear Friend,

In the spring of 1998, Pete Wilson was in his last year of his second, and thanks to term limits, final term as governor of California. Knowing the challenges and complexities of gubernatorial transitions, Governor Wilson directed his staff to start preparations so that his successor's move to the Governor's office would be as efficient, seamless and easy as possible. As part of those preparations, Governor Wilson's staff requested the Center for California Studies to commission two studies through the Center's Faculty Research Fellows Research Program (FRFP). These reports were completed a few months later by Professor Robert Waste and Anne Cowden of Sacramento State University.

The first report, *A Guide to the California Executive Branch*, was developed to provide a new administration's personnel with basic information on the structure, operations and administration of the Executive branch of state government as well as the legislative and judicial branches. The second report, *Lessons in Gubernatorial Transitions*, was designed to "furnish information about past transition experiences to help prepare the new Governor for the immediate challenges of office." The report included, among others, sections on organizing transition offices and staff, inaugural responsibilities, and managing the appointment process.

At the request of Mr. Paul Miner, Deputy Cabinet Secretary for Governor Arnold Schwarzenegger, the Center has updated *A Guide to the California Executive Branch* to reflect the many changes in California government since 1998 and especially since the election of Governor Schwarzenegger.

The Center created the Faculty Research Fellows Program in 1994 to link the policy research resources of the California State University with the policy research needs of the legislative and executive branches of state government. Research requests are received by the Center from the Assembly, Governor's Office and the state Senate. The Center converts those requests into Requests for Proposals (RFPs) distributed throughout the 23 campuses of the CSU. The Center selects the best proposal and then oversees the project to ensure an on-schedule completion and delivery. Once a report is completed, the Center reviews it only to ensure it meets the requirements of the RFP; neither the Center nor the requesting office has any control over the content or conclusions of a report. Since its creation, FRFP has distributed more than \$700,000 to fund 57 separate research projects and reports conducted by 69 faculty members at 13 different campuses of the California State University.

If you have questions about this report or the Faculty Research Fellows Program, please feel free to contact us or visit the Center's website at www.csus.edu/calst

Sincerely,

Tim Hodson
Executive Director
Center for California Studies

6000 J Street, Sacramento, California 95819-6081 • (916) 278-6906 • (916) 278-5199 FAX • calstudies@csus.edu

INTRODUCTION

A Guide To The California State Executive Branch has been developed for Governor's staff and appointees unfamiliar with the operation and administration of the executive branch of State government. It includes information about the Governor's constitutional powers; sections on the State budget and legislative process; descriptions of key staff positions, state agencies, and departments; and resource materials to help familiarize appointees with the organization and workings of State bureaucracy.

As chief executive of the State, the Governor has great latitude in the organization of his or her office and in the interpretation of his or her constitutional powers. A number of the practices described herein, especially the responsibilities and organization of the Governor's personal staff, will vary from administration to administration. This guide reflects recent trends which undoubtedly will change according to the wishes of each Governor.

Several individuals provided generous assistance in furnishing the information contained in this guidebook. We wish to thank Paul F Miner, Director of the Governor's Office of Planning and Research, who conceived of the project, John R. Gonsales of the California State Library, Sarah J. Smith of the Trade and Commerce Agency, Linda Brooks of the State Public Employment Board, Carol Corcoran and Carl Rogers of the Department of Finance, Garrett R. Ashley of the Governor's Office of Emergency Services, and Hope Ruiz of the Governor's Office of Planning and Research, who contributed their time and knowledge to this publication.

We hope *A Guide to the California State Executive Branch* will prove a useful resource for those seeking information about the Governor, the Governor's office, and the State executive branch.

Finally, we view this publication as an ongoing project of the Center for California Studies, produced with funding from the Faculty Fellow Program, and welcome any comments or corrections.

DR. ROBERT WASTE
Chair, Department of Public Policy and Administration
California State University, Sacramento

DR. ANNE COWDEN
Professor, Department of Organizational Behavior and Environment
California State University, Sacramento

December 1998
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he Governor is the highest-ranking elected official in State government. In California-the oldest executive office in the U.S., the most populous state in the country, and the 7th largest economy in the world-the governorship carries with it an influence and promi-

POWERS OF THE GOVERNOR'S OFFICE

The Governor

Tenure rivaled by few other states. As the California Political Almanac points out, “To be Governor of California in recent decades is to stand in the wings of the national political stage. Ronald Reagan proved most adept at moving into the spotlight, and George Deukmejian did his best to avoid it. But the state’s chief executive automatically commands attention, owing largely to the 54 electoral votes that make California enormously important in any presidential election.”¹

While pundits have argued that California government runs increasingly on “auto-pilot.” “The fact is,” as one political observer noted, “that people look to the Governor to get the job done.”²

The Governor’s “supreme executive powers” derive largely from the State Constitution, which vests him or her with legislative powers, powers of appointment, emergency powers as commander-in-chief of the state militia, and ceremonial powers as the head of state. In addition, the Governor exercises authority over the administration and organization of the executive branch, serves as the official channel of communication between the State and Federal government, and as the unofficial leader of his or her political party.

The following section examines these powers of office and the role they play in establishing the Governor’s leadership of the executive branch of State government.

~~State of the State Address~~

Legislative Powers

At the beginning of each legislative session, the Governor delivers a Constitutionally-required State-of-the-State Address to a joint meeting of the State Legislature. The Address reports on the condition of the State and highlights the Governor’s policy agenda for the coming year. The January speech, which is broadcast statewide and generates heavy media attention, precedes the presentation of the Governor’s budget to the State Legislature. In recent years, Governors have used the State of the State to garner public support for key provisions of the budget likely to face stiff partisan opposition in the Legislature.

Budget Powers

The Constitution requires the Governor to submit an annual budget to the Legislature by no later than January 10th. The budget includes every expenditure for every branch of State government and is drafted in the Department of Finance under the direct supervision of the Governor’s office. Once in the Legislature, the budget undergoes great scrutiny and debate. During the Legislature’s review of the budget, the Governor submits a May Revise with adjustments to revenues and expenditures forecast in the original spending plan. Eventually the two houses settle on a single budget bill, which, following the Constitution but not recent practice, is returned for the Governor’s signature by no later than midnight of June 15th.

Veto Powers

Once the Governor receives the budget, he or she may reduce or eliminate particular

Powers of the Governor's Office

budget items with a line item veto. The line item veto is a potent gubernatorial tool which requires a two-thirds vote in each house to override. A veto override is rare, last occurring in 1979 under Governor Jerry Brown. The Governor also possesses a general veto which he or she may wield to reject entire, non-budgetary bills. Finally, the Governor may threaten a veto to influence bill content or to dissuade legislation.

Power to Call Special or Extraordinary Sessions

The Constitution allows the Governor to call the Legislature into special session to deal with urgent or extraordinary matters. Action during a special session is limited to the subjects specified by the Governor. As California's Legislature notes, "While the Governor controls the subject matter of legislation which may be considered during an extraordinary session, what is embraced in the subject as designated by the Governor is to be given a broad interpretation. The Legislature may consider matters germane to or those having a natural connection with the subject... specified by the Governor."³

Laws passed in special session take effect 91 days after the session adjourns as opposed to January 1, as is the case in the regular session. In recent years, Governors have called special sessions to address workers' compensation reform, property tax reform, and the siting of a controversial prison.

Power to Call Special Elections

The Constitution requires the Governor to call a special election for vacancies in the State Legislature, in California's delegation in the House of Representatives, and the in the U.S. Senate. In a special election primary as in a regular open primary election, all candidates of all parties are listed on a single ballot: two or three Republicans and two or three Democrats, for example, may vie for a vacant seat. A candidate who receives a majority of the vote is elected to office. But if no one candidate receives a majority, the top vote-getter of each party must face each other in a special, general election run-off.

In addition to the Governor's authority to call special elections to fill legislative vacancies, the Constitution authorizes the Governor to call special statewide elections for initiative and referendum measures.

Appointment Powers

The Governor may appoint and set the salaries of such assistants as he or she deems necessary for the proper operation of the executive office. The Governor nominates some 3,000 civil service exempt positions, including nominees to: (1) executive and political positions; (2) key administrative positions including state agency secretaries and department heads; (3) commissions and boards; (4) and the judiciary.

Vacancy

Where a vacancy occurs in the office of the Lieutenant Governor, Secretary of State, Attorney General, Treasurer, Controller, Superintendent of Public Instruction, the State Board of Equalization, or on county Boards of Supervisors, the Governor nominates a person to fill the vacancy subject to confirmation by a majority vote in the Senate and Assembly. The nomination is rejected where the houses split on confirmation. But if the nominee is neither accepted nor rejected within 90 days of the appointment, he or she takes office as though they had been confirmed. A confirmed appointee assumes office for the balance of the unexpired term.⁴

Judicial Appointments

The Governor's greatest influence on the judicial branch is the power of appointment.

Powers of the Governor's Office

Between elections of judges, vacancies occur due to retirement, death, and the creation of additional judgeships by the Legislature. These vacancies require the Governor to appoint judges to the bench at four levels: the supreme court, court of appeals, superior court, and municipal court.

Judges on the supreme court and district courts of appeal are chosen in a method that requires action by the Governor before any election is held. The appointment of appellate and State supreme court judges follows a three-step process:

1. Appointment by the Governor, with recommendations from the Commission on judicial Nominees Evaluation (JNE Commission).

The Governor is required by law to submit the names of nominees to the 27-member Commission on judicial Nominees Evaluation, which makes recommendations to the Governor on the fitness of individuals nominated for judgeships. The Commission rates prospective judges as “exceptionally well-qualified,” “well-qualified,” “qualified,” or “not qualified.” Despite the legally-required JNE evaluation, the Governor may disregard the Commission’s recommendation and proceed with the appointment as he or she wishes.

2. Approval by the Commission on judicial Appointments.

The Commission on judicial Appointments holds veto power over prospective nominees and appointees to the state supreme court and courts of appeal. Two of the three members of the Commission—which consists of the Chief justice of the State supreme court, the Senior Justice of the court of appeals in the district of appointment, and the State Attorney General—must vote to confirm these judges for the Governor’s appointment to proceed. The Commission votes on whether the nominee is “qualified” or “unqualified” to take the bench.

3. Election and confirmation by voters for a twelve-year term.

Justices for the supreme court and courts of appeal are elected to 12-year terms. When a supreme court justice retires in the middle of his or her term, the Governor appoints a replacement who must run in the next general election to fill out the duration of the retiring justice’s term. The appointee must then run again at the expiration of his predecessor’s term, which coincides with another general election, for a 12-year term of his or her own. With no opposing candidates permitted to run, citizens are limited to a “yes” or “no” vote when deciding whether or not to retain a sitting justice.

In non-partisan races, voters elect California superior and municipal court judges to six year terms. To qualify for a judgeship, candidates must have been an attorney for a minimum of five years.

(In the appendix, see California State Supreme and Appellate Courts.)

Commander-in-Chief

Emergency Powers

The Governor is the commander and chief of the California National Guard (unless the president has placed it under federal control) and may call it into active duty in emergencies such as floods, fires, earthquakes, and to restore civic order.

Power to Call a State of Emergency

The Governor may call a state of emergency in the event of flood, fire, earthquake, or other natural or manmade disaster such as an act of terrorism, dam failure, or a toxic spill. In a state of emergency, the Emergency Services Act authorizes the Governor, within certain limits, to suspend State laws and regulations and to commandeer private property in impacted areas. In addition, the Governor’s proclamation allows localities to

Powers of the Governor's Office

access State public assistance moneys to repair roads, schools, and other public facilities and infrastructure damaged by the disaster. Once a state of emergency has been called, municipalities also may recover from the State emergency response costs, such as the cost of extra firefighters or law enforcement officials dispatched during and after the emergency. Generally speaking, the Governor must issue an emergency declaration before the President calls a federal state of emergency and thus makes available federal relief moneys to disaster victims.

Executive Clemency**Executive Clemency and Extradition Powers**

The State Constitution gives the Governor clemency powers to pardon, grant a reprieve to, and commute the sentence of a person convicted of a crime. A reprieve postpones the execution of a sentence. A pardon releases the convict from the legal consequences of a crime. And a commutation reduces the length of a sentence. The State Constitution requires that the Governor give the Legislature a yearly report of each reprieve, pardon and commutation granted, stating the pertinent facts in each case and his reasons for granting it.

The Constitution restricts the Governor's clemency powers by providing that: (1) the Governor may not grant clemency in cases of impeachment and (2) cannot pardon or commute the sentence of someone twice convicted of a felony unless a majority of the Supreme Court concurs.

Extradition

The Constitution grants the Governor powers to extradite suspected fugitives from their state of "asylum" to California. In cases of extradition, the Governor submits to the Governor of the "asylum" state a formal demand for the fugitive's return to California. If the asylum-state Governor honors the request, he or she signs a rendition warrant and forwards it to the local law enforcement agency holding the fugitive. Once the Governor's warrant is issued and served, the fugitive must be taken into custody. Where the Governor of the asylum state refuses the request, the Governor may launch a series of legal maneuvers to pursue extradition of the fugitive.

Ceremonial Head of State**Ceremonial Powers**

The Governor's ceremonial powers allow him or her to commemorate, stage, or preside over public events as the head of State. Such events have included ribbon-cuttings, ship christenings, touring prisons to generate public support for new correctional facilities, hosting the Queen of England, and holding trade shows in foreign countries to generate interest in California products. The Governor may use his or her ceremonial powers to influence public opinion and often times—through speeches, public appearances, press releases and other strategic media efforts—to advance his or her policy and political agenda.

Executive Proclamations

The Governor has the power to issue proclamations, official declarations, or public announcements giving notice of a governmental act that has been done or is to be done. Proclamations need not be based upon some statutory provision, but may be announced to show concern for or to generate greater public awareness of an issue designated by the Governor.

Requests for proclamations are generated in various ways, but all are subject to an internal screening process. Many requests come from the public, who want the Gover-

Powers of the Governor's Office

nor to recognize a cause or issue. Requests also come from constituents, from legislators, or from within the executive branch, as State agencies or departments urge the Governor to promote or declare a public policy concern specific to a given area of State government.

Typically, the Governor's Public Affairs unit, or in some instances the Governor's Cabinet reviews requests and decides whether or not to authorize a proclamation. If the request is not approved, the requestor may inquire as to the reason for its denial. If the request is approved, language is drafted or adapted from sample language supplied by the individual or organization; the proclamation is reviewed and then finalized; signed by the Governor, and submitted to the Secretary of State's Office for signature, seal, and recordation. Typically, gubernatorial proclamations are ceremonial in nature and not legally binding.

Governors' proclamations have included declaring breast-cancer awareness week, tattooing as an art form, commemorating Veteran's Day, and marking the anniversary of the Armenian genocide.

Executive Orders

As the State's "supreme executive," the Governor is authorized to issue executive orders—formal written directives—to guide state agencies, departments, boards, and commissions in the enforcement of a particular law or activity.

Executive orders can take the form of an order, plan, requirement, rule, or regulation and be used to effectuate a right, duty, or obligation, or to enforce public policy embodied in the laws and Constitution.

The Governor is limited in his or her use of executive orders, as they may not interfere or conflict with the legislative domain. Consequently, the Governor may not execute an executive order that amends the effect of existing legislation.

Similar to the review process for official proclamations, the Governor's Cabinet, usually in consultation with the Legal and Legislative Affairs units, reviews and decides whether or not to issue an executive order. Once language is drafted and finalized, the executive order is signed by the Governor and submitted to the Secretary of State's Office for signature, seal, and recordation.

Gubernatorial executive orders have ranged in scope from directing a review of all State agency and department regulations to instituting a State hiring freeze.

Lieutenant Governor Cruz Bustamante

State Capitol, Suite 1114
Sacramento, CA 95814
Phone: (916) 445-8994

CONSTITUTIONAL OFFICERS

Lieutenant Governor

Fax: (916) 323-4998

Duties and Responsibilities: Former Governor Friend Wm. Richardson, who never served as Lieutenant Governor, defined the Lieutenant Governor's duties as "to preside over the Senate and each morning to inquire solicitously after the Governor's health."

The Lieutenant Governor assumes the office of chief executive when the Governor is out of the State, in the case of impeachment, or if the Governor is temporarily or permanently unable to perform the duties of the office. In California, the Lieutenant Governor is elected independent of the Governor.

The Constitution designates the Lieutenant Governor as ex officio President of the Senate, but only grants him or her a casting vote in the event of a tie when his or her vote will provide the necessary majority required. For example, if a bill in the State Senate requires 21 votes for passage and if the vote is 20 to 20 the Lieutenant Governor has a casting vote. But he or she does not have a casting vote if the vote is 19 to 19, because even if he or she would cast an 'Aye' vote, there would only be 20 affirmative votes on the bill.⁵

In addition to his or her ex officio duties in the Senate, the Lieutenant Governor chairs the Commission on Economic Development and serves on boards and commissions such as the University of California Board of Regents, the Board of Trustees of the California State University and the State Lands Commission.

Secretary of State Kevin Shelley

1500 11th Street
Sacramento, CA 95814
Phone: (916) 653-7244
Fax: (916) 653-4795

Secretary of State

Duties and Responsibilities: The Secretary of State is the chief election officer for the State and is responsible for administering the Elections Code. He or she prints State ballot pamphlets; certifies and publishes election results; checks initiative, referendum, and recall petitions for the proper number of signatures; and files campaign disclosure and lobbyist financial reports.

As the head of the State Archives, the Secretary catalogs, indexes, and preserves historically valuable artifacts and papers from State government. The Secretary maintains the records of acts of the Legislature and the executive branch, and also files all administrative regulations.

In addition, the Secretary of State keeps the Great Seal of California and affixes it to all documents requiring the Governor's signature.

Attorney General Bill Lockyer

California Department of Justice
Attention Public Inquiry Unit
P.O. Box 944255
Sacramento, CA 94244-2550

**Attorney
General**

Phone: (916) 322-3360
Fax: (916) 323-5341

Duties and Responsibilities: The Attorney General is the chief law enforcement officer of the State and Director of the State Department of justice.

As California's "top cop," the Attorney General interprets laws and renders opinions for the Governor, the Legislature, and State; represents the State and its officers in civil lawsuits; provides legal assistance to local law enforcement agencies; represents the State in lawsuits; maintains central fingerprint files; assists peace officers in criminal and civil investigations; and oversees the county district attorneys in their prosecution of State criminal defendants. In addition, the Attorney General's office prepares titles and summaries for all State ballot measures.

At least five years immediately prior to the election, the Attorney General must have been admitted to practice law before the California Supreme Court.

State Treasurer Phil Angelides

915 Capitol Mail, Room 110
Sacramento, CA 95814
Phone: (916) 653-2995
Fax: (916) 653-3125

**State
Treasurer**

Duties and Responsibilities: The State Treasurer conducts the State's banking, paying out State funds when authorized by the Controller, and filing with the Controller a daily report showing the amounts dispersed during the previous day and the funds out of which they were paid. The Treasurer is also custodian of securities and other valuables deposited with the treasury; sells State bonds; is the chief investment officer for most State funds; and examines the financial soundness of major debt proposals of certain special districts. The Treasurer chairs the Pooled Money Investment Board, the California Housing Finance Agency, the California Pollution Control Finance Authority, the California Educational Facilities Authority and other State boards, most of which supervise the marketing of bonds.

On or before September 15th in even-numbered years, the Treasurer must report to the Governor the exact balance in the Treasury and provide a summary of the receipts and payments of the Treasury during the two preceding fiscal years.

State Controller Steve Westley

300 Capitol Mall, 6th Floor
Sacramento, CA 95814
Phone: (916) 445-2636
Fax: (916) 445-6379

**State
Controller**

Duties and Responsibilities: The Controller is the chief financial officer of the State. He or she oversees the State's fiscal affairs; recommends ways for the State to improve the management of public revenues; and collects taxes. The Controller sits on some 63 boards, commissions, and committees including the State Franchise Tax Board, which collects income taxes, the Board of Equalization, the State Lands Commission, and the Public Employees' Retirement System. The Controller administers the State payroll system and unclaimed property laws, under which the Office of the Controller searches for the rightful owners of money and property turned over to the State.

**State
Controller**
continued

Insurance Commissioner John Garamendi
300 Capitol Mail, Suite 1500
Sacramento, CA 95814
Phone: (916) 492-3500

Fax: (916) 445-5280
(www.insurance.ca.gov)

**Insurance
Commissioner**

Duties and Responsibilities: The Insurance Commissioner regulates the State's insurance industry and manages the Department of Insurance. A special fund agency, the Department is supported by insurance fees and receives no taxpayer money. The Commissioner enforces the laws of the California Insurance code and adopts regulations to implement them. The Department provides information to consumers on insurance rates, handles complaints against insurance companies, and take enforcement actions against individuals and companies.

State Superintendent Jack O'Connell

California Department of Education
1430 N Street
Sacramento, CA 95814

Phone: (916) 319-0800
Fax: (916) 319-0100

**State
Superintendent
of Public
Instruction**

Duties and Responsibilities: The Superintendent is the ex officio Director of Education and a member of the Board of Regents of the University of California. He or she serves as Secretary and Executive Officer of the State Board of Education, and, under its direction executes board policies and directs all appointees and employees of the board. The Superintendent is responsible for administering laws relating to public schools and for furnishing schools with book and supplies. The Superintendent also supervises and administers the California Schools for the Deaf and for the Blind and three diagnostic schools for neurologically handicapped children.

No later than July 25th of each year, the State Superintendent must prepare an estimate of the amount of State school money that will be apportioned to each city and county for the current school year.⁶

State Board of Equalization

450 N Street
Sacramento, CA 95814
Phone: (916) 445-6464

Fax: (916) 324-2586

**The State
Board of
Equalization**

Duties and Responsibilities: The Board consists of five voting members: four members elected to four-year terms and the State Controller who serves ex officio. The State is divided into four Board of Equalization districts with the voters of each district electing one member to no more than two terms. A member of the Board must be an inhabitant of the district which he or she seeks to represent for one year prior to the election or appointment.

The Board of Equalization ensures that property throughout the State is assessed uniformly by prescribing regulations and by assisting and guiding the 58 county assessors. The Board itself assesses the property of railroads and public utilities and administers

The State Board of Equalization
continued

the retail sales and use taxes; the cigarette, motor fuel and alcoholic beverage tax; State taxes on insurance companies; the timber yield tax; the electrical energy surcharge; and the 911 emergency telephone users surcharge.⁷ The Governor of California has more than 400 appointments to make at the beginning of his or her term of office, many of which he or she uses to reward loyal political supporters. A number of these appointments are high-level, Cabinet positions such as agency secretaries and department heads. The Governor often will fill these positions with individuals who, along with their talents, bring to the administration an affiliation with

Elected State Officials and Their Terms of Office⁸

Partisan Offices			
Office	Elected By	Term	Election Year
Governor*	Entire State	4 years	Even numbered years when there is no presidential election
Lt. Governor*	Entire State	4 years	Even numbered years when there is no presidential election
Secretary of State*	Entire State	4 years	Even numbered years when there is no presidential election
Controller*	Entire State	4 years	Even numbered years when there is no presidential election
Treasurer*	Entire State	4 years	Even numbered years when there is no presidential election
Attorney General*	Entire State	4 years	Even numbered years when there is no presidential election
Insurance Commissioner*	Entire State	4 years	Even numbered years when there is no presidential election
Members of the Board of Equalization*	Districts	4 years	Even numbered years when there is no presidential election
State Senators*	Districts	4 years	Same as Governor
Assembly Members**	Districts	2 years	Even-numbered years

* Limited to 2 terms ** Limited to 3 terms

Non-partisan Offices			
Office	Elected By	Term	Election Year
Superintendent of Public Instruction	Entire State	4 years	Same as Governor
Supreme Court Justices	Entire State	12 years	Same as Governor
Court of Appeal Justices	Entire State	12 years	Same as Governor
Superior Court Judges	Counties	6 years	Even-numbered years

ORGANIZATION OF THE EXECUTIVE BRANCH

The Governor's Appointment Process

Tone of the Governor's core constituent groups. Such appointments allow the Governor to maintain his or her political base and to tap powerful interests whose support will prove crucial when it comes to advancing items on his or her gubernatorial agenda.

Positions filled by the Governor are divided into "pleasure" and fixed-term appointments. The first group serves at the pleasure of the Governor, for as long as he or she desires; the second serves for a set time period. Members of the University of California Board of Regents, for example, are appointed for 12-year terms while the Governor's chief of staff may serve for one month or for eight years.

The public may apply for positions in the administration by accessing a registry of vacancies available in any county clerk's office. Individuals may apply for a maximum of five positions by sending an application to the Governor's Appointments unit. Typically, applicants are given a paper screening, interviews where appropriate, and notification of their selection or rejection. Over the course of a four year administration, retirements from the bench, boards and commissions will result in more than 2,500 additional appointments.

Confirmation of the Governor's Appointees and Nominees

Most gubernatorial appointments, including appointments to the judiciary, to the Governor's Cabinet, and to fill vacancies in the U.S. Senate, do not require legislative confirmation. Still, more than 170 positions, such as agency secretaries and department directors, must be confirmed by a majority vote of the State Senate. Where Senate confirmation is required, the Senate Rules Committee sends out letters of inquiry announcing the nomination to organizations and interest groups. When an individual attracts controversy or the Legislature chooses to play politics with the nomination, the Rules Committee conducts hearings at which they consider public testimony for and against the would-be appointee and at which nominees may defend their nomination. After the hearings, the Rules Committee recommends that the Senate approve or reject the appointment. The full Senate then votes on the appointment with a majority vote necessary for confirmation. For a few appointments, such as nominees to the University of California Board of Regents, a three-fourths vote of the Senate is required for approval.

In only two instances does the Assembly share confirmation power with the Senate: (1) appointments to fill vacancies of Statewide Constitutional office, such as Treasurer, and (2) approval of actuarial appointments, such as when the Governor wishes to appoint an actuary for the Board of the Public Employees Retirement System.

The Governor's personal staff is responsible for the day-to-day operation of the Governor's office. While the organization and size of the personal staff varies from administration to administration, several key positions remain constant.

Chief of Staff

The Chief of Staff is the Governor's closest advisor and because of his or her access to

The Governor's Personal Staff

the chief executive, the most powerful member the Governor's team. He or she serves as both a confidante and strategist to the Governor, as a liaison and buffer between the Governor and staff members, constituents, legislators, and political friends and opponents.

The Chief of Staff has three primary duties: (1) to take care of the personal health and needs of the Governor, First Lady, and first family; (2) to manage and coordinate the administrative needs of the Governor's office and staff; (3) and to ensure that any relevant issues are openly and effectively communicated to the Governor, his staff, and Cabinet. Often the Chief of Staff allocates some portion of these tasks to one or more deputy chiefs of staff.

Deputy Chiefs of Staff

Deputy chiefs of staff may include the Cabinet Secretary, Legislative Secretary, Press Secretary, and/or one or more administrative deputy who assists with the management of the executive staff and in the execution of the Governor's policies and message.

The Cabinet

The Governor's Cabinet serves as his or her chief policy advisory body. The Governor determines the composition of the Cabinet and its members serve at his or her pleasure, playing a major or minor role in policy making as the Governor wishes. ' Governor Wilson's Cabinet consisted of his Chief of Staff, the leaders of 11 key agencies and departments as well as the Secretary of the Department of Food and Agriculture and the Director of the Department of Finance, Industrial Relations, and the Office of Child Development and Education. Traditionally, the Governor's Cabinet meets weekly or biweekly to discuss pressing policy and political issues, with the Governor occasionally sitting in on the meetings. In addition to Cabinet meetings, in recent years the Governor has convened regular meetings of Undersecretaries responsible for implementing agency programs and for day-to-day administrative duties. Both the Undersecretaries and Cabinet traditionally gather in the Governor's office.

Cabinet Secretary and Cabinet Unit

The Cabinet Secretary leads Cabinet meetings and works with the Governor and Chief of Staff to communicate the Governor's policy interests and concerns to State agencies and departments. In addition, the Cabinet Secretary keeps the administration apprised of the hot issues and on-goings of the agencies and departments, which are located outside the immediate sphere of the Governor's office; works with State agencies and departments to ensure constituent issues are handled according to the Governor's wishes; and helps shape the Governor's comprehensive policy and political strategies. The Cabinet Secretary may have deputies, each of whom is assigned a policy portfolio, to assist him or her with these duties.

Appointments Secretary and Appointments Unit

The Appointments unit screens, interviews, and recommends individuals to staff the Governor's office; State agencies and departments; to fill vacancies in the State judiciary; and to sit on the myriad State boards and commissions to which the Governor has appointments. Typically, the Governor designates a separate secretary to handle judicial appointments.

Legal Affairs Secretary and Legal Affairs Unit

The Legal Affairs unit, headed by the Legal Affairs Secretary, oversees litigation involving executive branch agencies; coordinates litigation and legal matters in which the Governor is a named or interested party; facilitates State compacts (i.e., Indian gaming); advises the Governor on clemency and extradition issues; and advises the Appointments Secre-

**The
Governor's Personal
Staff**
continued

tary who screens applicants for potential conflicts of interest and other ethical violations regarding FPPC regulations. The Legal Affairs unit also maintains the official record of all death-row inmates and reviews grants of parole by the Board of Prison Terms to those inmates sentenced to indeterminate life terms.

Legislative Affairs Secretary and Legislative Affairs Unit

The Legislative Affairs Secretary serves as a liaison between the Governor and the State Legislature. In this capacity, he or she plays a key role in shaping and advancing the chief executive's legislative agenda. The Secretary works with legislators to author and carry bills to implement the Governor's policy objectives; works to generate legislative support for the Governor's budget; and through the Legislative Affairs unit, tracks and provides recommendations to the Governor on hundreds of bills each session. In addition, this unit coordinates the bill tracking efforts of specialized legislative units within the agencies and departments.

Press Secretary and Press Office

The Press office, under the direction of the Press Secretary, shapes and disseminates the Governor's message to the media and ultimately the public. The Press office prepares both long-term strategies and immediate media responses to cast in a light most favorable to the administration issues of public concern. To communicate the Governor's message, the Press office works with the media on a daily basis, issuing press releases and advisories, holding news conferences, fielding telephone inquiries, and "pitching" news stories to reporters. The office is responsible for controlling media access to the Governor and for helping to create and "sell" a message that will emphasize or clarify the Governor's record. Often the Press Secretary serves as the Governor's spokesperson, appearing on television, radio, and responding directly to the press.

Director of Communications and Communications Unit

The Communications unit under the Director's leadership, is responsible for preparing the Governor's message, generally, where the media is not the primary audience. The Governor's speeches, his or her State of the State Address, Budget Message, and Op-ed articles are usually drafted in the Communications unit. In addition, the unit may work to create media events that position the administration in a favorable public light. They might, for example, arrange a visit to a new factory to show the success of the Governor's economic plan or to a school to tout the benefits of class-size reduction.

Field Offices

Strategically located in areas designated by the Governor, field offices serve as liaisons between the administration and local communities; as bases of operation for the Governor and staff visiting or doing business in the region; as "home camps" from which to develop and maintain political support; and as outposts from which to keep abreast of local developments impacting the State and Governor. Governor Deukmejian maintained field offices in Los Angeles and San Francisco while Governor Wilson has expanded field office operations to include San Diego, Orange County, the Inland Empire, and the Central Valley. In addition, both Governors maintained a Washington, D.C. office, which housed representatives of major State agencies and which kept in close contact with the California congressional delegation.

Director of Constituent Affairs and Constituent Affairs Unit

Constituent Affairs serves as the first line of contact between citizens and the Governor's office. Everyday, Constituent affairs fields thousands of letters, e-mails, and telephone calls from people concerned about pending legislation, requesting pardons or clemency; from foreign dignitaries seeking a meeting with the Governor; from teachers wanting to schedule Capitol tours. The Constituent Affairs unit often is the point of

The Governor's Personal Staff
continued

entry for citizens finding their way through the labyrinthine avenues of State government. Constituent Affairs prioritizes correspondence; farms out questions to pertinent staff members, agencies, and departments; occasionally notifies the State Police; and frequently responds on behalf of the Governor and administration.

Director of Scheduling and Scheduling Unit

The Scheduling unit is responsible for coordinating the Governor's daily itinerary and long-term schedule. This unit also makes arrangements for the Governor's travel and fields and screens thousands of requests for the Governor to appear at functions throughout the State, nation and world.

Advance Unit

Members of the Advance team accompany the Governor to ensure his or her safe, comfortable, and timely travel and attendance at events. Advance is responsible for "walking through" event sites prior to the Governor's visit; for meeting with event organizers to coordinate clear avenues of entry and exit for the Governor; or spotting potential trouble with an event location or theme. In addition, Advance may recommend photo opportunities to maximize media coverage of the Governor's visit. In the discharge of these duties, the Advance team works closely with Scheduling unit, the State Police, Press, and Communications.

Governor's Office of Planning and Research (www.opr.ca.gov)

The Office of Planning and Research (OPR) houses the State's central Planning unit, the Issues research unit, and the State Clearinghouse. The Planning unit authors the State General Plan Guidelines, conducts an annual survey of local planning agencies and programs, and provides technical assistance with the State planning process. The Clearinghouse is the State's central point of contact for the distribution of some 2000 environmental analyses prepared each year under CEQA. The Issues unit produces special projects and rapid-response policy research for the Governor's office. The Issues unit provides the Governor with a counterpoint to the research capabilities of the Legislative Analyst's Office, the Assembly Office of Research, and the Senate Office of Research.

Governor's Office of Administrative Law (www.oal.ca.gov)

The Office of Administrative Law (OAL) is an independent branch of the executive office created to ensure that State agency regulations are consistent with existing law, authorized by statute, and written in a comprehensible manner. OAL reviews proposed administrative regulations before they go into effect and identifies so-called "underground regulations"—regulations adapted by State departments and agencies without following legal requirements of notice and review. In addition, OAL oversees publication of the California Code of Regulations and the California Regulatory Notice Register.

The Governor's Office: Additional Departments and Offices

Governor's Office of Criminal Justice Planning (www.ocjp.ca.gov)

The Office of Criminal Justice and Planning (OCJP) provides technical and financial aid to local and State agencies for programs relating to crime prevention, criminal justice, and victim assistance. Specifically, OCJP awards State moneys and federal block grants to combat gangs, domestic violence, drug abuse, and child abuse. In addition, the office monitors the effectiveness of government programs to protect public safety.

Office of Emergency Services (www.oes.co.gov)

The Office of Emergency Services (OES) prepares a yearly State Emergency Plan which

**The Governor's
Office:
Additional De-
partments
and Offices**
continued

coordinates the overall State response to natural and manmade disasters. The plan details methods of carrying out emergency operations and delivering aid during emergencies. In addition, the Emergency Services Act charges OES with providing emergency-preparedness training to State agencies, cities, and counties; developing contingency plans in the event of toxic disasters; creating a State Emergency Data Exchange program to collect and disseminate emergency management data; and administering federal and State disaster relief.

Office of the Secretary for Education (www.ose.ca.gov)

The Office of the Secretary for Education advises the Governor on issues related to child development and education, including child care, health care, and K- 12 and post-secondary education. In addition, this office administers the California Mentoring Initiative.

Department of Personnel Administration (www.dpa.ca.gov)

The Department of Personnel Administration (DPA) manages the “non-merit” aspects of the State’s personnel system, such as the administration of salary, benefits, and working conditions. In addition, DPA represents the Governor (management) on labor relations matters, including contract negotiations involving wages and hours.

California Arts Council (www.cac.ca.gov)

The California Arts Council administers grants to artists and local governments to support and improve awareness of the arts.

Military Department and California National Guard (www.calguard.ca.gov)

The 23,000 member National Guard is comprised of the California Army National Guard and the California Air National Guard. In addition to its Federal charge, the National Guard has a State mission to provide emergency support to civil authorities directed by the Governor in time of disaster.

State Public Defender (www.ospd.ca.gov)

The California Legislature created the Office of the State Public Defender to represent indigent criminal defendants before the State supreme court and courts of appeal. The State Public Defender is appointed by the Governor to a four-year term. The office contracts with private attorneys and county public defenders to handle many of its appeals.

To assist the Governor in supervising the voluminous activities of State government and maintaining consistency in executive policies, most departments are grouped within agencies. The secretaries of agencies provide leadership and policy guidance to the departments in their jurisdiction, serve as communication links between the Governor and the Departments, and review department budgets and numerous legislative and administrative programs.

Each Department director supervises operations of the divisions in his or her

STATE AGENCIES AND DEPARTMENTS

department and is responsible for their fiscal, administrative, and program performance. The director reports to the appropriate Agency secretary who is responsible for coordination of related programs, for resolution of problems that go beyond the authority of the department director, and for overall policy implementation. Most communications to the Cabinet go through the Agency secretary, though frequently the Secretary requests a department head attend a Cabinet meeting to represent the Agency. Sometimes the Governor will hold briefing meetings with department heads.¹⁰

980 Ninth Street, Suite 2450
Sacramento, CA 95814-2719
Tel. (916) 323-5400
Fax (916) 323-5440
www.bth.ca.gov

Business, Transportation and Housing Agency

Mission: Through its 12 departments, the Business, Transportation, and Housing Agency (BT&H), is responsible for maintaining California's roadways, regulating the State's banking and securities industries, and administering programs to fund and promote affordable housing.

1. **California Department of Transportation/CalTrans** (www.caltrans.ca.gov): CalTrans plans, develops, maintains, and manages California's interregional transportation systems; assists in the delivery of local and regional transportation services; and conducts transportation-related research and development.
2. **California Highway Patrol** (www.chp.ca.gov): California Highway Patrol manages and regulates traffic on State highways; assists in emergencies exceeding local capabilities; provides disaster and lifesaving assistance; conducts truck and bus inspections; and educates the public on driver safety issues.
3. **California Housing and Finance Agency** (www.calhfa.ca.gov): The California Housing and Finance Agency helps provide affordable housing for low and moderate income individuals and families by making low interest loans available through lending institutions.
4. **California Office of Military and Aerospace Support** (www.oms.ca.gov): The California Office of Military Support helps the military meet the challenges of tomorrow. From troop deployment to systems development, training to logistics, the future of our military is right here in California.
5. **Commerce and Economic Development Program** (www.commerce.ca.gov): The Commerce and Economic Development Program serves as the State's principal catalyst for innovation, investment and economic opportunity, enhancing the quality of life for all Californians.
6. **Department of Alcoholic Beverage Control** (www.abc.ca.gov): The Department of Alcoholic Beverage Control issues licenses and administers the Alcoholic Beverage Control Act governing the manufacture, distribution, and sale of alcoholic beverages
7. **Department of Corporations** (www.corp.ca.gov): The Department of Corporations regulates Health Maintenance Organizations and the sale of securities and franchises.

**Business,
Transportation
and Housing
Agency**
continued

8. **Department of Financial Institutions** (www.dfi.ca.gov): The Department of Financial Institutions regulates State-chartered banking institutions, foreign banking corporations, State-chartered savings and loans, and credit unions.
9. **Department of Housing and Community Development** (www.hcd.ca.gov): The Department of Housing and Community Development works with local and regional entities to leverage Federal and State funds to build affordable housing; enforces State health and safety laws pertaining to housing; and promotes homeownership for all Californians.
10. **Department of Managed Health Care** (www.hmohelp.ca.gov): The Department of Managed Health Care works toward an accountable and viable managed health care delivery system that promotes healthier Californians.
11. **Department of Motor Vehicles** (www.dmv.ca.gov): The Department of Motor Vehicles registers some 26 million vehicles and licenses roughly 19 million California drivers. Major DMV functions include: recording vehicle ownership (certificate of title); maintaining driving records (accidents and convictions) of licensed drivers; issuing driver's licenses and California i.d. cards; and licensing and regulating vehicle manufacturers, dealers, and vehicle salespeople.
12. **Department of Real Estate** (www.dre.ca.gov): The Department of Real Estate licenses real estate agents, distributes public reports on offerings of subdivided properties, and investigates consumer complaints.
13. **Office of the Patient Advocate** (www.opa.ca.gov): The Office of the Patient Advocate is responsible for protecting patient rights, informing consumers about their HMO rights and responsibilities and helps assure the highest level of customer service at the Department of Managed Health Care's HMO Help Center.
14. **Office of Real Estate Appraisers** (www.orea.cahwnet.gov): The federally-mandated Office of Real Estate Appraisers licenses real estate appraisers, enforces the national Uniform Standards of Professional Appraisal Practice and California laws and regulations as they apply to appraisers.
15. **Office of Traffic Safety** (www.ots.ca.gov): The California Office of Traffic Safety is charged with reducing fatalities, injuries, and economic losses resulting from motor vehicle crashes through the administration of the California Highway Safety Plan.
16. **Stephen P. Teale Data Center** (www.teale.ca.gov): The Teale Data Center supports the development of Statewide information technology infrastructure in the areas of processing capacity, data management networks, and network applications.

1600 Ninth Street, Room 460
 Sacramento, CA 95814
 Tel. (916) 654-3454
 Fax (916) 654-3343
www.chhs.ca.gov

Mission: The Health and Human Services Agency administers State and Federal programs for health care, social services, public assistance, job training, and rehabilitation.

Health and Human Services Agency

1. **Department of Aging** (www.aging.state.ca.us): The California Department of Aging manages a wide array of senior services including home-delivered meals, senior advocacy and protection programs, Alzheimer's day care services, and adult day health care programs.
2. **Department of Alcohol and Drug Programs** (www.adp.ca.gov): In partnership with local and State government agencies and the private sector, the Department of Alcohol and Drug Programs coordinates State alcohol and drug abuse prevention and treatment services.
3. **Department of Child Support Services** (www.childsup.cahwnet.gov): The Child Support Services promotes the well-being of children and the self-sufficiency of families by delivering first-rate child support establishment, collection, and distribution services that help both parents meet the financial, medical, and emotional needs of their children.
4. **Department of Community Services and Development** (www.csd.ca.gov): The Department of Community Services and Development (CSD) works with a network of community service providers to help low-income Californians move from poverty to self-sufficiency CSD verifies applications to a utility-sponsored energy discount program for low income households; administers block grants for job training and health care; assists legal aliens to achieve citizenship; and operates a farm worker outreach program.
5. **Department of Developmental Services** (www.dds.ca.gov): Through regional centers around the State, the Department of Developmental Services provides care, services, and training to children and adults with developmental disabilities.
6. **Emergency Medical Services Authority** (www.emsa.ca.gov): The Emergency Medical Services (EMS) Authority is responsible for developing and implementing emergency medical service systems throughout the State and for setting standards for the training of emergency personnel. The EMS Authority oversees local trauma care systems; emergency medical services for children; the State poison control system; and licenses paramedics
7. **Department of Health Services** (www.dhs.ca.gov): The Department of Health Services (DHS) provides medical assistance to low-income individuals and families through the Medi-Cal program and administers a broad range of public health programs including child health and disability prevention, the Women, Infant, and Children Supplemental Food program, and family planning. In addition, DHS licenses and certifies public and private health facilities.
8. **Health and Human Services Data Center** (www.hwdc.cahwnet.gov): The California Health and Human Services Agency Data Center (HHSDC) consistently provides cost-effective computing, network solutions, electronic messaging, training, and large-scale information technology project management to state departments, counties, and cities throughout California. Through the use of a scalable, reliable, and secure statewide network, combined with expertise in information technology, the HHSDC delivers many services using powerful mainframe computers or flexible server-based systems.
9. **Managed Risk Medical Insurance Board** (www.mrmib.ca.gov): The Managed Risk Medical Insurance Board (MRMIB) is charged with the broad mandate of advising the Governor and the Legislature on strategies to reduce the number of uninsured Californians. The Board is comprised of members appointed by the Governor and the Legislature to four-year terms. The MRMIB administers four health care programs: Access for Infants and Mothers, which provides low cost health insur-

Health and Human Services Agency
continued

ance coverage to moderate income pregnant women and their infants; the Health Insurance Plan of California, a small employer insurance purchasing pool; Major Risk Medical Insurance, which provides health insurance for Californians unable to obtain coverage in the individual health insurance market; and Healthy Families, which provides low cost health, dental, and vision coverage to children of low income families.

10. **Department of Mental Health** (www.dmh.cahwnet.gov): The Department of Mental Health oversees mental health facilities operated by local government; administers federal and State grants; and runs four State mental health hospitals.
11. **Office of HIPAA Implementation - CALOHI** (www.ohi.ca.gov): The California Office Of HIPAA Implementation (CalOHI) provides leadership and oversight for the efficient, effective and standardized HIPAA implementation by all agencies, departments, boards and commissions within California State Government impacted by the HIPAA requirements.
12. **Department of Rehabilitation** (www.rehab.cahwnet.gov): The Department of Rehabilitation assists disabled Californians through job training, placement programs, and counseling.
13. **Department of Social Services** (www.dss.cahwnet.gov): The California Department of Social Services (CDSS) is responsible for administering four major program areas: welfare, social services, community care licensing, and disability evaluation. Services delivered through these programs include food stamps; child support enforcement; licensing authority for foster family homes; and licensing home finding and adoption agencies. Most CDSS programs are funded by the Federal government, directed by the State, and run by local government
14. **Office of Statewide Health Planning and Development** (www.oshpd.ca.gov): The Office of Statewide Health Planning and Development (OSHPP) is responsible for implementing state health planning policy as it effects the delivery of health service, the supply of health personnel, and safety of health facilities. OSHPP maintains information and data on hospital outcomes; licensed clinics, and home health agencies. In addition, OSHPP administers the Cal-Mortgage Program which allows health facilities to borrow money from lenders with OSHPP guaranteeing the loan.

1416 Ninth Street, Suite 1311
Sacramento, CA 95814
Tel. (916) 653-5656
Fax (916) 653-8102
www.resources.ca.gov

Mission: The California Resources Agency is responsible for the conservation, enhancement, and management of California’s natural and cultural resources, including land, water, wildlife, parks, minerals, and historic sites.

The Resources Agency

Departments

1. **Department of Boating and Waterways** (www.dbw.ca.gov): The Department of Boating and Waterways promotes recreational boating safety; funds and constructs public boating facilities; coordinates the State’s beach erosion control program; and provides support and training for local boating law enforcement officers.
2. **Department of Conservation** (www.consrv.ca.gov): The Department of Conservation is responsible for programs relating to California’s petroleum, geothermal, mineral, soil resources, and recycling of natural resources. Specifically, the Depart-

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ment regulates oil, gas and geothermal wells; promotes beverage container recycling; administers provisions of the Williamson Land Act to preserve agricultural land; and through its State Mining and Geology board advises the Department on surface mining and mineral conservation and development.

3. **CALFED Bay-Delta Program** (www.calwater.ca.gov): The CALFED Bay-Delta Program develops and implements a long-term comprehensive plan that will restore ecological health and improve water management for beneficial uses of the Bay-Delta System.
4. **Department of Fish and Game** (www.dfg.ca.gov): The Department of Fish and Game manages California's diverse fish, wildlife, and plant resources, and the habitats upon which they depend. Its functions include protection and replenishment of fish and wildlife; enforcement of hunting and fishing regulations; and review of environmental impact reports.
5. **Department of Forestry and Fire Protection** (www.fire.ca.gov): The California Department of Forestry and Fire Protection (CDF) provides fire protection for more than 31 million acres of privately-owned timber and brush land. In addition, the Department provides varied emergency services in 34 of the State's 58 counties via contracts with local governments. The 1995 merger of the CDF and Office of the State Fire Marshal expanded the Department's duties to include: enforcement of fire-related laws in State-owned or operated buildings; expanded investigation of arson fires; guiding the educational curriculum for all State fire service personnel; and licensing those who inspect and service fire protection systems.
6. **Department of Parks and Recreation** (www.parks.ca.gov): The Department of Parks and Recreation (DPR) manages state parks, reserves, historical sites, recreation areas, beaches, wayside campgrounds, wilderness areas, underwater parks, and off-highway vehicle areas and trails. DPR also administers federal and state grants for state, regional and local park and open-space areas. DPR house three commissions whose members are appointed by the Governor: the California State Park and Recreation Commission, the Off-Highway Vehicle Recreation Commission, and the State Historical Resources Commission.
7. **Department of Water Resources** (www.dwr.water.ca.gov): The Department of Water Resources (DWR) administers programs involving: flood control for the Central Valley, safety for more than 1,200 dams statewide, water management, water quality improvement, and water supply data collection and studies. DWR staff provides technical and financial assistance to local water communities; works with governmental and wildlife groups on environmental issues and projects; manages State Water Project and Reclamation Board lands; educates the public about California's water resources; and operates and maintains the State Water Project.
8. **California Conservation Corps** (www.ccc.ca.gov): The California Conservation Corps (CCC) administers a rigorous public service program with the memorable recruiting slogan: "Hard work, low pay, and miserable conditions." Through the CCC, young men and women provide emergency fire-fighting and natural disaster relief services and work on projects related to resource management and conservation.

Boards and Commissions

1. **California Coastal Commission** (www.ceres.ca.gov): The California Coastal commission administers the State's coastal management program and regulates

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continued

development in the coastal zone. The Commission is an independent entity of 16 members, 12 voting and four nonvoting. The Governor, the Senate Rules Committee, and the Speaker of the Assembly each appoints two public members and two locally elected officials. The four nonvoting members are the Secretary for Resources; Secretary for Business, Transportation and Housing; Secretary for Trade and Commerce; and the Chair of the State Lands commission.

2. **California Energy Commission** (www.energy.ca.gov): The California Energy Commission is the State's primary energy policy and planning organization. The Commission has five major responsibilities: forecasting future energy needs and keeping historical energy data; siting and licensing power plants; promoting energy efficiency through appliance and building standards; developing energy technologies and supporting renewable energy; and planning and directing the State response to energy emergencies.

3. **State Lands Commission** (www.slc.ca.gov): The three-member State Lands Commission is made up of the Lieutenant Governor, State Controller and Director of Finance. The Commission manages land the State has received from the Federal government. These lands include coastal tide and submerged lands, beds of navigable rivers and lakes, and vacant lands which were granted by Congress for school use. The commission may approve the use of State lands if the use is consistent with the public interest. It may lease land under its control for the extraction of oil, gas, geothermal, and mineral resources. In addition, the commission classifies land according to use; administers tideland trusts granted by the Legislature, and determines the boundaries of state-owned lands.

4. **San Francisco Bay Conservation and Development Commission** (www.bcdc.ca.gov): The Bay Conservation and Development Commission develops and administers a comprehensive plan for the conservation of the water of San Francisco Bay and its shoreline. The Commission has regulatory authority over the dredging and filling of the Bay and over the use of marsh and wetlands surrounding the Bay. The Commission's 27 members represent State, local, and federal government and the general public. The Governor appoints five members of the Commission, the Speaker of the Assembly one member, and the Senate Rules Committee one member.

5. **Delta Protection Commission** (www.delta.ca.gov): The Delta Project Commission is charged with preparation of a regional plan for the "heart" of the Delta. The plan is to address land uses and resource management for the Delta area. Key land uses are identified in the legislation and include agriculture, wildlife habitat and recreation.

6. **Colorado River Board of California** (www.crb.ca.gov): The Colorado River Board of California was created to protect the State's water and power rights and interests and to represent California in discussions and negotiations regarding the Colorado River. The Colorado River board consists of ten members appointed by the Governor: one from each of six local public agencies with rights to use the water and power from the Colorado River; two from the public; and the director of the Department of Water Resources, and director of the Department of Fish and Game.

7. **State Reclamation Board** (recbd.ca.gov): The Reclamation Board focus is to control flooding along the Sacramento and San Joaquin Rivers and their tributaries in cooperation with the U.S. Army Corps of Engineers. While working with various agencies of the federal, State and local governments in establishing, planning, constructing, operating, and maintaining flood control works. As well as maintaining the integrity of the existing flood control system and designated floodways through the

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continued

Board's regulatory authority by issuing permits for encroachments.

8. **Board of Forestry** (www.fire.ca.gov): The California State Board of Forestry provides policy leadership and to generate public interest and support in those matters key to the future of the state's forest and rangelands.

9. **Fish and Game Commission** (www.fgc.ca.gov): The California Fish and Game Commission ensures the long term sustainability of California's fish and wildlife resources by: guiding the ongoing scientific evaluation and assessment of California's fish and wildlife resources; Setting California's fish and wildlife resource management policies and insuring these are implemented by the Department of Fish and Game; establishing appropriate fish and wildlife resource management rules and regulations; and building active fish and wildlife resource management partnerships with individual landowners, the public and interest groups, and federal, State and local resource management agencies.

10. **Mining and Geology Board** (www.consrv.ca.gov/smg): The State Mining and Geology Board represents the State's interest in the development, utilization and conservation of mineral resources; reclamation of mined lands; development and dissemination of geologic and seismic hazard information; and to provide a forum for public redress.

11. **Native American Heritage Commission** (www.ceres.ca.gov/nahc): The Native American Heritage Commission provides protection to Native American burials from vandalism and inadvertent destruction, provide a procedure for the notification of most likely descendants regarding the discovery of Native American human remains and associated grave goods, bring legal action to prevent severe and irreparable damage to sacred shrines, ceremonial sites, sanctified cemeteries and place of worship on public property, and maintain an inventory of sacred places.

12. **Parks and Recreation Commission** (www.parks.ca.gov): The State Park and Recreation Commission has specific authorities and responsibilities which are defined in California law. These include the approval of general plans for units of the State Park System, classifying units of the System, establishing general policies for the guidance of the Director of State Parks in the administration, protection and development of the System, and recommending to the Director a comprehensive recreation policy for the state.

13. **State Historical Resources Commission** (ohp.parks.ca.gov): The State Historical Resources Commission and the Office of Historic Preservation, in partnership with the people of California, preserves and enhances California's irreplaceable historic heritage as a matter of public interest so that its vital legacy of cultural, educational, recreational, aesthetic, economic, social, and environmental benefits will be maintained and enrich the lives of present and future generations.

14. **State Off-Highway Motor Vehicle Recreation Commission** (ohv.parks.ca.gov): California's Off-Highway Motor Vehicle Recreation Commission was created by the Legislature in 1982 to allow public input and provide policy guidance for the OHV program. The Commission's duties include: allocating funds for OHV capital outlay expenditures and OHV grants and cooperative agreements; certifying environmental impact reports; and considering adverse impacts on property in the vicinity of State Vehicle Recreation Areas, and recommending measures to the Division to reduce those impacts.

15. **California Water Commission** (resources.ca.gov/water_commission.html)

16. **California Boating and Waterways Commission** (www.dbw.ca.gov/Bwc.htm): The Boating and Waterways Commission is mandated by the Harbors and Navigation

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continued

Code to advise the Department on all matters within its jurisdiction. The Commission must also consent to all boating facilities loans and grants proposed by the Department.

17. **Wildlife Conservation Board** (www.wcb.ca.gov): The Wildlife Conservation Board's three main functions are land acquisition, habitat restoration and development of wildlife oriented public access facilities.

Conservancies

1. **Baldwin Hills Conservancy** (www.bhc.ca.gov): The Baldwin Hills Conservancy acquires open space and manages public lands within the Baldwin Hills area and to provide recreation, restoration and protection of wildlife habitat within the territory for the public's enjoyment and educational experience.

2. **California Tahoe Conservancy**: (www/tahoe.ca.gov): The California Tahoe Conservancy is an independent State agency whose jurisdiction extends to only the California side of the Lake Tahoe Basin. While the Conservancy is not a regulatory agency, it develops programs through acquisitions and site improvements to improve water quality in Lake Tahoe; preserve the scenic beauty and recreational opportunities around the Lake; and manage and restore lands to protect the natural environment. The Conservancy is governed by a seven-person board made up of representatives from the City of South Lake Tahoe, El Dorado County, Placer County, the State Secretary for Resources, Director of the State Department of Finance, and two members appointed by the Legislature. In addition, a representative of the U.S. Forest Service sits with the board as a nonvoting member.

3. **Coachella Valley Mountains Conservancy** (cvmc.ca.gov): The Coachella Valley Mountains Conservancy was established by the California Legislature in 1990 to protect the mountains surrounding the Coachella Valley, from Palm Springs to the Salton Sea. The Conservancy grew out of a community-based conservation group that believed that a partnership among the local, state, and federal governments, and the public, would be the most effective vehicle to protect the Coachella Valley's splendid natural and cultural resources. On January 1, 1997, the Conservancy became a full state agency within the Resources Agency. In January 2000, the Conservancy's mission and territory were expanded to include acquisition of natural community conservation lands upon approval of a Natural Community Conservation Plan.

4. **San Diego River Conservancy** (resources.ca.gov/sdrc.html): Legislation in 2002 (AB 2156, Kehoe) created the San Diego River Conservancy to manage the public lands along the San Diego River. The new conservancy is the first in San Diego County and it will coordinate state funding for recreation, species restoration, scientific research, and educational and cultural activities along the river.

5. **San Gabriel & Lower Los Angeles Rivers and Mountains Conservancy** (www.rmc.ca.gov): The Rivers and Mountains Conservancy (RMC) preserves urban open space and habitat for the enjoyment of, and appreciation by, present and future generations. RMC undertakes projects that provide low-impact recreation, education, wildlife and habitat restoration, and watershed improvements, prioritizing river-related recreation, greening, aesthetic improvements, and wildlife habitat.

6. **San Joaquin River Conservancy**

**The Resource
Agency**
continued

7. **Santa Monica Mountains Conservancy** (smmc.ca.gov): A State agency, the Santa Monica Mountains Conservancy maintains partnerships and joint powers authorities to: acquire and improve open space lands for preservation and public recreation use; create buffer zones around Federal and State park sites; and restore natural resources areas.

8. **State Coastal Conservancy**: The California Coastal Conservancy works with local government, public agencies, nonprofit organizations, and private landowners to purchase, protect, and restore coastal areas, and to improve public access to the California shoreline.

915 Capitol Mall, Suite 200
Sacramento, CA 95814
Tel. (916) 653-3817
Fax (916) 653-3815
www.scsa.ca.gov

Mission: The State and Consumer Services Agency (SCS) provides administrative and support services to state government organizations ranging from the Museum of Science and Industry to the Public Employees Retirement System.

**State and
Consumer Ser-
vices
Agency**

Departments

1. **Department of Consumer Affairs** (www.dca.ca.gov): The Department of Consumer Affairs (DCA) is composed of 36 government entities that license more than 2.1 million Californians in some 180 different professions, including contractors, boxers, and funeral directors. The divisions of DCA establish minimum qualifications and levels of competency for licensure; register or certify practitioners; investigate complaints; and discipline violators. DCA boards, committees, and commissions are semiautonomous bodies whose members are appointed by the Governor and the Legislature.
2. **Department of General Services** (www.dgs.ca.gov): The Department of General Services (DGS) is the State's business manager with duties which include: acquisition, construction and maintenance of State grounds and buildings; providing architectural services; purchasing, printing, administrative and contract services; and providing telecommunications services. Because of its business oversight functions, DGS is represented on numerous State boards, commissions, and committees.
3. **Department of Fair Employment and Housing** (www.dfeh.ca.gov): The Department of Fair Employment and Housing regulates and protects Californians from discrimination in employment and housing on the basis of race, color, religion, national origin, sex, marital status, age, or physical disability. Within the Department is the Fair Employment and Housing Commission, whose seven part-time members are appointed by the Governor to four-year terms.

Boards and Commissions

1. **California Building Standards Commission** (www.bsc.ca.gov): The California Building Standards Commission (CBSC) is an independent body which develops and administers State building standards and regulations. Specifically, the CBSC is charged with: codifying and publishing the building standards of all State agencies; mediating disputes concerning State building contracts; and hearing appeals resulting from the administration of such standards. Members of the CBSC are appointed by the Governor and confirmed by the Senate. The Secretary of the State and Consumer Services Agency chairs the CBSC.
2. **Franchise Tax Board** (www.ftb.ca.gov): Comprised of the State Controller, Chair-

**State and
Consumer
Services
Agency**
continued

man of the Board of Equalization, and Director of Finance, the Franchise Tax Board collects personal income taxes and bank and corporation taxes for the State of California.

3. **State Personnel Board** (www.spb.ca.gov): The State Personnel Board (SPB) is responsible for the administration and management of California’s Civil Service System. SPB ensures that the State’s civil service system is free from political patronage and that employment decisions are based on merit. The SPB provides a variety of recruitment, training and consultation services to State departments. In addition, the SPB classifies all civil service positions according to the skills and duties necessary for their performance.
4. **Victims Compensation and Government Claims Board** (www.boc.ca.gov)

Miscellaneous

1. **California Public Employees Retirement System** (www.calpers.cca.gov): The California Employees Retirement System (CalPERS) provides retirement and health benefits to nearly 1 million members, including active State workers and retirees, their families and beneficiaries, and their employers.
4. **California Teachers’ Retirement System** (www.calstrs.com): The California State Teachers’ Retirement System (STRS) provides retirement benefits to California’s public school teachers. Of STRSs governing 12-member Teachers’ Retirement Board, eight members are appointed by the Governor and four, including the State Treasurer and Controller, are ex officio members.
3. **California Science Center** (www.casciencetr.org): The state-owned California Museum of Science and Industry showcases the ways in which science and technology impact the lives of California’s residents.
4. **Office of the Insurance Advisor:** The Office of the Insurance Advisor (OIA) advises and provides analysis to the Governor on insurance legislation and related issues, as well as on an increasing number of managed health care bills. In addition, OIA is responsible for testifying before legislative committees and answering any insurance-related inquiries from the Legislature and their constituents. OIA consists of a Director, Assistant Director, and Staff Services Analyst, who are appointed by the Governor.

1001 I Street
P.O. Box 2815
Sacramento, CA 95812-2815
Tel. (916) 551-1313
Fax (916) 445-6401
www.calepa.ca.gov

Mission: The California Environmental Protection Agency protects public health, the environment and California’s natural resources through its regulatory, permit, and enforcement powers; through programs to promote the safe disposal and reuse of waste

**California
Environmental
Protection
Agency**

products; and by supporting new environmental technologies to reduce harmful emission into the soil, air, and water.

1. **Air Resources Board** (www.arb.ca.gov): The California Air Resources Board (ARAB) sets California's motor vehicle emissions standards; conducts extensive air pollution control research; and provides financial and technical support to help county and regional pollution control officials set emissions limits for industrial pollution. The ARAB Board, composed of a full-time chairperson and eight part-time members, reports directly to the Governor.
2. **Integrated Waste Management Board** (www.ciwmb.ca.gov): The Integrated Waste Management Board (IWMB) implements laws to protect the public health and safety through waste prevention, waste diversion, safe waste processing, and disposal. The IWMB is also responsible for managing California's solid waste, encouraging used-oil recycling, regulating waste management facilities, and cleaning up abandoned and illegal dump sites.
3. **Department of Pesticide Regulation** (www.cdpr.ca.gov): The Department of Pesticide Regulation (DPR) has the primary responsibility of enforcing all laws that regulate the use and sale of pesticides in California. In conjunction with DPR, County agricultural commissioners throughout the State are charged with carrying out pesticide enforcement activities.
4. **Department of Toxic Substances Control** (www.dtsc.ca.gov): The mission of the Department of Toxic Substances Control is to protect public health and the environment through regulation of hazardous waste management and site mitigation activities and by promoting the use of pollution prevention and waste minimization technologies.
5. **Office of Environmental Health Hazard Assessment** (www.oehha.ca.gov): The Office of Environmental Health Hazard Assessment (OEHHA) provides scientific and technical expertise assessing the health risks posed by hazardous substances. While OEHHA does not promulgate environmental regulations, it is responsible for developing and providing risk managers in State and local government agencies with toxicological and medical information relevant to decisions involving public health.
6. **State Water Resources Control Board** (www.swrcb.ca.gov): The State Water Resources Control Board (SWRCB) allocates water rights and regulates California's surface, ground, and coastal water quality. The SWRCB works in conjunction with nine Regional Water Quality Control Boards to monitor, conduct research on and provide regulatory oversight of the State's waters. The State Board consists of five full-time salaried members, each filling a different specialty position. Board members are appointed to four-year terms by the Governor and confirmed by the Senate.

1515 K Street, Suite 520
Sacramento, CA 95815
Tel. (916) 323-6001
Fax (916) 442-2637
www.yaca.ca.gov

Mission: The California Youth and Adult Correctional Agency oversees the activities of boards and departments responsible for incarcerating California's youthful and adult criminal offenders; conducting and adjudicating parole hearings; managing State parolees; and overseeing the Prison Industry Authority.

**Youth and Adult
Correctional
Agency**

1. **California Department of Corrections** (www.corr.ca.gov): The California Department of Corrections (DOC) is responsible for incarcerating the State's criminal offenders. The Department operates 32 State prisons, 38 conservation camps, manages several community correctional facilities, and supervises parolees during their re-entry into society. The Department Director is appointed by the Governor.
2. **Board of Prison Terms** (www.bpt.ca.gov): The Board of Prison Terms (BPT) serves as California's adult parole board. BPT conducts parole consideration hearings for all inmates sentenced to life terms with the possibility of parole. They establish terms and conditions for all persons released on parole in California and manage parolees through the Parole and Community Services Division of the DOC. In addition, BPT conducts certification, placement, and parole revocations for mentally-disordered offenders and makes recommendations to the Governor for pardons and executive clemency. The Board consists of nine Commissioners, headed by the Chairman, all of whom are appointed by the Governor and approved by the Senate to four-year terms.
3. **Board of Corrections** (www.bdcorr.ca.gov): The Board of Corrections (BOC) sets minimum standards for health care, programs, procedures, and construction of local juvenile and adult correctional facilities and inspects those facilities for compliance. BOC set standards for the selection and training of local correctional officers and also disburses training and grant funds to local correctional agencies.
4. **California Youth Authority** (www.cya.ca.gov): The California Youth Authority (CYA) provides institutional training and parole supervision for juvenile and young adult offenders. As a part of the State's criminal justice system, the CYA works closely with law enforcement, the courts, prosecutors, probation officers, and various public and private agencies concerned with the problems of youthful offenders.
5. **Prison Industry Authority** (www.pia.ca.gov): The Prison Industry Authority (PIA) is a semi-autonomous State agency that operates California's prison industries. PIA develops and operates manufacturing, agricultural, and service enterprises that provide work opportunities for thousands of inmates at 23 prisons under the jurisdiction of DOC.
6. **Narcotic Addict Evaluation Authority**: The Narcotic Addict Evaluation Authority (NAEA) oversees the Civil Addict Program. The NAEA Board conducts outpatient status and parole hearings, annual reviews, hearings of alleged outpatient and parole violations, and may recommend discharge from the program.
7. **Commission on Correctional Peace Officer Standards and Training** (www.cpost.ca.gov): The Commission on Correctional Peace Officer Standards and Training seeks to enhance the training and professionalism of California's state correctional peace officers through the development of sound selection practices and effective competency-based training programs.
8. **California Council on Mentally-Ill Offenders**: The council is charged with investigating and promoting cost-effective approaches to meeting long-term needs of adults and juveniles with mental disorders who are likely to become offenders or who have a history of offending.

801 K Street, Suite 1918
Sacramento, CA 95814
Tel. (916) 322-1394
Fax (916) 323-2887

Commerce and Economic Development Program
continued

www.commerce.ca.gov

Mission: The California Commerce and Economic Development Program leads State efforts to promote economic development, job creation, foreign investment, and business retention in California. To achieve these objective, Trade and Commerce works closely with domestic and international businesses, business and industry associations, economic development corporations, regional visitor and convention bureaus, and various permit-issuing State and municipal government agencies.

California Commerce and Eco-

You can access the following departments Web site's at www.commerce.ca.gov

1. **California Division of Tourism:** The California Division of Tourism works closely with the travel and tourism industries to help market and advertise the State as a premiere travel destination nationally and around the world.
2. **California Film Commission:** The California Film Commission is responsible for promoting California's entertainment industry and attracting and retaining film production in the State. The Commission operates a one-stop permit center for all state-owned property; a 24-hour toll free production and location assistance hotline; and publishes a Location Scouting Resource Directory.
3. **Financial Assistance:** The Commerce & Economic Development Program offers financial solutions for all of California's businesses.
4. **Business and Community Resources:** The Economic Development Division pursues in-state and local business development efforts through field offices in Sacramento, San Diego, San Jose, and Los Angeles. The Division offers business expansion assistance and employment and training resources to companies considering locating in California. In addition to its field office operations, the Economic Development Division oversees a number of commissions and offices responsible for creating jobs and investment in California.
5. **International Business:** The International Trade and Investment Division oversees the State's nine foreign trade and investment offices.
6. **Technology and Innovation:** The Office of Strategic Technology (OST) assists California businesses in maintaining and enhancing the State's leadership in global technology. OST creates and retains jobs by helping to leverage California technology in the development of new and commercially viable products and services.
7. **California Energy Challenge:** The California's Energy Challenge is dedicated to helping businesses and California's economy thrive during the current energy challenge.
8. **Permits and Licenses:** The Office of Permit Assistance advises the public, project proponents, and government entities on the State permit and environmental review processes.

1227 O Street
Sacramento, CA 95814
Tel. (800) 952-5626
Fax (916) 653-2611
www.cdva.ca.gov

Mission & Duties: The California Department of Veterans Affairs (DVA) helps California's veterans and their dependents to obtain Federal and State benefits. Specifically, DVA administers the Cal-Vet farm and home loan program which uses State bond revenues to enable veterans to access low-cost loans to purchase farms and homes. DVA also

**California
Department
of Veterans
Affairs**

operates the Veterans Home of California, which provides the State's aged or disabled veterans with rehabilitative, residential, and medical care.

800 Capitol Mall, MIC 83
Sacramento, CA 95814
www.edd.ca.gov

Mission & Duties: The Employment Development Department (EDD) provides job service and training programs through more than 200 regional field offices. In addition, EDD administers unemployment and disability insurance and collects taxes relating to employment, such as personal income tax withholding.

**Employment
Development
Department**

1220 N Street
Sacramento, CA 95814
Tel. (916) 654-0466
Fax (916) 654-0403
www.cdfb.ca.gov

Mission & Duties: The California Department of Food and Agriculture (CDFA) develops and implements policies to promote and protect California's agricultural market at home and abroad. The Department houses several divisions which range in function from

**Department
of Food and
Agriculture**

assisting farmers to market California meat and produce; preventing the spread of crop pests and disease; protecting against livestock and poultry diseases; and providing fruit and vegetable inspection. The 15-member State Board of Food and Agriculture advises and makes policy recommendations to the department and Governor on issues such as farm labor, trade, water, and the impact of Federal farm policy on California agriculture.

915 L Street
Sacramento, CA 95814
Tel. (916) 445-3878
Fax (916) 324-7311
www.dof.ca.gov

Mission & Duties: The Department of Finance (DOF) serves as the Governor's chief fiscal policy adviser. Each year, DOF prepares the Governor's January budget proposal and the annual May budget revision; makes and evaluates state revenue projections and reviews all State agency and department spending practices and proposals. In addition,

**Department
of Finance**

DOF monitors legislation with potential fiscal impacts; conducts extensive demographic research; and analyzes State tax policy.

455 Golden Gate Avenue
San Francisco, CA 94102
Tel. (415) 703-5070
Fax (415) 703-5058
www.dir.ca.gov

Mission & Duties: The Department of Industrial Relations (DIR) is California's primary labor agency. DIR's responsibilities include: enforcing California's labor laws; resolving disputes over claims for workers' compensation benefits; ensuring safe and healthy

Department of Industrial Relations

working conditions; promoting and developing apprenticeship training opportunities; investigating and mediating labor disputes; and compiling and publishing labor information and statistics.

In addition to the departments, offices and commissions that fall within the major State agencies, there are several additional, stand-alone Boards and Commissions housed within the general jurisdiction of the Executive Branch.

Agricultural Labor Relations Board (www.alrb.ca.gov): The Agricultural Labor Relations Board (ALRB) sets policies, procedures, and regulations to implement the Agriculture Labor Relations Act of 1975, which guarantees agricultural workers the right to bargain collectively with employers through representatives of their own choice. The board also investigates charges of unfair labor practices, holds representation elections,

Additional Boards and Commissions

and adjudicates disputes over those elections. The ALRB is composed of five members who each serve five-year terms and are appointed by the Governor and confirmed by the Senate.

Board of Community Colleges (www.cccco.edu/executive/bog/bog.htm): The Board of Community Colleges (BCC) oversees California's two-year public institutions, composed of 106 statewide colleges organized into 71 districts. The BCC is run by a 16-member Board of Governors, appointed by the Governor, which sets policy and provides leadership for the community college system.

California Board of Education (www.cde.ca.gov/be): The California Board of Education (CBE) establishes policy and adopts rules and regulations for K-12 on such matters as student and teacher credentialing, testing, and where authorized by the State education code. In addition the Board develops and administers programs implemented by local school districts. The Board consists of ten members appointed by the Governor for four-year terms. Appointment to the CBE is subject to confirmation by two-thirds vote of the State Senate, but appointees may serve up to one year without Senate confirmation. The superintendent of public instruction serves as secretary and executive officer of the Board. In addition, a student member of the Board has full participation and voting rights, but serves only a one-year term.

California State Lottery Commission (www.calottery.com): The mandate of the California Lottery, as defined in the California State Lottery Act, is to provide supplemental funding to California public education, from kindergarten through higher education and including several specialized schools. The State lottery is administered by a Director appointed by the Governor. In addition, the Governor appoints five commissioners who assist in marketing and policy decisions.

Propositions 13, 4, and 98 each and cumulatively have had a significant impact on how the State budgets, spends, and raises money. Propositions 13 and 4 were carried by voter frustration with rising property taxes and Proposition 98 by the electorate's belief, sparked by a bitter public feud between the Governor and Chief Superintendent of Public Schools and some \$1.3 million of CTA money, that public schools were being short-changed by Capitol politics. Passage of the two tax measures hit hardest local government, which relied upon property tax revenues to provide numerous public services, many of them mandated by the State. In the deep recession of the early 90's, the requirement of Proposition 98 to allocate some 40 percent of General Fund revenues to public education left the Governor and Legislature scrambling for other moneys to close a \$14.3 billion budget gap. Critics of the initiatives point to the severe restrictions they

**Additional
Boards and
Commissions**

California Postsecondary Education Commission (cpec.ca.gov): The California Postsecondary Education Commission (CPEC) is an independent citizen board that provides the Legislature and Governor with non-partisan policy analyses and recommendations on California education beyond high school. The CPECs major function is to coordinate the efforts of California's colleges and universities to assure the effective use of public postsecondary education resources.

Student Aid Commission (www.csac.ca.gov): The primary purpose of the California Student Aid Commission (CSAC) is to make higher education financially accessible to all of California's students. CSAC and its nonprofit corporation, EdFund, administer billions of dollars in loans and grants to nearly half a million California students each year. The CSAC Commission consists of 15 appointed members. The Governor appoints eleven commissioners who represent segments of the State's higher education community, students, and the general public. And the Speaker of the Assembly and the Senate Rules Committee appoints two members as representatives of the general public.

California Transportation Commission (www.catc.ca.gov): The California Transportation Commission is responsible for the programming and allocation of funds for the construction of highway, passenger rail, and transit improvements statewide. The Commission also advises and assists the Secretary of the Business, Transportation and Housing Agency and the State Legislature to formulate and evaluate policies for State transportation programs. The California Transportation Commission consists of nine members appointed by the Governor—all appointed to staggered four-year terms and two non-voting ex officio members, one from the State Senate and one from the State Assembly.

Commission on the Status of Women (www.statusofwomen.ca.gov): The California Commission on the Status of Women is a 17-member body that works to eliminate inequities in laws, practices, and conditions which affect women. The commission reviews all legislation affecting women's issues, maintains an information center, and helps coordinate an annual Women's Summit

Fair Political Practices Commission (www.fppc.ca.gov): The Fair Political Practices Commission is an independent, regulatory agency that promotes the integrity of representative State and local government in California through fair and impartial enforcement of campaign finance, lobbying registration, and conflict of interest laws. The Commission meets monthly to hear public testimony, issue opinions, adopt regulations and decide penalties for violations of the Fair Political Practices Act. The Governor appoints two commissioners: the chair, and one other member who must be a registered voter of another political party. In addition to the Governor's appointments, the Secretary of State, the Attorney General, and State Controller each nominate one commissioner. If the three constitutional officials share the same party affiliation, the State Controller selects the new commissioner from a list provided by another political party. Each member serves a single four-year term. The chairman is salaried and serves full-time while the remaining four commissioners serve part-time.

Public Utilities Commission (San Francisco) (www.cpuc.ca.gov): The California Public Utilities Commission (PUC) is responsible for providing the public with the lowest reasonable rates for utilities and transportation services, and for assuring that utilities and transportation companies render adequate and safe services. The PUC is comprised of one president and four commissioners. Commissioners are appointed by the Governor to six-year terms and subject to Senate confirmation.

Public Employment Relations Board (www.perb.ca.gov): The Public Employment

**Additional
Boards and
Commissions**

Relations Board (PERB) supervises and regulates the bargaining process for state employees. PERB determines appropriate employee bargaining units, conducts elections for employee representatives, oversees negotiating processes, and tries to remedy unfair employment practices. The five-member Board is charged with informing the public about negotiations and monitors the financial affairs of employee organizations. PERB Board members are appointed to five-year terms by the Governor, serve full-time, and receive an annual salary.

Trustees of the State Universities (Long Beach) (www.co.calstate.edu):

The Trustees of the State Universities are charged with the management, administration, and control of California's State colleges, the nation's largest system of senior higher education. The Governor is designated as the President of the Board of Trustees and the Chancellor of the State university system serves as the secretary-treasurer. The Board's chair and vice chair are elected by Board members to a one-year term. Under present law there are 24 voting Trustees. Five Trustees are ex officio members: the Governor, Lieutenant Governor, Speaker of the Assembly, State Superintendent of Public Instruction, and the Chancellor. An Alumni Trustee is appointed by the CSU Statewide Alumni Council; and Student and Faculty Trustees are appointed by the Governor from nominees proposed by education organizations. The Student, Alumni, and Faculty Trustees serve for two years. The sixteen remaining Trustees are appointed by the Governor, confirmed by the State Senate, and serve eight-year terms. Trustees remain on the Board until a replacement is named or 60 days after their term expires.

University of California Board of Regents (Oakland) (www.ucop.edu):

The Board of Regents of the University of California is charged with the management, administration, and operation of the University of California system. The Governor is officially the president of the Board of Regents, but in practice the presiding officer is the chairperson who the Regents elect to a one year term. The board consists of 26 members: 18 are appointed by the Governor, with approval of the Senate, to 12-year terms; one is a student appointed by the Regents to a one-year term; and seven are ex officio members, the Governor, Lieutenant Governor, Speaker of the Assembly, Superintendent of Public Instruction, president and vice president of the U.C. Alumni Associations, and the U.C. president.

OVERVIEW OF THE STATE BUDGET PROCESS

The State Budget Process

While neither State law nor the Constitution require the government to enact a balanced budget, the Constitution does require the Governor to submit a balanced budget to the State Legislature by January 10th of each year.

The Director of the State Department of Finance, as the chief financial advisor to the Governor, does the spadework for the Governor's budget. Under the Governor's policy direction, the Director of Finance issues instructions and guidelines for budget preparation to State agencies and departments; oversees the analysis and collection of budget materials; and later prepares a May Revise to update expenditures and revenues which served as the basis for the January budget. The process of compiling, analyzing, and adjusting budget items is year-long, culminating in the delivery of the Governor's budget bill to the State Legislature.

Once the Governor's budget reaches the State Legislature, the Senate Budget and Fiscal Review Committee and the Assembly Budget Committee conduct hearings and scrutinize the budget to decide which items should be increased, reduced, added or eliminated. After considering committee recommendations, the two houses vote on separate versions of the budget bill. Ultimately, a conference committee made up of members of both chambers reconciles the two budgets in a single, compromise spending package, which then goes to the Governor for his or her signature. In recent years, prior to final action by the Legislature on the single bill, the Big Five—the Governor, the Assembly Speaker, the President Pro Tempore, and minority leaders in the two houses—meet and attempt to hammer out the details of a budget accord. These deliberations, often held in the Governor's office and closed to the media, involve partisan posturing and hard-nosed negotiations. Legislative leaders must at once haggle with the Governor over line-item particulars and scramble to muster the two-thirds vote in each house necessary to enact a final budget bill.

Big Five negotiations typically involve the stipulation and promise of trailer bills, which are to follow the Governor's final approval of the budget. Trailer bills might address the specifics of how a program is to be implemented or provide clean up language to pending legislation. When the budget finally clears the Senate and Assembly, it goes to the Governor for his or her signature. The Constitution requires the Legislature to deliver a final budget to the Governor by midnight of June 15th, but it seldom arrives on time. The Governor has until June 30th or 12 days after legislative enactment to sign or veto the budget in its entirety—neither of which usually occurs—or to reduce spending provisions with line-item vetoes. Following the Governor's approval of the budget, the Legislature has 60 days to override a veto by a two-thirds vote of each house. Such overrides are extremely rare, the last occurring in 1979 under Governor Jerry Brown.

The following timetable provides an overview of how the Governor's budget is formed.

The Governor's Budget

Sources: Department of Finance's "Simplified General Budget Timetable," Richard Korlak's *California's Budget Dance*; The League of Women Voters of California's *Guide to California Government*; and the *Governor's Budget 1998-99*.

When	Budget Activity
April	The Department of Finance (DOF), under direct supervision of the Governor's office, issues technical budget instructions to State agencies. These instructions include a calendar of important dates for agencies and departments to submit budget information to DOF.
April - May	Administrative departments prepare their budget requests.
July	Through DOF, the Governor issues a budget policy letter which spells out the Governor's priorities for the budget year and gives instructions for the Budget Change Proposal (BCP) process. BCPs are used to request changes to the level of service or funding source for activities authorized by the Legislature and to request funding for new programs. In addition, a department may submit "negative BCPs" which call for the reduction or elimination of a program.
August	DOF issues an annual price letter, which provides information on levels of inflation to be used to adjust baseline budgets. A baseline budget reflects the anticipated costs of carrying out a department or agency's current level of service or activity.
September - October	Agency secretaries review the preliminary budgets of the departments within their jurisdiction. Internal budget hearings are sometimes necessary to resolve competing demands for available moneys. Departments submit baseline budgets to DOF. DOF, in turn, reviews each agency's proposal and makes its own revenue projections, which are used to prepare the Governor's budget.
September, 2nd week	Departments submit Budget Change Proposal to DOF.
October - November	DOF holds budget hearings with departments as needed to evaluate BCPs and current department funding
November	State revenue forecasters confer with selected economists, business experts, and labor leaders. Data from many sources is analyzed to estimate revenue returns for the following fiscal year.
December	The Governor holds budget meetings and makes final decisions on BCPs and other funding matters. Eventually a budget outline with a variety of options is sent from the Department of Finance to the Governor. The Governor then decides which items to include in his or her budget. If the proposed spending level is greater than estimated revenues, the Governor either recommends tax changes or reduces spending levels to produce a balanced budget.
December, 2nd week	The Director of Finance briefs the Governor on updated General Fund revenues and expenditures, and gives the preliminary budget status for the current year and budget year.
See "The Legislatures Budget" - next page	
February - March	Departments submit Finance Letter requests to DOF for review. As needed, DOF holds Finance Letter Hearings with departments. Finance letters adjust expenditures from those proposed in the January budget.
April 1	DOF makes Finance Letter requests to the chairpersons of the Assembly Budget committee and the Senate Budget and Fiscal Review committee to amend items submitted in the January budget
May 14	The DOF prepares a May Revise of the Governor's January budget and delivers it to the Legislature. This revised budget adjusts revenues and expenditures forecast in the original budget. The Legislature reviews the May Revise while Assembly and Senate subcommittees continue to take testimony on the Governor's budget.

The Legislature’s Budget

Sources: Department of Finance’s “Simplified General Budget Timetable,” Richard Korlak’s *California’s Budget Dance*; The League of Women Voters of California’s *Guide to California Government*; and the *Governor’s Budget 1998-99*.

When	Budget Activity
January 10	The Governor submits his or her budget to both houses of the State Legislature in the form of a bill. In the Assembly, the budget bill is introduced by the chair of the Budget committee, and in the Senate, by the chair of the Budget and Fiscal Review committee. Both houses then send the bill to the Legislative Analyst’s Office.
February	The Legislative Analyst’s Office reviews the Governor’s proposed budget and, in February, makes available <i>An Analysis of the Budget Bill</i> and a companion document, <i>Perspective and Issues</i> , to the members of both houses and to the public. These documents review selected programs funded from the State General Fund and show the dollar amount of proposed funding plus the percentage increase or decrease from the previous year’s funding.
March - May	The fiscal committee of each house - the Assembly Committee on Budget and the Budget and Fiscal Review committee in the Senate - is divided into budget subcommittees, which conduct public hearings on assigned sections of the budget, usually in March, April and May. Testifiers at these hearings include department directors, agency secretaries, private citizens, lobbyists, and representatives of local government. Budget bill appropriations are added, deleted or amended during this process.
May	The budget subcommittees send their reports to their respective full committees. The full committees can make additional changes and may take additional testimony, particularly from legislators, before a vote of the full committees is taken.
May 14	The Department of Finance prepares a May Revise of the Governor’s January budget and delivers it to the Legislature. This revised budget adjusts revenues and expenditures forecast in the original budget. The Legislature reviews the May Revise while Assembly and Senate subcommittees continue to take testimony.
May	Based on the Governor’s budget and committee findings, each house prepares and votes on their own budget bill. Both the Senate and the Assembly must pass its own version by a two-thirds margin. After the bill has won approval in the house of origin, it is sent to the other house for consideration. Because the Constitution prohibits identical bills, each house traditionally votes to reject the other’s version, which triggers the need for a joint conference committee. The budget conference committee consists of three Senate (two majority and one minority party member) and three Assembly members (two majority and one minority party member). Responsibility for chairing the conference committee alternates annually between the houses.
June	The budget conference committee holds public hearings and attempts to work out differences between the two versions of the budget. Generally, prior to final action by the Legislature on the single bill, the Big Five - the Governor, the Assembly Speaker, the President Pro Tempore, and minority leaders in the two houses - meet to attempt to hammer out the details of a budget accord. Big Five negotiations typically involve the stipulation and promise of trailer bills which to follow the Governor’s final approval of the budget. After a single version of the budget bill approved by the conference committee, it must be sent back to both houses for approval. Again, a two-thirds margin in both houses is necessary to pass the bill.
June 15 and thereafter	According to the State Constitution, the Legislature must enact a budget and deliver it to the Governor by midnight of June 15 th - a deadline seldom met. The Governor has until June 30 th or 12 days after legislative enactment to sign or veto the budget in its entirety - neither of which usually occurs - or to reduce or eliminate spending provisions with line-item vetoes. Following the Governor’s signing of the budget, the Legislature has 60 days to override a veto by a two-thirds vote of each house.
July 1st	The State’s fiscal year begins.

THE IMPACT OF PROPOSITIONS 13, 4, AND 98

place on the Governor and Legislature's ability to direct available moneys to where they are most needed. But proponents argue these limitations are just fine; that squabbling between the two branches and inaction on tax and school reform created the need for the propositions in the first place. For better or worse, the three initiatives have diminished the Governor and Legislature's spending power and changed the way state and local government fund programs and services.

Here are the three initiatives in a nutshell:

Proposition 13:

In 1978, Californians passed Proposition 13 by a 65-35 percent margin and thereby began the modern California Tax Revolt. Prior to Prop. 13, local jurisdictions independently established their property tax rates. The Jarvis-Gann initiative capped these rates at one percent of the value of the property at the time of acquisition and transferred to the State the responsibility for allocating property taxes among local jurisdictions. Further Prop. 13 required a two-thirds vote rather than a majority vote of the state legislature to raise taxes.

Proposition 4:

Proposition 4, or the Gann Spending Limit Initiative, followed in 1979 on the coattails of Proposition 13. Where Proposition 13 curbed the ability of government to raise property taxes, the Gann initiative limited the growth of state and local spending to no more than the increase in population plus the increase in cost of living or the increase in personal income, whichever was lower. In addition, Prop. 4 prohibited State government from passing unfunded mandates requiring local governments to operate programs or provide services for which no state funds were appropriated.

Proposition 98:

In 1998, voters passed Proposition 98 which guaranteed a minimum of 40 percent of the State General Fund to public schools and community colleges. To sell the Proposition to voters, the authors of Prop. 98 inserted a provision which allowed a temporary waiver of the measure in cases of economic emergency. Such a waiver, however, requires a two-thirds vote of both Houses of the Legislature.

The Governor's annual budget contains a full glossary of budget terms. Several key terms are listed here.

Baseline Budget—A baseline budget reflects the anticipated costs of carrying out the current level of service or activities as authorized by the Legislature. It may include an adjustment for cost increases, but does not include changes in the level of service over that authorized by the Legislature.

Budget, Program/Traditional—A plan of operation for a specific period of time expressed in financial terms. A program budget expresses the operating plan in terms of the costs of activities to be undertaken to achieve specific goals and objectives. A traditional budget expresses the plan in terms of the costs of the goods or services to be used to perform

GLOSSARY OF KEY BUDGET TERMS

specific functions.

Budget Bill/Act—The initial budget bill is prepared by the Department of Finance and is submitted to the Legislature in January as the Governor’s budget. The budget bill is the Governor’s proposal for spending authorization for the subsequent fiscal year. The Constitution requires the Legislature to pass the budget bill and forward it by June 15 to the Governor for his or her signature. After signature by the Governor, the budget bill becomes the budget act. The budget act is the main legal authority to spend or obligate funds.

Budget Change Proposal (BCP)—A BCP is a proposal to change the level of service or funding sources for activities authorized by the Legislature, or to propose new program activities.

Budget Year (BY)—The next fiscal year beginning July 1 and ending June 30 for which the Governor’s budget is submitted. The year following the current fiscal year.

Capital Outlay (CO)—The expenditure of funds to acquire land or pay the cost of planning and construction of new buildings, or addition to and modification of existing buildings, and the equipment related to such construction.

Changes in Authorized Positions—A schedule included in each budget presentation in the Governor’s budget which reflects personnel staffing changes made subsequent to the adoption of the current year budget (transfers, positions established and selected reclassifications). It also includes proposed new positions and reductions of positions for the budget year.

Cost of Living Adjustments (COLAs), Statutory/Discretionary—Increases provided in State-funded programs which include periodic adjustments predetermined in State law (statutory), e.g., K-12 education apportionments; and adjustments which may be established at optional levels (discretionary) by the Legislature each year.

Current Year (CY)—A term designating the operations of the present fiscal period, as opposed to the past or future periods (i.e., the time period we are in now).

Encumbrance—An obligation placed on an appropriation to pay for goods or services which have been ordered by means of contracts, salary commitments, etc., but not yet received.

Enrollment, Caseload, & Population (ECP)—Adjustments that occur due to increases/decreases in enrollment for the educational segments, caseload adjustments for programs such as Medi-Cal and welfare programs, and population adjustments for State hospitals and youth and correctional facilities.

Final Budget—The final budget is the Governor’s budget as amended by action taken on the budget bill. A final Change Book is published by the Department of Finance after enactment of the budget act to reflect the changes made by the Legislature in their review of the budget bill and by the Governor by power of line item veto. It includes a detailed list of changes by item number.

Finance Letters—Proposals made by the Director of Finance to the committee chairs in each house of the Legislature which consider appropriations to amend the Governor’s budget to reflect a revised spending plan for the current or budget year.

Fiscal Year (FY)—A 12-month State accounting period different from the calendar year and the federal fiscal year. In California State government, the fiscal year runs from July 1 through the following June 30. It is the period during which obligations are incurred, encumbrances are made, and appropriations are expended. The Governor’s budget presents three years of detailed fiscal data for the past, current and budget years.

The State fiscal year is often referenced by the first calendar year of the fiscal year, (e.g. “97” or “1997”) means the 1997-98 fiscal year. By contrast, the federal fiscal year is referenced by the last calendar year of the fiscal year, e.g., “98” or “1998” means the 1997-98 fiscal year, and lasts from October 1, 1997 through September 30, 1998.

General Fund (GF)—The General Fund is the predominant fund for financing State government programs. It is used to account for revenues which are not specifically designated to be accounted for by any other fund. The primary sources of revenue for the General Fund

Glossary of Key Budget Terms

continued

are the personal income tax, sales tax, and bank and corporation taxes. The General Fund is used as the major funding source for education (K- 12 and higher education), health and human services programs, and youth and adult correctional programs.

May Revision—An annual update to the Governor’s proposed January budget containing revised General Fund revenues and specified expenditures for the Governor’s budget. The Department of Finance is required to submit its May Revision to the Legislature by May 14.

Objects (line-items)—A subclassification of expenditures based on the type of goods or services. For example, the “Personal Services” category includes objects of salaries and wages and staff benefits. These may be further subdivided into line items such as “State Employee’s Retirement:” “Workers’ Compensation,” etc. Objects do not reflect a function or purpose to be served by the expenditure. A summary by object is provided for each department’s budget in the “Governor’s Budget for State Operations and Local Assistance.” The Department of Finance publishes a Uniform Codes Manual which reflects the standard line-item objects of expenditure.

Past Year (PY)—The fiscal year just completed.

Personnel Years—The actual or estimated portion of a position expended for the performance of work. For example, a full-time position which was filled by an employee for half of a year would result in an expenditure of 0.5 personnel years.

Proposed New Positions—A request for an authorization for the employment of additional people for the performance of work. Proposed new positions may be for limited time periods (limited-term) and for full or less than full-time. Proposed new positions may be for an authorization sufficient to employ one person, or for a sum of funds (blanket) from which several people may be employed.

Special Funds—Special Funds is a generic term used for “governmental cost funds” other than the General Fund. Governmental cost funds are generally defined as those funds used to account for revenues from taxes, licenses, and fees where the use of such revenues is restricted by law for particular functions or activities of government. Examples of Special Funds are the transportation funds and fish and game funds.

State Appropriations Limit (SAL)—The State Appropriations Limit was enacted by the passage of Proposition 4 at the November 6, 1979 general election. This initiative imposed a limit on the annual growth in the level of certain appropriations from tax proceeds. The growth in appropriations limit is calculated using the prior year’s limit, adjusted for changes in the cost of living and the change in population. Other adjustments may be made for such reasons as any transfer of services from one governmental entity to another.

tate legislators are elected by district, one member from each district, 40 in the Senate and 80 in the Assembly. Pursuant to term limits enacted by Proposition 130, State Senate members may serve only two four-year terms in office and Assembly members are limited to three two-year terms. The limitation is a lifetime ban.

The Constitution requires that members of the Senate and Assembly are at least 18 years of age, citizens of the U.S. and inhabitants of the state for three years, and of the district each represents for one year prior to their election.

The Legislature currently meets in a two-year session called a biennium or biennial

THE LEGISLATIVE PROCESS

The State Legislature

session. The Legislature convenes on the first Monday in December of even-numbered years (e.g., December 2, 1996) and must adjourn by midnight November 30 of the following even-numbered year (e.g., November 30, 1998).¹¹

The Constitution allows the Governor to call the Legislature into special session at any time to deal with urgent or extraordinary issues. Action during a special session is limited to the subjects specified by the Governor. Procedural rules permit speedier action during a special session than in the regular session. Laws passed in a special session take effect 91 days after session adjourns.¹²

The Joint Rules of the Senate and Assembly are explicit regarding the conduct of the meetings of standing committees. A quorum must be present for a bill to pass out of committee. When a committee takes action on a bill, the vote must be by roll call. Further, all roll call votes must be recorded by the committee secretary and transmitted to the Chief Clerk of the Assembly or the Secretary of the Senate for publication as part of the journals of the respective Houses. Committee actions are also published in a manner prescribed by each House. If a bill fails to get the necessary votes to pass it out of committee and reconsideration is not granted within 15 legislative days, it is returned to the Chief Clerk of the Assembly or the Secretary of the Senate, as the case may be, and may not be considered further during the session.

The biennial session is governed by constitutional deadlines. The first occurs on January 31 of the second year of the legislative session, at which time those bills introduced in the first year and still in the House of origin may no longer be acted upon by

The Legislative Session

The Biennial Legislative Session

Date	Legislative Activity
Even-numbered Years (e.g., 1998)	
December	New legislative session begins
Odd-numbered Years (e.g., 1999)	
January	Regular session begins
Spring	One-week recess
Summer	One-month recess
September-December	Interim study recess
Even-numbered Years (e.g., 2000)	
January	Regular session resumes
Spring	One-week recess
Summer	One-month recess
August 31	End of regular session
November 30	Adjournment

HOW A BILL BECOMES LAW

Introduction of Bills

Source: With minor changes, the following section is excerpted from *California's Legislature* by Chief Clerk of the Assembly, E. Dotson Wilson.

When an author wishes to introduce a bill, he or she delivers it to the Assembly Chief Clerk or Secretary of the Senate who gives the bill a number. During a regular session, no bill other than the budget bill, or a bill introduced in extraordinary session, may be heard by any committee or acted upon by either House until 30 days after the introduction of the bill. This 30-day provision, however, may be dispensed with by the consent of three-fourths of the members of the House considering the measure.

For convenience, bills are designated as AB for Assembly bills and SB for Senate bills. Concurrent resolutions—matters to be treated by both Houses of the Legislature—are indicated by ACR or SCR. joint resolutions—matters connected with the federal government—carry the letters AJR or SJR. And Constitutional amendments are identified as ACA or SCA. Constitutional amendments proposed by the Legislature require a two-thirds vote in both Houses, and must be submitted to a direct vote of the people and adopted by a majority vote of the electorate before becoming part of the Constitution. A single House resolution in the Assembly is designated HR (House resolution) and SR (Senate resolution) in the Senate.

Restriction on Bill Introduction

The rules in each House place a limit on the number of bills that can be introduced in a two-year session. A Senator may introduce a total of 65 and an Assembly member no more than 30 bills in a regular legislative session.

Bills and Standing Committees

After introduction, bills are read for the first time and referred by the Rules Committee to the standing committees of the respective Houses.

First, standing committees and their subcommittees may not take action on a bill at any hearing held outside of Sacramento or during a joint recess. However, a committee may hear the subject matter of a bill during a recess, provided the notice is published in the Daily File four days prior to the hearing.

Next, during a regular session, committees must wait for a period of 30 days after a bill has been introduced and in print before they may take action on it. This waiting period permits proponents and opponents to review the provisions of the bill and to prepare testimony for committee hearings.

Finally, a schedule or calendar of bills set for hearing is proposed by each committee. Publication of this list in the Daily File must occur at least four calendar days prior to the first committee of reference hearing the bill. For instance, a Senate or Assembly bill first referred to the Assembly committee on Transportation must be noticed at least four days prior to the hearing; if the bill is subsequently rereferred to a second committee such as the Assembly Committee on Budget, the bill must then be noticed two days prior to hearing in that committee.

A bill may be set for hearing in a committee only three times. To be counted as one of three “sets:” notice of the hearing of a bill must be placed in the Daily File for at least one day. If the hearing of the bill is postponed at the committee’s request, or if “testimony only” is to be taken, the hearing is not counted as one of the three times a bill may be set.

Many times, opposition to bills can be overcome by amendments submitted in committee. Amendments proposed by the committees are seldom opposed by the House, since these amendments generally are offered to cure some defect in the bill or to

How a Bill Becomes Law
continued

that House. No bill may be presented to the Governor after November 15th of the second year of the session. Another deadline occurs at the end of the second year, following adjournment sine die (November 30), when all bills remaining in committee are returned to the Chief Clerk or Secretary of the Senate.

After final adjournment, the Chief Clerk of the Assembly and the Secretary of the Senate file all the bills of the respective Houses in the archives of the Secretary of State's office.

After a bill has been reported from a committee without amendments, it is read the second time and placed on the third reading file. In the event that the bill has been reported out of committee with amendments, it is reprinted, showing such amendments by the use of strikeout type for matter omitted, and italic type for the new matter. Thereafter, the bill is as of the date of the last amendment, e.g., AB 2207 as amended in the Senate, September 7, 1993.

Note: This is the end of the material excerpted from *California's Legislature*.

Source: With minor changes, the following section is excerpted from the Center for California Studies' *Capitol Information*.

When a bill is placed on the Third Reading File, it is eligible to be taken up on the Floor for debate. However, it is not unusual for a bill to remain on the Third Reading File for many days or weeks before it is taken up.

Each bill receives an item number in the Third Reading section of the Daily File and is referred to by that number. The number changes daily as items in other sections of the Daily File move off or are added to the file.

No bill may be taken up on either Floor until printed copies are distributed to members and Floor analyses are made available. The Floor analysis summarizes the bill in its current version, including most recent amendments, and provides other details such as how members voted on the measure in policy and fiscal committees. In The Assembly, Floor analyses are prepared by the Floor Analysis Unit in the Office of the Chief Clerk. In the Senate, Floor analyses are prepared by the Senate Office of Floor Analysis under the direction of the Secretary of the Senate.

If a bill is amended on the Floor of either House, it must be sent out to print and returned to the Daily File. This means the bill cannot be taken up that same day unless the rules are waived. In the Assembly, bills as-amended and reprinted cannot be acted upon until they have been on the Daily File for one calendar day. Amendments require a majority vote from those present and voting for adoption.

In the final days of a legislative session, special rules pertaining to Floor amendments can apply. In the Senate, the last day to amend a bill is usually four to five days before the close of session. In the Assembly, the deadline is two days.

Voting begins after an author has taken up a measure and all debate has concluded. In the Assembly, the roll is opened and members vote electronically from their desks. In the Senate, the roll is called by the Reading Clerk and members answer "aye" or "no" or abstain from voting.

Most bills require a majority vote of each House, 41 of 80 votes in the Assembly and 21 of 40 votes in the Senate. But the following measures require a two-thirds vote of each House-54 votes in the Assembly, 27 votes in the Senate: 1) the budget bill; 2) urgency measures; 3) Constitutional amendments; 4) General Fund appropriation bills; 5) tax levies; 6) personal property tax exemptions or reclassifications; and 7) veto overrides. To amend the 1998 Tobacco Tax and Health Protection Act re-

Second Reading and Engrossment of Bills

Third Reading and Floor Consideration

How a Bill Becomes Law
continued

quires a four-fifth vote of both Houses 64 votes in the Assembly; 32 votes in the Senate.

Once a vote has been taken, but prior to the announcement of the vote on a bill, motion, or any other matter, any member may “move a call.” This motion, used to compel attendance of members and to require those present to remain in the Chamber, is made typically by the bill’s author to obtain more votes for a measure. But the motion can also be made by an opponent of the issue before the House in an effort to sink the bill. A call can be placed regardless of the number of votes recorded on a measure. It takes a majority of those present and voting to successfully place a call.

Placing A Call

If a measure fails to receive the required number of votes, the author can move for reconsideration (i.e., “I notice reconsideration on AB ___”). Reconsideration allows the measure to be taken up again on another legislative day (another Floor session day). The motion to reconsider may not be granted unless a measure receives at least 41 votes in the Assembly or 21 votes in the Senate. Reconsideration motions must be made in the Assembly on the same day that the measure in question is taken up. In the Senate, a motion to reconsider must be made on the same day, but the vote on reconsideration may be taken on the following legislative day. Less often, reconsideration is used to force a second “final” vote on bills passed by either House.

Reconsideration

Measures considered minor and non-controversial typically are voted out of policy committees with a recommendation that they be placed on the Consent Calendar in the Daily File, where they will be noticed for at least two legislative days. The Consent Calendar usually is taken up at the end of a Floor session and passes with one vote, regardless of how many bills are included. Any member may pull a bill from the Consent Calendar up until the roll is called for a vote.

Special Consent Calendars are constructed by the Chief Clerk of the Assembly and the Secretary of the Senate in their respective Houses during particularly busy periods of the legislative year. A measure is a candidate for the Special Consent Calendar if it did not receive any negative votes as it moved through both Houses.

Consent and Special Consent Calendars

Most measures which pass from the House of origin are amended in the second House. For Example, when the Senate amends and passes an Assembly bill, the Assembly must either “concur” or “refuse to concur” in the amendments. Where the House of origin concurs with the amendments of the other House, the bill is ordered to enrollment.

A bill’s author may ask for nonconcurrency in amendments so that a conference committee can be formed to forge an agreement between the two Houses on the bill. Conference committees are composed of three members of the Assembly and three members of the Senate. Two of the three members from each House should have voted with the majority and the other member from each House with the minority on the question in dispute. Two members of the majority party and one member of the minority party typically sit on the conference committees.

Amendments by the Other House/ Conference Committees

After a single version of the bill is approved by the conference committee, it must go back to both Houses for approval. If both Houses pass the bill, the measure is sent to the Governor.

The Governor usually has 12 days to sign or veto a bill after receiving it. If the Governor takes no action the bill becomes law at the end of the 12-day signing period. However,

**Amendments
by the Other
House/Conference
Committees**
continued

when the Legislature adjourns for the Interim Study Recess (first year of a two-year session), the Governor has 30 days to consider bills. In the second year of the session, the Governor has until September 30 to consider bills passed by the Legislature before September 1.

If the Governor vetoes a bill, it is returned to the House of origin and placed on the “unfinished business” portion of the Daily File. The Legislature has 60 days to attempt an override.

**The Gov-
ernor’s Ap-
proval**

Lieutenant Governor Cruz Bustamante

Duties and Responsibilities: The State Constitution designates the Lieutenant Governor as President of the Senate. He or she may be called upon to preside over the Senate or vote in the case of a tie. (See Constitutional Officers; Lieutenant Governor.)

Don Perata (D)

Duties and Responsibilities: Elected every two years, the President Pro Tempore is the leader of the Senate and the leader of the Senate’s majority party. He or she chairs the Senate Rules Committee and is typically the chief policy and political strategist of the majority party.

Vacant (D)

Duties and Responsibilities: The Senate majority leader is elected by the majority party to

When Laws Take Effect

<i>Type of Measure</i>	<i>Date Effective</i>
Non-urgency statutes enacted in the regular session before the Legislature adjourns for the interim study recess.	January 1 of the following year (Example: A non-urgency bill passed September 12, 1997 would take effect January 1, 1998.)
Non-urgency measure enacted in the second year of the two-year session.	January 1, following 90-day period from the date of enactment (Example: A bill enacted on October 1, 1998 would take effect on January 1, 1999. But a bill enacted October 5, 1998 would not take effect until January 1, 2000.)
Statutes enacted at a special session.	91 days after the session adjourns.

PRINCIPAL OFFICERS OF THE ASSEMBLY

Speaker of the Assembly

Fabian Nuñez (D)

Duties and Responsibilities: The Speaker presides over the Assembly and is charged with the overall management and supervision of the Assembly. He or she names the majority Floor leader and the chair of the rules committee; selects the chairs and vice chairs of policy committees; and selects members for executive and judicial boards and commissions. The Speaker is elected to a two-year term by a majority vote of the Assembly taken as the first order of business after the new members have been sworn in. Unlike the Senate President Pro Tempore, the Speaker does not have tie-breaking vote capabilities and if there is a tie vote in the Assembly, the measure under consideration is defeated.

Speaker Pro Tempore

Leland Yee (D)

Duties and Responsibilities: The Assembly elects a Speaker Pro Tempore who exercises powers and duties assigned by the Speaker during the his or her absence. These include presiding over the sessions of the Assembly and advising the members on parliamentary procedures of the House.

Majority Floor Leader

Dario Frommer (D)

Duties and Responsibilities: The Assembly Caucus with the most members elects a Majority Floor Leader. The Majority Floor Leader assists the Speaker to conduct the business of the Assembly by making motions and points of order to expedite House proceedings.

Minority Leader

Kevin McCarthy (R)

Duties and Responsibilities: Selected by the minority Caucus, the Minority Leader serves as their representative and spokesperson on the Floor of the Assembly. The Minority Leader is the most powerful minority member of the Assembly.

The Assembly Rules Committee

Duties and Responsibilities: The Speaker of the Assembly chairs the nine-member Assembly Rules Committee. With the exception of the Speaker, Committee members must first be nominated by their respective caucuses—each caucus nominates four—and then approved by a majority vote of The Assembly. The Rules Committee decides which standing committees will hear which bills. In addition, the Rules Committee administers the daily business of the Assembly, including room assignments and clerical staff.

PRINCIPAL OFFICERS OF THE SENATE

Senate President

a two-year term. He or she serves as the second ranking issues and political strategist for the Senate's majority party.

President Pro Tempore

Dick Ackerman (R)

Duties and Responsibilities: Also elected to a two-year term, the Minority Leader is selected by the minority caucus to act as their spokesperson on the Floor of the Senate. The Minority Leader is the most powerful minority member of the Senate.

Duties and Responsibilities: The five-member Senate Rules Committee is chaired by the President Pro Tempore. The other four members must first be nominated by their majority and minority caucuses and then approved by a majority vote of the Senate. The

Majority Leader

Senate Rules Committee selects committee chairs and appoints members to sit on the various committees. In addition, the Senate Rules Committee refers bills to committees and performs the daily administrative functions of the Senate.

Minority Leader

The California Assembly and Senate maintain separate caucus staff to assist members of their respective parties with media relations, speech writing, voting records, and general policy advice. These staffs address issues from a partisan perspective.

Senate Rules Committee

www.assembly.ca.gov

Assembly Office of Democratic Services

1020 N Street, Room 460
Sacramento, California 95814
(916) 445-1403

CAUCUS STAFF

Assembly Republican Caucus

1020 N Street, Room 400
Sacramento, California 95814
(916) 445-3260

Assembly

Senate Democratic Caucus

1020 N Street, Room 552
Sacramento, California 95814
(916) 445-1822

Senate Republican Caucus

1020 N Street, Room 534
Sacramento, California 95814
(916) 445-6617

This glossary generally is drawn from a public source glossary maintained by the California Legislature following Internet location: <http://leginfo.public.ca.gov>.

Senate

Across the Desk—The official act of introducing a bill or resolution. The measure is given to the Chief Clerk to his or her representative at the Assembly Desk in the Assembly Chambers or to the Secretary of the Senate or his or her representative in the Senate Chambers. The bill then receives a number and becomes a public document available from the bill room.

Act—A bill passed by the Legislature and approved by the Governor.

Action—Deposition of any question before the Legislature.

Adjournment—Termination of a meeting; occurring at the close of each legislative day upon the completion of business, with the hour and day of the next meeting set prior to adjournment.

Adjournment Sine Die—Final adjournment of the Legislature; regular sessions of the Legislature adjourn sine die at midnight on November 30 of each even-numbered year.

Adoption—Approval or acceptance; usually applied to amendments or resolutions.

GLOSSARY OF KEY LEGISLATIVE TERMS

Advise And Consent—Confirmation by the Senate of certain appointees of the Governor.

Amendment—Formal proposal to change the language of a bill after it has been introduced. Amendments must be submitted to Legislative Counsel for drafting.

- 1) Author's Amendments—Amendments proposed by the bill's author anytime after bill introduction. In committee they are amendments placed in the bill prior to the committee hearing that are subject to the committee chair's approval.
- 2) Hostile Amendments—Amendments proposed by another member and opposed by the author in a committee hearing or during Assembly or Senate Floor consideration.

Analysis Of The Budget Bill—The Legislative Analyst's comprehensive examination of the Governor's budget available to legislators and the public roughly six weeks after the budget is submitted to the Legislature.

Apportionment—Division of the State into districts from which representatives are elected.

Appropriation—The amount of money made available for expenditure by a specific entity, from a specific source—such as the General Fund, Environmental License Plate Fund—and for a specific purpose.

Appropriations Limit—Established by Prop. 4 passed by voters in 1979, this is the maximum amount of tax proceeds that State or local government may appropriate in a fiscal year. The limit is adjusted annually based on 1986—87 appropriations.

Approved By The Governor—Signature of the Governor on a bill passed by the Legislature.

Archives—Location and contents of public records kept by the Secretary of State, including copies of all measures considered at each session, journals, committee reports, and documents of historic value.

Assembly—The House of the California Legislature consisting of 80 members, elected from districts apportioned on the basis of population.

BCP—(Budget Change Proposal) A document prepared by a State agency and submitted to an agency secretary (if necessary) and the Department of Finance to propose and document budget changes to maintain the existing level of service or to change the level of service. BCPs are used to prepare the Governor's budget.

Bill—A proposed law, introduced during a session for consideration by the Legislature, and identified numerically in order of presentation; also, commonly refers to joint and Concurrent Resolutions and Constitutional Amendments.

Bill Analysis—A document that must be prepared by committee and/or Floor analysis staff prior to hearing the bill in that committee. It explains how a bill would change current law and sometimes mentions support and opposition from major interest groups.

Blue Pencil (Line—item Veto)—The Constitution grants the Governor line-item veto authority to reduce or eliminate any item of appropriation from any bill including the budget bill. Thirty years ago the Governor used an editor's blue pencil for the task.

Bond Bill (General Obligation Bonds)—A bill authorizing the sale of State general obligation bonds to finance specified projects or activities, which must subsequently be approved by the voters.

Budget—Suggested allocation of State moneys presented annually by the Governor, for consideration by the Legislature; compiled by the Department of Finance in conjunction with State department heads.

Budget Act—The budget bill; after it has been signed into law by the Governor.

Budget Bill—The spending proposal for the next fiscal year, beginning July 1, and ending June 30, by the Department of Finance and submitted to the Legislature by the Governor.

Budget Change Proposal—(See BCP)

Budget Year—The next, rather than the current fiscal year, beginning July 1 and ending June 30.

COLA—Cost-of-living adjustment.

**Glossary of Key
Legislative Terms**
continued

- Cal-Span**—The cable television channel which televises Assembly and Senate proceedings.
- Call Of The House**—On motion from the Floor, the presiding officer directs the Sergeant-at-Arms to lock the Chambers and bring in the absent members (by arrest, if necessary) to vote on a measure under consideration. No action is taken on an item under call until the call is lifted, at which time it must immediately be voted on.
- Call The Absentees**—Order by the presiding officer directing the reading clerk to call the names of members who have not responded to roll call.
- Capital Outlay**—Funds to be spent acquiring or constructing fixed assets.
- Capital Press Corps**—Members of the press who cover events in the State Capitol.
- Casting Vote**—The deciding vote the Lieutenant Governor may cast in the case of a tie vote in the Senate.
- Caucus**— 1.) A closed meeting of legislators of one's own party, 2.) Any group of legislators who convene because of their interest in specific issues.
- Chamber**—The Assembly or Senate Chamber where Floor sessions are held.
- Chapter**—After a bill has been signed by the Governor, the Secretary of State assigns the bill a chapter number, such as "Chapter 123, Statutes of 1992:" which is subsequently used to refer to the measure rather than the bill number.
- Chapter Out**—When the provisions of one chaptered bill amend the same code section as another chaptered bill, the code section as amended by the bill with the higher number takes effect and "chapters out" the code section amended by the bill with the lower number.
- Check-in-Session**—Weekdays when legislators do not meet in formal legislative sessions, they are required to "check in" with the Chief Clerk or Secretary of the Senate. Mondays, Thursdays (and Fridays during busy periods) are formal Floor session days. Check-in days are typically Tuesdays and Wednesdays.
- Chief Clerk**—Elected by Assembly members at the beginning of every two-year session to be principal parliamentarian and record keeper of the Assembly. Responsible for all Assembly daily and weekly publications.
- Co-author**—Any member of either House, with the agreement of the author of a bill, may add his or her name on that member's bill as a co-author, usually indicating support for the proposal.
- Codes**—Bound volumes of law organized by subject matter. The code to be changed by a bill is referred to in the title of the bill.
- Committee Of The Whole**—The Assembly or Senate meeting as a committee for the purpose of receiving information.
- Companion Bill**—An identical bill introduced in the other House. This procedure is far more common in Congress than in the California Legislature.
- Concurrence**—One House approving a bill as amended in the opposite House. If the author is unwilling to move the bill as amended by the other House, the author requests "nonconcurrence" in the bill and asks for the formation of a Conference Committee.
- Concurrent Resolution**—A measure introduced in one House which, if approved, must be sent to the other House for approval. The Governor's signature is not required. These measures usually involve the business of the Legislature.
- Conferees**—Officially designated members of a Conference Committee.
- Conference Committee**—Usually composed of three legislators (generally two from the majority party; one from the minority party) from each House who meet in public session to forge one version of similar Assembly and Senate bills. The final Conference Committee version must be approved by both the Assembly and Senate. Assembly conferees are chosen by the Speaker; Senate conferees are chosen by the Senate Rules Committee.

**Glossary of Key
Legislative Terms**
continued

- Confirm**—The process of approving gubernatorial appointments to some executive departments and many boards and commissions.
- Consent Calendar**—File containing bills which have received no dissenting votes and which have received unanimous agreement to pass.
- Constituent**—A person who resides within the district of a legislator.
- Constitutional Amendment**—A resolution changing the language of the State Constitution. It may be presented in bill form by the Legislature or by initiative which requires the populace to vote.
- Consultant**—A committee professional staff person.
- Contingent Fund**—The fund from which moneys are appropriated by the respective Houses for operational expenses.
- Convene**—To assemble a meeting. The Legislature generally convenes twice a week.
- Current Fiscal Year**—The current fiscal year that began on July 1 and ends next June 30.
- Daily File**—Publication produced by the Assembly and Senate respectively for each day those Houses are in session. The publication provides information about bills to be considered at upcoming committee hearings and bills eligible for consideration during the next scheduled Floor session. Pursuant to joint Rule 62(a), any bill to be heard in committee must be noticed in the Daily File for four days, including weekend days. The Daily File also contains useful information about committee assignments and the legislative calendar.
- Daily History**—Produced by the Assembly and Senate respectively the day after each House has met. The History lists specific actions taken on legislation. Any measure acted upon in that House the previous day is listed in numerical order.
- Daily Journal**—Produced by the Assembly and Senate respectively the day after a Floor session. Contains roll call votes on bills heard in policy committees and bills considered on the Floor and other official action taken by the body. Any official messages from the Governor are also included. A member may seek approval to publish a letter in the journal on a specific legislative matter.
- Desk**—The long desk in front of the presiding officer's rostrum where much of the clerical work of the body is conducted. Also, a generic term for the staff and offices of the Secretary of the Senate and the Chief Clerk of the Assembly.
- Desk Is Clear**—Statement by the presiding officer that there is no further business before the House.
- Digest**—Prepared by the Legislative Counsel, it summarizes the effect of the proposed bill on current law. It appears on the first page of every printed measure.
- District**—The region of the State represented by a legislator. Each district is determined by population and identified by a number. There are 40 Senate districts and 80 Assembly districts.
- District Bill**—Legislation introduced specifically on behalf of a legislator's district, generally affecting only that district.
- Do Pass**—Affirmative recommendation made by a committee which moves a bill to the Floor or to the next committee.
- Do Pass As Amended**—Passage recommended by committee providing the language of the bill is changed as specified.
- Double Join**—Amendments to a bill which include provisions so that the amended bill does not "chapter out" the provisions of another bill.
- Double Refer**—Legislation recommended for referral to two policy committees rather than just one. The first committee is not bound by the recommended second referral. Both committees must approve the measure to keep it moving in the process. Typically used for sensitive issue areas that transcend the jurisdiction of one policy committee. Bill referrals are made by the Assembly and Senate Rules Committees for their respective Houses.

**Glossary of Key
Legislative Terms**
continued

- Dropped**—Author has decided not to pursue the passage of the bill.
- Enacting Clause**—The phrase at the beginning of each bill which says, “The people of the State of California do enact as follows.”
- Engrossment**—The process of comparing the printed bill to ensure it looks like the original and to verify that amendments have been correctly inserted.
- Engrossed Bill**—Whenever a bill is amended, the printed form of the bill is proofread to make sure all amendments are inserted properly. After being proofread, the bill is “correctly engrossed” and is therefore in proper form.
- Enrolled Bill**—Whenever a bill passes both Houses of the Legislature, it is ordered enrolled. In enrollment, the bill is again proofread for accuracy and then delivered to the Governor. The “enrolled bill” contains the complete text of the bill with the dates of passage certified by the Secretary of the Senate and the Chief Clerk of the Assembly.
- Enrollment**—When bills are filed with the Governor and resolutions are filed with the Secretary of State once they have been accepted by both Houses.
- Ex Officio**—(Literally: out of or because of one’s office) The act of holding one office by reason of holding another. For example, the Lieutenant Governor is, ex officio, a member of the University of California Board of Regents.
- Executive Session**—A committee meeting restricted to committee members and specifically invited guests.
- Expunge**—A motion by which action is deleted from the journal; i.e., “Expunge the record.”
- Extraordinary Session**—A special legislative session called by the Governor to address only those issues specified in the proclamation. Measures introduced in these sessions are numbered daily, the agenda for the business of the House (i.e., AB 28x).
- File Number**—The number assigned to a measure in the Assembly or Senate Daily File. The file number changes each day as bills move on or off the Daily File. These include measures on second and third reading; in conference; unfinished business (a bill amended in the other House and awaiting concurrence in amended form); and, in the Senate, Governor’s appointments. Legislation is taken up on the Assembly or Senate Floor in chronological order according to file number. Items considered on the Floor are frequently referred to by file number.
- Final History**—The publication printed at the end of every session showing the final disposition of all measures.
- Finance Letter**—Revisions to the budget bill and the Governor’s budget for the current year proposed by the Department of Finance and addressed to appropriate committee chairs in the Assembly and Senate.
- First Reading**—Each bill introduced must be read three times before final passage. The first reading of a bill occurs when the measure is introduced.
- Fiscal Bill**—Generally, a measure that contains an appropriation of funds or requires a State agency to spend money for any purpose. The Legislative Counsel determines which bills are fiscal bills. The designation appears at the end of the Legislative Counsel’s Digest found on the first page of each bill. Fiscal bills must be heard by the Assembly and Senate appropriations committees in addition to the policy committees in each House.
- Fiscal Committee**—The appropriations committee in the Senate and in the Assembly to which all fiscal bills are referred if approved by policy committees. If the fiscal committee approves a bill, it then moves to the Floor.
- Fiscal Deadline**—The date on the legislative calendar by which all bills with fiscal implications must have been taken up in a policy committee and referred to a fiscal committee. Any fiscal bill missing the deadline is considered “dead” unless it receives a rule waiver allowing further consideration.
- Fiscal Year**—The twelve month period in which the budget is planned. The State fiscal year begins July 1 and ends June 30 of the following year. The federal fiscal year begins October 1 and ends September 30 of the following year.
- Floor**— 1.) The Assembly or Senate Chambers; 2.) The term used to describe the location of a

**Glossary of Key
Legislative Terms**
continued

bill or the type of session. Matters may be referred as “on the Floor.”

Floor Manager—The legislator responsible for taking up a measure on the Floor. This is always the bill’s author in the first House and a member of the other House designated by the author when the bill is considered by the other House. The name of the Floor Manager in the other House appears in parenthesis after the author’s name in the second or third reading section of the Daily File.

Floor Pass—No visitor may observe the Assembly or Senate from the rear of the Chambers without a pass. Assembly passes are issued by the Speaker’s office; Senate passes are issued by the President Pro Tempore’s office. Passes are not required for the viewing area in the gallery above the Chambers.

Foreign Amendments—The Legislative Counsel’s term for amendments not drafted in his or her office.

Four-Day File Notice—Officially known as joint Rule 62(a), the requirement that all bills for the first committee of reference be noticed in the Daily File for four days prior to committee hearings where they will be considered. The second or subsequent committees of reference only require a notice of two days.

Germaneness—Referring to whether an amendment is relevant to the subject matter already being considered in a bill. The Legislative Counsel opines germaneness, but the matter is subject to final determination by the full Assembly or Senate.

Governor’s Budget—Prepared by the Department of Finance under the direct supervision of the Governor. The Governor’s must submit his or her annual budget to the Legislature by January 10.

Grandfathering—Specific situations that are allowed to continue while a law would make changes henceforth.

Handbook—The hardbound edition of California Legislature published for each two—year legislative session. Contains indexed versions of the Assembly, Senate, and joint Rules; biographies of members; and other useful information. Published by the Assembly Chief Clerk and Secretary of the Senate for their respective Houses.

Hearing—A committee meeting convened for the purpose of gathering information on a specific subject or considering specific legislative measures.

Hijack—Amendments which delete the contents of a bill and insert entirely new provisions. Can be accomplished with or without the author’s permission.

Hopper—Refers to a bill presented for formal introductions and first reading.

Host—The communal file cabinet of the mainframe computer allowing access by all legislative employees in Sacramento and district offices. The Host is maintained by the Legislative Data Center which is a part of Legislative Counsel. It contains information such as bill analyses, bill status, bill text, votes, and other useful information for bill tracking and research.

Inactive File—The portion of the Daily File containing legislation that is ready for Floor consideration, but, for a variety of reasons, is dead or dormant. An author may move a bill to the inactive file and subsequently move it off the inactive file at a later date. During the final weeks of session, the legislative leadership may move bills to the inactive file as a method of encouraging authors to take up their bills promptly.

Initiative—A method of legislating that requires a vote of the people instead of a vote of the Legislature for a measure to become law. To qualify for a statewide ballot, statutory initiatives must receive signatures equal to 5 percent, and Constitutional amendment initiatives must receive signatures equal to 8 percent, of the voters for all candidates for Governor in the last gubernatorial election.

Interim—The period of time between the end of the legislative year and the beginning of the next legislative year. The legislative year ends on August 31 in even-numbered years and in mid-September in odd-numbered years.

Interim Study—The assignment of the subject matter of a bill to the appropriate committee for study during the period the Legislature is not in session.

**Glossary of Key
Legislative Terms**
continued

- Joint Committee**—A committee composed of equal numbers of Senate and Assembly members.
- Joint Resolution**—A resolution expressing an opinion about an issue pertaining to the federal government; forwarded from the State Legislature to Congress for its information. Requires the approval of both Assembly and Senate but does not require the Governor’s signature to take effect.
- Joint Session**—The Assembly and Senate meeting together, usually in the Assembly Chambers. The purpose is to receive special information such as the Governor’s State of the State Address.
- Journal**—The official chronological record of the proceedings in each House. The journal contains the minutes of the daily House meetings. At the end of session, the journals are certified, indexed and bound.
- Lay On The Table**—Temporary postponement of a matter before the House, which later may be brought up for consideration by a motion to “take from the table”
- Legislative Advocate**—An individual engaged to present to legislators the views of a group or organization. They are required by law to register with the Secretary of State. More commonly known as lobbyists.
- Legislative Analyst**—Provides analysis of the Governor’s budget and analyzes the fiscal impacts of other legislation.
- Legislative Counsel**—The Legislative Counsel (elected jointly by both Houses) and his or her legal staff is responsible for drafting all bills and amendments, preparing a digest (summary) of each bill, providing legal opinions, and generally representing the Legislature in legal proceedings.
- Legislative Counsel’s Digest**—Found on the front of each bill, the digest is a brief summary of the changes the proposed measure would make to current law.
- Lieutenant Governor**—The President of the Senate; designated by the State Constitution to preside over the Senate and cast a vote only in the event of a tie. If the Governor cannot assume his or her duties or is absent from the State, the Lieutenant Governor assumes the office of the Executive Office for the remainder of the term or during the Governor’s absence.
- Line-item Veto** (See Blue Pencil)
- Lobbyist**—An individual who seeks to influence the outcome of legislation or administrative decisions. The law requires formal registration as a lobbyist if an individual’s lobbying activity exceeds 25 contacts with decision makers in a two-month period.
- Lobbyist Book**—The Directory of *Lobbyists, Lobbying Firms, and Lobbyist Employers* published every legislative session by the Secretary of State; available to the public from the Legislative Bill Room at the State Capitol or the Secretary of State’s office. Photos and addresses of lobbyists are included with a list of the clients they represent. Employers of lobbyists are also listed alphabetically.
- Lower House**—The Assembly is the lower House of the State Legislature.
- Majority Floor Leader**—The “number two” issues and political strategist for the Assembly majority party, second in command to the Assembly Speaker. Elected by the Assembly majority party members.
- Majority Leader**—The “number two” issues and political strategist for the Senate majority party, second in command to the Senate President Pro Tempore. Elected by the members of the Senate’s majority party.
- Majority Vote**—A vote of more than half of the legislative body considering a measure. The full Assembly requires a majority vote of 41 and the full Senate requires 21, based on their memberships of 80 and 40 respectively.
- Majority Whip**—One of the members of the majority party’s leadership team in the Assembly or Senate; responsible for monitoring legislation and securing votes for legislation on the Floor.
- May Revise**—Occurring in early May, the updated estimate of revenues and expenditures that

**Glossary of Key
Legislative Terms**
continued

- replaces the estimates contained in the Governor's budget submitted in January.
- Measure**—Any bill, resolution, or Constitutional amendment acted upon by the Legislature.
- Minority Floor Leader**—The Senate's highest ranking minority party post; chief policy and political strategist for the Senate's minority party.
- Minority Whip**—One of the members of the minority party's leadership team in the Assembly or Senate; responsible for monitoring legislation and securing votes for legislation on the Floor.
- Minutes**—An accurate record of the proceedings. (See Journal.)
- Motion**—A formal request for action made by a legislator during a committee hearing or Floor session.
- Nonfiscal Bill**—A measure having no financial impact on the State and, therefore, not required to be heard in an Assembly or Senate fiscal committee as it moves through the legislative process. Nonfiscal bills are subject to somewhat different legislative calendar deadlines than fiscal bills.
- Officers**—Members of the Legislature elected by the membership of their respective Houses at the beginning of each session. Assembly officers include: Speaker, Speaker Pro Tempore, Chief Clerk, Sergeant-at-Arms. Senate officers include: President Pro Tempore, Secretary of the Senate, Sergeant-at-Arms.
- On Call**—A roll call vote in a committee or an Assembly or Senate Floor session that has occurred but has not yet been concluded and, therefore, formally announced. Members may continue to vote or change their votes as long as a measure remains "on call." Calls are usually placed at the request of a bill's author in an effort to gain votes. Calls can be lifted by request anytime during the committee hearing or Floor session, but cannot be carried over into the next legislative day.
- On File**—A bill on the second or third reading file of the Assembly or Senate Daily File.
- On The Floor**—The Assembly or Senate Chambers where legislation is considered by the full Assembly or Senate.
- Out Of Order**—A parliamentary ruling by the presiding officer of a committee or the House that an action is not properly before the body or relevant to its discussion and, therefore, cannot be discussed at that moment.
- Override**—An effort to reverse a Governor's veto by a vote of two-thirds of the members of each House. An override of the Governor's veto requires 27 votes in the Senate and 54 votes in the Assembly.
- Parliamentary Inquiry**—A question posed by a legislator during a committee hearing or Floor session. A member must be recognized for this purpose and the question answered by the committee chair or presiding chair.
- Pass on File**—Bills are taken up during a Floor session according to their number in the Assembly or Senate Daily File. An author may choose to "pass on file," thus temporarily giving up his or her chance to take up a measure on the Floor.
- Passage**—Favorable action on a measure before either House.
- Per Diem**—(literally: per day) Daily living expense money rendered legislators and state personnel.
- Petition**—A formal request submitted to the Legislature by an individual or group.
- Point of Order**—A motion calling attention to a breach of order or of the rules.
- Point Of Personal Privilege**—Statement by a member that his or her character or purposes have been impugned and his or her repudiation of the alleged charges.
- Postpone**—Motion to delay action on matters before the House.
- President of the Senate**—The State Constitution designates the Lieutenant Governor as President of the Senate, allowing him or her to preside over the Senate and cast a vote but only in the event of a tie. The Lieutenant Governor's role as President of the Senate is largely

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ceremonial as he has not cast a tie-breaking vote since 1975 and plays little roll in the day to day affairs of the upper House.

President Pro Tempore Of The Senate—(literally: for the time) Highest ranking leader and most powerful member of the Senate; also chairs the Senate Rules Committee. Elected by all Senators at the beginning of each two-year session.

Presiding—The act of managing the proceedings during Floor session. In the Assembly, the Presiding Officer can be the Speaker, Speaker Pro Tempore or any other Assembly member appointed by the Speaker. In the Senate, the presiding officer can be the President, President pro Tempore, or any other Senator appointed by the President Pro Tempore.

Presiding Officer—The member who presides over a legislative Floor session. In the Assembly, the presiding officer is usually the Speaker Pro Tempore (not to be confused with the Speaker). In the Senate, it is a senior member designated by the Senate President Pro Tempore.

Previous Question—If a member seeks to cut off all further debate on a measure, he or she can call the “previous question” and force the body to vote immediately on the issue.

Principal Co-author—A legislator singled out to share credit along with the author of a bill or resolution.

Privilege of the Floor—Permission given, by the presiding officer, to view the proceedings from the Floor of the Chamber, rather than from the gallery. Members make this request on behalf of relatives, constituents, and guests.

Put Over—Action delayed on a legislative measure until a future date without jeopardy to the measure.

Quorum—A simple majority of the members of the full committee or the full Assembly or Senate; the minimum number of legislators needed to begin conducting official business. Once a quorum is established, the absence of a quorum is grounds for immediate adjournment of a committee hearing or Floor session.

Quorum Call—Transmitting the message that members are needed to establish a quorum so proceedings can begin.

Reading—Presentation of a bill before the House by reading the title thereof. A bill is either in first, second, or third reading until it is passed by both Houses.

Reapportionment—Redistricting the State for election purposes.

Recess— 1.) An official pause of any length in a committee hearing or Floor session that halts the proceedings for a period of time but does not have the finality of adjournment. 2.) A break of more than four days in the regular session schedule such as the “Easter recess:” etc.

Reconsideration—A motion giving the opportunity to take another vote on the item in question. The motion for reconsideration must be accepted by a majority of the members present and voting.

Referendum—The method by which a measure adopted by the Legislature may be submitted to the electorate for a vote.

Rescind—Revocation of previous actions.

Resolution—An opinion expressed by one or both Houses which does not have the force of law. Concurrent and joint resolutions are voted on by both Houses but do not require the Governor’s signature.

Roll Call—A vote of a committee or the full Assembly or Senate. Committee roll calls are conducted by the committee secretary who calls each member’s name in alphabetical order with the chair’s name last. Assembly roll calls are conducted electronically with each member pushing a button from his or her assigned seat. Senate roll calls are conducted by the Reading Clerk who reads each Senator’s name in alphabetical order.

Rule Waiver—Specific exemption to the Assembly, Senate, or Joint Rules; formal permission must be sought and received.

Rules—Those ideas which govern the operation of either or both Houses. There are Standing Rules of the Assembly, Standing Rules of the Senate, and Joint Rules.

**Glossary of Key
Legislative Terms**
continued

- Second Reading**—Each bill introduced must be read three times before final passage. Second reading occurs after a bill has been reported from committee.
- Second Reading File**—The portion of the Daily File that lists measures that have been reported out of committee and are ready for consideration on the Floor. Measures stay on the second reading file for one day before moving to the third reading portion of the File.
- Secretary Of The Senate**—Principal parliamentarian and record keeper for the Senate, elected by Senators at the beginning of each two-year session. The Senate Secretary and his staff are responsible for publishing the Senate daily and weekly publications.
- Senate**—The upper House of the California Legislature consisting of 40 members elected from districts apportioned on the basis of population, one-half of whom are elected or re-elected every two years for four-year terms.
- Sergeant-At-Arms**—Staff responsible for maintaining order and providing security for legislators. The Chief Sergeant-at-Arms in each House is elected by the members of that House at the beginning of every legislative session.
- Session**—The period during which the Legislature meets.
- Short Committee**—Lacking sufficient members of the committee; less than a quorum.
- Sine Die**—(adjournment without delay) Final adjournment.
- Skeleton Bill**—A measure introduced with little or no substance. It will be amended at a later date to include substantive text.
- Speaker**—The presiding officer of the Assembly elected by the membership of the Assembly at the beginning of the two-year session. This is the highest ranking member of the Assembly.
- Speaker Pro Tempore**—An officer appointed by the Speaker who presides over Floor sessions in the absence of the Speaker.
- Special Order Of Business**—Occasionally a bill is of such importance that advance notice is given about when it will be considered in the full Assembly or Senate. Notice is given during a Floor session by requesting unanimous consent to set the bill as a special order of business on a specific date and time. This assures adequate time for debate and allows all members the opportunity to be present.
- Sponsor**—The legislator, private individual, or group who developed a piece of legislation and advocates its passage.
- Spot Bill**—A bill that amends a code section in such an innocuous way as to be totally nonsubstantive. The bill has been introduced to assure that a germane vehicle will be available at a later date after the deadline has passed to introduce bills. At that future date, the bill can be amended with more substance included.
- State Auditor**—Staff Director of Joint Audit Committee. The Auditor General audits the financial condition of State agencies.
- State Mandate**—Chapter 1406, Statutes of 1972, first established the requirement for the State to reimburse units of local government for all costs mandated on them by the State resulting from either legislative acts or administrative regulations which impose a new program or demand an increased level of service in an existing program. Proposition 4 of 1979 (Gann Initiative) incorporated this requirement into Section 6 of Article XIII B of the State Constitution.
- Statutes**—Compilation of all enacted bills, chaptered by the Secretary of State in the order in which they become law.
- Stop the Clock**—The term used to describe the process of continuing business after a time deadline has passed.
- Subcommittee**—A subgroup of a full committee, composed of committee members from both parties.
- Summary Digest**—Brief summaries of each piece of legislation passed in the two-year session; prepared by Legislative Counsel. Measures are listed in the order they were signed into law.
- Suspend the Constitution**—A motion to waive requirements that the Constitution imposes

**Glossary of Key
Legislative Terms**
continued

but permits to be waived. A motion to suspend requires an extraordinary vote.

Table—To set aside, to dispense with amendments to a bill rather than vote “aye” or “no” on them. A motion to table is non—debatable and once made, must be voted upon.

Tax Levy—A bill that imposes, repeals, or materially alters a State tax. The Legislative Counsel determines whether a bill is a tax levy and so indicates in the title and body of the bill.

Third House—Lobbyists.

Third Reading—Each bill introduced must be read three times before final passage. Third reading occurs when the measure is about to be taken up on the Floor of either House for final passage.

Third Reading Analysis—A summary of a measure ready for Floor consideration. Contains most recent amendments and information regarding how members voted on the measure when it was heard in committees. Senate Floor analyses also list support or opposition information on interest groups and government agencies.

Third Reading File—That portion of the Daily File that lists the bills that are ready to be taken up for final passage.

Title—That portion of a measure which identifies the subject matter of a measure and precedes the contents of the measure.

Tombstone—Specifies that the Act created by a bill will be named for a State legislator; i.e., “The Brown Act.”

Two-Thirds Vote—In the Assembly, 54 and in the Senate, 27 votes constitute a majority regardless of any vacancies.

Unanimous Consent—The consent of all members present, without objection.

Unfinished Business—That portion of the Daily File that contains measures awaiting Assembly or Senate concurrence in amendments taken in the other House. Also contains measures vetoed by the Governor for a 60-day period after the veto. The House where the vetoed bill originated has 60 days to attempt to override it.

Upper House—The Senate.

Urgency Measure—A bill affecting the public peace, health, or safety and requiring a two-thirds vote for passage. An urgency bill becomes effective immediately upon enactment.

Urgency Clause—Language in a bill which states the bill will take effect immediately upon enactment. A vote on the urgency must precede a vote on the bill. A two-thirds vote is required for passage.

Veto—The formal action of the Governor in disapproving a bill. A two thirds vote is necessary to override the veto and make the bill become law. The Governor can also exercise a line-item veto, whereby the amount of appropriation is reduced or eliminated while the rest of the bill approved. A line-item veto may be overridden by two-thirds vote in each House.

Voice Vote—A vote that requires only an oral “aye” or “no” with no official count taken. The presiding officer determines whether the “ayes” or “noes” carry.

nder the State Constitution, every ten years, coinciding with the federal decennial census, the State Legislature must redraw legislative, congressional, and board of equalization districts to reflect population changes.

Prior to 1965, Assembly districts, as they are now, were based upon population. But Senate districts were drawn along strict, geographical lines: a Senate district could not be composed of more than three counties and could not divide any county; nor could any city or county contain more than one district. In 1965, the California State Supreme Court issued a “one man, one vote” ruling which held that the State Senate was unconstitutionally apportioned, and that both the Assembly and Senate had to be reapportioned on the basis of population.

In 1971, the Democratic Legislature drew congressional and legislative districts and

**Glossary of Key
Legislative Terms**
continued

submitted them to then-Governor Reagan. Reagan vetoed the measure claiming district lines disadvantaged Republicans. It was the first time a Governor had vetoed a redistricting plan and the beginning of a highly partisan, high-stakes reapportionment game waged every ten years. The issue of whether the Governor could veto reapportionment legislation went before the State Supreme Court which held that the Governor indeed possessed this authority. For several years Governor Reagan and Legislature could not resolve districts in a manner amendable to both branches. To resolve the impasse, the Supreme Court appointed Special Masters to reapportion the districts in question. The

REAPPORTIONMENT

U plans, with minor variations, were then adopted by the Court. In 1981, a Democratic Legislature drafted the decennial reapportionment bill and submitted it to then-Governor Jerry Brown who signed the legislation. Republicans, who did not fare well under the new districts, launched a referendum drive to place the redistricting plans on the ballot. The referendum was passed by the voters and as a result the 1981 plans were thrown out. When the 1983-84 Legislature reconvened under a new, Republican Governor, George Deukmejian, the Governor called a special session to take up the task of reapportionment. The Democratic Legislature responded with a new redistricting plan, inserting a provision that the bill was to take effect immediately, thus preempting another referendum on the measure. The Governor countered by calling a special election to put the Democrats' plan before the voters. Democrats in the State Legislature and in Congress responded by submitting a petition to the State Supreme Court attacking the constitutionality of the special election. The State Supreme Court agreed and held that redistricting could occur only once in the ten-year period following the Federal decennial census and that the Legislature had accomplished this in 1981.

In 1991, the still Democratic Legislature finalized and passed three redistricting plans. All three of the bills were vetoed by Governor Wilson. As in previous years, the issue was brought before the State Supreme Court which again appointed a panel of Masters to review the districts. The Court adopted the Masters plans which will remain in place until 2001.

The day-to-day operation of the State government bureaucracy is performed by nearly 200,000 career civil servants who work under the direction of the Governor's agency and department heads. The State Civil Service system includes permanent full-time and part-time or seasonal workers.

The State Personnel Board categorizes more than 4,000 different classes of employment in State government according to the skill, experience, and responsibility required to qualify for the position. The examination and interview process for civil service jobs is largely decentralized. Generally, each State agency and department administers their own hiring exams and process. The State Personnel Board assists departments with central services such as recruitment, information systems, and training. The Board also serves as an appeals board for employees who believe they were discriminated against or otherwise treated unfairly.

To apply for State civil service work, interested parties must first find a hiring exam for a specific position being offered by an agency, department, or the State Personnel Board. There is no centralized posting of all available State jobs exams. To obtain listings of these exams and of available civil service positions, applicants should contact the per-

STATE CAPITOL NEWS MEDIA

As of 11/2003

<i>Newspaper</i>	<i>Address</i>	<i>Phone</i>	<i>Fax</i>
Bakersfield Californian	925 L Street, Suite 1190 Sacramento, CA 95814	(916) 444-9697	(916) 444-1859
Contra Costa Times	925 L Street, Suite 348 Sacramento, CA 95814	(916) 441-1201	(916) 441-6001
Fresno Bee	925 L Street, Suite 1404 Sacramento, CA 95814	(916) 326-5535	(916) 444-7838
Kiplinger California Letter	607 Elmhurst Circle Sacramento, CA	(916) 924-9047	(916)
Los Angeles Times	1121 L Street, Suite 200 Sacramento, CA 95814	(916) 321-4400	(916) 321-4490
Modesto Bee	925 L Street, Suite 1404 Sacramento, CA 95814	(209) 326-5544	(916) 444-7838
Oakland Tribune	925 L Street, Suite 335 Sacramento, CA 95814	(916) 447-9302	(916) 447-9308
Orange County Register	925 L Street, Suite 315 Sacramento, CA 95814	(916) 449-6687	(916) 441-6496
Political Pulse	926 J Street, Suite 1214 Sacramento, CA 95814	(916) 548-5442	(916) 498-3195
Press Enterprise	925 L Street, Suite 312 Sacramento, CA 95814	(916) 445-9973	(916) 442-7842
Record	925 L Street, Suite 308 Sacramento, CA 95814	(916) 441-0482	(916) 441-4078
Recorder Newspaper of SF	1127 11 th Street, Suite 605 Sacramento, CA 95814	(916) 448-2935	(916) 448-3705
Sacramento Bee	925 L Street, Suite 1404 Sacramento, CA 95814	(916) 326-5535	(916) 444-7838
Sacramento Observer	2330 Alhambra Blvd. Sacramento, CA 95817	(916) 452-4781	(916) 452-7744

STATE CAPITOL NEWS MEDIA *continued*

<i>Newspaper</i>	<i>Address</i>	<i>Phone</i>	<i>Fax</i>
San Diego Union – Tribune	925 L Street, Suite 1190 Sacramento, CA 95814	(916) 448-2066	(916) 444-6375
San Francisco Chronicle	1121 L Street, Suite 345 Sacramento, CA 95814	(916) 440-8620	(916) 447-7082
San Jose Mercury News	925 L Street, Suite 345 Sacramento, CA 95814	(916) 325-4314	(916) 441-4657
Wall Street Journal	925 L Street, Suite 290 Sacramento, CA 95814	(916) 441-3733	(916) 441-3801
KFBK (AM 1530)	1440 Ethan Way Sacramento, CA 94825	(916)924-3901	(916)921-5555
KQED (FM 88.5)	1115 11 th Street, Suite 215 Sacramento, CA 95825	(916) 446-7119	(916) 442-8161
KXJZ (FM 88.9)	1115 11 th Street, Suite Sacramento, CA 95825	(916) 445-8890	(916) 442-8161
KCRA TV (Channel 3)	#3 Television Circle Sacramento, CA 95814	(916) 325-3335	(916) 441-4050
KTXL TV) (Channel 40	4655 Fruitridge Road Sacramento, CA 95820	(916) 454-4548	(916) 739-0559
KUVS TV (Channel 19)	1710 Arden Way Sacramento, CA 95815	(916) 614-1966	(916) 614-1906
KXTV TV (Channel 10)	400 Broadway Sacramento, CA 95818	(916) 321-3371	(916) 447-6107

STATE CIVIL SERVICE SYSTEM

Tsonnel office of the State agency or department for which they are interested in working. All agencies are listed on the California Home Page at www.ca.gov. In addition, prospective applicants might check:

- the California State Personnel Board website, www.spb.ca.gov, which lists some but not all jobs and which contains an application which can be filled out and electronically returned to the Department;
- the Capitol Weekly newspaper, which posts listings of many State jobs;
- the Department of Personnel Administration at www.dpa.ca.gov; and,
- the Employment Development Department and local EDD field offices.

The Application Process

Next, the applicant must file an application to take the civil service exam and designate on the application a coded, specific area of interest which corresponds with the job exam. This exam application must be filed with the SPB or the government entity offering the test. Within 30 days after receiving the application, the State Personnel Board notifies applicants of whether they have qualified to take the exam for which they have applied. If the application is accepted, the applicant will receive notice of the time and date of the exam. Following the exam, tests are scored and ranked and new applicants are added to a master list of all individuals seeking the same position type with the agency. This hiring list is maintained for two years, at the end of which applicants not yet hired must begin the application process all over again. Next, the agency which offered the test notifies applicants ranked high on the hiring list of available job openings and interview dates for those positions. As jobs are accepted, applicants move up the list.

Individuals may take exams with different agencies for different job classifications. For example, a person might apply for an office technician position with the Department of Water Resources and as a game warden with the Department of Fish and Game. But applicants can not take an exam for the same position in more than one State office. In other words, an applicant could not take the office technician job exam with both the Department of Aging and the Department of Boating and Waterways.

In a compromise attempt to maximize management's interest in creating flexibility in the assignment of policy-making positions and in the civil service goal of protecting government managers from patronage and undue political influence, California created the Career Executive Assignment (CEA)—also dubbed “Career Ends Abruptly,” by some Capitol pundits. The CEA mirrors reforms in the federal civil service when, under the Carter administration, the federal government created the Senior Executive Service (SES). CEA employees are “at will” employees who have voluntarily surrendered their civil service salary, rank and protections in exchange for receiving a higher salary and, generally, more authority and access to upper political decision making circles within their agency or department.

The CEA employees are the senior public servants in California government, and are the long term institutional memory and bureaucratic leadership of many departments and agencies. Political appointees will come to rely on CEA employees heavily in the first 6 months of their political appointments.

Hall of States
 444 North Capitol Street
 Washington, D.C. 20001-1512

**Career
Executive As-
signment**

(202) 624-5300

www.nga.org

NGA is a bipartisan, national organization of U.S. Governors. Its members are the Governors of the fifty states, the commonwealths of the Northern Mariana Islands and Puerto Rico, and the territories of American Samoa, Guam, and the Virgin Islands.

NGA was founded in 1908 after the Governors met with President Theodore Roosevelt to discuss conservation issues. The Governors decided to form an association through which they could come together to discuss their mutual concerns and act collectively. In 1967 the Governors established an Office of State Federal Relations in Washington, D.C.

Through NGA, the Governors identify priority issues and deal collectively with issues of public policy and governance at both the national and state levels. The mission of the association is to provide: a forum for Governors to exchange views and experiences; assistance in solving state-focused problems; information on state innovations and practices; and a bipartisan forum for Governors to establish, influence, and implement

INFORMATION RESOURCES

National Governors' As- sociation

policy on national issues.

The association is governed by a nine-member Executive Committee elected by all Governors in attendance at their annual meeting.

Each Governor participating in NGA is asked to designate a State contact to serve as a liaison to NGA. This person receives copies of all NGA materials sent to the Governor and acts as a point of contact between the Governor's office and NGA.

Excerpted from the NGA web site.

1515 Cleveland Place, Suite 200
Denver, CO 80202-5114
Tel. (303) 623-9378
Fax (303) 534-7309
www.westgov.org

Established in 1984, the Western Governors' Association is an independent, non-partisan organization of Governors from 18 western states, two Pacific-flag territories and one commonwealth.

WGA members include the Governors of Alaska, American Samoa, Arizona, California, Colorado, Guam, Hawaii, Idaho, Kansas, Montana, Nebraska, Nevada, New Mexico, North Dakota, Commonwealth of the Northern Mariana Islands, Oregon, South Dakota, Texas, Utah, Washington, and Wyoming.

Through the Association, the Western Governors identify and address key policy and governance issues in natural resources, the environment, human services, economic development, international relations, and public management. Governors select the issues based on regional interest and impact. WGA helps the Governors develop strategies both for the complex, long-term issues facing the West and for the region's immediate needs. Governors use the WGA to develop and advocate policies that reflect regional interests and relationships in debates at the national and state levels.

The WGA typically meets twice a year, once in the summer and again in the winter months.

Excerpted from the WGA web site.

Western Governors' Association

State Archives
1020 O Street
Sacramento, CA 95814
Tel. (916) 653-7715
Fax (916) 653-7363
www.ss.ca.gov/archives/archives.html

The California State Archives is a division of the California Secretary of State's Office that serves as a final repository for the State's permanent governmental records and certain historical artifacts.

The Archives offers public access to legislative materials such as bills, resolutions,

journals, bill files, and committee papers of the Assembly and Senate dating back to California statehood. In addition, the Governor's chaptered bill files from 1943 to present and certain other gubernatorial records are open to public viewing, but public access is restricted to most documents and files of current members of the Legislature and the Governor.

Also stored in Archives is the original State Constitution, election papers since 1849, court cases from 1850, and records from individual State agencies.

Files can be viewed in person by visiting the Archives or by requesting copies of files.

There is a nominal charge for copying and mailing documents. Public hours are from 9:30 a.m. to 4:00 p.m., Monday through Friday.

California State Archives

6000 J Street
Sacramento, CA 95819-6081
(916) 278-6906
www.csus.edu/calst
E-mail: calstudies@csus.edu

The Center for California Studies (CCS) is a public service, educational support, and applied research institute of California State University, Sacramento. It is dedicated to promoting a better understanding of California's government, politics, peoples, cultures, and history.

The Center's proximity to the State Capitol and access to the expertise of faculty throughout the 22 campuses of the CSU provide a unique opportunity to combine multidisciplinary educational resources with government and community service.

Center Programs

Fellows Program: The administration of the nationally acclaimed Jesse M. Unruh Assembly Fellow Program, California Senate Fellows, Executive Fellow Program, and the Judicial Fellow Program.

Government Affairs: Coordinating the directed research resources of the University through the Faculty Fellow Program, as well as providing resources for training of state and local policymakers and their staffs on the practical, policy, and ethical dimensions of public service.

California Studies: Developing and promoting the interdisciplinary field of California Studies by fostering public and scholarly dialogues, developing curricular support, and maintaining collaborative ties with California historical societies, policy institutes and think tanks, and regional study centers.

Civic Education: Enhancing political literacy and opportunities for effective participation of Californians by stimulating public discussions about the State's history and cultures, politics and economics, and policy alternatives through conferences, seminars and publications.

Projects

LegiSchool: Developed in cooperation with the Assembly and Senate television projects, LegiSchool uses television broadcasts of the Legislature to provide innovative curriculum materials to high schools throughout the State.

California Elections Data Archive: CSS created the California Elections Data Archive, the State's first central repository of local election data.

Innovation in State Government Conference: In cooperation with the State and

The Center for California Studies

Consumers Services Agency, CSS organized a conference on innovations in State government which hosted 500 top executives and managers in State service.

California State Capitol Museum
State Capitol, Room B-27
Sacramento, CA 95814
(916) 324-0333
www.assembly.ca.gov/museum

Tours of the State Capitol are conducted by the Department of Parks and Recreation in cooperation with the Legislature's joint Rules Committee.

Group tours are given daily on the hour from 9 a.m. to 4 p.m. Tours depart from Room B-27 in the basement of the Capitol. Groups of 10 or more should make advance reservations.

The following tours are offered:

- Capitol Tour
- Historical Capitol Tour-call for availability.
- Capitol Park Tour -weather permitting, call for availability.

VIP tours are also available to individuals or small groups upon request of the Governor's or a Legislator's office.

Brochures explaining the tours and more information are available at 916/324-0333.

~~The museum consists of historic rooms set in the 1900 to 1910 period. Rooms~~ depict the offices of the Governor, Treasurer, and Secretary of State. Two rooms exhibit the collections of the California State Archives and the California State Library. All the period rooms are located on the Capitol's first floor. In the Capitol's basement is an exhibit room depicting the Capitol's history. A theater is also located in the basement. A 10-minute orientation film is shown regularly.

Capitol Tours

914 Capitol Mall
Sacramento, CA 95814
(916) 651-0261
(916) 654-0241 Fax
www.library.ca.gov

Government Documents

914 Capitol Mall, Room 304
Sacramento, CA 95834
(916) 654-0069

The California History Room

900 N Street, Room 200
Sacramento, CA 95814
(916) 654-0176

The State Library is the main research library for state government, providing reference, information, and nonpartisan research services to the Governor's office and Legislature.

In addition to its general collection, the Library maintains an outstanding collection of California historical material, a law library, books in Braille and recorded format, and

**California
State
Library**

an extensive government publications section.

900 N Street, Room 300
Sacramento, CA 95814
(916) 653-7843
(916) 654-5829 Fax
www.library.ca.gov/html/statseg2a.cfm

The California Research Bureau (CRB) has been part of the State Library since 1991. Modeled after the Congressional Research Service in the Library of Congress, the CRB provides nonpartisan research reports for the Governor's office and Legislature. The reports typically focus on topics that are the subject of current or probable future legislation. In addition to its N street location, CRB maintains a small office in room 5210 of the State Capitol.

**The
California
Research
Bureau**

APPENDICES



Governors of California Present–1849

Arnold Schwarzenegger 2003-
Gray Davis 1999-2003
Pete Wilson 1991-1999
George Deukmejian 1983-1991
Edmund G. “Jerry” Brown, Jr. 1975-83
Ronald Reagan 1967-75
Edmund G. “Pat” Brown, Sr. 1959-67
Goodwin J. Knight 1953-59
Earl Warren 1943-53
Culbert L. Olson 1939-43
Frank F. Merriam 1934-39
James Rolph, Jr. 1931-34
C.C. Young 1927-31
Friend Wm. Richardson 1923-27
William D. Stephens 1917-23
Hiram W. Johnson 1911-17
James N. Gillett 1907-11
George C. Pardee 1903-07
Henry T. Gage 1899-1903
James H. Budd 1895-99
Henry H. Markham 1891-95
Robert W. Waterman 1887-91
Washington Barlett 1887
George Stoneman 1883-87
George C. Perkins 1880-83
William Irwin 1875-80
Romulado Pacheco 1875
Newton Booth 1871-75
Henry H. Haight 1867-71
Frederick F. Low 1863-67
Leland Stanford 1862-63
John G. Downey 1860-62
Milton S. Latham 1860
John B. Weller 1858-60
J. Neely Johnson 1856-58
John Bigler 1852-56
John McDougal 1851-52
Peter H. Burnett 1849-51

Six Month Transition Timeline of Key Gubernatorial Actions and Events

When	Activity	Purpose	Prepared/Issued By
mid-November	Form Transition Committee	The Governor's transition committee reports on the status of major State issues; oversees the transition process; and recommends key appointments for the Governor transition team and cabinet.	Governor-elect and select advisers
mid-November	Form Inaugural Committee	The Governor's inaugural committee plans the inaugural ceremonies and activities, including the inaugural gala, the inaugural ball, and other receptions.	Governor-elect and select advisers
Nov-January 10th	Preparation of the annual State budget	The State Constitution requires the Governor to prepare and submit to the Legislature the annual State budget by no later than Jan. 10th.	Governor's Office/Department of Finance
January 4th	Swearing In Ceremony	The Constitution requires the Governor to take office "the Monday after Jan. 1 following the election." To assume his or her duties, the Governor must first take an oath of office and subscribe to a written oath furnished by the Secretary of State's office.	Traditionally, the Swearing In Ceremony is performed by a supreme court justice, the chief justice if he or she shares the Governor's partisan affiliation. But pursuant to Government Code Sections 1360 and 1362, the oath may be administered by "any officer authorized to administer oaths."
January 4th	Inaugural address	The State Constitution does not require an Inaugural Address. But recent Governors have delivered inaugural addresses to commemorate their election, and to enunciate their policy agenda or vision for the State. The inaugural address traditionally follows the swearing in ceremony and is attended by family and supporters of the Governor-elect.	Governor
On or around January 8th	State of the State Address	The Constitution requires the Governor to address a joint meeting of the State Legislature "each calendar year on the condition of the State." While the Constitution does not fix a specific date for the address, traditionally it coincides with the delivery of the budget to the State Legislature.	Governor
January 10th	Governor's State budget	The Constitution requires the Governor to submit to the Legislature an annual itemized State budget no later than January 10th. Accompanying the budget, the Governor submits a budget message to the Legislature advocating the passage of his or her State spending plan.	Governor's Office/Department of Finance
February 26th	Final day for bills to be introduced for the 1999 legislative year.	By this date, the Governor will have fashioned a legislative package and consulted with key legislative sponsors to carry bills to implement that package.	Governor's Office
March 31st	First 100 Days	Traditionally, the press evaluates the effectiveness of the Governor-elect's first 100 days in office. Recent Governors have prepared reports documenting the accomplishments of their administrations in anticipation of the 100 day benchmark.	Governor's Office
May 7th	May Revision of the Governor's budget	This revised budget is sent to the Legislature with adjustments to revenues and expenditures forecast in the original budget.	Governor's Office/Department of Finance

California State Supreme Court

Justice	Appointing Governor	Year of Appointment
Chief Justice Ronald George	Wilson	1991
Marvin Baxter	Deukmejian	1990
Janice Brown	Wilson	1996
Ming W. Chin	Wilson	1996
Joyce Kennard	Deukmejian	1989
Stanley Mosk	Brown (Sr.)	1964
Kathryn Werdegar	Wilson	1994

Structure of the California State District Courts of Appeal
(Six Districts with 18 Divisions)

District and Location	Number of Divisions	Number of Judges
1st San Francisco	4	4
San Francisco	1	3
2nd Los Angeles	5	4
Los Angeles	1	3
Ventura	1	3
3rd Sacramento	1	7
4th San Diego	1	8
San Bernardino	1	5
Santa Ana	1	5
5th Fresno	1	9
6th San Jose	1	6

California Historical Population Estimates

July 1, 1960-1997

Source: Department of Finance Demographic Research Unit

July, Year	Population
1960	15,863,000
1961	16,412,000
1962	16,951,000
1963	17,530,000
1964	18,026,000
1965	18,464,000
1966	18,831,000
1967	19,175,000
1968	19,432,000
1969	19,745,000
1970	20,039,000
1971	20,346,000
1972	20,585,000
1973	20,869,000
1974	21,174,000
1975	21,538,000
1976	21,936,000
1977	22,352,000
1978	22,836,000
1979	23,257,000
1980	23,782,000
1981	24,278,000
1982	24,805,000
1983	25,337,000
1984	25,816,000
1985	26,403,000
1986	27,052,000
1987	27,717,000
1988	28,393,000
1989	29,142,000
1990	29,944,000
1991	30,565,000
1992	31,188,000
1993	31,517,000
1994	31,790,000
1995	32,063,000
1996	32,383,000
1997	32,957,000

Succession to the Office of the Governor

Article V, Section 10 of the State Constitution provides that in the event of a vacancy in the office of the Governor, the Lieutenant Governor shall succeed to that office. Upon succeeding to the office of Governor, the former Lieutenant Governor could then nominate a successor to the Lieutenant governorship.¹³

If both the office of the Governor and Lieutenant Governor become vacant, the order of succession to the office of the Governor is as follows:

President Pro Tempore of the Senate

Speaker of the Assembly

Secretary of State

Attorney General

Treasurer

Controller

Endnotes

- ¹ Block, A.G., and Claudia Block, eds. *California Political Almanac: 1997-1998*. Sacramento: California Journal, 1997, p.35
- ² Field, Mona, and Charles P. Sohner. *California Government and Politics Today*. New York: Harper Collins, 1996, p.53
- ³ Wilson, E. Dotson. *California's Legislature*. Sacramento: California State Assembly, 1998, p.68
- ⁴ *Ibid.*, p.41
- ⁵ *Ibid.*, p.44-45
- ⁶ *Ibid.*, p.51-52
- ⁷ *Ibid.*, p.52
- ⁸ *Guide to California Government*. Ed. Grossman, Janet. 14th edition. Sacramento: League of Women Voters, 1992, p.9
- ⁹ *Guide to California Government*, p.47
- ¹⁰ *Ibid.*, p.47
- ¹¹ *Ibid.*, p.67
- ¹² *Ibid.*, p.36
- ¹³ Wilson, p.43