**­LEGISLATIVE VOCABULARY**

Constituent: The people of an area or district who vote in their congressman and are represented by him/her for the congressional period.

Constituency: the residents in an electoral district

Caucus: A closed meeting of party members within a legislative body to decide on questions of policy or leadership.

Bill: A proposed law

Law: A system of rules and guidelines, which are enforced through social institutions to govern behavior

Speaker of the House: a title often given to the presiding officer (chair) of a deliberative assembly, especially a legislative body

Ex Officio President of the Senate: The Vice President of the United States is the Ex Officio President of the Senate, with authority to preside over the Senate's sessions, although he/she can vote only to break a tie.

President Pro Tempor: (Latin for "president for a time") In the vice president's absence; the most senior senator of the majority party is customarily chosen to serve in this position.

Robert’s Rules of Order: Provides common rules and procedures for deliberation and debate in order to place the whole membership on the same footing and speaking the same language

A ‘motion: ‘to bring back for further consideration a matter previously decided

A ‘second’: To agree or support a motion

Voice vote: A vote is taken on a topic or motion by responding verbally.

Hand vote: A vote taken by counting the raised hands of voters

Roll call: The process of calling out a list of names to establish who is present.

Majority: A majority as being more than one half of the votes cast including votes for ineligible candidates or choices

Quorum: A minimum amount of Congressman needed for a vote to happen

Recess: A temporary withdrawal or cessation from the usual work or activity.

Adjournment: To postpone, close or end a session

‘Reading’ of a bill: A formal reading of a bill on the floor of the House or Senate