

Contents

| | |
|--|------|
| FOREWORD | xv |
| INTRODUCTION | |
| These Are the Good Old Days: The State of Governance In the American States by <i>Dag Ryen</i> | xvii |
| Chapter One | |
| STATE CONSTITUTIONS | 1 |
| <i>The framework for state governments — includes information on the constitutions amendment procedures, and constitutional commissions.</i> | |
| CONSTITUTIONS | |
| 1.1 General Information on State Constitutions (As of January 1, 1998) | 3 |
| 1.2 Constitutional Amendment Procedure: By the Legislature (Constitutional Provisions) | 5 |
| 1.3 Constitutional Amendment Procedure: By Initiative (Constitutional Provisions) | 7 |
| 1.4 Procedures for Calling Constitutional Conventions (Constitutional Provisions) | 8 |
| 1.5 State Constitutional Commissions | 10 |
| (Operative during January 1, 1996 to January 1, 1998) | |
| 1.6 State Constitutional Changes By Method of Initiation: 1990-91, 1992-93, 1994-95 and 1996-97 | 12 |
| 1.7 Substantive Changes in State Constitutions: Proposed and Adopted 1990-91, 1992-93, 1994-95 and 1996-97 | 12 |
| 1.8 State Constitutional Changes By Constitutional Initiative (1996-97) | 13 |
| Chapter Two | |
| STATE EXECUTIVE BRANCH | 15 |
| <i>Who's who and what's what for the offices of governor, lieutenant governor, secretary of state, attorney general, treasurer and many others — includes information on terms of office, methods of selection, qualifications, salaries, and powers and duties.</i> | |
| GOVERNORS | |
| 2.1 The Governors, 1998 | 17 |
| 2.2 The Governors: Qualifications for Office | 19 |
| 2.3 The Governors: Compensation | 20 |
| 2.4 The Governors: Powers | 22 |
| 2.5 Gubernatorial Executive Orders: Authorization, Provisions, Procedures | 24 |
| 2.6 State Cabinet Systems | 27 |
| 2.7 The Governors: Provisions and Procedures for Transition | 29 |
| 2.8 Impeachment Provisions in the States | 31 |
| EXECUTIVE BRANCH | |
| 2.9 Constitutional and Statutory Provisions for Length and Number of Terms of Elected State Officials | 33 |
| 2.10 Selected State Administrative Officials: Methods of Selection | 35 |
| 2.11 Selected State Administrative Officials: Annual Salaries | 41 |
| LIEUTENANT GOVERNORS | |
| 2.12 Lieutenant Governors: Qualifications and Terms | 47 |
| 2.13 Lieutenant Governors: Powers and Duties | 48 |

CONTENTS

| | |
|---|-----|
| SECRETARIES OF STATE | |
| 2.14 Secretaries of State: Qualifications for Office | 50 |
| 2.15 Secretaries of State: Election and Registration Duties | 51 |
| 2.16 Secretaries of State: Custodial, Publication and Legislative Duties | 53 |
| ATTORNEYS GENERAL | |
| 2.17 Attorneys General: Qualifications for Office | 54 |
| 2.18 Attorneys General: Prosecutorial and Advisory Duties | 55 |
| 2.19 Attorneys General: Consumer Protection Activities, Subpoena Powers and Antitrust Duties | 57 |
| 2.20 Attorneys General: Duties to Administrative Agencies and Other Responsibilities | 58 |
| TREASURERS | |
| 2.21 Treasurers: Qualifications for Office | 59 |
| 2.22 Treasurers: Duties of Office | 60 |
| Chapter Three | |
| THE LEGISLATURES | 61 |
| <i>From citizen-lawmakers to full-time legislators, the legislatures run the gamut — includes information on legislative organization, operation and action, session length, legislative procedure, compensation, bill introductions and enactments from 1996-97, committee appointments, and a review of administrative regulations.</i> | |
| LEGISLATURES | |
| 3.1 Names of State Legislative Bodies and Convening Places | 63 |
| 3.2 Legislative Sessions: Legal Provisions | 64 |
| 3.3 The Legislators: Numbers, Terms and Party Affiliations (As of April 1998) | 68 |
| 3.4 Membership Turnover in the Legislatures: 1997 | 70 |
| 3.5 The Legislators: Qualifications for Election | 71 |
| 3.6 Senate Leadership Positions Ñ Methods of Selection | 73 |
| 3.7 House Leadership Positions Ñ Methods of Selection | 75 |
| 3.8 Method of Setting Legislative Compensation (As of May 1997) | 78 |
| 3.9 Legislative Compensation: Regular Sessions (As of May 1997) | 80 |
| 3.10 Legislative Compensation: Interim Payments and Other Direct Payments | 82 |
| 3.11 Additional Compensation for Senate Leaders (As of May 1997) | 85 |
| 3.12 Additional Compensation for House Leaders (As of May 1997) | 87 |
| 3.13 State Legislative Retirement Benefits (As of March 1995) | 89 |
| 3.14 Bill Pre-Filing, Reference and Carryover | 93 |
| 3.15 Time Limits on Bill Introduction | 95 |
| 3.16 Enacting Legislation: Veto, Veto Override and Effective Date | 98 |
| 3.17 Legislative Appropriations Process: Budget Documents and Bills | 101 |
| 3.18 Fiscal Notes: Content and Distribution | 103 |
| 3.19 Bill and Resolution Introductions and Enactments: 1996 and 1997 Regular Sessions | 105 |
| 3.20 Bill and Resolution Introductions and Enactments: 1996 and 1997 Special Sessions | 108 |
| 3.21 Staff for Individual Legislators | 110 |
| 3.22 Staff for Legislative Standing Committees | 112 |
| 3.23 Standing Committees: Appointment and Number | 114 |
| 3.24 Standing Committees: Procedure | 116 |
| 3.25 Legislative Review of Administrative Regulations: Structures and Procedures | 119 |
| 3.26 Legislative Review of Administrative Regulations: Powers | 121 |
| 3.27 Summary of Sunset Legislation | 123 |

Chapter Four
 THE JUDICIARY 127

The fundamentals of state justice systems includes information on state courts of last resort, intermediate information on state courts of last resort, intermediate appellate courts and general trial courts, selection/retention and removal of judges, and compensation of judges and judicial administrators.

JUDICIARY

4.1 State Courts of Last Resort 129
 4.2 State Intermediate Appellate Courts and General Trial Courts:
 Number of Judges and Terms 131
 4.3 Qualifications of Judges of State Appellate Courts and General Trial Courts 133
 4.4 Selection and Retention of Judges 135
 4.5 Methods for Removal of Judges and Filling of Vacancies 138
 4.6 Compensation of Judges of Appellate Courts and General Trial Courts 146
 4.7 Selected Data on Court Administrative Offices 148

Chapter Five
 ELECTIONS, CAMPAIGN FINANCE AND INITIATIVES 149

Democracy in action — includes information on offices up for election 1998-2007, methods of nominating candidates, formulas for election dates, polling hours, voting statistics, campaign finance laws, and procedures for initiative, referenda and recalls.

Elections

5.1 State Executive Branch Officials to be Elected: 1998-2007 151
 5.2 State Legislatures: Members to be Elected: 1998-2007 155
 5.3 Methods of Nominating Candidates for State Offices 159
 5.4 Election Dates for National, State and Local Elections (Formulas) 161
 5.5 Polling Hours: General Elections 163
 5.6 Voter Registration Information 164
 5.7 Voting Statistics for Gubernatorial Elections 166
 5.8 Voter Turnout for Presidential Elections: 1988, 1992, and 1996 167
 5.9 Campaign Finance Laws: General Filing Requirements (As of January 1996) 168
 5.10 Campaign Finance Laws: Limitations on Contributions By Organizations
 (As of January 1996) 178
 5.11 Campaign Finance Laws: Limitations on Contributions By Individuals
 (As of January 1996) 186
 5.12 Campaign Finance Laws: Limitations on Expenditures (As of January 1996) 196
 5.13 Funding of State Elections: Tax Provisions and Public Financing
 (As of January 1996) 207
 5.14 Statewide Initiative and Referendum 210
 5.15 State Initiatives: Requesting Permission to Circulate a Petition 211
 5.16 State Initiatives: Circulating the Petition 212
 5.17 State Initiatives: Preparing the Initiative to be Placed on the Ballot 214
 5.18 State Initiatives: Voting on the Initiative 216
 5.19 State Referendums: Requesting Permission to Circulate a Citizen Petition 218
 5.20 State Referendums: Circulating the Citizen Petition 219
 5.21 State Referendums: Preparing the Citizen Petition
 Referendum to be Placed on the Ballot 220
 5.22 State Referendums: Voting on the Citizen Petition Referendum 221
 5.23 State Recall Provisions: Applicability to
 State Officials and Petition Circulation 222
 5.24 State Recall Provisions: Petition Review, Appeal and Election 224

CONTENTS

Chapter Six

STATE FINANCES 227

With significant changes in fiscal federalism anticipated and new responsibilities devolving from Washington to the states, the importance of state finances has rarely been so critical — includes information on state budgetary procedures and fund management, revenues and expenditures, state debt, taxes, federal government grants and payments to states, and federal program spending by state.

BUDGET

| | |
|---|-----|
| 6.1 State Budgetary Calendars | 229 |
| 6.2 Officials or Agencies Responsible for Budget Preparation, Review and Controls | 231 |
| 6.3 State Balanced Budgets: Constitutional and Statutory Provisions, Gubernatorial and Legislative Authority | 234 |
| 6.4 Revenue Estimating Practices | 237 |
| 6.5 Allowable State Investments | 239 |
| 6.6 Cash Management Programs and Services | 241 |
| 6.7 Demand Deposits | 243 |

REVENUE AND EXPENDITURE

| | |
|---|-----|
| 6.8 Summary Financial Aggregates, By State: 1995 | 245 |
| 6.9 Summary Financial Aggregates, By State: 1996 | 246 |
| 6.10 National Totals of State Government Finances for Selected Years: 1994-1996 | 247 |
| 6.11 State General Revenue, By Source and By State: 1995 | 249 |
| 6.12 State General Revenue, By Source and By State: 1996 | 251 |
| 6.13 State Expenditure, By Character and Object and By State: 1995 | 253 |
| 6.14 State Expenditure, By Character and Object and By State: 1996 | 255 |
| 6.15 State General Expenditure, By Function and By State: 1995 | 257 |
| 6.16 State General Expenditure, By Function and By State: 1996 | 259 |
| 6.17 State Debt Outstanding at End of Fiscal Year, By State: 1995 | 261 |
| 6.18 State Debt Outstanding at End of Fiscal Year, By State: 1996 | 262 |

TAXES

| | |
|--|-----|
| 6.19 Agencies Administering Major State Taxes (As of January 1998) | 263 |
| 6.20 State Tax Amnesty Programs (November 22, 1982-Present) | 265 |
| 6.21 State Excise Tax Rates (As of January 1, 1998) | 267 |
| 6.22 Food and Drug Sales Tax Exemptions (As of January 1, 1998) | 269 |
| 6.23 State Individual Income Taxes (As of January 1, 1998) | 270 |
| 6.24 State Personal Income Taxes: Federal Starting Points | 272 |
| 6.25 Range of State Corporate Income Tax Rates (As of January 1, 1998) | 273 |
| 6.26 State Severance Taxes: 1997 | 275 |
| 6.27 National Summary of State Government Tax Revenue, By Type of Tax: 1994 to 1996 | 278 |
| 6.28 Summary of State Government Tax Revenue, By State: 1994-1996 | 279 |
| 6.29 State Government Tax Revenue, By Type of Tax: 1996 | 280 |
| 6.30 State Government Sales and Gross Receipts Tax Revenue: 1996 | 282 |
| 6.31 State Government License Tax Revenue: 1996 | 284 |
| 6.32 Fiscal Year, Population and Personal Income, By State | 286 |

FEDERAL EXPENDITURES

| | |
|--|-----|
| 6.33 Summary Distribution of Federal Funds, By State and Territory: Fiscal Year 1996 | 287 |
| 6.34 Federal Government Grants to State and Local Governments By Agency and for Selected Programs, By State and Territory: Fiscal Year 1996 | 288 |
| 6.35 Federal Government Expenditures for Salaries and Wages, By State and Territory: Fiscal Year 1996 | 292 |

| | |
|---|-----|
| 6.36 Federal Government Direct Payments for Individuals By Program, State and Territory: Fiscal Year 1996 | 293 |
| 6.37 Federal Government Procurement Contracts Value of Awards, By State and Territory: Fiscal Year 1995 | 295 |
| 6.38 Federal Government Procurement Contracts Value of Awards, By State and Territory: Fiscal Year 1996 | 296 |
| 6.39 Federal Government Expenditures for Other Programs, By State and Territory: Fiscal Year 1995 | 297 |
| 6.40 Federal Government Expenditures for Other Programs, By State and Territory: Fiscal Year 1996 | 300 |
| 6.41 Federal Government Loan and Insurance Programs Volume of Assistance Provided, By State and Territory: Fiscal Year 1995 | 302 |
| 6.42 Federal Government Loan and Insurance Programs Volume of Assistance Provided, By State and Territory: Fiscal Year 1996 | 304 |
| 6.43 State Gaming | 306 |
| Chapter Seven | |
| MANAGEMENT, REGULATION AND PERSONNEL | 309 |
| <i>Staffing the states — includes information on personnel systems, information resource management, and regulatory activities. Also: statistics on employment, payrolls and retirement systems, and tables on licensing and regulation of selected non-health occupations and professions.</i> | |
| PERSONNEL | |
| 7.1 The Office of State Personnel Executive: Selection, Placement and Structure | 311 |
| 7.2 State Personnel Administration: Functions | 313 |
| 7.3 Classification and Compensation Plans | 317 |
| 7.4 Selected Employee Leave Policies | 319 |
| 7.5 State Employees: Paid Holidays | 321 |
| 7.6 Civil Service Reform in the States | 324 |
| 7.7 Alternative Working Arrangements for State Employees | 325 |
| INFORMATION/RECORDS MANAGEMENT | |
| 7.8 Information Resource Management: Chief Information Officers | 326 |
| 7.9 Information Resource Management: State Commissions, Central Organizations and Budgets | 328 |
| 7.10 State Aid for Libraries | 329 |
| STATE PURCHASING | |
| 7.11 State Purchasing: Buy-American Laws and Other Practices | 330 |
| 7.12 State Purchasing of Recycled Products | 331 |
| PUBLIC EMPLOYMENT | |
| 7.13 Summary of State Government Employment: 1953-1995 | 332 |
| 7.14 Employment and Payrolls of State and Local Governments, By Function: October 1994 | 333 |
| 7.15 Employment and Payrolls of State and Local Governments, By Function: October 1995 | 334 |
| 7.16 State and Local Government Employment, By State: October 1994 | 335 |
| 7.17 State and Local Government Employment, By State: October 1995 | 336 |
| 7.18 State and Local Government Payrolls and Average Earnings of Full-Time Employees, By State: October 1994 | 337 |
| 7.19 State and Local Government Payrolls and Average Earnings of Full-Time Employees, By State: October 1995 | 338 |
| 7.20 State Government Employment (Full-Time Equivalent), for Selected Functions, By State: October 1994 | 339 |

CONTENTS

| | |
|--|-----|
| 7.21 State Government Employment (Full-Time Equivalent), for Selected Functions, By State: October 1995 | 340 |
| 7.22 State Government Payrolls for Selected Functions, By State: October 1994 | 341 |
| 7.23 State Government Payrolls for Selected Functions, By State: October 1995 | 342 |
| RETIREMENT | |
| 7.24 Number, Membership and Monthly Benefit Payments of State-Administered Employee Retirement Systems: 1993-94 through 1995-96 | 343 |
| 7.25 National Summary of Finances of State-Administered Employee Retirement Systems: Selected Years, 1994-1996 | 344 |
| 7.26 Membership and Benefit Operations of State-Administered Employee Retirement Systems: Last Month of Fiscal Year 1993-94 | 345 |
| 7.27 Membership and Benefit Operations of State-Administered Employee Retirement Systems: Last Month of Fiscal Year 1994-95 | 347 |
| 7.28 Membership and Benefit Operations of State-Administered Employee Retirement Systems: Last Month of Fiscal Year 1995-96 | 349 |
| 7.29 Finances of State-Administered Employee Retirement Systems, By State: Fiscal 1993-94 | 350 |
| 7.30 Finances of State-Administered Employee Retirement Systems, By State: Fiscal 1994-95 | 351 |
| 7.31 Finances of State-Administered Employee Retirement Systems, By State: Fiscal 1995-96 | 352 |
| 7.32 Comparative Statistics for State-Administered Public Employee Retirement Systems: Fiscal 1993-94 | 354 |
| 7.33 Comparative Statistics for State-Administered Public Employee Retirement Systems: Fiscal 1994-95 | 356 |
| 7.34 Comparative Statistics for State-Administered Public Employee Retirement Systems: Fiscal 1995-96 | 358 |
| LICENSURE/REGULATION | |
| 7.35 State Regulation of Selected Non-Health Occupations and Professions: 1998 | 360 |
| 7.36 State Regulation of Health Occupations and Professions: 1998 | 361 |
| 7.37 Status of Mandatory Continuing Education for Selected Professions: 1997 | 367 |
| MINIMUM AGE | |
| 7.38 Minimum Age for Specified Activities | 368 |
| MOTORVEHICLES | |
| 7.39 State Motor Vehicle Registrations: 1996 | 370 |
| 7.40 Motor Vehicle Operators Licenses: 1996 | 371 |
| 7.41 Motor Vehicle Laws (As of 1998) | 372 |
| 7.42 State No-Fault Motor Vehicle Insurance Laws | 374 |
| PUBLIC UTILITY COMMISSIONS | |
| 7.43 State Public Utility Commissions | 376 |
| 7.44 Selected Regulatory Functions of State Public Utility Commissions | 377 |
| LOBBYING | |
| 7.45 Lobbyists: Definitions and Prohibited Activities | 379 |
| 7.46 Lobbyists: Registration and Reporting | 381 |

Chapter Eight
PROGRAMS AND ISSUES 383

Includes information on public school attendance, higher education institutions and their full-time faculty salaries, fees and room rates at higher education institutions, prison populations, spending on environmental programs, child labor laws, and health care and highway spending.

ELEMENTARY/SECONDARY EDUCATION

8.1 Membership and Attendance in Public Elementary and Secondary Schools,
By State: 1995-96 and 1996-97 385

8.2 Enrollment, Average Daily Attendance and Classroom Teachers in
Public Elementary and Secondary Schools, By State: 1996-97 386

8.3 Average Annual Salary of Instructional Staff in Public Elementary and
Secondary Schools: 1959-60 to 1996-97 387

8.4 State Course Requirements for High School Graduation 388

HIGHER EDUCATION

8.5 Number of Institutions of Higher Education and Branches, By Type,
Control of Institution and State: 1995-96 391

8.6 Average Salary of Full-Time Instructional Faculty in Institutes of
Higher Education, By Type and Control of Institution and State: 1995-96 392

8.7 Estimated Undergraduate Tuition and Fees and Room and Board Rates in
Institutions of Higher Education, By Control of Institution and State: 1996-97 393

EDUCATION REVENUE/EXPENDITURE

8.8 General Revenue of Public School Systems, By Source: 1993-94 394

8.9 Summary of State Government Direct Expenditures
for Education, By State: 1995 396

8.10 Summary of State Government Direct Expenditures
for Education, By State: 1996 398

CRIMINAL JUSTICE/CORRECTIONS

8.11 Trends in State Prison Population, 1995-96 400

8.12 Adults Admitted to State Prisons, 1995 401

8.13 State Prison Capacities, 1996 402

8.14 Adults on Probation, 1996 403

8.15 Adults on Parole, 1996 404

8.16 Capital Punishment (As of December 1996) 405

ENVIRONMENT

8.17 State Environmental Agency Budgets:
By Region, Fiscal Year 1996 to Fiscal Year 1997 407

8.18 State Environmental and Natural Resources Spending By Category,
Fiscal Year 1994 409

LABOR

8.19 Maximum Benefits for Temporary Total Disability Provided By
Workers' Compensation Statutes (As of January 1998) 413

8.20 Selected State Child Labor Standards Affecting Minors Under 18 in
Non-Farm Employment (As of January 1998) 415

8.21 Changes in Basic Minimum Wages in Non-Farm Employment
Under State Law: Selected Years 1968 to 1998 420

8.22 Status of Approved State Plans Developed in Accordance with the
Federal Occupational Safety and Health Act (As of January 1998) 422

CONTENTS

| | |
|--|-----|
| HEALTH | |
| 8.23 Health Insurance Coverage | |
| Persons With or Without Health Insurance Coverage by State: 1996 | 423 |
| HIGHWAYS | |
| 8.24 Total Road and Street Mileage: 1996 | 424 |
| 8.25 State Receipts for Highways: 1996 | 425 |
| 8.26 State Disbursements for Highways: 1996 | 426 |
| 8.27 Apportionment of Federal-Aid Highway Funds: Fiscal Year 1997 | 427 |
| Chapter Nine | |
| INTERGOVERNMENTAL AFFAIRS | 429 |
| <i>State-federal and state-local relations in an era of federalism reform — includes information on state intergovernmental revenue from and expenditures to the federal government and local governments and data on state intergovernmental expenditures per capita.</i> | |
| FEDERAL AID | |
| 9.1 Total Federal Grants to State and Local Governments, By State: 1987-1996 | 431 |
| INTERGOVERNMENTAL PAYMENTS | |
| 9.2 Summary of State Intergovernmental Payments: 1944 to 1996 | 432 |
| 9.3 State Intergovernmental Expenditure, By State: 1992 to 1996 | 433 |
| 9.4 Per Capita State Intergovernmental Expenditure, By Function and By State: 1995 | 434 |
| 9.5 Per Capita State Intergovernmental Expenditure, By Function and By State: 1996 | 435 |
| 9.6 State Intergovernmental Expenditure, By Function and By State: 1995 | 436 |
| 9.7 State Intergovernmental Expenditure, By Function and By State: 1996 | 437 |
| 9.8 State Intergovernmental Expenditure, By Type of Receiving Government and By State: 1995 | 438 |
| 9.9 State Intergovernmental Expenditure, By Type of Receiving Government and By State: 1996 | 439 |
| 9.10 State Intergovernmental Revenue from Federal and Local Governments: 1995 | 440 |
| 9.11 State Intergovernmental Revenue from Federal and Local Governments: 1996 | 442 |
| Chapter Ten | |
| STATE PAGES | 445 |
| <i>Everything you always wanted to know about the states — including capitals, population, land areas, historical data, elected executive branch officials, legislative leaders, judges of high courts, state mottos, flowers, songs, birds and other items unique to the states and other U.S. jurisdictions.</i> | |
| 10.1 Official Names of States and Jurisdictions, Capitals, Zip Codes and Central Switchboards | |
| 10.2 Historical Data on the States | |
| 10.3 State Statistics | |
| Chapter Eleven | |
| STATE GOVERNMENT IN REVIEW | 481 |
| <i>Selected CSG resource data including governors' priorities, number of lobbyists, privatization, business incentives, state global activities and state public assistance information.</i> | |

CONTENTS

| | | |
|-------------|--|-----|
| 11.1 | Governors' Priorities 1998, By Region | 483 |
| 11.2 | Number of Registered Lobbyists By Region, 1988-1996 | 484 |
| 11.3 | Privatization in the States | 485 |
| 11.4 | State Financial Incentives For Businesses 1996 | 486 |
| 11.5 | State Tax Incentives For Business 1996 | 488 |
| 11.6 | Key Indicators of State Global Activity | 490 |
| 11.7 | U.S. Exports By State, Sorted By 1996, Total Value | 491 |
| 11.8 | Estimated State Family Assistance Grants Under P.L. 193, Fiscal 1997, By Region | 492 |
| 11.9 | Child-Care Benefits For Welfare Recipients: Selected States | 493 |
| 11.10 | Transportation Service Benefits For Welfare Recipients: Selected States | 494 |
| INDEX | | 495 |