



**EIGHTY-SIXTH GENERAL ASSEMBLY
HOUSE RULES**

(House Resolution 4)

Adopted 2-3-2015

DIVISION I - GENERAL RULES

Rule 1

Call to Order and Order of Business

The speaker shall take the chair at the hour to which the house has adjourned, and shall immediately call the house to order, correct the journal of the previous day's proceedings, and proceed to other business, including, but not limited to, introduction of bills, reports, messages, communications, business pending at adjournment, announcements, resolutions and bills on their passage, and points of personal privilege.

Rule 2

Quorum Call and Time of Convening

The house shall convene each Monday at 1:00 p.m. and at 8:30 a.m. on all other legislative days, unless otherwise ordered. The time of convening shall be recorded in the journal. The house shall not convene on Sunday during a regular or special session.

The speaker or a member may request a roll call to determine if a quorum is present.

Rule 3

Absences from the House

No member shall be absent without leave while the house is in session unless excused for good cause.

Rule 4

Preservation of Order

The speaker shall preserve order and decorum and speak to points of order. Subject to an appeal to the house by any member, the speaker shall decide questions of order which shall not be debated.

The speaker may have the chamber of the house cleared in case of any disturbance or disorderly conduct.

Only past legislators, state officials, persons whose presence is deemed by the speaker to be of special significance to the house, and school classes accompanied by teachers and seated in the galleries shall be introduced in the house.

No person other than a member of the house shall be allowed to speak from the floor of the house without prior permission of the speaker.

The public may take photographs from the galleries at any time. However, the use of flash bulbs or any other artificial lighting is prohibited.

Members of the press may photograph from the press box, but shall not use artificial lighting without prior permission from the chief clerk of the house. Photographs shall not be taken on the house floor when the members are voting on a question put before the house. Photographs or video recordings of the voting boards shall not be taken while a nonrecord roll call vote is displayed. Photographs may be taken on the house floor at other times with the consent of the subject or subjects of the photography.

Rule 4A

Use of Electronic Devices and Video Streaming in Chamber

1. A person present in the house chamber while the house is in order shall mute any cell phone, computer, or other electronic device under the person's control. The speaker may remove from the chamber any person acting in violation of this rule.

2. A member shall not use a cell phone or other electronic device to audibly transmit or receive communications while recognized by the presiding officer to speak in debate.

3. The speaker shall control the time, place, and manner of use of the house's internet video streaming system on the floor of the house and in the visitors' galleries. However, the speaker shall not edit, censor, or shut off the house's internet video streaming system during debate on the floor of the house.

Rule 5 Rules of Parliamentary Practice

The rules of parliamentary practice in Mason's Manual of Legislative Procedure shall govern the house in all cases where they are not inconsistent with the standing rules of the house, joint rules of the house and senate, or customary practice of the house.

Rule 5A House Budget

The speaker of the house shall annually prepare a proposed budget for the house of representatives for the payment of expenses, salaries, per diems, and other items. The proposed budget shall be submitted on the fourteenth day of each legislative session to the house administration and rules committee, which shall approve a proposed budget in house resolution form. The house shall adopt a budget prior to adjournment.

Rule 6 The Speaker Pro Tempore

The house shall, at its pleasure, elect a speaker pro tempore. When the speaker shall for any cause be absent, the speaker pro tempore shall preside, except when the chair is filled by appointment by either the speaker or the speaker pro tempore. If a vacancy occurs in the office of speaker, the speaker pro tempore shall assume the duties and responsibilities of the speaker until such time as the house shall elect a new speaker. The speaker or the speaker pro tempore shall have the right to name any member to perform the duties of speaker, but such substitution shall not extend beyond the adjournment. The acts of the speaker pro tempore shall have the same validity as those of the speaker. In the absence of both the speaker and the speaker pro tempore, the house shall name a speaker who shall preside over it and perform all the duties of the speaker with the exception of signing bills, until such time as the speaker or speaker pro tempore shall be present, and the person's acts shall have the same force and validity as those of the regularly elected speaker.

Rule 7 Amendment of Rules

A motion to change or rescind a standing rule or order of the house requires one day's notice.

Rule 8 Violation of House Rules

The speaker shall, or any member may, call to order a member who violates the rules of the house. With leave of the house, the member called to order may be permitted to explain. If the case requires it, the member shall be subject to censure of the house.

Rule 9
Referral of Rule Violations

The speaker shall, upon complaint of a member, or upon the speaker's own motion, refer any alleged violation of house or joint rules by house members, employees or staff to the house ethics committee upon an initial finding that an investigation is warranted.

The ethics committee shall investigate such allegations and report them back to the house with a recommendation.

Rule 10
Recognition and Decorum in Debate

A member who wishes to speak in debate shall be appropriately attired, with male members wearing coat or tie. After recognition by the chair, a member shall respectfully address the presiding officer by saying "Mr. or Madam Speaker". A member shall confine all remarks to the question under debate, shall be respectful of other members, and shall avoid referencing or questioning the motives of another member.

Rule 11
Limit on Debate

No member shall speak more than once on the same question without leave of the speaker, nor more than twice until every member choosing to speak has spoken, except as provided in Rule 81. A member shall be limited to ten minutes debate on bills, resolutions, and amendments, but may be granted an extension of time by consent of the house. However, the floor manager of a bill or resolution and the lead sponsor of an amendment may exceed the ten-minute limit on opening and closing remarks.

Rule 12
Decorum During Debate

No member shall leave the house while the speaker is putting a question. No one shall pass between the speaker and a member who is speaking or two members who have been recognized by the speaker.

Rule 13
Stating the Question

When a motion is made, it shall be stated by the speaker. A motion made in writing shall be passed to the speaker's station before it is debated.

Rule 14
Putting the Question

Questions shall be distinctly put in this form: "All those in favor of (the question) shall say 'aye';" and after the affirmative voice is expressed, "All those opposed to (the question) shall say 'no'." If the speaker is in doubt or a member of the house requests, a nonrecord roll call vote shall be taken.

DIVISION II - EMPLOYEES OF THE HOUSE

Rule 15
Chief Clerk of the House

The chief clerk of the house shall serve as parliamentarian and chief administrative officer of the house under the direction of the speaker of the house. The chief clerk shall supervise the chief clerk's office; be responsible for the custody and safekeeping of all bills, resolutions, and amendments filed, except when they are in the custody of a committee; have charge of the daily journal; have control of all rooms assigned for the

use of the house; attest to the accuracy and correctness of text and action on bills and resolutions; process the handling of amendments when filed and during the floor consideration of bills; insert adopted amendments into bills before transmittal to the senate and prior to final enrollment; supervise legislative printing and the distribution of printed material; and perform all other duties pertaining to the office of the chief clerk.

Rule 16
Legislative and Session Days

For purposes of these rules, a legislative day is a day when the house is called to order. A legislative day that runs past midnight is not considered a new legislative day. A session day is any calendar day beginning with the convening of the annual regular session and ending with adjournment sine die.

Rule 17
Sergeant-At-Arms

The sergeant-at-arms shall execute all orders of the house and the presiding officer; perform all assigned duties related to the policing and good order of the house; supervise the entrance and exit of all persons to and from the chamber; promptly execute all messages, etc.; provide that the chamber is properly ventilated and open for the use of the members; and perform all other services pertaining to the office of sergeant-at-arms.

Rule 18
Secretaries

Each member may hire a secretary for the legislative session who shall be under the general direction of the member and the chief clerk. Secretaries shall be on duty at the house from 8:00 a.m. to 4:30 p.m. Monday through Thursday and on other legislative days when required by the chief clerk, except when excused by the member for whom the secretary works. Secretaries shall perform such duties as may be assigned to them by the member or the chief clerk.

Rule 19
Extra Compensation of Employees

No employee shall receive any extra compensation, except as provided by the house, or tips for services performed while on duty. Any violation of this rule shall be grounds for removal.

DIVISION III – VISITORS AND LOBBYISTS

Rule 20
Admission to the House; Lobbying

The chamber of the house shall include the vestibule, restrooms, bill room, lounge, visitors' galleries, and floor of the house.

The floor of the house shall consist of the area between the north and south walls, including the representatives' desks, the press box, and the speaker's station, but excluding the visitors' galleries.

During a legislative day while the house is in order, no member of the general assembly or legislative employee or intern shall be admitted to the floor of the house if attired in jeans of any color without leave of the speaker.

During a legislative day while the house is in order, and one-half hour before the house convenes and one-half hour after the house recesses or adjourns, no person shall be admitted to the floor of the house except:

1. Members of the general assembly and authorized legislative employees in the performance of their duties.
2. Former members of the general assembly who are not registered lobbyists.
3. A general assembly member's family.
4. Representatives of the press, radio, and television who shall go directly to and from the press box.
5. Legislative interns registered with the chief clerk who shall go directly to and from the seat of their assigned representative or to be seated in the perimeter seating area.
6. Designated representatives of a political party having members serving in the house.
7. Members of the state executive council, the lieutenant governor, the attorney general, the governor's executive assistants and administrative assistants, and the administrative rules coordinator, all of whom shall be confined to the perimeter area.

The current status of former members of the general assembly shall govern their access to the floor under these rules.

No other persons shall be allowed on the house floor while the house is in order without permission of the presiding officer of the house. When the house is not in order, guests of a member of the general assembly escorted by that member shall be allowed on the house floor.

No person admitted to the floor of the house while the house is in order, except members of the general assembly, shall lobby or attempt to exercise any influence with any member for or against any matter then pending or that may thereafter be considered by the house.

A registered lobbyist shall not be admitted to the floor of the house on any legislative day except for ceremonial purposes or for attendance at public hearings.

A lobbyist who represents the position of a state government agency, in which the person serves or is employed as the designated representative for purposes of encouraging the passage or defeat of legislation, shall file with the chief clerk of the house a statement of the general subjects of legislation shall not lobby for or against a bill, resolution, or study bill unless the lobbyist does so with the written authorization and on behalf of a statewide elected or retained official. The official's writing may authorize the lobbyist to register and lobby for or against any or all bills in which the lobbyist is or may be interested or may restrict the lobbyist to register and lobby for or against only some bills in which the lobbyist is or may be interested. The written authorizations shall be filed with the chief clerk, according to a procedure established by the clerk for the filing of the authorizations and for making them available to the public, by the following statewide elected or retained official for the following offices, departments, agencies, and branch:

By the attorney general, auditor of state, secretary of state, and treasurer of state, for their respective offices.

By the secretary of agriculture, for the department of agriculture and land stewardship.

By the chairperson of the ethics and campaign disclosure board, for the executive director, legal counsel, and other employees of the board.

By the governor, for all other executive branch offices and departments.

By the chief justice of the supreme court, for the judicial branch.

Each member, employee of the house, and registered lobbyist may report violations of this rule immediately to the sergeant-at-arms or the chief clerk.

Any person for cause may be summarily dismissed from the chamber of the house, by action of the house, and may forfeit that person's right to admission thereafter.

Rule 20A Legislative Interns

A member may appoint one or more interns who shall register with the chief clerk. Only one legislative intern per member of the house is allowed on the floor of the house at any one time.

Rule 21 Distribution of Literature and Other Items

No person except a member or employee of the house of representatives shall distribute or cause to be distributed any pamphlets, material, or other printed literature, or any other items to the members' desks in the house without authorization. An employee of the house shall generally distribute or cause to be distributed such literature or items only on behalf of the employee's office or staff. Items which are permissible gifts under chapter 68B of the Code may be distributed to the members' desks with the authorization of the chief clerk.

All copies of pamphlets, material, or printed literature distributed by a member or employee of the house of representatives shall bear the name of the member or employee's office or staff.

Other distributions of pamphlets, material, or other printed literature shall bear their source of origin and be distributed through the legislative post office or to the members' desks by completing a form containing a member's or the chief clerk's authorization, with the authorization form filed with the chief clerk. The authorization form shall be retained for a reasonable time period by the chief clerk.

Rule 22 Distribution of Materials Printed by the State

A member of the house shall not distribute maps, books, and pamphlets which have been printed by the state of Iowa and upon which the name of the member of the house has been affixed unless the member has purchased the materials or unless the member has affixed the words "Paid for by the citizens of Iowa and distributed by representative (member's name)."

DIVISION IV – FORMS AND PROCEDURES FOR BILLS AND OTHER DOCUMENTS

Rule 23 Documents Signed by the Speaker

All acts and joint resolutions shall be signed by the speaker, and all writs, warrants, and subpoenas issued by order of the house, shall be signed by the speaker and attested by the chief clerk. The speaker shall cause certificates of recognition or condolence to be issued by the house which shall be signed by the speaker and the chief clerk. The chief clerk shall maintain a list of certificates issued including the name of the requesting member of the house, the name of the recipient, the reason for recognition or condolence, and the date of issuance.

Rule 24
Presentation of Petitions

All petitions, memorials and other papers addressed to the house shall be signed by the member and filed with the chief clerk. The receipt of petitions shall be noted in the journal and such petitions shall be available in the office of the chief clerk.

Rule 25
Consideration of Simple and Concurrent Resolutions

Action on a simple or concurrent resolution, except a memorial resolution, shall not be taken until one day after the resolution has been placed on the members' desks. After the resolution is adopted, the chief clerk shall have the resolution printed in the compiled journal and shall transmit certified copies of the resolution as directed.

Rule 26
Unanimous Consent Calendar

The speaker may, upon the request of three members, place on a unanimous consent calendar any house resolution or concurrent resolution which does not contain an appropriation and which has been laid over under Rule 25.

If such resolution is placed on the unanimous consent calendar, it may be removed only upon a written request submitted to the speaker by a member of the house.

If not removed after five legislative days, the chief clerk shall call up the resolution and without debate the speaker shall pronounce that it has passed by unanimous consent.

If the resolution is removed from the unanimous consent calendar, the speaker may again lay the resolution over under Rule 25, place it on a different calendar, or refer the resolution to any of the standing committees of the house.

Rule 26A
Senate Bills and Resolutions

A senate bill or resolution may be referred to a standing committee or passed on file.

Rule 27
Forms of Bills and Joint Resolutions

Every house bill shall be introduced by one or more members or by any standing or specially authorized committee of the house or the administrative rules review committee. All bills and joint resolutions introduced shall be prepared by the legislative services agency with title, enacting clause, text and explanation as directed by the chief clerk of the house. One copy of each bill shall be presented in a bill cover with the number of copies of the bill and the title as directed by the chief clerk.

Rule 28
Joint and Nullification Resolutions

Joint resolutions shall be framed and treated as bills.

A "nullification resolution" is a joint resolution which nullifies all of an administrative rule, or a severable item of an administrative rule adopted pursuant to chapter 17A of the Code. A nullification

resolution shall not amend an administrative rule by adding language or by inserting new language in lieu of existing language.

A nullification resolution may be introduced by an individual, a standing committee or the administrative rules review committee, and may be referred to a standing committee. A nullification resolution is debatable, but cannot be amended on the floor of the house.

Rule 29 Time of Introduction of Bills

No bill or joint resolution under individual sponsorship, other than a nullification resolution, shall be read for the first time after 4:30 p.m. on Friday of the fifth week of the first regular session of the general assembly unless a formal request for drafting the bill has been filed with the legislative services agency before that time.

After adjournment of the first regular session, bills may be prefiled at any time before the convening of the second regular session. No bill or joint resolution under individual sponsorship, other than a nullification resolution, shall be read for the first time after 4:30 p.m. on Friday of the second week of the second regular session of the general assembly unless a formal request for drafting the bill has been filed with the legislative services agency before that time.

However, bills or joint resolutions sponsored by standing committees or the administrative rules review committee, co-sponsored by the majority and minority floor leaders, or companion bills sponsored by the house majority leader and the senate majority leader may be drafted and introduced at any time permissible under Joint Rule 20. House, concurrent, and nullification resolutions may be introduced at any time.

Rule 30 Introduction and Reading of Bills

All bills and resolutions to be introduced in the house shall be prepared in proper form and filed with the chief clerk no later than 4:30 p.m. on the legislative day preceding its introduction.

Every bill shall receive two readings but no bill shall receive its first and last readings on the same day.

A "reading of a bill" as required by these rules shall consist of a reading of the title and enacting clause.

Rule 31 First Reading, Commitment, and Amendment

1. A bill is introduced into the house by an initial or "first reading of the bill".
2. When the house is in session the first reading shall consist of a "reading" as provided in Rule 30.
3. Upon a first reading of the bill, the speaker shall state that it is ready for commitment or amendment; and the speaker shall commit it to the standing or select committee, or to a committee of the whole house. If to a committee of the whole house, the house shall determine on what day.
4. On a nonlegislative day the speaker may cause a statement, which shall consist of the title, enacting clause, bill number and committee to which the bill is referred, to be published in the house journal. This publication shall constitute a first reading and commitment and shall contain the notation "read and committed under Rule 31".

5. All amendments offered to bills and resolutions shall be accompanied by such copies as the chief clerk shall direct.

6. Such amendments shall give the number of the bill sought to amend and the chief clerk shall designate each such amendment thus: Amendment to House File _____, or Senate File _____, by _____.

7. A bill reported out by committee shall go to the speaker who shall direct that the bill be placed on the regular calendar unless it covers subject matter more properly within the jurisdiction of some other standing committee, in which case the speaker shall refer the bill to the proper standing committee. In order to expedite important business and set a definite time for the bill's consideration, the speaker may direct the bill to be placed on the special order calendar.

8. No amendment to the rules of the house, to any resolution or bill, except technical amendments and amendments to bills substituted for by senate files containing substantially identical title, language, subject matter, purpose and intrasectional arrangement, shall be considered by the membership of the house without a copy of the amendment having been filed with the chief clerk by 4:00 p.m. or within one-half hour of adjournment, whichever is later, on the day preceding floor debate on the amendment. If the house adjourns prior to 2:00 p.m. on Friday, the final deadline is two hours after adjournment. However, committee amendments filed pursuant to the submission of the committee report may be accepted after this deadline. This provision shall not apply to any proposal debated on the floor of the house after the thirteenth week of the first session and the twelfth week of the second session. No amendment or amendment to an amendment to a bill, rule of the house, or resolution shall be considered by the membership of the house without a copy of the amendment being on the desks of the entire membership of the house prior to consideration. However, the membership of the house may consider an amendment or an amendment to an amendment to a bill, rule of the house, or resolution without a copy of the amendment being on the desks of the entire membership of the house prior to consideration if a copy of the amendment is made available to the entire membership of the house electronically.

Rule 32

Commitment of Appropriation and Revenue Bills

All bills to appropriate money shall be referred to the appropriations committee, and all bills pertaining to the levy, assessment, or collection of taxes or fees shall be referred to the committee on ways and means.

Rule 33

Regular Calendar

Bills, nullification resolutions, and joint resolutions reported out for passage, amendment and passage, or without recommendation by a committee, or passed on file shall be arranged on a regular calendar by the chief clerk each day and electronically distributed to the members at the opening of each legislative day. The regular calendar shall include a list of bills, nullification resolutions, and joint resolutions which have been special ordered, including the date upon which debate is scheduled to begin on each of them, which shall be no sooner than five session days from the first date of publication on the regular calendar.

Rule 34

Daily Debate Calendar

The majority floor leadership shall cause to be prepared and distributed to the members at the opening of each legislative day when floor action is scheduled, a daily debate calendar consisting of bills, nullification resolutions, and joint resolutions from the regular calendar setting forth the number and title of bills, nullification resolutions, and joint resolutions for the next legislative day that floor action is scheduled.

This rule does not apply to bills which have passed both houses in different forms, reconsiderations, or veto reconsiderations.

Rule 35
Substitution of Bills

A senate bill or resolution may be substituted for an identical house bill or resolution which has been called up for debate. An amendment to a senate bill or resolution which has been substituted for an identical house bill or resolution is out of order if an identical amendment to the house bill or resolution was considered.

Rule 36
Consideration of Committee Amendments

After a bill has been referred and reported back, it shall be considered on its first reading after the amendments of the committee have been read.

Rule 37
Amendments to Special Order Bills

All amendments to bills which have been special ordered shall be filed at least three session days prior to the date set for debate. Amendments to an amendment shall be filed at least two session days prior to the date set for debate. However, corrective amendments and amendments sponsored by either the majority floor leader or the minority floor leader may be filed at any time. Rule 31, subsection 8, shall not apply to these amendments.

A corrective amendment is an amendment which does not substantively change the amendment or the bill.

Rule 38
Germane Amendments

An amendment must be germane to the subject matter of the bill it seeks to amend. An amendment to an amendment must be germane to both the amendment and the bill it seeks to amend. When a member objects to an amendment on grounds that the amendment is not germane, the speaker may invite members, who shall include the majority and minority leaders, to the speaker's station to discuss the objection.

Rule 39
Consideration of Bills

Bills, including committee bills, joint resolutions, and nullification resolutions, reported out for passage, for amendment and passage, or without recommendation by the committee, are first eligible to be acted upon beginning the third legislative day they appear on the regular calendar.

Committee reports shall be printed in the journal immediately after they are filed with the chief clerk. Reports recommending bills, joint resolutions, and nullification resolutions for passage, for amendment and passage, or without recommendation shall stand approved unless written objections are filed during the first legislative day following their printing in the journal. If objections are filed, they shall be disposed of as soon as possible.

Rule 40
Consideration of Bills Upon Last Reading

No amendment, unless by way of correcting an error or omission, shall be received to any bill on its last reading, and no debate shall be allowed on it.

Rule 41
Printing of Bills and Joint Resolutions

Bills and joint resolutions shall be printed in form as provided by law and by rule. Each house may direct the printing of an additional number of its own bills.

Legalizing bills of a local or private nature shall be printed in bill form and placed in the files of the members, the same as other bills, in the order of their introduction. The cost of printing shall be deposited with the treasurer of state in advance at a rate to be fixed, and the newspaper publication of the bill shall be without cost to the state. No legalizing act may be introduced until all provisions of law have been complied with.

Rule 42
Certification and Engrossment of Bills

The chief clerk shall certify the passage of each bill and note the date of its passage.

In engrossing a bill, the chief clerk shall correct all obvious typographical, spelling, or other clerical errors and change section subunit numbers and letters and internal references as required to conform the original bill to any amendments which have been adopted. The chief clerk shall report all such corrections or changes in the journal. The engrossed bill shall be placed in the bill file with the original bill and amendments.

Rule 43
Rereferral

A bill may be rereferred by the speaker, or upon motion, by the house at any time before its passage and after the report of its referral to committee.

Rule 44
Effect of Indefinite Postponement

When a question is indefinitely postponed, it shall not be acted upon again during that session.

Rule 45
Status of Bills Following
First Regular Session

Except for those bills which have been adopted by both houses in different forms, all bills which have not been withdrawn, defeated or indefinitely postponed, shall be rereferred to committee upon adjournment of the first regular session. Within seven days after the first committee meeting following convening of the second regular session, the committee chair shall submit the bill to the full committee for action or the chair shall reassign the bill to a subcommittee.

DIVISION V – COMMITTEE PROCEDURES

Rule 46
Appointment of Committees

All committees shall be appointed by the speaker, unless otherwise especially directed by the house. Minority party members of a committee shall be appointed by the speaker upon recommendation of the minority leader.

**Rule 47
Reserved**

**Rule 48
Study Bills**

A study bill is any matter which a member of the house wishes to have considered by a standing committee, other than appropriations, without being introduced in the house by a first reading. A study bill shall be prepared in proper form by the legislative services agency prior to submission.

Upon taking possession of a study bill, the committee chair shall notify the speaker and then submit four copies of the bill to the legal counsel's office for numbering.

A study bill shall bear the name of the member who wishes to have the bill considered. A study bill submitted by a state agency or board for consideration shall bear the name of the state agency or board. A committee chair may submit a study bill in the name of that committee.

Final committee action on a study bill shall not be taken until one day following the notation of the study bill assignment in the house journal.

**Rule 49
Committee Meetings**

No committee, except a conference committee or the administrative rules review committee, shall meet while the house is in session without special leave. Committees with overlapping memberships shall not meet at the same time without special leave.

**Rule 50
Smoking Prohibited**

Smoking shall not be permitted in the house or in any area of the capitol building.

**Rule 51
Assignments to Subcommittee**

The chair of the committee shall report to the house the bill number of each bill assigned to subcommittee and the names of the subcommittee members. The report shall be printed in the journal.

All bills, prior to consideration by the committee, shall be referred by the chair to a subcommittee, unless acted upon by a committee of the whole.

The chair may assign bills to subcommittees without a meeting of the committee, but the membership of the subcommittee so appointed shall be reported at the next meeting of the committee.

**Rule 52
Open Meetings**

Standing committee meetings shall be open, and voting by secret ballot is prohibited. The committee on administration and rules may close its meetings to evaluate the professional competency of an individual.

Rule 53
Quorum and Vote Requirements

The committee roll shall be taken at the convening of each meeting to determine the presence of a quorum. A majority of the committee membership shall constitute a quorum.

An affirmative vote of a majority of the committee membership is required to report a bill out of committee or to suspend a committee rule.

A motion to reconsider may be made only by a committee member who voted on the prevailing side of the question sought to be reconsidered. A motion to reconsider may only be made prior to the adjournment of the committee meeting at which the bill was reported out.

If a member, who is in the committee room when a question to report a bill out of committee is put, has not asked to be excused prior to commencing to take the vote on the question, the member shall vote aye or nay unless the committee has excused the member for special reasons. However, a member may pass on the first taking of the roll call on the question but shall vote aye or nay when the member's name is called for a second time.

Rule 54
**Committee Attendance Record and Report
of Committee Form**

1. A committee attendance record shall be filed with the chief clerk no later than 10:00 a.m. or two hours after the house convenes, whichever is later, of the legislative day immediately following the day of the committee meeting. The committee attendance record is a public record and may be published in the journal. The committee attendance record shall include the following information:

- a. The time the meeting convened.
- b. The members present at the meeting.
- c. The time the meeting adjourned.
- d. A list of bills receiving final committee disposition.

2. A report of committee form shall be filed with the chief clerk no later than 10:00 a.m. or two hours after the house convenes, whichever is later, of the legislative day immediately following the day of the committee meeting for each study bill, numbered bill or resolution receiving final committee disposition. The report of committee form is a public record and a report of committee action shall be printed in the journal. The report of committee form shall include the following information:

- a. The committee action taken.
- b. The committee amendment number, if any.
- c. The roll call vote of the committee on final disposition.
- d. The minority recommendation, if any.

3. Upon final adjournment of the first session and final adjournment of the second session of the general assembly, the chair of each committee shall have placed the committee's book of record containing minutes, record roll calls on final disposition, record roll call votes on any amendments considered, rules, etc., with the chief clerk for access of any interested person.

Rule 55
Minority Recommendation

The minority of the members of a committee may present its recommendations on the final disposition of a bill to the house by attaching its recommendation to the committee report. The minority recommendation shall be noted in the journal along with the committee report.

Rule 56
Committee Amendment

Whenever a committee amendment is proposed which would amend another committee amendment, the amendment shall be drafted in the form of a substitute amendment and shall be considered as such.

Rule 57
Committee Notice and Agenda

Each committee shall prepare and publish a notice and agenda of each committee meeting at least one legislative day prior to the meeting. The notice and agenda may be placed on the desks of or transmitted electronically to committee members.

The notice shall contain the committee name, the date, time, and location of the meeting.

The agenda shall contain the matters to be discussed, including a list of bills, joint resolutions, nullification resolutions, and study bills by number. The agenda should contain the names of individuals who are scheduled to appear before the committee and the organization which they represent.

A bill, joint resolution, nullification resolution, or study bill shall not be reported out of committee if the bill was not included in the published notice and agenda unless this rule is suspended by a majority of the total membership of the committee.

A committee chair may call a meeting without providing the required notice and agenda upon leave of the house if a notice is either electronically transmitted to committee members or placed on the desks of committee members.

Rule 58
Clearing of Committee Room

The chair of a committee may clear the committee room in case of any disturbance or disorderly conduct.

Rule 58A
**Use of Telephonic or Electronic Devices
in Committee Rooms Restricted**

1. In any committee room while a standing committee is in session:
 - a. A person shall mute any cell phone, computer, or other electronic device under the person's control.
 - b. A person shall not use a cell phone or other electronic device to audibly transmit or receive communications.
2. The chair or acting chair of a standing committee may clear the committee room of any person acting in violation of this rule.

Rule 59
Committee Amendments

All amendments to a bill or resolution adopted in committee shall be incorporated in a single committee amendment or incorporated in a new committee bill.

Rule 60
Withdrawal of Bills, Joint Resolutions,
or Nullification Resolutions
From Committee

A bill, joint resolution, or nullification resolution which has been in committee for eighteen legislative days following notation of such referral in the journal may be withdrawn from the committee and placed on the calendar by an affirmative vote of not less than fifty-one members of the house.

Rule 61
Committee Public Hearings

The chair of a committee may call a public hearing for the purpose of receiving public comment on any matter within the purview of the committee.

The chair shall call a public hearing upon the written request of committee members according to committee rules, but no more than one-third of the committee members shall be required.

A public hearing shall not be called or requested after final action on the bill, joint resolution, or nullification resolution has been taken by the committee. However, a public hearing called or requested before final action has been taken by the committee may be held after final action on the bill, joint resolution, or nullification resolution has been taken by the committee.

The chair shall designate a time and place for a public hearing and provide public notice at least five days prior to a public hearing.

A bill, joint resolution, or nullification resolution for which a public hearing has been called can be voted to the calendar but cannot be debated until after the public hearing has been held. If a bill, joint resolution, or nullification resolution for which a public hearing has been called is not debated by the house during the session in which it is introduced, the request for the public hearing is deemed to have lapsed upon adjournment sine die of that session.

However, public hearings which have been requested during or after the 9th week of the first session and during or after the 7th week of the second session must be held within four legislative days of the date of the request.

Rule 62
Limitation on Filing of Claims

All claims shall be referred to the appropriations committee. A claim referred to the appropriations committee in a prior session of the general assembly shall not be considered by the appropriations committee or by the house unless it has been specifically referred to this session by a vote of the appropriations committee. The appropriations committee is authorized to set a definite date each session after which it will not receive claims or claim bills for consideration.

DIVISION VI – COMMITTEE OF THE WHOLE**Rule 63****Organization of Committee of the Whole**

In forming the committee of the whole house, the speaker shall appoint a member to preside in committee and then leave the chair.

Rule 64**Rules in Committee of the Whole**

The rules of the house shall be observed in committee of the whole house, so far as they are applicable.

Rule 65**Bills in Committee of the Whole**

Bills committed to the committee of the whole house shall first be debated by section. After the report of the committee of the whole, the bill shall again be subject to debate and amendment before a vote is had on its last reading and passage.

Rule 66**Amendments by Committee of the Whole**

All amendments made to a report committed to a committee of the whole house shall be noted and reported as in the case of bills.

DIVISION VII - MOTIONS**Rule 67****Order and Precedence of Motions**

The following order of motions, listed in order of precedence, shall govern when a question is under debate:

1. Adjourn.
2. Recess.
3. Questions of privilege.
4. Lay on the table.
5. Previous question.
6. Limit debate.
7. Postpone definitely or to a certain time.
8. Refer or rerefer.
9. Defer.
10. Amend an amendment.
11. Amend.
12. Postpone indefinitely.

A motion to postpone definitely or to a certain time, to refer or commit, or to postpone indefinitely a particular question shall not be considered more than once on the same day.

Adoption of a motion to strike the enacting words is equivalent to rejection of the question.

Rule 68
Order of Consideration of Amendments

Amendments shall be considered by earliest position in the bill. Amendments to the same place in the bill shall be considered by the lowest amendment number. An amendment which inserts language after a line and an amendment which inserts language before the succeeding line shall be considered amendments to the same place in the bill.

However, an amendment to strike the enacting clause shall always be considered first. An amendment filed by a committee shall have the next highest order of priority, followed by an amendment to strike everything after the enacting clause and insert new language. An amendment to strike language or to strike and insert new language, except an amendment to strike everything after the enacting clause and insert new language, shall not be considered before amendments to perfect all or part of the same portion of the bill.

Rule 69
Motions Not Debatable

The following motions are not debatable:

1. Adjourn
2. Adjourn to a certain time.
3. Suspend house rules.
4. Previous question.
5. Close debate at a certain time.
6. Recess.
7. Defer.
8. Refer or rerefer.
9. Lay on the table.
10. Take from the table.
11. Call of the house.
12. Withdraw a bill or resolution from committee.
13. Appeal a decision of the chair.
14. Immediately message a bill or resolution.

Rule 69A
Constitutional Majority

1. The following motions require a constitutional majority for approval:
 - a. Final passage of a bill, joint resolution, or nullification resolution.
 - b. Lay on the table.
 - c. Take from the table.
 - d. Suspend house rules.
 - e. Previous question.
 - f. Withdraw a bill or resolution from committee.
 - g. Reconsider a bill, joint resolution, or nullification resolution.
 - h. Immediately message a bill or resolution.
2. A division must be taken on any motion which requires a constitutional majority.

Rule 70
Motion to Adjourn

A motion to adjourn shall always be in order, except when a member is speaking or the house is voting.

Rule 71
Withdrawal of Motions

After a motion is stated by the speaker, or read by the chief clerk, it shall be deemed to be in possession of the house, but may be withdrawn by leave of the house.

Rule 72
Unanimous Consent

Unanimous consent of the members may be asked for suspension of any rule of the house. If there is no objection to the request, the rule shall be considered suspended.

Rule 73
Reconsideration

1. A motion to reconsider may be made only by a member who voted on the prevailing side of the question sought to be reconsidered.

2. A motion to reconsider may be made not later than adjournment on the legislative day following the legislative day of the action sought to be reconsidered. Where the floor manager voted on the prevailing side, the floor manager has the prior right to make the motion, until adjournment on the legislative day of the action sought to be reconsidered. A motion to reconsider a nullification resolution shall be acted upon not later than adjournment on the legislative day following the legislative day of the action sought to be reconsidered.

3. A motion to reconsider made beginning the fifteenth week of the first regular session, or the thirteenth week of the second regular session, may be taken up when made. A motion made at any other time may be taken up prior to the third legislative day succeeding the legislative day of the action sought to be reconsidered only if called up by the mover, and after the second legislative day succeeding the legislative day of the action sought to be reconsidered if called up by any member.

4. The making of a motion to reconsider takes precedence over all other questions.

5. When passage, adoption, or failure of any bill, joint resolution, or nullification resolution is reconsidered, questions on amendments may also be reconsidered and shall be disposed of immediately.

6. In the event that a motion to reconsider is pending at the end of the first session or any extraordinary session of any general assembly, or the general assembly adjourns sine die, and the motion to reconsider has not been voted upon by the house, the motion shall be determined to have failed.

DIVISION VIII – VOTING

Rule 74
Manner of Voting

Members present may cast their votes, either by operating the voting mechanism located at their assigned desk or by signaling the speaker from the floor of the house or from the south visitors' gallery if they are unable to vote at their assigned desk. Only a member may operate the voting mechanism at that member's assigned desk. The speaker shall announce the votes of members signaling their votes. Upon direction of the speaker only those members at their desks and voting shall be counted. Members who are not present shall not cast their votes except:

1. Members who have not voted may record their votes on any record roll call vote except quorum calls within ten minutes after the outcome of the vote has been announced. Members shall initial their recorded votes on a copy of the record roll call at the speaker's station. However, if the aggregate of votes cast under

this rule would change the outcome of the vote on a question, then none of the votes cast on the question under this rule shall be recorded. A member may request announcement of the names of members so recorded after the ten-minute period.

2. Members meeting in a conference committee or in administrative rules review committee at the time a vote is taken on a question may have their vote recorded within thirty minutes or adjournment, whichever is first, of that same legislative day, provided the aggregate of votes cast does not change the outcome of the vote on a question.

Rule 75

Voting in the House and Duty of Voting

Voting on a question put to members on the floor of the house shall not occur between midnight and 8 a.m. on any legislative day except for voting on a motion to recess, defer, or adjourn. Except as limited in Rule 76, every member who is in the house when a question is put shall vote unless the house has excused that member from voting for special reasons; however, such member must have asked to be excused from voting prior to the time the speaker puts the question.

Rule 76

Limitation on Right to Vote

No member shall vote on any question in which the member or the member's immediate family member, as defined in chapter 68B of the Code, has a direct financial interest different from other similarly situated persons or classes of persons of the general public.

Rule 77

Call of the House

Upon written request of five members, the presiding officer shall compel attendance of absent and unexcused members for the consideration of specified bills, resolutions, or amendments.

A call of the house shall specify the propositions to which it is to apply and must be put into effect before roll call is taken on the proposition. The request may be filed with the chief clerk at any time before final action upon the propositions, who shall notify the house immediately.

Rule 78

Method of Calling the House

Upon a call of the house, the names of the members shall be called by the chief clerk and the absentees noted, after which the names of the absentees shall again be called. The sergeant-at-arms shall be directed by the speaker to compel the attendance of absent members, unless they are previously excused. Any member occupying the member's seat during a call of the house shall be counted by the speaker and that person's name entered in the journal as being present for the purpose of making a quorum.

Rule 79

Method of Calling the Roll

The electrical voting machine shall be used for a call of the house, a quorum call or a roll call vote on any question. If the electrical voting machine is not in operating order when it is necessary to take a record roll call vote, the presiding officer shall order the vote to be taken by calling the roll in alphabetical order, except the name of the presiding officer shall be called last.

During the casting of the vote with the voting machine, the individual votes and the vote totals shall be shown on the display boards. Before the voting machine is closed, the presiding officer shall inquire of the house, "Have you all voted?"

Rule 80
Quorum and Record Roll Call Votes

A majority of the members shall constitute a quorum.

A record roll call vote shall be ordered upon request of any two members. The names of the members requesting the record roll call shall be entered in the journal.

Rule 81
Previous Question

When a member moves for the previous question, the member shall state whether the motion will apply to the main question, to all the amendments, or to particular amendments. The motion requires an affirmative vote of at least a constitutional majority of the members. If the motion for a previous question is not adopted, the house shall proceed in the same manner as before the motion was made.

If the motion is adopted, all debate must end and the house will vote upon the question except:

1. If the motion applies to the main question, the member in charge of the measure will have ten minutes to speak for the purpose of closing discussion before the vote on the measure is taken.
2. If the motion applies to an amendment, the member proposing the amendment will have five minutes to speak for the purpose of closing discussion before the vote on the amendment is taken.
3. If a member has filed a written request with the chief clerk of the house indicating the member's desire to speak on a particular question. The request must be filed before the motion is made by the movant. The request allows a member to speak on a particular question before the closing discussion by the member who is in charge of the measure or who is proposing the amendment.

Rule 82
Division of the Question

Any member may call for a division of the question, which shall be divided if it comprehends questions so distinct that one being taken away, the remainder may stand separately for discussion by the house. Upon request to divide an amendment, the chief clerk shall restate the division and note the divided amendment in the house journal. An amendment to strike out being lost shall not preclude an amendment to strike out and insert. An amendment to strike out and insert shall be deemed indivisible.