

Approved for introduction  
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1 SENATE RESOLUTION 1  
2 BY COMMITTEE ON RULES AND ADMINISTRATION  
3 A Senate Resolution relating to permanent rules of  
4 the senate for the ~~seventy-second~~ seventy-third  
5 general assembly.

6 BE IT RESOLVED BY THE SENATE, That the permanent  
7 rules of the senate for the ~~seventy-second~~ seventy-  
8 third general assembly be as follows:

9 RULES OF THE SENATE

10 Rule 1

11 Quorum

12 A constitutional majority shall constitute a quorum  
13 of the senate. Any senator may insist a quorum be  
14 present.

15 Rule 2

16 Adoption and Amendment of Rules

17 Whenever the senate is operating under temporary  
18 rules, the rules may be amended or repealed, or  
19 permanent rules may be adopted, by a constitutional  
20 majority of the senators. After adoption of permanent  
21 rules of the senate during any general assembly, the  
22 rules may be amended or repealed by a constitutional  
23 majority of the senators.

24 Rule 3

25 Rules of Parliamentary Procedure

26 In cases not covered by senate rules or joint  
27 rules, Mason's Manual of Legislative Procedure shall  
28 govern.

29 Rule 4

30 Sessions of the General Assembly

SR 1

1 The election of officers, organization, hiring and  
2 compensation of employees, and committees of the  
3 senate shall carry over from the first to the second  
4 regular sessions and to any extraordinary sessions of  
5 the same general assembly.

6 All bills and resolutions introduced in the first  
7 regular session of a general assembly which are not  
8 withdrawn, lost, or indefinitely postponed shall carry  
9 over into the second regular session and to any  
10 extraordinary session of the same general assembly.

11 Appointments received from the governor for senate  
12 confirmation during any session of a general assembly  
13 shall be acted upon prior to adjournment of that  
14 session as provided by section 2.32 of the Code.

15 Except as provided by this rule, upon the adjournment  
16 of the first regular session and any extraordinary  
17 session, each bill or resolution shall be

18 automatically referred back to the committee to which  
19 it was originally assigned. The secretary of the  
20 senate shall publish in the Journal a list of the  
21 bills returned to committee under this rule. Within  
22 seven days after the first committee meeting after the  
23 convening of the second regular session, committees  
24 shall either authorize the chair to refer such bills  
25 and resolutions to a subcommittee for consideration or  
26 report them out to the floor and place them on the  
27 calendar. The committee chair shall report to the  
28 senate the bill or resolution number and the names of  
29 the subcommittee members.

30 Bills and resolutions which have been voted upon on

1 final passage in any session shall remain on the  
2 calendar in the same status as at the end of the  
3 session at any subsequent regular or extraordinary  
4 session.

5 Rule 5

6 Regular Order of Daily Business

7 The following order shall govern, subject to any  
8 special order:

- 9 1. Correction of the journal.
- 10 2. Senators to be excused.
- 11 3. Communications to the Senate.
- 12 4. Introduction of bills and resolutions.
- 13 5. Points of personal privilege.
- 14 6. Consideration of senate calendar.

15 Rule 6

16 Senate Calendar

17 1. Each legislative day the secretary of the  
18 senate shall prepare a listing of bills to be known as  
19 the "Senate Calendar".

20 2. The senate calendar may contain a listing under  
21 the category "Special Order" which shall be placed at  
22 the head of the calendar. Bills in such category  
23 shall be those which are specifically set for debate  
24 by the majority leader with the consent of the senate  
25 on a certain date and time. Bills shall be listed by  
26 the secretary in the order they are set for debate.

27 3. The senate calendar shall include separate  
28 listings for any bills and resolutions in the  
29 following categories:

- 30 a. Conference Committee Report

- 1 b. Bills in Conference Committee
- 2 c. House Amendment to Senate Amendment to House
- 3 File
- 4 d. House Refuses to Concur in Senate Amendment to
- 5 House File
- 6 e. Senate Files Amended by the House
- 7 f. Unfinished Business
- 8 g. Motions to Reconsider
- 9 h. Administrative Rules Nullification Resolutions
- 10 i. Veto Messages from the Governor

11 4. The secretary shall list bills and resolutions  
12 in the above categories in the order they are  
13 received. Upon their first publication in the  
14 calendar, bills and resolutions in the above  
15 categories may be called up for debate at any time by  
16 the majority leader. Motions to reconsider shall be  
17 called up as provided by Rule 24.

18 5. The senate calendar shall include a listing of  
19 senate appropriations committee bills and bills  
20 reported out by the senate appropriations committee.  
21 The list shall be known as the "Appropriations  
22 Calendar". The secretary shall list the bills in the  
23 order they are received. Upon their first publication  
24 in the calendar, bills on the appropriations calendar  
25 may be called up for debate at any time by the  
26 majority leader provided they are eligible under Rule  
27 8.

28 6. The senate calendar shall include a listing of  
29 bills which pertain to the levy, assessment or  
30 collection of taxes sponsored by or initially assigned

1 to and reported out by the senate ways and means  
2 committee. The list shall be known as the "Ways and  
3 Means Calendar". The secretary shall list the bills  
4 in the order they are received. Upon their first  
5 publication in the calendar, bills on the ways and  
6 means calendar may be called up for debate at any time  
7 by the majority leader provided they are eligible  
8 under Rule 8.

9 7. The senate calendar shall include a list of  
10 bills and resolutions, known as the "Regular  
11 Calendar", which shall consist of bills and  
12 resolutions reported out by a senate committee. The  
13 bills and resolutions reported out each day shall be  
14 placed in the order of their file numbers and  
15 following those reported out on previous days.  
16 Priority shall be given to senate over house bills and  
17 resolutions and to joint resolutions over bills.  
18 Bills and resolutions on the regular calendar shall be  
19 considered in the order they are listed, provided they  
20 are eligible under Rule 8.

21 A bill reported out of committee which is  
22 subsequently referred to the ways and means or  
23 appropriations committee and then reported out of that  
24 committee, shall be returned to the regular calendar  
25 and retain its original place thereon.

26 8. The senate calendar shall include a listing of  
27 the governor's appointees to state boards,  
28 commissions, and other offices requiring senate  
29 confirmation. This listing shall be known as the  
30 "Confirmation Calendar". Names on the confirmation

1 calendar may be called up for confirmation at any time  
2 by the majority leader provided they are eligible  
3 under rule 59.

4 9. The majority leader, or in the absence of the  
5 majority leader the assistant majority leaders, may  
6 select from among the first twenty bills on the  
7 previous legislative day's regular calendar and from  
8 the bills selected create a new listing which shall be  
9 known as the "Debate Calendar". The debate calendar  
10 shall list bills as the majority leader expects to  
11 take them up during the following week. A bill or  
12 resolution on the debate calendar may be debated only  
13 when eligible under Rule 8.

14 10. The majority leader, or in the absence of the  
15 majority leader the assistant majority leaders, shall  
16 create a list of bills or resolutions about which no  
17 controversy is believed to exist which shall be known  
18 as the "Proposed Noncontroversial Calendar". Bills or  
19 resolutions included on this listing may be debated at  
20 any time upon being called up for debate by the  
21 majority leader. Any bill or resolution which  
22 appeared on the previous day's regular calendar may be  
23 placed by any senator on the proposed noncontroversial  
24 calendar, which shall be published. Any bill or  
25 resolution on the proposed noncontroversial calendar  
26 shall be stricken from the list if any senator files a  
27 written objection with the secretary of the senate on  
28 the first or second legislative day after it appears  
29 on the proposed noncontroversial calendar. Any bill  
30 stricken from the proposed noncontroversial calendar

1 shall be returned to its former place on the regular  
2 calendar. The secretary shall prepare the  
3 noncontroversial calendar which shall consist of all  
4 bills or resolutions on the proposed noncontroversial  
5 calendar to which no objection was received.

6 11. If the senate shall not be in session on a day  
7 assigned in paragraphs nine and ten for action upon a  
8 calendar, such assigned action shall occur on the next  
9 succeeding legislative day.

10 12. On any bill called up for debate from any  
11 calendar, debate may continue from day to day until it  
12 is adopted, fails, or is postponed or deferred. If  
13 further debate is postponed or deferred without a time  
14 to continue being set, except for bills on the debate  
15 calendar, the bill shall be listed as unfinished  
16 business. Bills which are returned to the committee  
17 of first referral or to a different committee after  
18 being considered by the senate and classified as  
19 unfinished business shall be returned to the  
20 unfinished business calendar by that committee when  
21 the bill is reported out of committee. The unfinished  
22 business date on the calendar shall be the date on  
23 which the bill was returned to committee. Bills on  
24 the debate calendar upon which further debate is  
25 postponed or deferred without a time to continue being  
26 set shall return to the regular calendar.

27

#### Rule 7

28

#### Steering Committee

29 The senate may authorize the appointment of a  
30 steering committee. The majority leader shall appoint

1 the majority party members to the steering committee.  
2 The minority leader shall appoint the minority party  
3 members to the steering committee. The function of  
4 the steering committee shall be to create its own  
5 calendar from the bills and resolutions on the regular  
6 calendar. Bills and resolutions on the steering  
7 committee calendar shall have priority over bills and  
8 resolutions on all other calendars, except the  
9 appropriations calendar.

10

#### Rule 8

11

#### When Eligible for Consideration

12

Bills, resolutions, and appointments shall be  
13 eligible for consideration by the senate as follows:

14

1. An appointment by the governor which requires  
15 senate confirmation shall be eligible on the  
16 legislative day after it is first printed in the  
17 senate calendar as provided by Rule 59.

18

2. A house or individually sponsored bill or  
19 resolution reported out by a committee shall be  
20 eligible on the legislative day after it is first  
21 printed in the senate calendar.

22

3. A committee bill or resolution sponsored by the  
23 appropriations committee shall be eligible on the  
24 legislative day after it is first printed in the  
25 senate calendar.

26

4. Any committee bill or resolution, other than a  
27 bill or resolution sponsored by the appropriations  
28 committee, shall be eligible on the third legislative  
29 day after it is first printed in the senate calendar.

30

5. A bill that has been reported out to the senate

1 calendar, referred to a different committee and  
2 reported out by that committee is eligible for  
3 consideration by the senate on the day it would have  
4 been eligible under subsection 2, 3, or 4, whichever  
5 is applicable, as if the bill had been printed in the  
6 calendar after having been reported out by the first  
7 committee.

8 6. Any bill or resolution placed on the steering  
9 committee calendar is eligible for consideration on  
10 the day of its placement on that calendar.

11 When a bill or resolution on the calendar is not  
12 yet eligible, the date when it will become eligible  
13 shall be printed in the calendar.

14 Rule 9

15 Debate and Decorum

16 Before addressing the senate, the senator shall  
17 request recognition by depressing the "speak" device  
18 and, when recognized, rise and respectfully address  
19 the chair.

20 The senator shall confine all remarks to the  
21 question under debate and shall avoid discussing  
22 personalities or implication of improper motives. No  
23 questions except by the senator recognized shall be  
24 entertained after a senator is recognized to give  
25 final remarks.

26 Rule 10

27 Point of Personal Privilege

28 A point of personal privilege shall only be  
29 recognized when there is no motion pending or other  
30 business being considered by the senate. Senators

1 speaking on a point of personal privilege shall be  
2 limited to ten minutes.

3 Rule 11

4 Introduction and Presentation of Guests

5 Only former members of the senate and former and  
6 present members of Congress shall be presented to the  
7 senate, except that the president of the senate may  
8 present a visitor whose presence is of special  
9 significance to the senate. No presentation shall be  
10 made during debate or discussion of legislation. The  
11 presence of school groups accompanied by school  
12 officials shall be announced by the president of the  
13 senate and shall be recorded in the journal upon  
14 written request of a member of the senate.

15 Rule 12

16 Form and Withdrawal of Motions, Amendments and Signatures

17 Motions need not be in writing unless required by  
18 the president or by the senate. No motion requires a  
19 second. Any amendment, motion (including a motion to  
20 reconsider), or resolution may be withdrawn by the  
21 mover if it has not been amended by the senate and if  
22 no amendment is pending. All amendments to bills,  
23 resolutions, and reports shall be in writing and filed  
24 before being acted upon by the senate.

25 No amendment, resolution, bill, or conference  
26 committee report shall be considered by the senate  
27 without a copy of the amendment, resolution, bill, or  
28 conference committee report being on the desks of the  
29 entire membership of the senate prior to  
30 consideration.

1 All amendments, reports, petitions or other  
2 documents requiring a signature shall have the name  
3 typed under the place for the signature. Once a  
4 signature is affixed and the document containing the  
5 signature filed with the recording clerk in the well,  
6 that signature shall not be removed.

7 When an amendment to a main amendment is filed that  
8 would negate the effect of the main amendment and  
9 thereby leave the bill unchanged, the presiding  
10 officer shall have the authority to declare the  
11 amendment to the main amendment out of order, subject  
12 to an appeal to the full senate.

13 When a house amendment to a senate file is before  
14 the senate, an amendment to the house amendment shall  
15 be considered an amendment in the first degree.

16 When a ruling on germaneness is issued by the  
17 presiding officer, it shall be accompanied by an  
18 explanation of the ruling.

19 Rule 13

20 Order and Precedence of Motions and Amendments

21 When a question is under debate, no motion shall be  
22 received but to adjourn, to recess, questions of  
23 privilege, to lay on the table, for the previous  
24 question, to postpone to a day certain, to refer, to  
25 amend, to postpone indefinitely, to defer, or  
26 incidental motions. A substitute is not in order  
27 unless it is in the form of a motion to substitute.  
28 Such motions shall have precedence in the order in  
29 which they are named. No motion to postpone to a day  
30 certain, to refer, or postpone indefinitely, being

1 decided, shall be again allowed on the same day with  
2 regard to the same question. A motion to strike out  
3 the enacting clause of a bill shall have precedence  
4 over all amendments and, if carried, shall be  
5 considered equivalent to the rejection of the bill.

6 A motion to strike everything after the enacting  
7 clause has precedence over a committee amendment and  
8 all other amendments except one to strike the enacting  
9 clause. A committee amendment has precedence over all  
10 other amendments except as provided in this rule.

11 A motion to rerefer a bill to committee may specify  
12 when the committee shall report the bill to the  
13 senate. If the motion is adopted in such form, the  
14 committee must report the bill by the date specified  
15 with or without recommendation or the bill shall  
16 automatically be returned to the calendar. When the  
17 bill is returned to the calendar, it shall occupy the  
18 same position it occupied at the time the bill was  
19 rereferred to the committee. If the committee to  
20 which the bill is rereferred submits an amendment in  
21 its report, that committee amendment shall take  
22 precedence over other amendments except if that  
23 committee amendment is in conflict with amendments  
24 previously adopted, the committee amendment shall not  
25 be considered until consideration of motions to  
26 reconsider the previously adopted amendments result in  
27 removing the conflict.

28 Rule 14

29 Designation-of-Motions

30 MOTIONS BEFORE THE SENATE

1 Motions before the senate shall be identified by  
2 the following numerical designations, which and shall  
3 be displayed on the electronic voting system display  
4 boards following the word "motion":  
5 1.--Quorum call (and call of the senate roll call).  
6 2.--Motion to recess or adjourn.  
7 3.--Motion to refer.  
8 4.--Motion to defer or postpone.  
9 5.--Motion to reconsider and lay the motion to  
10 reconsider on the table (Double barreled motion).  
11 6.--Motion to table or take from the table.  
12 7.--Motion to suspend the rules.  
13 8.--Motion to adopt a report (including a  
14 conference committee report).  
15 9.--Motion to confirm an appointment of the  
16 governor.  
17 10.--Motion to concur in house amendment (Refuse to  
18 concur).  
19 11.--Motion to recede (insist).  
20 12.--Motion for the previous question.  
21 13.--Motion to sustain a decision of the chair.  
22 14.--Motion to strike the enacting clause.  
23 15.--All other motions.

24 Rule 15

25 Motions-Debatable and-not-Debatable

26 Nondebatable Motions

27 The following motions are not debatable:  
28 Adjourn  
29 Recess  
30 Call of the Senate

1 Lay on Table or Take from Table  
2 Previous Question  
3 Reconsider vote by which bill was placed on last reading.  
4 A Motion to Reconsider and Lay the Motion to Reconsider  
5 on the Table (Double-barreled Motion).  
6 ~~A-motion-to-suspend-the-rules-is-debatable-~~

7 Rule 16

8 Division of the Question

9 Any senator may call for a division of a question,  
10 which shall be divided if it includes propositions so  
11 distinct that if one is taken away, a substantive  
12 proposition shall remain in a technically proper form  
13 for the decision of the senate. A motion to strike  
14 out and insert is indivisible; but a motion to strike  
15 out, if lost, shall not preclude amendments to the  
16 matter attempted to be stricken or a motion to strike  
17 out and insert.

18 Rule 17

19 The Previous Question

20 The previous question shall be in this form:  
21 "Shall debate be closed on the pending question?" A  
22 motion for the previous question may be adopted by a  
23 majority of the senators present and voting. Its  
24 effect shall be to put an end to debate and bring the  
25 senate to a direct vote upon the pending question.  
26 However, any senator who has not previously spoken on  
27 the pending question and who, after the main question  
28 is taken up and before the motion for the previous  
29 question has been made, requested recognition by  
30 depressing the "speak" device may speak no longer than

1 five minutes on the pending question. If action on  
2 the pending question continues into another  
3 legislative day or is deferred, the previous question  
4 shall apply and the requests to be recognized shall be  
5 honored.

6 When the motion applies to an amendment, the  
7 senator proposing the amendment shall have five  
8 minutes to close debate on the amendment.

9 The senator handling the measure under  
10 consideration shall have ten minutes to close debate  
11 on the main question.

12

#### Rule 18

13

#### Call of the Senate

14 Ten senators may file in writing a call of the  
15 senate on any single item of legislative business. A  
16 call of the senate requires the presence of every  
17 senator and is in order at any time prior to the vote  
18 being announced by the president. The sergeant-at-  
19 arms shall return promptly all absent senators.  
20 Debate on the item may continue while absent senators  
21 are returning, but no vote on the item is in order on  
22 it until all have returned. Adoption of a motion to  
23 recess or adjourn to a specific time will not lift the  
24 call. The call may be lifted, or a senator may be  
25 excused from the call without lifting the call, by a  
26 vote of a constitutional majority of the senators.  
27 Those senators excused prior to the filing of the call  
28 are excused from the call.

29

#### Rule 19

30

#### Committee of the Whole

1 The senate may resolve itself into a committee of  
2 the whole senate when it wishes to permit more free  
3 and informal discussion. Persons other than senators  
4 may appear and present information.

5 Any senator may move "that the senate now resolve  
6 itself into a committee of the whole to consider" a  
7 stated subject. The motion to resolve into a  
8 committee of the whole is equivalent to a motion to  
9 refer.

10 The president of the senate shall be chair of the  
11 committee of the whole unless otherwise ordered by the  
12 senate.

13 The procedure in committee of the whole is subject  
14 to the rules of the senate. The previous question and  
15 the motion to reconsider shall be in order.

16 The committee of the whole cannot take any final  
17 action and its power is limited to recommendation to  
18 the senate. The proceedings of the committee of the  
19 whole, including any roll call vote, shall be printed  
20 in the journal.

21 Any senator may at any time, except while voting or  
22 while a senator has the floor, move that "the  
23 committee rise and report" which is equivalent to a  
24 motion to adjourn.

25 After adoption of the motion to rise, the chair  
26 shall report to the senate in the same manner as other  
27 committee reports are given.

28 Rule 20

29 Last Reading and Passage of Bills

30 When a motion to place a bill on its last reading

1 is lost, the same motion shall be in order at any  
2 later time. After the last reading of a bill, no  
3 amendment shall be received. The vote on final  
4 passage shall be taken immediately without debate.

5

#### Rule 21

6

#### Engrossment of Bills

7 An engrossment is a proofreading and verification  
8 in order to be certain that a bill before the senate  
9 is identical with the original bill as introduced with  
10 all amendments which have been adopted correctly  
11 inserted. A bill shall be considered engrossed when  
12 ordered to its last reading.

13 In an engrossed bill, all obvious typographical,  
14 spelling or other clerical errors are corrected and  
15 section or paragraph numbers and internal references  
16 are changed as required to conform the original bill  
17 to any amendments which have been adopted. All such  
18 corrections or changes shall be reported in the  
19 journal by the secretary of the senate. The engrossed  
20 bill shall be placed in the bill file with the  
21 original bill and amendments.

22

#### Rule 22

23

#### Manner of Voting

24 On voice vote, the question shall be distinctly put  
25 in this form: "Those in favor of (the question) say  
26 "aye"." "Those opposed to (the question) say "no"."

27 A non-record or record roll call vote may be  
28 requested by any senator or ordered by the president  
29 any time before the results are announced. A non-  
30 record roll call shall be requested by asking for a

1 "division". A record roll call shall be requested by  
2 asking for a "roll call". Upon request for a non-  
3 record or record roll call vote, the president shall  
4 announce that such a non-record or record roll call  
5 vote has been requested and shall state the question  
6 to be put to the senate. The president then shall  
7 direct the secretary of the senate to receive the  
8 votes.

9 Senators present may cast their votes, either by  
10 operating the voting mechanism located at their  
11 assigned desk or by signaling the president if they  
12 are unable to vote at their assigned desk. The  
13 president shall enter the votes of senators signaling  
14 their votes.

15 After sufficient time has elapsed for all senators  
16 present to record their votes, the president shall  
17 direct the secretary of the senate to close the voting  
18 system. The president shall still enter the senators'  
19 votes at any time prior to directing the secretary of  
20 the senate to lock the voting system. The president  
21 shall then immediately announce the vote.

22 During a non-record or record roll call vote, both  
23 individual votes and vote totals shall be indicated  
24 openly on the display boards. On non-record roll  
25 calls, only vote totals shall be printed in the  
26 journal.

27 In the event the electronic voting system is not in  
28 operating order, the president shall direct the  
29 secretary of the senate to take the non-record or  
30 record roll call by calling the names of the senators

1 in alphabetical order.

2

Rule 23

3

Duty of Voting

4 Every senator present when a question is put shall  
5 vote "aye", "no" or "present" unless previously  
6 excused by the senate. Upon demand being made by any  
7 senator, the secretary of the senate shall call in  
8 alphabetical order the names of the senators not  
9 voting or voting "present". Those senators called  
10 shall vote "aye" or "no" unless the senator states a  
11 personal interest in the question or concludes that he  
12 or she should not vote under the senate code of  
13 ethics.

14

Rule 24

15

Reconsideration

16 When a main motion or main question has been  
17 decided by the senate, any senator having voted on the  
18 prevailing side may move to reconsider the vote on the  
19 same or next legislative day. Motions to reconsider a  
20 vote by which a bill or joint resolution was adopted  
21 on final passage shall be in writing and filed with  
22 the secretary of the senate. A motion to reconsider  
23 an amendment to a main motion or main question shall  
24 be in writing and filed with the secretary of the  
25 senate. A motion to reconsider an amendment to a main  
26 motion or main question shall be taken up for  
27 consideration only prior to the disposition of the  
28 main question or upon reconsideration of the main  
29 question. A constitutional majority by a record roll  
30 call is necessary to reconsider a bill or joint

1 resolution. During three legislative days from the  
2 date the motion to reconsider a bill or resolution is  
3 filed, only the mover may call it up. Thereafter, any  
4 senator may call up the motion. If a date for  
5 adjournment has been set by resolution of the senate,  
6 any senator may call up a motion to reconsider at any  
7 time within three days prior to the date set for  
8 adjournment.

9 If the motion to reconsider a bill or resolution  
10 prevails, motions to reconsider amendments thereto  
11 shall be in order and shall be disposed of without  
12 delay.

13 A motion that any action taken by the senate be  
14 reconsidered and the motion to reconsider be laid upon  
15 the table shall be a single and indivisible motion,  
16 known as the double-barreled motion, which, if  
17 carried, shall have the effect of preventing  
18 reconsideration unless a motion to take from the table  
19 prevails. A constitutional majority is necessary for  
20 the double-barreled motion to prevail on a bill or  
21 joint resolution. The double-barreled motion can only  
22 be made from the floor after the vote is announced and  
23 the member who moved the final reading shall have  
24 priority in making it.

25 A motion to reconsider and lay on the table shall  
26 have priority over a motion to reconsider if they are  
27 both filed on the same legislative day.

28 In the event that a motion to reconsider is pending  
29 at the end of the first session or any extraordinary  
30 session of any general assembly, or the general

1 assembly adjourns sine die, and the motion has not  
2 been voted upon by the senate, it shall be determined  
3 to have failed.

4 Rule 25

5 Suspension of Rules and Taking from Table

6 No standing rule or rules incorporated by reference  
7 under Rule 3 or order of the senate shall be rescinded  
8 or suspended, nor shall any matter, tabled upon  
9 motion, be taken up, except by an affirmative vote of  
10 a constitutional majority of the senate.

11 INTRODUCTION AND FORM OF BILLS

12 Rule 26

13 Time and Method of Introducing Bills and Amendments

14 All bills to be introduced in the senate shall be  
15 typed in proper form by the legislative service bureau  
16 and shall be filed with the recording clerk ~~not later~~  
17 ~~than 3:00-p.m.~~

18 All amendments shall be typed in proper form and  
19 filed with the recording clerk not later than 4:30  
20 p.m., or adjournment, whichever is later, in order to  
21 be listed in the following day's clip sheet.

22 An "impact amendment" is an amendment which  
23 reasonably could have an annual effect of at least one  
24 hundred thousand dollars or a combined total effect  
25 within five years after enactment of five hundred  
26 thousand dollars or more on the aggregate revenues,  
27 expenditures or fiscal liability of the state or its  
28 subdivisions.

29 An impact amendment to a bill which has been on the  
30 special order calendar for at least three full

1 legislative days prior to its consideration shall not  
2 be taken up by the senate unless:

- 3 1) a fiscal note is attached, and the amendment is  
4 filed at least one legislative day prior to the date  
5 set for consideration of the bill; or
- 6 2) the amendment is an appropriation or other  
7 measure where the total effect is stated in dollar  
8 amounts.

9

#### Rule 27

10

#### Limit on Introduction of Bills

11 No bill or joint resolution, except bills and joint  
12 resolutions cosponsored by the majority and minority  
13 floor leaders, shall be introduced in the senate after  
14 4:00 p.m. on Friday of the seventh week of the first  
15 regular session of a general assembly unless a written  
16 request for drafting the bill has been filed with the  
17 legislative service bureau before that time. After  
18 adjournment of the first regular session, bills may be  
19 prefiled at any time before the convening of the  
20 second regular session. No bill shall be introduced  
21 after 4:00 p.m. on Friday of the second week of the  
22 second regular session of a general assembly unless a  
23 written request for drafting the bill has been filed  
24 with the legislative service bureau before that time.  
25 However, standing committees may introduce bills and  
26 joint resolutions at any time. A bill which relates  
27 to departmental rules sponsored by the administrative  
28 rules review committee and approved by a majority of  
29 the members of the committee in each house may be  
30 introduced at any time and must be referred to a

1 standing committee which must take action on the bill  
2 within three weeks. Senate and concurrent resolutions  
3 may be introduced at any time.

4 No bill, joint resolution, concurrent resolution or  
5 senate resolution shall be introduced at any  
6 extraordinary session unless sponsored by a standing  
7 committee or the committee of the whole.

8 Rule 28

9 Introduction, Reading and Form of Bills and Resolutions

10 Every senate bill and resolution shall be  
11 introduced by one or more senators or by any standing  
12 committee of the senate and shall at once be given its  
13 first reading.

14 If the senate is in session when a bill or  
15 resolution is introduced, the first reading shall  
16 consist of reading its file number, the title and  
17 sponsor of the bill. If the senate is not in session  
18 but a journal is published for the day, the first  
19 reading shall consist of a journal entry of the bill's  
20 file number, title, sponsor and the notation "Read  
21 first time under Rule 28."

22 Any bill or resolution approved for introduction by  
23 a standing committee during an interim period between  
24 sessions of one General Assembly shall be introduced  
25 without further action by the committee at the next  
26 succeeding regular session of the same General  
27 Assembly and placed immediately upon the regular  
28 calendar.

29 Every bill and resolution referred to committee  
30 shall have received two readings before its passage.

1 The subject of every bill shall be expressed in its  
2 title.

3 Rule 29

4 Explanations

5 No bill, except appropriation committee bills and  
6 simple or concurrent resolutions, shall be introduced  
7 unless a concise and accurate explanation is attached.  
8 The chief sponsor or a committee to which the bill has  
9 been referred may add a revised explanation at any  
10 time before the last reading, and it shall be included  
11 in the daily clip sheet.

12 Rule 30

13 Resolutions

14 A "senate resolution" is a resolution acted upon  
15 only by the senate which expresses sentiment or is  
16 used for the appointment of special committees within  
17 the senate. A senate resolution requires the  
18 affirmative vote of a majority of the senators present  
19 and voting. A senate resolution shall be filed with  
20 the secretary of the senate. A senate resolution  
21 shall be printed in the bound journal after its  
22 adoption and in the daily journal upon written request  
23 to the secretary of the senate by the sponsor of the  
24 resolution.

25 Rule 31

26 Nullification Resolutions

27 A nullification resolution may be introduced by a  
28 standing committee, the administrative rules review  
29 committee, or any member of the senate. A  
30 nullification resolution introduced by the

1 administrative rules review committee or a member of  
2 the senate shall be referred to the same standing  
3 committee it would be referred to if it was a bill.

4 Any nullification resolution may be referred to the  
5 administrative rules review committee by a majority  
6 vote of the standing committee which introduced it or  
7 to which it was referred. The administrative rules  
8 review committee may seek an agreement with the  
9 affected administrative agency wherein the agency  
10 agrees to voluntarily rescind or modify a rule or  
11 rules relating to the subject matter of the  
12 nullification resolution. An agreement to voluntarily  
13 rescind or modify an administrative agency rule shall  
14 be in writing and signed by the chief administrative  
15 officer of the administrative agency and a majority of  
16 the administrative rules review committee members of  
17 each house and shall be placed on file in the offices  
18 of the chief clerk of the house, the secretary of the  
19 senate and the secretary of state. If an agreement is  
20 not reached, or the nullification resolution is not  
21 approved by a majority of the administrative rules  
22 review committee members of each house, within two  
23 weeks of the date the resolution is referred to the  
24 committee, the resolution shall be placed on the  
25 calendar. If the nullification resolution is approved  
26 by the administrative rules review committee it shall  
27 be placed on the calendar. A nullification resolution  
28 is subject to a motion to withdraw the nullification  
29 resolution as provided in rule 42.

30 A nullification resolution is debatable, but cannot

1 be amended on the floor of the senate.

2

Rule 32

3

Resolutions, Applicable Rules

4 All rules applicable to bills shall apply to  
5 resolutions, except as otherwise provided in the  
6 rules.

7

Rule 33

8

Study Bills

9 1. A study bill is any matter which a senator  
10 wishes to have considered by a standing committee or  
11 appropriations subcommittee for introduction as a  
12 committee bill or resolution. The term "study bill"  
13 includes "proposed bills" provided for in Rule 37 and  
14 departmental requests prefiled in the manner specified  
15 in section 2.16 of the Code.

16 2. A study bill shall bear the name of the member  
17 who wishes to have the bill considered. A study bill  
18 submitted by a state agency shall bear the name of the  
19 agency. A committee chair may submit a study bill in  
20 the name of that committee.

21 3. Upon first receiving a study bill from a  
22 senator, a committee chairperson shall submit three  
23 copies to the secretary of the senate. Study bills  
24 received in the secretary of the senate's office  
25 before 3:00 p.m. shall be filed, numbered, and  
26 reported in the journal for that day. Study bills  
27 received in the secretary of the senate's office after  
28 3:00 p.m. shall be filed, numbered, and reported in  
29 the journal for the subsequent day. The secretary  
30 shall number such bills in consecutive order. The

1 secretary shall maintain a record of all study bills  
2 and their assigned number. Committee records shall  
3 refer to study bills by the number assigned by the  
4 secretary.

5 4. The secretary shall file a report in the  
6 journal of each study bill received. The report shall  
7 show the study bill number, its title or subject  
8 matter and the committee which is considering it. If  
9 a study bill is referred to a subcommittee, then the  
10 committee chairperson shall report in the journal the  
11 names of the subcommittee members to which it is  
12 assigned.

13 5. If a committee bill or resolution is introduced  
14 which was not previously the subject of a study bill  
15 in the sponsoring committee, the majority leadership  
16 may re-refer the bill back to the committee.

17 6. A study bill not prepared by the legislative  
18 service bureau may be submitted to a standing  
19 committee, but shall not be considered by the full  
20 committee unless reviewed and typed in proper form by  
21 the legislative service bureau.

## 22 COMMITTEES AND COMMITMENT

### 23 Rule 34

#### 24 Committee Appointments

25 Committee appointments shall be made by the  
26 majority leader for majority party members, after  
27 consultation with the president, and by the minority  
28 leader for minority party members, after consultation  
29 with the president. No senator shall serve on more  
30 than five committees. The majority leader, after

1 consultation with the president, shall designate the  
2 chairperson and vice-chairperson of each standing  
3 committee. The minority leader, after consultation  
4 with the president, shall designate the ranking  
5 member of each standing committee from the minority  
6 membership of that committee.

7

Rule 35

8

Standing Committees

9 The names of the standing committees of the senate  
10 shall be:

- 11 Agriculture
- 12 Appropriations
- 13 Business and labor relations
- 14 Commerce
- 15 Education
- 16 Environment and energy utilities
- 17 Human resources
- 18 ~~Governmental-oversight~~
- 19 Judiciary
- 20 Local government
- 21 Natural resources
- 22 Rules and administration
- 23 Small business and economic development
- 24 State government
- 25 Transportation
- 26 Ways and means

27

Rule 36

28

Committee on Rules and Administration

29

The committee on rules and administration shall  
30 recommend rules and rule changes to the senate, shall

1 hire senate employees, shall recommend salary scales  
2 for all senate employees, and shall oversee senate  
3 budget and administration matters.

4 The committee on rules and administration will  
5 select, for senate approval, an individual to serve as  
6 secretary of the senate.

7 Upon authorization being given by the committee on  
8 rules and administration, the minority party members  
9 of the committee will select, for senate approval, an  
10 individual to serve as assistant parliamentarian.

11 Rule 37

12 Appropriations Committee

13 ~~The appropriations committee shall consist of~~  
14 ~~eighteen members, eleven of whom shall be members of~~  
15 ~~the majority party and seven of whom shall be members~~  
16 ~~of the minority party.~~ The appropriations committee  
17 shall receive bills committed to it and shall assign  
18 each to one of the appropriations subcommittees.

19 There shall be ten appropriations subcommittees  
20 which shall be named:

21 Administration

22 Agriculture/Natural Resources

23 Claims

24 Economic Development and Iowa Plan

25 Education

26 Health and Human Rights

27 Human Services

28 Justice System

29 Regulation

30 Transportation and Safety

1 The appropriations subcommittees shall receive  
2 bills assigned to them or may originate proposed bills  
3 within the subcommittee's jurisdiction as defined by  
4 the appropriations committee for consideration by the  
5 appropriations committee. Each subcommittee may  
6 submit amendments to bills together with the  
7 subcommittee's recommended action to the  
8 appropriations committee.

9 If a bill or proposed bill is first submitted by an  
10 appropriations subcommittee to the appropriations  
11 committee prior to Friday of the 7th week of the first  
12 session or the 5th week of the second session, the  
13 appropriations committee may either report the bill  
14 out or approve the proposed bill for introduction by  
15 the appropriations committee or re-refer it together  
16 with the appropriations committee's objections to the  
17 appropriations subcommittee from which it was  
18 originally referred or which originated the proposed  
19 bill.

20 If a bill or proposed bill is submitted to the  
21 appropriations committee a second time by an  
22 appropriations subcommittee, or if a bill or proposed  
23 bill is submitted after Friday of the 7th week of the  
24 first session or the 5th week of the second session,  
25 the appropriations committee may:

- 26 1. report the bill or approve the proposed bill  
27 for introduction by the appropriations committee;
- 28 2. report the bill with appropriations committee  
29 amendments;
- 30 3. draft a new bill for sponsorship by the

1 appropriations committee and report it; or  
2 4. re-refer it together with the appropriations  
3 committee's objections to the appropriations  
4 subcommittee from which it was originally referred or  
5 which originated the draft bill.

6 The appropriations committee is authorized to meet  
7 anytime upon call of the chairperson to:

8 1. Act upon bills or proposed bills submitted to  
9 it by appropriations subcommittees as provided by this  
10 rule.

11 2. Prepare, review or revise a proposed  
12 legislative budget.

13 3. After Friday of the 7th week of the first  
14 session or the 5th week of the second session,  
15 initiate any bill relating to budget or appropriation  
16 matters.

17 The appropriations committee may meet jointly with  
18 the appropriations committee of the house of  
19 representatives.

20 Rule 38

21 First Reading and Commitment

22 Upon the first reading of an individual bill or  
23 resolution, or a house committee bill or resolution,  
24 the president shall refer the bill or resolution to an  
25 appropriate standing committee unless otherwise  
26 ordered by the senate. If the bill or resolution is a  
27 senate committee bill or resolution, the president  
28 shall place it on the calendar after its first  
29 reading. If the subject of the bill or resolution is  
30 not germane to the title of the committee presenting

1 it, the president or the senate may refer it to a  
2 committee deemed appropriate.

3 All bills carrying an appropriation for any purpose  
4 or involving the expenditure of state funds shall be  
5 referred to the committee on appropriations.

6 All bills pertaining to the levy, assessment or  
7 collection of taxes or fees shall be referred to the  
8 committee on ways and means.

9 Any bill which provides for a new state board,  
10 commission, agency or department or makes separate or  
11 autonomous an existing state board, commission, agency  
12 or department, shall be referred to the committee on  
13 state government. This rule shall also apply when  
14 such a provision is added to a bill or resolution by  
15 amendment adopted by the senate. If the bill or  
16 resolution is so referred after being sponsored or  
17 reported out by another committee, and if the  
18 committee on state government does not report out the  
19 bill or resolution within ten legislative days after  
20 referral, the bill or resolution shall automatically  
21 be restored to the calendar with the same priority it  
22 had immediately before referral.

23 Rule 39

24 Rules for Standing Committees

25 The following rules shall govern all standing  
26 committees of the senate. Any committee may adopt  
27 additional rules which are consistent with these  
28 rules:

29 1. A majority of the members shall constitute a  
30 quorum.

1        2. The chair of a committee shall refer each bill  
2 and resolution to a subcommittee within seven days  
3 after the bill or resolution has been referred to the  
4 committee. The chair may appoint subcommittees for  
5 study of bills and resolutions without calling a  
6 meeting of the committee, but the subcommittee must be  
7 announced at the next meeting of the committee. No  
8 bill or resolution shall be reported out of a  
9 committee until the next meeting after the  
10 subcommittee is announced, except that the chair of  
11 the appropriations committee may make the announcement  
12 of the assignment to a subcommittee by placing a  
13 notice in the journal. Any bill so assigned by the  
14 appropriations committee chair shall be eligible for  
15 consideration by the committee upon report of the  
16 subcommittee but not sooner than three legislative  
17 days following the publication of the announcement in  
18 the journal.

19        When a bill or resolution has been assigned to a  
20 subcommittee, the chair shall report to the senate the  
21 bill or resolution number and the names of the  
22 subcommittee members and such reports shall be  
23 reported in the journal. Subcommittee assignments  
24 shall be reported to the journal daily. Reports filed  
25 before 3:00 p.m. shall be printed in the journal for  
26 that day; reports filed after 3:00 p.m. shall be  
27 printed in the journal for the subsequent day.

28        Where standing subcommittees of any committee have  
29 been named, the names of the members and the title of  
30 the subcommittee shall be published once and

1 thereafter publication of assignments may be made by  
2 indicating the title of the subcommittee.

3 3. No bill or resolution shall be considered by a  
4 committee until it has been referred to a subcommittee  
5 and the subcommittee has made its report unless  
6 otherwise ordered by a majority of the members.

7 4. The rules adopted by a committee, including  
8 subsections 2, 3, 9, 10, 11, and 12 of this rule, may  
9 be suspended by an affirmative vote of a majority of  
10 the members of the committee.

11 5. The affirmative vote of a majority of the  
12 members of a committee is needed to sponsor a  
13 committee bill or resolution or to report a bill or  
14 resolution out for passage.

15 6. The vote on all bills and resolutions shall be  
16 by roll call unless a short-form vote is unanimously  
17 agreed to by the committee. and-a A record shall be  
18 kept by the secretary.

19 7. No committee, except a conference committee or  
20 the steering committee, is authorized to meet when the  
21 senate is in session.

22 8. A subcommittee shall not report a bill to the  
23 committee unless the bill has been typed into proper  
24 form by the legislative service bureau.

25 9. A bill or resolution shall not be voted upon  
26 the same day a public hearing is held on that bill or  
27 resolution. The presence or participation of a member  
28 of the legislature, official of the state, state  
29 department head, member of the press, legislative  
30 staff member assigned to the committee, or a person

1 invited by the committee is not considered a public  
2 hearing.

3 10. Public hearings may be called at the  
4 discretion of the chair. The chair shall call a  
5 public hearing upon the written request of one-half  
6 the membership of the committee. The chair shall set  
7 the time and place of the public hearing.

8 11. A subcommittee chair must notify the committee  
9 chair not later than one legislative day prior to  
10 bringing the bill or resolution before the committee.  
11 The committee cannot vote on a bill or resolution for  
12 at least one full day following the receipt of the  
13 subcommittee report by the chairperson.

14 12. A motion proposing action on a bill or  
15 resolution that has been defeated by a committee shall  
16 not be voted upon again at the same session of the  
17 committee.

18 13. Committee meetings shall be open.

19 Rule 40

20 Voting in Committee

21 All committee meetings shall be open at all times.  
22 Voting by secret ballot is prohibited. Roll call  
23 votes shall be taken in each committee when final  
24 action on any bill or resolution is voted, unless a  
25 short-form vote is unanimously agreed to by the  
26 committee. A roll call vote also shall be taken in  
27 each committee or at the request of a member upon any  
28 amendment or motion. All results shall be entered in  
29 the minutes which shall be public records. Records of  
30 these votes shall be made available by the chair or

1 the committee secretary at any time. This rule also  
2 applies to the steering committee and appropriations  
3 subcommittees.

4 The committee shall not authorize the introduction  
5 of a committee bill or resolution until the members  
6 have received final copies of the bill or resolution  
7 with amendments or changes incorporated, and typed  
8 into proper form by the legislative service bureau,  
9 ~~provided-that-the.~~ The committee can may, by  
10 unanimous consent, dispense with this requirement when  
11 only nonsubstantive amendments or changes are  
12 necessary to correct the bill or resolution, or when a  
13 study bill or individually sponsored bill is voted out  
14 as a committee bill with no change in the text of the  
15 bill or the title.

16 The legislative service bureau shall file a report  
17 with the committee members detailing the amendments or  
18 changes and this report shall become a part of the  
19 committee report.

20 Rule 41

21 Announcement of Committee Meetings

22 It shall be in order for the chair of any committee  
23 to announce to the senate the time and place of  
24 committee meetings. The announcement shall include a  
25 proposed agenda for the meeting. The sergeant-at-arms  
26 shall post at the rear of the chamber the daily  
27 schedule of committee meetings.

28 Rule 42

29 Withdrawal of Bills and Resolutions from Committee

30 The secretary of the senate shall note on each bill

1 and resolution the date of its reference to committee.  
2 No bill or resolution shall be withdrawn from any  
3 committee within fifteen legislative days after the  
4 bill or resolution has been referred to the committee  
5 and thereafter only upon written petition for the  
6 withdrawal of such bill or resolution signed by a  
7 constitutional majority of the senators, except as  
8 provided in Rule 37. Only senators may circulate such  
9 a petition.

10

#### Rule 43

11

#### Committee Reports

12 All committees shall file a report with the  
13 secretary of the senate of committee meetings. Such  
14 reports shall contain the following information:

15 a. The time the meeting convened;

16 b. Those senators who were present and absent at  
17 the time the meeting convened, as well as the time any  
18 senator, who was not present at the time the meeting  
19 convened, arrives for the meeting;

20 c. The vote on any bill or resolution reported out  
21 of the committee for floor action;

22 d. The title of the bill;

23 e. The file number of the bill or resolution (if  
24 known);

25 f. Whether the committee recommends that the bill  
26 or resolution be passed, amended and passed,  
27 indefinitely postponed, or considered without  
28 committee recommendation;

29 g. An indication of other bills or matters  
30 discussed;

1 h. Such other matters as the committee chair shall  
2 direct; and

3 i. The time the meeting adjourned.

4 No committee report shall be read, but all  
5 committee reports shall be printed by the secretary in  
6 the journal. Upon printing, all committee reports  
7 shall then stand approved unless the senate directs  
8 otherwise.

9

#### Rule 44

10 Bills or Resolutions Recommended for Indefinite Postponement

11 When a question is postponed indefinitely, it shall  
12 not be again acted upon during that general assembly.

13 If a bill or resolution is reported back from a  
14 committee recommending indefinite postponement, the  
15 report shall be placed on the calendar and shall be  
16 disposed of within three legislative days. If not,  
17 the committee recommendation shall be considered  
18 adopted. However, no senate bill or resolution  
19 recommended for indefinite postponement shall be  
20 considered in the absence of the chief sponsor or, if  
21 a house bill or resolution, in the absence of the  
22 senator representing the district in which the sponsor  
23 resides. If a committee report recommends indefinite  
24 postponement, it shall require a vote of thirty-four  
25 senators to prevent indefinite postponement, and  
26 debate shall be limited to ten minutes on each side.

27

#### GENERAL RULES

28

#### Rule 45

29

Admission to Senate Chamber

30

and-Prohibition-of-Lobbying

1     While the senate is in session and for a period of  
2 fifteen minutes before the convening of any session  
3 and sixty minutes after the daily adjournment, only  
4 legislators, employees of the senate, authorized  
5 senate interns, immediate families of senators, doctor  
6 of the day, minister of the day, and their immediate  
7 families and aides to senators shall be allowed in the  
8 senate chamber. -- Employees of the legislative service  
9 bureau authorized by its director and employees of the  
10 legislative fiscal bureau authorized by its director  
11 shall be allowed in the senate chamber. -- A person or  
12 group accompanied by a senator or persons going  
13 directly to committee meetings may be admitted during  
14 recess. -- Former legislators not registered as  
15 lobbyists in either house shall also be admitted to  
16 the senate floor. -- News reporters shall be permitted  
17 to occupy the seats assigned for the press and to go  
18 to or from those seats. -- No other persons shall be  
19 allowed on the senate floor without express permission  
20 of the presiding officer of the senate. -- The presiding  
21 officer shall require persons normally allowed in the  
22 senate chamber, other than senators, to leave the  
23 chamber if they are not at that time necessary for the  
24 senate's business.

25     The persons who shall have access to the senate  
26 chamber, and the times access shall be available, and  
27 the rules governing their activities in the chamber  
28 shall be as prescribed by the rules and administration  
29 committee pursuant to a written policy adopted by the  
30 committee and filed with the secretary of the senate.

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Rule 46

Legislative Interns and Aides

Legislative interns for senators shall be allowed on the floor of the senate in accordance with Rule 45; provided that each intern first has obtained a name badge from the secretary of the senate. The secretary of the senate shall issue an appropriate name badge to all interns for senators.

In addition, those persons designated as "aides to senators" shall be allowed on the floor of the senate. The secretary of the senate shall issue an appropriate name badge for such individuals.

Rule 47

Clearing of Lobby and Gallery

In case of disturbance or disorderly conduct in the lobby or gallery, the presiding officer may order it cleared.

Rule 48

Presentation of Petitions

Each petition shall contain a brief statement of its subject matter and the name of the senator presenting it. Petitions shall be filed with the secretary of the senate and shall be noted in the journal.

Rule 49

Distribution of Printed Material

No general distribution of printed material in the senate shall be allowed unless authorized by the secretary of the senate or by a senator.

Rule 50

1                   Concerning the Printing of Papers

2     Any paper, other than that contemplated by Section  
3 10, Article III of the Constitution of the State of  
4 Iowa, presented to the senate may, with the consent of  
5 a constitutional majority, be printed in the journal.

6                   Rule 51

7                   Reprinting of Documents

8     When any bill has been substantially amended by the  
9 senate, the secretary of the senate shall order the  
10 bill reprinted on paper of a different color. All  
11 adopted amendments inserting new material shall be  
12 distinguishable.

13     The secretary of the senate may order the printing  
14 of a reasonable number of additional copies of bills,  
15 resolutions, amendments or journals.

16                   OFFICERS AND EMPLOYEES

17                   Rule 52

18                   Duties of the President

19     The president shall call the senate to order at the  
20 hour to which the senate is adjourned. Unless  
21 otherwise ordered by the senate, the president shall  
22 proceed with the regular order of daily business. The  
23 president shall preserve order and decorum and decide  
24 all questions of order and corrections to the journal,  
25 subject to an appeal to the senate.

26                   Rule 53

27                   The President Pro Tempore

28     The senate shall elect a president pro tempore.  
29 When the president is absent, the president pro  
30 tempore shall preside, except when the chair is filled

1 by temporary appointment by the president or the  
2 majority leader.

3

Rule 54

4

Secretary of the Senate

5 The secretary of the senate shall be an officer of  
6 the senate and shall:

7 1. Serve as chief administrative officer of the  
8 senate.

9 2. Have charge of the secretary's desk.

10 3. Be responsible for the custody and safekeeping  
11 of all bills, resolutions, and amendments filed,  
12 except while they are in the custody of a committee.

13 4. Have charge of the daily journal.

14 5. Have control of all rooms assigned for the use  
15 of the senate.

16 6. Keep a detailed record of senate action on all  
17 bills and resolutions.

18 7. Insert adopted amendments into bills before  
19 transmittal to the house of representatives and prior  
20 to final enrollment.

21 8. Prescribe the duties of and supervise all  
22 senate employees.

23 9. Authorize all expenditures of funds within the  
24 senate budget.

25 The secretary of the senate shall also act as  
26 senate parliamentarian and shall:

27 1. Advise the presiding officer of the senate  
28 about parliamentary procedures during deliberations of  
29 the senate.

30 2. Perform other duties as prescribed by the

1 committee on rules and administration.

2 3. Process the handling of amendments when filed  
3 and during the floor consideration of bills.

4 Rule 55

5 Legal Counsel

6 The legal counsel shall be a contractual employee  
7 of the senate and shall:

8 1. Serve as attorney and counselor for the senate.

9 2. At the request of the majority and minority  
10 leaders, research any legal issue in which the senate  
11 has an interest. However, the legal counsel shall not  
12 issue nor venture any opinions on unresolved questions  
13 of law unless permitted by both the majority and  
14 minority leaders.

15 Rule 56

16 Sergeant-at-Arms

17 The sergeant-at-arms shall be an employee of the  
18 senate and shall:

19 1. Wear the appropriate badge of his or her  
20 office.

21 2. Attend the senate during its sessions.

22 3. Aid in the enforcement of order under the  
23 direction of the president of the senate and the  
24 secretary of the senate.

25 4. Execute the commands of the senate.

26 5. See that no unauthorized person disturbs the  
27 contents of the senators' desks.

28 6. Supervise the doorkeepers, the assistant  
29 sergeant-at-arms, and pages.

30 7. Announce all delegations from the governor or

1 house.

2 8. Supervise the seating of visitors and press  
3 representatives.

4 Rule 57

5 Senate Secretaries

6 Every senator shall be permitted to employ for each  
7 session of a general assembly a personally selected  
8 secretary.

9 Rule 58

10 Use of Electronic Voting System

11 Any officer or employee of the senate, other than a  
12 duly elected member of the senate, who operates the  
13 electronic voting machine mechanism located at the  
14 desk of said member of the senate shall be subject to  
15 immediate termination from employment. The provisions  
16 of this paragraph only shall apply during the taking  
17 of a roll call vote utilizing the electronic voting  
18 system.

19 CONFIRMATION OF APPOINTMENTS

20 Rule 59

21 Appointments

22 The secretary of the senate shall:

23 a. send, to each appointee submitted by the  
24 governor for senate confirmation, a copy of a senate  
25 questionnaire as approved by the rules and  
26 administration committee;

27 b. receive completed questionnaires from  
28 appointees and forward copies of the completed  
29 questionnaires to appropriate committee members;

30 c. maintain "Confirmation Calendar" categories on

1 the senate calendar as directed under this rule,  
2 senate rule 6, and by the committee on rules and  
3 administration. No appointee shall be listed as  
4 eligible on the confirmation calendar until the  
5 secretary has received the appointee's completed  
6 senate questionnaire.

7 The secretary of the senate shall maintain a file  
8 of all appointments received from the governor for  
9 confirmation. The file shall contain a description of  
10 the duties and the compensation for each nominee. The  
11 file shall show the date an appointment was received  
12 from the governor, whether the appointment letter was  
13 read to the senate, whether the nominee has been  
14 introduced, whether a committee report has been filed,  
15 when the senate questionnaire was sent to the  
16 appointee, and shall include a copy of the appointee's  
17 completed senate questionnaire, upon receipt.

18 INVESTIGATING COMMITTEES. All appointments  
19 received from the governor shall be referred to the  
20 rules and administration committee by the secretary of  
21 the senate on the same day they are read to the  
22 senate. The rules and administration committee shall  
23 establish an en bloc confirmation calendar which must  
24 be filed with the secretary of the senate. Within  
25 three (3) legislative days after receiving an  
26 appointment, the committee shall either place a  
27 nominee on the en bloc confirmation calendar or assign  
28 the nominee to an appropriate standing committee for  
29 further investigation, publishing notice of such  
30 assignment in the senate journal for the next

1 legislative day. If the rules and administration  
2 committee fails to take action on a nominee within the  
3 three days, the nominee shall automatically be placed  
4 on the en bloc confirmation calendar.

5 Within the three (3) legislative days after an  
6 appointment has been referred to the rules and  
7 administration committee, any ten senators may require  
8 that the nominee be assigned to an appropriate  
9 standing committee by filing a written, signed request  
10 therefor with the chairperson of the rules and  
11 administration committee. The committee chair shall  
12 refer the appointment to a subcommittee within one (1)  
13 legislative day after a standing committee receives an  
14 appointment for further investigation, publishing  
15 notice of such assignment in the senate journal for  
16 the next legislative day. Within ten (10) legislative  
17 days after a standing committee receives an  
18 appointment for further investigation the subcommittee  
19 shall file its report with the standing committee.

20 Within fourteen (14) legislative days after a  
21 standing committee receives an appointment for further  
22 investigation, the committee shall conduct an  
23 investigation of the nominee and file its report  
24 thereon with the secretary of the senate, who shall  
25 then place the nominee on the en bloc calendar or  
26 individual confirmation calendar as directed by the  
27 committee. The failure of a committee to file its  
28 report within the prescribed time means that the  
29 nominee is to be automatically placed, without  
30 recommendation, upon the individual confirmation

1 calendar.

2 Any senator within five (5) legislative days  
3 following a nominee's name being published in the  
4 journal may request that said nominee be introduced to  
5 the full senate by submitting filing a written request  
6 with the secretary of the senate. In any event, all  
7 nominees who are referred by the rules and  
8 administration committee to a standing committee shall  
9 be introduced to the full senate prior to a vote on  
10 confirmation of the nominee.

11 HEARINGS. Any member of a committee investigating  
12 an appointment may, within five (5) legislative days  
13 after the committee receives the appointment, obtain  
14 a hearing with the nominee by filing a written request  
15 with the chair-of-the-investigating-committee  
16 secretary of the senate who shall forward it to the  
17 chair of the standing committee and the chair of the  
18 subcommittee within-five-(5)-legislative-days-after  
19 the-committee-receives-the-appointment. Notice of the  
20 hearing shall be published in the journal at least two  
21 (2) legislative days prior to the hearing. At the  
22 hearing, which shall be before the investigating  
23 committee subcommittee, the nominee may be questioned  
24 as to his or her qualifications to fulfill the office  
25 to which nominated and further questioned as to his or  
26 her viewpoints on issues facing the office to which  
27 nominated. Notice-of-the-hearing-shall-be-published  
28 in-the-journal-at-least-three-(3)-days-prior-to-the  
29 hearing. Any senator may at the discretion of the  
30 chair of the investigating-committee subcommittee be

1 permitted to submit oral questions. The public may, at  
2 the discretion of the investigating committee, be  
3 permitted to submit oral or written statements as to  
4 the qualifications of the nominee.

5 Also, within five (5) legislative days after the  
6 investigating-committee subcommittee receives an  
7 appointment for investigation, any senator may submit  
8 written questions to be answered by the nominee prior  
9 to consideration of the nominee's confirmation by the  
10 senate.

11 INFORMATIONAL MEETINGS. After a nominee has been  
12 placed on the calendar and prior to the vote on  
13 confirmation, any senator may request an informational  
14 meeting on the nomination which shall be held before  
15 the subcommittee.

16 VOTING ON CONFIRMATIONS. Upon the motion of the  
17 majority leader or his or her designee, the nominees  
18 on the en bloc confirmation calendar shall be  
19 confirmed en bloc by the affirmative vote of two-  
20 thirds of the members elected to the senate. The  
21 journal shall reflect a single roll call accompanied  
22 by a statement of the names of those individuals  
23 subject to the en bloc confirmation vote.

24 Prior to an en bloc vote, any senator may request  
25 an individual vote on any nominee on the en bloc  
26 confirmation calendar. The senate shall vote  
27 separately on the nominee.

28 Nominees on the individual confirmation calendar  
29 shall be confirmed by a two-thirds vote; however, the  
30 senate shall take a separate roll call on each

1 nominee, unless by unanimous consent, it determines to  
2 take one vote on all nominees under consideration. In  
3 any case, the journal shall reflect a single roll call  
4 vote for each nominee.

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SR 89;1/3/89  
cc/cc/26

ACCESS TO SENATE CHAMBER AND  
RULES OF SENATE DECORUM

1. ACCESS TO SENATE CHAMBER

A. From a time which begins fifteen minutes before the Senate convenes, while the Senate is in session, in recess or at ease, and extending one hour after the Senate adjourns for the day, the persons who are allowed in the Senate Chamber are:

- a. Legislators and their immediate families.
- b. The Lt. Governor, the Lt. Governor's immediate family and staff members.
- c. Senate employees and certain authorized employees of the House who are on a list provided by the House to the Senate Sergeant-at-arms.
- d. Senate Interns and Aides. (with name tags)
- e. The minister of the day and family.
- f. The physician of the day.
- g. Authorized employees of the Legislative Service Bureau, Legislative Fiscal Bureau, Computer Support Bureau, and Citizen's Aid Office who are engaged in Senate business. (with name tags)
- h. Former legislators who are not registered lobbyists.
- i. Registered press personnel, who are restricted to:
  - (1) Going to and from their seats (but not by means of the aisles), stopping only at the newspaper table, billroom and restrooms.
  - (2) Occupying their assigned seats.
  - (3) Speaking to those Senators who have approached the press person, such conversations to take place only in the press area.
  - (4) Authorized photographers passing through the chamber to the back stairways.
- j. Certain authorized representatives of the Iowa Democratic and Republican parties who are on lists provided by the respective caucus leaders to the senate Sergeant-at-arms.

- k. Property Management personnel performing their duties.
- l. Employees on the Governor's staff who are on a list provided to the Rules and Administration Committee prior to the legislative session, and who are restricted to the perimeter of the chamber.

B. DURING RECESS\*, additional persons and activities are permitted only as follows:

- a. A person or persons accompanied by a Senator for a time period of five minutes.
- b. Persons going to and from committee meetings.  
(This is limited to ten minutes before and after the scheduled meeting, and ends fifteen minutes before any time set for reconvening.)
- c. Special rules for press persons:
  - (1) During recess, press persons may go to the well to pick up copies of new bills left in their slots.
  - (2) During recess, press persons may approach Senators who are not at their desk and are standing behind the back row of desks at the rear of the chamber.
  - (3) Press persons may not stand in the back of the chamber or anyplace else in the chamber and wait for Senators.

\*SPECIAL NOTE: When the Senate is "at ease", it is still in session, not recess, and the regular session rules apply.

C. DURING THE HOUR FOLLOWING ADJOURNMENT, additional activities are permitted only as follows:

- a. Persons going to and from committee meetings  
(Limited to ten minutes before and after scheduled meetings.)
- b. Press persons may go to the well to pick up copies of new bills left in their slots.

## 2. PHOTOGRAPHING.

- a. The public may take photographs from the galleries at any time. However, the use of flash bulbs or any other artificial lighting is prohibited.
- b. The press may photograph from the press section or the south gallery at any time. The press may photograph from the north gallery only after informing the Sergeant-at-arms of the intention to do so. The press may not use artificial lighting except for live television crews who receive permission in advance from the Secretary of the Senate or the Sergeant-at-arms.

## 3. DRESS.

Jeans and/or t-shirts are not permitted except for Property Management personnel performing their duties and authorized press photographers who are moving equipment through the chamber to the back stairway. Males must wear coat and tie at all times when the Senate is in session, except for Property Management personnel and press photographers moving through the chamber.

## 4. MISCELLANEOUS.

- a. The only persons who are permitted to approach a Senator when the Senator is at his or her desk without an invitation to do so are: Legislators, the Lt. Governor, members of the Lt. Governor's staff, and legislative staff employees who otherwise have access to the chamber. This rule applies at all times during the legislative session.
- b. No one except Senators may occupy a Senator's chair.
- c. Telephones at Senator's desks are for Senate business only. Senate employees may use these telephones under direction of the Senator.
- d. Soft drink cans are prohibited in the chamber to everyone except legislators.

- e. Press persons are permitted to pass through the Senator's lounge at the rear of the chamber. However, all interviews must take place in the press section or the benches immediately adjacent to the press section. All other interviews must take place in public areas of the capitol building.
- f. While the Senate is in debate, the middle aisle of the Senate chamber may only be used by legislators.
- g. While the Senate is in debate, conversations unrelated to the business at hand should be moved to the lounge or outside the chamber.
- h. While the Senate is in debate, persons moving in the chamber should avoid passing in front of Senators who have the floor. All traffic through the chamber during debate should be by the side aisles in front of the press sections.
- i. Members of the public who are passing through the chamber to and from committee meetings must use the side aisles in front of the press sections.
- j. Telephones in Senator's offices may be used by others only if the Senator gives permission each time the phone is used.
- k. During committee meetings, only legislators, the Lt. Governor and legislative staff may approach a legislator or staff person seated at the committee table or remove documents from the table.

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SENATE RESOLUTION      I

S-3001

- 1 Amend Senate Resolution 1 as follows:
- 2 1. Page 44, line 17, by inserting after the word
- 3 "vote" the following: "or division".

By JIM LIND

S-3001 FILED JANUARY 10, 1989  
ADOPTED (p. 42)