S - 1-25-93 adopted

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SENATE RESOLUTION 1

BY COMMITTEE ON RULES AND ADMINISTRATION

A Senate Resolution relating to permanent rules of the senate for the seventy-fifth general assembly.

BE IT RESOLVED BY THE SENATE, That the permanent rules of the senate for the ~~seventy-fourth~~ seventy-fifth general assembly be as follows:

RULES OF THE SENATE

Rule 1

Quorum

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

Rule 2

Adoption and Amendment of Rules

Whenever the senate is operating under temporary rules, the rules may be amended or repealed, or permanent rules may be adopted, by a constitutional majority of the senators. After adoption of permanent rules of the senate during any general assembly, the rules may be amended or repealed by a constitutional majority of the senators voting on a simple resolution.

Rule 3

Rules of Parliamentary Procedure

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

Rule 4

Sessions of the General Assembly

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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8 withdrawn, lost, or indefinitely postponed shall carry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,
26 indefinitely postpone further consideration of such
27 bills, or report them out to the floor and place them
28 on the calendar. The committee chair shall report to
29 the senate the bill or resolution number and the names
30 of the subcommittee members.

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1 Bills and resolutions which have been voted upon on
2 final passage by either house in any session shall
3 remain on the calendar in the same status as at the
4 end of the session at any subsequent regular or
5 extraordinary session.

6 Rule 5

7 Regular Order of Daily Business

8 The following order shall govern, subject to any
9 special order:
10 1. Correction of the journal.
11 2. Senators to be excused.
12 3. Communications to the Senate.
13 4. Introduction of bills and resolutions.
14 5. Points of personal privilege.
15 6. Consideration of senate calendar.

16 Rule 6

17 Senate Calendar

18 1. Each legislative day the secretary of the
19 senate shall prepare a listing of bills to be known as
20 the "Senate Calendar".
21 2. The senate calendar may contain a listing under
22 the category "Special Order" which shall be placed at
23 the head of the calendar. Bills in such category
24 shall be those which are specifically set for debate
25 by the majority leader with the consent of the senate
26 on a certain date and time. Bills shall be listed by
27 the secretary in the order they are set for debate.
28 3. The senate calendar shall include separate
29 listings for any bills and resolutions in the
30 following categories:

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1 a. Conference Committee Report
2 b. Bills in Conference Committee
3 c. House Amendment to Senate Amendment to House
4 File
5 d. House Refuses to Concur in Senate Amendment to
6 House File
7 e. Senate Files Amended by the House
8 f. Unfinished Business
9 g. Motions to Reconsider
10 h. Administrative Rules Nullification Resolutions
11 i. Veto Messages from the Governor
12 4. The secretary shall list bills and resolutions
13 in the above categories in the order they are
14 received. Upon their first publication in the
15 calendar, bills and resolutions in the above
16 categories may be called up for debate at any time by
17 the majority leader. Motions to reconsider shall be
18 called up as provided by Rule 24.
19 5. The senate calendar shall include a listing of
20 senate appropriations committee bills and bills
21 reported out by the senate appropriations committee.
22 The list shall be known as the "Appropriations
23 Calendar". The secretary shall list the bills in the
24 order they are received. Upon their first publication
25 in the calendar, bills on the appropriations calendar
26 may be called up for debate at any time by the
27 majority leader provided they are eligible under Rule
28 8.
29 6. The senate calendar shall include a listing of
30 bills which pertain to the levy, assessment or

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1 collection of taxes sponsored by or initially assigned
2 to and reported out by the senate ways and means
3 committee. The list shall be known as the "Ways and
4 Means Calendar". The secretary shall list the bills
5 in the order they are received. Upon their first
6 publication in the calendar, bills on the ways and
7 means calendar may be called up for debate at any time
8 by the majority leader provided they are eligible
9 under Rule 8.
10 7. The senate calendar shall include a list of
11 bills and resolutions, known as the "Regular
12 Calendar", which shall consist of bills and
13 resolutions reported out by a senate committee. The
14 bills and resolutions reported out each day shall be
15 placed in the order of their file numbers and
16 following those reported out on previous days.
17 Priority shall be given to senate over house bills and
18 resolutions and to joint resolutions over bills. Upon
19 their first publication in the calendar, bills on the
20 regular calendar may be called up for debate at any
21 time by the majority leader, provided they are
22 eligible under Rule 8.
23 A bill reported out of committee which is
24 subsequently referred to the ways and means or
25 appropriations committee and then reported out of that
26 committee, shall be returned to the regular calendar
27 and retain its original place thereon.
28 8. The senate calendar shall include a listing of
29 the governor's appointees to state boards,
30 commissions, and other offices requiring senate

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1 confirmation. This listing shall be known as the
2 "Confirmation Calendar". Names on the confirmation
3 calendar may be called up for confirmation at any time
4 by the majority leader provided they are eligible
5 under rule 59.
6 9. The majority leader, or in the absence of the
7 majority leader the assistant majority leaders, may
8 select from among the bills on the previous
9 legislative day's Senate calendar and from the bills
10 selected create a new listing which shall be known as
11 the "Debate Calendar". The debate calendar shall list
12 bills as the majority leader expects to take them up
13 during the following week. A bill or resolution on
14 the debate calendar may be debated only when eligible
15 under Rule 8.
16 10. The majority leader, or in the absence of the
17 majority leader the assistant majority leaders, may
18 create a list of bills or resolutions about which no
19 controversy is believed to exist which shall be known
20 as the "Proposed Noncontroversial Calendar". Bills or
21 resolutions included on this listing may be debated at
22 any time upon being called up for debate by the
23 majority leader. Any bill or resolution which
24 appeared on the previous day's Senate calendar may be
25 placed by any senator on the proposed noncontroversial
26 calendar, which shall be published. Any bill or
27 resolution on the proposed noncontroversial calendar
28 shall be stricken from the list if any senator files a
29 written objection with the secretary of the senate on
30 the first or second legislative day after it appears

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1 on the proposed noncontroversial calendar. Any bill
2 stricken from the proposed noncontroversial calendar
3 shall be returned to its former place on the Senate
4 calendar. The secretary shall prepare the
5 noncontroversial calendar which shall consist of all
6 bills or resolutions on the proposed noncontroversial
7 calendar to which no objection was received.
8 11. If the senate shall not be in session on a day
9 assigned in paragraphs nine and ten for action upon a
10 calendar, such assigned action shall occur on the next
11 succeeding legislative day.
12 12. On any bill called up for debate from any
13 calendar, debate may continue from day to day until it
14 is adopted, fails, or is postponed or deferred. If
15 further debate is postponed or deferred without a time
16 to continue being set, except for bills on the debate
17 calendar, the bill shall be listed as unfinished
18 business. Bills which are returned to the committee
19 of first referral or to a different committee after
20 being considered by the senate and classified as
21 unfinished business shall be returned to the
22 unfinished business calendar by that committee when
23 the bill is reported out of committee. The unfinished
24 business date on the calendar shall be the date on
25 which the bill was returned to committee. Bills on
26 the debate calendar upon which further debate is
27 postponed or deferred without a time to continue being
28 set shall return to the regular calendar.
29 Rule 7
30 Steering Committee

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1 The senate may authorize the appointment of a
2 steering committee. The majority leader shall appoint
3 the majority party members to the steering committee.
4 The minority leader shall appoint the minority party
5 members to the steering committee. The function of
6 the steering committee shall be to create its own
7 calendar from the bills and resolutions on the regular
8 calendar. Bills and resolutions on the steering
9 committee calendar shall have priority over bills and
10 resolutions on all other calendars, except the
11 appropriations calendar.
12 Rule 8
13 When Eligible for Consideration
14 Bills, resolutions, and appointments shall be
15 eligible for consideration by the senate as follows:
16 1. An appointment by the governor which requires
17 senate confirmation shall be eligible on the
18 legislative day after it is first printed in the
19 senate calendar as provided by Rule 59.
20 2. A house or individually sponsored bill or
21 resolution reported out by a committee shall be
22 eligible on the legislative day after it is first
23 printed in the senate calendar.
24 3. A committee bill or resolution sponsored by the
25 appropriations committee shall be eligible on the
26 legislative day after it is first printed in the
27 senate calendar.
28 4. Any committee bill or resolution, other than a
29 bill or resolution sponsored by the appropriations
30 committee, shall be eligible on the third legislative

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1 day it is printed in the senate calendar.
2 5. A bill that has been reported out to the senate
3 calendar, referred to a different committee and
4 reported out by that committee is eligible for
5 consideration by the senate on the day it would have
6 been eligible under subsection 2, 3, or 4, whichever
7 is applicable, as if the bill had been printed in the
8 calendar after having been reported out by the first
9 committee.
10 6. Any bill or resolution placed on the steering
11 committee calendar is eligible for consideration on
12 the day of its placement on that calendar.
13 When a bill or resolution on the calendar is not
14 yet eligible, the date when it will become eligible
15 shall be printed in the calendar.
16 Rule 9
17 Debate and Decorum
18 Before addressing the senate, the senator shall
19 request recognition by depressing the "speak" device
20 and, when recognized, rise and respectfully address
21 the chair.
22 The senator shall confine all remarks to the
23 question under debate and shall avoid discussing
24 personalities or implication of improper motives. No
25 questions except by the senator recognized shall be
26 entertained after a senator is recognized to give
27 final remarks.
28 Rule 10
29 Point of Personal Privilege
30 A point of personal privilege shall only be

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1 recognized when there is no motion pending or other
2 business being considered by the senate. Senators
3 speaking on a point of personal privilege shall be
4 limited to ten minutes.

5 Rule 11

6 Introduction and Presentation of Guests

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

17 Rule 12

18 Form and Withdrawal of Motions, Amendments and Signatures

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

27 No amendment, resolution, bill, or conference
28 committee report shall be considered by the senate
29 without a copy of the amendment, resolution, bill, or
30 conference committee report being on the desks of the

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1 entire membership of the senate prior to
2 consideration.
3 All amendments, reports, petitions or other
4 documents requiring a signature shall have the name
5 typed under the place for the signature. Once a
6 signature is affixed and the document containing the
7 signature filed with the recording clerk in the well,
8 that signature shall not be removed.
9 When an amendment to a main amendment is filed that
10 would negate the effect of the main amendment and
11 thereby leave the bill unchanged, the presiding
12 officer shall have the authority to declare the
13 amendment to the main amendment out of order, subject
14 to an appeal to the full senate.
15 When a house amendment to a senate file is before
16 the senate, an amendment to the house amendment shall
17 be considered an amendment in the first degree.
18 When a ruling on germaneness is issued by the
19 presiding officer, it shall be accompanied by an
20 explanation of the ruling.
21 Rule 13
22 Order and Precedence of Motions and Amendments
23 When a question is under debate, no motion shall be
24 received but to adjourn, to recess, questions of
25 privilege, to lay on the table, for the previous
26 question, to postpone to a day certain, to refer, to
27 amend, to postpone indefinitely, to defer, or
28 incidental motions. A substitute is not in order
29 unless it is in the form of a motion to substitute.
30 Such motions shall have precedence in the order in

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1 which they are named. No motion to postpone to a day
2 certain, to refer, or postpone indefinitely, being
3 decided, shall be again allowed on the same day with
4 regard to the same question. A motion to strike out
5 the enacting clause of a bill shall have precedence
6 over all amendments and, if carried, shall be
7 considered equivalent to the rejection of the bill.
8 A motion to strike everything after the enacting
9 clause has precedence over a committee amendment and
10 all other amendments except one to strike the enacting
11 clause. A committee amendment has precedence over all
12 other amendments except as provided in this rule.
13 A motion to rerefer a bill to committee may specify
14 when the committee shall report the bill to the
15 senate. If the motion is adopted in such form, the
16 committee must report the bill by the date specified
17 with or without recommendation or the bill shall
18 automatically be returned to the calendar. When the
19 bill is returned to the calendar, it shall occupy the
20 same position it occupied at the time the bill was
21 rereferred to the committee. If the committee to
22 which the bill is rereferred submits an amendment in
23 its report, that committee amendment shall take
24 precedence over other amendments except if that
25 committee amendment is in conflict with amendments
26 previously adopted, the committee amendment shall not
27 be considered until consideration of motions to
28 reconsider the previously adopted amendments result in
29 removing the conflict. A committee may not file an
30 amendment to a bill after the bill has been voted out

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of that committee.

Rule 14

MOTIONS BEFORE THE SENATE

Motions before the senate shall be displayed on the electronic voting system display boards.

Rule 15

Nondebatable Motions

The following motions are not debatable:

Adjourn

Recess

Call of the Senate

Lay on Table or Take from Table

Previous Question

Reconsider vote by which bill was placed on last reading.

A Motion to Reconsider and Lay the Motion to Reconsider on the Table (Double-barreled Motion).

Rule 16

Division of the Question

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

Rule 17

The Previous Question

The previous question shall be in this form:

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1 "Shall debate be closed on the pending question?" A
2 motion for the previous question may be adopted by a
3 majority of the senators present and voting. Its
4 effect shall be to put an end to debate and bring the
5 senate to a direct vote upon the pending question.
6 However, any senator who has not previously spoken on
7 the pending question and who, after the main question
8 is taken up and before the motion for the previous
9 question has been made, requested recognition by
10 depressing the "speak" device may speak no longer than
11 five minutes on the pending question. If action on
12 the pending question continues into another
13 legislative day or is deferred, the previous question
14 shall apply and the requests to be recognized shall be
15 honored.
16 When the motion applies to an amendment, the
17 senator proposing the amendment shall have five
18 minutes to close debate on the amendment.
19 The senator handling the measure under
20 consideration shall have ten minutes to close debate
21 on the main question.
22 Rule 18
23 Call of the Senate
24 Ten senators may file in writing a call of the
25 senate on any single item of legislative business. A
26 call of the senate requires the presence of every
27 senator and is in order at any time prior to the vote
28 being announced by the president. The sergeant-at-
29 arms shall return promptly all absent senators.
30 Debate on the item may continue while absent senators

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1 are returning, but no vote on the item is in order on
2 it until all have returned. Adoption of a motion to
3 recess or adjourn to a specific time will not lift the
4 call. The call may be lifted, or a senator may be
5 excused from the call without lifting the call, by a
6 vote of a constitutional majority of the senators.
7 Those senators excused prior to the filing of the call
8 are excused from the call.
9 Rule 19
10 Committee of the Whole
11 The senate may resolve itself into a committee of
12 the whole senate when it wishes to permit more free
13 and informal discussion. Persons other than senators
14 may appear and present information.
15 Any senator may move "that the senate now resolve
16 itself into a committee of the whole to consider" a
17 stated subject.
18 The president of the senate shall be chair of the
19 committee of the whole unless otherwise ordered by the
20 senate.
21 The procedure in committee of the whole is subject
22 to the rules of the senate. The previous question and
23 the motion to reconsider shall be in order.
24 The committee of the whole cannot take any final
25 action and its power is limited to recommendation to
26 the senate. The proceedings of the committee of the
27 whole, including any roll call vote, shall be printed
28 in the journal.
29 Any senator may at any time, except while voting or
30 while a senator has the floor, move that "the

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1 committee rise" which is equivalent to a motion to
2 adjourn.
3 After adoption of the motion to rise, the chair may
4 report to the senate in the same manner as other
5 committee reports are given.
6 Rule 20
7 Last Reading and Passage of Bills
8 When a motion to place a bill on its last reading
9 is lost, the same motion shall be in order at any
10 later time. After the last reading of a bill, no
11 amendment shall be received. The vote on final
12 passage shall be taken immediately without debate.
13 Rule 21
14 Engrossment of Bills
15 An engrossment is a proofreading and verification
16 in order to be certain that a bill before the senate
17 is identical with the original bill as introduced with
18 all amendments which have been adopted correctly
19 inserted. ~~A-bill-shall-be-considered-engrossed-when~~
20 ~~ordered-to-its-last-reading.~~
21 In an engrossed bill, all obvious typographical,
22 spelling or other clerical errors are corrected and
23 section or paragraph numbers and internal references
24 are changed as required to conform the original bill
25 to any amendments which have been adopted. All such
26 corrections or changes shall be reported in the
27 journal by the secretary of the senate. The engrossed
28 bill shall be placed in the bill file with the
29 original bill and amendments.
30 Rule 22

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1 Manner of Voting

2 On voice vote, the question shall be distinctly put
3 in this form: "Those in favor of (the question) say
4 "aye"." "Those opposed to (the question) say "no"."
5 A non-record or record roll call vote may be
6 requested by any senator or ordered by the president
7 any time before the results are announced. A non-
8 record roll call shall be requested by asking for a
9 "division". A record roll call shall be requested by
10 asking for a "roll call". Upon request for a non-
11 record or record roll call vote, the president shall
12 announce that such a non-record or record roll call
13 vote has been requested and shall state the question
14 to be put to the senate. The president then shall
15 direct the secretary of the senate to receive the
16 votes.
17 Senators present may cast their votes, either by
18 operating the voting mechanism located at their
19 assigned desk or by signaling the president if they
20 are unable to vote at their assigned desk. The
21 president shall enter the votes of senators signaling
22 their votes.
23 After sufficient time has elapsed for all senators
24 present to record their votes, the president shall
25 direct the secretary of the senate to close the voting
26 system. The president shall still enter the senators'
27 votes at any time prior to directing the secretary of
28 the senate to lock the voting system. The president
29 shall then immediately announce the vote.
30 During a non-record or record roll call vote, both

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1 individual votes and vote totals shall be indicated
2 openly on the display boards. On non-record roll
3 calls, only vote totals shall be printed in the
4 journal.
5 In the event the electronic voting system is not in
6 operating order, the president shall direct the
7 secretary of the senate to take the non-record or
8 record roll call by calling the names of the senators
9 in alphabetical order.
10 Rule 23
11 Duty of Voting
12 Every senator present when a question is put shall
13 vote "aye", "no" or "present" unless previously
14 excused by the senate. Upon demand being made by any
15 senator, the secretary of the senate shall call in
16 alphabetical order the names of the senators not
17 voting or voting "present". Those senators called
18 shall vote "aye" or "no" unless the senator states a
19 personal interest in the question or concludes that he
20 or she should not vote under the senate code of
21 ethics.
22 Rule 24
23 Reconsideration
24 When a main motion or main question has been
25 decided by the senate, any senator having voted on the
26 prevailing side may move to reconsider the vote on the
27 same or next legislative day. Motions to reconsider a
28 vote by which a bill or joint resolution was adopted
29 on final passage shall be in writing and filed with
30 the secretary of the senate. A motion to reconsider

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1 an amendment to a main motion or main question shall
2 be in writing and filed with the secretary of the
3 senate. A motion to reconsider an amendment to a main
4 motion or main question shall be taken up for
5 consideration only prior to the disposition of the
6 main question or upon reconsideration of the main
7 question. A constitutional majority by a record roll
8 call is necessary to reconsider a bill or joint
9 resolution. During three legislative days from the
10 date the motion to reconsider a bill or resolution is
11 filed, only the mover may call it up. Thereafter, any
12 senator may call up the motion. If a date for
13 adjournment has been set by resolution of the senate,
14 any senator may call up a motion to reconsider at any
15 time within three days prior to the date set for
16 adjournment.
17 If the motion to reconsider a bill or resolution
18 prevails, motions to reconsider amendments thereto
19 shall be in order and shall be disposed of without
20 delay.
21 A motion that any action taken by the senate be
22 reconsidered and the motion to reconsider be laid upon
23 the table shall be a single and indivisible motion,
24 known as the double-barreled motion, which, if
25 carried, shall have the effect of preventing
26 reconsideration unless a motion to take from the table
27 prevails. A constitutional majority is necessary for
28 the double-barreled motion to prevail on a bill or
29 joint resolution. The double-barreled motion can only
30 be made from the floor after the vote is announced and

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1 the member who moved the final reading shall have
2 priority in making it.
3 A motion to reconsider and lay on the table shall
4 have priority over a motion to reconsider if they are
5 both filed on the same legislative day.
6 In the event that a motion to reconsider is pending
7 at the end of the first session or any extraordinary
8 session of any general assembly, or the general
9 assembly adjourns sine die, and the motion has not
10 been voted upon by the senate, it shall be determined
11 to have failed.
12 Rule 25
13 Suspension of Rules and Taking from Table
14 No standing rule or rules incorporated by reference
15 under Rule 3 or order of the senate shall be rescinded
16 or suspended, nor shall any matter, tabled upon
17 motion, be taken up, except by an affirmative vote of
18 a constitutional majority of the senate.
19 INTRODUCTION AND FORM OF BILLS
20 Rule 26
21 Time and Method of Introducing Bills and Amendments
22 All bills to be introduced in the senate shall be
23 typed in proper form by the legislative service bureau
24 and shall be filed with the recording clerk.
25 All amendments shall be typed in proper form and
26 filed with the recording clerk not later than 4:30
27 p.m., or adjournment, whichever is later, in order to
28 be listed in the following day's clip sheet.
29 An "impact amendment" is an amendment which
30 reasonably could have an annual effect of at least one

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1 hundred thousand dollars or a combined total effect
2 within five years after enactment of five hundred
3 thousand dollars or more on the aggregate revenues,
4 expenditures or fiscal liability of the state or its
5 subdivisions.
6 An impact amendment to a bill which has been on the
7 special order calendar for at least three full
8 legislative days prior to its consideration shall not
9 be taken up by the senate unless:
10 1) a fiscal note is attached, and the amendment is
11 filed at least one legislative day prior to the date
12 set for consideration of the bill; or
13 2) the amendment is an appropriation or other
14 measure where the total effect is stated in dollar
15 amounts.
16 Rule 27
17 Limit on Introduction of Bills
18 No bill or joint resolution, except bills and joint
19 resolutions cosponsored by the majority and minority
20 floor leaders, shall be introduced in the senate after
21 4:00 p.m. on Friday of the seventh week of the first
22 regular session of a general assembly unless a written
23 request for drafting the bill has been filed with the
24 legislative service bureau before that time. After
25 adjournment of the first regular session, bills may be
26 prefiled at any time before the convening of the
27 second regular session. No bill shall be introduced
28 after 4:00 p.m. on Friday of the second week of the
29 second regular session of a general assembly unless a
30 written request for drafting the bill has been filed

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1 with the legislative service bureau before that time.
2 However, standing committees may introduce bills and
3 joint resolutions at any time. A bill which relates
4 to departmental rules sponsored by the administrative
5 rules review committee and approved by a majority of
6 the members of the committee in each house may be
7 introduced at any time and must be referred to a
8 standing committee which must take action on the bill
9 within three weeks. Senate and concurrent resolutions
10 may be introduced at any time.
11 No bill, joint resolution, concurrent resolution or
12 senate resolution shall be introduced at any
13 extraordinary session unless sponsored by a standing
14 committee, the majority and minority floor leaders,
15 or the committee of the whole.
16 Rule 28
17 Introduction, Reading and Form of Bills and Resolutions
18 Every senate bill and resolution shall be
19 introduced by one or more senators or by any standing
20 committee of the senate and shall at once be given its
21 first reading.
22 If the senate is in session when a bill or
23 resolution is introduced, the first reading shall
24 consist of reading its file number, the title and
25 sponsor of the bill. If the senate is not in session
26 but a journal is published for the day, the first
27 reading shall consist of a journal entry of the bill's
28 file number, title, sponsor and the notation "Read
29 first time under Rule 28.".
30 Any bill or resolution approved for introduction by

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1 a standing committee during an interim period between
2 sessions of one General Assembly shall be introduced
3 without further action by the committee at the next
4 succeeding regular session of the same General
5 Assembly and placed immediately upon the regular
6 calendar.
7 Every bill and resolution referred to committee
8 shall have received two readings before its passage.
9 The subject of every bill shall be expressed in its
10 title.
11 Rule 29
12 Explanations
13 No bill, except appropriation committee bills and
14 simple or concurrent resolutions, shall be introduced
15 unless a concise and accurate explanation is attached.
16 The chief sponsor or a committee to which the bill has
17 been referred may add a revised explanation at any
18 time before the last reading, and it shall be included
19 in the daily clip sheet.
20 Rule 30
21 Resolutions
22 A "senate resolution" is a resolution acted upon
23 only by the senate which expresses sentiment or is
24 used for the appointment of special committees within
25 the senate. A senate resolution requires the
26 affirmative vote of a majority of the senators present
27 and voting. A senate resolution shall be filed with
28 the secretary of the senate. A senate resolution
29 shall be printed in the bound journal after its
30 adoption and in the daily journal upon written request

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1 to the secretary of the senate by the sponsor of the
2 resolution.
3 Rule 31
4 Nullification Resolutions
5 A nullification resolution may be introduced by a
6 standing committee, the administrative rules review
7 committee, or any member of the senate. A
8 nullification resolution introduced by the
9 administrative rules review committee or a member of
10 the senate shall be referred to the same standing
11 committee it would be referred to if it was a bill.
12 Any nullification resolution may be referred to the
13 administrative rules review committee by a majority
14 vote of the standing committee which introduced it or
15 to which it was referred. The administrative rules
16 review committee may seek an agreement with the
17 affected administrative agency wherein the agency
18 agrees to voluntarily rescind or modify a rule or
19 rules relating to the subject matter of the
20 nullification resolution. An agreement to voluntarily
21 rescind or modify an administrative agency rule shall
22 be in writing and signed by the chief administrative
23 officer of the administrative agency and a majority of
24 the administrative rules review committee members of
25 each house and shall be placed on file in the offices
26 of the chief clerk of the house, the secretary of the
27 senate and the secretary of state. If an agreement is
28 not reached, or the nullification resolution is not
29 approved by a majority of the administrative rules
30 review committee members of each house, within two

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1 weeks of the date the resolution is referred to the
2 committee, the resolution shall be placed on the
3 calendar. If the nullification resolution is approved
4 by the administrative rules review committee it shall
5 be placed on the calendar. A nullification resolution
6 is subject to a motion to withdraw the nullification
7 resolution as provided in rule 42.
8 A nullification resolution is debatable, but cannot
9 be amended on the floor of the senate.
10 Rule 32
11 Resolutions, Applicable Rules
12 All rules applicable to bills shall apply to
13 resolutions, except as otherwise provided in the
14 rules.
15 Rule 33
16 Study Bills
17 1. A study bill is any matter which a senator
18 wishes to have considered by a standing committee or
19 appropriations subcommittee for introduction as a
20 committee bill or resolution. The term "study bill"
21 includes "proposed bills" provided for in Rule 37 and
22 departmental requests prefiled in the manner specified
23 in section 2.16 of the Code.
24 2. A study bill shall bear the name of the member
25 who wishes to have the bill considered. A study bill
26 submitted by a state agency shall bear the name of the
27 agency. A committee chair may submit a study bill in
28 the name of that committee.
29 3. Upon first receiving a study bill from a
30 senator, a committee chairperson shall submit three

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1 copies to the secretary of the senate. Study bills
2 received in the secretary of the senate's office
3 before 3:00 p.m. shall be filed, numbered, and
4 reported in the journal for that day. Study bills
5 received in the secretary of the senate's office after
6 3:00 p.m. shall be filed, numbered, and reported in
7 the journal for the subsequent day. The secretary
8 shall number such bills in consecutive order. The
9 secretary shall maintain a record of all study bills
10 and their assigned number. Committee records shall
11 refer to study bills by the number assigned by the
12 secretary.
13 4. The secretary shall file a report in the
14 journal of each study bill received. The report shall
15 show the study bill number, its title or subject
16 matter and the committee which is considering it. If
17 a study bill is referred to a subcommittee, then the
18 committee chairperson shall report in the journal the
19 names of the subcommittee members to which it is
20 assigned.
21 5. If a committee bill or resolution is introduced
22 which was not previously the subject of a study bill
23 in the sponsoring committee, the majority leader may
24 re-refer the bill back to the committee.
25 6. A study bill not prepared by the legislative
26 service bureau may be submitted to a standing
27 committee, but shall not be considered by the full
28 committee unless reviewed and typed in proper form by
29 the legislative service bureau.
30 COMMITTEES AND COMMITMENT

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1 Rule 34
2 Committee Appointments
3 Committee appointments shall be made by the
4 majority leader for majority party members, after
5 consultation with the president, and by the minority
6 leader for minority party members, after consultation
7 with the president. No senator shall serve on more
8 than five committees. The majority leader, after
9 consultation with the president, shall designate the
10 chairperson and vice-chairperson of each standing
11 committee. The minority leader, after consultation
12 with the president, shall designate the ranking member
13 of each standing committee from the minority
14 membership of that committee.
15 Rule 35
16 Standing Committees
17 The names of the standing committees of the senate
18 shall be:
19 Agriculture
20 Appropriations
21 Business and labor relations
22 Commerce
23 Communications and information policy
24 Education
25 Environment and energy utilities
26 Human resources
27 Judiciary
28 Local government
29 Natural resources
30 Rules and administration

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1 Small business, and economic development, and
2 tourism
3 State government
4 Transportation
5 Ways and means
6 Rule 36
7 Committee on Rules and Administration
8 The committee on rules and administration shall
9 recommend rules and rule changes to the senate, shall
10 hire senate employees, shall recommend salary scales
11 for all senate employees, and shall oversee senate
12 budget and administration matters.
13 The committee on rules and administration will
14 select, for senate approval, an individual to serve as
15 secretary of the senate.
16 Upon authorization being given by the committee on
17 rules and administration, the minority party members
18 of the committee will select, for senate approval, an
19 individual to serve as assistant parliamentarian.
20 The committee shall have the following standing
21 subcommittees:
22 1. Joint Rules
23 2. Senate Rules
24 3. Administrative Services
25 4. Caucus Services.
26 The majority leader shall serve as chair of the
27 rules and administration committee and as chair of the
28 standing subcommittee on caucus services. The
29 president of the senate shall serve as vice-chair of
30 the rules and administration committee, and as chair

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1 of the subcommittee on administrative services.

2 Rule 37

3 Appropriations Committee

4 The appropriations committee shall receive bills
5 committed to it and shall assign each to one of the
6 appropriations subcommittees.

7 There shall be ten appropriations subcommittees
8 which shall be named:

9 Administration

10 Agriculture~~,~~ and Natural Resources

11 Claims

12 Economic Development

13 Education

14 Health and Human Rights

15 Human Services

16 Justice System

17 Regulation

18 Transportation and Safety

19 The appropriations subcommittees shall receive
20 bills assigned to them or may originate proposed bills
21 within the subcommittee's jurisdiction as defined by
22 the appropriations committee for consideration by the
23 appropriations committee. Each subcommittee may
24 submit amendments to bills together with the
25 subcommittee's recommended action to the
26 appropriations committee.

27 If a bill or proposed bill is submitted to the
28 appropriations committee by an appropriations
29 subcommittee the appropriations committee may:

30 1. report the bill or approve the proposed bill

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1 for introduction by the appropriations committee;
2 2. report the bill with any appropriations
3 committee-approved amendments incorporated;
4 3. draft a new bill for sponsorship by the
5 appropriations committee and report it; or
6 4. re-refer it together with the appropriations
7 committee's objections to the appropriations
8 subcommittee from which it was originally referred or
9 which originated the draft bill.
10 The appropriations committee and subcommittees may
11 meet jointly with the appropriations committee of the
12 house of representatives.
13 Rule 38
14 First Reading and Commitment
15 Upon the first reading of an individual bill or
16 resolution, or a house committee bill or resolution,
17 the president shall refer the bill or resolution to an
18 appropriate standing committee unless otherwise
19 ordered by the senate. If the bill or resolution is a
20 senate committee bill or resolution, the president
21 shall place it on the calendar after its first
22 reading. If the subject of the bill or resolution is
23 not germane to the title of the committee presenting
24 it, the president or the senate may refer it to a
25 committee deemed appropriate.
26 All bills carrying an appropriation for any purpose
27 or involving the expenditure of state funds shall be
28 referred to the committee on appropriations.
29 All bills pertaining to the levy, assessment or
30 collection of taxes or fees shall be referred to the

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1 committee on ways and means.
2 Any bill which provides for a new state board,
3 commission, agency or department or makes separate or
4 autonomous an existing state board, commission, agency
5 or department, shall be referred to the committee on
6 state government. This rule shall also apply when
7 such a provision is added to a bill or resolution by
8 amendment adopted by the senate. If the bill or
9 resolution is so referred after being sponsored or
10 reported out by another committee, and if the
11 committee on state government does not report out the
12 bill or resolution within ten legislative days after
13 referral, the bill or resolution shall automatically
14 be restored to the calendar with the same priority it
15 had immediately before referral.
16 Rule 39
17 Rules for Standing Committees
18 The following rules shall govern all standing
19 committees of the senate. Any committee may adopt
20 additional rules which are consistent with these
21 rules:
22 1. A majority of the members shall constitute a
23 quorum.
24 2. The chair of a committee shall refer each bill
25 and resolution to a subcommittee within seven days
26 after the bill or resolution has been referred to the
27 committee. The chair may appoint subcommittees for
28 study of bills and resolutions without calling a
29 meeting of the committee, but the subcommittee must be
30 announced at the next meeting of the committee. No

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1 bill or resolution shall be reported out of a
2 committee until the next meeting after the
3 subcommittee is announced, except that the chair of
4 the appropriations committee may make the announcement
5 of the assignment to a subcommittee by placing a
6 notice in the journal. Any bill so assigned by the
7 appropriations committee chair shall be eligible for
8 consideration by the committee upon report of the
9 subcommittee but not sooner than three legislative
10 days following the publication of the announcement in
11 the journal.
12 When a bill or resolution has been assigned to a
13 subcommittee, the chair shall report to the senate the
14 bill or resolution number and the names of the
15 subcommittee members and such reports shall be
16 reported in the journal. Subcommittee assignments
17 shall be reported to the journal daily. Reports filed
18 before 3:00 p.m. shall be printed in the journal for
19 that day; reports filed after 3:00 p.m. shall be
20 printed in the journal for the subsequent day.
21 Where standing subcommittees of any committee have
22 been named, the names of the members and the title of
23 the subcommittee shall be published once and
24 thereafter publication of assignments may be made by
25 indicating the title of the subcommittee.
26 3. No bill or resolution shall be considered by a
27 committee until it has been referred to a subcommittee
28 and the subcommittee has made its report unless
29 otherwise ordered by a majority of the members.
30 4. The rules adopted by a committee, including

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1 subsections 2, 3, 9, 10, 11, and 12 of this rule, may
2 be suspended by an affirmative vote of a majority of
3 the members of the committee.
4 5. The affirmative vote of a majority of the
5 members of a committee is needed to sponsor a
6 committee bill or resolution or to report a bill or
7 resolution out for passage.
8 6. The vote on all bills and resolutions shall be
9 by roll call unless a short-form vote is unanimously
10 agreed to by the committee. A record shall be kept by
11 the secretary.
12 7. No committee, except a conference committee or
13 the steering committee, is authorized to meet when the
14 senate is in session.
15 8. A subcommittee shall not report a bill to the
16 committee unless the bill has been typed into proper
17 form by the legislative service bureau.
18 9. A bill or resolution shall not be voted upon
19 the same day a public hearing is held on that bill or
20 resolution. The presence or participation of a member
21 of the legislature, official of the state, state
22 department head, member of the press, legislative
23 staff member assigned to the committee, or a person
24 invited by the committee is not considered a public
25 hearing.
26 10. Public hearings may be called at the
27 discretion of the chair. The chair shall call a
28 public hearing upon the written request of one-half
29 the membership of the committee. The chair shall set
30 the time and place of the public hearing.

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

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

13. Committee meetings shall be open.

Rule 40

Voting in Committee

All committee meetings shall be open at all times. Voting by secret ballot is prohibited. Roll call votes shall be taken in each committee when final action on any bill or resolution is voted, unless a short-form vote is unanimously agreed to by the committee. A roll call vote also shall be taken in each committee at the request of a member upon any amendment or motion. All results shall be entered in the minutes which shall be public records. Records of these votes shall be made available by the chair or the committee secretary at any time. This rule also applies to the steering committee and appropriations subcommittees.

The committee shall not authorize the introduction of a committee bill or resolution until the members have received final copies of the bill or resolution with amendments or changes incorporated, and typed

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1 into proper form by the legislative service bureau.
2 The committee may, by unanimous consent, dispense with
3 this requirement when only nonsubstantive amendments
4 or changes are necessary to correct the bill or
5 resolution, or when a study bill or individually
6 sponsored bill is voted out as a committee bill with
7 no change in the text of the bill or the title.
8 The legislative service bureau shall file a report
9 with the committee members detailing the amendments or
10 changes and this report shall become a part of the
11 committee report.
12 Rule 41
13 Announcement of Committee Meetings
14 It shall be in order for the chair of any committee
15 to announce to the senate the time and place of
16 committee meetings. The announcement shall include a
17 proposed agenda for the meeting. The sergeant-at-arms
18 shall post at the rear of the chamber the daily
19 schedule of committee meetings.
20 Rule 42
21 Withdrawal of Bills and Resolutions from Committee
22 The secretary of the senate shall note on each bill
23 and resolution the date of its reference to committee.
24 No bill or resolution shall be withdrawn from any
25 committee within fifteen legislative days after the
26 bill or resolution has been referred to the committee
27 and thereafter only upon written petition for the
28 withdrawal of such bill or resolution signed by a
29 constitutional majority of the senators, except as
30 provided in Rule 37. Only senators may circulate such

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1 a petition.

2 Rule 43

3 Committee Reports

4 All committees shall file a report with the
5 secretary of the senate of committee meetings. Such
6 reports shall contain the following information:
7 a. The time the meeting convened;
8 b. Those senators who were present and absent at
9 the time the meeting convened, as well as the time any
10 senator, who was not present at the time the meeting
11 convened, arrives for the meeting;
12 c. The vote on any bill or resolution reported out
13 of the committee for floor action;
14 d. The title of the bill;
15 e. The file number of the bill or resolution (if
16 known);
17 f. Whether the committee recommends that the bill
18 or resolution be passed, amended and passed,
19 indefinitely postponed, or considered without
20 committee recommendation;
21 g. An indication of other bills or matters
22 discussed;
23 h. Such other matters as the committee chair shall
24 direct; and
25 i. The time the meeting adjourned.
26 No committee report shall be read, but all
27 committee reports shall be printed by the secretary in
28 the journal. Upon printing, all committee reports
29 shall then stand approved unless the senate directs
30 otherwise.

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1 Rule 44
2 Bills or Resolutions Recommended for Indefinite Postponement
3 When a question is postponed indefinitely, it shall
4 not be again acted upon during that session of the
5 general assembly. However, no senate bill or
6 resolution recommended for indefinite postponement
7 shall be considered in the absence of the chief
8 sponsor or, if a house bill or resolution, in the
9 absence of the senator representing the district in
10 which the sponsor resides.
11 GENERAL RULES
12 Rule 45
13 Admission to Senate Chamber
14 The persons who shall have access to the senate
15 chamber, and the times access shall be available, and
16 the rules governing their activities in the chamber
17 shall be as prescribed by the rules and administration
18 committee pursuant to a written policy adopted by the
19 committee and filed with the secretary of the senate.
20 Rule 46
21 Legislative Interns and Aides
22 Legislative interns for senators shall be allowed
23 on the floor of the senate in accordance with Rule 45;
24 provided that each intern first has obtained a name
25 badge from the secretary of the senate. The secretary
26 of the senate shall issue an appropriate name badge to
27 all interns for senators.
28 In addition, those persons designated as "aides to
29 senators" shall be allowed on the floor of the senate.
30 The secretary of the senate shall issue an appropriate

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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

Concerning the Printing of Papers

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

Rule 51

Reprinting of Documents

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

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1 distinguishable.
2 The secretary of the senate may order the printing
3 of a reasonable number of additional copies of bills,
4 resolutions, amendments or journals.
5 OFFICERS AND EMPLOYEES
6 Rule 52
7 Duties of the President
8 The senate shall elect, from its membership, a
9 president. The president shall call the senate to
10 order at the hour to which the senate is adjourned.
11 Unless otherwise ordered by the senate, the president
12 shall proceed with the regular order of daily
13 business. The president shall preserve order and
14 decorum and decide all questions of order and
15 corrections to the journal, subject to an appeal to
16 the senate. The president shall direct voting as
17 provided in rule 22. When a ruling on germaneness is
18 issued by the presiding officer, it shall be
19 accompanied by an explanation of the ruling. The
20 president of the senate shall be the chair of the
21 committee of the whole unless otherwise ordered by the
22 senate, under rule 19.
23 Upon the first reading of an individual bill or
24 resolution, or a house committee bill or resolution,
25 the president shall refer the bill or resolution to
26 the appropriate standing committee unless otherwise
27 ordered by the senate. If the bill or resolution is a
28 senate committee bill or resolution, the president
29 shall place it on the calendar after its first
30 reading. If the subject of the bill or resolution is

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not germane to the title of the committee presenting it, the president of the senate may refer it to the appropriate committee.

The president shall sign legislative enactments upon their enrolling as provided under Joint Rule 14.

The president of the senate shall serve as a member of the legislative council and the senate rules and administration committee. The president shall serve on the rules and administration committee as chair of the standing subcommittee designated to supervise the secretary of the senate and other employees of the administrative services division of the senate.

Rule 53

The President Pro Tempore

The senate shall elect, from its membership, a president pro tempore. When the president is absent, the president pro tempore shall preside, except when the chair is filled by temporary appointment by the president or the majority leader.

The president pro tempore, when presiding, shall perform duties as prescribed in rule 52, paragraphs 1 and 2.

The president pro tempore shall serve as a member of the legislative council~~,-as-chair-of-the-senate ethics-committee,~~ and as a member of the senate committee on rules and administration.

Rule 54

Secretary of the Senate

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

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1. Serve as chief administrative officer of the senate.

2. Have charge of the secretary's desk.

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

4. Have charge of the daily journal.

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

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

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

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

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

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

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

2. Perform other duties as prescribed by the committee on rules and administration.

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

Rule 55

Legal Counsel

The legal counsel shall be a contractual employee

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1 of the senate and shall:
2 1. Serve as attorney and counselor for the senate.
3 2. At the request of the majority and minority
4 leaders, research any legal issue in which the senate
5 has an interest. However, the legal counsel shall not
6 issue nor venture any opinions on unresolved questions
7 of law unless permitted by both the majority and
8 minority leaders.
9 Rule 56
10 Sergeant-at-Arms
11 The sergeant-at-arms shall be an employee of the
12 senate and shall:
13 1. Wear the appropriate badge of his or her
14 office.
15 2. Attend the senate during its sessions.
16 3. Aid in the enforcement of order under the
17 direction of the president of the senate and the
18 secretary of the senate.
19 4. Execute the commands of the senate.
20 5. See that no unauthorized person disturbs the
21 contents of the senators' desks.
22 6. Supervise the doorkeepers, the assistant
23 sergeant-at-arms, and pages.
24 7. Announce all delegations from the governor or
25 house.
26 8. Supervise the seating of visitors and press
27 representatives.
28 Rule 57
29 Senate Secretaries
30 Every senator shall be permitted to employ for each

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1 session of a general assembly a personally selected
2 secretary.
3 Rule 58
4 Use of Electronic Voting System
5 Any officer or employee of the senate, other than a
6 duly elected member of the senate, who operates the
7 electronic voting machine mechanism located at the
8 desk of said member of the senate shall be subject to
9 immediate termination from employment. The provisions
10 of this paragraph only shall apply during the taking
11 of a roll call vote or division utilizing the
12 electronic voting system.
13 CONFIRMATION OF APPOINTMENTS
14 Rule 59
15 Appointments
16 The secretary of the senate shall:
17 a. send, to each appointee submitted by the
18 governor for senate confirmation, a copy of a senate
19 questionnaire as approved by the rules and
20 administration committee;
21 b. receive completed questionnaires from
22 appointees and forward copies of the completed
23 questionnaires to appropriate committee members;
24 c. maintain "Confirmation Calendar" categories on
25 the senate calendar as directed under this rule,
26 senate rule 6, and by the committee on rules and
27 administration. No appointee shall be listed as
28 eligible on the confirmation calendar until the
29 secretary has received the appointee's completed
30 senate questionnaire.

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1 As soon as possible after the convening of a
2 session, and again within one week following March 15,
3 the secretary of the senate shall publish in the
4 senate journal the names of all nominees submitted for
5 confirmation. The secretary of the senate shall
6 maintain a file of all appointments received from the
7 governor for confirmation. The file shall contain a
8 description of the duties and the compensation for
9 each nominee. The file shall show the date an
10 appointment was received from the governor, ~~whether~~
11 ~~the-appointment-letter-was-read-to-the-senate~~ the date
12 the appointment was published in the journal, whether
13 the nominee has been introduced, whether a committee
14 report has been filed, when the senate questionnaire
15 was sent to the appointee, and shall include a copy of
16 the appointee's completed senate questionnaire, upon
17 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~~ published
22 in the senate journal. The rules and administration
23 committee shall establish an en bloc confirmation
24 calendar which must be filed with the secretary of the
25 senate. Within three (3) legislative days after
26 receiving an appointment, the committee shall either
27 place a nominee on the en bloc confirmation calendar
28 or assign the nominee to an appropriate standing
29 committee for further investigation, publishing notice
30 of such assignment in the senate journal for the next

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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

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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 filing a written request with the
6 secretary of the senate. In any event, all nominees
7 who are referred by the rules and administration
8 committee to a standing committee shall be introduced
9 to the full senate prior to a vote on confirmation of
10 the nominee. If an individual is nominated both to
11 fill a vacancy for an unexpired term and is also
12 nominated for reappointment to that position during
13 the same session, a single introduction is sufficient
14 for eligibility for confirmation to both terms.
15 HEARINGS. Any member of a committee investigating
16 an appointment may, within five (5) legislative days
17 after the committee receives the appointment, obtain
18 a hearing with the nominee by filing a written request
19 with the secretary of the senate who shall forward it
20 to the chair of the standing committee and the chair
21 of the subcommittee. Notice of the hearing shall be
22 published in the journal at least two (2) legislative
23 days prior to the hearing. At the hearing, which
24 shall be before the subcommittee, the nominee may be
25 questioned as to his or her qualifications to fulfill
26 the office to which nominated and further questioned
27 as to his or her viewpoints on issues facing the
28 office to which nominated. Any senator may at the
29 discretion of the chair of the subcommittee be
30 permitted to submit oral questions. The public may, at

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1 the discretion of the investigating committee, be
2 permitted to submit oral or written statements as to
3 the qualifications of the nominee.
4 Also, within five (5) legislative days after the
5 subcommittee receives an appointment for
6 investigation, any senator may submit written
7 questions to be answered by the nominee prior to
8 consideration of the nominee's confirmation by the
9 senate.
10 INFORMATIONAL MEETINGS. After a nominee has been
11 placed on the calendar and prior to the vote on
12 confirmation, any senator may request an informational
13 meeting on the nomination which shall be held before
14 the subcommittee.
15 VOTING ON CONFIRMATIONS. Upon the motion of the
16 majority leader or his or her designee, the nominees
17 on the en bloc confirmation calendar shall be
18 confirmed en bloc by the affirmative vote of two-
19 thirds of the members elected to the senate. The
20 journal shall reflect a single roll call accompanied
21 by a statement of the names of those individuals
22 subject to the en bloc confirmation vote.
23 Prior to an en bloc vote, any senator may request,
24 either in writing or from the floor, an individual
25 vote on any nominee on the en bloc confirmation
26 calendar. The senate shall vote separately on the
27 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

SENATE RESOLUTION 1

S-3001

1 Amend Senate Resolution 1 as follows:
2 1. Page 37, by inserting after line 19 the
3 following:
4 "Rule ___
5 Smoking
6 Smoking shall not be permitted in the senate
7 chamber or any other area of the capitol which is
8 under the control of the senate."

By MIKE CONNOLLY

S-3001 FILED JANUARY 13, 1993 Withdrawn 1-25-93 (P. 123)

SENATE RESOLUTION 1

S-3002

1 Amend Senate Resolution 1 as follows:
2 1. Page 37, by inserting after line 19 the
3 following:
4 "Rule ___
5 Smoking
6 Smoking shall not be permitted in the senate
7 chamber or any other area of the capitol which is
8 under the control of the senate, except that members
9 of the senate may smoke in room 206, located behind
10 the senate chamber."

By MIKE CONNOLLY

S-3002 FILED JANUARY 13, 1993
Withdrawn 1-25-93 (P. 123)

Complete Redraft

1 1 SENATE RESOLUTION 1
1 2 BY COMMITTEE ON RULES AND ADMINISTRATION
1 3 A Senate Resolution relating to permanent rules of the
1 4 senate for the seventy=fifth general assembly.
1 5 BE IT RESOLVED BY THE SENATE, That the permanent
1 6 rules of the senate for the ~~seventy-fourth~~ seventy=
1 7 fifth general assembly be as follows:
1 8 RULES OF THE SENATE
1 9 Rule 1
1 10 Quorum
1 11 A constitutional majority shall constitute a quorum
1 12 of the senate. Any senator may insist a quorum be
1 13 present.
1 14 Rule 2
1 15 Adoption and Amendment of Rules
1 16 Whenever the senate is operating under temporary
1 17 rules, the rules may be amended or repealed, or
1 18 permanent rules may be adopted, by a constitutional
1 19 majority of the senators. After adoption of permanent
1 20 rules of the senate during any general assembly, the
1 21 rules may be amended or repealed by a constitutional
1 22 majority of the senators voting on a simple
1 23 resolution.
1 24 Rule 3
1 25 Rules of Parliamentary Procedure
1 26 In cases not covered by senate rules or joint
1 27 rules, Mason's Manual of Legislative Procedure shall
1 28 govern.
1 29 Rule 4
1 30 Sessions of the General Assembly
2 1 The election of officers, organization, hiring and
2 2 compensation of employees, and committees of the
2 3 senate shall carry over from the first to the second
2 4 regular sessions and to any extraordinary sessions of
2 5 the same general assembly.
2 6 All bills and resolutions introduced in the first
2 7 regular session of a general assembly which are not
2 8 withdrawn, lost, or indefinitely postponed shall carry
2 9 over into the second regular session and to any
2 10 extraordinary session of the same general assembly.
2 11 Appointments received from the governor for senate
2 12 confirmation during any session of a general assembly
2 13 shall be acted upon prior to adjournment of that
2 14 session as provided by section 2.32 of the Code.
2 15 Except as provided by this rule, upon the adjournment
2 16 of the first regular session and any extraordinary
2 17 session, each bill or resolution shall be
2 18 automatically referred back to the committee to which
2 19 it was originally assigned. The secretary of the
2 20 senate shall publish in the Journal a list of the
2 21 bills returned to committee under this rule. Within
2 22 seven days after the first committee meeting after the
2 23 convening of the second regular session, committees
2 24 shall either authorize the chair to refer such bills
2 25 and resolutions to a subcommittee for consideration,

2 26 indefinitely postpone further consideration of such
2 27 bills, or report them out to the floor and place them
2 28 on the calendar. The committee chair shall report to
2 29 the senate the bill or resolution number and the names
2 30 of the subcommittee members.
3 1 Bills and resolutions which have been voted upon on
3 2 final passage by either house in any session shall
3 3 remain on the calendar in the same status as at the
3 4 end of the session at any subsequent regular or
3 5 extraordinary session.
3 6 Rule 5
3 7 Regular Order of Daily Business
3 8 The following order shall govern, subject to any
3 9 special order:
3 10 1. Correction of the journal.
3 11 2. Senators to be excused.
3 12 3. Communications to the Senate.
3 13 4. Introduction of bills and resolutions.
3 14 5. Points of personal privilege.
3 15 6. Consideration of senate calendar.
3 16 Rule 6
3 17 Senate Calendar
3 18 1. Each legislative day the secretary of the
3 19 senate shall prepare a listing of bills to be known as
3 20 the <Senate Calendar>.
3 21 2. The senate calendar may contain a listing under
3 22 the category <Special Order> which shall be placed at
3 23 the head of the calendar. Bills in such category
3 24 shall be those which are specifically set for debate
3 25 by the majority leader with the consent of the senate
3 26 on a certain date and time. Bills shall be listed by
3 27 the secretary in the order they are set for debate.
3 28 3. The senate calendar shall include separate
3 29 listings for any bills and resolutions in the
3 30 following categories:
4 1 a. Conference Committee Report
4 2 b. Bills in Conference Committee
4 3 c. House Amendment to Senate Amendment to House
4 4 File
4 5 d. House Refuses to Concur in Senate Amendment to
4 6 House File
4 7 e. Senate Files Amended by the House
4 8 f. Unfinished Business
4 9 g. Motions to Reconsider
4 10 h. Administrative Rules Nullification Resolutions
4 11 i. Veto Messages from the Governor
4 12 4. The secretary shall list bills and resolutions
4 13 in the above categories in the order they are
4 14 received. Upon their first publication in the
4 15 calendar, bills and resolutions in the above
4 16 categories may be called up for debate at any time by
4 17 the majority leader. Motions to reconsider shall be
4 18 called up as provided by Rule 24.
4 19 5. The senate calendar shall include a listing of
4 20 senate appropriations committee bills and bills
4 21 reported out by the senate appropriations committee.
4 22 The list shall be known as the <Appropriations
4 23 Calendar>. The secretary shall list the bills in the

4 24 order they are received. Upon their first publication
4 25 in the calendar, bills on the appropriations calendar
4 26 may be called up for debate at any time by the
4 27 majority leader provided they are eligible under Rule
4 28 8.
4 29 6. The senate calendar shall include a listing of
4 30 bills which pertain to the levy, assessment or
5 1 collection of taxes sponsored by or initially assigned
5 2 to and reported out by the senate ways and means
5 3 committee. The list shall be known as the "Ways and
5 4 Means Calendar". The secretary shall list the bills
5 5 in the order they are received. Upon their first
5 6 publication in the calendar, bills on the ways and
5 7 means calendar may be called up for debate at any time
5 8 by the majority leader provided they are eligible
5 9 under Rule 8.
5 10 7. The senate calendar shall include a list of
5 11 bills and resolutions, known as the <Regular
5 12 Calendar>, which shall consist of bills and
5 13 resolutions reported out by a senate committee. The
5 14 bills and resolutions reported out each day shall be
5 15 placed in the order of their file numbers and
5 16 following those reported out on previous days.
5 17 Priority shall be given to senate over house bills and
5 18 resolutions and to joint resolutions over bills. Upon
5 19 their first publication in the calendar, bills on the
5 20 regular calendar may be called up for debate at any
5 21 time by the majority leader, provided they are
5 22 eligible under Rule 8.
5 23 A bill reported out of committee which is
5 24 subsequently referred to the ways and means or
5 25 appropriations committee and then reported out of that
5 26 committee, shall be returned to the regular calendar
5 27 and retain its original place thereon.
5 28 8. The senate calendar shall include a listing of
5 29 the governor's appointees to state boards,
5 30 commissions, and other offices requiring senate
6 1 confirmation. This listing shall be known as the
6 2 "Confirmation Calendar". Names on the confirmation
6 3 calendar may be called up for confirmation at any time
6 4 by the majority leader provided they are eligible
6 5 under rule 59.
6 6 9. The majority leader, or in the absence of the
6 7 majority leader the assistant majority leaders, may
6 8 select from among the bills on the previous
6 9 legislative day's Senate calendar and from the bills
6 10 selected create a new listing which shall be known as
6 11 the <Debate Calendar>. The debate calendar shall list
6 12 bills as the majority leader expects to take them up
6 13 during the following week. A bill or resolution on
6 14 the debate calendar may be debated only when eligible
6 15 under Rule 8.
6 16 10. The majority leader, or in the absence of the
6 17 majority leader the assistant majority leaders, may
6 18 create a list of bills or resolutions about which no
6 19 controversy is believed to exist which shall be known
6 20 as the <Proposed Noncontroversial Calendar>. Bills or
6 21 resolutions included on this listing may be debated at

6 22 any time upon being called up for debate by the
6 23 majority leader. Any bill or resolution which
6 24 appeared on the previous day's Senate calendar may be
6 25 placed by any senator on the proposed noncontroversial
6 26 calendar, which shall be published. Any bill or
6 27 resolution on the proposed noncontroversial calendar
6 28 shall be stricken from the list if any senator files a
6 29 written objection with the secretary of the senate on
6 30 the first or second legislative day after it appears
7 1 on the proposed noncontroversial calendar. Any bill
7 2 stricken from the proposed noncontroversial calendar
7 3 shall be returned to its former place on the Senate
7 4 calendar. The secretary shall prepare the
7 5 noncontroversial calendar which shall consist of all
7 6 bills or resolutions on the proposed noncontroversial
7 7 calendar to which no objection was received.
7 8 11. If the senate shall not be in session on a day
7 9 assigned in paragraphs nine and ten for action upon a
7 10 calendar, such assigned action shall occur on the next
7 11 succeeding legislative day.
7 12 12. On any bill called up for debate from any
7 13 calendar, debate may continue from day to day until it
7 14 is adopted, fails, or is postponed or deferred. If
7 15 further debate is postponed or deferred without a time
7 16 to continue being set, except for bills on the debate
7 17 calendar, the bill shall be listed as unfinished
7 18 business. Bills which are returned to the committee
7 19 of first referral or to a different committee after
7 20 being considered by the senate and classified as
7 21 unfinished business shall be returned to the
7 22 unfinished business calendar by that committee when
7 23 the bill is reported out of committee. The unfinished
7 24 business date on the calendar shall be the date on
7 25 which the bill was returned to committee. Bills on
7 26 the debate calendar upon which further debate is
7 27 postponed or deferred without a time to continue being
7 28 set shall return to the regular calendar.
7 29 Rule 7
7 30 Steering Committee
8 1 The senate may authorize the appointment of a
8 2 steering committee. The majority leader shall appoint
8 3 the majority party members to the steering committee.
8 4 The minority leader shall appoint the minority party
8 5 members to the steering committee. The function of
8 6 the steering committee shall be to create its own
8 7 calendar from the bills and resolutions on the regular
8 8 calendar. Bills and resolutions on the steering
8 9 committee calendar shall have priority over bills and
8 10 resolutions on all other calendars, except the
8 11 appropriations calendar.
8 12 Rule 8
8 13 When Eligible for Consideration
8 14 Bills, resolutions, and appointments shall be
8 15 eligible for consideration by the senate as follows:
8 16 1. An appointment by the governor which requires
8 17 senate confirmation shall be eligible on the
8 18 legislative day after it is first printed in the
8 19 senate calendar as provided by Rule 59.

8 20 2. A house or individually sponsored bill or
8 21 resolution reported out by a committee shall be
8 22 eligible on the legislative day after it is first
8 23 printed in the senate calendar.
8 24 3. A committee bill or resolution sponsored by the
8 25 appropriations committee shall be eligible on the
8 26 legislative day after it is first printed in the
8 27 senate calendar.
8 28 4. Any committee bill or resolution, other than a
8 29 bill or resolution sponsored by the appropriations
8 30 committee, shall be eligible on the third legislative
9 1 day it is printed in the senate calendar.
9 2 5. A bill that has been reported out to the senate
9 3 calendar, referred to a different committee and
9 4 reported out by that committee is eligible for
9 5 consideration by the senate on the day it would have
9 6 been eligible under subsection 2, 3, or 4, whichever
9 7 is applicable, as if the bill had been printed in the
9 8 calendar after having been reported out by the first
9 9 committee.
9 10 6. Any bill or resolution placed on the steering
9 11 committee calendar is eligible for consideration on
9 12 the day of its placement on that calendar.
9 13 When a bill or resolution on the calendar is not
9 14 yet eligible, the date when it will become eligible
9 15 shall be printed in the calendar.
9 16 Rule 9
9 17 Debate and Decorum
9 18 Before addressing the senate, the senator shall
9 19 request recognition by depressing the <speak> device
9 20 and, when recognized, rise and respectfully address
9 21 the chair.
9 22 The senator shall confine all remarks to the
9 23 question under debate and shall avoid discussing
9 24 personalities or implication of improper motives. No
9 25 questions except by the senator recognized shall be
9 26 entertained after a senator is recognized to give
9 27 final remarks.
9 28 Rule 10
9 29 Point of Personal Privilege
9 30 A point of personal privilege shall only be
10 1 recognized when there is no motion pending or other
10 2 business being considered by the senate. Senators
10 3 speaking on a point of personal privilege shall be
10 4 limited to ten minutes.
10 5 Rule 11
10 6 Introduction and Presentation of Guests
10 7 Only former members of the senate and former and
10 8 present members of Congress shall be presented to the
10 9 senate, except that the president of the senate may
10 10 present a visitor whose presence is of special
10 11 significance to the senate. ~~No presentation shall be~~
~~10 12 made during debate or discussion of legislation.~~ The
10 13 presence of school groups accompanied by school
10 14 officials shall be announced by the president of the
10 15 senate and shall be recorded in the journal upon
10 16 written request of a member of the senate.
10 17 Rule 12

10 18 Form and Withdrawal of Motions, Amendments and Signatures
10 19 Motions need not be in writing unless required by
10 20 the president or by the senate. No motion requires a
10 21 second. Any amendment, motion (including a motion to
10 22 reconsider), or resolution may be withdrawn by the
10 23 mover if it has not been amended by the senate and if
10 24 no amendment is pending. All amendments to bills,
10 25 resolutions, and reports shall be in writing and filed
10 26 before being acted upon by the senate.
10 27 No amendment, resolution, bill, or conference
10 28 committee report shall be considered by the senate
10 29 without a copy of the amendment, resolution, bill, or
10 30 conference committee report being on the desks of the
11 1 entire membership of the senate prior to
11 2 consideration.
11 3 All amendments, reports, petitions or other
11 4 documents requiring a signature shall have the name
11 5 typed under the place for the signature. Once a
11 6 signature is affixed and the document containing the
11 7 signature filed with the recording clerk in the well,
11 8 that signature shall not be removed.
11 9 When an amendment to a main amendment is filed that
11 10 would negate the effect of the main amendment and
11 11 thereby leave the bill unchanged, the presiding
11 12 officer shall have the authority to declare the
11 13 amendment to the main amendment out of order, subject
11 14 to an appeal to the full senate.
11 15 When a house amendment to a senate file is before
11 16 the senate, an amendment to the house amendment shall
11 17 be considered an amendment in the first degree.
11 18 When a ruling on germaneness is issued by the
11 19 presiding officer, it shall be accompanied by an
11 20 explanation of the ruling.
11 21 Rule 13
11 22 Order and Precedence of Motions and Amendments
11 23 When a question is under debate, no motion shall be
11 24 received but to adjourn, to recess, questions of
11 25 privilege, to lay on the table, for the previous
11 26 question, to postpone to a day certain, to refer, to
11 27 amend, to postpone indefinitely, to defer, or
11 28 incidental motions. A substitute is not in order
11 29 unless it is in the form of a motion to substitute.
11 30 Such motions shall have precedence in the order in
12 1 which they are named. No motion to postpone to a day
12 2 certain, to refer, or postpone indefinitely, being
12 3 decided, shall be again allowed on the same day with
12 4 regard to the same question. A motion to strike out
12 5 the enacting clause of a bill shall have precedence
12 6 over all amendments and, if carried, shall be
12 7 considered equivalent to the rejection of the bill.
12 8 A motion to strike everything after the enacting
12 9 clause has precedence over a committee amendment and
12 10 all other amendments except one to strike the enacting
12 11 clause. A committee amendment has precedence over all
12 12 other amendments except as provided in this rule.
12 13 A motion to rerefer a bill to committee may specify
12 14 when the committee shall report the bill to the
12 15 senate. If the motion is adopted in such form, the

12 16 committee must report the bill by the date specified
12 17 with or without recommendation or the bill shall
12 18 automatically be returned to the calendar. When the
12 19 bill is returned to the calendar, it shall occupy the
12 20 same position it occupied at the time the bill was
12 21 rereferred to the committee. If the committee to
12 22 which the bill is rereferred submits an amendment in
12 23 its report, that committee amendment shall take
12 24 precedence over other amendments except if that
12 25 committee amendment is in conflict with amendments
12 26 previously adopted, the committee amendment shall not
12 27 be considered until consideration of motions to
12 28 reconsider the previously adopted amendments result in
12 29 removing the conflict. A committee may not file an
12 30 amendment to a bill after the bill has been voted out
13 1 of that committee.
13 2 Rule 14
13 3 MOTIONS BEFORE THE SENATE
13 4 Motions before the senate shall be displayed on the
13 5 electronic voting system display boards.
13 6 Rule 15
13 7 Nondebatable Motions
13 8 The following motions are not debatable:
13 9 Adjourn
13 10 Recess
13 11 Call of the Senate
13 12 Lay on Table or Take from Table
13 13 Previous Question
13 14 Reconsider vote by which bill was placed on last reading.
13 15 A Motion to Reconsider and Lay the Motion to Reconsider
13 16 on the Table (Double=barreled Motion).
13 17 Rule 16
13 18 Division of the Question
13 19 Any senator may call for a division of a question,
13 20 which shall be divided if it includes propositions so
13 21 distinct that if one is taken away, a substantive
13 22 proposition shall remain in a technically proper form
13 23 for the decision of the senate. A motion to strike
13 24 out and insert is indivisible; but a motion to strike
13 25 out, if lost, shall not preclude amendments to the
13 26 matter attempted to be stricken or a motion to strike
13 27 out and insert.
13 28 Rule 17
13 29 The Previous Question
13 30 The previous question shall be in this form:
14 1 <Shall debate be closed on the pending question?> A
14 2 motion for the previous question may be adopted by a
14 3 majority of the senators present and voting. Its
14 4 effect shall be to put an end to debate and bring the
14 5 senate to a direct vote upon the pending question.
14 6 However, any senator who has not previously spoken on
14 7 the pending question and who, after the main question
14 8 is taken up and before the motion for the previous
14 9 question has been made, requested recognition by
14 10 depressing the <speak> device may speak no longer than
14 11 five minutes on the pending question. If action on
14 12 the pending question continues into another
14 13 legislative day or is deferred, the previous question

14 14 shall apply and the requests to be recognized shall be
14 15 honored.
14 16 When the motion applies to an amendment, the
14 17 senator proposing the amendment shall have five
14 18 minutes to close debate on the amendment.
14 19 The senator handling the measure under
14 20 consideration shall have ten minutes to close debate
14 21 on the main question.
14 22 Rule 18
14 23 Call of the Senate
14 24 Ten senators may file in writing a call of the
14 25 senate on any single item of legislative business. A
14 26 call of the senate requires the presence of every
14 27 senator and is in order at any time prior to the vote
14 28 being announced by the president. The sergeant=at=
14 29 arms shall return promptly all absent senators.
14 30 Debate on the item may continue while absent senators
15 1 are returning, but no vote on the item is in order on
15 2 it until all have returned. Adoption of a motion to
15 3 recess or adjourn to a specific time will not lift the
15 4 call. The call may be lifted, or a senator may be
15 5 excused from the call without lifting the call, by a
15 6 vote of a constitutional majority of the senators.
15 7 Those senators excused prior to the filing of the call
15 8 are excused from the call.
15 9 Rule 19
15 10 Committee of the Whole
15 11 The senate may resolve itself into a committee of
15 12 the whole senate when it wishes to permit more free
15 13 and informal discussion. Persons other than senators
15 14 may appear and present information.
15 15 Any senator may move <that the senate now resolve
15 16 itself into a committee of the whole to consider> a
15 17 stated subject.
15 18 The president of the senate shall be chair of the
15 19 committee of the whole unless otherwise ordered by the
15 20 senate.
15 21 The procedure in committee of the whole is subject
15 22 to the rules of the senate. The previous question and
15 23 the motion to reconsider shall be in order.
15 24 The committee of the whole cannot take any final
15 25 action and its power is limited to recommendation to
15 26 the senate. The proceedings of the committee of the
15 27 whole, including any roll call vote, shall be printed
15 28 in the journal.
15 29 Any senator may at any time, except while voting or
15 30 while a senator has the floor, move that <the
16 1 committee rise> which is equivalent to a motion to
16 2 adjourn.
16 3 After adoption of the motion to rise, the chair may
16 4 report to the senate in the same manner as other
16 5 committee reports are given.
16 6 Rule 20
16 7 Last Reading and Passage of Bills
16 8 When a motion to place a bill on its last reading
16 9 is lost, the same motion shall be in order at any
16 10 later time. After the last reading of a bill, no
16 11 amendment shall be received. The vote on final

16 12 passage shall be taken immediately without debate.

16 13 Rule 21

16 14 Engrossment of Bills

16 15 An engrossment is a proofreading and verification
16 16 in order to be certain that a bill before the senate
16 17 is identical with the original bill as introduced with
16 18 all amendments which have been adopted correctly
16 19 inserted. ~~A-bill-shall-be-considered-engrossed-when~~
~~16-20-ordered-to-its-last-reading.~~
16 21 In an engrossed bill, all obvious typographical,
16 22 spelling or other clerical errors are corrected and
16 23 section or paragraph numbers and internal references
16 24 are changed as required to conform the original bill
16 25 to any amendments which have been adopted. All such
16 26 corrections or changes shall be reported in the
16 27 journal by the secretary of the senate. The engrossed
16 28 bill shall be placed in the bill file with the
16 29 original bill and amendments.

16 30 Rule 22

17 1 Manner of Voting

17 2 On voice vote, the question shall be distinctly put
17 3 in this form: <Those in favor of (the question) say
17 4 <aye>.> <Those opposed to (the question) say <no>.>
17 5 A non=record or record roll call vote may be
17 6 requested by any senator or ordered by the president
17 7 any time before the results are announced. A non=
17 8 record roll call shall be requested by asking for a
17 9 <division>. A record roll call shall be requested by
17 10 asking for a <roll call>. Upon request for a non=
17 11 record or record roll call vote, the president shall
17 12 announce that such a non=record or record roll call
17 13 vote has been requested and shall state the question
17 14 to be put to the senate. The president then shall
17 15 direct the secretary of the senate to receive the
17 16 votes.
17 17 Senators present may cast their votes, either by
17 18 operating the voting mechanism located at their
17 19 assigned desk or by signaling the president if they
17 20 are unable to vote at their assigned desk. The
17 21 president shall enter the votes of senators signaling
17 22 their votes.
17 23 After sufficient time has elapsed for all senators
17 24 present to record their votes, the president shall
17 25 direct the secretary of the senate to close the voting
17 26 system. The president shall still enter the senators'
17 27 votes at any time prior to directing the secretary of
17 28 the senate to lock the voting system. The president
17 29 shall then immediately announce the vote.
17 30 During a non=record or record roll call vote, both
18 1 individual votes and vote totals shall be indicated
18 2 openly on the display boards. On non=record roll
18 3 calls, only vote totals shall be printed in the
18 4 journal.
18 5 In the event the electronic voting system is not in
18 6 operating order, the president shall direct the
18 7 secretary of the senate to take the non=record or
18 8 record roll call by calling the names of the senators
18 9 in alphabetical order.

18 10 Rule 23
18 11 Duty of Voting
18 12 Every senator present when a question is put shall
18 13 vote <aye>, <no> or <present> unless previously
18 14 excused by the senate. Upon demand being made by any
18 15 senator, the secretary of the senate shall call in
18 16 alphabetical order the names of the senators not
18 17 voting or voting <present>. Those senators called
18 18 shall vote <aye> or <no> unless the senator states a
18 19 personal interest in the question or concludes that he
18 20 or she should not vote under the senate code of
18 21 ethics.
18 22 Rule 24
18 23 Reconsideration
18 24 When a main motion or main question has been
18 25 decided by the senate, any senator having voted on the
18 26 prevailing side may move to reconsider the vote on the
18 27 same or next legislative day. Motions to reconsider a
18 28 vote by which a bill or joint resolution was adopted
18 29 on final passage shall be in writing and filed with
18 30 the secretary of the senate. A motion to reconsider
19 1 an amendment to a main motion or main question shall
19 2 be in writing and filed with the secretary of the
19 3 senate. A motion to reconsider an amendment to a main
19 4 motion or main question shall be taken up for
19 5 consideration only prior to the disposition of the
19 6 main question or upon reconsideration of the main
19 7 question. A constitutional majority by a record roll
19 8 call is necessary to reconsider a bill or joint
19 9 resolution. During three legislative days from the
19 10 date the motion to reconsider a bill or resolution is
19 11 filed, only the mover may call it up. Thereafter, any
19 12 senator may call up the motion. If a date for
19 13 adjournment has been set by resolution of the senate,
19 14 any senator may call up a motion to reconsider at any
19 15 time within three days prior to the date set for
19 16 adjournment.
19 17 If the motion to reconsider a bill or resolution
19 18 prevails, motions to reconsider amendments thereto
19 19 shall be in order and shall be disposed of without
19 20 delay.
19 21 A motion that any action taken by the senate be
19 22 reconsidered and the motion to reconsider be laid upon
19 23 the table shall be a single and indivisible motion,
19 24 known as the double=barreled motion, which, if
19 25 carried, shall have the effect of preventing
19 26 reconsideration unless a motion to take from the table
19 27 prevails. A constitutional majority is necessary for
19 28 the double=barreled motion to prevail on a bill or
19 29 joint resolution. The double=barreled motion can only
19 30 be made from the floor after the vote is announced and
20 1 the member who moved the final reading shall have
20 2 priority in making it.
20 3 A motion to reconsider and lay on the table shall
20 4 have priority over a motion to reconsider if they are
20 5 both filed on the same legislative day.
20 6 In the event that a motion to reconsider is pending
20 7 at the end of the first session or any extraordinary

20 8 session of any general assembly, or the general
20 9 assembly adjourns sine die, and the motion has not
20 10 been voted upon by the senate, it shall be determined
20 11 to have failed.
20 12 Rule 25
20 13 Suspension of Rules and Taking from Table
20 14 No standing rule or rules incorporated by reference
20 15 under Rule 3 or order of the senate shall be rescinded
20 16 or suspended, nor shall any matter, tabled upon
20 17 motion, be taken up, except by an affirmative vote of
20 18 a constitutional majority of the senate.
20 19 INTRODUCTION AND FORM OF BILLS
20 20 Rule 26
20 21 Time and Method of Introducing Bills and Amendments
20 22 All bills to be introduced in the senate shall be
20 23 typed in proper form by the legislative service bureau
20 24 and shall be filed with the recording clerk.
20 25 All amendments shall be typed in proper form and
20 26 filed with the recording clerk not later than 4:30
20 27 p.m., or adjournment, whichever is later, in order to
20 28 be listed in the following day's clip sheet.
20 29 An "impact amendment" is an amendment which
20 30 reasonably could have an annual effect of at least one
21 1 hundred thousand dollars or a combined total effect
21 2 within five years after enactment of five hundred
21 3 thousand dollars or more on the aggregate revenues,
21 4 expenditures or fiscal liability of the state or its
21 5 subdivisions.
21 6 An impact amendment to a bill which has been on the
21 7 special order calendar for at least three full
21 8 legislative days prior to its consideration shall not
21 9 be taken up by the senate unless:
21 10 1) a fiscal note is attached, and the amendment is
21 11 filed at least one legislative day prior to the date
21 12 set for consideration of the bill; or
21 13 2) the amendment is an appropriation or other
21 14 measure where the total effect is stated in dollar
21 15 amounts.
21 16 Rule 27
21 17 Limit on Introduction of Bills
21 18 No bill or joint resolution, except bills and joint
21 19 resolutions cosponsored by the majority and minority
21 20 floor leaders, shall be introduced in the senate after
21 21 4:00 p.m. on Friday of the seventh week of the first
21 22 regular session of a general assembly unless a written
21 23 request for drafting the bill has been filed with the
21 24 legislative service bureau before that time. After
21 25 adjournment of the first regular session, bills may be
21 26 prefiled at any time before the convening of the
21 27 second regular session. No bill shall be introduced
21 28 after 4:00 p.m. on Friday of the second week of the
21 29 second regular session of a general assembly unless a
21 30 written request for drafting the bill has been filed
22 1 with the legislative service bureau before that time.
22 2 However, standing committees may introduce bills and
22 3 joint resolutions at any time. A bill which relates
22 4 to departmental rules sponsored by the administrative
22 5 rules review committee and approved by a majority of

22 6 the members of the committee in each house may be
22 7 introduced at any time and must be referred to a
22 8 standing committee which must take action on the bill
22 9 within three weeks. Senate and concurrent resolutions
22 10 may be introduced at any time.
22 11 No bill, joint resolution, concurrent resolution or
22 12 senate resolution shall be introduced at any
22 13 extraordinary session unless sponsored by a standing
22 14 committee, the majority and minority floor leaders, or
22 15 the committee of the whole.
22 16 Rule 28
22 17 Introduction, Reading and Form of Bills and Resolutions
22 18 Every senate bill and resolution shall be
22 19 introduced by one or more senators or by any standing
22 20 committee of the senate and shall at once be given its
22 21 first reading.
22 22 If the senate is in session when a bill or
22 23 resolution is introduced, the first reading shall
22 24 consist of reading its file number, the title and
22 25 sponsor of the bill. If the senate is not in session
22 26 but a journal is published for the day, the first
22 27 reading shall consist of a journal entry of the bill's
22 28 file number, title, sponsor and the notation <Read
22 29 first time under Rule 28.>.
22 30 Any bill or resolution approved for introduction by
23 1 a standing committee during an interim period between
23 2 sessions of one General Assembly shall be introduced
23 3 without further action by the committee at the next
23 4 succeeding regular session of the same General
23 5 Assembly and placed immediately upon the regular
23 6 calendar.
23 7 Every bill and resolution referred to committee
23 8 shall have received two readings before its passage.
23 9 The subject of every bill shall be expressed in its
23 10 title.
23 11 Rule 29
23 12 Explanations
23 13 No bill, except appropriation committee bills and
23 14 simple or concurrent resolutions, shall be introduced
23 15 unless a concise and accurate explanation is attached.
23 16 The chief sponsor or a committee to which the bill has
23 17 been referred may add a revised explanation at any
23 18 time before the last reading, and it shall be included
23 19 in the daily clip sheet.
23 20 Rule 30
23 21 Resolutions
23 22 A <senate resolution> is a resolution acted upon
23 23 only by the senate which expresses sentiment or is
23 24 used for the appointment of special committees within
23 25 the senate. A senate resolution requires the
23 26 affirmative vote of a majority of the senators present
23 27 and voting. A senate resolution shall be filed with
23 28 the secretary of the senate. A senate resolution
23 29 shall be printed in the bound journal after its
23 30 adoption and in the daily journal upon written request
24 1 to the secretary of the senate by the sponsor of the
24 2 resolution.
24 3 Rule 31

24 4 Nullification Resolutions
24 5 A nullification resolution may be introduced by a
24 6 standing committee, the administrative rules review
24 7 committee, or any member of the senate. A
24 8 nullification resolution introduced by the
24 9 administrative rules review committee or a member of
24 10 the senate shall be referred to the same standing
24 11 committee it would be referred to if it was a bill.
24 12 Any nullification resolution may be referred to the
24 13 administrative rules review committee by a majority
24 14 vote of the standing committee which introduced it or
24 15 to which it was referred. The administrative rules
24 16 review committee may seek an agreement with the
24 17 affected administrative agency wherein the agency
24 18 agrees to voluntarily rescind or modify a rule or
24 19 rules relating to the subject matter of the
24 20 nullification resolution. An agreement to voluntarily
24 21 rescind or modify an administrative agency rule shall
24 22 be in writing and signed by the chief administrative
24 23 officer of the administrative agency and a majority of
24 24 the administrative rules review committee members of
24 25 each house and shall be placed on file in the offices
24 26 of the chief clerk of the house, the secretary of the
24 27 senate and the secretary of state. If an agreement is
24 28 not reached, or the nullification resolution is not
24 29 approved by a majority of the administrative rules
24 30 review committee members of each house, within two
25 1 weeks of the date the resolution is referred to the
25 2 committee, the resolution shall be placed on the
25 3 calendar. If the nullification resolution is approved
25 4 by the administrative rules review committee it shall
25 5 be placed on the calendar. A nullification resolution
25 6 is subject to a motion to withdraw the nullification
25 7 resolution as provided in rule 42.
25 8 A nullification resolution is debatable, but cannot
25 9 be amended on the floor of the senate.
25 10 Rule 32
25 11 Resolutions, Applicable Rules
25 12 All rules applicable to bills shall apply to
25 13 resolutions, except as otherwise provided in the
25 14 rules.
25 15 Rule 33
25 16 Study Bills
25 17 1. A study bill is any matter which a senator
25 18 wishes to have considered by a standing committee or
25 19 appropriations subcommittee for introduction as a
25 20 committee bill or resolution. The term <study bill>
25 21 includes <proposed bills> provided for in Rule 37 and
25 22 departmental requests prefiled in the manner specified
25 23 in section 2.16 of the Code.
25 24 2. A study bill shall bear the name of the member
25 25 who wishes to have the bill considered. A study bill
25 26 submitted by a state agency shall bear the name of the
25 27 agency. A committee chair may submit a study bill in
25 28 the name of that committee.
25 29 3. Upon first receiving a study bill from a
25 30 senator, a committee chairperson shall submit three
26 1 copies to the secretary of the senate. Study bills

26 2 received in the secretary of the senate's office
26 3 before 3:00 p.m. shall be filed, numbered, and
26 4 reported in the journal for that day. Study bills
26 5 received in the secretary of the senate's office after
26 6 3:00 p.m. shall be filed, numbered, and reported in
26 7 the journal for the subsequent day. The secretary
26 8 shall number such bills in consecutive order. The
26 9 secretary shall maintain a record of all study bills
26 10 and their assigned number. Committee records shall
26 11 refer to study bills by the number assigned by the
26 12 secretary.
26 13 4. The secretary shall file a report in the
26 14 journal of each study bill received. The report shall
26 15 show the study bill number, its title or subject
26 16 matter and the committee which is considering it. If
26 17 a study bill is referred to a subcommittee, then the
26 18 committee chairperson shall report in the journal the
26 19 names of the subcommittee members to which it is
26 20 assigned.
26 21 5. If a committee bill or resolution is introduced
26 22 which was not previously the subject of a study bill
26 23 in the sponsoring committee, the majority leader may
26 24 re=refer the bill back to the committee.
26 25 6. A study bill not prepared by the legislative
26 26 service bureau may be submitted to a standing
26 27 committee, but shall not be considered by the full
26 28 committee unless reviewed and typed in proper form by
26 29 the legislative service bureau.
26 30 COMMITTEES AND COMMITMENT
27 1 Rule 34
27 2 Committee Appointments
27 3 Committee appointments shall be made by the
27 4 majority leader for majority party members, after
27 5 consultation with the president, and by the minority
27 6 leader for minority party members, after consultation
27 7 with the president. No senator shall serve on more
27 8 than five committees. The majority leader, after
27 9 consultation with the president, shall designate the
27 10 chairperson and vice=chairperson of each standing
27 11 committee. The minority leader, after consultation
27 12 with the president, shall designate the ranking member
27 13 of each standing committee from the minority
27 14 membership of that committee.
27 15 Rule 35
27 16 Standing Committees
27 17 The names of the standing committees of the senate
27 18 shall be:
27 19 Agriculture
27 20 Appropriations
27 21 Business and labor relations
27 22 Commerce
27 23 Communications and information policy
27 24 Education
27 25 Environment and energy utilities
27 26 Human resources
27 27 Judiciary
27 28 Local government
27 29 Natural resources

27 30 Rules and administration
28 1 Small business, and economic development, and
28 2 tourism
28 3 State government
28 4 Transportation
28 5 Ways and means
28 6 Rule 36
28 7 Committee on Rules and Administration
28 8 The committee on rules and administration shall
28 9 recommend rules and rule changes to the senate, shall
28 10 hire senate employees, shall recommend salary scales
28 11 for all senate employees, and shall oversee senate
28 12 budget and administration matters.
28 13 The committee on rules and administration will
28 14 select, for senate approval, an individual to serve as
28 15 secretary of the senate.
28 16 Upon authorization being given by the committee on
28 17 rules and administration, the minority party members
28 18 of the committee will select, for senate approval, an
28 19 individual to serve as assistant parliamentarian.
28 20 The committee shall have the following standing
28 21 subcommittees:
28 22 1. Joint Rules
28 23 2. Senate Rules
28 24 3. Administrative Services
28 25 4. Caucus Services.
28 26 The majority leader shall serve as chair of the
28 27 rules and administration committee and as chair of the
28 28 standing subcommittee on caucus services. The
28 29 president of the senate shall serve as vice=chair of
28 30 the rules and administration committee, and as chair
29 1 of the subcommittee on administrative services.
29 2 Rule 37
29 3 Appropriations Committee
29 4 The appropriations committee shall receive bills
29 5 committed to it and shall assign each to one of the
29 6 appropriations subcommittees.
29 7 There shall be ten appropriations subcommittees
29 8 which shall be named:
29 9 Administration
29 10 Agriculture, and Natural Resources
29 11 Claims
29 12 Economic Development
29 13 Education
29 14 Health and Human Rights
29 15 Human Services
29 16 Justice System
29 17 Regulation
29 18 Transportation and Safety
29 19 The appropriations subcommittees shall receive
29 20 bills assigned to them or may originate proposed bills
29 21 within the subcommittee's jurisdiction as defined by
29 22 the appropriations committee for consideration by the
29 23 appropriations committee. Each subcommittee may
29 24 submit amendments to bills together with the
29 25 subcommittee's recommended action to the
29 26 appropriations committee.
29 27 If a bill or proposed bill is submitted to the

29 28 appropriations committee by an appropriations
29 29 subcommittee the appropriations committee may:
29 30 1. report the bill or approve the proposed bill
30 1 for introduction by the appropriations committee;
30 2 2. report the bill with any appropriations
30 3 committee=approved amendments incorporated;
30 4 3. draft a new bill for sponsorship by the
30 5 appropriations committee and report it; or
30 6 4. re=refer it together with the appropriations
30 7 committee's objections to the appropriations
30 8 subcommittee from which it was originally referred or
30 9 which originated the draft bill.
30 10 The appropriations committee and subcommittees may
30 11 meet jointly with the appropriations committee of the
30 12 house of representatives.
30 13 Rule 38
30 14 First Reading and Commitment
30 15 Upon the first reading of an individual bill or
30 16 resolution, or a house committee bill or resolution,
30 17 the president shall refer the bill or resolution to an
30 18 appropriate standing committee unless otherwise
30 19 ordered by the senate. If the bill or resolution is a
30 20 senate committee bill or resolution, the president
30 21 shall place it on the calendar after its first
30 22 reading. If the subject of the bill or resolution is
30 23 not germane to the title of the committee presenting
30 24 it, the president or the senate may refer it to a
30 25 committee deemed appropriate.
30 26 All bills carrying an appropriation for any purpose
30 27 or involving the expenditure of state funds shall be
30 28 referred to the committee on appropriations.
30 29 All bills pertaining to the levy, assessment or
30 30 collection of taxes or fees shall be referred to the
31 1 committee on ways and means.
31 2 Any bill which provides for a new state board,
31 3 commission, agency or department or makes separate or
31 4 autonomous an existing state board, commission, agency
31 5 or department, shall be referred to the committee on
31 6 state government. This rule shall also apply when
31 7 such a provision is added to a bill or resolution by
31 8 amendment adopted by the senate. If the bill or
31 9 resolution is so referred after being sponsored or
31 10 reported out by another committee, and if the
31 11 committee on state government does not report out the
31 12 bill or resolution within ten legislative days after
31 13 referral, the bill or resolution shall automatically
31 14 be restored to the calendar with the same priority it
31 15 had immediately before referral.
31 16 Rule 39
31 17 Rules for Standing Committees
31 18 The following rules shall govern all standing
31 19 committees of the senate. Any committee may adopt
31 20 additional rules which are consistent with these
31 21 rules:
31 22 1. A majority of the members shall constitute a
31 23 quorum.
31 24 2. The chair of a committee shall refer each bill
31 25 and resolution to a subcommittee within seven days

31 26 after the bill or resolution has been referred to the
31 27 committee. The chair may appoint subcommittees for
31 28 study of bills and resolutions without calling a
31 29 meeting of the committee, but the subcommittee must be
31 30 announced at the next meeting of the committee. No
32 1 bill or resolution shall be reported out of a
32 2 committee until the next meeting after the
32 3 subcommittee is announced, except that the chair of
32 4 the appropriations committee may make the announcement
32 5 of the assignment to a subcommittee by placing a
32 6 notice in the journal. Any bill so assigned by the
32 7 appropriations committee chair shall be eligible for
32 8 consideration by the committee upon report of the
32 9 subcommittee but not sooner than three legislative
32 10 days following the publication of the announcement in
32 11 the journal.
32 12 When a bill or resolution has been assigned to a
32 13 subcommittee, the chair shall report to the senate the
32 14 bill or resolution number and the names of the
32 15 subcommittee members and such reports shall be
32 16 reported in the journal. Subcommittee assignments
32 17 shall be reported to the journal daily. Reports filed
32 18 before 3:00 p.m. shall be printed in the journal for
32 19 that day; reports filed after 3:00 p.m. shall be
32 20 printed in the journal for the subsequent day.
32 21 Where standing subcommittees of any committee have
32 22 been named, the names of the members and the title of
32 23 the subcommittee shall be published once and
32 24 thereafter publication of assignments may be made by
32 25 indicating the title of the subcommittee.
32 26 3. No bill or resolution shall be considered by a
32 27 committee until it has been referred to a subcommittee
32 28 and the subcommittee has made its report unless
32 29 otherwise ordered by a majority of the members.
32 30 4. The rules adopted by a committee, including
33 1 subsections 2, 3, 9, 10, 11, and 12 of this rule, may
33 2 be suspended by an affirmative vote of a majority of
33 3 the members of the committee.
33 4 5. The affirmative vote of a majority of the
33 5 members of a committee is needed to sponsor a
33 6 committee bill or resolution or to report a bill or
33 7 resolution out for passage.
33 8 6. The vote on all bills and resolutions shall be
33 9 by roll call unless a short=form vote is unanimously
33 10 agreed to by the committee. A record shall be kept by
33 11 the secretary.
33 12 7. No committee, except a conference committee or
33 13 the steering committee, is authorized to meet when the
33 14 senate is in session.
33 15 8. A subcommittee shall not report a bill to the
33 16 committee unless the bill has been typed into proper
33 17 form by the legislative service bureau.
33 18 9. A bill or resolution shall not be voted upon
33 19 the same day a public hearing is held on that bill or
33 20 resolution. The presence or participation of a member
33 21 of the legislature, official of the state, state
33 22 department head, member of the press, legislative
33 23 staff member assigned to the committee, or a person

33 24 invited by the committee is not considered a public
33 25 hearing.
33 26 10. Public hearings may be called at the
33 27 discretion of the chair. The chair shall call a
33 28 public hearing upon the written request of one=half
33 29 the membership of the committee. The chair shall set
33 30 the time and place of the public hearing.
34 1 11. A subcommittee chair must notify the committee
34 2 chair not later than one legislative day prior to
34 3 bringing the bill or resolution before the committee.
34 4 The committee cannot vote on a bill or resolution for
34 5 at least one full day following the receipt of the
34 6 subcommittee report by the chairperson.
34 7 12. A motion proposing action on a bill or
34 8 resolution that has been defeated by a committee shall
34 9 not be voted upon again at the same session of the
34 10 committee.
34 11 13. Committee meetings shall be open.
34 12 Rule 40
34 13 Voting in Committee
34 14 All committee meetings shall be open at all times.
34 15 Voting by secret ballot is prohibited. Roll call
34 16 votes shall be taken in each committee when final
34 17 action on any bill or resolution is voted, unless a
34 18 short=form vote is unanimously agreed to by the
34 19 committee. A roll call vote also shall be taken in
34 20 each committee at the request of a member upon any
34 21 amendment or motion. All results shall be entered in
34 22 the minutes which shall be public records. Records of
34 23 these votes shall be made available by the chair or
34 24 the committee secretary at any time. This rule also
34 25 applies to the steering committee and appropriations
34 26 subcommittees.
34 27 The committee shall not authorize the introduction
34 28 of a committee bill or resolution until the members
34 29 have received final copies of the bill or resolution
34 30 with amendments or changes incorporated, and typed
35 1 into proper form by the legislative service bureau.
35 2 The committee may, by unanimous consent, dispense with
35 3 this requirement when only nonsubstantive amendments
35 4 or changes are necessary to correct the bill or
35 5 resolution, or when a study bill or individually
35 6 sponsored bill is voted out as a committee bill with
35 7 no change in the text of the bill or the title.
35 8 The legislative service bureau shall file a report
35 9 with the committee members detailing the amendments or
35 10 changes and this report shall become a part of the
35 11 committee report.
35 12 Rule 41
35 13 Announcement of Committee Meetings
35 14 It shall be in order for the chair of any committee
35 15 to announce to the senate the time and place of
35 16 committee meetings. The announcement shall include a
35 17 proposed agenda for the meeting. The sergeant=at=arms
35 18 shall post at the rear of the chamber the daily
35 19 schedule of committee meetings.
35 20 Rule 42
35 21 Withdrawal of Bills and Resolutions from Committee

35 22 The secretary of the senate shall note on each bill
35 23 and resolution the date of its reference to committee.
35 24 No bill or resolution shall be withdrawn from any
35 25 committee within fifteen legislative days after the
35 26 bill or resolution has been referred to the committee
35 27 and thereafter only upon written petition for the
35 28 withdrawal of such bill or resolution signed by a
35 29 constitutional majority of the senators, except as
35 30 provided in Rule 37. Only senators may circulate such
36 1 a petition.
36 2 Rule 43
36 3 Committee Reports
36 4 All committees shall file a report with the
36 5 secretary of the senate of committee meetings. Such
36 6 reports shall contain the following information:
36 7 a. The time the meeting convened;
36 8 b. Those senators who were present and absent at
36 9 the time the meeting convened, as well as the time any
36 10 senator, who was not present at the time the meeting
36 11 convened, arrives for the meeting;
36 12 c. The vote on any bill or resolution reported out
36 13 of the committee for floor action;
36 14 d. The title of the bill;
36 15 e. The file number of the bill or resolution (if
36 16 known);
36 17 f. Whether the committee recommends that the bill
36 18 or resolution be passed, amended and passed,
36 19 indefinitely postponed, or considered without
36 20 committee recommendation;
36 21 g. An indication of other bills or matters
36 22 discussed;
36 23 h. Such other matters as the committee chair shall
36 24 direct; and
36 25 i. The time the meeting adjourned.
36 26 No committee report shall be read, but all
36 27 committee reports shall be printed by the secretary in
36 28 the journal. Upon printing, all committee reports
36 29 shall then stand approved unless the senate directs
36 30 otherwise.
37 1 Rule 44
37 2 Bills or Resolutions Recommended for Indefinite Postponement
37 3 When a question is postponed indefinitely, it shall
37 4 not be again acted upon during that session of the
37 5 general assembly. However, no senate bill or
37 6 resolution recommended for indefinite postponement
37 7 shall be considered in the absence of the chief
37 8 sponsor or, if a house bill or resolution, in the
37 9 absence of the senator representing the district in
37 10 which the sponsor resides.
37 11 GENERAL RULES
37 12 Rule 45
37 13 Admission to Senate Chamber
37 14 The persons who shall have access to the senate
37 15 chamber, and the times access shall be available, and
37 16 the rules governing their activities in the chamber
37 17 shall be as prescribed by the rules and administration
37 18 committee pursuant to a written policy adopted by the
37 19 committee and filed with the secretary of the senate.

37 20 Rule 46
37 21 Legislative Interns and Aides
37 22 Legislative interns for senators shall be allowed
37 23 on the floor of the senate in accordance with Rule 45;
37 24 provided that each intern first has obtained a name
37 25 badge from the secretary of the senate. The secretary
37 26 of the senate shall issue an appropriate name badge to
37 27 all interns for senators.
37 28 In addition, those persons designated as "aides to
37 29 senators" shall be allowed on the floor of the senate.
37 30 The secretary of the senate shall issue an appropriate
38 1 name badge for such individuals.
38 2 Rule 47
38 3 Clearing of Lobby and Gallery
38 4 In case of disturbance or disorderly conduct in the
38 5 lobby or gallery, the presiding officer may order it
38 6 cleared.
38 7 Rule 48
38 8 Presentation of Petitions
38 9 Each petition shall contain a brief statement of
38 10 its subject matter and the name of the senator
38 11 presenting it. Petitions shall be filed with the
38 12 secretary of the senate and shall be noted in the
38 13 journal.
38 14 Rule 49
38 15 Distribution of Printed Material
38 16 No general distribution of printed material in the
38 17 senate shall be allowed unless authorized by the
38 18 secretary of the senate or by a senator.
38 19 Rule 50
38 20 Concerning the Printing of Papers
38 21 Any paper, other than that contemplated by Section
38 22 10, Article III of the Constitution of the State of
38 23 Iowa, presented to the senate may, with the consent of
38 24 a constitutional majority, be printed in the journal.
38 25 Rule 51
38 26 Reprinting of Documents
38 27 When any bill has been substantially amended by the
38 28 senate, the secretary of the senate shall order the
38 29 bill reprinted on paper of a different color. All
38 30 adopted amendments inserting new material shall be
39 1 distinguishable.
39 2 The secretary of the senate may order the printing
39 3 of a reasonable number of additional copies of bills,
39 4 resolutions, amendments or journals.
39 5 OFFICERS AND EMPLOYEES
39 6 Rule 52
39 7 Duties of the President
39 8 The senate shall elect, from its membership, a
39 9 president. The president shall call the senate to
39 10 order at the hour to which the senate is adjourned.
39 11 Unless otherwise ordered by the senate, the president
39 12 shall proceed with the regular order of daily
39 13 business. The president shall preserve order and
39 14 decorum and decide all questions of order and
39 15 corrections to the journal, subject to an appeal to
39 16 the senate. The president shall direct voting as
39 17 provided in rule 22. When a ruling on germaneness is

39 18 issued by the presiding officer, it shall be
39 19 accompanied by an explanation of the ruling. The
39 20 president of the senate shall be the chair of the
39 21 committee of the whole unless otherwise ordered by the
39 22 senate, under rule 19.
39 23 Upon the first reading of an individual bill or
39 24 resolution, or a house committee bill or resolution,
39 25 the president shall refer the bill or resolution to
39 26 the appropriate standing committee unless otherwise
39 27 ordered by the senate. If the bill or resolution is a
39 28 senate committee bill or resolution, the president
39 29 shall place it on the calendar after its first
39 30 reading. If the subject of the bill or resolution is
40 1 not germane to the title of the committee presenting
40 2 it, the president of the senate may refer it to the
40 3 appropriate committee.
40 4 The president shall sign legislative enactments
40 5 upon their enrolling as provided under Joint Rule 14.
40 6 The president of the senate shall serve as a member
40 7 of the legislative council and the senate rules and
40 8 administration committee. The president shall serve
40 9 on the rules and administration committee as chair of
40 10 the standing subcommittee designated to supervise the
40 11 secretary of the senate and other employees of the
40 12 administrative services division of the senate.
40 13 Rule 53
40 14 The President Pro Tempore
40 15 The senate shall elect, from its membership, a
40 16 president pro tempore. When the president is absent,
40 17 the president pro tempore shall preside, except when
40 18 the chair is filled by temporary appointment by the
40 19 president or the majority leader.
40 20 The president pro tempore, when presiding, shall
40 21 perform duties as prescribed in rule 52, paragraphs 1
40 22 and 2.
40 23 The president pro tempore shall serve as a member
40 24 of the legislative council~~,-as-chair-of-the-senate~~
~~40-25-ethics-committee,~~ and as a member of the senate
40 26 committee on rules and administration.
40 27 Rule 54
40 28 Secretary of the Senate
40 29 The secretary of the senate shall be an officer of
40 30 the senate and shall:
41 1 1. Serve as chief administrative officer of the
41 2 senate.
41 3 2. Have charge of the secretary's desk.
41 4 3. Be responsible for the custody and safekeeping
41 5 of all bills, resolutions, and amendments filed,
41 6 except while they are in the custody of a committee.
41 7 4. Have charge of the daily journal.
41 8 5. Have control of all rooms assigned for the use
41 9 of the senate.
41 10 6. Keep a detailed record of senate action on all
41 11 bills and resolutions.
41 12 7. Insert adopted amendments into bills before
41 13 transmittal to the house of representatives and prior
41 14 to final enrollment.
41 15 8. Prescribe the duties of and supervise all

41 16 senate employees.
41 17 9. Authorize all expenditures of funds within the
41 18 senate budget.
41 19 The secretary of the senate shall also act as
41 20 senate parliamentarian and shall:
41 21 1. Advise the presiding officer of the senate
41 22 about parliamentary procedures during deliberations of
41 23 the senate.
41 24 2. Perform other duties as prescribed by the
41 25 committee on rules and administration.
41 26 3. Process the handling of amendments when filed
41 27 and during the floor consideration of bills.
41 28 Rule 55
41 29 Legal Counsel
41 30 The legal counsel shall be a contractual employee
42 1 of the senate and shall:
42 2 1. Serve as attorney and counselor for the senate.
42 3 2. At the request of the majority and minority
42 4 leaders, research any legal issue in which the senate
42 5 has an interest. However, the legal counsel shall not
42 6 issue nor venture any opinions on unresolved questions
42 7 of law unless permitted by both the majority and
42 8 minority leaders.
42 9 Rule 56
42 10 Sergeant=at=Arms
42 11 The sergeant=at=arms shall be an employee of the
42 12 senate and shall:
42 13 1. Wear the appropriate badge of his or her
42 14 office.
42 15 2. Attend the senate during its sessions.
42 16 3. Aid in the enforcement of order under the
42 17 direction of the president of the senate and the
42 18 secretary of the senate.
42 19 4. Execute the commands of the senate.
42 20 5. See that no unauthorized person disturbs the
42 21 contents of the senators' desks.
42 22 6. Supervise the doorkeepers, the assistant
42 23 sergeant=at=arms, and pages.
42 24 7. Announce all delegations from the governor or
42 25 house.
42 26 8. Supervise the seating of visitors and press
42 27 representatives.
42 28 Rule 57
42 29 Senate Secretaries
42 30 Every senator shall be permitted to employ for each
43 1 session of a general assembly a personally selected
43 2 secretary.
43 3 Rule 58
43 4 Use of Electronic Voting System
43 5 Any officer or employee of the senate, other than a
43 6 duly elected member of the senate, who operates the
43 7 electronic voting machine mechanism located at the
43 8 desk of said member of the senate shall be subject to
43 9 immediate termination from employment. The provisions
43 10 of this paragraph only shall apply during the taking
43 11 of a roll call vote or division utilizing the
43 12 electronic voting system.
43 13 CONFIRMATION OF APPOINTMENTS

43 14 Rule 59
43 15 Appointments
43 16 The secretary of the senate shall:
43 17 a. send, to each appointee submitted by the
43 18 governor for senate confirmation, a copy of a senate
43 19 questionnaire as approved by the rules and
43 20 administration committee;
43 21 b. receive completed questionnaires from
43 22 appointees and forward copies of the completed
43 23 questionnaires to appropriate committee members;
43 24 c. maintain "Confirmation Calendar" categories on
43 25 the senate calendar as directed under this rule,
43 26 senate rule 6, and by the committee on rules and
43 27 administration. No appointee shall be listed as
43 28 eligible on the confirmation calendar until the
43 29 secretary has received the appointee's completed
43 30 senate questionnaire.
44 1 As soon as possible after the convening of a
44 2 session, and again within one week following March 15,
44 3 the secretary of the senate shall publish in the
44 4 senate journal the names of all nominees submitted for
44 5 confirmation. The secretary of the senate shall
44 6 maintain a file of all appointments received from the
44 7 governor for confirmation. The file shall contain a
44 8 description of the duties and the compensation for
44 9 each nominee. The file shall show the date an
44 10 appointment was received from the governor, ~~whether~~
~~44 11 the appointment letter was read to the senate~~ the date
44 12 the appointment was published in the journal, whether
44 13 the nominee has been introduced, whether a committee
44 14 report has been filed, when the senate questionnaire
44 15 was sent to the appointee, and shall include a copy of
44 16 the appointee's completed senate questionnaire, upon
44 17 receipt.
44 18 INVESTIGATING COMMITTEES. All appointments
44 19 received from the governor shall be referred to the
44 20 rules and administration committee by the secretary of
44 21 the senate on the same day they are ~~read to~~ published
44 22 in the senate journal. The rules and administration
44 23 committee shall establish an en bloc confirmation
44 24 calendar which must be filed with the secretary of the
44 25 senate. Within three (3) legislative days after
44 26 receiving an appointment, the committee shall either
44 27 place a nominee on the en bloc confirmation calendar
44 28 or assign the nominee to an appropriate standing
44 29 committee for further investigation, publishing notice
44 30 of such assignment in the senate journal for the next
45 1 legislative day. If the rules and administration
45 2 committee fails to take action on a nominee within the
45 3 three days, the nominee shall automatically be placed
45 4 on the en bloc confirmation calendar.
45 5 Within the three (3) legislative days after an
45 6 appointment has been referred to the rules and
45 7 administration committee, any ten senators may require
45 8 that the nominee be assigned to an appropriate
45 9 standing committee by filing a written, signed request
45 10 therefor with the chairperson of the rules and
45 11 administration committee. The committee chair shall

45 12 refer the appointment to a subcommittee within one (1)
45 13 legislative day after a standing committee receives an
45 14 appointment for further investigation, publishing
45 15 notice of such assignment in the senate journal for
45 16 the next legislative day. Within ten (10) legislative
45 17 days after a standing committee receives an
45 18 appointment for further investigation the subcommittee
45 19 shall file its report with the standing committee.
45 20 Within fourteen (14) legislative days after a
45 21 standing committee receives an appointment for further
45 22 investigation, the committee shall conduct an
45 23 investigation of the nominee and file its report
45 24 thereon with the secretary of the senate, who shall
45 25 then place the nominee on the en bloc calendar or
45 26 individual confirmation calendar as directed by the
45 27 committee. The failure of a committee to file its
45 28 report within the prescribed time means that the
45 29 nominee is to be automatically placed, without
45 30 recommendation, upon the individual confirmation
46 1 calendar.
46 2 Any senator within five (5) legislative days
46 3 following a nominee's name being published in the
46 4 journal may request that said nominee be introduced to
46 5 the full senate by filing a written request with the
46 6 secretary of the senate. In any event, all nominees
46 7 who are referred by the rules and administration
46 8 committee to a standing committee shall be introduced
46 9 to the full senate prior to a vote on confirmation of
46 10 the nominee. If an individual is nominated both to
46 11 fill a vacancy for an unexpired term and is also
46 12 nominated for reappointment to that position during
46 13 the same session, a single introduction is sufficient
46 14 for eligibility for confirmation to both terms.
46 15 HEARINGS. Any member of a committee investigating
46 16 an appointment may, within five (5) legislative days
46 17 after the committee receives the appointment, obtain
46 18 a hearing with the nominee by filing a written request
46 19 with the secretary of the senate who shall forward it
46 20 to the chair of the standing committee and the chair
46 21 of the subcommittee. Notice of the hearing shall be
46 22 published in the journal at least two (2) legislative
46 23 days prior to the hearing. At the hearing, which
46 24 shall be before the subcommittee, the nominee may be
46 25 questioned as to his or her qualifications to fulfill
46 26 the office to which nominated and further questioned
46 27 as to his or her viewpoints on issues facing the
46 28 office to which nominated. Any senator may at the
46 29 discretion of the chair of the subcommittee be
46 30 permitted to submit oral questions. The public may, at
47 1 the discretion of the investigating committee, be
47 2 permitted to submit oral or written statements as to
47 3 the qualifications of the nominee.
47 4 Also, within five (5) legislative days after the
47 5 subcommittee receives an appointment for
47 6 investigation, any senator may submit written
47 7 questions to be answered by the nominee prior to
47 8 consideration of the nominee's confirmation by the
47 9 senate.

47 10 INFORMATIONAL MEETINGS. After a nominee has been
47 11 placed on the calendar and prior to the vote on
47 12 confirmation, any senator may request an informational
47 13 meeting on the nomination which shall be held before
47 14 the subcommittee.
47 15 VOTING ON CONFIRMATIONS. Upon the motion of the
47 16 majority leader or his or her designee, the nominees
47 17 on the en bloc confirmation calendar shall be
47 18 confirmed en bloc by the affirmative vote of two=
47 19 thirds of the members elected to the senate. The
47 20 journal shall reflect a single roll call accompanied
47 21 by a statement of the names of those individuals
47 22 subject to the en bloc confirmation vote.
47 23 Prior to an en bloc vote, any senator may request,
47 24 either in writing or from the floor, an individual
47 25 vote on any nominee on the en bloc confirmation
47 26 calendar. The senate shall vote separately on the
47 27 nominee.
47 28 Nominees on the individual confirmation calendar
47 29 shall be confirmed by a two=thirds vote; however, the
47 30 senate shall take a separate roll call on each
48 1 nominee, unless by unanimous consent, it determines to
48 2 take one vote on all nominees under consideration. In
48 3 any case, the journal shall reflect a single roll call
48 4 vote for each nominee.
48 5 If an individual is nominated both to fill a
48 6 vacancy for an unexpired term and is also nominated
48 7 for reappointment to that position, and such
48 8 appointment and reappointment appear on the senate
48 9 calendar as eligible at the same time, a single vote
48 10 is sufficient for confirmation to both terms.
48 11 SR 93;1/11/93;2pm
48 12 cc/cc/26