

*See Book  
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(P.1293) 4/22/93 adopted  
4/22/93 Motion R/c Horn  
4/27/93 Motion withdrawn  
FILED APR 21 1993

1 SENATE RESOLUTION 10  
2 BY COMMITTEE ON ETHICS  
3 A Resolution to provide the senate rules governing  
4 lobbyists.

5 BE IT RESOLVED BY THE SENATE, That the senate rules  
6 governing lobbyists for the Seventy-fourth-Genera  
7 Assembly seventy-fifth general assembly shall be as  
8 follows:

9 SENATE RULES GOVERNING LOBBYISTS

10 1. DEFINITIONS. For-the-purposes-of-these-rules  
11 "lobbyist"-is-defined-as-a-person-who:

12 a.--is-paid-compensation-or-expends-money-for  
13 encouraging-the-passage,-defeat,-or-modification-of  
14 legislation,-or-influencing-the-decision-of-the  
15 members-of-a-legislative-committee-or-a-subcommittee;  
16 or

17 b.--Represents-on-a-regular-basis-an-organization  
18 which-has-as-one-of-its-purposes-the-encouragement-of  
19 the-passage,-defeat,-or-modification-of-legislation,  
20 or-influencing-the-decision-of-the-members-of-a  
21 legislative-committee-or-a-subcommittee;-or

22 c.--is-a-federal,-state,-or-local-government  
23 official-or-employee-representing-the-official  
24 position-of-the-official-or-employee's-department,  
25 commission,-board,-or-agency-and-who-attempts-to  
26 encourage-the-passage,-defeat,-or-modification-of  
27 legislation,-or-influencing-the-decision-of-the  
28 members-of-a-legislative-committee-or-a-subcommittee  
29 while-the-senator-is-at-the-state-capitol-for-a  
30 legislative-session-or-for-official-legislative

SR 10

1 business:

2 As used in these rules the word "gift" and the  
 3 phrases, "honoraria" or "honorarium", "lobbyist",  
 4 "client", and "immediate family member" and "public  
 5 disclosure" have the meaning provided in chapter 68B.  
 6 As used in these rules the term "political action  
 7 committee" means a committee, but not a candidate's  
 8 committee, which accepts contributions, makes expendi-  
 9 tures, or incurs indebtedness in the aggregate of more  
 10 than two hundred fifty dollars in any one calendar  
 11 year for the purpose of supporting or opposing a  
 12 candidate for public office or ballot issue or  
 13 influencing legislative action, or an association,  
 14 lodge, society, cooperative, union, fraternity,  
 15 sorority, educational institution, civic organization,  
 16 labor organization, religious organization, or  
 17 professional or other organization which makes  
 18 contributions in the aggregate of more than two  
 19 hundred fifty dollars in any one calendar year for the  
 20 purpose of supporting or opposing a candidate for  
 21 public office or ballot issue or influencing  
 22 legislative action.

23 2. EXCEPTIONS:--The term "lobbyist" shall not  
 24 include within its definition:

25 a.--Officials and employees of a political party  
 26 organized in the state of Iowa representing more than  
 27 two percent of the total votes cast for governor in  
 28 the last preceding general election, but only when  
 29 representing the political party in an official  
 30 capacity:

1 b.--Representatives-of-the-news-media-engaged-only  
2 in-the-reporting-and-dissemination-of-news-and  
3 editorials.

4 c.--Federal, state, or local government officials  
5 and employees who in the course of their official  
6 duties submit proposed legislation or amendments to a  
7 senator or senate committee or who provide information  
8 or are requested or required to provide information to  
9 a senator or to appear before a senate committee and  
10 who do not actively encourage the passage, defeat, or  
11 modification of legislation.

12 d.--The governor and lieutenant governor of the  
13 state of Iowa, and all other elected state officials.

14 e.--Persons who exclusively represent their own  
15 interests (as distinguished from the interests of a  
16 group, employer, or organization), provided they are  
17 not compensated by anyone for lobbying.

18 3. APPLICABILITY. These rules are only applicable  
19 to lobbying activities involving the Iowa general  
20 assembly.

21 4 3. REGISTRATION REQUIRED. All lobbyists shall,  
22 on or before the day their lobbying activity begins,  
23 register with the secretary of the senate by filing a  
24 lobbyist's registration statement listing:

25 a.--Name, permanent business address, temporary  
26 residential and business address in Polk county during  
27 the legislative session, and telephone numbers the  
28 items required under section 68B.36. If two or more  
29 lobbyists are associated together or consistently work  
30 together in all their lobbying, then they may file a

1 joint-registration.--The name, permanent-business  
2 address, temporary-residential-and-business-address-in  
3 Polk-county-during-the-legislative-session, and  
4 telephone-numbers-of-all-persons-included-in-the-joint  
5 registration-shall-be-listed.

6 b.--The name-and-address-of-all-individuals,  
7 companies, firms, corporations, unions, associations,  
8 or-causes-for-which-the-individual-lobbies.

9 c.--The In addition, the lobbyist shall file with  
10 the secretary of the senate a statement of the general  
11 subjects of legislation in which the lobbyist is or  
12 may be interested, the numbers of the bills and  
13 resolutions (if known) which will be lobbied, and  
14 whether the lobbyist intends to lobby for or against  
15 each bill (if known).

16 d.--A-detailed-description-of-any-agreement,  
17 arrangement, or-understanding-concerning-contingent  
18 fees.

19 Any change in or addition to the foregoing  
20 information shall be registered with the secretary of  
21 the senate within ten days after the change or  
22 addition is known to the lobbyist.

23 Registration expires upon the commencement of the  
24 next regular session of the general assembly, except  
25 that the secretary of the senate may adopt and  
26 implement a reasonable pre-registration procedure in  
27 advance of each regular session during which persons  
28 may register for that session and the following  
29 legislative interim.

30 5 4. CANCELLATION OF REGISTRATION. If a

1 lobbyist's service on behalf of a particular employer,  
2 client, or cause is concluded prior to the end of the  
3 calendar year, the lobbyist may cancel the  
4 registration on appropriate forms supplied by the  
5 secretary of the senate. Upon cancellation of  
6 registration, a lobbyist is prohibited from engaging  
7 in any lobbying activity on behalf of that particular  
8 employer, client, or cause until reregistering and  
9 complying with these rules. A lobbyist's registration  
10 is valid for only one session of a general assembly.

11 5. LOBBYIST AND CLIENT REPORTING. Each lobbyist  
12 of the senate and each lobbyist's client shall file  
13 the reports required under sections 68B.37 and 68B.38  
14 with the secretary of the senate.

15 6. GOVERNMENT OFFICIALS. All federal, state, and  
16 local officials or employees representing the official  
17 positions of their departments, commissions, boards,  
18 or agencies shall present to the secretary of the  
19 senate a letter of authorization from their department  
20 or agency heads prior to the commencement of their  
21 lobbying. The lobbyist registration statement of  
22 these officials and employees shall not be deemed  
23 complete until the letter of authorization is  
24 attached. Federal, state, and local officials who  
25 wish to lobby in opposition to the official position  
26 of their departments, commissions, boards, or agencies  
27 must indicate such on their lobbyist registration  
28 statements.

29 7. CHARGE ACCOUNTS AND LOANS. Lobbyists and the  
30 organizations they represent shall not allow any

1 senators to charge any amounts or items to any charge  
2 account to be paid for by those lobbyists or by the  
3 organizations they represent. A lobbyist shall not  
4 make a loan to a senator unless the loan is made in  
5 the ordinary course of business, the lobbyist is in  
6 the business of making loans, and the terms and  
7 conditions of the loan are the same or substantially  
8 similar to the finance charges and loan terms that are  
9 available to members of the general public.

10 8. OFFERS OF ECONOMIC OPPORTUNITY. A lobbyist, an  
11 employer of a lobbyist, or a political action  
12 committee shall not offer economic or investment  
13 opportunity or promise of employment to any senator  
14 with intent to influence the senator's conduct in the  
15 performance of official duties.

16 A lobbyist shall not take action intended to  
17 negatively affect the economic interests of a senator.

18 For purposes of this rule, supporting or opposing a  
19 candidate for office or supporting or opposing a bill,  
20 amendment, or resolution shall not be considered to be  
21 action intended to negatively affect the economic  
22 interests of a senator.

23 9. MEMBERSHIP CONTRIBUTIONS. A lobbyist, or  
24 employer of a lobbyist, shall not pay for membership  
25 in or contributions to clubs or organizations on  
26 behalf of a senator.

27 10. ACCESS TO SENATE FLOOR. Lobbyists shall not  
28 be permitted on the floor of the senate while the  
29 senate is in session. Elected state officials, except  
30 the governor, lieutenant governor, and the members of

1 the house of representatives, shall not be permitted  
2 on the floor of the senate while the senate is in  
3 session to encourage the passage, defeat, or  
4 modification of legislation.

5 11. EFFECTIVE PERIOD. These rules governing  
6 lobbyists shall be in effect throughout the calendar  
7 year, whether or not the general assembly is in  
8 session.

9 12. REPORTING OF GIFTS. Persons who have made  
10 gifts to any senator, senate employee, or any  
11 immediate family member of a senator or senate  
12 employee which has a value in excess of fifteen  
13 dollars on any one calendar day shall file a report  
14 with the secretary of the senate which includes:

15 a.--A list of senators, senate employees, or their  
16 immediate family members each to whom a gift was made,  
17 the date of the occurrence, and the nature and amount  
18 of the gift.

19 b.--A monthly total of all gifts made by persons  
20 and their employer or employers regardless of the  
21 dollar value to senators, senate employees, and their  
22 immediate family members, including the following:

23 (1)--Food and refreshment;

24 (2)--Entertainment, including the cost of a  
25 hospitality room;

26 (3)--Travel;

27 (4)--Recreation expense;

28 (5)--Lodging expense;

29 (6)--Other (including the nature of the gift);

30 c.--If a gift is made to two or more members of the

1 general-assembly, employees-of-the-general-assembly,  
2 or-their-immediate-families-which-cannot-be-precisely  
3 attributed-to-each-recipient, the-value-of-the-gift  
4 shall-be-divided-by-the-number-of-individuals  
5 receiving-the-gift.

6 d.--The-reports-required-to-be-filed-under-this  
7 rule-shall-be-filed-not-later-than-the-fifteenth-day  
8 of-a-month-for-gifts-made-or-received-during-the  
9 preceding-month.

10 13.--REPORTING-GROUP-EVENTS.--Persons-who-host-a  
11 group-event-to-which-all-members-of-the-senate, or-all  
12 members-of-both-houses, have-been-invited-shall-file-a  
13 report-with-the-secretary-of-the-senate, separately  
14 for-each-event, listing-the-date, location, and-total  
15 expense-incurred-by-the-donor-or-donors-for-food,  
16 beverages, registration, and-scheduled-entertainment.  
17 The-reporting-requirements-of-Rule-12-apply.

18 A lobbyist or the client of a lobbyist shall not,  
19 directly or indirectly, offer or make a gift or a  
20 series of gifts to a senator, except as otherwise  
21 provided in section 68B.22.

22 14 13. REPORTING-OF HONORARIA. Persons-who-have  
23 provided-honorarium-in-excess-of-fifteen-dollars-on  
24 any-one-calendar-day-to-any-senator, senate-employee,  
25 or-any-immediate-family-member-of-a-senator-or-senate  
26 employee-for-a-speech, writing-for-publication, or  
27 other-similar-activity-shall-file-a-report-with-the  
28 secretary-of-the-senate.--The-report-shall-include-the  
29 identity-of-the-person-to-whom-the-honorarium-was  
30 provided, the-date-it-was-provided, the-nature-and

1 amount-of-the-honorarium,-and-the-nature-and-amount-of  
2 reimbursement-for-or-payment-of-actual-expenses  
3 incurred-for-public-speaking-engagements-or-other  
4 formal-public-appearances.--The-report-shall-be-filed  
5 on-the-fifteenth-of-the-month-following-the-month-in  
6 which-the-honorarium-was-paid.

7     15.--REPORTING-OF-ATTRIBUTED-HONORARIUM.--Persons  
8 who-have-provided-an-honorarium-for-a-speech,-writing  
9 for-publication,-or-other-similar-activity-in-excess  
10 of-fifteen-dollars-in-value-on-any-one-calendar-day-to  
11 any-person-or-organization,-in-the-name-of-a-senator,  
12 shall-file-a-report-with-the-secretary-of-the-senate.  
13 The-report-shall-include-the-identity-of-the-senator  
14 on-whose-behalf-the-honorarium-was-given,-the-person  
15 or-organization-to-whom-the-honorarium-was-given,-the  
16 date-it-was-given,-and-the-nature-and-amount-of-the  
17 honorarium.--The-report-shall-be-filed-on-the  
18 fifteenth-of-the-month-following-the-month-in-which  
19 the-honorarium-was-given.

20     A lobbyist or client of a lobbyist shall not give  
21 an honorarium to a member or employee of the senate,  
22 except as otherwise provided in section 68B.23.

23     16 14. COMPLAINTS. Rules 9 15 through 15 21 of  
24 the senate code of ethics apply to complaints and  
25 procedures regarding violations of these rules.

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SENATE RESOLUTION 10

S-3593

1 Amend Senate Resolution 10 as follows:

2 1. Page 5, lines 16 and 17, by striking the words  
3 "the official positions of" and inserting the  
4 following: "~~the-official-positions-of~~".

5 2. Page 5, lines 25 and 26, by striking the words  
6 "the official position of" and inserting the  
7 following: "~~the-official-position-of~~".

By RICHARD F. DRAKE

EMIL J. HUŠAK

S-3593 FILED APRIL 22, 1993

ADOPTED

SENATE RESOLUTION 10

S-3595

1 Amend Senate Resolution 10 as follows:

2 1. Page 5, line 12, by striking the word "of" and  
3 inserting the following: "registered with".

By RICHARD F. DRAKE

EMIL J. HUSAK

S-3595 FILED APRIL 22, 1993

ADOPTED



1 business.

2 As used in these rules the word "gift" and the  
3 phrases, "honoraria" or "honorarium", "lobbyist",  
4 "client", and "immediate family member" and "public  
5 disclosure" have the meaning provided in chapter 68B.  
6 As used in these rules the term "political action  
7 committee" means a committee, but not a candidate's  
8 committee, which accepts contributions, makes expendi-  
9 tures, or incurs indebtedness in the aggregate of more  
10 than two hundred fifty dollars in any one calendar  
11 year for the purpose of supporting or opposing a  
12 candidate for public office or ballot issue or  
13 influencing legislative action, or an association,  
14 lodge, society, cooperative, union, fraternity,  
15 sorority, educational institution, civic organization,  
16 labor organization, religious organization, or  
17 professional or other organization which makes  
18 contributions in the aggregate of more than two  
19 hundred fifty dollars in any one calendar year for the  
20 purpose of supporting or opposing a candidate for  
21 public office or ballot issue or influencing  
22 legislative action.

23 2. EXCEPTIONS:--The term "lobbyist" shall not  
24 include within its definition:

25 a.--Officials and employees of a political party  
26 organized in the state of Iowa representing more than  
27 two percent of the total votes cast for governor in  
28 the last preceding general election, but only when  
29 representing the political party in an official  
30 capacity.

1 b.--Representatives-of-the-news-media-engaged-only  
2 in-the-reporting-and-dissemination-of-news-and  
3 editorials:

4 c.--Federal, state, or local government officials  
5 and employees who in the course of their official  
6 duties submit proposed legislation or amendments to a  
7 senator or senate committee or who provide information  
8 or are requested or required to provide information to  
9 a senator or to appear before a senate committee and  
10 who do not actively encourage the passage, defeat, or  
11 modification of legislation.

12 d.--The governor and lieutenant governor of the  
13 state of Iowa and all other elected state officials:

14 e.--Persons who exclusively represent their own  
15 interests (as distinguished from the interests of a  
16 group, employer, or organization), provided they are  
17 not compensated by anyone for lobbying:

18 3. APPLICABILITY. These rules are only applicable  
19 to lobbying activities involving the Iowa general  
20 assembly.

21 4 3. REGISTRATION REQUIRED. All lobbyists shall,  
22 on or before the day their lobbying activity begins,  
23 register with the secretary of the senate by filing a  
24 lobbyist's registration statement listing:

25 a.--Name, permanent business address, temporary  
26 residential and business address in Polk county during  
27 the legislative session, and telephone numbers the  
28 items required under section 68B.36. If two or more  
29 lobbyists are associated together or consistently work  
30 together in all their lobbying, then they may file a

1 joint-registration.--The name, permanent-business  
2 address, temporary-residential-and-business-address-in  
3 Polk-county-during-the-legislative-session, and  
4 telephone-numbers-of-all-persons-included-in-the-joint  
5 registration-shall-be-listed.

6 b.--The name-and-address-of-all-individuals,  
7 companies, firms, corporations, unions, associations,  
8 or-causes-for-which-the-individual-lobbies.

9 c.--The In addition, the lobbyist shall file with  
10 the secretary of the senate a statement of the general  
11 subjects of legislation in which the lobbyist is or  
12 may be interested, the numbers of the bills and  
13 resolutions (if known) which will be lobbied, and  
14 whether the lobbyist intends to lobby for or against  
15 each bill (if known).

16 d.--A-detailed-description-of-any-agreement,  
17 arrangement, or-understanding-concerning-contingent  
18 fees.

19 Any change in or addition to the foregoing  
20 information shall be registered with the secretary of  
21 the senate within ten days after the change or  
22 addition is known to the lobbyist.

23 Registration expires upon the commencement of the  
24 next regular session of the general assembly, except  
25 that the secretary of the senate may adopt and  
26 implement a reasonable pre-registration procedure in  
27 advance of each regular session during which persons  
28 may register for that session and the following  
29 legislative interim.

30 5 4. CANCELLATION OF REGISTRATION. If a

1 lobbyist's service on behalf of a particular employer,  
2 client, or cause is concluded prior to the end of the  
3 calendar year, the lobbyist may cancel the  
4 registration on appropriate forms supplied by the  
5 secretary of the senate. Upon cancellation of  
6 registration, a lobbyist is prohibited from engaging  
7 in any lobbying activity on behalf of that particular  
8 employer, client, or cause until reregistering and  
9 complying with these rules. A lobbyist's registration  
10 is valid for only one session of a general assembly.

11 5. LOBBYIST AND CLIENT REPORTING. Each lobbyist  
12 registered with the senate and each lobbyist's client  
13 shall file the reports required under sections 68B.37  
14 and 68B.38 with the secretary of the senate.

15 6. GOVERNMENT OFFICIALS. All federal, state, and  
16 local officials or employees representing the-official  
17 positions-of their departments, commissions, boards,  
18 or agencies shall present to the secretary of the  
19 senate a letter of authorization from their department  
20 or agency heads prior to the commencement of their  
21 lobbying. The lobbyist registration statement of  
22 these officials and employees shall not be deemed  
23 complete until the letter of authorization is  
24 attached. Federal, state, and local officials who  
25 wish to lobby in opposition to the-official-position  
26 of their departments, commissions, boards, or agencies  
27 must indicate such on their lobbyist registration  
28 statements.

29 7. CHARGE ACCOUNTS AND LOANS. Lobbyists and the  
30 organizations they represent shall not allow any

1 senators to charge any amounts or items to any charge  
2 account to be paid for by those lobbyists or by the  
3 organizations they represent. A lobbyist shall not  
4 make a loan to a senator unless the loan is made in  
5 the ordinary course of business, the lobbyist is in  
6 the business of making loans, and the terms and  
7 conditions of the loan are the same or substantially  
8 similar to the finance charges and loan terms that are  
9 available to members of the general public.

10 8. OFFERS OF ECONOMIC OPPORTUNITY. A lobbyist, an  
11 employer of a lobbyist, or a political action  
12 committee shall not offer economic or investment  
13 opportunity or promise of employment to any senator  
14 with intent to influence the senator's conduct in the  
15 performance of official duties.

16 A lobbyist shall not take action intended to  
17 negatively affect the economic interests of a senator.

18 For purposes of this rule, supporting or opposing a  
19 candidate for office or supporting or opposing a bill,  
20 amendment, or resolution shall not be considered to be  
21 action intended to negatively affect the economic  
22 interests of a senator.

23 9. MEMBERSHIP CONTRIBUTIONS. A lobbyist, or  
24 employer of a lobbyist, shall not pay for membership  
25 in or contributions to clubs or organizations on  
26 behalf of a senator.

27 10. ACCESS TO SENATE FLOOR. Lobbyists shall not  
28 be permitted on the floor of the senate while the  
29 senate is in session. Elected state officials, except  
30 the governor, lieutenant governor, and the members of

1 the house of representatives, shall not be permitted  
2 on the floor of the senate while the senate is in  
3 session to encourage the passage, defeat, or  
4 modification of legislation.

5 11. EFFECTIVE PERIOD. These rules governing  
6 lobbyists shall be in effect throughout the calendar  
7 year, whether or not the general assembly is in  
8 session.

9 12. REPORTING-OF GIFTS. Persons-who-have-made  
10 gifts-to-any-senator,-senate-employee,-or-any  
11 immediate-family-member-of-a-senator-or-senate  
12 employee-which-has-a-value-in-excess-of-fifteen  
13 dollars-on-any-one-calendar-day-shall-file-a-report  
14 with-the-secretary-of-the-senate-which-includes:

15 a.--A-list-of-senators,-senate-employees,-or-their  
16 immediate-family-members-each-to-whom-a-gift-was-made,  
17 the-date-of-the-occurrence,-and-the-nature-and-amount  
18 of-the-gift.

19 b.--A-monthly-total-of-all-gifts-made-by-persons  
20 and-their-employer-or-employers-regardless-of-the  
21 dollar-value-to-senators,-senate-employees,-and-their  
22 immediate-family-members,-including-the-following:

23 (1)--Food-and-refreshment.

24 (2)--Entertainment,-including-the-cost-of-a  
25 hospitality-room.

26 (3)--Travel.

27 (4)--Recreation-expense.

28 (5)--Lodging-expense.

29 (6)--Other-(including-the-nature-of-the-gift).

30 c.--If-a-gift-is-made-to-two-or-more-members-of-the

1 general-assembly, employees of the general assembly,  
2 or their immediate families which cannot be precisely  
3 attributed to each recipient, the value of the gift  
4 shall be divided by the number of individuals  
5 receiving the gift.

6 d.--The reports required to be filed under this  
7 rule shall be filed not later than the fifteenth day  
8 of a month for gifts made or received during the  
9 preceding month.

10 13.--REPORTING-GROUP-EVENTS.--Persons who host a  
11 group event to which all members of the senate, or all  
12 members of both houses, have been invited shall file a  
13 report with the secretary of the senate, separately  
14 for each event, listing the date, location, and total  
15 expense incurred by the donor or donors for food,  
16 beverages, registration, and scheduled entertainment.  
17 The reporting requirements of Rule 12 apply.

18 A lobbyist or the client of a lobbyist shall not,  
19 directly or indirectly, offer or make a gift or a  
20 series of gifts to a senator, except as otherwise  
21 provided in section 68B.22.

22 14 13. REPORTING-OF HONORARIA. Persons who have  
23 provided honorarium in excess of fifteen dollars on  
24 any one calendar day to any senator, senate employee,  
25 or any immediate family member of a senator or senate  
26 employee for a speech, writing for publication, or  
27 other similar activity shall file a report with the  
28 secretary of the senate.--The report shall include the  
29 identity of the person to whom the honorarium was  
30 provided, the date it was provided, the nature and

1 amount-of-the-honorarium, and-the-nature-and-amount-of  
2 reimbursement-for-or-payment-of-actual-expenses  
3 incurred-for-public-speaking-engagements-or-other  
4 formal-public-appearances.--The-report-shall-be-filed  
5 on-the-fifteenth-of-the-month-following-the-month-in  
6 which-the-honorarium-was-paid:

7 15.--REPORTING-OF-ATTRIBUTED-HONORARIUM.--Persons  
8 who-have-provided-an-honorarium-for-a-speech, writing  
9 for-publication, or-other-similar-activity-in-excess  
10 of-fifteen-dollars-in-value-on-any-one-calendar-day-to  
11 any-person-or-organization, in-the-name-of-a-senator,  
12 shall-file-a-report-with-the-secretary-of-the-senate.  
13 The-report-shall-include-the-identity-of-the-senator  
14 on-whose-behalf-the-honorarium-was-given, the-person  
15 or-organization-to-whom-the-honorarium-was-given, the  
16 date-it-was-given, and-the-nature-and-amount-of-the  
17 honorarium.--The-report-shall-be-filed-on-the  
18 fifteenth-of-the-month-following-the-month-in-which  
19 the-honorarium-was-given.

20 A lobbyist or client of a lobbyist shall not give  
21 an honorarium to a member or employee of the senate,  
22 except as otherwise provided in section 68B.23.

23 16 14. COMPLAINTS. Rules 9 15 through 15 21 of  
24 the senate code of ethics apply to complaints and  
25 procedures regarding violations of these rules.

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