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2/6/01 Adopted

FILED JAN 30 2001

SENATE RESOLUTION 6

BY COMMITTEE ON RULES AND ADMINISTRATION

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

BE IT RESOLVED BY THE SENATE, That the permanent rules of the senate for the ~~seventy-eighth~~ seventy-ninth 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Whenever the senate is operating under temporary rules, the rules may be amended or repealed, or permanent rules may be adopted, by a constitutional majority of the senators. After adoption of permanent rules of the senate during any general assembly, the rules may be amended or repealed by a constitutional majority of the senators voting on a simple resolution.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8 withdrawn, lost, or indefinitely postponed shall carry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. If the subcommittee is different
29 than that appointed during the first session, the
30 committee chair shall report to the senate the bill or

1 resolution number and the names of the subcommittee
2 members.

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

8 Rule 5

9 Regular Order of Daily Business

10 The following order shall govern, subject to any
11 special order:

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

18 Rule 6

19 Senate Calendar

20 1. Each legislative day the secretary of the
21 senate shall prepare a listing of bills to be known as
22 the "Senate Calendar".

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

30 3. The senate calendar shall include separate

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1 listings for any bills and resolutions in the
2 following categories:

3 a. Conference Committee Report

4 b. Bills in Conference Committee

5 c. House Amendment to Senate Amendment to House
6 File

7 d. House Refuses to Concur in Senate Amendment to
8 House File

9 e. Senate Files Amended by the House

10 f. Unfinished Business

11 g. Motions to Reconsider

12 h. Administrative Rules Nullification Resolutions

13 i. Veto Messages from the Governor

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

21 5. The senate calendar shall include a listing of
22 senate appropriations committee bills and bills
23 reported out by the senate appropriations committee.
24 The list shall be known as the "Appropriations
25 Calendar". The secretary shall list the bills in the
26 order they are received. Upon their first publication
27 in the calendar, bills on the appropriations calendar
28 may be called up for debate at any time by the
29 majority leader provided they are eligible under Rule
30 8.

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1 6. The senate calendar shall include a listing of
2 bills which pertain to the levy, assessment or
3 collection of taxes sponsored by or initially assigned
4 to and reported out by the senate ways and means
5 committee. The list shall be known as the "Ways and
6 Means Calendar". The secretary shall list the bills
7 in the order they are received. Upon their first
8 publication in the calendar, bills on the ways and
9 means calendar may be called up for debate at any time
10 by the majority leader provided they are eligible
11 under Rule 8.

12 7. The senate calendar shall include a list of
13 bills and resolutions, known as the "Regular
14 Calendar", which shall consist of bills and
15 resolutions reported out by a senate committee. The
16 bills and resolutions reported out each day shall be
17 placed in the order of their file numbers and
18 following those reported out on previous days.
19 Priority shall be given to senate over house bills and
20 resolutions and to joint resolutions over bills. Upon
21 their first publication in the calendar, bills on the
22 regular calendar may be called up for debate at any
23 time by the majority leader, provided they are
24 eligible under Rule 8.

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

30 8. The senate calendar shall include a listing of

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1 the governor's appointees to state boards,
2 commissions, and other offices requiring senate
3 confirmation. This listing shall be known as the
4 "Confirmation Calendar". Names on the confirmation
5 calendar may be called up for confirmation at any time
6 by the majority leader provided they are eligible
7 under rule 59.

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

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

1 written objection with the secretary of the senate on
2 the first or second legislative day after it appears
3 on the proposed noncontroversial calendar. Any bill
4 stricken from the proposed noncontroversial calendar
5 shall be returned to its former place on the Senate
6 calendar. The secretary shall prepare the
7 noncontroversial calendar which shall consist of all
8 bills or resolutions on the proposed noncontroversial
9 calendar to which no objection was received.

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

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

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Rule 7

Steering Committee

The senate may authorize the appointment of a steering committee. The majority leader shall appoint the majority party members to the steering committee. The minority leader shall appoint the minority party members to the steering committee. The function of the steering committee shall be to create its own calendar from the bills and resolutions on the regular calendar. Bills and resolutions on the steering committee calendar shall have priority over bills and resolutions on all other calendars, except the appropriations calendar.

Rule 8

When Eligible for Consideration

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

1. An appointment by the governor which requires senate confirmation shall be eligible on the legislative day after it is first printed in the senate calendar as provided by Rule 59.
2. A house or individually sponsored bill or resolution reported out by a committee shall be eligible on the legislative day after it is first printed in the senate calendar.
3. A committee bill or resolution sponsored by the appropriations committee shall be eligible on the legislative day after it is first printed in the senate calendar.
4. Any committee bill or resolution, other than a

1 bill or resolution sponsored by the appropriations
2 committee, shall be eligible on the third legislative
3 day it is printed in the senate calendar.

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

12 6. Any bill or resolution placed on the steering
13 committee calendar is eligible for consideration on
14 the day of its placement on that calendar.

15 When a bill or resolution on the calendar is not
16 yet eligible, the date when it will become eligible
17 shall be printed in the calendar.

18 Rule 9

19 Debate and Decorum

20 Before addressing the senate, the senator shall
21 request recognition by depressing the "speak" device
22 and, when recognized, rise and respectfully address
23 the chair.

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

30 Rule 10

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1 Point of Personal Privilege

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

7 Rule 11

8 Introduction and Presentation of Guests

9 Only former members of the senate and former and
10 present members of Congress shall be presented to the
11 senate, except that the president of the senate may
12 present a visitor whose presence is of special
13 significance to the senate. The presence of school
14 groups accompanied by school officials shall be
15 announced by the president of the senate and shall be
16 recorded in the journal upon written request of a
17 member of the senate.

18 Rule 12

19 Form and Withdrawal of Motions, Amendments and Signatures

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

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

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1 conference committee report being on the desks of the
2 entire membership of the senate prior to
3 consideration.

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

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

16 When a house amendment to a senate file is before
17 the senate, an amendment to the house amendment shall
18 be considered an amendment in the first degree.

19 Regardless of its origin, an amendment in the third
20 degree shall be ruled out of order.

21 When a ruling on germaneness is issued by the
22 presiding officer, it shall be accompanied by an
23 explanation of the ruling.

24 Rule 13

25 Order and Precedence of Motions and Amendments

26 When a question is under debate, no motion shall be
27 received but to adjourn, to recess, questions of
28 privilege, to lay on the table, for the previous
29 question, to postpone to a day certain, to refer, to
30 amend, to postpone indefinitely, to defer, or

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1 incidental motions. A substitute is not in order
2 unless it is in the form of a motion to substitute.
3 Such motions shall have precedence in the order in
4 which they are named. No motion to postpone to a day
5 certain, to refer, or postpone indefinitely, being
6 decided, shall be again allowed on the same day with
7 regard to the same question. A motion to strike out
8 the enacting clause of a bill shall have precedence
9 over all amendments and, if carried, shall be
10 considered equivalent to the rejection of the bill.

11 A motion to strike everything after the enacting
12 clause has precedence over a committee amendment and
13 all other amendments except one to strike the enacting
14 clause. A committee amendment has precedence over all
15 other amendments except as provided in this rule.

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

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1 reconsider the previously adopted amendments result in
2 removing the conflict. A committee may not file an
3 amendment to a bill unless the bill is in the
4 committee's possession.

5 Rule 14

6 MOTIONS BEFORE THE SENATE

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

9 Rule 15

10 Nondebatable Motions

11 The following motions are not debatable:

12 Adjourn

13 Recess

14 Call of the Senate

15 Lay on Table or Take from Table

16 Previous Question

17 Reconsider vote by which bill was placed on last reading.

18 A Motion to Reconsider and Lay the Motion to Reconsider

19 on the Table (Double-barreled Motion).

20 Rule 16

21 Division of the Question

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

1 Rule 17

2 The Previous Question

3 The previous question shall be in this form:

4 "Shall debate be closed on the pending question?" A
5 motion for the previous question may be adopted by a
6 majority of the senators present and voting. Its
7 effect shall be to put an end to debate and bring the
8 senate to a direct vote upon the pending question.
9 However, any senator who has not previously spoken on
10 the pending question and who, after the main question
11 is taken up and before the motion for the previous
12 question has been made, requested recognition by
13 depressing the "speak" device may speak no longer than
14 five minutes on the pending question. If action on
15 the pending question continues into another
16 legislative day or is deferred, the previous question
17 shall apply and the requests to be recognized shall be
18 honored.

19 When the motion applies to an amendment, the
20 senator proposing the amendment shall have five
21 minutes to close debate on the amendment.

22 The senator handling the measure under
23 consideration shall have ten minutes to close debate
24 on the main question.

25 Rule 18

26 Call of the Senate

27 Ten senators may file in writing a call of the
28 senate on any single item of legislative business. A
29 call of the senate requires the presence of every
30 senator and is in order at any time prior to the vote

1 being announced by the president. The sergeant-at-
2 arms shall return promptly all absent senators.
3 Debate on the item may continue while absent senators
4 are returning, but no vote on the item is in order on
5 it until all have returned. Adoption of a motion to
6 recess or adjourn to a specific time will not lift the
7 call. The call may be lifted, or a senator may be
8 excused from the call without lifting the call, by a
9 vote of a constitutional majority of the senators.
10 Those senators excused prior to the filing of the call
11 are excused from the call.

12 Rule 19

13 Committee of the Whole

14 The senate may resolve itself into a committee of
15 the whole senate when it wishes to permit more free
16 and informal discussion. Persons other than senators
17 may appear and present information.

18 Any senator may move "that the senate now resolve
19 itself into a committee of the whole to consider" a
20 stated subject.

21 The president of the senate shall be chair of the
22 committee of the whole unless otherwise ordered by the
23 senate.

24 The procedure in committee of the whole is subject
25 to the rules of the senate. The previous question and
26 the motion to reconsider shall be in order.

27 The committee of the whole cannot take any final
28 action and its power is limited to recommendation to
29 the senate. The proceedings of the committee of the
30 whole, including any roll call vote, shall be printed

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1 in the journal.

2 Any senator may at any time, except while voting or
3 while a senator has the floor, move that "the
4 committee rise" which is equivalent to a motion to
5 adjourn.

6 After adoption of the motion to rise, the chair may
7 report to the senate in the same manner as other
8 committee reports are given.

9 Rule 20

10 Last Reading and Passage of Bills

11 When a motion to place a bill on its last reading
12 is lost, the same motion shall be in order at any
13 later time. After the last reading of a bill, no
14 amendment shall be received. The vote on final
15 passage shall be taken immediately without debate.

16 Rule 21

17 Engrossment of Bills

18 An engrossment is a proofreading and verification
19 in order to be certain that a bill before the senate
20 is identical with the original bill as introduced with
21 all amendments which have been adopted correctly
22 inserted.

23 In an engrossed bill, all obvious typographical,
24 spelling or other clerical errors are corrected and
25 section or paragraph numbers and internal references
26 are changed as required to conform the original bill
27 to any amendments which have been adopted. All such
28 corrections or changes shall be reported in the
29 journal by the secretary of the senate. The engrossed
30 bill shall be placed in the bill file with the

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1 original bill and amendments.

2 Rule 22

3 Manner of Voting

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

7 A non-record or record roll call vote may be
8 requested by any senator or ordered by the president
9 any time before the results are announced. A non-
10 record roll call shall be requested by asking for a
11 "division". A record roll call shall be requested by
12 asking for a "~~roll-call~~" "record". Upon request for a
13 non-record or record roll call vote, the president
14 shall announce that such a non-record or record roll
15 call vote has been requested and shall state the
16 question to be put to the senate. The president then
17 shall direct the secretary of the senate to receive
18 the votes.

19 Senators present may cast their votes, either by
20 operating the voting mechanism located at their
21 assigned desk or by signaling the president if they
22 are unable to vote at their assigned desk. The
23 president shall enter the votes of senators signaling
24 their votes.

25 After sufficient time has elapsed for all senators
26 present to record their votes, the president shall
27 direct the secretary of the senate to close the voting
28 system. The president shall still enter the senators'
29 votes at any time prior to directing the secretary of
30 the senate to lock the voting system. The president

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1 shall then immediately announce the vote.

2 During a non-record or record roll call vote, both
3 individual votes and vote totals shall be indicated
4 openly on the display boards. On non-record roll
5 calls, only vote totals shall be printed in the
6 journal.

7 In the event the electronic voting system is not in
8 operating order, the president shall direct the
9 secretary of the senate to take the non-record or
10 record roll call by calling the names of the senators
11 in alphabetical order.

12 Rule 23

13 Duty of Voting

14 Every senator present when a question is put shall
15 vote "aye", "no" or "present" unless previously
16 excused by the senate. Upon demand being made by any
17 senator, the secretary of the senate shall call in
18 alphabetical order the names of the senators not
19 voting or voting "present". Those senators called
20 shall vote "aye" or "no" unless the senator states a
21 personal interest in the question or concludes that he
22 or she should not vote under the senate code of
23 ethics.

24 Rule 24

25 Reconsideration

26 When a main motion has been decided by the senate,
27 any senator having voted on the prevailing side may
28 move to reconsider the vote on the same or next
29 legislative day. Motions to reconsider the vote on a
30 bill or resolution shall be in writing and filed with

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1 the secretary of the senate.

2 Notwithstanding any time limitations applicable to
3 motions to reconsider main motions, a motion to
4 reconsider the vote on an amendment may be made at any
5 time before final disposition of the motion to be
6 amended. Such motion shall be in writing and filed
7 with the secretary of the senate. A motion to
8 reconsider an amendment to a main motion shall be
9 taken up for consideration only prior to the
10 disposition of the main motion or upon reconsideration
11 of the main motion.

12 A constitutional majority by a record roll call is
13 necessary to reconsider a bill or joint resolution.
14 During three legislative days from the date the motion
15 to reconsider a bill or resolution is filed, only the
16 mover may call it up. Thereafter, any senator may
17 call up the motion. If a date for adjournment has
18 been set by resolution of the senate, any senator may
19 call up a motion to reconsider at any time within
20 three days prior to the date set for adjournment.

21 If the motion to reconsider a bill or resolution
22 prevails, motions to reconsider amendments thereto
23 shall be in order and shall be disposed of without
24 delay.

25 A motion that any action taken by the senate be
26 reconsidered and the motion to reconsider be laid upon
27 the table shall be a single and indivisible motion,
28 known as the double-barreled motion, which, if
29 carried, shall have the effect of preventing
30 reconsideration unless a motion to take from the table

1 prevails. A constitutional majority is necessary for
2 the double-barreled motion to prevail on a bill or
3 joint resolution. The double-barreled motion can only
4 be made from the floor after the vote is announced and
5 the member who moved the final reading shall have
6 priority in making it.

7 A motion to reconsider and lay on the table shall
8 have priority over a motion to reconsider if they are
9 both filed on the same legislative day.

10 In the event that a motion to reconsider is pending
11 at the end of the first session or any extraordinary
12 session of any general assembly, or the general
13 assembly adjourns sine die, and the motion has not
14 been voted upon by the senate, it shall be determined
15 to have failed.

16 Rule 25

17 Suspension of Rules and Taking from Table

18 No standing rule or rules incorporated by reference
19 under Rule 3 or order of the senate shall be rescinded
20 or suspended, nor shall any matter, tabled upon
21 motion, be taken up, except by an affirmative vote of
22 a constitutional majority of the senate.

23 INTRODUCTION AND FORM OF BILLS

24 Rule 26

25 Time and Method of Introducing Bills and Amendments

26 All bills to be introduced in the senate shall be
27 typed in proper form by the legislative service bureau
28 and shall be filed with the recording clerk.

29 All amendments shall be typed in proper form and
30 filed with the recording clerk not later than 4:30

1 p.m., or adjournment, whichever is later, in order to
2 be listed in the following day's clip sheet.

3 An "impact amendment" is an amendment which
4 reasonably could have an annual effect of at least one
5 hundred thousand dollars or a combined total effect
6 within five years after enactment of five hundred
7 thousand dollars or more on the aggregate revenues,
8 expenditures or fiscal liability of the state or its
9 subdivisions.

10 An impact amendment to a bill which has been on the
11 special order calendar for at least three full
12 legislative days prior to its consideration shall not
13 be taken up by the senate unless:

14 1) a fiscal note is attached, and the amendment is
15 filed at least one legislative day prior to the date
16 set for consideration of the bill; or

17 2) the amendment is an appropriation or other
18 measure where the total effect is stated in dollar
19 amounts.

20 Rule 27

21 Limit on Introduction of Bills

22 No bill or joint resolution, except bills and joint
23 resolutions cosponsored by the majority and minority
24 floor leaders, shall be introduced in the senate after
25 4:30 p.m. on Friday of the sixth week of the first
26 regular session of a general assembly unless a written
27 request for drafting the bill has been filed with the
28 legislative service bureau before that time. After
29 adjournment of the first regular session, bills may be
30 prefiled at any time before the convening of the

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1 second regular session. No bill shall be introduced
2 after 4:30 p.m. on Friday of the second week of the
3 second regular session of a general assembly unless a
4 written request for drafting the bill has been filed
5 with the legislative service bureau before that time.
6 However, standing committees may introduce bills and
7 joint resolutions at any time. A bill which relates
8 to departmental rules sponsored by the administrative
9 rules review committee and approved by a majority of
10 the members of the committee in each house may be
11 introduced at any time and must be referred to a
12 standing committee which must take action on the bill
13 within three weeks. Senate and concurrent resolutions
14 may be introduced at any time.

15 No bill, joint resolution, concurrent resolution or
16 senate resolution shall be introduced at any
17 extraordinary session unless sponsored by a standing
18 committee, the majority and minority floor leaders, or
19 the committee of the whole.

20

Rule 28

21 Introduction, Reading and Form of Bills and Resolutions

22 Every senate bill and resolution shall be
23 introduced by one or more senators or by any standing
24 committee of the senate and shall at once be given its
25 first reading.

26 If the senate is in session when a bill or
27 resolution is introduced, the first reading shall
28 consist of reading its file number, the title and
29 sponsor of the bill. If the senate is not in session
30 but a journal is published for the day, the first

1 reading shall consist of a journal entry of the bill's
2 file number, title, sponsor and the notation "Read
3 first time under Rule 28."

4 Any bill or resolution approved for introduction by
5 a standing committee during an interim period between
6 sessions of one General Assembly shall be introduced
7 without further action by the committee at the next
8 succeeding regular session of the same General
9 Assembly and placed immediately upon the regular
10 calendar.

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

13 The subject of every bill shall be expressed in its
14 title.

15 Rule 29

16 Explanations

17 No bill, except appropriation committee bills and
18 simple or concurrent resolutions, shall be introduced
19 unless a concise and accurate explanation is attached.
20 The chief sponsor or a committee to which the bill has
21 been referred may add a revised explanation at any
22 time before the last reading, and it shall be included
23 in the daily clip sheet.

24 Rule 30

25 Resolutions

26 A "senate resolution" is a resolution acted upon
27 only by the senate which expresses sentiment or is
28 used for the appointment of special committees within
29 the senate. A senate resolution requires the
30 affirmative vote of a majority of the senators present

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1 and voting. A senate resolution shall be filed with
2 the secretary of the senate. A senate resolution
3 shall be printed in the bound journal after its
4 adoption and in the daily journal upon written request
5 to the secretary of the senate by the sponsor of the
6 resolution.

7 Rule 31

8 Nullification Resolutions

9 A nullification resolution may be introduced by a
10 standing committee, the administrative rules review
11 committee, or any member of the senate. A
12 nullification resolution introduced by the
13 administrative rules review committee or a member of
14 the senate shall be referred to the same standing
15 committee it would be referred to if it was a bill.

16 Any nullification resolution may be referred to the
17 administrative rules review committee by a majority
18 vote of the standing committee which introduced it or
19 to which it was referred. The administrative rules
20 review committee may seek an agreement with the
21 affected administrative agency wherein the agency
22 agrees to voluntarily rescind or modify a rule or
23 rules relating to the subject matter of the
24 nullification resolution. An agreement to voluntarily
25 rescind or modify an administrative agency rule shall
26 be in writing and signed by the chief administrative
27 officer of the administrative agency and a majority of
28 the administrative rules review committee members of
29 each house and shall be placed on file in the offices
30 of the chief clerk of the house, the secretary of the

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1 senate and the secretary of state. If an agreement is
2 not reached, or the nullification resolution is not
3 approved by a majority of the administrative rules
4 review committee members of each house, within two
5 weeks of the date the resolution is referred to the
6 administrative rules review committee, the resolution
7 shall be placed on the calendar. If the nullification
8 resolution is approved by the administrative rules
9 review committee it shall be placed on the calendar.
10 A nullification resolution is subject to a motion to
11 withdraw the nullification resolution as provided in
12 rule 42.

13 A nullification resolution is debatable, but cannot
14 be amended on the floor of the senate.

15 Rule 32

16 Resolutions, Applicable Rules

17 All rules applicable to bills shall apply to
18 resolutions, except as otherwise provided in the
19 rules.

20 Rule 33

21 Study Bills

22 1. A study bill is any matter which a senator
23 wishes to have considered by a standing committee or
24 appropriations subcommittee for introduction as a
25 committee bill or resolution. The term "study bill"
26 includes "proposed bills" provided for in Rule 37 and
27 departmental requests prefiled in the manner specified
28 in section 2.16 of the Code.

29 2. A study bill shall bear the name of the member
30 who wishes to have the bill considered. A study bill

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1 proposed by a state agency shall bear the name of the
2 agency. A committee chair may submit a study bill in
3 the name of that committee.

4 3. Upon first receiving a study bill from a
5 senator, a committee chairperson shall submit three
6 copies to the secretary of the senate. Study bills
7 received in the secretary of the senate's office
8 before 3:00 p.m. shall be filed, numbered, and
9 reported in the journal for that day. Study bills
10 received in the secretary of the senate's office after
11 3:00 p.m. shall be filed, numbered, and reported in
12 the journal for the subsequent day. The secretary
13 shall number such bills in consecutive order. The
14 secretary shall maintain a record of all study bills
15 and their assigned number. Committee records shall
16 refer to study bills by the number assigned by the
17 secretary.

18 4. The secretary shall file a report in the
19 journal of each study bill received. The report shall
20 show the study bill number, its title or subject
21 matter and the committee which is considering it. If
22 a study bill is referred to a subcommittee, then the
23 committee chairperson shall report in the journal the
24 names of the subcommittee members to which it is
25 assigned.

26 5. If a committee bill or resolution is introduced
27 which was not previously the subject of a study bill
28 in the sponsoring committee, the majority leader may
29 re-refer the bill back to the committee.

30 6. A study bill not prepared by the legislative

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1 service bureau may be submitted to a standing
2 committee, but shall not be considered by the full
3 committee unless reviewed and typed in proper form by
4 the legislative service bureau.

5 COMMITTEES AND COMMITMENT

6 Rule 34

7 Committee Appointments

8 Committee appointments shall be made by the
9 majority leader for majority party members, after
10 consultation with the president, and by the minority
11 leader for minority party members, after consultation
12 with the president. No senator shall serve on more
13 than five standing committees. The majority leader,
14 after consultation with the president, shall designate
15 the chairperson and vice-chairperson of each standing
16 committee. The minority leader, after consultation
17 with the president, shall designate the ranking member
18 of each standing committee from the minority
19 membership of that committee.

20 Rule 35

21 Standing Committees

22 The names of the standing committees of the senate
23 shall be:

- 24 Agriculture
- 25 Appropriations
- 26 Business and labor relations
- 27 Commerce
- 28 Education
- 29 Human resources
- 30 Judiciary

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- 1 Local government
- 2 Natural resources & Environment
- 3 Rules and administration
- 4 Small business, economic development, and tourism
- 5 State government
- 6 Transportation
- 7 Ways and means

8 Rule 36

9 Committee on Rules and Administration

10 The committee on rules and administration shall
11 recommend rules and rule changes to the senate, shall
12 hire senate employees, shall recommend salary scales
13 for all senate employees, and shall oversee senate
14 budget and administration matters.

15 The committee on rules and administration will
16 select, for senate approval, an individual to serve as
17 secretary of the senate.

18 Upon authorization being given by the committee on
19 rules and administration, the minority party members
20 of the committee will select, for senate approval, an
21 individual to serve as assistant parliamentarian.

22 The committee shall have the following standing
23 subcommittees:

- 24 1. Joint Rules
- 25 2. Senate Rules
- 26 3. Administrative Services
- 27 4. Caucus Services.

28 The majority leader shall serve as chair of the
29 rules and administration committee and as chair of the
30 standing subcommittee on caucus services. The

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1 president of the senate shall serve as vice-chair of
2 the rules and administration committee, and as chair
3 of the subcommittee on administrative services.

4 Rule 37

5 Appropriations Committee

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

9 The appropriations subcommittees shall be named:

- 10 Administration & Regulation
- 11 Agriculture and Natural Resources
- 12 Economic Development
- 13 Education
- 14 Health and Human Rights
- 15 Human Services
- 16 Justice System
- 17 Oversight & Communications
- 18 Transportation, Infrastructure & Capitals

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 of 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 called under subsection
20 10 is held on that bill or resolution.

21 10. Public hearings may be called at the
22 discretion of the chair. The chair shall call a
23 public hearing upon the written request of one-half
24 the membership of the committee. The chair shall set
25 the time and place of the public hearing.

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

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1 subcommittee report by the chairperson.

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

6 13. Committee meetings shall be open.

7 Rule 40

8 Voting in Committee

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

22 The committee shall not authorize the introduction
23 of a committee bill or resolution until the members
24 have received final copies of the bill or resolution
25 with amendments or changes incorporated, and typed
26 into proper form by the legislative service bureau.
27 The committee may, by unanimous consent, dispense with
28 this requirement when only nonsubstantive amendments
29 or changes are necessary to correct the bill or
30 resolution, or when a study bill or individually

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1 sponsored bill is voted out as a committee bill with
2 no change in the text of the bill or the title.

3 The legislative service bureau shall file a report
4 with the committee members detailing the amendments or
5 changes and this report shall become a part of the
6 committee report.

7 Rule 41

8 Announcement of Committee Meetings

9 It shall be in order for the chair of any committee
10 to announce to the senate the time and place of
11 committee meetings. The announcement shall include a
12 proposed agenda for the meeting. The sergeant-at-arms
13 shall post at the rear of the chamber the daily
14 schedule of committee meetings.

15 Rule 42

16 Withdrawal of Bills and Resolutions from Committee

17 The secretary of the senate shall note on each bill
18 and resolution the date of its reference to committee.
19 No bill or resolution shall be withdrawn from any
20 committee within fifteen legislative days after the
21 bill or resolution has been referred to the committee
22 and thereafter only upon written petition for the
23 withdrawal of such bill or resolution signed by a
24 constitutional majority of the senators, except as
25 provided in Rule 38. Only senators may circulate such
26 a petition.

27 Rule 43

28 Committee Reports

29 All committees shall file a report of committee
30 meetings. Such reports shall contain the following

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1 information:

2 a. The time the meeting convened;

3 b. Those senators who were present and absent at
4 the time the meeting convened, as well as the time any
5 senator, who was not present at the time the meeting
6 convened, arrives for the meeting;

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

9 d. The title of the bill;

10 e. The file number of the bill or resolution (if
11 known);

12 f. Whether the committee recommends that the bill
13 or resolution be passed, amended and passed,
14 indefinitely postponed, or considered without
15 committee recommendation;

16 g. An indication of other bills or matters
17 discussed;

18 h. Such other matters as the committee chair shall
19 direct; and

20 i. The time the meeting adjourned.

21 No committee report shall be read, but all

22 committee reports shall be printed in the journal.

23 Upon printing, all committee reports shall then stand
24 approved unless the senate directs otherwise.

25 Rule 44

26 Bills or Resolutions Recommended for Indefinite Postponement

27 No senate bill or resolution recommended for

28 indefinite postponement shall be considered in the

29 absence of the chief sponsor or, if a house bill or

30 resolution, in the absence of the senator representing

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1 the district in which the sponsor resides. When a
2 question is postponed indefinitely, it shall not be
3 again acted upon during that session of the general
4 assembly.

5 GENERAL RULES

6 Rule 45

7 Admission Access to Senate Chamber and Decorum

8 The persons who shall have access to the senate
9 chamber, and the times access shall be available, and
10 the rules governing their activities in the chamber
11 and other areas controlled by the senate shall be as
12 prescribed by the rules and administration committee
13 pursuant to a written policy adopted by the committee
14 and filed with the secretary of the senate.

15 Rule-45A

16 Smoking-Restricted

17 ~~In-addition-to-a-written-policy-on-smoking~~
18 ~~restrictions-adopted-by-the-committee-on-rules-and~~
19 ~~administration, smoking may be prohibited in room-R15A~~
20 ~~by-the-committee-or-subcommittee-chair-when-a~~
21 ~~committee-or-an-appropriations-subcommittee-is-meeting~~
22 ~~in-room-R15.~~

23 Rule 46

24 Legislative Interns and Aides

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

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

5 Rule 47

6 Clearing of Lobby and Gallery

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

10 Rule 48

11 Presentation of Petitions

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

16 Rule 49

17 Distribution of Printed Material

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

21 Rule 50

22 Concerning the Printing of Papers

23 Any paper, other than that contemplated by Section
24 10, Article III of the Constitution of the State of
25 Iowa, presented to the senate may, with the consent of
26 a constitutional majority, be printed in the journal.

27 Rule 51

28 Reprinting of Documents

29 When any bill has been substantially amended by the
30 senate, the secretary of the senate shall order the

1 bill reprinted on paper of a different color. All
2 adopted amendments inserting new material shall be
3 distinguishable.

4 The secretary of the senate may order the printing
5 of a reasonable number of additional copies of bills,
6 resolutions, amendments or journals.

7 OFFICERS AND EMPLOYEES

8 Rule 52

9 Duties of the President

10 The senate shall elect, from its membership, a
11 president. The president shall call the senate to
12 order at the hour to which the senate is adjourned.
13 Unless otherwise ordered by the senate, the president
14 shall proceed with the regular order of daily
15 business. The president shall preserve order and
16 decorum and decide all questions of order and
17 corrections to the journal, subject to an appeal to
18 the senate. The president shall direct voting as
19 provided in rule 22. When a ruling on germaneness is
20 issued by the presiding officer, it shall be
21 accompanied by an explanation of the ruling. The
22 president of the senate shall be the chair of the
23 committee of the whole unless otherwise ordered by the
24 senate, under rule 19.

25 Upon the first reading of an individual bill or
26 resolution, or a house committee bill or resolution,
27 the president shall refer the bill or resolution to
28 the appropriate standing committee unless otherwise
29 ordered by the senate. If the bill or resolution is a
30 senate committee bill or resolution, the president

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1 shall place it on the calendar after its first
2 reading. If the subject of the bill or resolution is
3 not germane to the title of the committee presenting
4 it, the president of the senate may refer it to the
5 appropriate committee.

6 The president shall sign legislative enactments
7 upon their enrolling.

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

15 Rule 53

16 The President Pro Tempore

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

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

25 The president pro tempore shall serve as a member
26 of the legislative council and as a member of the
27 senate committee on rules and administration.

28 Rule 54

29 Secretary of the Senate

30 The secretary of the senate shall be an officer of

SR 6

1 the senate and shall:

2 1. Serve as chief administrative officer of the
3 senate.

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

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

8 4. Have charge of the daily journal.

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

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

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

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

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

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

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

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

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

29 Rule 55
30 Legal Counsel

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1 The legal counsel shall be a contractual employee
2 of the senate and shall:

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

4 2. At the request of the majority and minority
5 leaders, research any legal issue in which the senate
6 has an interest. However, the legal counsel shall not
7 issue nor venture any opinions on unresolved questions
8 of law unless permitted by both the majority and
9 minority leaders.

10

Rule 56

11

Sergeant-at-Arms

12 The sergeant-at-arms shall be an employee of the
13 senate and shall:

14 1. Wear the appropriate badge of his or her
15 office.

16 2. Attend the senate during its sessions.

17 3. Aid in the enforcement of order under the
18 direction of the president of the senate and the
19 secretary of the senate.

20 4. Execute the commands of the senate.

21 5. See that no unauthorized person disturbs the
22 contents of the senators' desks.

23 6. Supervise the doorkeepers, the assistant
24 sergeant-at-arms, and pages.

25 7. Announce all delegations from the governor or
26 house.

27 8. Supervise the seating of visitors and press
28 representatives.

29

Rule 57

30

Senate Secretaries

1 Every senator shall be permitted to employ for each
2 session of a general assembly a personally selected
3 secretary.

4 Rule 58

5 Use of Electronic Voting System

6 Any officer or employee of the senate, other than a
7 duly elected member of the senate, who operates the
8 electronic voting machine mechanism located at the
9 desk of said member of the senate shall be subject to
10 immediate termination from employment. The provisions
11 of this paragraph only shall apply during the taking
12 of a record or non-record roll call vote or-division
13 utilizing the electronic voting system.

14 CONFIRMATION OF APPOINTMENTS

15 Rule 59

16 Appointments

17 The secretary of the senate shall:
18 a. send, to each appointee submitted by the
19 governor for senate confirmation, a copy of a senate
20 questionnaire as approved by the rules and
21 administration committee;
22 b. receive completed questionnaires from
23 appointees and forward copies of the completed
24 questionnaires to appropriate committee members;
25 c. maintain "Confirmation Calendar" categories on
26 the senate calendar as directed under this rule,
27 senate rule 6, and by the committee on rules and
28 administration. No appointee shall be listed as
29 eligible on the confirmation calendar until the
30 secretary has received the appointee's completed

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1 senate questionnaire.

2 As soon as possible after the convening of a
3 session, and again within one week following March 15,
4 the secretary of the senate shall publish in the
5 senate journal the names of all nominees submitted for
6 confirmation. The secretary of the senate shall
7 maintain a file of all appointments received from the
8 governor for confirmation. The file shall contain a
9 description of the duties and the compensation for
10 each nominee. The file shall show the date an
11 appointment was received from the governor, 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 published in the
22 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

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 individual nominated to head a department or
3 agency of state government, whose appointment is
4 subject to senate confirmation, must be introduced to
5 the full senate prior to a vote on confirmation of the
6 nominee. Additionally, any five (5) senators may
7 request that any nominee be introduced to the senate
8 by filing a written request with the secretary of the
9 senate within ten (10) legislative days of the
10 nominee's name appearing in the journal. Any
11 individual nominated to a position requiring senate
12 confirmation may request to be introduced to the full
13 senate by notifying the secretary of the senate at
14 least one (1) legislative day in advance of their
15 appearance. If an individual is nominated both to
16 fill a vacancy for an unexpired term and is also
17 nominated for reappointment to that position during
18 the same session, a single introduction is sufficient
19 for eligibility for confirmation to both terms.

20 HEARINGS. Any member of a committee investigating
21 an appointment may, within five (5) legislative days
22 after the committee receives the appointment, obtain
23 a hearing with the nominee by filing a written request
24 with the secretary of the senate who shall forward it
25 to the chair of the standing committee and the chair
26 of the subcommittee. Notice of the hearing shall be
27 published in the journal at least two (2) legislative
28 days prior to the hearing. At the hearing, which
29 shall be before the subcommittee, the nominee may be
30 questioned as to his or her qualifications to fulfill

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1 the office to which nominated and further questioned
2 as to his or her viewpoints on issues facing the
3 office to which nominated. Any senator may at the
4 discretion of the chair of the subcommittee be
5 permitted to submit oral questions. The public may, at
6 the discretion of the investigating committee, be
7 permitted to submit oral or written statements as to
8 the qualifications of the nominee.

9 Also, within five (5) legislative days after the
10 subcommittee receives an appointment for
11 investigation, any senator may submit written
12 questions to be answered by the nominee prior to
13 consideration of the nominee's confirmation by the
14 senate.

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

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

28 Prior to an en bloc vote, any senator may request,
29 either in writing or from the floor, an individual
30 vote on any nominee on the en bloc confirmation

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1 calendar. The senate shall vote separately on the
2 nominee.

3 Nominees on the individual confirmation calendar
4 shall be confirmed by a two-thirds vote; however, the
5 senate shall take a separate roll call on each
6 nominee, unless by unanimous consent, it determines to
7 take one vote on all nominees under consideration. In
8 any case, the journal shall reflect a single roll call
9 vote for each nominee.

10 If an individual is nominated both to fill a
11 vacancy for an unexpired term and is also nominated
12 for reappointment to that position, and such
13 appointment and reappointment appear on the senate
14 calendar as eligible at the same time, a single vote
15 is sufficient for confirmation to both terms.

16 Rule 60

17 Time of Committee Passage and Consideration of Bills

18 1. This rule does not apply to concurrent or
19 simple resolutions, joint resolutions nullifying
20 administrative rules, senate confirmations, bills
21 embodying redistricting plans prepared by the
22 legislative service bureau pursuant to chapter 42, or
23 bills passed by both houses in different forms.

24 Subsection 2 of this rule does not apply to
25 appropriations bills, ways and means bills, legalizing
26 acts, administrative rules review committee bills,
27 bills cosponsored by the majority and minority floor
28 leaders of the senate, bills in conference committee,
29 and companion bills sponsored by the majority floor
30 leaders of both houses after consultation with the

SR 6

1 respective minority floor leaders. For the purposes
2 of this rule, a joint resolution is considered as a
3 bill. To be considered an appropriations or ways and
4 means bill for the purposes of this rule, the
5 appropriations committee or the ways and means
6 committee must either be the sponsor of the bill or
7 the committee of first referral in the senate.

8 2. To be placed on the calendar in the senate a
9 senate bill must be first reported out of the a
10 standing committee of first-referral by Friday of the
11 9th 10th week of the first session and the 7th 8th
12 week of the second session. A house bill must be
13 first reported out of the a standing committee of
14 first-referral by Friday of the 12th 13th week of the
15 first session and the 10th 11th week of the second
16 session to be placed on the senate calendar.

17 3. During the 10th 11th week of the first session
18 and the 8th 9th week of the second session, the senate
19 shall consider only bills originating in the senate
20 and unfinished business. During the 13th 14th week of
21 the first session and the 11th 12th week of the second
22 session, the senate shall consider only bills
23 originating in the house and unfinished business.
24 Beginning with the 14th 15th week of the first session
25 and the 12th 13th week of the second session, the
26 senate shall consider only bills passed by both
27 houses, bills exempt from subsection 2 and unfinished
28 business.

29 4. A motion to reconsider filed and not disposed
30 of on an action taken on a bill or resolution which is

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1 subject to a deadline under this rule may be called up
2 at any time before or after the day of the deadline by
3 the person filing the motion or after the deadline by
4 the majority floor leader, notwithstanding any other
5 rule to the contrary.

6 BE IT FURTHER RESOLVED, That should a system of
7 deadlines for the time of committee passage and
8 consideration of bills be adopted by joint action of
9 the senate and house at any time during the ~~seventy-~~
10 ~~eighth~~ seventy-ninth general assembly, those
11 provisions shall supersede the provisions of rule 60.

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SENATE RESOLUTION 6

S-3011

- 1 Amend Senate Resolution 6 as follows:
- 2 1. Page 33, line 14, by inserting after the word
- 3 "session" the following: "or when a senate caucus is
- 4 meeting".

By MICHAEL E. GRONSTAL

S-3011 FILED FEBRUARY 5, 2001

w/d
2/6/01

SENATE RESOLUTION 6

S-3012

- 1 Amend Senate Resolution 6 as follows:
- 2 1. Page 33, by inserting after line 14 the
- 3 following:
- 4 "7A. Two committees with overlapping membership
- 5 shall not meet at the same time."

By MICHAEL E. GRONSTAL

S-3012 FILED FEBRUARY 5, 2001

2/6/01 w/d

SENATE RESOLUTION 6

S-3015

- 1 Amend Senate Resolution 6 as follows:
- 2 1. Page 48, line 26, by inserting after the word
- 3 "bills," the following: "bills sponsored by standing
- 4 committees in response to a referral from the
- 5 president of the senate or the speaker of the house of
- 6 representatives relating to an administrative rule
- 7 whose effective date has been delayed until the
- 8 adjournment of the next regular session of the general
- 9 assembly by the administrative rules review
- 10 committee,".

By MERLIN E. BARTZ
JOHN P. KIBBIE

MICHAEL E. GRONSTAL
STEWART IVERSON, Jr.

S-3015 FILED FEBRUARY 5, 2001

Adopted 2/6/01

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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. If the subcommittee is different
29 than that appointed during the first session, the
30 committee chair shall report to the senate the bill or

1 resolution number and the names of the subcommittee
2 members.

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

8 Rule 5

9 Regular Order of Daily Business

10 The following order shall govern, subject to any
11 special order:

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

18 Rule 6

19 Senate Calendar

20 1. Each legislative day the secretary of the
21 senate shall prepare a listing of bills to be known as
22 the "Senate Calendar".

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

30 3. The senate calendar shall include separate

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

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1 6. The senate calendar shall include a listing of
2 bills which pertain to the levy, assessment or
3 collection of taxes sponsored by or initially assigned
4 to and reported out by the senate ways and means
5 committee. The list shall be known as the "Ways and
6 Means Calendar". The secretary shall list the bills
7 in the order they are received. Upon their first
8 publication in the calendar, bills on the ways and
9 means calendar may be called up for debate at any time
10 by the majority leader provided they are eligible
11 under Rule 8.

12 7. The senate calendar shall include a list of
13 bills and resolutions, known as the "Regular
14 Calendar", which shall consist of bills and
15 resolutions reported out by a senate committee. The
16 bills and resolutions reported out each day shall be
17 placed in the order of their file numbers and
18 following those reported out on previous days.
19 Priority shall be given to senate over house bills and
20 resolutions and to joint resolutions over bills. Upon
21 their first publication in the calendar, bills on the
22 regular calendar may be called up for debate at any
23 time by the majority leader, provided they are
24 eligible under Rule 8.

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

30 8. The senate calendar shall include a listing of

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1 the governor's appointees to state boards,
2 commissions, and other offices requiring senate
3 confirmation. This listing shall be known as the
4 "Confirmation Calendar". Names on the confirmation
5 calendar may be called up for confirmation at any time
6 by the majority leader provided they are eligible
7 under rule 59.

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

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

1 written objection with the secretary of the senate on
2 the first or second legislative day after it appears
3 on the proposed noncontroversial calendar. Any bill
4 stricken from the proposed noncontroversial calendar
5 shall be returned to its former place on the Senate
6 calendar. The secretary shall prepare the
7 noncontroversial calendar which shall consist of all
8 bills or resolutions on the proposed noncontroversial
9 calendar to which no objection was received.

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

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

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Rule 7

Steering Committee

The senate may authorize the appointment of a steering committee. The majority leader shall appoint the majority party members to the steering committee. The minority leader shall appoint the minority party members to the steering committee. The function of the steering committee shall be to create its own calendar from the bills and resolutions on the regular calendar. Bills and resolutions on the steering committee calendar shall have priority over bills and resolutions on all other calendars, except the appropriations calendar.

Rule 8

When Eligible for Consideration

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

1. An appointment by the governor which requires senate confirmation shall be eligible on the legislative day after it is first printed in the senate calendar as provided by Rule 59.
2. A house or individually sponsored bill or resolution reported out by a committee shall be eligible on the legislative day after it is first printed in the senate calendar.
3. A committee bill or resolution sponsored by the appropriations committee shall be eligible on the legislative day after it is first printed in the senate calendar.
4. Any committee bill or resolution, other than a

1 bill or resolution sponsored by the appropriations
2 committee, shall be eligible on the third legislative
3 day it is printed in the senate calendar.

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

12 6. Any bill or resolution placed on the steering
13 committee calendar is eligible for consideration on
14 the day of its placement on that calendar.

15 When a bill or resolution on the calendar is not
16 yet eligible, the date when it will become eligible
17 shall be printed in the calendar.

18 Rule 9

19 Debate and Decorum

20 Before addressing the senate, the senator shall
21 request recognition by depressing the "speak" device
22 and, when recognized, rise and respectfully address
23 the chair.

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

30 Rule 10

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1 Point of Personal Privilege

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

7 Rule 11

8 Introduction and Presentation of Guests

9 Only former members of the senate and former and
10 present members of Congress shall be presented to the
11 senate, except that the president of the senate may
12 present a visitor whose presence is of special
13 significance to the senate. The presence of school
14 groups accompanied by school officials shall be
15 announced by the president of the senate and shall be
16 recorded in the journal upon written request of a
17 member of the senate.

18 Rule 12

19 Form and Withdrawal of Motions, Amendments and Signatures

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

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

1 conference committee report being on the desks of the
2 entire membership of the senate prior to
3 consideration.

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

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

16 When a house amendment to a senate file is before
17 the senate, an amendment to the house amendment shall
18 be considered an amendment in the first degree.

19 Regardless of its origin, an amendment in the third
20 degree shall be ruled out of order.

21 When a ruling on germaneness is issued by the
22 presiding officer, it shall be accompanied by an
23 explanation of the ruling.

24 Rule 13

25 Order and Precedence of Motions and Amendments

26 When a question is under debate, no motion shall be
27 received but to adjourn, to recess, questions of
28 privilege, to lay on the table, for the previous
29 question, to postpone to a day certain, to refer, to
30 amend, to postpone indefinitely, to defer, or

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1 incidental motions. A substitute is not in order
2 unless it is in the form of a motion to substitute.
3 Such motions shall have precedence in the order in
4 which they are named. No motion to postpone to a day
5 certain, to refer, or postpone indefinitely, being
6 decided, shall be again allowed on the same day with
7 regard to the same question. A motion to strike out
8 the enacting clause of a bill shall have precedence
9 over all amendments and, if carried, shall be
10 considered equivalent to the rejection of the bill.

11 A motion to strike everything after the enacting
12 clause has precedence over a committee amendment and
13 all other amendments except one to strike the enacting
14 clause. A committee amendment has precedence over all
15 other amendments except as provided in this rule.

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

1 reconsider the previously adopted amendments result in
2 removing the conflict. A committee may not file an
3 amendment to a bill unless the bill is in the
4 committee's possession.

5 Rule 14

6 MOTIONS BEFORE THE SENATE

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

9 Rule 15

10 Nondebatable Motions

11 The following motions are not debatable:

12 Adjourn

13 Recess

14 Call of the Senate

15 Lay on Table or Take from Table

16 Previous Question

17 Reconsider vote by which bill was placed on last reading.

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

20 Rule 16

21 Division of the Question

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

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1 Rule 17

2 The Previous Question

3 The previous question shall be in this form:

4 "Shall debate be closed on the pending question?" A
5 motion for the previous question may be adopted by a
6 majority of the senators present and voting. Its
7 effect shall be to put an end to debate and bring the
8 senate to a direct vote upon the pending question.
9 However, any senator who has not previously spoken on
10 the pending question and who, after the main question
11 is taken up and before the motion for the previous
12 question has been made, requested recognition by
13 depressing the "speak" device may speak no longer than
14 five minutes on the pending question. If action on
15 the pending question continues into another
16 legislative day or is deferred, the previous question
17 shall apply and the requests to be recognized shall be
18 honored.

19 When the motion applies to an amendment, the
20 senator proposing the amendment shall have five
21 minutes to close debate on the amendment.

22 The senator handling the measure under
23 consideration shall have ten minutes to close debate
24 on the main question.

25 Rule 18

26 Call of the Senate

27 Ten senators may file in writing a call of the
28 senate on any single item of legislative business. A
29 call of the senate requires the presence of every
30 senator and is in order at any time prior to the vote

1 being announced by the president. The sergeant-at-
2 arms shall return promptly all absent senators.
3 Debate on the item may continue while absent senators
4 are returning, but no vote on the item is in order on
5 it until all have returned. Adoption of a motion to
6 recess or adjourn to a specific time will not lift the
7 call. The call may be lifted, or a senator may be
8 excused from the call without lifting the call, by a
9 vote of a constitutional majority of the senators.
10 Those senators excused prior to the filing of the call
11 are excused from the call.

12 Rule 19

13 Committee of the Whole

14 The senate may resolve itself into a committee of
15 the whole senate when it wishes to permit more free
16 and informal discussion. Persons other than senators
17 may appear and present information.

18 Any senator may move "that the senate now resolve
19 itself into a committee of the whole to consider" a
20 stated subject.

21 The president of the senate shall be chair of the
22 committee of the whole unless otherwise ordered by the
23 senate.

24 The procedure in committee of the whole is subject
25 to the rules of the senate. The previous question and
26 the motion to reconsider shall be in order.

27 The committee of the whole cannot take any final
28 action and its power is limited to recommendation to
29 the senate. The proceedings of the committee of the
30 whole, including any roll call vote, shall be printed

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1 in the journal.

2 Any senator may at any time, except while voting or
3 while a senator has the floor, move that "the
4 committee rise" which is equivalent to a motion to
5 adjourn.

6 After adoption of the motion to rise, the chair may
7 report to the senate in the same manner as other
8 committee reports are given.

9 Rule 20

10 Last Reading and Passage of Bills

11 When a motion to place a bill on its last reading
12 is lost, the same motion shall be in order at any
13 later time. After the last reading of a bill, no
14 amendment shall be received. The vote on final
15 passage shall be taken immediately without debate.

16 Rule 21

17 Engrossment of Bills

18 An engrossment is a proofreading and verification
19 in order to be certain that a bill before the senate
20 is identical with the original bill as introduced with
21 all amendments which have been adopted correctly
22 inserted.

23 In an engrossed bill, all obvious typographical,
24 spelling or other clerical errors are corrected and
25 section or paragraph numbers and internal references
26 are changed as required to conform the original bill
27 to any amendments which have been adopted. All such
28 corrections or changes shall be reported in the
29 journal by the secretary of the senate. The engrossed
30 bill shall be placed in the bill file with the

1 original bill and amendments.

2 Rule 22

3 Manner of Voting

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

7 A non-record or record roll call vote may be
8 requested by any senator or ordered by the president
9 any time before the results are announced. A non-
10 record roll call shall be requested by asking for a
11 "division". A record roll call shall be requested by
12 asking for a "~~roll-call~~" "record". Upon request for a
13 non-record or record roll call vote, the president
14 shall announce that such a non-record or record roll
15 call vote has been requested and shall state the
16 question to be put to the senate. The president then
17 shall direct the secretary of the senate to receive
18 the votes.

19 Senators present may cast their votes, either by
20 operating the voting mechanism located at their
21 assigned desk or by signaling the president if they
22 are unable to vote at their assigned desk. The
23 president shall enter the votes of senators signaling
24 their votes.

25 After sufficient time has elapsed for all senators
26 present to record their votes, the president shall
27 direct the secretary of the senate to close the voting
28 system. The president shall still enter the senators'
29 votes at any time prior to directing the secretary of
30 the senate to lock the voting system. The president

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1 shall then immediately announce the vote.

2 During a non-record or record roll call vote, both
3 individual votes and vote totals shall be indicated
4 openly on the display boards. On non-record roll
5 calls, only vote totals shall be printed in the
6 journal.

7 In the event the electronic voting system is not in
8 operating order, the president shall direct the
9 secretary of the senate to take the non-record or
10 record roll call by calling the names of the senators
11 in alphabetical order.

12 Rule 23

13 Duty of Voting

14 Every senator present when a question is put shall
15 vote "aye", "no" or "present" unless previously
16 excused by the senate. Upon demand being made by any
17 senator, the secretary of the senate shall call in
18 alphabetical order the names of the senators not
19 voting or voting "present". Those senators called
20 shall vote "aye" or "no" unless the senator states a
21 personal interest in the question or concludes that he
22 or she should not vote under the senate code of
23 ethics.

24 Rule 24

25 Reconsideration

26 When a main motion has been decided by the senate,
27 any senator having voted on the prevailing side may
28 move to reconsider the vote on the same or next
29 legislative day. Motions to reconsider the vote on a
30 bill or resolution shall be in writing and filed with

1 the secretary of the senate.

2 Notwithstanding any time limitations applicable to
3 motions to reconsider main motions, a motion to
4 reconsider the vote on an amendment may be made at any
5 time before final disposition of the motion to be
6 amended. Such motion shall be in writing and filed
7 with the secretary of the senate. A motion to
8 reconsider an amendment to a main motion shall be
9 taken up for consideration only prior to the
10 disposition of the main motion or upon reconsideration
11 of the main motion.

12 A constitutional majority by a record roll call is
13 necessary to reconsider a bill or joint resolution.
14 During three legislative days from the date the motion
15 to reconsider a bill or resolution is filed, only the
16 mover may call it up. Thereafter, any senator may
17 call up the motion. If a date for adjournment has
18 been set by resolution of the senate, any senator may
19 call up a motion to reconsider at any time within
20 three days prior to the date set for adjournment.

21 If the motion to reconsider a bill or resolution
22 prevails, motions to reconsider amendments thereto
23 shall be in order and shall be disposed of without
24 delay.

25 A motion that any action taken by the senate be
26 reconsidered and the motion to reconsider be laid upon
27 the table shall be a single and indivisible motion,
28 known as the double-barreled motion, which, if
29 carried, shall have the effect of preventing
30 reconsideration unless a motion to take from the table

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1 prevails. A constitutional majority is necessary for
2 the double-barreled motion to prevail on a bill or
3 joint resolution. The double-barreled motion can only
4 be made from the floor after the vote is announced and
5 the member who moved the final reading shall have
6 priority in making it.

7 A motion to reconsider and lay on the table shall
8 have priority over a motion to reconsider if they are
9 both filed on the same legislative day.

10 In the event that a motion to reconsider is pending
11 at the end of the first session or any extraordinary
12 session of any general assembly, or the general
13 assembly adjourns sine die, and the motion has not
14 been voted upon by the senate, it shall be determined
15 to have failed.

16

Rule 25

17

Suspension of Rules and Taking from Table

18 No standing rule or rules incorporated by reference
19 under Rule 3 or order of the senate shall be rescinded
20 or suspended, nor shall any matter, tabled upon
21 motion, be taken up, except by an affirmative vote of
22 a constitutional majority of the senate.

23

INTRODUCTION AND FORM OF BILLS

24

Rule 26

25 Time and Method of Introducing Bills and Amendments

26 All bills to be introduced in the senate shall be
27 typed in proper form by the legislative service bureau
28 and shall be filed with the recording clerk.

29 All amendments shall be typed in proper form and
30 filed with the recording clerk not later than 4:30

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1 p.m., or adjournment, whichever is later, in order to
2 be listed in the following day's clip sheet.

3 An "impact amendment" is an amendment which
4 reasonably could have an annual effect of at least one
5 hundred thousand dollars or a combined total effect
6 within five years after enactment of five hundred
7 thousand dollars or more on the aggregate revenues,
8 expenditures or fiscal liability of the state or its
9 subdivisions.

10 An impact amendment to a bill which has been on the
11 special order calendar for at least three full
12 legislative days prior to its consideration shall not
13 be taken up by the senate unless:

14 1) a fiscal note is attached, and the amendment is
15 filed at least one legislative day prior to the date
16 set for consideration of the bill; or

17 2) the amendment is an appropriation or other
18 measure where the total effect is stated in dollar
19 amounts.

20

Rule 27

21

Limit on Introduction of Bills

22 No bill or joint resolution, except bills and joint
23 resolutions cosponsored by the majority and minority
24 floor leaders, shall be introduced in the senate after
25 4:30 p.m. on Friday of the sixth week of the first
26 regular session of a general assembly unless a written
27 request for drafting the bill has been filed with the
28 legislative service bureau before that time. After
29 adjournment of the first regular session, bills may be
30 prefiled at any time before the convening of the

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1 second regular session. No bill shall be introduced
2 after 4:30 p.m. on Friday of the second week of the
3 second regular session of a general assembly unless a
4 written request for drafting the bill has been filed
5 with the legislative service bureau before that time.
6 However, standing committees may introduce bills and
7 joint resolutions at any time. A bill which relates
8 to departmental rules sponsored by the administrative
9 rules review committee and approved by a majority of
10 the members of the committee in each house may be
11 introduced at any time and must be referred to a
12 standing committee which must take action on the bill
13 within three weeks. Senate and concurrent resolutions
14 may be introduced at any time.

15 No bill, joint resolution, concurrent resolution or
16 senate resolution shall be introduced at any
17 extraordinary session unless sponsored by a standing
18 committee, the majority and minority floor leaders, or
19 the committee of the whole.

20

Rule 28

21 Introduction, Reading and Form of Bills and Resolutions

22 Every senate bill and resolution shall be
23 introduced by one or more senators or by any standing
24 committee of the senate and shall at once be given its
25 first reading.

26 If the senate is in session when a bill or
27 resolution is introduced, the first reading shall
28 consist of reading its file number, the title and
29 sponsor of the bill. If the senate is not in session
30 but a journal is published for the day, the first

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1 reading shall consist of a journal entry of the bill's
2 file number, title, sponsor and the notation "Read
3 first time under Rule 28."

4 Any bill or resolution approved for introduction by
5 a standing committee during an interim period between
6 sessions of one General Assembly shall be introduced
7 without further action by the committee at the next
8 succeeding regular session of the same General
9 Assembly and placed immediately upon the regular
10 calendar.

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

13 The subject of every bill shall be expressed in its
14 title.

15 Rule 29

16 Explanations

17 No bill, except appropriation committee bills and
18 simple or concurrent resolutions, shall be introduced
19 unless a concise and accurate explanation is attached.
20 The chief sponsor or a committee to which the bill has
21 been referred may add a revised explanation at any
22 time before the last reading, and it shall be included
23 in the daily clip sheet.

24 Rule 30

25 Resolutions

26 A "senate resolution" is a resolution acted upon
27 only by the senate which expresses sentiment or is
28 used for the appointment of special committees within
29 the senate. A senate resolution requires the
30 affirmative vote of a majority of the senators present

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1 and voting. A senate resolution shall be filed with
2 the secretary of the senate. A senate resolution
3 shall be printed in the bound journal after its
4 adoption and in the daily journal upon written request
5 to the secretary of the senate by the sponsor of the
6 resolution.

7

Rule 31

8

Nullification Resolutions

9 A nullification resolution may be introduced by a
10 standing committee, the administrative rules review
11 committee, or any member of the senate. A
12 nullification resolution introduced by the
13 administrative rules review committee or a member of
14 the senate shall be referred to the same standing
15 committee it would be referred to if it was a bill.

16 Any nullification resolution may be referred to the
17 administrative rules review committee by a majority
18 vote of the standing committee which introduced it or
19 to which it was referred. The administrative rules
20 review committee may seek an agreement with the
21 affected administrative agency wherein the agency
22 agrees to voluntarily rescind or modify a rule or
23 rules relating to the subject matter of the
24 nullification resolution. An agreement to voluntarily
25 rescind or modify an administrative agency rule shall
26 be in writing and signed by the chief administrative
27 officer of the administrative agency and a majority of
28 the administrative rules review committee members of
29 each house and shall be placed on file in the offices
30 of the chief clerk of the house, the secretary of the

1 senate and the secretary of state. If an agreement is
 2 not reached, or the nullification resolution is not
 3 approved by a majority of the administrative rules
 4 review committee members of each house, within two
 5 weeks of the date the resolution is referred to the
 6 administrative rules review committee, the resolution
 7 shall be placed on the calendar. If the nullification
 8 resolution is approved by the administrative rules
 9 review committee it shall be placed on the calendar.
 10 A nullification resolution is subject to a motion to
 11 withdraw the nullification resolution as provided in
 12 rule 42.

13 A nullification resolution is debatable, but cannot
 14 be amended on the floor of the senate.

15 Rule 32

16 Resolutions, Applicable Rules

17 All rules applicable to bills shall apply to
 18 resolutions, except as otherwise provided in the
 19 rules.

20 Rule 33

21 Study Bills

22 1. A study bill is any matter which a senator
 23 wishes to have considered by a standing committee or
 24 appropriations subcommittee for introduction as a
 25 committee bill or resolution. The term "study bill"
 26 includes "proposed bills" provided for in Rule 37 and
 27 departmental requests prefiled in the manner specified
 28 in section 2.16 of the Code.

29 2. A study bill shall bear the name of the member
 30 who wishes to have the bill considered. A study bill

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1 proposed by a state agency shall bear the name of the
2 agency. A committee chair may submit a study bill in
3 the name of that committee.

4 3. Upon first receiving a study bill from a
5 senator, a committee chairperson shall submit three
6 copies to the secretary of the senate. Study bills
7 received in the secretary of the senate's office
8 before 3:00 p.m. shall be filed, numbered, and
9 reported in the journal for that day. Study bills
10 received in the secretary of the senate's office after
11 3:00 p.m. shall be filed, numbered, and reported in
12 the journal for the subsequent day. The secretary
13 shall number such bills in consecutive order. The
14 secretary shall maintain a record of all study bills
15 and their assigned number. Committee records shall
16 refer to study bills by the number assigned by the
17 secretary.

18 4. The secretary shall file a report in the
19 journal of each study bill received. The report shall
20 show the study bill number, its title or subject
21 matter and the committee which is considering it. If
22 a study bill is referred to a subcommittee, then the
23 committee chairperson shall report in the journal the
24 names of the subcommittee members to which it is
25 assigned.

26 5. If a committee bill or resolution is introduced
27 which was not previously the subject of a study bill
28 in the sponsoring committee, the majority leader may
29 re-refer the bill back to the committee.

30 6. A study bill not prepared by the legislative

1 service bureau may be submitted to a standing
2 committee, but shall not be considered by the full
3 committee unless reviewed and typed in proper form by
4 the legislative service bureau.

5 COMMITTEES AND COMMITMENT

6 Rule 34

7 Committee Appointments

8 Committee appointments shall be made by the
9 majority leader for majority party members, after
10 consultation with the president, and by the minority
11 leader for minority party members, after consultation
12 with the president. No senator shall serve on more
13 than five standing committees. The majority leader,
14 after consultation with the president, shall designate
15 the chairperson and vice-chairperson of each standing
16 committee. The minority leader, after consultation
17 with the president, shall designate the ranking member
18 of each standing committee from the minority
19 membership of that committee.

20 Rule 35

21 Standing Committees

22 The names of the standing committees of the senate
23 shall be:

- 24 Agriculture
- 25 Appropriations
- 26 Business and labor relations
- 27 Commerce
- 28 Education
- 29 Human resources
- 30 Judiciary

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- 1 Local government
- 2 Natural resources & Environment
- 3 Rules and administration
- 4 Small business, economic development, and tourism
- 5 State government
- 6 Transportation
- 7 Ways and means

8 Rule 36

9 Committee on Rules and Administration

10 The committee on rules and administration shall
11 recommend rules and rule changes to the senate, shall
12 hire senate employees, shall recommend salary scales
13 for all senate employees, and shall oversee senate
14 budget and administration matters.

15 The committee on rules and administration will
16 select, for senate approval, an individual to serve as
17 secretary of the senate.

18 Upon authorization being given by the committee on
19 rules and administration, the minority party members
20 of the committee will select, for senate approval, an
21 individual to serve as assistant parliamentarian.

22 The committee shall have the following standing
23 subcommittees:

- 24 1. Joint Rules
- 25 2. Senate Rules
- 26 3. Administrative Services
- 27 4. Caucus Services.

28 The majority leader shall serve as chair of the
29 rules and administration committee and as chair of the
30 standing subcommittee on caucus services. The

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1 president of the senate shall serve as vice-chair of
2 the rules and administration committee, and as chair
3 of the subcommittee on administrative services.

4 Rule 37

5 Appropriations Committee

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

9 The appropriations subcommittees shall be named:

- 10 Administration & Regulation
- 11 Agriculture and Natural Resources
- 12 Economic Development
- 13 Education
- 14 Health and Human Rights
- 15 Human Services
- 16 Justice System
- 17 Oversight & Communications
- 18 Transportation, Infrastructure & Capitals

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 of 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

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 called under subsection
20 10 is held on that bill or resolution.

21 10. Public hearings may be called at the
22 discretion of the chair. The chair shall call a
23 public hearing upon the written request of one-half
24 the membership of the committee. The chair shall set
25 the time and place of the public hearing.

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

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1 subcommittee report by the chairperson.

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

6 13. Committee meetings shall be open.

7 Rule 40

8 Voting in Committee

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

22 The committee shall not authorize the introduction
23 of a committee bill or resolution until the members
24 have received final copies of the bill or resolution
25 with amendments or changes incorporated, and typed
26 into proper form by the legislative service bureau.
27 The committee may, by unanimous consent, dispense with
28 this requirement when only nonsubstantive amendments
29 or changes are necessary to correct the bill or
30 resolution, or when a study bill or individually

1 sponsored bill is voted out as a committee bill with
2 no change in the text of the bill or the title.

3 The legislative service bureau shall file a report
4 with the committee members detailing the amendments or
5 changes and this report shall become a part of the
6 committee report.

7 Rule 41

8 Announcement of Committee Meetings

9 It shall be in order for the chair of any committee
10 to announce to the senate the time and place of
11 committee meetings. The announcement shall include a
12 proposed agenda for the meeting. The sergeant-at-arms
13 shall post at the rear of the chamber the daily
14 schedule of committee meetings.

15 Rule 42

16 Withdrawal of Bills and Resolutions from Committee

17 The secretary of the senate shall note on each bill
18 and resolution the date of its reference to committee.
19 No bill or resolution shall be withdrawn from any
20 committee within fifteen legislative days after the
21 bill or resolution has been referred to the committee
22 and thereafter only upon written petition for the
23 withdrawal of such bill or resolution signed by a
24 constitutional majority of the senators, except as
25 provided in Rule 38. Only senators may circulate such
26 a petition.

27 Rule 43

28 Committee Reports

29 All committees shall file a report of committee
30 meetings. Such reports shall contain the following

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1 information:

2 a. The time the meeting convened;

3 b. Those senators who were present and absent at
4 the time the meeting convened, as well as the time any
5 senator, who was not present at the time the meeting
6 convened, arrives for the meeting;

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

9 d. The title of the bill;

10 e. The file number of the bill or resolution (if
11 known);

12 f. Whether the committee recommends that the bill
13 or resolution be passed, amended and passed,
14 indefinitely postponed, or considered without
15 committee recommendation;

16 g. An indication of other bills or matters
17 discussed;

18 h. Such other matters as the committee chair shall
19 direct; and

20 i. The time the meeting adjourned.

21 No committee report shall be read, but all
22 committee reports shall be printed in the journal.
23 Upon printing, all committee reports shall then stand
24 approved unless the senate directs otherwise.

25 Rule 44

26 Bills or Resolutions Recommended for Indefinite Postponement

27 No senate bill or resolution recommended for
28 indefinite postponement shall be considered in the
29 absence of the chief sponsor or, if a house bill or
30 resolution, in the absence of the senator representing

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1 the district in which the sponsor resides. When a
2 question is postponed indefinitely, it shall not be
3 again acted upon during that session of the general
4 assembly.

5 GENERAL RULES

6 Rule 45

7 Admission Access to Senate Chamber and Decorum

8 The persons who shall have access to the senate
9 chamber, and the times access shall be available, and
10 the rules governing their activities in the chamber
11 and other areas controlled by the senate shall be as
12 prescribed by the rules and administration committee
13 pursuant to a written policy adopted by the committee
14 and filed with the secretary of the senate.

15 Rule-45A

16 Smoking-Restricted

17 ~~In-addition-to-a-written-policy-on-smoking~~
18 ~~restrictions-adopted-by-the-committee-on-rules-and~~
19 ~~administration,-smoking-may-be-prohibited-in-room-R15A~~
20 ~~by-the-committee-or-subcommittee-chair-when-a~~
21 ~~committee-or-an-appropriations-subcommittee-is-meeting~~
22 ~~in-room-R15-~~

23 Rule 46

24 Legislative Interns and Aides

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

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

5 Rule 47

6 Clearing of Lobby and Gallery

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

10 Rule 48

11 Presentation of Petitions

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

16 Rule 49

17 Distribution of Printed Material

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

21 Rule 50

22 Concerning the Printing of Papers

23 Any paper, other than that contemplated by Section
24 10, Article III of the Constitution of the State of
25 Iowa, presented to the senate may, with the consent of
26 a constitutional majority, be printed in the journal.

27 Rule 51

28 Reprinting of Documents

29 When any bill has been substantially amended by the
30 senate, the secretary of the senate shall order the

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1 bill reprinted on paper of a different color. All
2 adopted amendments inserting new material shall be
3 distinguishable.

4 The secretary of the senate may order the printing
5 of a reasonable number of additional copies of bills,
6 resolutions, amendments or journals.

7 OFFICERS AND EMPLOYEES

8 Rule 52

9 Duties of the President

10 The senate shall elect, from its membership, a
11 president. The president shall call the senate to
12 order at the hour to which the senate is adjourned.
13 Unless otherwise ordered by the senate, the president
14 shall proceed with the regular order of daily
15 business. The president shall preserve order and
16 decorum and decide all questions of order and
17 corrections to the journal, subject to an appeal to
18 the senate. The president shall direct voting as
19 provided in rule 22. When a ruling on germaneness is
20 issued by the presiding officer, it shall be
21 accompanied by an explanation of the ruling. The
22 president of the senate shall be the chair of the
23 committee of the whole unless otherwise ordered by the
24 senate, under rule 19.

25 Upon the first reading of an individual bill or
26 resolution, or a house committee bill or resolution,
27 the president shall refer the bill or resolution to
28 the appropriate standing committee unless otherwise
29 ordered by the senate. If the bill or resolution is a
30 senate committee bill or resolution, the president

1 shall place it on the calendar after its first
2 reading. If the subject of the bill or resolution is
3 not germane to the title of the committee presenting
4 it, the president of the senate may refer it to the
5 appropriate committee.

6 The president shall sign legislative enactments
7 upon their enrolling.

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

15 Rule 53

16 The President Pro Tempore

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

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

25 The president pro tempore shall serve as a member
26 of the legislative council and as a member of the
27 senate committee on rules and administration.

28 Rule 54

29 Secretary of the Senate

30 The secretary of the senate shall be an officer of

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1 the senate and shall:

2 1. Serve as chief administrative officer of the
3 senate.

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

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

8 4. Have charge of the daily journal.

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

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

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

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

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

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

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

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

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

29
30

Rule 55
Legal Counsel

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1 The legal counsel shall be a contractual employee
2 of the senate and shall:

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

4 2. At the request of the majority and minority
5 leaders, research any legal issue in which the senate
6 has an interest. However, the legal counsel shall not
7 issue nor venture any opinions on unresolved questions
8 of law unless permitted by both the majority and
9 minority leaders.

10 Rule 56

11 Sergeant-at-Arms

12 The sergeant-at-arms shall be an employee of the
13 senate and shall:

14 1. Wear the appropriate badge of his or her
15 office.

16 2. Attend the senate during its sessions.

17 3. Aid in the enforcement of order under the
18 direction of the president of the senate and the
19 secretary of the senate.

20 4. Execute the commands of the senate.

21 5. See that no unauthorized person disturbs the
22 contents of the senators' desks.

23 6. Supervise the doorkeepers, the assistant
24 sergeant-at-arms, and pages.

25 7. Announce all delegations from the governor or
26 house.

27 8. Supervise the seating of visitors and press
28 representatives.

29 Rule 57

30 Senate Secretaries

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1 Every senator shall be permitted to employ for each
2 session of a general assembly a personally selected
3 secretary.

4 Rule 58

5 Use of Electronic Voting System

6 Any officer or employee of the senate, other than a
7 duly elected member of the senate, who operates the
8 electronic voting machine mechanism located at the
9 desk of said member of the senate shall be subject to
10 immediate termination from employment. The provisions
11 of this paragraph only shall apply during the taking
12 of a record or non-record roll call vote ~~or division~~
13 utilizing the electronic voting system.

14 CONFIRMATION OF APPOINTMENTS

15 Rule 59

16 Appointments

17 The secretary of the senate shall:

18 a. send, to each appointee submitted by the
19 governor for senate confirmation, a copy of a senate
20 questionnaire as approved by the rules and
21 administration committee;

22 b. receive completed questionnaires from
23 appointees and forward copies of the completed
24 questionnaires to appropriate committee members;

25 c. maintain "Confirmation Calendar" categories on
26 the senate calendar as directed under this rule,
27 senate rule 6, and by the committee on rules and
28 administration. No appointee shall be listed as
29 eligible on the confirmation calendar until the
30 secretary has received the appointee's completed

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1 senate questionnaire.

2 As soon as possible after the convening of a
3 session, and again within one week following March 15,
4 the secretary of the senate shall publish in the
5 senate journal the names of all nominees submitted for
6 confirmation. The secretary of the senate shall
7 maintain a file of all appointments received from the
8 governor for confirmation. The file shall contain a
9 description of the duties and the compensation for
10 each nominee. The file shall show the date an
11 appointment was received from the governor, 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 published in the
22 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

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 individual nominated to head a department or
3 agency of state government, whose appointment is
4 subject to senate confirmation, must be introduced to
5 the full senate prior to a vote on confirmation of the
6 nominee. Additionally, any five (5) senators may
7 request that any nominee be introduced to the senate
8 by filing a written request with the secretary of the
9 senate within ten (10) legislative days of the
10 nominee's name appearing in the journal. Any
11 individual nominated to a position requiring senate
12 confirmation may request to be introduced to the full
13 senate by notifying the secretary of the senate at
14 least one (1) legislative day in advance of their
15 appearance. If an individual is nominated both to
16 fill a vacancy for an unexpired term and is also
17 nominated for reappointment to that position during
18 the same session, a single introduction is sufficient
19 for eligibility for confirmation to both terms.

20 HEARINGS. Any member of a committee investigating
21 an appointment may, within five (5) legislative days
22 after the committee receives the appointment, obtain
23 a hearing with the nominee by filing a written request
24 with the secretary of the senate who shall forward it
25 to the chair of the standing committee and the chair
26 of the subcommittee. Notice of the hearing shall be
27 published in the journal at least two (2) legislative
28 days prior to the hearing. At the hearing, which
29 shall be before the subcommittee, the nominee may be
30 questioned as to his or her qualifications to fulfill

1 the office to which nominated and further questioned
2 as to his or her viewpoints on issues facing the
3 office to which nominated. Any senator may at the
4 discretion of the chair of the subcommittee be
5 permitted to submit oral questions. The public may, at
6 the discretion of the investigating committee, be
7 permitted to submit oral or written statements as to
8 the qualifications of the nominee.

9 Also, within five (5) legislative days after the
10 subcommittee receives an appointment for
11 investigation, any senator may submit written
12 questions to be answered by the nominee prior to
13 consideration of the nominee's confirmation by the
14 senate.

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

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

28 Prior to an en bloc vote, any senator may request,
29 either in writing or from the floor, an individual
30 vote on any nominee on the en bloc confirmation

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1 calendar. The senate shall vote separately on the
2 nominee.

3 Nominees on the individual confirmation calendar
4 shall be confirmed by a two-thirds vote; however, the
5 senate shall take a separate roll call on each
6 nominee, unless by unanimous consent, it determines to
7 take one vote on all nominees under consideration. In
8 any case, the journal shall reflect a single roll call
9 vote for each nominee.

10 If an individual is nominated both to fill a
11 vacancy for an unexpired term and is also nominated
12 for reappointment to that position, and such
13 appointment and reappointment appear on the senate
14 calendar as eligible at the same time, a single vote
15 is sufficient for confirmation to both terms.

16 Rule 60

17 Time of Committee Passage and Consideration of Bills

18 1. This rule does not apply to concurrent or
19 simple resolutions, joint resolutions nullifying
20 administrative rules, senate confirmations, bills
21 embodying redistricting plans prepared by the
22 legislative service bureau pursuant to chapter 42, or
23 bills passed by both houses in different forms.

24 Subsection 2 of this rule does not apply to
25 appropriations bills, ways and means bills, legalizing
26 acts, administrative rules review committee bills,
27 bills sponsored by standing committees in response to
28 a referral from the president of the senate or the
29 speaker of the house of representatives relating to an
30 administrative rule whose effective date has been

1 delayed until the adjournment of the next regular
2 session of the general assembly by the administrative
3 rules review committee, bills cosponsored by the
4 majority and minority floor leaders of the senate,
5 bills in conference committee, and companion bills
6 sponsored by the majority floor leaders of both houses
7 after consultation with the respective minority floor
8 leaders. For the purposes of this rule, a joint
9 resolution is considered as a bill. To be considered
10 an appropriations or ways and means bill for the
11 purposes of this rule, the appropriations committee or
12 the ways and means committee must either be the
13 sponsor of the bill or the committee of first referral
14 in the senate.

15 2. To be placed on the calendar in the senate a
16 senate bill must be first reported out of the a
17 standing committee of-first-referral by Friday of the
18 9th 10th week of the first session and the 7th 8th
19 week of the second session. A house bill must be
20 first reported out of the a standing committee of
21 first-referral by Friday of the 12th 13th week of the
22 first session and the 10th 11th week of the second
23 session to be placed on the senate calendar.

24 3. During the 10th 11th week of the first session
25 and the 8th 9th week of the second session, the senate
26 shall consider only bills originating in the senate
27 and unfinished business. During the 13th 14th week of
28 the first session and the 11th 12th week of the second
29 session, the senate shall consider only bills
30 originating in the house and unfinished business.

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1 Beginning with the ~~14th~~ 15th week of the first session
2 and the ~~12th~~ 13th week of the second session, the
3 senate shall consider only bills passed by both
4 houses, bills exempt from subsection 2 and unfinished
5 business.

6 4. A motion to reconsider filed and not disposed
7 of on an action taken on a bill or resolution which is
8 subject to a deadline under this rule may be called up
9 at any time before or after the day of the deadline by
10 the person filing the motion or after the deadline by
11 the majority floor leader, notwithstanding any other
12 rule to the contrary.

13 BE IT FURTHER RESOLVED, That should a system of
14 deadlines for the time of committee passage and
15 consideration of bills be adopted by joint action of
16 the senate and house at any time during the ~~seventy-~~
17 ~~eighth~~ seventy-ninth general assembly, those
18 provisions shall supersede the provisions of rule 60.

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