

House Study Bill 2 - Introduced

HOUSE RESOLUTION NO. _____

BY (PROPOSED COMMITTEE ON ADMINISTRATION AND RULES
RESOLUTION BY CHAIRPERSON WINDSCHITL)

1 A Resolution relating to permanent rules of the House
2 of Representatives for the Eighty-fifth General
3 Assembly.

4 BE IT RESOLVED BY THE HOUSE OF REPRESENTATIVES, That
5 the permanent rules of the House for the ~~eighty-fourth~~
6 eighty-fifth general assembly be as follows:

7 DIVISION I — GENERAL RULES

8 Rule 1

9 Call to Order and Order of Business

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

19 Rule 2

20 Quorum Call and Time of Convening

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

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

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Rule 3

Absences from the House

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

Rule 4

Preservation of Order

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

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

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

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

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

Members of the press may photograph from the press box, but shall not use artificial lighting without prior permission from the chief clerk of the house. Photographs shall not be taken on the house floor when the members are voting on a question put before the house. Photographs or video recordings of the voting

1 boards shall not be taken while a nonrecord roll call
2 vote is displayed. Photographs may be taken on the
3 house floor at other times with the consent of the
4 subject or subjects of the photography.

5

Rule 4A

6 Use of Electronic Devices and Video Streaming in
7 Chamber

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

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

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

24

Rule 5

25 Rules of Parliamentary Practice

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

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Rule 5A

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House Budget

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

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Rule 6

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The Speaker Pro Tempore

13 The house shall, at its pleasure, elect a speaker
14 pro tempore. When the speaker shall for any cause be
15 absent, the speaker pro tempore shall preside, except
16 when the chair is filled by appointment by either
17 the speaker or the speaker pro tempore. If a vacancy
18 occurs in the office of speaker, the speaker pro
19 tempore shall assume the duties and responsibilities
20 of the speaker until such time as the house shall elect
21 a new speaker. The speaker or the speaker pro tempore
22 shall have the right to name any member to perform the
23 duties of speaker, but such substitution shall not
24 extend beyond the adjournment. The acts of the speaker
25 pro tempore shall have the same validity as those of
26 the speaker. In the absence of both the speaker and
27 the speaker pro tempore, the house shall name a speaker
28 who shall preside over it and perform all the duties of
29 the speaker with the exception of signing bills, until
30 such time as the speaker or speaker pro tempore shall

1 be present, and the person's acts shall have the same
2 force and validity as those of the regularly elected
3 speaker.

4 Rule 7

5 Amendment of Rules

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

8 Rule 8

9 Violation of House Rules

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

15 Rule 9

16 Referral of Rule Violations

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

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

25 Rule 10

26 Recognition and Decorum in Debate

27 A member who wishes to speak in debate shall be
28 appropriately attired, with male members wearing coat
29 or tie. After recognition by the chair, a member
30 shall respectfully address the presiding officer

1 by saying "Mr. or Madam Speaker". A member shall
2 confine all remarks to the question under debate,
3 shall be respectful of other members, and shall avoid
4 referencing or questioning the motives of another
5 member.

6

Rule 11

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Limit on Debate

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

18

Rule 12

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Decorum During Debate

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

24

Rule 13

25

Stating the Question

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

29

Rule 14

30

Putting the Question

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

7 DIVISION II — EMPLOYEES OF THE HOUSE

8 Rule 15

9 Chief Clerk of the House

10 The chief clerk of the house shall serve as
11 parliamentarian and chief administrative officer of the
12 house under the direction of the speaker of the house.
13 The chief clerk shall supervise the chief clerk's
14 office; be responsible for the custody and safekeeping
15 of all bills, resolutions, and amendments filed,
16 except when they are in the custody of a committee;
17 have charge of the daily journal; have control of all
18 rooms assigned for the use of the house; attest to the
19 accuracy and correctness of text and action on bills
20 and resolutions; process the handling of amendments
21 when filed and during the floor consideration of bills;
22 insert adopted amendments into bills before transmittal
23 to the senate and prior to final enrollment; supervise
24 legislative printing and the distribution of printed
25 material; and perform all other duties pertaining to
26 the office of the chief clerk.

27 Rule 16

28 Legislative and Session Days

29 For purposes of these rules, a legislative day is a
30 day when the house is called to order. A legislative

1 day that runs past midnight is not considered a new
2 legislative day. A session day is any calendar day
3 beginning with the convening of the annual regular
4 session and ending with adjournment sine die.

5 Rule 17

6 Sergeant-At-Arms

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

16 Rule 18

17 Secretaries

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

27 Rule 19

28 Extra Compensation of Employees

29 No employee shall receive any extra compensation,
30 except as provided by the house, or tips for services

1 performed while on duty. Any violation of this rule
2 shall be grounds for removal.

3 DIVISION III — VISITORS AND LOBBYISTS

4 Rule 20

5 Admission to the House; Lobbying

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

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

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

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

24 1. Members of the general assembly and authorized
25 legislative employees in the performance of their
26 duties.

27 2. Former members of the general assembly who are
28 not registered lobbyists.

29 3. A general assembly member's family.

30 4. Representatives of the press, radio, and

1 television who shall go directly to and from the press
2 box.

3 5. Legislative interns registered with the chief
4 clerk who shall go directly to and from the seat of
5 their assigned representative or to be seated in the
6 perimeter seating area.

7 6. Designated representatives of a political party
8 having members serving in the house.

9 7. Members of the state executive council, the
10 lieutenant governor, the attorney general, the
11 governor's executive assistants and administrative
12 assistants, and the administrative rules coordinator,
13 all of whom shall be confined to the perimeter area.

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

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

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

29 A registered lobbyist shall not be admitted to
30 the floor of the house on any legislative day except

1 for ceremonial purposes or for attendance at public
2 hearings.

3 A lobbyist who represents the position of a state
4 government agency, in which the person serves or is
5 employed as the designated representative for purposes
6 of encouraging the passage or defeat of legislation,
7 shall file with the chief clerk of the house a
8 statement of the general subjects of legislation in
9 which the lobbyist is or may be interested, but shall
10 not lobby for or against a bill, resolution, or study
11 bill unless the lobbyist does so with the written
12 authorization and on behalf of a statewide elected
13 or retained official. The official's writing may
14 authorize the lobbyist to register and lobby for or
15 against any or all bills in which the lobbyist is
16 or may be interested or may restrict the lobbyist
17 to register and lobby for or against only some bills
18 in which the lobbyist is or may be interested. The
19 written authorizations shall be filed with the chief
20 clerk, according to a procedure established by the
21 clerk for the filing of the authorizations and for
22 making them available to the public, by the following
23 statewide elected or retained official for the
24 following offices, departments, agencies, and branch:

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

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

30 By the chairperson of the ethics and campaign

1 disclosure board, for the executive director, legal
2 counsel, and other employees of the board.

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

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

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

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

14 Rule 20A

15 Legislative Interns

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

20 Rule 21

21 Distribution of Literature and Other Items

22 No person except a member or employee of the house
23 of representatives shall distribute or cause to be
24 distributed any pamphlets, material, or other printed
25 literature, or any other items to the members' desks
26 in the house without authorization. An employee
27 of the house shall generally distribute or cause
28 to be distributed such literature or items only on
29 behalf of the employee's office or staff. Items which
30 are permissible gifts under chapter 68B of the Code

1 may be distributed to the members' desks with the
2 authorization of the chief clerk.

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

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

16

Rule 22

17 Distribution of Materials Printed by the State

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

25 DIVISION IV — FORMS AND PROCEDURES FOR BILLS AND OTHER

26

DOCUMENTS

27

Rule 23

28

Documents Signed by the Speaker

29 All acts and joint resolutions shall be signed by
30 the speaker, and all writs, warrants, and subpoenas

1 issued by order of the house, shall be signed by the
2 speaker and attested by the chief clerk. The speaker
3 shall cause certificates of recognition or condolence
4 to be issued by the house which shall be signed by
5 the speaker and the chief clerk. The chief clerk
6 shall maintain a list of certificates issued including
7 the name of the requesting member of the house, the
8 name of the recipient, the reason for recognition or
9 condolence, and the date of issuance.

10

Rule 24

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Presentation of Petitions

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

17

Rule 25

18 Consideration of Simple and Concurrent Resolutions
19 Action on a simple or concurrent resolution, except
20 a memorial resolution, shall not be taken until one day
21 after the resolution has been placed on the members'
22 desks. After the resolution is adopted, the chief
23 clerk shall have the resolution printed in the compiled
24 journal and shall transmit certified copies of the
25 resolution as directed.

26

Rule 26

27

Unanimous Consent Calendar

28 The speaker may, upon the request of three members,
29 place on a unanimous consent calendar any house
30 resolution or concurrent resolution which does not

1 contain an appropriation and which has been laid over
2 under Rule 25.

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

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

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

16 Rule 26A

17 Senate Bills and Resolutions

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

20 Rule 27

21 Forms of Bills and Joint Resolutions

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

1 the title as directed by the chief clerk.

2

Rule 28

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Joint and Nullification Resolutions

4 Joint resolutions shall be framed and treated as
5 bills.

6 A "nullification resolution" is a joint resolution
7 which nullifies all of an administrative rule, or
8 a severable item of an administrative rule adopted
9 pursuant to chapter 17A of the Code. A nullification
10 resolution shall not amend an administrative rule by
11 adding language or by inserting new language in lieu of
12 existing language.

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

19

Rule 29

20

Time of Introduction of Bills

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

28 After adjournment of the first regular session,
29 bills may be prefiled at any time before the convening
30 of the second regular session. No bill or joint

1 resolution under individual sponsorship, other than a
2 nullification resolution, shall be read for the first
3 time after 4:30 p.m. on Friday of the second week of
4 the second regular session of the general assembly
5 unless a formal request for drafting the bill has been
6 filed with the legislative services agency before that
7 time.

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

17 Rule 30

18 Introduction and Reading of Bills

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

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

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

29 Rule 31

30 First Reading, Commitment, and Amendment

1 1. A bill is introduced into the house by an
2 initial or "first reading of the bill".

3 2. When the house is in session the first reading
4 shall consist of a "reading" as provided in Rule 30.

5 3. Upon a first reading of the bill, the speaker
6 shall state that it is ready for commitment or
7 amendment; and the speaker shall commit it to the
8 standing or select committee, or to a committee of the
9 whole house. If to a committee of the whole house, the
10 house shall determine on what day.

11 4. On a nonlegislative day the speaker may cause a
12 statement, which shall consist of the title, enacting
13 clause, bill number and committee to which the bill
14 is referred, to be published in the house journal.
15 This publication shall constitute a first reading and
16 commitment and shall contain the notation "read and
17 committed under Rule 31".

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

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

26 7. A bill reported out by committee shall go to the
27 speaker who shall direct that the bill be placed on the
28 regular calendar unless it covers subject matter more
29 properly within the jurisdiction of some other standing
30 committee, in which case the speaker shall refer the

1 bill to the proper standing committee. In order to
2 expedite important business and set a definite time for
3 the bill's consideration, the speaker may direct the
4 bill to be placed on the special order calendar.

5 8. No amendment to the rules of the house, to any
6 resolution or bill, except technical amendments and
7 amendments to bills substituted for by senate files
8 containing substantially identical title, language,
9 subject matter, purpose and intrasectional arrangement,
10 shall be considered by the membership of the house
11 without a copy of the amendment having been filed with
12 the chief clerk by 4:00 p.m. or within one-half hour of
13 adjournment, whichever is later, on the day preceding
14 floor debate on the amendment. If the house adjourns
15 prior to 2:00 p.m. on Friday, the final deadline is two
16 hours after adjournment. However, committee amendments
17 filed pursuant to the submission of the committee
18 report may be accepted after this deadline. This
19 provision shall not apply to any proposal debated on
20 the floor of the house after the thirteenth week of
21 the first session and the twelfth week of the second
22 session. No amendment or amendment to an amendment
23 to a bill, rule of the house, or resolution shall be
24 considered by the membership of the house without
25 a copy of the amendment being on the desks of the
26 entire membership of the house prior to consideration.
27 However, the membership of the house may consider an
28 amendment or an amendment to an amendment to a bill,
29 rule of the house, or resolution without a copy of the
30 amendment being on the desks of the entire membership

1 of the house prior to consideration if a copy of the
2 amendment is made available to the entire membership of
3 the house electronically.

4 Rule 32

5 Commitment of Appropriation and Revenue Bills

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

10 Rule 33

11 Regular Calendar

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

25 Rule 34

26 Daily Debate Calendar

27 The majority floor leadership shall cause to
28 be prepared and distributed to the members at the
29 opening of each legislative day when floor action is
30 scheduled, a daily debate calendar consisting of bills,

1 nullification resolutions, and joint resolutions from
2 the regular calendar setting forth the number and
3 title of bills, nullification resolutions, and joint
4 resolutions for the next legislative day that floor
5 action is scheduled.

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

9

Rule 35

10

Substitution of Bills

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

18

Rule 36

19

Consideration of Committee Amendments

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

23

Rule 37

24

Amendments to Special Order Bills

25 All amendments to bills which have been special
26 ordered shall be filed at least three session days
27 prior to the date set for debate. Amendments to an
28 amendment shall be filed at least two session days
29 prior to the date set for debate. However, corrective
30 amendments and amendments sponsored by either the

1 majority floor leader or the minority floor leader may
2 be filed at any time. Rule 31, subsection 8, shall not
3 apply to these amendments.

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

6 Rule 38

7 Germane Amendments

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

16 Rule 39

17 Consideration of Bills

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

24 Committee reports shall be printed in the journal
25 immediately after they are filed with the chief clerk.
26 Reports recommending bills, joint resolutions, and
27 nullification resolutions for passage, for amendment
28 and passage, or without recommendation shall stand
29 approved unless written objections are filed during
30 the first legislative day following their printing in

1 the journal. If objections are filed, they shall be
2 disposed of as soon as possible.

3 Rule 40

4 Consideration of Bills Upon Last Reading

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

8 Rule 41

9 Printing of Bills and Joint Resolutions

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

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

22 Rule 42

23 Certification and Engrossment of Bills

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

26 In engrossing a bill, the chief clerk shall
27 correct all obvious typographical, spelling, or other
28 clerical errors and change section subunit numbers
29 and letters and internal references as required to
30 conform the original bill to any amendments which have

1 been adopted. The chief clerk shall report all such
2 corrections or changes in the journal. The engrossed
3 bill shall be placed in the bill file with the original
4 bill and amendments.

5 Rule 43

6 Rereferral

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

10 Rule 44

11 Effect of Indefinite Postponement

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

14 Rule 45

15 Status of Bills Following First Regular Session

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

25 DIVISION V — COMMITTEE PROCEDURES

26 Rule 46

27 Appointment of Committees

28 All committees shall be appointed by the speaker,
29 unless otherwise especially directed by the house.

30 Minority party members of a committee shall be

1 appointed by the speaker upon recommendation of the
2 minority leader.

3 Rule 47

4 Reserved

5 Rule 48

6 Study Bills

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

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

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

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

26 Rule 49

27 Committee Meetings

28 No committee, except a conference committee or the
29 administrative rules review committee, shall meet
30 while the house is in session without special leave.

1 Committees with overlapping memberships shall not meet
2 at the same time without special leave.

3 Rule 50

4 Smoking Prohibited

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

7 Rule 51

8 Assignments to Subcommittee

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

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

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

20 Rule 52

21 Open Meetings

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

26 Rule 53

27 Quorum and Vote Requirements

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

1 a quorum.

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

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

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

20

Rule 54

21 Committee Attendance Record and Report of Committee
22 Form

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

- 1 a. The time the meeting convened.
- 2 b. The members present at the meeting.
- 3 c. The time the meeting adjourned.
- 4 d. A list of bills receiving final committee
5 disposition.
- 6 2. A report of committee form shall be filed with
7 the chief clerk no later than 10:00 a.m. or two hours
8 after the house convenes, whichever is later, of the
9 legislative day immediately following the day of the
10 committee meeting for each study bill, numbered bill
11 or resolution receiving final committee disposition.
12 The report of committee form is a public record and
13 a report of committee action shall be printed in the
14 journal. The report of committee form shall include
15 the following information:
 - 16 a. The committee action taken.
 - 17 b. The committee amendment number, if any.
 - 18 c. The roll call vote of the committee on final
19 disposition.
 - 20 d. The minority recommendation, if any.
- 21 3. Upon final adjournment of the first session
22 and final adjournment of the second session of the
23 general assembly, the chair of each committee shall
24 have placed the committee's book of record containing
25 minutes, record roll calls on final disposition, record
26 roll call votes on any amendments considered, rules,
27 etc., with the chief clerk for access of any interested
28 person.

29 Rule 55

30 Minority Recommendation

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

7

Rule 56

8

Committee Amendment

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

13

Rule 57

14

Committee Notice and Agenda

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

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

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

28 A bill, joint resolution, nullification resolution,
29 or study bill shall not be reported out of committee if
30 the bill was not included in the published notice and

1 agenda unless this rule is suspended by a majority of
2 the total membership of the committee.

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

8

Rule 58

9

Clearing of Committee Room

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

12

Rule 58A

13 Use of Telephonic or Electronic Devices in Committee
14 Rooms Restricted

15 1. In any committee room while a standing committee
16 is in session:

17 a. A person shall mute any cell phone, computer, or
18 other electronic device under the person's control.

19 b. A person shall not use a cell phone or other
20 electronic device to audibly transmit or receive
21 communications.

22 2. The chair or acting chair of a standing
23 committee may clear the committee room of any person
24 acting in violation of this rule.

25

Rule 59

26

Committee Amendments

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

30

Rule 60

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

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

14 Rule 62

15 Limitation on Filing of Claims

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

26 DIVISION VI — COMMITTEE OF THE WHOLE

27 Rule 63

28 Organization of Committee of the Whole

29 In forming the committee of the whole house, the
30 speaker shall appoint a member to preside in committee

1 and then leave the chair.

2 Rule 64

3 Rules in Committee of the Whole

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

7 Rule 65

8 Bills in Committee of the Whole

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

14 Rule 66

15 Amendments by Committee of the Whole

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

19 DIVISION VII — MOTIONS

20 Rule 67

21 Order and Precedence of Motions

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

- 25 1. Adjourn.
- 26 2. Recess.
- 27 3. Questions of privilege.
- 28 4. Lay on the table.
- 29 5. Previous question.
- 30 6. Limit debate.

1 7. Postpone definitely or to a certain time.

2 8. Refer or rerefer.

3 9. Defer.

4 10. Amend an amendment.

5 11. Amend.

6 12. Postpone indefinitely.

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

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

13 Rule 68

14 Order of Consideration of Amendments

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

22 However, an amendment to strike the enacting clause
23 shall always be considered first. An amendment filed
24 by a committee shall have the next highest order of
25 priority, followed by an amendment to strike everything
26 after the enacting clause and insert new language. An
27 amendment to strike language or to strike and insert
28 new language, except an amendment to strike everything
29 after the enacting clause and insert new language,
30 shall not be considered before amendments to perfect

1 all or part of the same portion of the bill.

2

Rule 69

3

Motions Not Debatable

4 The following motions are not debatable:

5

1. Adjourn.

6

2. Adjourn to a certain time.

7

3. Suspend house rules.

8

4. Previous question.

9

5. Close debate at a certain time.

10

6. Recess.

11

7. Defer.

12

8. Refer or rerefer.

13

9. Lay on the table.

14

10. Take from the table.

15

11. Call of the house.

16

12. Withdraw a bill or resolution from committee.

17

13. Appeal a decision of the chair.

18

14. Immediately message a bill or resolution.

19

Rule 69A

20

Constitutional Majority

21

1. The following motions require a constitutional

22

majority for approval:

23

a. Final passage of a bill, joint resolution, or

24

nullification resolution.

25

b. Lay on the table.

26

c. Take from the table.

27

d. Suspend house rules.

28

e. Previous question.

29

f. Withdraw a bill or resolution from committee.

30

g. Reconsider a bill, joint resolution, or

1 nullification resolution.

2 h. Immediately message a bill or resolution.

3 2. A division must be taken on any motion which
4 requires a constitutional majority.

5 Rule 70

6 Motion to Adjourn

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

9 Rule 71

10 Withdrawal of Motions

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

15 Rule 72

16 Unanimous Consent

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

21 Rule 73

22 Reconsideration

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

26 2. A motion to reconsider may be made not later
27 than adjournment on the legislative day following
28 the legislative day of the action sought to be
29 reconsidered. Where the floor manager voted on
30 the prevailing side, the floor manager has the

1 prior right to make the motion, until adjournment
2 on the legislative day of the action sought to be
3 reconsidered. A motion to reconsider a nullification
4 resolution shall be acted upon not later than
5 adjournment on the legislative day following
6 the legislative day of the action sought to be
7 reconsidered.

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

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

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

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

30 DIVISION VIII — VOTING

1

Rule 74

2

Manner of Voting

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

14 1. Members who have not voted may record their
15 votes on any record roll call vote except quorum
16 calls within ten minutes after the outcome of the
17 vote has been announced. Members shall initial their
18 recorded votes on a copy of the record roll call at the
19 speaker's station. However, if the aggregate of votes
20 cast under this rule would change the outcome of the
21 vote on a question, then none of the votes cast on the
22 question under this rule shall be recorded. A member
23 may request announcement of the names of members so
24 recorded after the ten-minute period.

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

1 the outcome of the vote on a question.

2

Rule 75

3

Voting in the House and Duty of Voting

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

13

Rule 76

14

Limitation on Right to Vote

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

21

Rule 77

22

Call of the House

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

27 A call of the house shall specify the propositions
28 to which it is to apply and must be put into effect
29 before roll call is taken on the proposition. The
30 request may be filed with the chief clerk at any time

1 before final action upon the propositions, who shall
2 notify the house immediately.

3 Rule 78

4 Method of Calling the House

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

15 Rule 79

16 Method of Calling the Roll

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

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

30 Rule 80

1 Quorum and Record Roll Call Votes

2 A majority of the members shall constitute a quorum.

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

7 Rule 81

8 Previous Question

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

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

19 1. If the motion applies to the main question, the
20 member in charge of the measure will have ten minutes
21 to speak for the purpose of closing discussion before
22 the vote on the measure is taken.

23 2. If the motion applies to an amendment, the
24 member proposing the amendment will have five minutes
25 to speak for the purpose of closing discussion before
26 the vote on the amendment is taken.

27 3. If a member has filed a written request with
28 the chief clerk of the house indicating the member's
29 desire to speak on a particular question. The request
30 must be filed before the motion is made by the movant.

1 The request allows a member to speak on a particular
2 question before the closing discussion by the member
3 who is in charge of the measure or who is proposing the
4 amendment.

5

Rule 82

6

Division of the Question

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