

House Resolution 3 - Introduced

HOUSE RESOLUTION NO. 3

BY COMMITTEE ON ADMINISTRATION AND RULES

(SUCCESSOR TO HSB 48)

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

4 BE IT RESOLVED BY THE HOUSE OF REPRESENTATIVES, That
5 the permanent rules of the House for the ~~Eighty-eighth~~
6 Eighty-ninth 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.

While recognized to speak in debate, a member shall not use any visual aids to explain to others the member's points in the debate without leave of the speaker.

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

1 prior permission from the chief clerk of the house.
2 Photographs shall not be taken on the house floor when
3 the members are voting on a question put before the
4 house. Photographs or video recordings of the voting
5 boards shall not be taken while a nonrecord roll call
6 vote is displayed. Photographs may be taken on the
7 house floor at other times with the consent of the
8 subject or subjects of the photography.

9

Rule 4A

10 Use of Electronic Devices and Video Streaming in
11 Chamber

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

17 2. A member shall not use a cell phone or other
18 electronic device to audibly transmit or receive
19 communications while recognized by the presiding
20 officer to speak in debate.

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

28

Rule 5

29

Rules of Parliamentary Practice

30 The rules of parliamentary practice in Mason's

1 Manual of Legislative Procedure shall govern the house
2 in all cases where they are not inconsistent with the
3 standing rules of the house, joint rules of the house
4 and senate, or customary practice of the house.

5

Rule 5A

6

House Budget

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

15

Rule 6

16

The Speaker Pro Tempore

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

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1 the speaker pro tempore, the house shall name a speaker
2 who shall preside over it and perform all the duties of
3 the speaker with the exception of signing bills, until
4 such time as the speaker or speaker pro tempore shall
5 be present, and the person's acts shall have the same
6 force and validity as those of the regularly elected
7 speaker.

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Rule 7

9

~~Amendment of Rules Reserved~~

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

12

Rule 8

13

Violation of House Rules

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

19

Rule 9

20

Referral of Rule Violations

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

26 The ethics committee shall investigate such
27 allegations and report them back to the house with a
28 recommendation.

29

Rule 10

30

Recognition and Decorum in Debate

1 A member who wishes to speak in debate shall be
2 appropriately attired, with male members wearing coat
3 or tie. After recognition by the chair, a member
4 shall respectfully address the presiding officer
5 by saying "Mr. or Madam Speaker". A member shall
6 confine all remarks to the question under debate,
7 shall be respectful of other members, and shall avoid
8 referencing or questioning the motives of another
9 member.

10 No member shall leave the house while the speaker
11 is putting a question. No one shall pass between the
12 speaker and a member who is speaking or two members who
13 have been recognized by the speaker.

14 Rule 11

15 Limit on Debate

16 No member shall speak more than once on the same
17 question without leave of the speaker, nor more than
18 twice until every member choosing to speak has spoken,
19 except as provided in Rule 81. A member shall be
20 limited to ten minutes debate on bills, resolutions,
21 and amendments, but may be granted an extension of time
22 by consent of the house. However, the floor manager
23 of a bill or resolution ~~and the lead sponsor of an~~
24 ~~amendment~~ may exceed the ten-minute limit on opening
25 and closing remarks. Only the floor manager of a bill
26 or an amendment may speak during opening and closing
27 remarks on the bill or amendment.

28 Rule 12

29 ~~Decorum During Debate~~ Reserved

30 ~~No member shall leave the house while the speaker~~

1 ~~is putting a question. No one shall pass between the~~
2 ~~speaker and a member who is speaking or two members who~~
3 ~~have been recognized by the speaker.~~

4

Rule 13

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Stating the Question

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

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Rule 14

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Putting the Question

11 Questions shall be distinctly put in this form:
12 "All those in favor of (the question) shall say 'aye';"
13 and after the affirmative voice is expressed, "All
14 those opposed to (the question) shall say 'no'."
15 If the speaker is in doubt or a member of the house
16 requests, a nonrecord roll call vote shall be taken.

17

DIVISION II — EMPLOYEES OF THE HOUSE

18

Rule 15

19

Chief Clerk of the House

20 The chief clerk of the house shall serve as
21 parliamentarian and chief administrative officer of the
22 house under the direction of the speaker of the house.
23 The chief clerk shall supervise the chief clerk's
24 office; be responsible for the custody and safekeeping
25 of all bills, resolutions, and amendments filed,
26 except when they are in the custody of a committee;
27 have charge of the daily journal; have control of all
28 rooms assigned for the use of the house; attest to the
29 accuracy and correctness of text and action on bills
30 and resolutions; process the handling of amendments

1 when filed and during the floor consideration of bills;
2 insert adopted amendments into bills before transmittal
3 to the senate and prior to final enrollment; supervise
4 legislative printing and the distribution of printed
5 material; and perform all other duties pertaining to
6 the office of the chief clerk.

7

Rule 16

8

Legislative and Session Days

9 For purposes of these rules, a legislative day is a
10 day when the house is called to order. A legislative
11 day that runs past midnight is not considered a new
12 legislative day. A session day is any calendar day
13 beginning with the convening of the annual regular
14 session and ending with adjournment sine die.

15

Rule 17

16

Sergeant-At-Arms

17 The sergeant-at-arms shall execute all orders of
18 the house and the presiding officer; perform all
19 assigned duties related to the policing and good order
20 of the house; supervise the entrance and exit of all
21 persons to and from the chamber; promptly execute all
22 messages, etc.; provide that the chamber is properly
23 ventilated and open for the use of the members; and
24 perform all other services pertaining to the office of
25 sergeant-at-arms.

26

Rule 18

27

Secretaries

28 Each member may hire a secretary for the legislative
29 session who shall be under the general direction of the
30 member and the chief clerk. Secretaries shall be on

1 duty at the house from 8:00 a.m. to 4:30 p.m. Monday
2 through Thursday and on other legislative days when
3 required by the chief clerk, except when excused by the
4 member for whom the secretary works. Secretaries shall
5 perform such duties as may be assigned to them by the
6 member or the chief clerk.

7 Rule 19

8 Extra Compensation of Employees

9 No employee shall receive any extra compensation,
10 except as provided by the house, or tips for services
11 performed while on duty. Any violation of this rule
12 shall be grounds for removal.

13 DIVISION III — VISITORS AND LOBBYISTS

14 Rule 20

15 Admission to the House; Lobbying

16 The chamber of the house shall include the
17 vestibule, restrooms, bill room, lounge, visitors'
18 galleries, and floor of the house.

19 The floor of the house shall consist of the
20 area between the north and south walls, including
21 the representatives' desks, the press box, and the
22 speaker's station, but excluding the visitors'
23 galleries.

24 During a legislative day while the house is in
25 order, no member of the general assembly or legislative
26 employee or intern shall be admitted to the floor of
27 the house if attired in jeans of any color without
28 leave of the speaker.

29 During a legislative day while the house is in
30 order, and one-half hour before the house convenes and

1 one-half hour after the house recesses or adjourns,
2 no person shall be admitted to the floor of the house
3 except:

4 1. Members of the general assembly and authorized
5 legislative employees in the performance of their
6 duties.

7 2. Former members of the general assembly who are
8 not registered lobbyists.

9 3. A general assembly member's family.

10 4. Representatives of the press, radio, and
11 television who shall go directly to and from the press
12 box.

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

17 6. Designated representatives of a political party
18 having members serving in the house.

19 7. Members of the state executive council, the
20 lieutenant governor, the attorney general, the
21 governor's executive assistants and administrative
22 assistants, and the administrative rules coordinator,
23 all of whom shall be confined to the perimeter area.

24 The current status of former members of the general
25 assembly shall govern their access to the floor under
26 these rules.

27 No other persons shall be allowed on the house floor
28 while the house is in order without permission of the
29 presiding officer of the house. When the house is not
30 in order, guests of a member of the general assembly

1 escorted by that member shall be allowed on the house
2 floor.

3 No person admitted to the floor of the house while
4 the house is in order, except members of the general
5 assembly, shall lobby or attempt to exercise any
6 influence with any member for or against any matter
7 then pending or that may thereafter be considered by
8 the house.

9 A registered lobbyist shall not be admitted to
10 the floor of the house on any legislative day except
11 for ceremonial purposes or for attendance at public
12 hearings.

13 A lobbyist who represents the position of a state
14 government agency, in which the person serves or is
15 employed as the designated representative for purposes
16 of encouraging the passage or defeat of legislation,
17 shall file with the chief clerk of the house a
18 statement of the general subjects of legislation in
19 which the lobbyist is or may be interested, but shall
20 not lobby for or against a bill, resolution, or study
21 bill unless the lobbyist does so with the written
22 authorization and on behalf of a statewide elected
23 or retained official. The official's writing may
24 authorize the lobbyist to register and lobby for or
25 against any or all bills in which the lobbyist is
26 or may be interested or may restrict the lobbyist
27 to register and lobby for or against only some bills
28 in which the lobbyist is or may be interested. The
29 written authorizations shall be filed with the chief
30 clerk, according to a procedure established by the

1 clerk for the filing of the authorizations and for
2 making them available to the public, by the following
3 statewide elected or retained official for the
4 following offices, departments, agencies, and branch:

5 By the attorney general, auditor of state, secretary
6 of state, and treasurer of state, for their respective
7 offices.

8 By the secretary of agriculture, for the department
9 of agriculture and land stewardship.

10 By the chairperson of the ethics and campaign
11 disclosure board, for the executive director, legal
12 counsel, and other employees of the board.

13 By the governor, for all other executive branch
14 offices and departments.

15 By the chief justice of the supreme court, for the
16 judicial branch.

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

20 Any person for cause may be summarily dismissed
21 from the chamber of the house, by action of the house,
22 and may forfeit that person's right to admission
23 thereafter.

24 Rule 20A

25 Legislative Interns

26 A member may appoint one or more interns who shall
27 register with the chief clerk. Only one legislative
28 intern per member of the house is allowed on the floor
29 of the house at any one time.

30 Rule 21

1 of the house has been affixed unless the member has
2 purchased the materials or unless the member has
3 affixed the words "Paid for by the citizens of Iowa and
4 distributed by representative (member's name)."

5 DIVISION IV — FORMS AND PROCEDURES FOR BILLS AND OTHER
6 DOCUMENTS

7 Rule 23

8 Documents Signed by the Speaker

9 All acts and joint resolutions shall be signed by
10 the speaker, and all writs, warrants, and subpoenas
11 issued by order of the house, shall be signed by the
12 speaker and attested by the chief clerk. The speaker
13 shall cause certificates of recognition or condolence
14 to be issued by the house which shall be signed by
15 the speaker and the chief clerk. The chief clerk
16 shall maintain a list of certificates issued including
17 the name of the requesting member of the house, the
18 name of the recipient, the reason for recognition or
19 condolence, and the date of issuance.

20 Rule 24

21 Presentation of Petitions

22 All petitions, memorials, and other papers addressed
23 to the house shall be signed by the member and filed
24 with the chief clerk. The receipt of petitions shall
25 be noted in the journal and such petitions shall be
26 available in the office of the chief clerk. At the
27 conclusion of each general assembly, the chief clerk
28 may dispose of petitions received during that general
29 assembly.

30 Rule 25

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1 Consideration of Simple and Concurrent Resolutions
2 Action on a simple or concurrent resolution, except
3 a memorial resolution, shall not be taken until one day
4 after the resolution has been placed on the members'
5 desks. After the resolution is adopted, the chief
6 clerk shall have the resolution printed in the compiled
7 journal and shall transmit certified copies of the
8 resolution as directed.

9

Rule 26

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Unanimous Consent Calendar

11 The speaker may, upon the request of three members,
12 place on a unanimous consent calendar any house
13 resolution or concurrent resolution which does not
14 contain an appropriation and which has been laid over
15 under Rule 25.

16 If such resolution is placed on the unanimous
17 consent calendar, it may be removed only upon a written
18 request submitted to the speaker by a member of the
19 house.

20 If not removed after five legislative days, the
21 chief clerk shall call up the resolution and without
22 debate the speaker shall pronounce that it has passed
23 by unanimous consent.

24 If the resolution is removed from the unanimous
25 consent calendar, the speaker may again lay the
26 resolution over under Rule 25, place it on a different
27 calendar, or refer the resolution to any of the
28 standing committees of the house.

29

Rule 26A

30

Senate Bills and Resolutions

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

3 Rule 27

4 Forms of Bills and Joint Resolutions

5 Every house bill shall be introduced by one or more
6 members or by any standing or specially authorized
7 committee of the house or the administrative rules
8 review committee. All bills and joint resolutions
9 introduced shall be prepared by the legislative
10 services agency with title, enacting clause, text
11 and explanation as directed by the chief clerk of the
12 house. One copy of each bill shall be presented in a
13 bill cover with the number of copies of the bill and
14 the title as directed by the chief clerk.

15 Rule 28

16 Joint and Nullification Resolutions

17 Joint resolutions shall be framed and treated as
18 bills.

19 A "nullification resolution" is a joint resolution
20 which nullifies all of an administrative rule, or
21 a severable item of an administrative rule adopted
22 pursuant to chapter 17A of the Code. A nullification
23 resolution shall not amend an administrative rule by
24 adding language or by inserting new language in lieu of
25 existing language.

26 A nullification resolution may be introduced by an
27 individual, a standing committee or the administrative
28 rules review committee, and may be referred to a
29 standing committee. A nullification resolution is
30 debatable, but cannot be amended on the floor of the

1 house.

2

Rule 29

3

Time of Introduction of Bills

4 No bill or joint resolution under individual
5 sponsorship, other than a nullification resolution,
6 shall be read for the first time after 4:30 p.m. on
7 Friday of the fifth week of the first regular session
8 of the general assembly unless a formal request for
9 drafting the bill has been filed with the legislative
10 services agency before that time.

11 After adjournment of the first regular session,
12 bills may be prefiled at any time before the convening
13 of the second regular session. No bill or joint
14 resolution under individual sponsorship, other than a
15 nullification resolution, shall be read for the first
16 time after 4:30 p.m. on Friday of the second week of
17 the second regular session of the general assembly
18 unless a formal request for drafting the bill has been
19 filed with the legislative services agency before that
20 time.

21 However, bills or joint resolutions sponsored
22 by standing committees or the administrative rules
23 review committee, co-sponsored by the majority and
24 minority floor leaders, or companion bills sponsored
25 by the house majority leader and the senate majority
26 leader may be drafted and introduced at any time
27 permissible under Joint Rule 20. House, concurrent,
28 and nullification resolutions may be introduced at any
29 time.

30

Rule 30

1 Introduction and Reading of Bills

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

6 Every bill shall receive two readings but no bill
7 shall receive its first and last readings on the same
8 day.

9 A "reading of a bill" as required by these rules
10 shall consist of a reading of the title and enacting
11 clause.

12 Rule 31

13 First Reading, Commitment, and Amendment

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

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

18 3. Upon a first reading of the bill, the speaker
19 shall state that it is ready for commitment or
20 amendment; and the speaker shall commit it to the
21 standing or select committee, or to a committee of the
22 whole house. If to a committee of the whole house, the
23 house shall determine on what day.

24 4. On a nonlegislative day the speaker may cause a
25 statement, which shall consist of the title, enacting
26 clause, bill number and committee to which the bill
27 is referred, to be published in the house journal.
28 This publication shall constitute a first reading and
29 commitment and shall contain the notation "read and
30 committed under Rule 31".

1 5. All amendments offered to bills and resolutions
2 shall be accompanied by such copies as the chief clerk
3 shall direct.

4 6. Such amendments shall give the number of
5 the bill sought to amend and the chief clerk shall
6 designate each such amendment thus: Amendment to
7 House File _____, or Senate File _____, by
8 _____.

9 7. A bill reported out by committee shall go to the
10 speaker who shall direct that the bill be placed on the
11 regular calendar unless it covers subject matter more
12 properly within the jurisdiction of some other standing
13 committee, in which case the speaker may refer the bill
14 to the proper standing committee. In order to expedite
15 important business and set a definite time for the
16 bill's consideration, the speaker may direct the bill
17 to be placed on the special order calendar.

18 8. No amendment to the rules of the house, to any
19 resolution or bill, except technical amendments and
20 amendments to bills substituted for by senate files
21 containing substantially identical title, language,
22 subject matter, purpose and intrasectional arrangement,
23 shall be considered by the membership of the house
24 without a copy of the amendment having been filed with
25 the chief clerk by 4:00 p.m. or within one-half hour of
26 adjournment, whichever is later, on the day preceding
27 floor debate on the amendment. If the house adjourns
28 prior to 2:00 p.m. on Friday, the final deadline is two
29 hours after adjournment. However, committee amendments
30 filed pursuant to the submission of the committee

1 report may be accepted after this deadline. This
2 provision shall not apply to any proposal debated on
3 the floor of the house after the thirteenth week of
4 the first session and the twelfth week of the second
5 session. No amendment or amendment to an amendment
6 to a bill, rule of the house, or resolution shall be
7 considered by the membership of the house without
8 a copy of the amendment being on the desks of the
9 entire membership of the house prior to consideration.
10 However, the membership of the house may consider an
11 amendment or an amendment to an amendment to a bill,
12 rule of the house, or resolution without a copy of the
13 amendment being on the desks of the entire membership
14 of the house prior to consideration if a copy of the
15 amendment is made available to the entire membership of
16 the house electronically.

17

Rule 32

18

Commitment of Appropriation and Revenue Bills

19

All bills to appropriate money shall be referred to
20 the appropriations committee, and all bills pertaining
21 to the levy, assessment, or collection of taxes or fees
22 shall be referred to the committee on ways and means.

23

Rule 33

24

Regular Calendar

25

Bills, nullification resolutions, and joint
26 resolutions reported out for passage, amendment and
27 passage, or without recommendation by a committee,
28 or passed on file shall be arranged on a regular
29 calendar by the chief clerk each day and electronically
30 distributed to the members at the opening of each

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1 legislative day. The regular calendar shall include
2 a list of bills, nullification resolutions, and joint
3 resolutions which have been special ordered, including
4 the date upon which debate is scheduled to begin on
5 each of them, which shall be no sooner than ~~five~~ three
6 session days from the first date of publication on the
7 regular calendar.

8

Rule 34

9

Daily Debate Calendar

10 The majority floor leadership shall cause to be
11 prepared and electronically distributed to the members
12 at the opening of each legislative day when floor
13 action is scheduled, a daily debate calendar consisting
14 of bills, nullification resolutions, and joint
15 resolutions from the regular calendar setting forth the
16 number and title of bills, nullification resolutions,
17 and joint resolutions for the next legislative day that
18 floor action is scheduled.

19 This rule does not apply to bills which have passed
20 both houses in different forms, reconsiderations, or
21 veto reconsiderations.

22

Rule 35

23

Substitution of Bills

24 A senate bill or resolution may be substituted
25 for an identical house bill or resolution which has
26 been called up for debate. An amendment to a senate
27 bill or resolution which has been substituted for an
28 identical house bill or resolution is out of order if
29 an identical amendment to the house bill or resolution
30 was considered.

1 to discuss the objection.

2

Rule 39

3

Consideration of Bills

4 Bills, including committee bills, joint resolutions,
5 and nullification resolutions, reported out for
6 passage, for amendment and passage, or without
7 recommendation by the committee, are first eligible to
8 be acted upon beginning the third legislative day they
9 appear on the regular calendar.

10 Committee reports shall be printed in the journal
11 immediately after they are filed with the chief clerk.
12 Reports recommending bills, joint resolutions, and
13 nullification resolutions for passage, for amendment
14 and passage, or without recommendation shall stand
15 approved unless written objections are filed during
16 the first legislative day following their printing in
17 the journal. If objections are filed, they shall be
18 disposed of as soon as possible.

19

Rule 40

20

Consideration of Bills Upon Last Reading

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

24

Rule 41

25

Printing of Bills and Joint Resolutions

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

29 Legalizing bills of a local or private nature shall
30 be printed in bill form and placed in the files of the

1 members, the same as other bills, in the order of their
2 introduction. The cost of printing shall be deposited
3 with the treasurer of state in advance at a rate to be
4 fixed, and the newspaper publication of the bill shall
5 be without cost to the state. No legalizing act may
6 be introduced until all provisions of law have been
7 complied with.

8

Rule 42

9

Certification and Engrossment of Bills

10 The chief clerk shall certify the passage of each
11 bill and note the date of its passage.

12 In engrossing a bill, the chief clerk shall
13 correct all obvious typographical, spelling, or other
14 clerical errors and change section subunit numbers
15 and letters and internal references as required to
16 conform the original bill to any amendments which have
17 been adopted. The chief clerk shall report all such
18 corrections or changes in the journal. The engrossed
19 bill shall be placed in the bill file with the original
20 bill and amendments.

21

Rule 43

22

Rereferral

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

26

Rule 44

27

Effect of Indefinite Postponement

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

30

Rule 45

1 Status of Bills Following First Regular Session
2 Except for those bills which have been adopted
3 by both houses in different forms, all bills which
4 have not been withdrawn, defeated, or indefinitely
5 postponed, shall be rereferred to committee upon
6 adjournment of the first regular session. ~~Within~~
7 ~~seven days after the first committee meeting following~~
8 ~~convening of the second regular session, the committee~~
9 ~~chair shall submit the bill to the full committee~~
10 ~~for action or the chair shall reassign the bill to a~~
11 ~~subcommittee.~~

12 DIVISION V — COMMITTEE PROCEDURES

13 Rule 46

14 Appointment of Committees

15 All committees shall be appointed by the speaker,
16 unless otherwise especially directed by the house.
17 Minority party members of a committee shall be
18 appointed by the speaker upon recommendation of the
19 minority leader.

20 Rule 47

21 Reserved

22 Rule 48

23 Study Bills

24 A study bill is any matter which a ~~member of the~~
25 ~~house~~ chairperson of a standing committee wishes to
26 have considered by a the standing committee of which
27 the member is the chair, other than appropriations,
28 without being introduced in the house by a first
29 reading. A study bill shall be prepared in proper form
30 by the legislative services agency prior to submission.

1 Upon taking possession of a study bill, the
2 committee chair shall notify the speaker and then
3 submit four copies of the bill to the legal counsel's
4 office for numbering.

5 A study bill shall bear the name of the ~~member who~~
6 ~~wishes to have the bill considered~~ committee chair. A
7 study bill submitted by a state agency or board for
8 consideration shall bear the name of the state agency
9 or board. ~~A committee chair may submit a study bill in~~
10 ~~the name of that committee.~~

11 ~~Final committee action on a study bill shall not be~~
12 ~~taken until one day following the notation of the study~~
13 ~~bill assignment in the house journal.~~

14 Rule 49

15 Committee Meetings

16 No committee, except a conference committee or the
17 administrative rules review committee, shall meet
18 while the house is in session without special leave.
19 Committees with overlapping memberships shall not meet
20 at the same time without special leave.

21 Rule 50

22 Smoking Prohibited

23 Smoking shall not be permitted in the house or in
24 any area of the capitol building.

25 Rule 51

26 Assignments to Subcommittee

27 The chair of the committee shall report to the house
28 the bill number of each bill assigned to subcommittee
29 and the names of the subcommittee members. The report
30 shall be printed in the journal.

1 All bills, prior to consideration by the committee,
2 shall be referred by the chair to a subcommittee,
3 unless acted upon by a committee of the whole.

4 The chair may assign bills to subcommittees without
5 a meeting of the committee, but the membership of the
6 subcommittee so appointed shall be reported ~~at the next~~
7 ~~meeting of~~ to the committee by the chair.

8 Rule 52

9 Open Meetings

10 Standing committee meetings shall be open, and
11 voting by secret ballot is prohibited. The committee
12 on administration and rules may close its meetings to
13 evaluate the professional competency of an individual.

14 Rule 53

15 Quorum and Vote Requirements

16 The committee roll shall be taken at the convening
17 of each meeting to determine the presence of a quorum.
18 A majority of the committee membership shall constitute
19 a quorum.

20 An affirmative vote of a majority of the committee
21 membership is required to report a bill out of
22 committee or to suspend a committee rule.

23 A motion to reconsider may be made only by a
24 committee member who voted on the prevailing side of
25 the question sought to be reconsidered. A motion to
26 reconsider may only be made prior to the adjournment of
27 the committee meeting at which the bill was reported
28 out.

29 If a member, who is in the committee room when a
30 question to report a bill out of committee is put, has

1 not asked to be excused prior to commencing to take
2 the vote on the question, the member shall vote aye
3 or nay unless the committee has excused the member for
4 special reasons. However, a member may pass on the
5 first taking of the roll call on the question but shall
6 vote aye or nay when the member's name is called for a
7 second time.

8

Rule 54

9 Committee Attendance Record and Report of Committee
10 Form

11 1. A committee attendance record shall be filed
12 with the chief clerk no later than 10:00 a.m. or two
13 hours after the house convenes, whichever is later,
14 of the legislative day immediately following the day
15 of the committee meeting. The committee attendance
16 record is a public record and may be published in the
17 journal. The committee attendance record shall include
18 the following information:

- 19 a. The time the meeting convened.
- 20 b. The members present at the meeting.
- 21 c. The time the meeting adjourned.
- 22 d. A list of bills receiving final committee
23 disposition.

24 2. A report of committee form shall be filed with
25 the chief clerk no later than 10:00 a.m. or two hours
26 after the house convenes, whichever is later, of the
27 legislative day immediately following the day of the
28 committee meeting for each study bill, numbered bill
29 or resolution receiving final committee disposition.
30 The report of committee form is a public record and

1 a report of committee action shall be printed in the
2 journal. The report of committee form shall include
3 the following information:

4 a. The committee action taken.

5 b. The committee amendment number, if any.

6 c. The roll call vote of the committee on final
7 disposition.

8 d. The minority recommendation, if any.

9 3. Upon final adjournment of the first session
10 and final adjournment of the second session of the
11 general assembly, the chair of each committee shall
12 have placed the committee's book of record containing
13 minutes, record roll calls on final disposition, record
14 roll call votes on any amendments considered, rules,
15 etc., with the chief clerk for access of any interested
16 person.

17 Rule 55

18 Minority Recommendation

19 The minority of the members of a committee may
20 present its recommendations on the final disposition
21 of a bill to the house by attaching its recommendation
22 to the committee report. The minority recommendation
23 shall be noted in the journal along with the committee
24 report.

25 Rule 56

26 Committee Amendment

27 Whenever a committee amendment is proposed which
28 would amend another committee amendment, the amendment
29 shall be drafted in the form of a substitute amendment
30 and shall be considered as such.

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Rule 57

Committee Notice and Agenda

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

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

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

A bill, joint resolution, nullification resolution, or study bill shall not be reported out of committee if the bill was not included in the published notice and agenda unless this rule is suspended by a majority of the total membership of the committee.

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

Rule 58

Clearing of Committee Room

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

Rule 58A

1 Use of Telephonic or Electronic Devices in Committee
2 Rooms Restricted

3 1. In any committee room while a standing committee
4 is in session:

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

7 b. A person shall not use a cell phone or other
8 electronic device to audibly transmit or receive
9 communications.

10 2. The chair or acting chair of a standing
11 committee may clear the committee room of any person
12 acting in violation of this rule.

13 Rule 59

14 Committee Amendments

15 All amendments to a bill or resolution adopted in
16 committee shall be incorporated in a single committee
17 amendment or incorporated in a new committee bill.

18 Rule 60

19 Withdrawal of Bills, Joint Resolutions, or

20 Nullification Resolutions From Committee

21 A bill, joint resolution, or nullification
22 resolution which has been in committee for eighteen
23 legislative days following notation of such referral
24 in the journal may be withdrawn from the committee and
25 placed on the calendar by an affirmative vote of not
26 less than fifty-one members of the house.

27 Rule 61

28 Committee Public Hearings

29 The chair of a committee may call a public hearing
30 for the purpose of receiving public comment on any

1 matter within the purview of the committee.

2 The chair shall call a public hearing upon the
3 written request of committee members according to
4 committee rules, but no more than one-third of the
5 committee members shall be required.

6 A public hearing shall not be called or requested
7 after final action on the bill, joint resolution,
8 or nullification resolution has been taken by the
9 committee. However, a public hearing called or
10 requested before final action has been taken by the
11 committee may be held after final action on the bill,
12 joint resolution, or nullification resolution has been
13 taken by the committee.

14 The chair shall designate ~~a time and place~~ the day
15 for a public hearing and provide public notice at least
16 ~~five~~ four days prior to a public hearing. A public
17 hearing shall take place in room 103 of the capitol
18 building and shall begin at 5:00 p.m. A speaker shall
19 not speak for more than two minutes. As is possible,
20 speakers shall be alternated between speakers speaking
21 in favor of the matter and speakers opposed to the
22 matter.

23 A bill, joint resolution, or nullification
24 resolution for which a public hearing has been called
25 can be voted to the calendar but cannot be debated
26 until after the public hearing has been held. If a
27 bill, joint resolution, or nullification resolution
28 for which a public hearing has been called is not
29 debated by the house during the session in which it
30 is introduced, the request for the public hearing is

1 deemed to have lapsed upon adjournment sine die of that
2 session.

3 However, public hearings which have been requested
4 during or after the 9th week of the first session and
5 during or after the 7th week of the second session must
6 be held within four legislative days of the date of the
7 request.

8 Rule 62

9 Limitation on Filing of Claims

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

20 DIVISION VI — COMMITTEE OF THE WHOLE

21 Rule 63

22 Organization of Committee of the Whole

23 In forming the committee of the whole house, the
24 speaker shall appoint a member to preside in committee
25 and then leave the chair.

26 Rule 64

27 Rules in Committee of the Whole

28 The rules of the house shall be observed in
29 committee of the whole house, so far as they are
30 applicable.

1 Rule 65

2 Bills in Committee of the Whole

3 Bills committed to the committee of the whole house
4 shall first be debated by section. After the report
5 of the committee of the whole, the bill shall again be
6 subject to debate and amendment before a vote is had on
7 its last reading and passage.

8 Rule 66

9 Amendments by Committee of the Whole

10 All amendments made to a report committed to a
11 committee of the whole house shall be noted and
12 reported as in the case of bills.

13 DIVISION VII — MOTIONS

14 Rule 67

15 Order and Precedence of Motions

16 The following order of motions, listed in order
17 of precedence, shall govern when a question is under
18 debate:

- 19 1. Adjourn.
- 20 2. Recess.
- 21 3. Questions of privilege.
- 22 4. Lay on the table.
- 23 5. Previous question.
- 24 6. Limit debate.
- 25 7. Postpone definitely or to a certain time.
- 26 8. Refer or rerefer.
- 27 9. Defer.
- 28 10. Amend an amendment.
- 29 11. Amend.
- 30 12. Postpone indefinitely.

1 A motion to postpone definitely or to a certain
2 time, to refer or commit, or to postpone indefinitely a
3 particular question shall not be considered more than
4 once on the same day.

5 Adoption of a motion to strike the enacting words is
6 equivalent to rejection of the question.

7

Rule 68

8

Order of Consideration of Amendments

9 Amendments shall be considered by earliest position
10 in the bill. Amendments to the same place in the bill
11 shall be considered by the lowest amendment number. An
12 amendment which inserts language after a line and an
13 amendment which inserts language before the succeeding
14 line shall be considered amendments to the same place
15 in the bill.

16 However, an amendment to strike the enacting clause
17 shall always be considered first. An amendment filed
18 by a committee shall have the next highest order of
19 priority, followed by an amendment to strike everything
20 after the enacting clause and insert new language. An
21 amendment to strike language or to strike and insert
22 new language, except an amendment to strike everything
23 after the enacting clause and insert new language,
24 shall not be considered before amendments to perfect
25 all or part of the same portion of the bill.

26

Rule 69

27

Motions Not Debatable

28 The following motions are not debatable:

29

1. Adjourn.

30

2. Adjourn to a certain time.

H.R. 3

- 1 3. Suspend house rules.
- 2 4. Previous question.
- 3 5. Close debate at a certain time.
- 4 6. Recess.
- 5 7. Defer.
- 6 8. Refer or rerefer.
- 7 9. Lay on the table.
- 8 10. Take from the table.
- 9 11. Call of the house.
- 10 12. Withdraw a bill or resolution from committee.
- 11 13. Appeal a decision of the chair.
- 12 14. Immediately message a bill or resolution.

13 Rule 69A

14 Constitutional Majority

- 15 1. The following motions require a constitutional
- 16 majority for approval:
 - 17 a. Final passage of a bill, joint resolution, or
 - 18 nullification resolution.
 - 19 b. Lay on the table.
 - 20 c. Take from the table.
 - 21 d. Suspend house rules.
 - 22 e. Previous question.
 - 23 f. Withdraw a bill or resolution from committee.
 - 24 g. Reconsider a bill, joint resolution, or
 - 25 nullification resolution.
 - 26 h. Immediately message a bill or resolution.
- 27 2. A division must be taken on any motion which
- 28 requires a constitutional majority.

29 Rule 70

30 Motion to Adjourn

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

3 Rule 71

4 Withdrawal of Motions

5 After a motion is stated by the speaker or read by
6 the chief clerk, it shall be deemed to be in possession
7 of the house, but may be withdrawn by leave of the
8 house.

9 Rule 72

10 Unanimous Consent

11 Unanimous consent of the members may be asked for
12 suspension of any rule of the house. If there is no
13 objection to the request, the rule shall be considered
14 suspended.

15 Rule 73

16 Reconsideration

17 1. A motion to reconsider may be made only by a
18 member who voted on the prevailing side of the question
19 sought to be reconsidered.

20 2. A motion to reconsider may be made not later
21 than adjournment on the legislative day following
22 the legislative day of the action sought to be
23 reconsidered. Where the floor manager voted on
24 the prevailing side, the floor manager has the
25 prior right to make the motion, until adjournment
26 on the legislative day of the action sought to be
27 reconsidered. A motion to reconsider a nullification
28 resolution shall be acted upon not later than
29 adjournment on the legislative day following
30 the legislative day of the action sought to be

1 reconsidered.

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

12 4. The making of a motion to reconsider takes
13 precedence over all other questions.

14 5. When passage, adoption, or failure of any bill,
15 joint resolution, or nullification resolution is
16 reconsidered, questions on amendments may also be
17 reconsidered and shall be disposed of immediately.

18 6. In the event that a motion to reconsider
19 is pending at the end of the first session or any
20 extraordinary session of any general assembly, or the
21 general assembly adjourns sine die, and the motion to
22 reconsider has not been voted upon by the house, the
23 motion shall be determined to have failed.

24 DIVISION VIII — VOTING

25 Rule 74

26 Manner of Voting

27 Members present may cast their votes, either by
28 operating the voting mechanism located at their
29 assigned desk or by signaling the speaker from the
30 floor of the house or from the south visitors' gallery

1 if they are unable to vote at their assigned desk.
2 Only a member may operate the voting mechanism at that
3 member's assigned desk. The speaker shall announce the
4 votes of members signaling their votes. Upon direction
5 of the speaker only those members at their desks and
6 voting shall be counted. Members who are not present
7 shall not cast their votes except:

8 1. Members who have not voted may record their
9 votes on any record roll call vote except quorum calls
10 within twenty minutes after the outcome of the vote
11 has been announced during the first session of the
12 eighty-ninth general assembly and within ten minutes
13 after the outcome of the vote has been announced
14 during the second session of the eighty-ninth general
15 assembly. Members shall initial their recorded votes
16 on a copy of the record roll call at the speaker's
17 station. However, if the aggregate of votes cast
18 under this rule would change the outcome of the vote
19 on a question, then none of the votes cast on the
20 question under this rule shall be recorded. A member
21 may request announcement of the names of members so
22 recorded after the twenty-minute period or ten-minute
23 period, as applicable.

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

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Rule 75

Voting in the House and Duty of Voting

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

Rule 76

Limitation on Right to Vote

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

Rule 77

Call of the House

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

A call of the house shall specify the propositions to which it is to apply and must be put into effect before roll call is taken on the proposition. The request may be filed with the chief clerk at any time before final action upon the propositions, who shall

1 notify the house immediately.

2

Rule 78

3

Method of Calling the House

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

14

Rule 79

15

Method of Calling the Roll

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

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

29

Rule 80

30

Quorum and Record Roll Call Votes

1 A majority of the members shall constitute a quorum.

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

6 Rule 81

7 Previous Question

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

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

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

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

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

1 question before the closing discussion by the member
2 who is in charge of the measure or who is proposing the
3 amendment.

4

Rule 82

5

Division of the Question

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