

House Resolution 3 - Introduced

HOUSE RESOLUTION NO. 3

BY COMMITTEE ON ADMINISTRATION AND RULES

(SUCCESSOR TO HSB 31)

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

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

H.R. 3

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.

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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

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.

8 Rule 7
9 Reserved

10 Rule 8
11 Violation of House Rules

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

17 Rule 9
18 Referral of Rule Violations
19 The speaker shall, upon complaint of a member,
20 or upon the speaker's own motion, refer any alleged
21 violation of house or joint rules by house members,
22 employees or staff to the house ethics committee upon
23 an initial finding that an investigation is warranted.

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

27 Rule 10
28 Recognition and Decorum in Debate

29 A member who wishes to speak in debate shall be
30 appropriately attired, with male members wearing coat

1 or tie. After recognition by the chair, a member
2 shall respectfully address the presiding officer
3 by saying "Mr. or Madam Speaker". A member shall
4 confine all remarks to the question under debate,
5 shall be respectful of other members, and shall avoid
6 referencing or questioning the motives of another
7 member.

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

12 Rule 11
13 Limit on Debate

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

25 Rule 12
26 Reserved

27 Rule 13
28 Stating the Question

29 When a motion is made, it shall be stated by the
30 speaker. A motion made in writing shall be passed to

1 the speaker's station before it is debated.

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Rule 14

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Putting the Question

4 Questions shall be distinctly put in this form:

5 "All those in favor of (the question) shall say 'aye';"

6 and after the affirmative voice is expressed, "All

7 those opposed to (the question) shall say 'no'."

8 If the speaker is in doubt or a member of the house

9 requests, a nonrecord roll call vote shall be taken.

10

DIVISION II — EMPLOYEES OF THE HOUSE

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Rule 15

12

Chief Clerk of the House

13 The chief clerk of the house shall serve as

14 parliamentarian and chief administrative officer of the

15 house under the direction of the speaker of the house.

16 The chief clerk shall supervise the chief clerk's

17 office; be responsible for the custody and safekeeping

18 of all bills, resolutions, and amendments filed,

19 except when they are in the custody of a committee;

20 have charge of the daily journal; have control of all

21 rooms assigned for the use of the house; attest to the

22 accuracy and correctness of text and action on bills

23 and resolutions; process the handling of amendments

24 when filed and during the floor consideration of bills;

25 insert adopted amendments into bills before transmittal

26 to the senate and prior to final enrollment; supervise

27 legislative printing and the distribution of printed

28 material; and perform all other duties pertaining to

29 the office of the chief clerk.

30

Rule 16

1 Legislative and Session Days

2 For purposes of these rules, a legislative day is a
3 day when the house is called to order. A legislative
4 day that runs past midnight is not considered a new
5 legislative day. A session day is any calendar day
6 beginning with the convening of the annual regular
7 session and ending with adjournment sine die.

8 Rule 17

9 Sergeant-At-Arms

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

19 Rule 18

20 Secretaries

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

30 Rule 19

1 Extra Compensation of Employees

2 No employee shall receive any extra compensation,
3 except as provided by the house, or tips for services
4 performed while on duty. Any violation of this rule
5 shall be grounds for removal.

6 DIVISION III — VISITORS AND LOBBYISTS

7 Rule 20

8 Admission to the House; Lobbying

9 The chamber of the house shall include the
10 vestibule, restrooms, bill room, lounge, visitors'
11 galleries, and floor of the house.

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

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

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

27 1. Members of the general assembly and authorized
28 legislative employees in the performance of their
29 duties.

30 2. Former members of the general assembly who are

1 not registered lobbyists.

2 3. A general assembly member's family.

3 4. Representatives of the press, radio, and
4 television who shall go directly to and from the press
5 box.

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

10 6. Designated representatives of a political party
11 having members serving in the house.

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

17 The current status of former members of the general
18 assembly shall govern their access to the floor under
19 these rules.

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

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

1 the house.

2 A registered lobbyist shall not be admitted to
3 the floor of the house on any legislative day except
4 for ceremonial purposes or for attendance at public
5 hearings.

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

28 By the attorney general, auditor of state, secretary
29 of state, and treasurer of state, for their respective
30 offices.

1 By the secretary of agriculture, for the department
2 of agriculture and land stewardship.

3 By the chairperson of the ethics and campaign
4 disclosure board, for the executive director, legal
5 counsel, and other employees of the board.

6 By the governor, for all other executive branch
7 offices and departments.

8 By the chief justice of the supreme court, for the
9 judicial branch.

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

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

17 Rule 20A

18 Legislative Interns

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

23 Rule 21

24 Distribution of Literature and Other Items

25 No person except a member or employee of the house
26 of representatives shall distribute or cause to be
27 distributed any pamphlets, material, or other printed
28 literature, or any other items to the members' desks
29 in the house without authorization. An employee
30 of the house shall generally distribute or cause

1 to be distributed such literature or items only on
2 behalf of the employee's office or staff. Items which
3 are permissible gifts under chapter 68B of the Code
4 may be distributed to the members' desks with the
5 authorization of the chief clerk.

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

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

19

Rule 22

20 Distribution of Materials Printed by the State

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

28 DIVISION IV — FORMS AND PROCEDURES FOR BILLS AND OTHER

29

DOCUMENTS

30

Rule 23

1 Documents Signed by the Speaker

2 All acts and joint resolutions shall be signed by
3 the speaker, and all writs, warrants, and subpoenas
4 issued by order of the house, shall be signed by the
5 speaker and attested by the chief clerk. The speaker
6 shall cause certificates of recognition or condolence
7 to be issued by the house which shall be signed by
8 the speaker and the chief clerk. The chief clerk
9 shall maintain a list of certificates issued including
10 the name of the requesting member of the house, the
11 name of the recipient, the reason for recognition or
12 condolence, and the date of issuance.

13 Rule 24

14 Presentation of Petitions

15 All petitions, memorials, and other papers addressed
16 to the house shall be signed by the member and filed
17 with the chief clerk. The receipt of petitions shall
18 be noted in the journal and such petitions shall be
19 available in the office of the chief clerk. At the
20 conclusion of each general assembly, the chief clerk
21 may dispose of petitions received during that general
22 assembly.

23 Rule 25

24 Consideration of Simple and Concurrent Resolutions

25 Action on a simple or concurrent resolution, except
26 a memorial resolution, shall not be taken until one day
27 after the resolution has been placed on the members'
28 desks. After the resolution is adopted, the chief
29 clerk shall have the resolution printed in the compiled
30 journal and shall transmit certified copies of the

1 resolution as directed.

2

Rule 26

3

Unanimous Consent Calendar

4 The speaker may, upon the request of three members,
5 place on a unanimous consent calendar any house
6 resolution or concurrent resolution which does not
7 contain an appropriation and which has been laid over
8 under Rule 25.

9 If such resolution is placed on the unanimous
10 consent calendar, it may be removed only upon a written
11 request submitted to the speaker by a member of the
12 house.

13 If not removed after five legislative days, the
14 chief clerk shall call up the resolution and without
15 debate the speaker shall pronounce that it has passed
16 by unanimous consent.

17 If the resolution is removed from the unanimous
18 consent calendar, the speaker may again lay the
19 resolution over under Rule 25, place it on a different
20 calendar, or refer the resolution to any of the
21 standing committees of the house.

22

Rule 26A

23

Senate Bills and Resolutions

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

26

Rule 27

27

Forms of Bills and Joint Resolutions

28 Every house bill shall be introduced by one or more
29 members or by any standing or specially authorized
30 committee of the house or the administrative rules

1 review committee. All bills and joint resolutions
2 introduced shall be prepared by the legislative
3 services agency with title, enacting clause, text
4 and explanation as directed by the chief clerk of the
5 house. One copy of each bill shall be presented in a
6 bill cover with the number of copies of the bill and
7 the title as directed by the chief clerk.

8

Rule 28

9

Joint and Nullification Resolutions

10 Joint resolutions shall be framed and treated as
11 bills.

12 A "nullification resolution" is a joint resolution
13 which nullifies all of an administrative rule, or
14 a severable item of an administrative rule adopted
15 pursuant to chapter 17A of the Code. A nullification
16 resolution shall not amend an administrative rule by
17 adding language or by inserting new language in lieu of
18 existing language.

19 A nullification resolution may be introduced by an
20 individual, a standing committee or the administrative
21 rules review committee, and may be referred to a
22 standing committee. A nullification resolution is
23 debatable, but cannot be amended on the floor of the
24 house.

25

Rule 29

26

Time of Introduction of Bills

27 No bill or joint resolution under individual
28 sponsorship, other than a nullification resolution,
29 shall be read for the first time after 4:30 p.m. on
30 Friday of the fifth week of the first regular session

1 of the general assembly unless a formal request for
2 drafting the bill has been filed with the legislative
3 services agency before that time.

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

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

23 Rule 30

24 Introduction and Reading of Bills

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

29 Every bill shall receive two readings but no bill
30 shall receive its first and last readings on the same

1 day.

2 A "reading of a bill" as required by these rules
3 shall consist of a reading of the title and enacting
4 clause.

5

Rule 31

6

First Reading, Commitment, and Amendment

7

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

9

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

11

3. Upon a first reading of the bill, the speaker
12 shall state that it is ready for commitment or
13 amendment; and the speaker shall commit it to the
14 standing or select committee, or to a committee of the
15 whole house. If to a committee of the whole house, the
16 house shall determine on what day.

17

4. On a nonlegislative day the speaker may cause a
18 statement, which shall consist of the title, enacting
19 clause, bill number and committee to which the bill
20 is referred, to be published in the house journal.
21 This publication shall constitute a first reading and
22 commitment and shall contain the notation "read and
23 committed under Rule 31".

24

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

27

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

1 _____.

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

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

1 a copy of the amendment being on the desks of the
2 entire membership of the house prior to consideration.
3 However, the membership of the house may consider an
4 amendment or an amendment to an amendment to a bill,
5 rule of the house, or resolution without a copy of the
6 amendment being on the desks of the entire membership
7 of the house prior to consideration if a copy of the
8 amendment is made available to the entire membership of
9 the house electronically.

10

Rule 32

11

Commitment of Appropriation and Revenue Bills

12

~~All~~ Except for bills assigned to the Education

13

Reform Committee during the 2023 regular session of

14

the General Assembly and any special session taking

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place prior to the 2024 regular session of the General

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Assembly, all bills to appropriate money shall be

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referred to the appropriations committee, and all bills

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pertaining to the levy, assessment, or collection of

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taxes or fees shall be referred to the committee on

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ways and means.

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Rule 33

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Regular Calendar

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Bills, nullification resolutions, and joint

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resolutions reported out for passage, amendment and

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passage, or without recommendation by a committee,

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or passed on file shall be arranged on a regular

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calendar by the chief clerk each day and electronically

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distributed to the members at the opening of each

29

legislative day. The regular calendar shall include

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a list of bills, nullification resolutions, and joint

1 resolutions which have been special ordered, including
2 the date upon which debate is scheduled to begin on
3 each of them, which shall be no sooner than three
4 session days from the first date of publication on the
5 regular calendar.

6 Rule 34

7 Daily Debate Calendar

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

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

20 Rule 35

21 Substitution of Bills

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

29 If a bill is moved to unfinished business and a
30 similar senate bill is also on the calendar, both bills

1 shall be moved to unfinished business.

2 Rule 36

3 Consideration of Committee Amendments

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

7 Rule 37

8 Amendments to Special Order Bills

9 All amendments to bills which have been special
10 ordered shall be filed at least three session days
11 prior to the date set for debate. Amendments to an
12 amendment shall be filed at least two session days
13 prior to the date set for debate. However, corrective
14 amendments and amendments sponsored by either the
15 majority floor leader or the minority floor leader may
16 be filed at any time. Rule 31, subsection 8, shall not
17 apply to these amendments.

18 A corrective amendment is an amendment which does
19 not substantively change the amendment or the bill.

20 Rule 38

21 Germane Amendments

22 An amendment must be germane to the subject matter
23 of the bill it seeks to amend. An amendment to an
24 amendment must be germane to both the amendment and the
25 bill it seeks to amend. When a member objects to an
26 amendment on grounds that the amendment is not germane,
27 the speaker may invite members, who shall include the
28 majority and minority leaders, to the speaker's station
29 to discuss the objection.

30 Rule 39

1 with the treasurer of state in advance at a rate to be
2 fixed, and the newspaper publication of the bill shall
3 be without cost to the state. No legalizing act may
4 be introduced until all provisions of law have been
5 complied with.

6

Rule 42

7

Certification and Engrossment of Bills

8 The chief clerk shall certify the passage of each
9 bill and note the date of its passage.

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

19

Rule 43

20

Rereferral

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

24

Rule 44

25

Effect of Indefinite Postponement

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

28

Rule 45

29

Status of Bills Following First Regular Session

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Except for those bills which have been adopted

1 by both houses in different forms, all bills which
2 have not been withdrawn, defeated, or indefinitely
3 postponed, shall be rereferred to committee upon
4 adjournment of the first regular session.

5 DIVISION V — COMMITTEE PROCEDURES

6 Rule 46

7 Appointment of Committees

8 All committees shall be appointed by the speaker,
9 unless otherwise especially directed by the house.
10 Minority party members of a committee shall be
11 appointed by the speaker upon recommendation of the
12 minority leader.

13 Rule 47

14 Reserved

15 Rule 48

16 Study Bills

17 A study bill is any matter which a chairperson of
18 a standing committee wishes to have considered by the
19 standing committee of which the member is the chair,
20 other than appropriations, without being introduced
21 in the house by a first reading. A study bill shall
22 be prepared in proper form by the legislative services
23 agency prior to submission.

24 Upon taking possession of a study bill, the
25 committee chair shall notify the speaker and then
26 submit four copies of the bill to the legal counsel's
27 office for numbering.

28 A study bill shall bear the name of the committee
29 chair. A study bill submitted by a state agency or
30 board for consideration shall bear the name of the

1 state agency or board.

2

Rule 49

3

Committee Meetings

4 No committee, except a conference committee or the
5 administrative rules review committee, shall meet
6 while the house is in session without special leave.
7 Committees with overlapping memberships shall not meet
8 at the same time without special leave.

9

Rule 50

10

Smoking Prohibited

11 Smoking shall not be permitted in the house or in
12 any area of the capitol building.

13

Rule 51

14

Assignments to Subcommittee

15 The chair of the committee shall report to the house
16 the bill number of each bill assigned to subcommittee
17 and the names of the subcommittee members. The report
18 shall be printed in the journal.

19 All bills, prior to consideration by the committee,
20 shall be referred by the chair to a subcommittee,
21 unless acted upon by a committee of the whole.

22 The chair may assign bills to subcommittees without
23 a meeting of the committee, but the membership of the
24 subcommittee so appointed shall be reported to the
25 committee by the chair.

26

Rule 52

27

Open Meetings

28 Standing committee meetings shall be open, and
29 voting by secret ballot is prohibited. The committee
30 on administration and rules may close its meetings to

1 evaluate the professional competency of an individual.

2

Rule 53

3

Quorum and Vote Requirements

4 The committee roll shall be taken at the convening
5 of each meeting to determine the presence of a quorum.
6 A majority of the committee membership shall constitute
7 a quorum.

8 An affirmative vote of a majority of the committee
9 membership is required to report a bill out of
10 committee or to suspend a committee rule.

11 A motion to reconsider may be made only by a
12 committee member who voted on the prevailing side of
13 the question sought to be reconsidered. A motion to
14 reconsider may only be made prior to the adjournment of
15 the committee meeting at which the bill was reported
16 out.

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

26

Rule 54

27 Committee Attendance Record and Report of Committee
28 Form

29 1. A committee attendance record shall be filed
30 with the chief clerk no later than 10:00 a.m. or two

1 hours after the house convenes, whichever is later,
2 of the legislative day immediately following the day
3 of the committee meeting. The committee attendance
4 record is a public record and may be published in the
5 journal. The committee attendance record shall include
6 the following information:

- 7 a. The time the meeting convened.
- 8 b. The members present at the meeting.
- 9 c. The time the meeting adjourned.
- 10 d. A list of bills receiving final committee
11 disposition.

12 2. A report of committee form shall be filed with
13 the chief clerk no later than 10:00 a.m. or two hours
14 after the house convenes, whichever is later, of the
15 legislative day immediately following the day of the
16 committee meeting for each study bill, numbered bill
17 or resolution receiving final committee disposition.
18 The report of committee form is a public record and
19 a report of committee action shall be printed in the
20 journal. The report of committee form shall include
21 the following information:

- 22 a. The committee action taken.
- 23 b. The committee amendment number, if any.
- 24 c. The roll call vote of the committee on final
25 disposition.
- 26 d. The minority recommendation, if any.

27 3. Upon final adjournment of the first session
28 and final adjournment of the second session of the
29 general assembly, the chair of each committee shall
30 have placed the committee's book of record containing

1 minutes, record roll calls on final disposition, record
2 roll call votes on any amendments considered, rules,
3 etc., with the chief clerk for access of any interested
4 person.

5

Rule 55

6

Minority Recommendation

7 The minority of the members of a committee may
8 present its recommendations on the final disposition
9 of a bill to the house by attaching its recommendation
10 to the committee report. The minority recommendation
11 shall be noted in the journal along with the committee
12 report.

13

Rule 56

14

Committee Amendment

15 Whenever a committee amendment is proposed which
16 would amend another committee amendment, the amendment
17 shall be drafted in the form of a substitute amendment
18 and shall be considered as such.

19

Rule 57

20

Committee Notice and Agenda

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

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

28 The agenda shall contain the matters to be
29 discussed, including a list of bills, joint
30 resolutions, nullification resolutions, and study

1 bills by number. The agenda should contain the names
2 of individuals who are scheduled to appear before the
3 committee and the organization which they represent.

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

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

14 Rule 58

15 Clearing of Committee Room

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

18 Rule 58A

19 Use of Telephonic or Electronic Devices in Committee
20 Rooms Restricted

21 1. In any committee room while a standing committee
22 is in session:

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

25 b. A person shall not use a cell phone or other
26 electronic device to audibly transmit or receive
27 communications.

28 2. The chair or acting chair of a standing
29 committee may clear the committee room of any person
30 acting in violation of this rule.

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Rule 59

Committee Amendments

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

Rule 60

Withdrawal of Bills, Joint Resolutions, or Nullification Resolutions From Committee

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

Rule 61

Committee Public Hearings

The chair of a committee may call a public hearing for the purpose of receiving public comment on any matter within the purview of the committee.

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

A public hearing shall not be called or requested after final action on the bill, joint resolution, or nullification resolution has been taken by the committee. However, a public hearing called or requested before final action has been taken by the committee may be held after final action on the bill, joint resolution, or nullification resolution has been

1 taken by the committee.

2 The chair shall designate the day for a public
3 hearing and provide public notice at least four days
4 prior to a public hearing. ~~A public hearing shall take~~
5 ~~place in room 103 of the capitol building and shall~~
6 ~~begin at 5:00 p.m.~~ A speaker shall not speak for more
7 than two minutes. As is possible, speakers shall be
8 alternated between speakers speaking in favor of the
9 matter and speakers opposed to the matter.

10 A bill, joint resolution, or nullification
11 resolution for which a public hearing has been called
12 can be voted to the calendar but cannot be debated
13 until after the public hearing has been held. If a
14 bill, joint resolution, or nullification resolution
15 for which a public hearing has been called is not
16 debated by the house during the session in which it
17 is introduced, the request for the public hearing is
18 deemed to have lapsed upon adjournment sine die of that
19 session.

20 However, public hearings which have been requested
21 during or after the 9th week of the first session and
22 during or after the 7th week of the second session must
23 be held within four legislative days of the date of the
24 request.

25 Rule 62

26 Limitation on Filing of Claims

27 All claims shall be referred to the appropriations
28 committee. A claim referred to the appropriations
29 committee in a prior session of the general assembly
30 shall not be considered by the appropriations

1 committee or by the house unless it has been
2 specifically referred to this session by a vote of the
3 appropriations committee. The appropriations committee
4 is authorized to set a definite date each session after
5 which it will not receive claims or claim bills for
6 consideration.

7 DIVISION VI — COMMITTEE OF THE WHOLE

8 Rule 63

9 Organization of Committee of the Whole

10 In forming the committee of the whole house, the
11 speaker shall appoint a member to preside in committee
12 and then leave the chair.

13 Rule 64

14 Rules in Committee of the Whole

15 The rules of the house shall be observed in
16 committee of the whole house, so far as they are
17 applicable.

18 Rule 65

19 Bills in Committee of the Whole

20 Bills committed to the committee of the whole house
21 shall first be debated by section. After the report
22 of the committee of the whole, the bill shall again be
23 subject to debate and amendment before a vote is had on
24 its last reading and passage.

25 Rule 66

26 Amendments by Committee of the Whole

27 All amendments made to a report committed to a
28 committee of the whole house shall be noted and
29 reported as in the case of bills.

30 DIVISION VII — MOTIONS

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Rule 67

Order and Precedence of Motions

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

1. Adjourn.
2. Recess.
3. Questions of privilege.
4. Lay on the table.
5. Previous question.
6. Limit debate.
7. Postpone definitely or to a certain time.
8. Refer or rerefer.
9. Defer.
10. Amend an amendment.
11. Amend.
12. Postpone indefinitely.

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

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

Rule 68

Order of Consideration of Amendments

Amendments shall be considered by earliest position in the bill. Amendments to the same place in the bill shall be considered by the lowest amendment number. An amendment which inserts language after a line and an amendment which inserts language before the succeeding

1 line shall be considered amendments to the same place
2 in the bill.

3 However, an amendment to strike the enacting clause
4 shall always be considered first. An amendment filed
5 by a committee shall have the next highest order of
6 priority, followed by an amendment to strike everything
7 after the enacting clause and insert new language. An
8 amendment to strike language or to strike and insert
9 new language, except an amendment to strike everything
10 after the enacting clause and insert new language,
11 shall not be considered before amendments to perfect
12 all or part of the same portion of the bill.

13 Rule 69

14 Motions Not Debatable

15 The following motions are not debatable:

- 16 1. Adjourn.
- 17 2. Adjourn to a certain time.
- 18 3. Suspend house rules.
- 19 4. Previous question.
- 20 5. Close debate at a certain time.
- 21 6. Recess.
- 22 7. Defer.
- 23 8. Refer or rerefer.
- 24 9. Lay on the table.
- 25 10. Take from the table.
- 26 11. Call of the house.
- 27 12. Withdraw a bill or resolution from committee.
- 28 13. Appeal a decision of the chair.
- 29 14. Immediately message a bill or resolution.

30 Rule 69A

1 Constitutional Majority

2 1. The following motions require a constitutional
3 majority for approval:

4 a. Final passage of a bill, joint resolution, or
5 nullification resolution.

6 b. Lay on the table.

7 c. Take from the table.

8 d. Suspend house rules.

9 e. Previous question.

10 f. Withdraw a bill or resolution from committee.

11 g. Reconsider a bill, joint resolution, or
12 nullification resolution.

13 h. Immediately message a bill or resolution.

14 2. A division must be taken on any motion which
15 requires a constitutional majority.

16 Rule 70

17 Motion to Adjourn

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

20 Rule 71

21 Withdrawal of Motions

22 After a motion is stated by the speaker or read by
23 the chief clerk, it shall be deemed to be in possession
24 of the house, but may be withdrawn by leave of the
25 house.

26 Rule 72

27 Unanimous Consent

28 Unanimous consent of the members may be asked for
29 suspension of any rule of the house. If there is no
30 objection to the request, the rule shall be considered

1 suspended.

2

Rule 73

3

Reconsideration

4 1. A motion to reconsider may be made only by a
5 member who voted on the prevailing side of the question
6 sought to be reconsidered.

7 2. A motion to reconsider may be made not later
8 than adjournment on the legislative day following
9 the legislative day of the action sought to be
10 reconsidered. Where the floor manager voted on
11 the prevailing side, the floor manager has the
12 prior right to make the motion, until adjournment
13 on the legislative day of the action sought to be
14 reconsidered. A motion to reconsider a nullification
15 resolution shall be acted upon not later than
16 adjournment on the legislative day following
17 the legislative day of the action sought to be
18 reconsidered.

19 3. A motion to reconsider made beginning the
20 fifteenth week of the first regular session, or the
21 thirteenth week of the second regular session, may be
22 taken up when made. A motion made at any other time
23 may be taken up prior to the third legislative day
24 succeeding the legislative day of the action sought
25 to be reconsidered only if called up by the mover,
26 and after the second legislative day succeeding the
27 legislative day of the action sought to be reconsidered
28 if called up by any member.

29 4. The making of a motion to reconsider takes
30 precedence over all other questions.

1 5. When passage, adoption, or failure of any bill,
2 joint resolution, or nullification resolution is
3 reconsidered, questions on amendments may also be
4 reconsidered and shall be disposed of immediately.

5 6. In the event that a motion to reconsider
6 is pending at the end of the first session or any
7 extraordinary session of any general assembly, or the
8 general assembly adjourns sine die, and the motion to
9 reconsider has not been voted upon by the house, the
10 motion shall be determined to have failed.

11 DIVISION VIII — VOTING

12 Rule 74

13 Manner of Voting

14 Members present may cast their votes, either by
15 operating the voting mechanism located at their
16 assigned desk or by signaling the speaker from the
17 floor of the house or from the south visitors' gallery
18 if they are unable to vote at their assigned desk.
19 Only a member may operate the voting mechanism at that
20 member's assigned desk. The speaker shall announce the
21 votes of members signaling their votes. Upon direction
22 of the speaker only those members at their desks and
23 voting shall be counted. Members who are not present
24 shall not cast their votes except:

25 1. Members who have not voted may record their
26 votes on any record roll call vote except quorum calls
27 within ~~twenty~~ ten minutes after the outcome of the
28 vote has been announced ~~during the first session of the~~
29 ~~eighty-ninth general assembly and within ten minutes~~
30 ~~after the outcome of the vote has been announced~~

1 ~~during the second session of the eighty-ninth general~~
2 ~~assembly.~~ Members shall initial their recorded votes
3 on a copy of the record roll call at the speaker's
4 station. However, if the aggregate of votes cast
5 under this rule would change the outcome of the vote
6 on a question, then none of the votes cast on the
7 question under this rule shall be recorded. A member
8 may request announcement of the names of members so
9 recorded after the ~~twenty-minute period or ten-minute~~
10 ~~period, as applicable.~~

11 2. Members meeting in a conference committee
12 or in administrative rules review committee at the
13 time a vote is taken on a question may have their
14 vote recorded within thirty minutes or adjournment,
15 whichever is first, of that same legislative day,
16 provided the aggregate of votes cast does not change
17 the outcome of the vote on a question.

18 Rule 75

19 Voting in the House and Duty of Voting

20 Voting on a question put to members on the floor of
21 the house shall not occur between midnight and 8 a.m.
22 on any legislative day except for voting on a motion to
23 recess, defer, or adjourn. Except as limited in Rule
24 76, every member who is in the house when a question is
25 put shall vote unless the house has excused that member
26 from voting for special reasons; however, such member
27 must have asked to be excused from voting prior to the
28 time the speaker puts the question.

29 Rule 76

30 Limitation on Right to Vote

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

7

Rule 77

8

Call of the House

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

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

19

Rule 78

20

Method of Calling the House

21 Upon a call of the house, the names of the members
22 shall be called by the chief clerk and the absentees
23 noted, after which the names of the absentees shall
24 again be called. The sergeant-at-arms shall be
25 directed by the speaker to compel the attendance of
26 absent members, unless they are previously excused.
27 Any member occupying the member's seat during a call
28 of the house shall be counted by the speaker and that
29 person's name entered in the journal as being present
30 for the purpose of making a quorum.

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Rule 79

Method of Calling the Roll

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

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

Rule 80

Quorum and Record Roll Call Votes

A majority of the members shall constitute a quorum. A record roll call vote shall be ordered upon request of any two members. The names of the members requesting the record roll call shall be entered in the journal.

Rule 81

Previous Question

When a member moves for the previous question, the member shall state whether the motion will apply to the main question, to all the amendments, or to particular amendments. The motion requires an affirmative vote of at least a constitutional majority of the members. If the motion for a previous question is not adopted, the

1 house shall proceed in the same manner as before the
2 motion was made.

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

5 1. If the motion applies to the main question, the
6 member in charge of the measure will have ten minutes
7 to speak for the purpose of closing discussion before
8 the vote on the measure is taken.

9 2. If the motion applies to an amendment, the
10 member proposing the amendment will have five minutes
11 to speak for the purpose of closing discussion before
12 the vote on the amendment is taken.

13 3. If a member has filed a written request with
14 the chief clerk of the house indicating the member's
15 desire to speak on a particular question. The request
16 must be filed before the motion is made by the movant.
17 The request allows a member to speak on a particular
18 question before the closing discussion by the member
19 who is in charge of the measure or who is proposing the
20 amendment.

21

Rule 82

22

Division of the Question

23 Any member may call for a division of the question,
24 which shall be divided if it comprehends questions so
25 distinct that one being taken away, the remainder may
26 stand separately for discussion by the house. Upon
27 request to divide an amendment, the chief clerk shall
28 restate the division and note the divided amendment in
29 the house journal. An amendment to strike out being
30 lost shall not preclude an amendment to strike out and

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1 insert. An amendment to strike out and insert shall be
2 deemed indivisible.