

House Resolution 5 - Introduced

HOUSE RESOLUTION NO. 5

BY COMMITTEE ON ADMINISTRATION AND RULES

(SUCCESSOR TO HSB 101)

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

4 BE IT RESOLVED BY THE HOUSE OF REPRESENTATIVES, That
5 the permanent rules of the House for the ~~Ninetieth~~
6 Ninety-first 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
13 the 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. and
22 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.

1 Rule 3

2 Absences from the House

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

5 Rule 4

6 Preservation of Order

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

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

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

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

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

26 The public may take photographs from the galleries
27 at any time. However, the use of any artificial
28 lighting is prohibited.

29 Members of the press may photograph from the press
30 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 the
21 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 of
24 the speaker until such time as the house shall elect a
25 new speaker. The speaker or the speaker pro tempore
26 shall have the right to name any member to perform
27 the 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
30 be appropriately attired, with male members wearing

1 coat or tie. After recognition by the chair, a
2 member 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.

2

Rule 14

3

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'." If the

8 speaker is in doubt or a member of the house requests,

9 a nonrecord roll call vote shall be taken.

10

DIVISION II — EMPLOYEES OF THE HOUSE

11

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, except

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

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

21 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 the
11 house and the presiding officer; perform all assigned
12 duties related to the policing and good order of
13 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 Clerks

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

1 Rule 19

2 Extra Compensation of Employees

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

7 DIVISION III — VISITORS AND LOBBYISTS

8 Rule 20

9 Admission to the House; Lobbying

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

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

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

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

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

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

3 3. A general assembly member's family.

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

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

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

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

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

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

27 No person admitted to the floor of the house while
28 the house is in order, except members of the general
29 assembly, shall lobby or attempt to exercise any
30 influence with any member for or against any matter

1 then pending or that may thereafter be considered by
2 the house.

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

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

23 The written authorizations shall be filed with the
24 chief clerk, according to a procedure established
25 by the clerk for the filing of the authorizations
26 and for making them available to the public, by
27 the following statewide elected or retained official
28 for the following offices, departments, agencies, and
29 branch:

30 By the attorney general, auditor of state, secretary

1 of state, and treasurer of state, for their respective
2 offices.

3 By the secretary of agriculture, for the department
4 of agriculture and land stewardship.

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

8 By the governor, for all other executive branch
9 offices and departments.

10 By the chief justice of the supreme court, for the
11 judicial branch.

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

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

19 During the legislative interim, the chief clerk
20 shall control access to the floor of the house.

21 Rule 20A

22 Legislative Interns

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

27 Legislators may arrange student internships during
28 the legislative session with Iowa college, university,
29 or law school students, for which the students may
30 receive college credit at the discretion of their

1 schools. Each legislator is allowed only one intern
2 at a time per legislative session, and all interns must
3 be registered with the office of the chief clerk of the
4 house.

5 The purpose of the legislative intern program shall
6 be: to provide useful staff services to legislators
7 not otherwise provided by the general assembly; to give
8 interested college, graduate, and law school students
9 practical experience in the legislative process as well
10 as providing a meaningful educational experience; and
11 to enrich the curriculum of participating colleges and
12 universities.

13 The chief clerk of the house or the chief clerk's
14 designee shall have the following responsibilities as
15 regards the legislative intern program:

16 1. Identify a supervising faculty member at each
17 participating institution who shall be responsible
18 for authorizing students to participate in the intern
19 program.

20 2. Provide interns with name badges which will
21 allow them access to the floor of the house when
22 required to be present by the legislators for whom they
23 work.

24 3. Provide orientation materials to interns prior
25 to the convening of each session.

26 Rule 21

27 Distribution of Literature and Other Items

28 No person except a member or employee of the house
29 of representatives shall distribute or cause to be
30 distributed any pamphlets, material, or other printed

1 literature, or any other items to the members' desks
2 in the house without authorization. An employee of
3 the house shall generally distribute or cause to be
4 distributed such literature or items only on behalf
5 of the employee's office or staff. Items which
6 are permissible gifts under chapter 68B of the Code
7 may be distributed to the members' desks with the
8 authorization of the chief clerk.

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

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

22 Rule 22

23 Distribution of Materials Printed by the State

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

1 DIVISION IV — FORMS AND PROCEDURES FOR BILLS AND OTHER
2 DOCUMENTS

3 Rule 23

4 Documents Signed by the Speaker

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

16 Rule 24

17 Presentation of Petitions

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

26 Rule 25

27 Consideration of Simple and Concurrent Resolutions

28 Action on a simple or concurrent resolution, except
29 a memorial resolution, shall not be taken until one day
30 after the resolution has been placed on the members'

1 desks. After the resolution is adopted, the chief
2 clerk shall have the resolution printed in the compiled
3 journal and shall transmit certified copies of the
4 resolution as directed.

5 Rule 26

6 Unanimous Consent Calendar

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

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

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

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

25 Rule 26A

26 Senate Bills and Resolutions

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

29 Rule 27

30 Forms of Bills and Joint Resolutions

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

11

Rule 28

12

Joint and Nullification Resolutions

13 Joint resolutions shall be framed and treated as
14 bills.

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

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

28

Rule 29

29

Time of Introduction of Bills

30 No bill or joint resolution under individual

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

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

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

26 Rule 30

27 Introduction and Reading of Bills

28 All bills and resolutions to be introduced in the
29 house shall be prepared in proper form and filed with
30 the chief clerk no later than ~~4:30~~ 4:00 p.m. on the

1 legislative day preceding its introduction.

2 Every bill shall receive two readings but no bill
3 shall receive its first and last readings on the same
4 day.

5 A "reading of a bill" as required by these rules
6 shall consist of a reading of the title and enacting
7 clause.

8

Rule 31

9 First Reading, Commitment, and Amendment

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

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

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

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

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

30 6. Such amendments shall give the number of the

1 bill sought to amend and the chief clerk shall
2 designate each such amendment thus: Amendment to
3 House File _____, or Senate File _____, by
4 _____.

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

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

1 to any proposal debated on the floor of the house after
2 the thirteenth week of the first session and after the
3 twelfth week of the second session. No amendment or
4 amendment to an amendment to a bill, rule of the house,
5 or resolution shall be considered by the membership
6 of the house ~~without a copy of the amendment being~~
7 ~~on the desks of the entire membership of the house~~
8 ~~prior to consideration.~~ However, the membership of
9 the house may consider an amendment or an amendment
10 to an amendment to a bill, rule of the house, or
11 resolution without a copy of the amendment being on
12 the desks of the entire membership of the house prior
13 to consideration if unless a copy of the amendment is
14 made available to the entire membership of the house
15 electronically.

16

Rule 32

17 Commitment of Appropriation and Revenue Bills
18 ~~Except for bills assigned to the Education Reform~~
19 ~~Committee during the 2023 regular session of the~~
20 ~~General Assembly and any special session taking place~~
21 ~~prior to the 2024 regular session of the General~~
22 ~~Assembly, all All bills to appropriate money shall be~~
23 referred to the appropriations committee, and all bills
24 pertaining to the levy, assessment, or collection of
25 taxes or fees shall be referred to the committee on
26 ways and means.

27

Rule 33

28 Regular Calendar
29 Bills, nullification resolutions, and joint
30 resolutions reported out for passage, amendment and

1 passage, or without recommendation by a committee,
2 or passed on file shall be arranged on a regular
3 calendar by the chief clerk each day and electronically
4 distributed to the members at no later than ninety
5 minutes after the opening of each legislative day.
6 The regular calendar shall include a list of bills,
7 nullification resolutions, and joint resolutions which
8 have been special ordered, including the date upon
9 which debate is scheduled to begin on each of them,
10 which shall be no sooner than three session days from
11 the first date of publication on the regular calendar
12 and no sooner than two session days from the first
13 date of publication on the regular calendar after the
14 thirteenth week of the first session and after the
15 twelfth week of the second session.

16 Rule 34

17 Daily Debate Calendar

18 The majority floor leadership shall cause to
19 be prepared and electronically distributed to the
20 members at no later than ninety minutes after the
21 opening of each legislative day when floor action is
22 scheduled, a daily debate calendar consisting of bills,
23 nullification resolutions, and joint resolutions from
24 the regular calendar setting forth the number and
25 title of bills, nullification resolutions, and joint
26 resolutions for the next legislative day that floor
27 action is scheduled.

28 This rule does not apply to bills which have passed
29 both houses in different forms, reconsiderations, or
30 veto reconsiderations.

1 Rule 35

2 Substitution of Bills

3 A senate bill or resolution may be substituted
4 for an identical house bill or resolution which has
5 been called up for debate. An amendment to a senate
6 bill or resolution which has been substituted for an
7 identical house bill or resolution is out of order if
8 an identical amendment to the house bill or resolution
9 was considered.

10 If a bill is moved to unfinished business and a
11 similar senate bill is also on the calendar, both bills
12 shall be moved to unfinished business.

13 Rule 36

14 Consideration of Committee Amendments

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

18 Rule 37

19 Amendments to Special Order Bills

20 All amendments to bills which have been special
21 ordered shall be filed at least three session days
22 prior to the date set for debate. Amendments to an
23 amendment shall be filed at least two session days
24 prior to the date set for debate. However, corrective
25 amendments and amendments sponsored by either the
26 majority floor leader or the minority floor leader may
27 be filed at any time. Rule 31, subsection 8, shall not
28 apply to these amendments.

29 A corrective amendment is an amendment which does
30 not substantively change the amendment or the bill.

1 Rule 38

2 Germane Amendments

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

11 Rule 39

12 Consideration of Bills

13 Bills, including committee bills, joint resolutions,
14 and nullification resolutions, reported out for
15 passage, for amendment and passage, or without
16 recommendation by the committee, are first eligible to
17 be acted upon beginning the third legislative day they
18 appear on the regular calendar.

19 Committee reports shall be printed in the journal
20 immediately after they are filed with the chief clerk.
21 Reports recommending bills, joint resolutions, and
22 nullification resolutions for passage, for amendment
23 and passage, or without recommendation shall stand
24 approved unless written objections are filed during
25 the first legislative day following their printing in
26 the journal. If objections are filed, they shall be
27 disposed of as soon as possible.

28 Rule 40

29 Consideration of Bills Upon Last Reading

30 No amendment, unless by way of correcting an error

1 or omission, shall be received to any bill on its last
2 reading, and no debate shall be allowed on it.

3 Rule 41

4 Printing of Bills and Joint Resolutions

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

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

17 Rule 42

18 Certification and Engrossment of Bills

19 The chief clerk shall certify the passage of each
20 bill and note the date of its passage.

21 In engrossing a bill, the chief clerk shall correct
22 all obvious typographical, spelling, or other clerical
23 errors and change section subunit numbers and letters
24 and internal references as required to conform the
25 original bill to any amendments which have been
26 adopted. The chief clerk shall report all such
27 corrections or changes in the journal. The engrossed
28 bill shall be placed in the bill file with the original
29 bill and amendments.

30 Rule 43

1 Rereferral

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

5 Rule 44

6 Reserved

7 ~~Effect of Indefinite Postponement~~

8 ~~When a question is indefinitely postponed, it shall~~
9 ~~not be acted upon again during that session.~~

10 Rule 45

11 Status of Bills Following First Regular Session

12 Except for those bills which have been adopted
13 by both houses in different forms, all bills which
14 have not been withdrawn, or defeated, ~~or indefinitely~~
15 ~~postponed~~, shall be rereferred to committee upon
16 adjournment of the first regular session.

17 DIVISION V — COMMITTEE PROCEDURES

18 Rule 46

19 Appointment of Committees

20 All committees shall be appointed by the speaker,
21 unless otherwise especially directed by the house.
22 Minority party members of a committee shall be
23 appointed by the speaker upon recommendation of the
24 minority leader.

25 Rule 47

26 Reserved

27 Rule 48

28 Study Bills

29 A study bill is any matter which a chairperson of
30 a standing committee wishes to have considered by the

1 standing committee of which the member is the chair,
2 other than appropriations, without being introduced in
3 the house by a first reading. A study bill shall be
4 prepared in proper form by the legislative services
5 agency prior to submission.

6 Upon taking possession of a study bill, the
7 committee chair shall ~~notify the speaker and then~~
8 submit four copies of the bill to the ~~legal counsel's~~
9 chief clerk's office for numbering.

10 A study bill shall bear the name of the committee
11 chair. A study bill submitted by a state agency or
12 board for consideration shall bear the name of the
13 state agency or board.

14 Rule 49

15 Committee Meetings

16 No committee, except a conference committee or
17 the 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 to the
7 committee by the chair.

8 The chair of the committee on appropriations
9 may assign a bill to house members of a joint
10 appropriations subcommittee for consideration. Members
11 of a joint appropriations subcommittee need not be
12 members of the committee on appropriations.

13 Rule 52

14 Open Meetings

15 Standing committee meetings shall be open, and
16 voting by secret ballot is prohibited. The committee
17 on administration and rules may close its meetings to
18 evaluate the professional competency of an individual.

19 Rule 53

20 Quorum and Vote Requirements

21 The committee roll shall be taken at the convening
22 of each meeting to determine the presence of a quorum.
23 A majority of the committee membership shall constitute
24 a quorum.

25 An affirmative vote of a majority of the committee
26 membership is required to report a bill out of
27 committee or to suspend a committee rule.

28 A motion to reconsider may be made only by a
29 committee member who voted on the prevailing side of
30 the question sought to be reconsidered. A motion to

1 reconsider may only be made prior to the adjournment of
2 the committee meeting at which the bill was reported
3 out.

4 If a member, who is in the committee room when a
5 question to report a bill out of committee is put, has
6 not asked to be excused prior to commencing to take
7 the vote on the question, the member shall vote aye
8 or nay unless the committee has excused the member for
9 special reasons. However, a member may pass on the
10 first taking of the roll call on the question but shall
11 vote aye or nay when the member's name is called for a
12 second time.

13 Rule 54

14 Committee Attendance Record and Report of Committee
15 Form

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

- 24 a. The time the meeting convened.
25 b. The members present at the meeting.
26 c. The time the meeting adjourned.
27 d. A list of bills receiving final committee
28 disposition.

29 2. A report of committee form shall be filed with
30 the chief clerk no later than 10:00 a.m. ~~or two hours~~

1 ~~after the house convenes, whichever is later, of~~ on the
2 legislative day immediately following the day of the
3 committee meeting for each study bill, numbered bill
4 or resolution receiving final committee disposition.
5 The report of committee form is a public record and
6 a report of committee action shall be printed in the
7 journal. The report of committee form shall include
8 the following information:

- 9 a. The committee action taken.
 - 10 b. The committee amendment number, if any.
 - 11 c. The roll call vote of the committee on final
12 disposition.
 - 13 d. The minority recommendation, if any.
- 14 3. Upon final adjournment of the first session
15 and final adjournment of the second session of the
16 general assembly, the chair of each committee shall
17 have placed the committee's book of record containing
18 minutes, record roll calls on final disposition, record
19 roll call votes on any amendments considered, rules,
20 etc., with the chief clerk for access of any interested
21 person.

22 Rule 55

23 Minority Recommendation

24 The minority of the members of a committee may
25 present its recommendations on the final disposition
26 of a bill to the house by attaching its recommendation
27 to the committee report. The minority recommendation
28 shall be noted in the journal along with the committee
29 report.

30 Rule 56

1 Rule 58

2 Clearing of Committee Room

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

5 Rule 58A

6 Use of Telephonic or Electronic Devices in Committee
7 Rooms Restricted

8 1. In any committee room while a standing committee
9 is in session:

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

12 b. A person shall not use a cell phone or other
13 electronic device to audibly transmit or receive
14 communications.

15 2. The chair or acting chair of a standing
16 committee may clear the committee room of any person
17 acting in violation of this rule.

18 Rule 59

19 Committee Amendments

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

23 Rule 60

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

26 A bill, joint resolution, or nullification
27 resolution which has been in committee for eighteen
28 legislative days following notation of such referral
29 in the journal may be withdrawn from the committee and
30 placed on the calendar by an affirmative vote of not

1 less than fifty-one members of the house.

2

Rule 61

3

Committee Public Hearings

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

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

11 A public hearing shall not be called or requested
12 after final action on the bill, joint resolution,
13 or nullification resolution has been taken by the
14 committee. However, a public hearing called or
15 requested before final action has been taken by the
16 committee may be held after final action on the bill,
17 joint resolution, or nullification resolution has been
18 taken by the committee.

19 The chair shall designate the day for a public
20 hearing and provide public notice at least four days
21 prior to a public hearing. A speaker shall not speak
22 for more than two minutes. As is possible, speakers
23 shall be alternated between speakers speaking in favor
24 of the matter and speakers opposed to the matter.

25 A bill, joint resolution, or nullification
26 resolution for which a public hearing has been called
27 can be voted to the calendar but cannot be debated
28 until after the public hearing has been held. If
29 a bill, joint resolution, or nullification resolution
30 for which a public hearing has been called is not

1 debated by the house during the session in which it
2 is introduced, the request for the public hearing is
3 deemed to have lapsed upon adjournment sine die of that
4 session.

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

10 Rule 62

11 Limitation on Filing of Claims

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

22 DIVISION VI — COMMITTEE OF THE WHOLE

23 Rule 63

24 Organization of Committee of the Whole

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

28 Rule 64

29 Rules in Committee of the Whole

30 The rules of the house shall be observed in

1 committee of the whole house, so far as they are
2 applicable.

3

Rule 65

4

Bills in Committee of the Whole

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

10

Rule 66

11

Amendments by Committee of the Whole

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

15

DIVISION VII — MOTIONS

16

Rule 67

17

Order and Precedence of Motions

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

21

1. Adjourn.

22

2. Recess.

23

3. Questions of privilege.

24

4. Lay on the table.

25

5. Previous question.

26

6. Limit debate.

27

7. Postpone definitely or to a certain time.

28

8. Refer or rerefer.

29

9. Defer.

30

10. Amend an amendment.

1 11. Amend.

2 12. Postpone indefinitely.

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

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

9 Rule 68

10 Order of Consideration of Amendments

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

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

28 Rule 69

29 Motions Not Debatable

30 The following motions are not debatable:

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

15 Rule 69A

16 Constitutional Majority

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

1 Rule 70

2 Motion to Adjourn

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

5 Rule 71

6 Withdrawal of Motions

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

11 Rule 72

12 Unanimous Consent

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

17 Rule 73

18 Reconsideration

19 1. A motion to reconsider may be made only by a
20 member who voted on the prevailing side of the question
21 sought to be reconsidered or the majority leader of the
22 house.

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

1 nullification resolution shall be acted upon not later
2 than adjournment on the legislative day following
3 the legislative day of the action sought to be
4 reconsidered.

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

15 4. The making of a motion to reconsider takes
16 precedence over all other questions.

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

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

27 DIVISION VIII — VOTING

28 Rule 74

29 Manner of Voting

30 Members present may cast their votes, either

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

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

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

29

Rule 75

30

Voting in the House and Duty of Voting

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

10

Rule 76

11

Limitation on Right to Vote

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

18

Rule 77

19

Call of the House

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

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

30

Rule 78

1 Method of Calling the House

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

12 Rule 79

13 Method of Calling the Roll

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

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

27 Rule 80

28 Quorum and Record Roll Call Votes

29 A majority of the members shall constitute a quorum.
30 A record roll call vote shall be ordered upon

1 request of any two members. The names of the members
2 requesting the record roll call shall be entered in the
3 journal.

4 Rule 81

5 Previous Question

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

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

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

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

24 3. If a member has filed a written request with
25 the chief clerk of the house indicating the member's
26 desire to speak on a particular question. The request
27 must be filed before the motion is made by the movant.
28 The request allows a member to speak on a particular
29 question before the closing discussion by the member
30 who is in charge of the measure or who is proposing the

1 amendment.

2

Rule 82

3

Division of the Question

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

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