
HOUSE CONCURRENT RESOLUTION 4402

State of Washington 64th Legislature 2015 Regular Session

By Representatives Sullivan and Kretz

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1 BE IT RESOLVED, By the House of Representatives of the state of
2 Washington, the Senate concurring, That the following be adopted as
3 the Joint Rules of the Sixty-Fourth Legislature:

4 **JOINT RULES**
5 **OF THE SENATE AND THE**
6 **HOUSE OF REPRESENTATIVES**
7 **SIXTY-FOURTH LEGISLATURE**

8 **2015**

9 **JOINT RULE NO.**

- 10 **Rule 1** Ethics.
- 11 **Rule 2** Prohibited political activity.
- 12 **Rule 3** Employee protection.
- 13 **Rule 4** Legislative questionnaires.
- 14 **Rule 5** Sessions of the legislature.
- 15 **Rule 6** Joint session.
- 16 **Rule 7** Motions for joint session.
- 17 **Rule 8** Business limited.
- 18 **Rule 9** Joint legislative committees.

1	Rule 10	Joint committee hearings.
2	Rule 11	Joint and concurrent resolutions: Memorials.
3	Rule 12	Amendatory bills.
4	Rule 13	Bills, how drawn.
5	Rule 14	Amendments to state Constitution: Action by legislature.
6	Rule 15	Publicity of proposed amendments to state Constitution.
7	Rule 16	Initiative petition before the legislature.
8	Rule 17	Conference committee.
9	Rule 18	Failure to agree.
10	Rule 19	Report of conference committee, how made out; whom returned to.
11	Rule 20	Adoption of reports.
12	Rule 21	Messages between the two houses.
13	Rule 22	Bills to be engrossed.
14	Rule 23	Final action on bills, how communicated.
15	Rule 24	Enrolled bills—Presiding officer to sign.
16	Rule 25	Disposition of enrolled bills.
17	Rule 26	Adjournment.
18	Rule 27	Adjournment sine die.
19	Rule 28	Each house judge of its own membership.
20	Rule 29	Convening special legislative sessions.
21	Rule 30	Amendments to joint rules.
22	Rule 31	Joint rules to apply for biennium.

23 **Ethics**

24 **Rule 1.** Legislators and legislative employees are subject to the
25 provisions of the Ethics in Public Service Act, chapter 42.52 RCW.
26 The house of representatives and senate may impose disciplinary
27 action for violations of the act. Disciplinary actions for violation
28 include: In the case of a legislator, reprimand, censure, or
29 expulsion, and when applicable, restitution; and in the case of a
30 legislative employee, reprimand, suspension, or dismissal, and when
31 applicable, restitution.

32 **Prohibited Political Activity**

1 **Rule 2.** (1) A legislator shall not knowingly solicit, directly or
2 indirectly, a political contribution from a legislative employee.

3 (2) A legislative employee shall not knowingly solicit or accept
4 contributions for any candidate or political committee during working
5 hours. At no time shall a legislative employee directly or indirectly
6 solicit a contribution from another legislative employee for any
7 legislative candidate, caucus political committee, or leadership
8 political committee, nor coerce another employee into making a
9 contribution to any candidate or political committee. No legislative
10 employee, as a condition of becoming or remaining employed, may
11 directly or indirectly be required to make any contribution to a
12 political candidate, committee, or party.

13 **Employee Protection**

14 **Rule 3.** No retaliation shall be permitted against any legislative
15 employee for reporting in good faith the violation of any policy or
16 law.

17 **Legislative Questionnaires**

18 **Rule 4.** (1) The use of public funds by a legislator for
19 questionnaires distributed by regular mail or electronic means is
20 authorized only if the following criteria are met:

21 (a) The questionnaire is limited to soliciting opinions or facts
22 relating to legislative issues or studies;

23 (b) The questionnaire is specifically authorized by the
24 legislator and the identity of the legislator sponsoring the
25 questionnaire is disclosed on the questionnaire; and

26 (c) The questionnaire complies with all other pertinent statutes,
27 rules, and policies, including the restrictions in subsection (2) of
28 this rule on when questionnaires can be mailed.

29 (2)(a) During the twelve-month period beginning on December 1st
30 of the year before a general election for a legislator's election to
31 office and continuing through November 30th immediately after, mass
32 mailing by regular or electronic means of a questionnaire is allowed
33 only if it is included in the identical newsletter to constituents
34 permitted at the beginning of a legislative session under RCW
35 42.52.185.

36 (b) In any year in which a legislator is a candidate for another
37 public office, no questionnaire may be sponsored by or authorized on

1 behalf of such legislator during the period between June 1st and the
2 general election of that year, or in the event of a special election,
3 during the period between sixty days before the election or the date
4 of the legislator's filing for the office, whichever occurs later,
5 and the special election.

6 (3) The use of public funds by a legislative committee, for
7 questionnaires distributed by regular mail or electronic means, is
8 authorized only if the following criteria are met:

9 (a) The questionnaire is limited to soliciting opinions or facts
10 relating to legislative issues or studies;

11 (b) The questionnaire is authorized by the committee membership
12 and the identity of the committee sponsoring the questionnaire is
13 disclosed on the questionnaire;

14 (c) The questionnaire complies with all other pertinent statutes,
15 rules, and policies; and

16 (d) The questionnaire is approved by the secretary of the senate
17 or the chief clerk of the house of representatives, as appropriate.

18 **Sessions of the Legislature**

19 **Rule 5.** The sessions of the legislature shall be held annually,
20 convening at 12:00 o'clock noon on the second Monday of January each
21 year, as provided by RCW 44.04.010 in accordance with Art. 2, section
22 12 of the state Constitution.

23 **Joint Session**

24 **Rule 6.** Whenever there shall be a joint session of the two
25 houses, the proceedings shall be entered at length upon the journal
26 of each house. The lieutenant governor or president of the senate
27 shall preside over such joint session, and the clerk of the house of
28 representatives shall act as the clerk thereof, except in the case of
29 the joint session held for the purpose of canvassing the votes of
30 constitutional elective state officers, when the speaker shall
31 preside over such joint sessions. The lieutenant governor in no case
32 shall have the right to give the deciding vote.

33 **Motions for Joint Session**

34 **Rule 7.** All motions for a joint session shall be made by
35 concurrent resolution to be introduced by the house in which such
36 joint session is to be held; and when an agreement has once been

1 made, it shall not be altered or annulled, except by concurrent
2 resolution.

3 **Business Limited**

4 **Rule 8.** No business shall be considered in joint session other
5 than that which may be agreed upon before the joint session is
6 called.

7 **Joint Legislative Committees**

8 **Rule 9.** Joint legislative committees may be created by concurrent
9 resolution originating in either house and passed by a majority vote
10 of both houses.

11 Joint legislative committees may have the powers of subpoena, the
12 power to administer oaths, and the power to issue commissions for the
13 examination of witnesses in accordance with the provisions of chapter
14 44.16 RCW. Before a joint legislative committee may issue any
15 process, the committee chairperson shall submit for approval of both
16 the executive rules committee of the house of representatives and the
17 rules committee of the senate, a statement of purpose setting forth
18 the name or names of those subject to process. The process shall not
19 be issued prior to approval by both the executive rules committee of
20 the house of representatives and the rules committee of the senate.
21 The process shall be limited to the named individuals.

22 **Joint Committee Hearings**

23 **Rule 10.** All public hearings held by joint committees or held
24 jointly by house of representatives and senate standing committees
25 shall be scheduled in accordance with the public notice requirements
26 of both the senate and the house of representatives.

27 **Joint and Concurrent Resolutions - Memorials**

28 **Rule 11.** All memorials and resolutions from the legislature
29 addressed to the President of the United States, to the Congress or
30 either house thereof, to any other branch of the Federal government,
31 to any other branch of state government, or to any unit of local
32 government shall be in the form of joint memorials. Proposed
33 amendments to the state Constitution shall be in the form of joint
34 resolutions. Business between the two houses such as joint sessions,

1 amendments to redistricting plans submitted by a redistricting
2 commission created under chapter 44.05 RCW, adopting or amending
3 joint rules, creating or empowering joint committees, opening and
4 closing business of the legislature and all such related matters
5 shall be in the form of concurrent resolutions. Joint memorials,
6 joint resolutions, and concurrent resolutions, up to and including
7 the signing thereof by the presiding officer of each house, shall be
8 subject to the rules governing the course of bills. Concurrent
9 resolutions may be adopted without a roll call. Concurrent
10 resolutions amending a redistricting plan submitted by a
11 redistricting commission, authorizing investigations or authorizing
12 the expenditure or allocation of any money must be adopted by roll
13 call, and the yeas and nays recorded in the journal. Concurrent
14 resolutions amending a redistricting plan as well as all amendments
15 to those resolutions must be agreed to by two-thirds of the members
16 elected or appointed to each house.

17

Amendatory Bills

18 **Rule 12.** All amendatory bills shall refer to the section or
19 sections of the official codes and statutes of Washington, and
20 supplements thereto and to the respective Session Laws, to be
21 amended.

22

Bills, How Drawn

23 **Rule 13.** Bills introduced in either house intended to amend
24 existing statutes shall have the words which are amendatory to such
25 existing statutes underlined. Any matter to be deleted from the
26 existing statutes shall be indicated by lining out such matter with a
27 broken line and enclosing the lined out material within double
28 parentheses, and no bill shall be printed or acted upon until the
29 provisions of this rule shall have been complied with.

30 New sections need not be underlined but shall be designated "NEW
31 SECTION." in upper case type and such designation shall be
32 underlined.

33 Sections of a bill that repeal a prior enactment shall include
34 the section caption accompanying the section in the Revised Code of
35 Washington.

1 No bill shall be introduced by title only, and, in the event a
2 bill is not complete, at least section 1 shall be set forth in full
3 before the bill may be accepted for introduction.

4 Amendments to bills will be acted upon in the manner provided in
5 the Rules of the Senate and in the Rules of the House of
6 Representatives. No amendment to a bill shall be considered which
7 strikes the entire subject matter of a bill, and substitutes in lieu
8 thereof entirely new subject matter not germane to the original or
9 engrossed bill.

10 **Amendments to State Constitution - Action by Legislature**

11 **Rule 14.** Amendments to the state Constitution may be proposed in
12 either branch of the legislature by joint resolution; and if the same
13 shall be agreed to by two-thirds of the members elected to each of
14 the two houses, such proposed amendment or amendments shall be
15 entered on their respective journals with the ayes and nays thereon.
16 (Const., art. 23, sec. 1.)

17 **Publicity of Proposed Amendments to State Constitution**

18 **Rule 15.** The legislature shall provide methods of publicity of
19 all laws or parts of laws, and amendments to the Constitution
20 referred to the people with arguments for and against the laws and
21 amendments so referred, so that each voter of the state shall receive
22 the publication as soon as possible before the election at which they
23 are to be voted upon. (Const., art. 2, sec. 1e.)

24 **Initiative Petition Before the Legislature**

25 **Rule 16.** Initiative petitions filed with the secretary of state
26 not less than ten days before any regular session of the legislature
27 shall take precedence over all other measures in the legislature
28 except appropriation bills and shall be either enacted or rejected
29 without change or amendment by the legislature before the end of such
30 regular session. Upon certification from the secretary of state that
31 an initiative to the legislature has received sufficient valid
32 signatures, the secretary of state shall submit certified copies of
33 the said initiative to the state senate and the house of
34 representatives. Upon receipt of said initiative, each body of the
35 legislature through its presiding officers shall refer the certified
36 copies of the initiative to a proper committee.

1 Upon receipt of a committee report on an initiative to the
2 legislature, each house shall treat the measure in the same manner as
3 bills, memorials and resolutions, except that initiatives cannot be
4 placed on the calendar for amendment. After the action of each body
5 has been recorded on the final passage or any other action by
6 resolution or otherwise which may refer the initiative to the people
7 has been recorded, the president and secretary of the senate and the
8 speaker and chief clerk of the house of representatives will certify,
9 each for its own body, to the secretary of state the action taken.
10 (Const., art. 2, sec. 1a.)

11 **Conference Committee**

12 **Rule 17.** (1) In every case of difference between the two houses,
13 upon any subject of legislation, either house may request a
14 conference and appoint a committee for that purpose, and the other
15 house may grant the request for a conference and appoint a committee
16 to confer. The presiding officer of each house shall appoint on each
17 conference committee three members, selecting them so as to
18 represent, in each case, the majority and minority positions to the
19 extent possible as relates to the subject matter, and the majority
20 and minority caucuses. The committees, at the earliest possible hour,
21 shall confer upon the differences between the two houses indicated by
22 the amendment or amendments adopted in one house and rejected in the
23 other.

24 (2) Conference committee deliberations shall be conducted in a
25 manner consistent with the provisions of Senate Rule 45(3) and House
26 Rule 24(D)(8) applicable to deliberations of standing committees.

27 (3) Public notice of a conference committee meeting shall be
28 given by the secretary of the senate, for house bills, and the chief
29 clerk of the house of representatives, for senate bills, prior to the
30 convening of the meeting as follows:

31 (a) By posting a written notice in the following locations:

32 (i) The office of the secretary or clerk, as appropriate;

33 (ii) Near the doors of the appropriate chamber;

34 (iii) The legislative bill room; or

35 (iv) The public legislative message center;

36 (b) By announcing meetings during sessions of the senate and
37 house of representatives; or

1 (c) By posting meeting notices on the legislature's electronic
2 mail system.

3 (4) The papers shall be left with the conferees of the house of
4 representatives if a senate bill, and with the conferees of the
5 senate, if a house bill, and the holders of the papers shall first
6 present the report of the committee to their house. Every report of a
7 conference committee must have the signatures of a majority of the
8 conference committee members of each house. Conference committee
9 reports must be signed at a meeting duly convened by the chief clerk
10 of the house of representatives for senate bills or the secretary of
11 the senate for house bills.

12 **Failure to Agree**

13 **Rule 18.** In case of failure of the conferees to agree on matters
14 directly at issue between the two houses, the committee may in
15 addition consider new proposed items within the scope and object of
16 the bill in conference. A report proposing new items shall include
17 all amendments to the bill or resolution agreed upon by the
18 conference committee. The proposed report may be in the form of a new
19 bill or resolution and such report must have the signatures of a
20 majority of the members of the committee appointed from each house.

21 **Report of Conference Committee, How Made Out - Whom Returned to**

22 **Rule 19.** The conference committee shall submit the bill as
23 amended together with three signed copies of its report to the house
24 of representatives if a senate bill, and to the senate, if a house
25 bill. A copy of the report shall be placed upon the desk of each
26 member of the legislature at the time the report is received by this
27 house. If this house acts to approve the report and pass the bill as
28 amended, it shall then transmit its action, the bill, and two copies
29 of the report to the other house.

30 **Adoption of Reports**

31 **Rule 20.** No floor vote may be taken on any conference committee
32 report without a distribution to all members of a summary of
33 additions, changes, and deletions made by the conference committee
34 with a reference in each instance to the page and line number or
35 numbers in the report containing said additions, changes, or

1 deletions. The clerk and the secretary shall place the reports on the
2 desks of the members as soon as possible.

3 Each house shall have twenty-four hours from the time of proper
4 receipt, by the chief clerk of the house of representatives and the
5 secretary of the senate, and by distribution to the desks of the
6 members before considering reports from a conference committee which
7 has proposed new items within the scope and object of the bill in
8 conference.

9 The foregoing provision relating to twenty-four hour intervals
10 may be suspended by the senate or the house of representatives by
11 two-thirds vote of the members present, and such suspension shall
12 apply only to the house voting to suspend this provision.

13 The report must be voted upon in its entirety and cannot be
14 amended. The report of a conference committee may be adopted by
15 acclamation.

16 Passage of a bill as amended by conference report shall be by
17 roll call and ayes and nays shall be entered on the journals of the
18 respective house. Passage requires a constitutional majority in both
19 houses, except in the case of constitutional amendments, which
20 require a two-thirds vote.

21 **Messages Between the Two Houses**

22 **Rule 21.** Messages from the senate to the house of representatives
23 shall be delivered by the secretary or the secretary's designee, and
24 messages from the house of representatives to the senate shall be
25 delivered by the chief clerk or the chief clerk's designee.

26 **Bills to be Engrossed**

27 **Rule 22.** Any bill amended in the house of its origin shall be
28 engrossed before being transmitted to the other house. The secretary
29 or clerk of the receiving house, as the case may be, may waive the
30 right to receive an engrossed bill.

31 **Final Action on Bills, How Communicated**

32 **Rule 23.** Each house shall communicate its final action on any
33 bill or resolution, or matter in which the other may be interested,
34 in writing, signed by the secretary or clerk of the house from which
35 such notice is sent.

1 **Enrolled Bills - Presiding Officer to Sign**

2 **Rule 24.** After a bill shall have passed both houses and all
3 amendments have been engrossed therein, it shall be signed by the
4 presiding officer of each house in open session, first in the house
5 in which it originated. The secretary of the senate or the chief
6 clerk of the house of representatives shall present the original bill
7 to the governor for signature.

8 **Disposition of Enrolled Bills**

9 **Rule 25.** Whenever any bill shall have passed both houses, the
10 house transmitting the bill in its final form to the governor shall
11 also file with the secretary of state a copy of the bill together
12 with the history of such bill up to the time of transmission to the
13 governor.

14 **Adjournment**

15 **Rule 26.** Neither house shall adjourn for more than three days,
16 nor to any place other than that in which they may be sitting,
17 without the consent of the other. (Const., art. 2, sec. 11.)

18 **Adjournment Sine Die**

19 **Rule 27.** Adjournment sine die shall be made only by concurrent
20 resolution.

21 **Each House Judge of Its Own Membership**

22 **Rule 28.** Each house of the legislature is the judge of the
23 qualifications and election of its members, and shall try all
24 contested elections of its members in such manner as it may direct.
25 (Const., art. 2, sec. 8.)

26 **Convening Special Legislative Sessions**

27 **Rule 29.** The legislature may convene a special legislative
28 session as follows:

29 (1) A resolution calling for convening a special legislative
30 session shall set forth the date and time for convening the session,
31 the duration of the session which shall not exceed thirty days,
32 together with the purpose or purposes for which such session is

1 called. Members of the house of representatives or senate may present
2 a proposed resolution for the convening of a special legislative
3 session to the committee on rules of their respective houses.

4 (2) The authority to place a resolution convening a special
5 legislative session before the legislature is vested in the committee
6 on rules of the house of representatives and the committee on rules
7 of the senate.

8 (3) Upon a majority vote of both the committee on rules of the
9 house of representatives and the committee on rules of the senate in
10 favor of a resolution convening a special legislative session, a vote
11 of the house of representatives and senate shall be taken on such
12 resolution.

13 (4) The chief clerk of the house of representatives and the
14 secretary of the senate shall conduct the vote on the resolution by
15 written ballot of the members of their respective houses under such
16 procedures as may be ordered by the committee on rules of their
17 house. The results of such vote shall be transmitted to the members
18 of the legislature and shall be a public record and shall be entered
19 upon the journal of the house of representatives and senate at the
20 convening of the next legislative session.

21 (5) If two-thirds of the members elected or appointed to each
22 house vote in favor of the resolution, then a special legislative
23 session shall be convened in accordance with the resolution. (Const.,
24 art. 2, sec. 12.)

25 **Amendments to Joint Rules**

26 **Rule 30.** These joint rules may be amended by concurrent
27 resolution agreed to by a majority of the members of each house,
28 provided one day's notice be given of the motion thereof.

29 **Joint Rules to Apply for Biennium**

30 **Rule 31.** The permanent joint rules adopted by the legislature
31 shall govern any session called during the same legislative biennium.

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