

HOUSE RESOLUTION NO. 2015-4600, by Representatives Sullivan and Kretz

1 BE IT RESOLVED, That no later than Friday, January 30, 2015, the
2 nineteenth legislative day, the House of Representatives shall meet
3 to consider adoption of permanent House Rules for the Sixty-Fourth
4 Legislature; and

5 BE IT FURTHER RESOLVED, That temporary House Rules for the Sixty-
6 Fourth Legislature be adopted as follows:

7 TEMPORARY RULES OF THE HOUSE OF REPRESENTATIVES
8 SIXTY-FOURTH LEGISLATURE 2015-2016

9 **HOUSE RULE NO.**

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Definitions

Rule 1. "Absent" means an unexcused failure to attend.

"Term" means the two-year term during which the members as a body may act.

"Session" means a constitutional gathering of the house in accordance with Article 2 § 12 of the state Constitution.

"Committee" means any standing, conference, joint, or select committee as so designated by rule or resolution, and also means any standing committee subcommittee.

1 "Fiscal committee" means the appropriations, capital budget,
2 finance, general government & information technology, and
3 transportation committees.

4 "Bill" means bill, joint memorial, joint resolution, or
5 concurrent resolution unless the context indicates otherwise.

6 **Chief Clerk to Call to Order**

7 **Rule 2.** It shall be the duty of the chief clerk of the previous
8 term to call the house to order and to conduct the proceedings until
9 a speaker is chosen.

10 **Election of Officers**

11 **Rule 3.** The house shall elect the following officers at the
12 commencement of each term: Its presiding officer, who shall be styled
13 speaker of the house; a speaker pro tempore, who shall serve in
14 absence or in case of the inability of the speaker; a deputy speaker
15 pro tempore, who shall serve in absence or in case of the inability
16 of the speaker and speaker pro tempore; and a chief clerk of the
17 house. Such officers shall hold office during all sessions until the
18 convening of the succeeding term: PROVIDED, HOWEVER, That any of
19 these offices may be declared vacant by the vote of a constitutional
20 majority of the house, the members voting viva voce and their votes
21 shall be entered on the journal. If any office is declared vacant,
22 the house shall fill such vacant office as hereinafter provided. In
23 all elections by the house a constitutional majority shall be
24 required, the members shall vote viva voce and their votes shall be
25 entered on the journal. (Art. II § 27)

26 **Powers and Duties of the Speaker**

27 **Rule 4.** The speaker shall have the following powers and duties:

28 (A) The speaker shall take the chair and call the house to order
29 precisely at the hour appointed for meeting and if a quorum be
30 present, shall cause the journal of the preceding day to be read and
31 shall proceed with the order of business.

32 (B) The speaker shall preserve order and decorum, and in case of
33 any disturbance or disorderly conduct within the chamber or
34 legislative area, shall order the sergeant at arms to suppress the
35 same and may order the sergeant at arms to remove any person creating
36 any disturbance within the house chamber or legislative area.

1 (C) The speaker may speak to points of order in preference to
2 other members, arising from the seat for that purpose, and shall
3 decide all questions of order subject to an appeal to the house by
4 any member, on which appeal no member shall speak more than once
5 without leave of the house.

6 (D) The speaker shall sign all bills in open session. (Art. II §
7 32)

8 (E) The speaker shall sign all writs, warrants, and subpoenas
9 issued by order of the house, all of which shall be attested to by
10 the chief clerk.

11 (F) The speaker shall have the right to name any member to
12 perform the duties of the chair, but such substitution shall neither
13 extend beyond adjournment nor authorize the representative so
14 substituted to sign any documents requiring the signature of the
15 speaker.

16 (G) The speaker, in open session, shall appoint committee chairs
17 as selected by the majority party caucus, and shall appoint members
18 to committees in the same ratio as the membership of the respective
19 parties of the house, unless otherwise provided by law or house
20 rules.

21 (H) The speaker shall serve as chair of the rules committee.

22 (I) The speaker shall have charge of and see that all officers,
23 attaches, and clerks perform their respective duties.

24 (J) The speaker pro tempore shall exercise the duties, powers,
25 and prerogatives of the speaker in the event of the speaker's death,
26 illness, removal, or inability to act until the speaker's successor
27 shall be elected.

28 **Chief Clerk**

29 **Rule 5.** The chief clerk shall perform the usual duties pertaining
30 to the office, and shall hold office until a successor has been
31 elected.

32 The chief clerk shall employ, subject to the approval of the
33 speaker, all other house employees; the hours of duty and assignments
34 of all house employees shall be under the chief clerk's directions
35 and instructions, and they may be dismissed by the chief clerk with
36 the approval of the speaker. The speaker shall sign and the chief
37 clerk shall countersign all payrolls and vouchers for all expenses of

1 the house and appropriately transmit the same. In the event of the
2 chief clerk's death, illness, removal, or inability to act, the
3 speaker may appoint an acting chief clerk who shall exercise the
4 duties and powers of the chief clerk until the chief clerk's
5 successor shall be elected.

6 **Duties of Employees**

7 **Rule 6.** Employees of the house shall perform such duties as are
8 assigned to them by the chief clerk. Under no circumstances shall the
9 compensation of any employee be increased for past services. No house
10 employee shall seek to influence the passage or rejection of proposed
11 legislation.

12 **Admission to the House**

13 **Rule 7.** It shall be the general policy of the house to keep the
14 chamber clear as follows:

15 (A) The sergeant at arms shall admit only the following
16 individuals to the wings and adjacent areas of the house chamber for
17 the period of time beginning one-half hour prior to convening and
18 ending one-half hour following the adjournment of the house's daily
19 session:

- 20 The governor or designees, or both;
- 21 Members of the senate;
- 22 State elected officials;
- 23 Officers and authorized employees of the legislature;
- 24 Former members of the house who are not advocating any pending or
25 proposed legislation;
- 26 Representatives of the press;
- 27 Other persons with the consent of the speaker.

28 (B) Only members, pages, sergeants at arms, and clerks are
29 permitted on the floor while the house is in session.

30 (C) Lobbying in the house chamber or in any committee room or
31 lounge room is prohibited when the house or committee is in session
32 unless expressly permitted by the house or committee. Anyone
33 violating this rule will forfeit his or her right to be admitted to
34 the house chamber or any of its committee rooms.

35 **Absentees and Courtesy**

1 **Rule 8.** No member shall be absent from the service of the house
2 without leave from the speaker. When the house is in session, only
3 the speaker shall recognize visitors and former members.

4 **Bills, Memorials and Resolutions - Introductions**

5 **Rule 9.** Any member desiring to introduce a bill shall file the
6 same with the chief clerk. Bills filed by 10:00 a.m. shall be
7 introduced at the next daily session, in the order filed: PROVIDED,
8 That if such introduction is within the last ten days of a regular
9 session, it cannot be considered without a direct vote of two-thirds
10 (2/3) of all the members elected to each house with such vote
11 recorded and entered upon the journal. (Art. II § 36)

12 Any returning member or member-elect may prefile a bill with the
13 chief clerk commencing the first Monday in December preceding any
14 regular session or twenty (20) days before any special session.
15 Prefiled bills shall be introduced on the first legislative day.

16 All bills shall be endorsed with a statement of the title and the
17 name of the member or members introducing the same. The chief clerk
18 shall attach to all bills a substantial cover bearing the title and
19 sponsors and shall number each bill in the order filed. All bills
20 shall be printed unless otherwise ordered by the house.

21 Any bill introduced at any session during the term shall be
22 eligible for action at all subsequent sessions during the term.

23 **Reading of Bills**

24 **Rule 10.** Every bill shall be read on three separate days:
25 PROVIDED, That this rule may be temporarily suspended at any time by
26 a two-thirds (2/3) vote of the members present; and that on and after
27 the fifth day prior to the day of adjournment sine die of any
28 session, as determined pursuant to Article II, Section 12 of the
29 state Constitution or concurrent resolution, or on and after the
30 third day prior to the day a bill must be reported from the house as
31 established by concurrent resolution, this rule may be suspended by a
32 majority vote.

33 A bill may be returned to second reading for the purpose of
34 amendment by a suspension of the rules: PROVIDED, That on and after
35 the fifth day prior to the day of adjournment sine die of any
36 session, as determined pursuant to Article II, section 12 of the
37 state Constitution or concurrent resolution, or on and after the
38 third day prior to the day a bill must be reported from the house as

1 established by concurrent resolution, this rule may be suspended and
2 a bill returned to second reading for the purpose of amendment by a
3 majority vote.

4 (A) FIRST READING. The first reading of a bill shall be by title
5 only, unless a majority of the members present demand a reading in
6 full.

7 After the first reading the bill shall be referred to an
8 appropriate committee.

9 Upon being reported out of committee, all bills shall be referred
10 to the rules committee, unless otherwise ordered by the house.

11 The rules committee may, by majority vote, refer any bill in its
12 possession to a committee for further consideration. Such referral
13 shall be reported to the house and entered in the journal under the
14 fifth order of business.

15 (B) SECOND READING. Upon second reading, the bill number and
16 short title and the last line of the bill shall be read unless a
17 majority of the members present shall demand its reading in full. The
18 bill shall be subject to amendment section by section. No amendment
19 shall be considered by the house until it has been sent to the chief
20 clerk's desk in writing, distributed to the desk of each member, and
21 read by the clerk. All amendments adopted during second reading shall
22 be securely fastened to the original bill. All amendments rejected by
23 the house shall be passed to the minute clerk, and the journal shall
24 show the disposition of such amendments.

25 When no further amendments shall be offered, the speaker shall
26 declare the bill has passed its second reading.

27 (C) SUBSTITUTE BILLS. When a committee reports a substitute for
28 an original bill with the recommendation that the substitute bill do
29 pass, it shall be in order to read the substitute the first time and
30 have the same printed. A motion for the substitution shall not be in
31 order until the second reading of the original bill.

32 (D) THIRD READING. Only the last line of bills shall be read on
33 third reading unless a majority of the members present demand a
34 reading in full. No amendments to a bill shall be received on third
35 reading but it may be referred or recommitted for the purpose of
36 amendment.

37 (E) SUSPENSION CALENDAR. Bills may be placed on the second
38 reading suspension calendar by the rules committee if at least two

1 minority party members of the rules committee join in such motion.
2 Bills on the second reading suspension calendar shall not be subject
3 to amendment or substitution except as recommended in the committee
4 report. When a bill is before the house on the suspension calendar,
5 the question shall be to adopt the committee recommendations and
6 advance the bill to third reading. If the question fails to receive a
7 two-thirds vote of the members present, the bill shall be referred to
8 the rules committee for second reading.

9 (F) HOUSE RESOLUTIONS. House resolutions shall be filed with the
10 chief clerk who shall transmit them to the rules committee. If a
11 rules committee meeting is not scheduled to occur prior to a time
12 necessitated by the purpose of a house resolution, the majority
13 leader and minority leader by agreement may waive transmission to the
14 rules committee to permit consideration of the resolution by the
15 house. The rules committee may adopt house resolutions by a sixty
16 percent majority vote of its entire membership or may, by a majority
17 vote of its members, place them on the motions calendar for
18 consideration by the house. House resolutions are not subject to
19 debate, except for resolutions necessary for the operation of the
20 house, and resolutions commemorating Children's Day, Day of
21 Remembrance, Martin Luther King Jr. Day, National Guard Day, and
22 President's Day.

23 (G) CONCURRENT RESOLUTIONS. Reading of concurrent resolutions may
24 be advanced by majority vote.

25 **Amendments**

26 **Rule 11.** The right of any member to offer amendments to proposed
27 legislation shall not be limited except as provided in Rule 10(E) and
28 as follows:

29 (A) AMENDMENTS TO BE OFFERED IN PROPER FORM. The chief clerk
30 shall establish the proper form for amendments and all amendments
31 offered shall bear the name of the member who offers the same, as
32 well as the number and section of the bill to be amended.

33 (B) COMMITTEE AMENDMENTS. When a bill is before the house on
34 second reading, amendments adopted by committees and recommended to
35 the house shall be acted upon by the house before any amendments that
36 may be offered from the floor.

1 (C) SENATE AMENDMENTS TO HOUSE BILLS. A house bill, passed by the
2 senate with amendment or amendments which shall change the scope and
3 object of the bill, upon being received in the house, shall be
4 referred to the appropriate committee and shall take the same course
5 as for original bills unless a motion not to concur is adopted prior
6 to the bill being referred to committee.

7 (D) AMENDMENTS TO BE GERMANE. No motion or proposition on a
8 subject different from that under consideration shall be admitted
9 under color of amendment; and no bill or resolution shall at any time
10 be amended by annexing thereto or incorporating therein any other
11 bill or resolution pending before the house.

12 (E) SCOPE AND OBJECT NOT TO BE CHANGED. No amendment to any bill
13 shall be allowed which shall change the scope and object of the bill.
14 This objection may be raised at any time an amendment is under
15 consideration. The speaker may allow the person raising the objection
16 and the mover of the amendment to provide brief arguments as to the
17 merits of the objection. (Art. II § 38)

18 (F) NO AMENDMENT BY REFERENCE. No act shall ever be revised or
19 amended without being set forth at full length. (Art. II § 37)

20 (G) TITLE AMENDMENTS. The subject matter portion of a bill title
21 shall not be amended in committee or on second reading. Changes to
22 that part of the title after the subject matter statement shall
23 either be presented with the text amendment or be incorporated by the
24 chief clerk in the engrossing process.

25 **Final Passage**

26 **Rule 12.** Rules relating to bills on final passage are as follows:

27 (A) BUDGET BILLS. No final passage vote may be taken on an
28 operating budget, transportation budget, or capital budget bill until
29 twenty-four (24) hours after the bill is placed on the third reading
30 calendar. The twenty-four (24) hour requirement does not apply to
31 conference reports, which are governed by Joint Rule 20, or to bills
32 placed on the third reading calendar by a two-thirds (2/3) vote of
33 the members present.

34 (B) RECOMMITMENT BEFORE FINAL PASSAGE. A bill may be recommitted
35 at any time before its final passage.

1 (C) FINAL PASSAGE. No bill shall become a law unless on its final
2 passage the vote be taken by yeas and nays, the names of the members
3 voting for and against the same be entered on the journal of each
4 house, and a majority of the members elected to each house be
5 recorded thereon as voting in its favor. (Art. II § 22)

6 (D) BILLS PASSED - CERTIFICATION. When a bill passes, it shall be
7 certified to by the chief clerk, said certification to show the date
8 of its passage together with the vote thereon.

9 **Hour of Meeting, Roll Call and Quorum**

10 **Rule 13.** (A) HOUR OF MEETING. The speaker shall call the house to
11 order each day of sitting at 10:00 A.M., unless the house shall have
12 adjourned to some other hour.

13 (B) ROLL CALL AND QUORUM. Before proceeding with business, the
14 roll of the members shall be called and the names of those absent or
15 excused shall be entered on the journal. A majority of all the
16 members elected must be present to constitute a quorum for the
17 transaction of business. In the absence of a quorum, seven members
18 with the speaker, or eight members in the speaker's absence, having
19 chosen a speaker pro tempore, shall be authorized to demand a call of
20 the house and may compel the attendance of absent members in the
21 manner provided in Rule 21(B). For the purpose of determining if a
22 quorum be present, the speaker shall count all members present,
23 whether voting or not. (Art. II § 8)

24 (C) The house shall adjourn not later than 10:00 P.M. of each
25 working day. This rule may be suspended by a majority vote.

26 **Daily Calendar and Order of Business**

27 **Rule 14.** The rules relating to the daily calendar and order of
28 business are as follows:

29 (A) DAILY CALENDAR. Business of the house shall be disposed of in
30 the following order:

31 First: Roll call, presentation of colors, prayer, and approval of
32 the journal of the preceding day.

33 Second: Introduction of visiting dignitaries.

34 Third: Messages from the senate, governor, and other state
35 officials.

1 Fourth: Introduction and first reading of bills, memorials, joint
2 resolutions, and concurrent resolutions.

3 Fifth: Committee reports.

4 Sixth: Second reading of bills.

5 Seventh: Third reading of bills.

6 Eighth: Floor resolutions and motions.

7 Ninth: Presentation of petitions, memorials, and remonstrances
8 addressed to the Legislature.

9 Tenth: Introduction of visitors and other business to be
10 considered.

11 Eleventh: Announcements.

12 (B) UNFINISHED BUSINESS. The unfinished business at which the
13 house was engaged preceding adjournment shall not be taken up until
14 reached in regular order, unless the previous question on such
15 unfinished business has been ordered prior to said adjournment.

16 (C) EXCEPTIONS. Exceptions to the order of business are as
17 follows:

18 (1) The order of business may be changed by a majority vote of
19 those present.

20 (2) By motion under the eighth order of business, a bill in the
21 rules committee may be placed on the calendar by the affirmative vote
22 of a majority of all members of the house.

23 (3) House resolutions and messages from the senate, governor, or
24 other state officials may be read at any time.

25 Motions

26 **Rule 15.** Rules relating to motions are as follows:

27 (A) MOTIONS TO BE ENTERTAINED OR DEBATED. No motion shall be
28 entertained or debated until announced by the speaker and every
29 motion shall be deemed to have been seconded. A motion shall be
30 reduced to writing and read by the clerk, if desired by the speaker
31 or any member, before it shall be debated and by the consent of the
32 house may be withdrawn before amendment or action.

33 (B) MOTIONS IN ORDER DURING DEBATE. When a motion has been made
34 and seconded and stated by the chair, the following motions are in
35 order, in the rank named:

36 (1) Privileged motions:

37 Adjourn

1 Adjourn to a time certain
2 Recess to a time certain
3 Reconsider
4 Demand for division
5 Question of privilege
6 Orders of the day

7

8 (2) Subsidiary motions:

9 First rank: Question of consideration
10 Second rank: To lay on the table
11 Third rank: For the previous question
12 Fourth rank: To postpone to a day certain
13 To commit or recommit
14 To postpone indefinitely
15 Fifth rank: To amend

16

17 (3) Incidental motions:

18 Points of order and appeal
19 Method of consideration
20 Suspension of the rules
21 Reading papers
22 Withdraw a motion
23 Division of a question

24 (C) THE EFFECT OF POSTPONEMENT - MOTIONS TO POSTPONE OR COMMIT.
25 Once decided, no motion to postpone to a day certain, to commit, or
26 to postpone indefinitely shall again be allowed on the same day and
27 at the same stage of the proceedings. When a question has been
28 postponed indefinitely, it shall not again be introduced during the
29 session. The motion to postpone indefinitely may be made at any stage
30 of the bill except when on first reading.

31 (D) MOTIONS DECIDED WITHOUT DEBATE. A motion to adjourn, to
32 recess, to lay on the table and to call for the previous question
33 shall be decided without debate.

1 All incidental motions shall be decided without debate, except
2 that members may speak to points of order and appeal as provided in
3 Rule 22.

4 Motions to adopt house resolutions shall be decided without
5 debate, except as provided in Rule 10(F).

6 A motion for suspension of the rules shall not be debatable
7 except that the mover of the motion may briefly explain the purpose
8 of the motion and one member may briefly state the opposition to the
9 motion.

10 (E) MOTION TO ADJOURN. A motion to adjourn shall always be in
11 order, except when the house is voting or is working under the call
12 of the house; but this rule shall not authorize any member to move
13 for adjournment when another member has the floor.

14 **Members Right to Debate**

15 **Rule 16.** The methods by which a member may exercise his or her
16 right to debate are as follows:

17 (A) RECOGNITION OF MEMBER. When any member desires to speak in
18 debate or deliver any matter to the house, the member shall rise and
19 respectfully address the speaker and pause until recognized.

20 (B) ORDER OF SPEAKING. When two or more members arise at once,
21 the speaker shall name the one who is to speak.

22 (C) LIMITATION OF DEBATE. No member shall speak longer than ten
23 (10) minutes without consent of the house: PROVIDED, That on and
24 after the fifth day prior to the day of adjournment sine die of any
25 session, as determined pursuant to Article II, Section 12 of the
26 state Constitution or concurrent resolution, or on and after the
27 third day prior to the day any bill must be reported from the house
28 as established by concurrent resolution, no member shall speak more
29 than three (3) minutes without the consent of the house. No member
30 shall speak more than twice on the same question without leave of the
31 house: PROVIDED, That the chair of the committee or the mover of the
32 question may close debate if it is consistent with Rule 18 (Previous
33 Question).

34 **Rules of Debate**

35 **Rule 17.** The rules for debate in the house are as follows:

36 (A) QUESTION OF PRIVILEGE. Any member may rise to a question of
37 privilege and explain a personal matter, by leave of the speaker, but

1 the member shall not discuss any pending question in such
2 explanations.

3 (B) WITHDRAWAL OF MOTION, BILL, ETC. After a motion is stated by
4 the speaker or a bill, memorial, resolution, petition, or
5 remonstrance is read by the clerk, it shall be deemed to be in
6 possession of the house, but may be withdrawn by consent of the house
7 at any time before decision or amendment.

8 (C) READING OF A PAPER. When the reading of any paper is called
9 for and is objected to by any member, it shall be determined by a
10 vote of the house.

11 (D) DISTRIBUTION OF MATERIALS. Any materials of any nature
12 distributed to the members' desks on the floor shall be subject to
13 approval by the speaker and shall bear the name of at least one
14 member granting permission for the distribution. This shall not apply
15 to materials normally distributed by the chief clerk.

16 (E) ORDER OF QUESTIONS. All questions, whether in committee or in
17 the house, shall be propounded in the order in which they are named
18 except that in filling blanks, the largest sum and the longest time
19 shall be put first.

20 (F) DIVISION OF POINTS OF DEBATE. Any member may call for a
21 division of a question which shall be divided if it embraces subjects
22 so distinct that one being taken away a substantive proposition shall
23 remain for the decision of the house; but a motion to strike out and
24 to insert shall not be divided. The rejection of a motion to strike
25 out and to insert one proposition shall not prevent a motion to
26 strike out and to insert a different proposition.

27 (G) DECORUM OF MEMBERS. While the speaker is putting the
28 question, no member shall walk across or out of the house; nor when a
29 member is speaking shall any member entertain private discourse or
30 pass between the speaking member and the rostrum.

31 (H) REMARKS CONFINED. A member shall confine all remarks to the
32 question under debate and avoid personalities. No member shall impugn
33 the motive of any member's vote or argument.

34 (I) EXCEPTION TO WORDS SPOKEN IN DEBATE. If any member be called
35 to order for words spoken in debate, the person calling the member to
36 order shall repeat the words excepted to and they shall be taken down
37 in writing at the clerk's table. No member shall be held in answer or

1 be subject to the censure of the house for words spoken in debate if
2 any other member has spoken before exception to them shall have been
3 taken.

4 (J) TRANSGRESSION OF RULES - APPEAL. If any member, in speaking
5 or otherwise, transgresses the rules of the house the speaker shall,
6 or any member may, call the member to order, in which case the member
7 so called to order shall immediately sit down unless permitted to
8 explain; and the house shall, if appealed to, decide the case without
9 debate; if there be no appeal, the decision of the chair shall
10 prevail.

11 If the decision be in favor of the member called to order, the
12 member shall be at liberty to proceed; if otherwise, and the case
13 shall require it, the member shall be liable to the censure of the
14 house.

15 **Ending of Debate - Previous Question**

16 **Rule 18.** The previous question may be ordered by a two-thirds
17 (2/3) vote of the members present on all recognized motions or
18 amendments which are debatable.

19 The previous question is not debatable and cannot be amended.

20 The previous question shall be put in this form: "Representative
21 _____ demands the previous question. As many as are in favor of
22 ordering the previous question will say 'Aye'; as many as are opposed
23 will say 'No'."

24 The results of the motion are as follows: If determined in the
25 negative, the consideration goes on as if the motion had never been
26 made; if decided in the affirmative it shall have the effect of
27 cutting off all debate and bringing the house to a direct vote upon
28 the motion or amendment on which it has been ordered: PROVIDED
29 HOWEVER, That when a bill is on final passage or when the motion to
30 postpone indefinitely is pending, one of the sponsors of the bill or
31 the chair of the committee may have the privilege of closing debate
32 after the previous question has been ordered.

33 If an adjournment is had after the previous question is ordered,
34 the motion or proposition on which the previous question was ordered
35 shall be put to the house immediately following the approval of the
36 journal on the next working day, thus making the main question
37 privileged over all other business, whether new or unfinished.

38 **Voting**

1 **Rule 19.** (A) PUTTING OF QUESTION. The speaker shall put the
2 question in the following form: "The question before the house is
3 (state the question). As many as are in favor say 'Aye'; and after
4 the affirmative vote is expressed, "as many as are opposed say 'No'."

5 (B) ALL MEMBERS TO VOTE. Every member who was in the house when
6 the question was put shall vote unless, for special reasons, excused
7 by the house.

8 All motions to excuse a member shall be made before the house
9 divides or before the call for yeas and nays is commenced; and any
10 member requesting to be excused from voting may make a brief and
11 verbal statement of the reasons for making such request, and the
12 question shall then be taken without further debate.

13 Upon a division and count of the house on the question, only
14 members at their desks within the bar of the house shall be counted.

15 (C) CHANGE OF VOTE. When the electric roll call machine is used,
16 no member shall be allowed to vote or change a vote after the speaker
17 has locked the roll call machine. When an oral roll call is taken, no
18 member shall be allowed to vote or change a vote after the result has
19 been announced.

20 (D) PRIVATE INTEREST. No member shall vote on any question which
21 affects that member privately and particularly. A member who has a
22 private interest in any bill or measure proposed or pending before
23 the legislature shall disclose the fact to the house of which he is a
24 member, and shall not vote thereon. (Art. II § 30)

25 (E) INTERRUPTION OF ROLL CALL. Once begun, the roll call may not
26 be interrupted. No member or other person shall visit or remain at
27 the clerk's desk while the yeas and nays are being called.

28 (F) YEAS AND NAYS - RECORDED VOTES. Upon the final passage of any
29 bill, the vote shall be taken by yeas and nays and shall be recorded
30 by the electric voting system: PROVIDED, HOWEVER, That an oral roll
31 call shall be ordered when demanded by one-sixth (1/6) of the members
32 present. (Art. II § 21)

33 The speaker may vote last when the yeas and nays are called.

34 When the vote is by electric voting machine or by oral roll call
35 on any question, it shall be entered upon the journal of the house. A
36 recorded vote may be compelled by one-sixth (1/6) of the members
37 present. A request for a recorded vote must be made before the vote
38 is commenced.

1 (G) TIE VOTE, QUESTION LOSES. In case of an equal division, the
2 question shall be lost.

3 (H) DIVISION. If the speaker is in doubt, or if division is
4 called for by any member, the house shall divide.

5 (I) STATEMENT FOR JOURNAL. A member whose recorded vote does not
6 accurately reflect his or her intent may submit a written statement
7 for the journal clarifying their intent to vote aye or nay. The
8 statement must be submitted to the chief clerk on the same day the
9 vote is taken. A member who is excused for one or more days of
10 recorded votes may submit a written statement for the journal
11 explaining the reason for his or her absence. The statement may not
12 exceed fifty words and must be submitted to the chief clerk on the
13 same day the member returns.

14 **Reconsideration**

15 **Rule 20.** Notice of a motion for reconsideration on the final
16 passage of bills shall be made on the day the vote to be reconsidered
17 was taken and before the house has voted to transmit the bill to the
18 senate.

19 Reconsideration of the votes on the final passage of bills must
20 be taken on the next working day after such vote was taken: PROVIDED,
21 That on and after the fifth day prior to the day of adjournment sine
22 die of any session, as determined pursuant to Article II, Section 12
23 of the state Constitution, or concurrent resolution, or on and after
24 the third day prior to the day a bill must be reported from the house
25 as established by concurrent resolution, then reconsideration of
26 votes on the final passage of bills must be taken on the same day as
27 the original vote was taken.

28 A motion to reconsider an amendment may be made at any time the
29 bill remains on second reading.

30 Any member who voted on the prevailing side may move for
31 reconsideration or give notice thereof.

32 A motion to reconsider can be decided only once when decided in
33 the negative.

34 When a motion to reconsider has been carried, its effect shall be
35 to place the original question before the house in the exact position
36 it occupied before it was voted upon.

37 **Call of the House**

1 **Rule 21.** One-sixth (1/6) of the members present may demand a call
2 of the house at any time before the house has divided or the voting
3 has commenced by yeas and nays.

4 (A) DOORS TO BE CLOSED. When call of the house has been ordered,
5 the sergeant at arms shall close and lock the doors, and no member
6 shall be allowed to leave the chamber: PROVIDED, That the rules
7 committee shall be allowed to meet, upon request of the speaker,
8 while the house stands at ease: AND PROVIDED FURTHER, That the
9 speaker may permit members to use such portions of the fourth floor
10 as may be properly secured.

11 (B) SERGEANT AT ARMS TO BRING IN THE ABSENTEES. The clerk shall
12 immediately call a roll of the members and note the absentees, whose
13 names shall be read and entered upon the journal in such manner as to
14 show who are excused and who are absent without leave.

15 The clerk shall furnish the sergeant at arms with a list of those
16 who are absent without leave, and the sergeant at arms shall proceed
17 to bring in such absentees; but arrests of members for absence shall
18 not be made unless ordered by a majority of the members present.

19 (C) HOUSE UNDER CALL. While the house is under a call, no
20 business shall be transacted except to receive and act on the report
21 of the sergeant at arms; and no other motion shall be in order except
22 a motion to proceed with business under the call of the house, a
23 motion to excuse absentees, or a motion to dispense with the call of
24 the house. The motion to proceed with business under the call of the
25 house and the motion to excuse absent members shall not be adopted
26 unless a majority of the members elected vote in favor thereof. The
27 motion to dispense with the call of the house may be adopted by a
28 majority of the members present.

29 **Appeal from Decision of Chair**

30 **Rule 22.** The decision of the chair may be appealed from by any
31 member, on which appeal no member shall speak more than once unless
32 by leave of the house. In all cases of appeal, the question shall be:
33 "Shall the decision of the chair stand as the judgment of the house?"

34 **Standing Committees**

35 **Rule 23.** The standing committees of the house and the number of
36 members that shall serve on each committee shall be as follows:

1	1.	Agriculture & Natural Resources.	13
2	2.	Appropriations.	33
3	3.	Business & Financial Services.	11
4	4.	Capital Budget.	9
5	5.	Commerce & Gaming.	9
6	6.	Community Development, Housing & Tribal Affairs.	7
7	7.	Early Learning & Human Services.	11
8	8.	Education.	21
9	9.	Environment.	11
10	10.	Finance.	15
11	11.	General Government & Information Technology.	7
12	12.	Health Care & Wellness.	15
13	13.	Higher Education.	13
14	14.	Judiciary.	13
15	15.	Labor.	7
16	16.	Local Government.	9
17	17.	Public Safety.	9
18	18.	Rules.	23
19	19.	State Government.	7
20	20.	Technology & Economic Development.	13
21	21.	Transportation.	25

22 Committee members shall be selected by each party's caucus.
 23 Membership on appropriations subcommittees is restricted to the
 24 membership of the appropriations committee. The majority party caucus
 25 shall select all committee chairs.

26 **Duties of Committees**

27 **Rule 24.** House committees shall operate as follows:

28 (A) NOTICE OF COMMITTEE MEETING. The chief clerk shall make
 29 public the time, place and subjects to be discussed at committee
 30 meetings. All public hearings held by committees shall be scheduled
 31 at least five (5) days in advance and shall be given adequate
 32 publicity: PROVIDED, That when less than eight (8) days remain for
 33 action on a bill, the Speaker may authorize a reduction of the five-

1 day notice period when required by the circumstances, including but
2 not limited to the time remaining for action on the bill, the nature
3 of the subject, and the number of prior hearings on the subject.

4 (B) COMMITTEE QUORUM. A majority of any committee shall
5 constitute a quorum for the transaction of business.

6 (C) SESSION MEETINGS. No committee shall sit while the house is
7 in session without special leave of the speaker.

8 (D) DUTIES OF STANDING COMMITTEES.

9 (1) Only such bills as are included on the written notice of a
10 committee meeting may be considered at that meeting except upon the
11 vote of a majority of the entire membership of the committee to
12 consider another bill.

13 (2) A majority recommendation of a committee must be signed by a
14 majority of the entire membership of the committee in a regularly
15 called meeting before a bill, memorial, or resolution may be reported
16 out: PROVIDED, That by motion under the eighth order of business, a
17 majority of the members elected to the house may relieve a committee
18 of a bill and place it on the second reading calendar.

19 Majority recommendations of a committee can only be "do pass,"
20 "do pass as amended," or that "the substitute bill be substituted
21 therefor and that the substitute bill do pass."

22 (3) Members of the committee not concurring in the majority
23 report may prepare a written minority report containing a
24 recommendation of "do not pass" or "without recommendation," which
25 shall be signed by those members of the committee subscribing
26 thereto, and submitted with the majority report.

27 (4) All committee reports shall be spread upon the journal. The
28 journal of the house shall contain an exact copy of all committee
29 reports, together with the names of the members signing such reports.

30 (5) Every vote to report a bill out of committee shall be taken
31 by the yeas and nays, and the names of the members voting for and
32 against, as well as the names of members absent, shall be recorded on
33 the committee report. Any member may call for a recorded vote, which
34 shall include the names of absent members, on any substantive
35 question before the committee. A copy of all recorded committee votes
36 shall be kept by the chief clerk and shall be available for public
37 inspection.

1 (6) All bills having a direct appropriation shall be referred to
2 the appropriate fiscal committee before their final passage.

3 (7) No standing committee shall vote by secret written ballot on
4 any issue.

5 (8) During its consideration of or vote on any bill, resolution,
6 or memorial, the deliberations of any standing committee of the house
7 of representatives shall be open to the public.

8 (9) A standing committee to which a bill was originally referred
9 shall, prior to voting the bill out of committee, consider whether
10 the bill authorizes rule-making powers or requires the exercise of
11 rule-making powers and, if so, consider:

12 (a) The nature of the new rule-making powers; and

13 (b) To which agencies the new rule-making powers would be
14 delegated and which agencies, if any, may have related rule-making
15 powers.

16 (10) Standing committee subcommittees established in Rule 23 have
17 the same powers and duties as standing committees.

18 (11) Insofar as practicable, testimony in public hearings should
19 be balanced between those in support of and in opposition to proposed
20 legislation, with consideration given to providing an opportunity for
21 members of the public to testify within available time.

22 **Standing Committees - Expenses - Subpoena Power**

23 **Rule 25.** Regardless of whether the legislature is in session,
24 members of the house may receive from moneys appropriated for the
25 legislature, reimbursement for necessary travel expenses, and
26 payments in lieu of subsistence and lodging for conducting official
27 business of the house.

28 The standing committees of the house may have the powers of
29 subpoena, the power to administer oaths, and the power to issue
30 commissions for the examination of witnesses in accordance with the
31 provisions of chapter 44.16 RCW. Before a standing committee of the
32 house may issue any process, the committee chairperson shall submit
33 for approval of the executive rules committee a statement of purpose
34 setting forth the name or names of those subject to process. The
35 process shall not be issued prior to approval by the executive rules
36 committee. The process shall be limited to the named individuals.

37 **Vetoed Bills**

1 **Rule 26.** Veto messages of the governor shall be read in the house
2 and entered upon the journal. It shall then be in order to proceed to
3 reconsider the bill, refer it, lay it on the table, or postpone its
4 consideration to a day certain.

5 The merits of the bill may be debated before the vote is taken,
6 but the vote on a vetoed bill cannot be reconsidered.

7 In case of a bill containing several sections or items, one or
8 more of which has been objected to by the governor, each section or
9 item so objected to shall be voted upon separately by the house.
10 Action by the house upon all vetoed bills shall be endorsed upon the
11 bill and certified by the speaker.

12 Vetoed bills originating in the house, which have not been passed
13 notwithstanding the veto of the governor, shall remain in the custody
14 of the officers of the house until the close of the term, after which
15 they shall be filed with the secretary of state.

16 **Suspension of Compensation**

17 **Rule 27.** (1) Any member of the house of representatives convicted
18 and sentenced for any felony punishable by death or by imprisonment
19 in a Washington state penal institution shall, as of the time of
20 sentencing, be denied the legislative salary for future service and
21 be denied per diem, compensation for expenses, office space
22 facilities, and assistance. Any member convicted of a felony and
23 sentenced therefor under any federal law or the law of any other
24 state shall, as of the time of sentencing, be similarly denied such
25 salary, per diem, expenses, facilities, and assistance if either (a)
26 such crime would also constitute a crime punishable under the laws of
27 Washington by death or by imprisonment in a state penal institution,
28 or (b) the conduct resulting in the conviction and sentencing would
29 also constitute a crime punishable under the laws of Washington by
30 death or by imprisonment in a state penal institution.

31 (2) At any time, the house may vote by a constitutional majority
32 to restore the salary, per diem, expenses, facilities, and assistance
33 denied a member under subsection (1). If the conviction of a member
34 is reversed, then the salary, per diem, and expense amounts denied
35 the member since sentencing shall be forthwith paid, and the member
36 shall thereafter have the rights and privileges of other members.

37 **Smoking**

1 **Rule 28.** Smoking of cigarettes, pipes, or cigars shall not be
2 permitted at any public meeting of any committee of the house of
3 representatives or within House facilities.

4 "No smoking" signs shall be posted so as to give notice of this
5 rule.

6 **Liquor**

7 **Rule 29.** The House of Representatives shall strictly adhere to
8 the liquor laws of the state of Washington, including provisions
9 relating to banquet and special occasion permits. The proper permits
10 must always be obtained before consumption of liquor in any house
11 facility.

12 **Parliamentary Rules**

13 **Rule 30.** The rules of parliamentary practice comprised in Reed's
14 Parliamentary Rules shall govern all cases in which they are not
15 inconsistent with the standing rules and orders of the house.

16 **Standing Rules Amendment**

17 **Rule 31.** Any standing rule may be rescinded or changed by a
18 majority vote of the members elected: PROVIDED, That the proposed
19 change or changes be submitted at least one day in advance in writing
20 to the members together with notice of the consideration thereof. Any
21 standing rule may be suspended temporarily by a two-thirds (2/3) vote
22 of the members present except as provided in Rule 10.

23 **Rules to Apply for Assembly**

24 **Rule 32.** The permanent house rules adopted at the beginning of
25 the term are to govern all acts of the house during the course of the
26 term unless amended or repealed.

27 **Legislative Mailings**

28 **Rule 33.** The House of Representatives directs the house executive
29 rules committee to adopt procedures and guidelines to ensure that all
30 legislative mailings at public expense are for legitimate legislative
31 purposes.

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