

1 NOW, THEREFORE, BE IT RESOLVED, That permanent House Rules for
2 the Sixty-Seventh Legislature be adopted as follows:

3 (~~TEMPORARY~~) RULES OF THE HOUSE OF REPRESENTATIVES
4 SIXTY-SEVENTH LEGISLATURE 2021-2022

5 **HOUSE RULE NO.**

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Definitions

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

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

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

28 "Committee" means any standing, conference, joint, or select
29 committee as so designated by rule or resolution.

30 "Fiscal committee" means the appropriations, capital budget,
31 finance, and transportation committees.

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

3 **Chief Clerk to Call to Order**

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

7 **Election of Officers**

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

23 **Powers and Duties of the Speaker**

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

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

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

34 (C) The speaker may speak to points of order in preference to
35 other members, arising from the seat for that purpose, and shall
36 decide all questions of order subject to an appeal to the house by

1 any member, on which appeal no member shall speak more than once
2 without leave of the house.

3 (D) The speaker shall sign all bills in open session. (Art. II §
4 32)

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

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

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

18 (H) The speaker shall serve as chair of the rules committee and
19 the executive rules committee.

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

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

26 **Chief Clerk**

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

30 The chief clerk shall perform all administrative duties related
31 to the public records obligations of members of the house.

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 **Executive Rules Committee**

7 **Rule 6.** The executive rules committee is hereby established to
8 oversee administrative operations of the house. The committee
9 consists of four members of the majority caucus and three members of
10 the minority caucus, to be named by the speaker and minority leader
11 respectively.

12 **Duties of Employees**

13 **Rule 7.** Employees of the house shall perform such duties as are
14 assigned to them by the chief clerk. Under no circumstances shall the
15 compensation of any employee be increased for past services. No house
16 employee shall seek to influence the passage or rejection of proposed
17 legislation.

18 **Admission to the House**

19 **Rule 8.** It shall be the general policy of the house to keep the
20 chamber clear as follows:

21 (A) The sergeant at arms shall admit only the following
22 individuals to the wings and adjacent areas of the house chamber for
23 the period of time beginning one-half hour prior to convening and
24 ending one-half hour following the adjournment of the house's daily
25 session:

26 The governor or designees, or both;

27 Members of the senate;

28 State elected officials;

29 Officers and authorized employees of the legislature;

30 Former members of the house who are not advocating any pending or
31 proposed legislation;

32 Representatives of the press;

33 Other persons with the consent of the speaker.

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

1 (C) Lobbying in the house chamber or in any committee room or
2 lounge room is prohibited when the house or committee is in session
3 unless expressly permitted by the house or committee. Anyone
4 violating this rule will forfeit his or her right to be admitted to
5 the house chamber or any of its committee rooms.

6 **Absentees and Courtesy**

7 **Rule 9.** No member shall be absent from the service of the house
8 without leave from the speaker. When the house is in session, only
9 the speaker shall recognize visitors and former members.

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

11 **Rule 10.** Any member desiring to introduce a bill shall file the
12 same with the chief clerk. Bills filed by 10:00 a.m. shall be
13 introduced at the next daily session, in the order filed: PROVIDED,
14 That if such introduction is within the last ten days of a regular
15 session, it cannot be considered without a direct vote of two-thirds
16 (2/3) of all the members elected to each house with such vote
17 recorded and entered upon the journal. (Art. II § 36)

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

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

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

29 No house bill may be introduced that is identical to any other
30 pending house bill.

31 **Reading of Bills**

32 **Rule 11.** Every bill shall be read on three separate days:
33 PROVIDED, That this rule may be temporarily suspended at any time by
34 a two-thirds (2/3) vote of the members present; and 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 by a
2 majority vote.

3 A bill may be returned to second reading for the purpose of
4 amendment by a suspension of the rules: PROVIDED, That on and after
5 the fifth day prior to the day of adjournment sine die of any
6 session, as determined pursuant to Article II, section 12 of the
7 state Constitution or concurrent resolution, or on and after the
8 third day prior to the day a bill must be reported from the house as
9 established by concurrent resolution, this rule may be suspended and
10 a bill returned to second reading for the purpose of amendment by a
11 majority vote.

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

15 After the first reading the bill shall be referred to an
16 appropriate committee.

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

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

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

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

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

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

6 (E) SUSPENSION CALENDAR. Bills may be placed on the second
7 reading suspension calendar by the rules committee if at least two
8 minority party members of the rules committee join in such motion.
9 Bills on the second reading suspension calendar shall not be subject
10 to amendment or substitution except as recommended in the committee
11 report. When a bill is before the house on the suspension calendar,
12 the question shall be to adopt the committee recommendations and
13 advance the bill to third reading. If the question fails to receive a
14 two-thirds vote of the members present, the bill shall be referred to
15 the rules committee for second reading.

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

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

32 **Amendments**

33 **Rule 12.** The right of any member to offer amendments to proposed
34 legislation shall not be limited except as provided in Rule 11(E) and
35 as follows:

36 (A) AMENDMENTS TO BE OFFERED IN PROPER FORM. The chief clerk
37 shall establish the proper form for amendments and all amendments

1 offered shall bear the name of the member who offers the same, as
2 well as the number and section of the bill to be amended.

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

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

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

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

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

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

31 **Final Passage**

32 **Rule 13.** Rules relating to bills on final passage are as follows:

33 (A) BUDGET BILLS. No final passage vote may be taken on an
34 operating budget, transportation budget, or capital budget bill until
35 twenty-four (24) hours after the bill is placed on the third reading
36 calendar. The twenty-four (24) hour requirement does not apply to
37 conference reports, which are governed by Joint Rule 20, or to bills

1 placed on the third reading calendar by a two-thirds (2/3) vote of
2 the members present.

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

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

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

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

14 **Rule 14.** (A) HOUR OF MEETING. The speaker shall call the house to
15 order each day of sitting at 10:00 A.M., unless the house shall have
16 adjourned to some other hour.

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

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

30 **Daily Calendar and Order of Business**

31 **Rule 15.** The rules relating to the daily calendar and order of
32 business are as follows:

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

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

1 Second: Introduction of visiting dignitaries.
2 Third: Messages from the senate, governor, and other state
3 officials.
4 Fourth: Introduction and first reading of bills, memorials, joint
5 resolutions, and concurrent resolutions.
6 Fifth: Committee reports.
7 Sixth: Second reading of bills.
8 Seventh: Third reading of bills.
9 Eighth: Floor resolutions and motions.
10 Ninth: Presentation of petitions, memorials, and remonstrances
11 addressed to the Legislature.
12 Tenth: Introduction of visitors and other business to be
13 considered.
14 Eleventh: Announcements.

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

19 (C) EXCEPTIONS. Exceptions to the order of business are as
20 follows:

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

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

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

28 **Motions**

29 **Rule 16.** Rules relating to motions are as follows:

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

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

4 (1) Privileged motions:

- 5 Adjourn
- 6 Adjourn to a time certain
- 7 Recess to a time certain
- 8 Reconsider
- 9 Demand for division
- 10 Question of privilege
- 11 Orders of the day

12
13 (2) Subsidiary motions:

- 14 First rank: Question of consideration
- 15 Second rank: To lay on the table
- 16 Third rank: For the previous question
- 17 Fourth rank: To postpone to a day certain
- 18 To commit or recommit
- 19 To postpone indefinitely
- 20 Fifth rank: To amend

21
22 (3) Incidental motions:

- 23 Points of order and appeal
- 24 Method of consideration
- 25 Suspension of the rules
- 26 Reading papers
- 27 Withdraw a motion
- 28 Division of a question

29 (C) THE EFFECT OF POSTPONEMENT - MOTIONS TO POSTPONE OR COMMIT.
30 Once decided, no motion to postpone to a day certain, to commit, or
31 to postpone indefinitely shall again be allowed on the same day and
32 at the same stage of the proceedings. When a question has been
33 postponed indefinitely, it shall not again be introduced during the

1 session. The motion to postpone indefinitely may be made at any stage
2 of the bill except when on first reading.

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

6 All incidental motions shall be decided without debate, except
7 that members may speak to points of order and appeal as provided in
8 Rule 23.

9 Motions to adopt house resolutions shall be decided without
10 debate, except as provided in Rule 11(F).

11 A motion for suspension of the rules shall not be debatable
12 except that the mover of the motion may briefly explain the purpose
13 of the motion and one member may briefly state the opposition to the
14 motion.

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

19 **Members Right to Debate**

20 **Rule 17.** The methods by which a member may exercise his or her
21 right to debate are as follows:

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

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

27 (C) LIMITATION OF DEBATE. No member shall speak longer than ten
28 (10) minutes without consent of the house: PROVIDED, That on and
29 after the fifth day prior to the day of adjournment sine die of any
30 session, as determined pursuant to Article II, Section 12 of the
31 state Constitution or concurrent resolution, or on and after the
32 third day prior to the day any bill must be reported from the house
33 as established by concurrent resolution, no member shall speak more
34 than three (3) minutes without the consent of the house. No member
35 shall speak more than twice on the same question without leave of the
36 house: PROVIDED, That the chair of the committee or the mover of the

1 question may close debate if it is consistent with Rule 19 (Previous
2 Question).

3 **Rules of Debate**

4 **Rule 18.** The rules for debate in the house are as follows:

5 (A) QUESTION OF PRIVILEGE. Any member may rise to a question of
6 privilege and explain a personal matter, by leave of the speaker, but
7 the member shall not discuss any pending question in such
8 explanations.

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

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

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

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

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

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

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

4 (I) EXCEPTION TO WORDS SPOKEN IN DEBATE. If any member be called
5 to order for words spoken in debate, the person calling the member to
6 order shall repeat the words excepted to and they shall be taken down
7 in writing at the clerk's table. No member shall be held in answer or
8 be subject to the censure of the house for words spoken in debate if
9 any other member has spoken before exception to them shall have been
10 taken.

11 (J) TRANSGRESSION OF RULES - APPEAL. If any member, in speaking
12 or otherwise, transgresses the rules of the house the speaker shall,
13 or any member may, call the member to order, in which case the member
14 so called to order shall immediately sit down unless permitted to
15 explain; and the house shall, if appealed to, decide the case without
16 debate; if there be no appeal, the decision of the chair shall
17 prevail.

18 If the decision be in favor of the member called to order, the
19 member shall be at liberty to proceed; if otherwise, and the case
20 shall require it, the member shall be liable to the censure of the
21 house.

22 **Ending of Debate - Previous Question**

23 **Rule 19.** The previous question may be ordered by a two-thirds
24 (2/3) vote of the members present on all recognized motions or
25 amendments which are debatable.

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

27 The previous question shall be put in this form: "Representative
28 _____ demands the previous question. As many as are in favor of
29 ordering the previous question will say 'Aye'; as many as are opposed
30 will say 'No'."

31 The results of the motion are as follows: If determined in the
32 negative, the consideration goes on as if the motion had never been
33 made; if decided in the affirmative it shall have the effect of
34 cutting off all debate and bringing the house to a direct vote upon
35 the motion or amendment on which it has been ordered: PROVIDED
36 HOWEVER, That when a bill is on final passage or when the motion to
37 postpone indefinitely is pending, one of the sponsors of the bill or

1 the chair of the committee may have the privilege of closing debate
2 after the previous question has been ordered.

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

8 **Voting**

9 **Rule 20.** (A) PUTTING OF QUESTION. The speaker shall put the
10 question in the following form: "The question before the house is
11 (state the question). As many as are in favor say 'Aye'; and after
12 the affirmative vote is expressed, "as many as are opposed say 'No'."

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

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

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

23 (C) CHANGE OF VOTE. When the electric roll call machine is used,
24 no member shall be allowed to vote or change a vote after the speaker
25 has locked the roll call machine. When an oral roll call is taken, no
26 member shall be allowed to vote or change a vote after the result has
27 been announced.

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

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

36 (F) YEAS AND NAYS - RECORDED VOTES. Upon the final passage of any
37 bill, the vote shall be taken by yeas and nays and shall be recorded

1 by the electric voting system: PROVIDED, HOWEVER, That an oral roll
2 call shall be ordered when demanded by one-sixth (1/6) of the members
3 present. (Art. II § 21)

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

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

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

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

14 (I) STATEMENT FOR JOURNAL. A member whose recorded vote does not
15 accurately reflect his or her intent may submit a written statement
16 for the journal clarifying their intent to vote aye or nay. The
17 statement must be submitted to the chief clerk on the same day the
18 vote is taken. A member who is excused for one or more days of
19 recorded votes may submit a written statement for the journal
20 explaining the reason for his or her absence. The statement may not
21 exceed fifty words and must be submitted to the chief clerk on the
22 same day the member returns.

23 **Reconsideration**

24 **Rule 21.** Notice of a motion for reconsideration on the final
25 passage of bills shall be made on the day the vote to be reconsidered
26 was taken and before the house has voted to transmit the bill to the
27 senate.

28 Reconsideration of the votes on the final passage of bills must
29 be taken on the next working day after such vote was taken: PROVIDED,
30 That on and after the fifth day prior to the day of adjournment sine
31 die of any session, as determined pursuant to Article II, Section 12
32 of the state Constitution, or concurrent resolution, or on and after
33 the third day prior to the day a bill must be reported from the house
34 as established by concurrent resolution, then reconsideration of
35 votes on the final passage of bills must be taken on the same day as
36 the original vote was taken.

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

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

3 A motion to reconsider can be decided only once when decided in
4 the negative.

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

8 **Call of the House**

9 **Rule 22.** One-sixth (1/6) of the members present may demand a call
10 of the house at any time before the house has divided or the voting
11 has commenced by yeas and nays.

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

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

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

27 (C) HOUSE UNDER CALL. While the house is under a call, no
28 business shall be transacted except to receive and act on the report
29 of the sergeant at arms; and no other motion shall be in order except
30 a motion to proceed with business under the call of the house, a
31 motion to excuse absentees, or a motion to dispense with the call of
32 the house. The motion to proceed with business under the call of the
33 house and the motion to excuse absent members shall not be adopted
34 unless a majority of the members elected vote in favor thereof. The
35 motion to dispense with the call of the house may be adopted by a
36 majority of the members present.

37 **Appeal from Decision of Chair**

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

20 **Standing Committees - Expenses - Subpoena Power**

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

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

35 **Vetoed Bills**

36 **Rule 27.** Veto messages of the governor shall be read in the house
37 and entered upon the journal. It shall then be in order to proceed to

1 reconsider the bill, refer it, lay it on the table, or postpone its
2 consideration to a day certain.

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

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

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

14 **Suspension of Compensation**

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

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

35 **Smoking**

36 **Rule 29.** Smoking of cigarettes, pipes, or cigars shall not be
37 permitted at any public meeting of any committee of the house of
38 representatives or within House facilities.

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

3 **Liquor**

4 **Rule 30.** The House of Representatives shall strictly adhere to
5 the liquor laws of the state of Washington, including provisions
6 relating to banquet and special occasion permits. The proper permits
7 must always be obtained before consumption of liquor in any house
8 facility.

9 **Parliamentary Rules**

10 **Rule 31.** The rules of parliamentary practice comprised in Reed's
11 Parliamentary Rules shall govern all cases in which they are not
12 inconsistent with the standing rules and orders of the house.

13 **Standing Rules Amendment**

14 **Rule 32.** Any standing rule may be rescinded or changed by a
15 majority vote of the members elected: PROVIDED, That the proposed
16 change or changes be submitted at least one day in advance in writing
17 to the members together with notice of the consideration thereof. Any
18 standing rule may be suspended temporarily by a two-thirds (2/3) vote
19 of the members present except as provided in Rule 11.

20 **Rules to Apply for Assembly**

21 **Rule 33.** The permanent house rules adopted at the beginning of
22 the term are to govern all acts of the house during the course of the
23 term unless amended or repealed.

24 **Legislative Publications**

25 **Rule 34.** The House of Representatives directs the house executive
26 rules committee to adopt procedures and guidelines to ensure that all
27 legislative publications at public expense are for legitimate
28 legislative purposes.

29 **Appendix to House Rules**

30 The House of Representatives of the sixty-seventh legislature
31 acknowledges that the COVID-19 pandemic requires the adoption of
32 extraordinary rules of procedure that protect the health of members,
33 staff, and the public, and ensure transparency and openness in house
34 proceedings.

35 Pursuant to Article II, section 9 of the state Constitution, the
36 House of Representatives hereby adopts the following Appendix Rules

1 A-1 through A-10 to govern its proceedings during the COVID-19 state
2 of emergency.

3 **Application of Rules**

4 Rule A-1. Reed's Parliamentary Rules and the Rules of the House
5 of Representatives are hereby superseded to the extent they are
6 inconsistent with the rules set forth in this appendix.

7 **Remote Participation and Voting Authorized**

8 Rule A-2. House members shall participate remotely in official
9 house proceedings, including committee meetings and floor sessions,
10 and when doing so, shall be considered present for purposes of a
11 quorum and voting.

12 Members are encouraged to use computers provided by the house to
13 participate in committee meetings and are encouraged to use the
14 virtual background provided by the house in their video display.
15 Members are required to use computers provided by the house to cast
16 votes in remote floor sessions and are required to use the virtual
17 background provided by the house for their video display.

18 **Admittance to House Facilities**

19 Rule A-3. Admittance to house facilities is permitted only as
20 follows:

21 ~~(1) ((Presiding officers, the minority leader, floor leaders, and~~
22 ~~staff essential to floor operations are permitted in the chamber~~
23 ~~during floor proceedings.~~

24 ~~(2))~~ The speaker, the speaker pro tempore, the deputy speaker
25 pro tempore, the minority leader, the majority floor leader, the
26 minority floor leader, and staff essential to floor operations are
27 permitted in the chamber during floor proceedings.

28 (2) Each caucus may designate one member to serve as a substitute
29 for one of the above referenced members. The executive rules
30 committee may authorize additional members to be admitted to the
31 chamber during floor proceedings.

32 (3) Including the above referenced members ~~((identified in~~
33 ~~subsection (1) of this rule)),~~ each caucus may designate 15 members
34 to participate remotely from their assigned legislative offices. Each
35 caucus must prioritize members with technological problems that
36 preclude remote participation.

37 ~~((3))~~ (4) The executive rules committee may authorize
38 additional members of the house to participate remotely from their

1 assigned legislative offices upon a showing that technological
2 problems preclude participation from the member's home or an
3 alternate district location.

4 ((4)) (5) Staff may access house facilities only with prior
5 approval of the chief clerk.

6 Any person permitted access to house facilities must comply with
7 public health requirements both on and off campus, and any other
8 restriction established by executive rules and/or the chief clerk.

9 **House Resolutions**

10 Rule A-4. House resolutions are not subject to debate, except for
11 resolutions necessary for the operation of the house, and resolutions
12 commemorating Day of Remembrance, Martin Luther King Jr. Day,
13 President's Day, and National Guard Day(~~(, and Navy Day)~~). Floor
14 debate on commemorative resolutions is limited to 10 minutes for
15 members of the majority caucus and 10 minutes for members of the
16 minority caucus.

17 **Members Right to Debate**

18 Rule A-5. Any member who desires to speak may request to be
19 recognized by use of the request to speak function in the remote
20 floor activity system.

21 No member may speak longer than 10 minutes without consent of the
22 house, PROVIDED, that on and after the fifth day prior to the day of
23 adjournment Sine Die of any session, as determined by Article II,
24 section 12 of the state Constitution or concurrent resolution, and on
25 and after the fifth day prior to the day any bill must be reported
26 from the house as established by concurrent resolution, no member may
27 speak more than three minutes without consent of the house.

28 **Amendments**

29 Rule A-6. To facilitate the orderly consideration of legislation,
30 the speaker, after consultation with the minority leader, may
31 establish a deadline for submission of amendments.

32 **Voting**

33 Rule A-7. The speaker shall divide the house on all motions not
34 requiring a recorded roll call vote. A member is not required to
35 participate in a division vote.

36 All members present in the remote floor proceedings shall vote
37 when the question is put on any motion requiring a recorded roll call

1 vote. Before locking the roll call machine, the (~~presiding officer~~)
2 speaker shall call the name of any member not voting. If a member is
3 unable to vote using the remote voting function, the member may vote
4 orally. If a member is unable to vote using the remote voting
5 function or orally, the rostrum staff shall contact the member by
6 telephone and the member's vote may be taken by telephone to rostrum
7 staff after the member answers security questions to verify the
8 identity of the member. The rostrum staff will announce the vote of
9 the member, which shall be recorded.

10 Any member who was unable to vote using the remote voting
11 function, orally, or by telephone may require reconsideration of the
12 vote on the same day the vote is taken or submit a statement for the
13 journal within 48 hours indicating their intent to vote yea or nay.

14 **Distribution of Materials**

15 Rule A-8. Any requirement to distribute materials to members'
16 desks is satisfied by distribution through electronic means.

17 **Duties of Committees**

18 Rule A-9. Every notice of a committee meeting shall include a web
19 address for information about viewing and providing public testimony
20 at committee meetings in lieu of a physical location.

21 Every member participating remotely in a committee meeting shall
22 be considered present for purposes of quorum and roll call voting.

23 Only such bills as are included on the written notice of a
24 committee meeting may be considered at that meeting.

25 Every report and recommendation shall be made by members of the
26 committee during a regularly called meeting of the committee. No
27 signatures are required.

28 Every vote to report a bill out of committee shall be taken by
29 the yeas and nays, with nays specifying "do not pass" or "without
30 recommendation."

31 A member who is unable to vote on a bill in committee for
32 technical reasons may submit a statement for the bill file indicating
33 their intent to have voted aye, nay-do not pass, or nay-without
34 recommendation. The statement must be submitted to the chief clerk on
35 the same day the vote is taken.

36 A meeting shall be considered open to the public if an alternate
37 and broadly accessible means for the public to view the meeting is
38 available.

1

Term of Appendix Rules

2 Rule A-10. The rules in this appendix expire on the termination
3 of the COVID-19 state of emergency, or when rescinded by the
4 executive rules committee, whichever occurs first.

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