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24 **Definitions**

25 **Rule 1.** (A) "Absent" means an unexcused failure to attend.

26 (B) "Bill" means bill, joint memorial, joint resolution, or  
27 concurrent resolution unless the context indicates otherwise.

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

1 (D) "Fiscal committee" means the appropriations, capital budget,  
2 finance, and transportation committees.

3 (E) "Sergeant at arms" means the director of house security.

4 (F) "Session" means a constitutional gathering of the house in  
5 accordance with Article II, section 12 of the state Constitution.

6 (G) "Term" means the two-year term during which the members as a  
7 body may act.

#### 8 **Chief Clerk to Call to Order**

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

#### 12 **Election of Officers**

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

#### 28 **Powers and Duties of the Speaker**

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

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

1 (B) The speaker shall preserve order and decorum, and in case of  
2 any disturbance or disorderly conduct within the chamber or  
3 legislative area, shall order the sergeant at arms to suppress the  
4 same and may order the sergeant at arms to remove any person creating  
5 any disturbance within the house chamber or legislative area.

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

11 (D) The speaker shall sign all bills in open session. (Article  
12 II, section 32)

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

16 (F) The speaker shall have the right to name any member to  
17 perform the duties of the chair, but such substitution shall neither  
18 extend beyond adjournment nor authorize the representative so  
19 substituted to sign any documents requiring the signature of the  
20 speaker.

21 (G) The speaker, in open session, shall appoint committee chairs  
22 as selected by the majority party caucus, and shall appoint members  
23 to committees in the same ratio as the membership of the respective  
24 parties of the house, unless otherwise provided by law or house  
25 rules.

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

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

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

34 **Chief Clerk**



1 ending one-half hour following the adjournment of the house's daily  
2 session:

3 The governor or designees, or both;

4 Members of the senate;

5 State elected officials;

6 Officers and authorized employees of the legislature;

7 Former members of the house who are not advocating any pending or  
8 proposed legislation;

9 Representatives of the press;

10 Other persons with the consent of the speaker.

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

13 (C) Lobbying in the house chamber or in any committee room or  
14 lounge room is prohibited when the house or committee is in session  
15 unless expressly permitted by the house or committee. Anyone  
16 violating this rule will forfeit their right to be admitted to the  
17 house chamber or any of its committee rooms.

### 18 **Absentees and Courtesy**

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

### 22 **Bills, Memorials and Resolutions - Introductions**

23 **Rule 10.** Any member desiring to introduce a bill shall file the  
24 same with the chief clerk. Bills filed by 10:00 a.m. shall be  
25 introduced at the next daily session, in the order filed: PROVIDED,  
26 That if such introduction is within the last ten days of a regular  
27 session, it cannot be considered without a direct vote of two-thirds  
28 (2/3) of all the members elected to each house with such vote  
29 recorded and entered upon the journal. (Article II, section 36)

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

34 All bills shall be endorsed with a statement of the title and the  
35 name of the member or members introducing the same. The chief clerk

1 shall attach to all bills a substantial cover bearing the title and  
2 sponsors and shall number each bill in the order filed. All bills  
3 shall be printed unless otherwise ordered by the house.

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

6 No house bill may be introduced that is identical to any other  
7 pending house bill.

#### 8 **Reading of Bills**

9 **Rule 11.** Every bill shall be read on three separate days:  
10 PROVIDED, That this rule may be temporarily suspended at any time by  
11 a two-thirds (2/3) vote of the members present; and that on and after  
12 the fifth day prior to the day of adjournment sine die of any  
13 session, as determined pursuant to Article II, section 12 of the  
14 state Constitution or concurrent resolution, or on and after the  
15 third day prior to the day a bill must be reported from the house as  
16 established by concurrent resolution, this rule may be suspended by a  
17 majority vote.

18 A bill may be returned to second reading for the purpose of  
19 amendment by a suspension of the rules: PROVIDED, That on and after  
20 the fifth day prior to the day of adjournment sine die of any  
21 session, as determined pursuant to Article II, section 12 of the  
22 state Constitution or concurrent resolution, or on and after the  
23 third day prior to the day a bill must be reported from the house as  
24 established by concurrent resolution, this rule may be suspended and  
25 a bill returned to second reading for the purpose of amendment by a  
26 majority vote.

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

30 After the first reading the bill shall be referred to an  
31 appropriate committee.

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

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

1 (B) SECOND READING. Upon second reading, the bill number and  
2 short title and the last line of the bill shall be read unless a  
3 majority of the members present shall demand its reading in full. The  
4 bill shall be subject to amendment section by section. No amendment  
5 shall be considered by the house until it has been sent to the chief  
6 clerk's desk in writing or electronically, distributed to the desk of  
7 each member or made available to each member electronically, and read  
8 by the clerk. All amendments adopted during second reading shall be  
9 securely fastened to the original bill. All amendments rejected by  
10 the house shall be passed to the minute clerk, and the journal shall  
11 show the disposition of such amendments.

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

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

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

24 (E) SUSPENSION CALENDAR. Bills may be placed on the second  
25 reading suspension calendar by the rules committee if at least two  
26 minority party members of the rules committee join in such motion.  
27 Bills on the second reading suspension calendar shall not be subject  
28 to amendment or substitution except as recommended in the committee  
29 report. When a bill is before the house on the suspension calendar,  
30 the question shall be to adopt the committee recommendations and  
31 advance the bill to third reading. If the question fails to receive a  
32 two-thirds vote of the members present, the bill shall be referred to  
33 the rules committee for second reading.

34 (F) HOUSE RESOLUTIONS. House resolutions shall be filed with the  
35 chief clerk who shall transmit them to the rules committee. If a  
36 rules committee meeting is not scheduled to occur prior to a time



1 necessitated by the purpose of a house resolution, the majority  
2 leader and minority leader by agreement may waive transmission to the  
3 rules committee to permit consideration of the resolution by the  
4 house. The rules committee may adopt house resolutions by a sixty  
5 percent majority vote of its entire membership or may, by a majority  
6 vote of its members, place them on the motions calendar for  
7 consideration by the house. House resolutions are not subject to  
8 debate, except for resolutions necessary for the operation of the  
9 house, and resolutions commemorating Children's Day, Day of  
10 Remembrance, Martin Luther King Jr. Day, National Guard Day, and  
11 President's Day.

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

14 **Amendments**

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

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

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

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

32 (D) AMENDMENTS TO BE GERMANE. No motion or proposition on a  
33 subject different from that under consideration shall be admitted  
34 under color of amendment; and no bill or resolution shall at any time

1 be amended by annexing thereto or incorporating therein any other  
2 bill or resolution pending before the house.

3 (E) SCOPE AND OBJECT NOT TO BE CHANGED. No amendment to any bill  
4 shall be allowed which shall change the scope and object of the bill.  
5 This objection may be raised at any time an amendment is under  
6 consideration. The speaker may allow the person raising the objection  
7 and the mover of the amendment to provide brief arguments as to the  
8 merits of the objection. (Article II, section 38)

9 (F) NO AMENDMENT BY REFERENCE. No act shall ever be revised or  
10 amended without being set forth at full length. (Article II, section  
11 37)

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

17 (H) DATE AND TIME FOR AMENDMENT SUBMISSION. To facilitate the  
18 orderly consideration of proposed legislation, the speaker, after  
19 consultation with the minority leader, may establish a date and time  
20 for submission of amendments.

### 21 **Final Passage**

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

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

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

33 (C) FINAL PASSAGE. No bill shall become a law unless on its final  
34 passage the vote be taken by yeas and nays, the names of the members  
35 voting for and against the same be entered on the journal of each

1 house, and a majority of the members elected to each house be  
2 recorded thereon as voting in its favor. (Article II, section 22)

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

#### 6 **Hour of Meeting, Roll Call and Quorum**

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

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

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

#### 25 **Daily Calendar and Order of Business**

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

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

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

32 **Second:** Introduction of visiting dignitaries.

33 **Third:** Messages from the senate, governor, and other state  
34 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 16.** 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:

- 1 (1) Privileged motions:
- 2 Adjourn
- 3 Adjourn to a time certain
- 4 Recess to a time certain
- 5 Reconsider
- 6 Demand for division
- 7 Question of privilege
- 8 Orders of the day

- 10 (2) Subsidiary motions:
- 11 First rank: Question of consideration
- 12 Second rank: To lay on the table
- 13 Third rank: For the previous question
- 14 Fourth rank: To postpone to a day certain
- 15 To commit or recommit
- 16 To postpone indefinitely
- 17 Fifth rank: To amend

- 19 (3) Incidental motions:
- 20 Points of order and appeal
- 21 Method of consideration
- 22 Suspension of the rules
- 23 Reading papers
- 24 Withdraw a motion
- 25 Division of a question

26 (C) THE EFFECT OF POSTPONEMENT - MOTIONS TO POSTPONE OR COMMIT.  
27 Once decided, no motion to postpone to a day certain, to commit, or  
28 to postpone indefinitely shall again be allowed on the same day and  
29 at the same stage of the proceedings. When a question has been  
30 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 24.

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 **Remote Participation and Voting Permitted Upon Authorization**

20 **Rule 17.** The majority leader and minority leader or their  
21 designees may authorize members of their respective caucuses to  
22 participate remotely in official house proceedings, including  
23 committee meetings and floor sessions, upon the request of a member  
24 who is experiencing a medical condition or illness that prevents in-  
25 person participation. Once authorized, any member participating  
26 remotely shall be considered present for purposes of a quorum and  
27 voting. Members participating remotely shall use the computer and  
28 virtual background provided by the house during all committee  
29 meetings and floor proceedings. The majority leader and minority  
30 leader or their designees shall determine when the member's  
31 authorization to participate remotely ends.

### 32 **Members' Right to Debate**

33 **Rule 18.** The methods by which a member may exercise their right  
34 to debate are as follows:

1 (A) RECOGNITION OF MEMBER. When any member desires to speak in  
2 debate or deliver any matter to the house, the member shall rise and  
3 respectfully address the speaker and pause until recognized. Any  
4 member participating remotely in house proceedings as provided in  
5 Rule 17 who desires to speak may request to be recognized by use of  
6 the request to speak button in the remote floor activity system.

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

9 (C) LIMITATION OF DEBATE. No member shall speak longer than ten  
10 (10) minutes without consent of the house: PROVIDED, That on and  
11 after the fifth day prior to the day of adjournment sine die of any  
12 session, as determined pursuant to Article II, section 12 of the  
13 state Constitution or concurrent resolution, or on and after the  
14 fifth day prior to the day any bill must be reported from the house  
15 as established by concurrent resolution, no member shall speak more  
16 than three (3) minutes without the consent of the house. No member  
17 shall speak more than twice on the same question without leave of the  
18 house: PROVIDED, That the chair of the committee or the mover of the  
19 question may close debate if it is consistent with Rule 20 (Previous  
20 Question).

### 21 **Rules of Debate**

22 **Rule 19.** The rules for debate in the house are as follows:

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

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

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

1 (D) DISTRIBUTION OF MATERIALS. Any materials of any nature  
2 distributed to the members' desks on the floor shall be subject to  
3 approval by the speaker and shall bear the name of at least one  
4 member granted permission for the distribution. Any member  
5 participating remotely as provided in Rule 17 who wishes to  
6 distribute materials subject to the speaker's approval may do so  
7 electronically. All materials approved for distribution shall be  
8 provided electronically to members participating remotely to the  
9 extent practicable. This shall not apply to materials normally  
10 distributed by the chief clerk.

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

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

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

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

29 (I) EXCEPTION TO WORDS SPOKEN IN DEBATE. If any member be called  
30 to order for words spoken in debate, the person calling the member to  
31 order shall repeat the words excepted to and they shall be taken down  
32 in writing at the clerk's table. No member shall be held in answer or  
33 be subject to the censure of the house for words spoken in debate if  
34 any other member has spoken before exception to them shall have been  
35 taken.



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

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

### 12 **Ending of Debate - Previous Question**

13 **Rule 20.** The previous question may be ordered by a two-thirds  
14 (2/3) vote of the members present on all recognized motions or  
15 amendments which are debatable.

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

17 The previous question shall be put in this form: "Representative  
18 \_\_\_\_\_ demands the previous question. As many as are in favor of  
19 ordering the previous question will say 'Aye'; as many as are opposed  
20 will say 'No'."

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

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

### 35 **Voting**

1       **Rule 21.** (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. Except as provided in subsection (G),  
6 every member who was in the house or participating remotely in house  
7 proceedings as provided in Rule 17 when the question was put shall  
8 vote unless, for special reasons, excused by the house.

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

14       (C) COUNT OF THE HOUSE. Upon a division and count of the house on  
15 the question, only members at their desks within the bar of the house  
16 or participating remotely in house proceedings as provided in Rule 17  
17 shall be counted.

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

23       (E) PRIVATE INTEREST. No member shall vote on any question which  
24 affects that member privately and particularly. A member who has a  
25 private interest in any bill or measure proposed or pending before  
26 the legislature shall disclose the fact to the house of which he is a  
27 member, and shall not vote thereon. (Article II, section 30)

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

31       (G) MOTIONS NOT REQUIRING A RECORDED ROLL CALL VOTE. Members in  
32 the house and members participating remotely in house proceedings as  
33 provided in Rule 17 may vote on any motion not requiring a recorded  
34 roll call vote, including when the house divides. Members  
35 participating remotely may vote using the remote floor activity  
36 system.

1 (H) INABILITY TO VOTE USING REMOTE VOTING FUNCTION. A member  
2 participating remotely in house proceedings as provided in Rule 17  
3 who is unable to vote using the remote voting function on any motion  
4 requiring a recorded roll call vote may vote orally. If a member is  
5 unable to vote using the remote voting function or orally, the  
6 rostrum staff shall contact the member by telephone and the member's  
7 vote may be taken by telephone to rostrum staff after the member  
8 answers security questions to verify the identity of the member. The  
9 rostrum staff will announce the vote of the member, which shall be  
10 recorded.

11 (I) YEAS AND NAYS - RECORDED VOTES. Upon the final passage of any  
12 bill, the vote shall be taken by yeas and nays and shall be recorded  
13 by the electric voting system: PROVIDED, HOWEVER, That an oral roll  
14 call shall be ordered when demanded by one-sixth (1/6) of the members  
15 present. (Article II, section 21)

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

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

22 (J) TIE VOTE, QUESTION LOSES. In case of an equal division, the  
23 question shall be lost.

24 (K) DIVISION. If the speaker is in doubt, or if division is  
25 called for by any member, the house shall divide.

26 (L) STATEMENT FOR JOURNAL. A member whose recorded vote does not  
27 accurately reflect their intent may submit a written statement for  
28 the journal clarifying their intent to vote aye or nay. The statement  
29 must be submitted to the chief clerk on the same day the vote is  
30 taken. A member who is excused for one or more days of recorded votes  
31 may submit a written statement for the journal explaining the reason  
32 for their absence. The statement may not exceed 50 words and must be  
33 submitted to the chief clerk on the same day the member returns. A  
34 member participating remotely in house proceedings as provided in  
35 Rule 17 who was unable to vote using the remote voting function,

1 orally, or by telephone may submit a statement for the journal within  
2 48 hours indicating their intent to vote yea or nay.

### 3 **Reconsideration**

4 **Rule 22.** Notice of a motion for reconsideration on the final  
5 passage of bills shall be made on the day the vote to be reconsidered  
6 was taken and before the house has voted to transmit the bill to the  
7 senate.

8 Reconsideration of the votes on the final passage of bills must  
9 be taken on the next working day after such vote was taken: PROVIDED,  
10 That on and after the fifth day prior to the day of adjournment sine  
11 die of any session, as determined pursuant to Article II, section 12  
12 of the state Constitution, or concurrent resolution, or on and after  
13 the third day prior to the day a bill must be reported from the house  
14 as established by concurrent resolution, then reconsideration of  
15 votes on the final passage of bills must be taken on the same day as  
16 the original vote was taken: AND PROVIDED FURTHER, That any member  
17 participating remotely in house proceedings as provided in Rule 17  
18 who was unable to vote using the remote voting function, orally, or  
19 by telephone may require reconsideration of the vote on the final  
20 passage of bills the same day the vote is taken.

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

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

25 A motion to reconsider can be decided only once when decided in  
26 the negative.

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

### 30 **Call of the House**

31 **Rule 23.** One-sixth (1/6) of the members present may demand a call  
32 of the house at any time before the house has divided or the voting  
33 has commenced by yeas and nays.

34 (A) DOORS TO BE CLOSED. When call of the house has been ordered,  
35 the sergeant at arms shall close and lock the doors, and no member  
36 shall be allowed to leave the chamber: PROVIDED, That the rules

1 committee shall be allowed to meet, upon request of the speaker,  
2 while the house stands at ease: AND PROVIDED FURTHER, That the  
3 speaker may permit members to use such portions of the fourth floor  
4 as may be properly secured.

5 (B) SERGEANT AT ARMS TO BRING IN THE ABSENTEES. The clerk shall  
6 immediately call a roll of the members and note the absentees, whose  
7 names shall be read and entered upon the journal in such manner as to  
8 show who are excused and who are absent without leave. A member  
9 authorized to participate remotely in house proceedings as provided  
10 in Rule 17 who is visible at the time of the roll call through the  
11 remote floor activity system shall not be considered absent or absent  
12 without leave.

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

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

27 **Appeal from Decision of Chair**

28 **Rule 24.** The decision of the chair may be appealed from by any  
29 member, on which appeal no member shall speak more than once unless  
30 by leave of the house. In all cases of appeal, the question shall be:  
31 "Shall the decision of the chair stand as the judgment of the house?"

32 **Standing Committees**

33 **Rule 25.** The standing committees of the house and the number of  
34 members that shall serve on each committee shall be as follows:

- 35 1. Agriculture & Natural Resources. . . . . 11

1	2. Appropriations. . . . .	31
2	3. Capital Budget. . . . .	29
3	4. Civil Rights & Judiciary. . . . .	11
4	5. Community Safety, Justice, & Reentry. . . . .	9
5	6. Consumer Protection & Business. . . . .	13
6	7. Education. . . . .	15
7	8. Environment & Energy. . . . .	15
8	9. Finance. . . . .	13
9	10. Health Care & Wellness. . . . .	17
10	11. Housing. . . . .	13
11	12. Human Services, Youth, & Early Learning. . . . .	11
12	13. Innovation, Community & Economic Development, &	
13	Veterans. . . . .	15
14	14. Labor & Workplace Standards. . . . .	9
15	15. Local Government. . . . .	7
16	16. Postsecondary Education & Workforce. . . . .	15
17	17. Regulated Substances & Gaming. . . . .	11
18	18. Rules. . . . .	24
19	19. State Government & Tribal Relations. . . . .	7
20	20. Transportation. . . . .	29

21 Committee members shall be selected by each party's caucus. The  
 22 majority party caucus shall select all committee chairs. "Committee  
 23 chair" includes committee cochair((s)).

24 **Duties of Committees**

25 **Rule 26.** House committees shall operate as follows:

26 (A) NOTICE OF COMMITTEE MEETING. The chief clerk shall make  
 27 public the time, place and subjects to be discussed at committee  
 28 meetings. All public hearings held by committees shall be scheduled  
 29 with at least five (5) days' notice, including the day of notice and  
 30 day of hearing, and shall be given adequate publicity: PROVIDED, That  
 31 when less than eight (8) days remain for action on a bill, the  
 32 Speaker may authorize a reduction of the five-day notice period when  
 33 required by the circumstances, including but not limited to the time  
 34 remaining for action on the bill, the nature of the subject, and the  
 35 number of prior hearings on the subject.

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

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

5 (D) DUTIES OF STANDING COMMITTEES.

6 (1) Only such bills as are included on the written notice of a  
7 committee meeting may be considered at that meeting.

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

14 Majority recommendations of a committee can only be "do pass,"  
15 "do pass as amended," or that "the substitute bill be substituted  
16 therefor and that the substitute bill do pass."

17 (3) Members of the committee not concurring in the majority  
18 report may make a written minority report containing a recommendation  
19 of "do not pass" or "without recommendation," which shall be joined  
20 by those members of the committee subscribing thereto, and submitted  
21 with the majority report.

22 (4) Every recommendation and report shall be made by members of  
23 the committee during the regularly called meeting of the committee.  
24 No signatures are required.

25 (5) All committee reports shall be spread upon the journal. The  
26 journal of the house shall contain an exact copy of all committee  
27 reports, together with the names of the members joining in the  
28 majority and minority recommendations contained in such reports.

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

1 shall be kept by the chief clerk and shall be available for public  
2 inspection.

3 (7) A member participating remotely in house proceedings as  
4 provided in Rule 17 who is unable to vote on a bill in committee for  
5 technical reasons may submit a statement for the bill file indicating  
6 their intent to have voted yea, nay-do not pass, or nay-without  
7 recommendation. The statement must be submitted to the chief clerk on  
8 the same day the vote is taken.

9 (8) All bills having a direct appropriation shall be referred to  
10 the appropriate fiscal committee before their final passage.

11 (9) No standing committee shall vote by secret written ballot on  
12 any issue.

13 (10) During its consideration of or vote on any bill, resolution,  
14 or memorial, the deliberations of any standing committee of the House  
15 of Representatives shall be open to the public.

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

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

21 (b) To which agencies the new rule-making powers would be  
22 delegated and which agencies, if any, may have related rule-making  
23 powers.

24 (12) Insofar as practicable, testimony in public hearings should  
25 be balanced between those in support of and in opposition to proposed  
26 legislation, with consideration given to providing an opportunity for  
27 members of the public to testify within available time.

#### 28 **Standing Committees - Expenses - Subpoena Power**

29 **Rule 27.** Regardless of whether the legislature is in session,  
30 members of the house may receive from moneys appropriated for the  
31 legislature, reimbursement for necessary travel expenses, and  
32 payments in lieu of subsistence and lodging for conducting official  
33 business of the house.

34 The standing committees of the house may have the powers of  
35 subpoena, the power to administer oaths, and the power to issue  
36 commissions for the examination of witnesses in accordance with the  
37 provisions of chapter 44.16 RCW. Before a standing committee of the



1 house may issue any process, the committee chair shall submit for  
2 approval of the executive rules committee a statement of purpose  
3 setting forth the name or names of those subject to process. The  
4 process shall not be issued prior to approval by the executive rules  
5 committee. The process shall be limited to the named individuals.

#### 6 **Vetoed Bills**

7 **Rule 28.** Veto messages of the governor shall be read in the house  
8 and entered upon the journal. It shall then be in order to proceed to  
9 reconsider the bill, refer it, lay it on the table, or postpone its  
10 consideration to a day certain.

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

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

18 Vetoed bills originating in the house, which have not been passed  
19 notwithstanding the veto of the governor, shall remain in the custody  
20 of the officers of the house until the close of the term, after which  
21 they shall be filed with the secretary of state.

#### 22 **Suspension of Compensation**

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

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

### 7 **Smoking and Vaping**

8 **Rule 30.** To provide a safe and healthy environment for all  
9 members, employees, and the public, smoking and vaping shall not be  
10 permitted at any public meeting of the House of Representatives or  
11 within house facilities. Smoking includes the lighting of cigarettes,  
12 pipes, or cigars. Vaping includes the use of electronic nicotine  
13 delivery systems or electronic smoking devices such as e-cigarettes,  
14 e-pipes, or e-cigars.

### 15 **Liquor**

16 **Rule 31.** The House of Representatives shall strictly adhere to  
17 the liquor laws of the state of Washington, including provisions  
18 relating to banquet and special occasion permits. The proper permits  
19 must always be obtained before consumption of liquor in any house  
20 facility.

### 21 **Parliamentary Rules**

22 **Rule 32.** The rules of parliamentary practice comprised in Reed's  
23 Parliamentary Rules shall govern all cases in which they are not  
24 inconsistent with the standing rules and orders of the house.

### 25 **Standing Rules Amendment**

26 **Rule 33.** Any standing rule may be rescinded or changed by a  
27 majority vote of the members elected: PROVIDED, That the proposed  
28 change or changes be submitted at least one day in advance in writing  
29 to the members together with notice of the consideration thereof. Any  
30 standing rule may be suspended temporarily by a two-thirds (2/3) vote  
31 of the members present except as provided in Rule 11.

### 32 **Rules to Apply for Assembly**

