

RULES AND ORDERS

OF THE SENATE

Rule 1. The President shall take the chair every day at the hour to which the Senate shall have adjourned; shall call the Senate to order, and on the appearance of a quorum, shall cause the Journal of the preceding day to be read and any mistakes made in the entries corrected. The reading of the Journal may be suspended by unanimous consent.

Rule 2. He shall preserve order and decorum, may speak to points of order in preference to other members, and shall decide all questions of order subject to an appeal. He shall rise to put a question or to address the Senate, but may read sitting.

Rule 3. He shall declare all votes, but if a member rises to doubt a vote, the President shall order return of the number voting in the affirmative and negative without any further debate.

Rule 4. When any member shall require a question to be determined by yeas and nays, the President shall take the sense of the house in that manner, provided that any five of the members present are in favor of it.

Rule 5. When a question is under debate, the President shall entertain no motion but to adjourn, to lay on the table, to postpone to day certain, to commit, to amend or to postpone indefinitely, which several motions shall have precedence in the order in which they stand arranged, and a motion to lay on the table and to adjourn shall be determined without debate, except a motion to adjourn to a time certain. When a substitute is offered and taken up for consideration, it shall be subject to amendment in the same manner as the original proposition; and the effect of correction of the substitute, or of the substitute as amended, shall be to reinstate the original for consideration.

Rule 6. When two or more members rise at once, the President shall name the member who is to speak first.

Rule 7. The President may designate a member to perform the duties of the chair, but such substitution shall not extend beyond an adjournment.

Rule 8. The President shall not recognize any member who shall address the chair from any position, except at his desk, if objection be made thereto. When a member has finished speaking, he shall sit down.

Rule 9. No member shall speak more than once on one question, to the prevention of any other who has not spoken and is desirous to speak, nor more than twice without obtaining leave of the house.

Rule 10. No member speaking shall be interrupted by another, but by rising up to call to order, or a question of privilege.

Rule 11. After a question is put to vote no member shall speak to it.

Rule 12. Every member presenting a petition, memorial or remonstrance, shall indorse his name thereon.

Rule 13. Every motion shall be received and considered, and shall be reduced to writing upon the request of any member.

Rule 14. When a vote has been passed, it shall be in order for any member voting in the majority to move a reconsideration thereof on the same or succeeding day, and such motion (except in the last week of the session) shall be placed first in the orders of the day for the day succeeding that on which the motion is made; and when a motion for reconsideration is decided, that vote shall not be reconsidered.

Rule 15. A question containing two or more propositions capable of division, shall be divided whenever desired by any member. A motion to strike out and insert shall be deemed indivisible; but a motion to strike out being lost, shall neither preclude amendment nor a motion to strike out and insert.

Rule 16. The unfinished business in which the Senate was engaged at the time of the last adjournment shall have the preference in the orders of the day after motions to reconsider have been disposed of.

Rule 17. The rules and proceedings of the Senate shall be observed, as far as they are practicable, in Committee of the Whole, excepting that a member may speak oftener than twice on the same subject. In Committee of the

Whole the previous question cannot be called, the yeas and nays required, nor can there be an appeal from the decision of the chair.

Rule 18. No member shall absent himself from the Senate without leave.

Rule 19. Whenever a question shall be taken by yeas and nays, the Secretary shall call the names of all the members in alphabetical order, except the President, whose name shall be called at the end of the roll call, and every member present shall answer to his name unless excused, and no member shall be permitted, under any circumstances, to vote after the decision is announced from the Chair.

Rule 20. The following Standing Committees shall be appointed at the commencement of the first session, to-wit:

- A Committee on the Judiciary A.
- A Committee on the Judiciary B.
- A Committee on Education.
- A Committee on Finance and Taxation.
- A Committee on Claims.
- A Committee on Corporations.
- A Committee on County Organization.
- A Committee on Municipalities.
- A Committee on the Militia.
- A Committee on Legislative Expenses.
- A Committee on Agriculture and Forestry.
- A Committee on Public Printing.
- A Committee on Engrossed Bills.
- A Committee on Enrolled Bills.
- A Committee on Banking.
- A Committee on Railroads.
- A Committee on Public Lands and Drainage.
- A Committee on Privileges and Elections.
- A Committee on Appropriations.
- A Committee on Indian Affairs.
- A Committee on Commerce and Navigation.
- A Committee on Immigration.
- A Committee on Canals and Telegraphs.
- A Committee on Public Health.
- A Committee on Constitutional Amendments.
- A Committee on Temperance.

- A Committee on Mining and Mineral Resources.
- A Committee on Game and Fisheries.
- A Committee on Organized Labor.
- A Committee on Public Roads and Highways.
- A Committee on Prisons and Convicts.
- A Committee on Pensions.

Each of these committees shall consist of five members, except the two Judiciary Committees which shall consist of nine members each. There shall also be appointed a committee of three members, to which shall be referred the message of the Governor for the purpose of distributing the various subjects treated therein to the appropriate standing committees for consideration and report.

All applications to the Senate for clerical aid to any committee shall be referred to the Committee on Legislative Expenses for investigation and report whether or not the proposed clerical aid is necessary for the dispatch of the public business.

The chairman of any committee which has been authorized to appoint a clerk shall, as soon as the appointment is made, certify the appointment and the name of the clerk with the date of his appointment to the Chairman of the Committee on Legislative Expenses, and the compensation of such Clerk shall begin on the date that such certificate is filed with the chairman of the latter committee. All expenses incurred by any special committee shall be certified, with the items thereof, under oath to the Chairman of the Committee on Legislative Expenses, who shall keep on file all certificates made to him under this rule.

Rule 21. All committees shall be appointed by the President, unless otherwise specially directed by the Senate, and the person first named shall be Chairman, the person whose name is next in order on the Committee list shall act as Chairman during the absence of the Chairman, and whenever a member of a committee shall be absent, and a substitute shall be appointed, the substitute shall hold the same rank in the committee as the member held for whom he is substituted. In all elections of committees by ballot the person having the highest number of votes shall act as Chairman.

Rule 22. No bill or joint resolution shall be introduced by a member without special leave, and all bills and

joint resolutions when so introduced, shall be committed before they are passed to a second reading.

Rule 23. Any bill or resolution shall be read in full at the request of any Senator.

Rule 24. No bill or joint resolution shall pass to be engrossed without two several readings on two separate days.

Rule 25. All bills and joint resolutions, after a second reading shall be committed to the Standing Committee on Engrossed Bills, whose duty it shall be to strictly examine the same, and if found by them to be correctly engrossed, they shall so indorse on the same; Provided, That any bill or joint resolution which has passed second reading without amendment shall be placed on the Calendar of Bills on Third Reading without reference to said committee, unless the Senate shall order otherwise; and such bill or joint resolution shall be considered as engrossed.

Rule 26. No engrossed bills or joint resolutions shall be amended without the unanimous consent of the members present, and when so amended shall be re-engrossed without it is otherwise ordered by the Senate, and shall not lose its place on the calendar.

Rule 27. All bills and joint resolutions shall be put upon the calendar, and shall be taken up on their various readings only in regular order, unless otherwise provided by the Committee on Rules.

Rule 28. All resolutions requiring the concurrence of the House of Representatives shall be read to the Senate and lie over one day before final action thereon, unless otherwise ordered by the Senate.

Rule 29. All orders or resolutions requiring information from the Governor, Cabinet Officers, or action of committee shall be read to the Senate and acted upon as in case of motions, and shall be spread upon the Journals of the Senate.

Rule 30. Message shall be sent to the House of Representatives by the Secretary, who shall previously indorse the final determination of the Senate thereon.

Rule 31. No bill, order, resolution, or other matter for the use of the Senate, shall be printed without the special order of the Senate.

Rule 32. No person not a member of the Senate, shall be allowed inside the bar while the Senate is in session, except the Senators, the Governor, his Cabinet officers, ex-Governor, United States Senators, members of the House of Representatives of the United States and of the State, and Judges of the Supreme and Circuit Courts; Provided, that the President, upon the suggestion of any member, may invite any person within the bar of the Senate, unless objection be made thereto, in which case a vote of the Senate shall be necessary, but in no case shall any record of such admission within the bar of the Senate be made in the minutes.

Rule 33. Whenever the Senator who introduced any bill or resolution is absent from the Chamber when such bill or resolution is reached in its regular order or any part of its readings, such bill or resolution shall be temporarily passed until the return of said Senator, when he shall have the privilege of calling up said bill or resolution out of its regular order on the calendar.

Rule 34. The rules of parliamentary practice comprised in Jefferson's Manual shall govern the Senate in all cases to which they are applicable, and in which they are not inconsistent with the Standing Rules and Orders of the Senate or the Joint Rules of the two branches of the Legislature.

Rule 35. The Senate shall meet daily except Sunday. The hours of the daily sessions shall be 10 a. m. and 4 p. m., unless otherwise ordered by the Senate.

Rule 36. Any rule or order may be altered, dispensed with or rescinded, by a two-thirds vote of the members present consenting thereto.

Rule 37. That it shall be the duty of the Committee on Recorded Proceedings of the Senate to supervise the recording the proceedings of the Senate and see that the Recording Secretary does his work correctly and neatly, and report to the Senate from time to time.

Rule 38. Every bill and resolution referred to a committee shall be reported back to the Senate within seven days from the date of its commitment.

Rule 39. When a bill, which has been unfavorably reported by the committee to which it was referred is reached on the calendar of Bills on Second Reading, or of bills on the Table Subject to Call, it shall be considered a part of the official duty of the chairman of such

committee to move the indefinite postponement of the bill, and such motion shall not be deemed an expression of the attitude of the chairman towards the bill. In such case the entry on the Journal shall be: "Mr. _____ Chairman of the Committee on _____, as required by the rules, moved that _____ Bill No. — be indefinitely postponed."

RULES GOVERNING EXECUTIVE SESSION.

Rule 1. Where nominations shall be made by the Governor to the Senate, they shall, unless otherwise ordered by the Senate, lie over for action until the day succeeding the day upon which they were made; and the final question on every nomination shall be "Will the Senate advise and consent to this nomination?" Which question shall not be put on the day on which the nomination is received.

Rule 2. Nominations neither approved nor rejected during the session at which they are made, shall not be acted upon at any succeeding session without again being made by the Governor; and if the Senate shall adjourn *sine die*, all nominations pending and not finally acted upon at the time of taking such adjournment shall be afterwards, unless again submitted to the Senate by the returned to the Governor and shall not be acted upon Governor, and all motions pending to reconsider a vote upon a nomination shall fail on such adjournment.

Rule 3. All information or remarks concerning the character or qualifications, or the vote upon the confirmation of any person nominated by the Governor to office, shall be kept a secret; but the fact that a nomination has been made shall not be regarded as a secret after the time has expired when a motion to reconsider may be made, and it shall be considered a breach of privilege for any Senator to break this rule.

Rule 4. When acting on executive business the Chamber shall be cleared of all persons except the Secretary of the Senate, who shall be sworn to keep the secrets of the Senate.

Rule 5. The Legislative proceedings and executive proceedings of the Senate shall be kept in separate books

Rule 6. Nominations approved or definitely acted upon by the Senate shall not be returned by the Secretary of

the Senate to the Governor until the expiration of the time limited for making a motion to reconsider the same, or while a motion to reconsider is pending, unless otherwise ordered by the Senate.

Rule 7. No transcript of the executive records shall be furnished unless by special order of the Senate.

Rule 8. All confidential communications made by the Governor shall be by the members and officers of the Senate kept secret.

Rule 9. Communications from the Governor as to the suspension or removal of officers shall be considered in executive session, and, unless otherwise ordered, shall lie over for action to the executive session next succeeding that at which they are laid before the Senate.

JOINT RULES.

Rule 1. While bills are on their passage between the two houses, they shall be on paper and under the signature of the Secretary or Clerk of each house respectively.

Rule 2. After a bill shall have passed both houses it shall be duly enrolled on parchment by the Enrolling Clerk of the House of Representatives or Enrolling Secretary of the Senate, as the bill may have originated in the one or the other house, before it shall be presented to the Governor of the State.

Rule 3. When bills are enrolled they shall be examined by the Standing Committees of the Senate and House of Representatives on enrolled Bills, acting conjointly, who shall carefully compare the enrollment with the engrossed bills as passed by the two houses, and correcting any errors that may be discovered in the enrolled bills, make their report forthwith to their respective houses.

Rule 4. After examination and report, each bill shall be signed in the respective houses, first by the Speaker of the House of Representatives, then by the President of the Senate.

Rule 5. After a bill shall have been thus signed in each house, it shall be presented by the said committee to the Governor of the State for his approbation, it being first indorsed on the back of the roll, certifying in which house the same originated, which indorsement shall be signed by the Secretary or Clerk, as the case may be, of the house