RULES AND PROCEDURE OF THE SENATE

DUTIES OF THE PRESIDENT

Call to Order

Rule 1. The President shall take the chair on every Legislative day at the hour to which the Senate shall have adjourned at the last sitting, immediately call the Senate to order and, on the appearance of a quorum, proceed to business.

Order and Decorum

Rule 2. He shall preserve order and decorum and in case of disturbance or disorderly conduct in the lobby or galleries may cause the same to be cleared.

Control of Chamber

Rule 3. He shall have the general control, except as provided by rule or law, of the Senate Chamber and of the corridors and passages and of the unappropriated room in that part of the Capitol assigned to the use of the Senate, until otherwise ordered.

Appointment of Committees

Rule 4. He shall appoint all standing committees and all select and conference committees which shall be ordered by the Senate from time to time.

Questions of Order

Rule 5. He shall sign all Acts, Resolutions, writs, warrants and subpoenas of or issued by order of the Senate; and decide the questions of order subject to an appeal by any Senator, on which appeal no Senator shall speak more than once, unless by permission of the Senate. He may speak to points of order in preference of other Senators.

Voting and Division

Rule 6. He shall put questions in this form, to wit: "As many as are in favor (as the question may be) say aye;" and after the affirmative voice is expressed, "As many as are opposed, say no;" if he doubts, or if a division is called for, the Senate shall divide; those in the affirmative of the question shall rise first from their seats, and then those in the negative, and the Secretary shall count the votes; if he still doubts, or a count is required by at least five Senators, he shall name one from each side of the question to tell the Senators in the affirmative

and negative; which being reported he shall rise and state the decision.

Vacating Chair

Rule 7. He shall have the right to name any Senator to perform the duties of the chair but said substitutions shall not be extended beyond an adjournment; provided, however, that in case of his illness, absence or other inability to discharge his duties, the President Pro Tempore shall discharge the duties in all respects as the President himself might do, and the Journal shall show who is presiding at all times.

ROLL CALL AND VOTING

Roll Call

Rule 8. Upon every roll call the names of the Senators shall be called alphabetically by surname, except where two or more have the same surname, in which case the number of the Senatorial District shall be added. The President's name shall be called at the end of the roll call.

Compelling Attendance

Rule 9. In all calls of the Senate the doors shall be closed, the names of the Senators shall be called by the Secretary, and the absentees noted, and those for whom no sufficient excuse is made, may, by order of a majority of those present, be sent for and arrested, wherever they may be found, by officers to be appointed by the President for that purpose, and their attendance secured and retained; and the Senate shall determine upon what conditions they shall be discharged.

Determining a Quorum

Rule 10. On the demand of any Senator, or at the suggestion of the President, the names of Senators sufficient to make a quorum in the Chamber of the Senate but who do not vote shall be noted by the Secretary and recorded in the Journal, and reported to the President with the names of the Senators voting, and be counted and announced in determining the presence of a quorum to do business.

Voting

Rule 11. Every Senator shall be present within the Chamber of the Senate during its sitting, unless excused or necessarily prevented, and shall vote on each question put, unless he has a

direct, personal or pecuniary interest in the event of such question, or is excused from voting by the Senate.

Pairing

Rule 12. Pairs shall be announced by the Secretary after the completion of the roll call, from a written statement sent to the desk by one Senator of the pair announcing how he and the Senator with whom he is paired would vote were they both voting.

Explanation of Vote

Rule 13. Any Senator shall be permitted to explain his vote after roll call, by reducing his explanation to writing and filing the same with the Secretary, who shall cause the same to be spread upon the Journal immediately following the results of the vote.

BUSINESS OF THE SENATE

Sessions

Rule 14. The Senate shall meet daily except Sundays. The hour for convening for the morning session shall be 11:00 A.M., and the hour for adjournment for said morning session shall be 1:00 P.M. When the Senate shall determine to hold morning and afternoon sessions, the hour for convening for the afternoon session shall be 3:00 P.M. and the hour for adjournment shall be 5:00 P.M.

Daily Order

Rule 15. The daily order of business shall be as follows:

1. Roll Call.
2. Prayer by Chaplain.
3. Introduction of distinguished guests under Rule 62.
4. Reading of Journal.
5. Correction and approval of the Journal.
6. Reports of Committees.
7. Introduction of Resolutions, Memorials, Bills and Joint Resolutions.
8. Consideration of Senate Resolutions.
9. Consideration of other Resolutions.
10. Messages from the Governor.
11. Messages from the House of Representatives.
12. Order of the Day.

13. Special Order.
14. Consideration of Bills and Joint Resolutions on Third Reading.
15. Consideration of Bills and Joint Resolutions on Second Reading.
16. Miscellaneous business.
17. Petitions and Memorials.

Governor's Messages, Reports, Communications, Etc.

Rule 16. Messages from the Governor shall be referred to the appropriate committee without debate. Reports and communications from the heads of departments, and other communications addressed to the Senate, and Bills, Resolutions and messages from the House of Representatives may be referred to the appropriate committee in the same manner and with the same right of correction as Bills presented by Senators; but Senate Bills, with House Amendments may be at once disposed of as the Senate may determine; and House Bills and House Joint Resolutions favorably reported by a committee of the Senate may be substituted for such Senate Bill or Joint Resolution on motion of any Senator.

Unfinished Business

Rule 17. The unfinished business in which the Senate was engaged at the time of the last adjournment shall have the preference in the Order of the Day after motions to reconsider have been disposed of.

DECORUM AND DEBATE

Recognition

Rule 18. When any Senator desires to speak or deliver any matter to the Senate, he shall rise at his desk and respectfully address himself to "Mr. President," and on being recognized, may address the Senate from any place on the floor, and shall confine himself to the question under debate, avoiding personalities. When two or more members arise at once, the President shall name the Senator who is first to speak.

Speaking Out of Order

Rule 19. If any Senator, in speaking or otherwise shall transgress the rule of the Senate, the President shall, or any Senator may, call him to order; in which case he shall immediately sit down, unless permitted, on motion of another Senator,

to explain, and the Senate shall, if appealed to, decide on the case without debate; if the decision is in favor of the Senator called to order, he shall be at liberty to proceed, but not otherwise; and if the case require it, he shall be liable to censure or such punishment as the Senate may deem proper.

Time of Speaking

Rule 20. No Senator 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 Senate nor for any longer period of time than thirty minutes, without yielding the floor, except by consent of a majority of the Senators present.

Decorum

Rule 21. While the President is putting a question no member shall walk out or across the hall, nor when a Senator is speaking pass between him and the Chair, and during the session of the Senate no Senator shall remain by the Secretary's desk during the calling of the roll or the counting of the ballots, and the Sergeant-at-Arms is charged with strict enforcement of this clause.

Order and Privilege

Rule 22. No Senator speaking shall be interrupted by another but by rising to call order, or a question of privilege, without the consent of the Senator speaking, and no Senator shall speak on a question after it is put to vote.

MOTIONS AND QUESTIONS OF PRIVILEGE

Motions Made

Rule 23. Every motion made to the Senate and entertained by the President shall be reduced to writing on the demand of any member, and shall be entered on the Journal with the name of the Senator making it unless it is withdrawn the same day.

Motions Stated

Rule 24. When a motion has been made, the President shall state it, or (if it be in writing), cause it to be read aloud by the Secretary before being debated, and it shall then be in possession of the Senate, and may be withdrawn at any time before a decision or amendment.

Rule 25. When any motion or proposition is made, the question "Will the Senate now consider it?" shall not be put unless demanded by a member.

Precedence of Motions

Rule 26. When a question is pending no motion shall be received but:

(a) To adjourn
(b) To suspend rules
(c) To adjourn to a time certain
(d) To take a recess
(e) To proceed to the consideration of Executive Business
(f) To postpone to a day certain
(g) To commit
(h) To amend or substitute
(i) To postpone indefinitely

Which several motions shall have precedence as they stand arranged; and the motion relative to adjournment, to take a recess, to proceed to the consideration of Executive Business, shall be decided without debate.

Substitute Motions

Rule 27. 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 rejection of the substitute as amended, shall be to reinstate the original for consideration.

Division of Motion

Rule 28. On the demand of any Senator before a question is put, the question shall be divided if it includes propositions so distinct in substance that one being taken away, a substantive proposition shall remain.

Motion to Suspend Rules

Rule 29. Pending a motion to suspend the rules, the President may entertain one motion that the Senate adjourn, but after the result thereon is announced he shall not entertain any other dilatory motion until the vote is taken on suspension. A motion to suspend the rules shall be decided without debate; provided, however, that the mover shall be allowed to speak for one minute on explaining the reason for said motion.

Questions of Privilege

Rule 30. Questions of privilege shall be first, those affecting the rights of the Senate collectively, its safety, dignity and the integrity of its proceedings; second, the rights, reputation

and conduct of Senators individually, in their respective capacity only; and shall have precedence of all other questions, except motions to adjourn.

Legislative Expenditures

Rule 31. All questions, motions or Resolutions involving legislative expenditures shall be referred to the Committee on Legislative Management and Population.

BILLS AND RESOLUTIONS

Introduction

Rule 32. An original and five exact and legible copies (6 altogether) of a Bill – general or local – are required for introduction.

A Bill must contain a title prefaced by the words "A Bill To Be Entitled An Act" – and must contain an enacting clause reading "Be It Enacted By The Legislature of the State of Florida:"

A Bill shall be typewritten in pica type, or larger, using a black typewriter ribbon, or mimeographed or printed in black, according to prescribed form without erasures or interlineations on plain white paper of legal size (8½ x 14 inches).

An exact copy of the title, as it appears in the Bill, must be typed in full on title sheet forms furnished by the Sergeant-At-Arms. The original and three exact (4 altogether) copies of the title sheet must be attached with paper clip to the inside of the original Bill for introduction.

A Senate Resolution, Concurrent Resolution, Memorial or Joint Resolution shall be prepared in the same manner as a Bill except that in lieu of attaching a title sheet in quadruplicate, as hereinabove mentioned, two exact and complete copies (not in jackets) must be attached by paper clip to the inside of the original of the Senate Resolution, Concurrent Resolution, Memorial or Joint Resolution.

A Senate Resolution shall contain a resolving clause "BE IT RESOLVED BY THE SENATE:"

A Joint Resolution shall contain a resolving clause "BE IT RESOLVED BY THE LEGISLATURE OF THE STATE OF FLORIDA:"

A Concurrent Resolution shall contain a resolving clause "BE IT RESOLVED BY THE SENATE, THE HOUSE OF REPRESENTATIVES CONCURRING:"

A Memorial shall contain a resolving clause "BE IT RESOLVED BY THE LEGISLATURE OF THE STATE OF FLORIDA:"

The original and five copies (6 altogether) of a Bill, Resolution, Concurrent Resolution, Memorial or Joint Resolution must be 'backed', that is, securely stapled in a Senate jacket form which shall contain in the spaces provided therefor a copy of the title of the Bill or, if the title is too lengthy to be typed in full in the space provided, an abbreviation of the title sufficient to identify the Bill, with the name and the district of the Senator introducing same.

The original and five copies (6 altogether) must have clearly stamped on the jacket of each, above the space provided for the number, "Original, Duplicate, Third Copy, Fourth Copy, Fifth Copy, House Copy."

The President of the Senate shall refer the Bill, Resolution or Memorial to the appropriate committee or committees for consideration. Should a Senator desire the Bill, Resolution or Memorial referred to a particular or special committee or committees, he shall make such motion and such motion must be adopted by a two-thirds affirmative vote to be effective in determining the reference. In all cases the title and reference thereof shall be entered in the Journal. The Secretary shall keep a file of the original copy of all Bills, Resolutions and Memorials and separate file for duplicate copies thereof. The third (3rd) copy shall be delivered to the press for its use, the fourth (4th) copy to the Sergeant-At-Arms who shall keep the same in a file in his office for the use and benefit of the public, the fifth (5th) copy shall be delivered to the Legislative Reference Bureau for use in preparing the daily summary, and the House copy shall be delivered to the House of Representatives for the use of the members thereof.

A standing committee may introduce Bills, Joint Resolutions, Concurrent Resolutions, Memorials and Resolutions, and when so introduced by a standing committee, and if the subject thereof properly relates to the business of such committee, then the same shall be referred to the Calendar without committee reference.

No original Bill, while in the custody of the Senate, shall be taken from the Secretary's file. No duplicate shall be removed from the Secretary's file by anyone other than a Senator or a proper committee to which such Bill has been referred. Upon release of any duplicate, the Secretary shall obtain the receipt of the Senator, the chairman of the committee to which the Bill was referred, or the authorized secretary of the committee.

The President shall require the Secretary to so identify and mark the original copy of each Bill, Joint Resolution, Memorial, Resolution, or Concurrent Resolution introduced as Senate Legislation, as will insure its identification, and each page thereof, as the item introduced in order to prevent unauthorized or improper substitutions therefor. The means of identification shall be determined by the President and the Secretary and may be by the use of machines as used in banks for validating or canceling checks or other documents, or by the use of any other device to accomplish the purpose of this rule. Any such device so used shall be used by and at all times shall be in the custody of the Secretary or some person authorized therefor by the President and the Secretary and its use by any person not authorized by this rule shall be prohibited.

All general Bills to be introduced shall be presented to the Secretary one hour prior to the convening of the Senate. All Bills presented to the Secretary within less than one hour prior to the convening of the Senate shall be carried over to the following legislative day.

By Request

Rule 33. When a Bill, Resolution or Memorial is introduced "by request" these words shall be entered upon the Journal.

Local Bills

Rule 34. All local Bills which require publication shall, when introduced, have proof of publication securely attached to the original copy of the Bill as the first or front page thereof and the words "Proof of Publication Attached" clearly typed or stamped on the jacket or the same shall be rejected by the Secretary.

Population Acts

Rule 35. All "population acts" shall be referred to a special committee of five members to be appointed by the President

whose duty shall be to report the county or counties affected by said Bill.

PROCEDURE

Introductions Out of Order

Rule 36. No Bill or Joint Resolution shall be introduced by a member without special leave, except under the regular order of business, and all Bills and Joint Resolutions when so introduced shall be committed before they are passed to Second Reading.

Reading

Rule 37. Any Bill or Resolution shall be read in full at the request of any Senator, unless objection be made, when the question shall be determined by the Senate without debate.

Reading on Separate Days

Rule 38. No Bill or Joint Resolution shall pass to be engrossed without two separate readings on two separate days.

Reference for Engrossing

Rule 39. All Bills and Joint Resolutions after second reading shall be committed for engrossing, and when the same are correctly engrossed they shall be so endorsed by the Secretary as Ex Officio Engrossing Secretary; 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 for engrossing, unless the Senate shall order otherwise, and shall be considered as engrossed.

Amending After Engrossed

Rule 40. 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 unless it is otherwise ordered by the Senate and shall not lose its place on the Calendar.

Concurrent Resolutions and Memorials

Rule 41. Before being put upon adoption, which shall be by viva voce vote unless a roll call is requested by five Senators, every Resolution or Memorial in which concurrence by the House of Representatives is necessary shall receive two readings which, unless two-thirds of the members present shall

decide otherwise, shall be upon different days. Upon proceeding thereto the Reading Secretary shall announce whether the reading be the first or second reading.

Resolutions Requiring Information

Rule 42. All orders or Resolutions requiring information from the Governor, Cabinet Officers or action of a committee shall be read to the Senate and acted upon as in case of motions, and shall be spread upon the Journal of the Senate.

Absence of Introducer

Rule 43. 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 on any of its readings, such Bill or Resolution shall be passed and placed at the foot of the Calendar, and shall not be taken up out of order or its place on the Calendar changed against the order of progress, except by unanimous consent; and if such Bill or Resolution shall not be finally voted upon when for the third time it is reached in regular order it shall be automatically tabled.

AMENDMENT

Rule 44. No Amendment shall be offered to any Bill or Resolution (requiring more than one reading) except on second reading or by unanimous consent. No Amendment shall be offered which in effect substitutes a new Bill or Resolution for the Bill or Resolution under consideration. This shall not be construed to prevent a committee from offering a Committee Substitute Bill or Resolution, or the offering of an Amendment of any scope germane to the subject matter by a joint conference committee.

Further Amendment

Rule 45. When a motion or proposition is under consideration a motion to amend and a motion to amend that Amendment shall be in order; and it shall also be in order to offer a further Amendment by way of substitute, to which one Amendment may be offered, but which shall not be voted on until the original matter is perfected, but either may be withdrawn before the Amendment or decision is had thereon.

Motion to Strike

Rule 46. A motion to strike out and insert is indivisible,

but a motion to strike out being lost shall neither preclude Amendment nor motion to strike out and insert, and no motion or proposition on a subject different from that under consideration shall be admitted under color of Amendment.

Reconsiderations

Rule 47. When a question has been decided by the Senate, any Senator voting with the prevailing side may, on the same Legislative day or the next Legislative day move a reconsideration thereof, and such motion may be made pending a motion to adjourn, and the making of such motion shall be in order though the time of adjournment has arrived or passed, and such motion shall be a special and continuing order of business for the Legislative day succeeding that on which the motion was made and unless acted on on said day it shall be considered abandoned, and if the Senate shall refuse to consider, or upon consideration, shall confirm its first decision, no further motion to reconsider shall be in order, unless by unanimous consent, provided that during the last five days of the session a motion to reconsider shall be made and acted on the same day that the question is decided.

COMMITEES

Standing Committees

Rule 48. Unless otherwise specifically ordered by the Senate, the President shall appoint, at the commencement of the Session, the following standing committees, viz.:

Agriculture, to consist of nine members.
Appropriations, to consist of thirteen members.
Banking, to consist of nine members.
Building and Loan Associations, to consist of seven members.
Cities and Towns, to consist of seven members.
Citrus Fruits, to consist of thirteen members. 13
Constitutional Amendments, to consist of ~~eleven~~ members.
Corporations, to consist of seven members.
County Organizations, to consist of seven members.
Drainage and Water Conservation, to consist of seven members.
Education, to consist of eleven members.
Finance and Taxation, to consist of thirteen members.
Forestry and Parks, to consist of eleven members.
Game and Fisheries, to consist of ~~seven~~ members.

Governmental Reorganization, to consist of ~~eleven~~ members.
Insurance, to consist of nine members.
Judiciary "A", to consist of seven members.
Judiciary "B", to consist of seven members.
Judiciary "C", to consist of seven members.
Labor and Industry, to consist of nine members.
Legislative Management and Population, to consist of seven members.
Livestock, to consist of ~~nine~~ members.
Miscellaneous Legislation, to consist of thirteen members.
Motor Vehicles, to consist of seven members.
Oil and Natural Resources, to consist of seven members.
Pensions and Claims, to consist of seven members.
Prisons and Convicts, to consist of seven members.
Privileges and Elections, to consist of nine members.
Public Health, to consist of eleven members.
Public Roads and Highways, to consist of eleven members.
Public Utilities, to consist of nine members.
Publicity and Advertising, to consist of nine members.
Rules and Calendar, to consist of thirteen members.
State Institutions, to consist of nine members.
Temperance, to consist of eleven members.
Transportation and Traffic, to consist of seven members.
Veterans Affairs, Aviation ~~and~~ Radio, to consist of seven members.
Welfare, to consist of eleven members.

Chairmen

Rule 49. The first named member of the committee shall be the Chairman, and in his absence, or being excused by the Senate, the next named member, and so on, as often as the case may happen.

Meetings

Rule 50. No committee, except the Committee on Rules and Calendar, shall sit during the meeting of the Senate, without special leave.

Reports

Rule 51. Every Bill or Resolution referred to a committee, other than the Committee on Appropriations, shall be reported back within ten days from the date of its reference, unless

otherwise ordered by the Senate. Reports of committees on Bills and Joint Resolutions shall be filed in triplicate.

Conference Committees

Rule 52. Presentation of reports of committees of conference shall always be in order, except when the Journal is being read, while the roll is being called or the Senate is dividing on any point; and there shall accompany every such report a detailed statement sufficiently explicit to inform the Senate of the effect any amendments or modifications will have upon the measure to which such report relates.

~~Joint~~ Reference

Rule 53. In case of joint reference to two or more committees, such reference shall be considered by each committee separately.

Form of Committee Reports

Rule 54. Committee reports shall be in the following form: "Senator————, Chairman of the Committee on————, reported that the Committee had carefully considered the following Bills: (Title to Bills) and recommends that they do (not) pass (or that they do pass with Committee Amendments as attached thereto;" or that "The Committee reports same without recommendation;" or that "The Committee recommends that the Committee Substitute therefor, as returned herewith, do pass").

Favorable Reports

Rule 55. All favorable reports of Committees on Bills and Joint Resolutions shall be delivered to the Secretary for reference to the Calendar under the direction of the President in accordance with the provisions of Rule 63, and the titles thereof shall be entered on the Journal together with the statement that the same are reported favorably.

Unfavorable Reports

Rule 56. All Bills and Joint Resolutions reported unfavorably shall be laid on the table unless upon motion of a Senator, passed by a two-thirds vote, same shall be placed on the Calendar, in which event it shall be the duty of the Secretary to place the same on the Calendar. When such Bills are reached on Second Reading it shall be the duty of the chairman of the committee making unfavorable report thereon to move for in-

definite postponement and in such case the entry on the Journal shall be: "Senator———, Chairman of the Committee on ————, as required by the rule, moved that————Bill No.———be indefinitely postponed."

Expenses of Special Committees

Rule 57. All expenses incurred by any special committee shall be certified, with the items thereof, under oath, to the Chairman of the Committee on Legislative Management and Population, who shall keep on file all certificates made to him under this rule.

Pay to Witnesses

Rule 58. The rule of paying witnesses subpoenaed to appear before the Senate or either of its committees shall be as follows: for each day a witness shall attend, the sum of Five Dollars; and Five Cents per mile for each mile he shall travel coming to and going from the place of examination, but nothing shall be paid for travel when the witness has been summoned at the place of hearing.

RULES OF THE FLOOR

Persons Entitled to Admission

Rule 59. No person not a member of the Senate shall be admitted inside of the bar, or on the main floor of the Senate while the Senate is in session except Senators, members of the families of the Senators, the Governor and his official representative, his Cabinet Officers, ex-Governors, United States Senators, Members or former Members of the House of Representatives of the United States and of this State, and Judges of the Supreme Court, Circuit Courts and Federal Courts and former State Senators of Florida.

Admission by President

Rule 60. The President shall admit to the floor, under such regulations as he may prescribe, stenographers and reporters wishing to take down the debates and proceedings unless otherwise ordered by the Senate, provided, however, this rule shall not be construed to permit dictation while the Senate is in session, and the provisions of this rule shall not be subject to waiver except by unanimous consent.

Talking Across Bar

Rule 61. No Senator or other person shall talk across the bar or rail of the Senate floor.

Introductions

Rule 62. Daily following prayer by the Chaplain, Senators will be recognized to make brief introductions of visitors to the Senate. Thereafter during the day, recognition of Senators to make introductions shall be only after advance application to the President, in writing, and at such times as the President may permit. Visitors will be recognized wherever they may be seated in the Chamber and, except with prior approval of the President, no person except a former State Senator shall be escorted to the rostrum for recognition.

CALENDAR

Divisions

Rule 63. There shall be four divisions of the Calendar as to Bills and Joint Resolutions as follows:

Senate General Bills

(a) A list of Senate Bills of a general nature and of Joint Resolutions, by title only, which shall be taken up and considered only in their regular order, except by unanimous consent, unless otherwise provided by the Senate.

Senate Local Bills

(b) A list of Senate Bills of local nature, which have been requested by the introducer to be printed on the Calendar, and which shall be taken up and considered only in regular order at such time as may from time to time be designated by the Committee on Rules and Calendar.

House General Bills

(c) A list of House Bills of general nature and of House Joint Resolutions, by title only, which shall be taken up and considered only in their regular order except by unanimous consent, unless otherwise provided by a special rule reported by the Committee on Rules and Calendar and approved by the Senate.

House Local Bills

(d) A list of House Bills of local nature, which have been

requested by the Senator from the Senatorial District involved to be printed on the Calendar, which shall be taken up and considered only in their regular order at such time as may be designated by the Committee on Rules and Calendar.

Preparing

Rule 64. In making up the Calendar the Secretary shall list all Bills and Resolutions under appropriate headings with reference to their origin, whether in the Senate or House, whether general or local, and whether on second or third reading.

Publishing

Rule 65. The Calendar of the Local Bills shall be published only on the days when sessions have been set aside for the consideration of such Bills, and on the preceding day.

Special Order Calendar

Rule 66. The Committee on Rules and Calendar may, from day to day, during the last ten working days of the session, submit a Special Order Calendar fixing the priority of business to be transacted before the Senate which shall be constituted of general measures of major importance and no other matters shall be considered until such Special Order Calendar has been disposed of; provided, however, that any Bill or Resolution appearing in such Special Order Calendar may be removed therefrom or any Bill may be placed thereon by a two-thirds vote of the Senate.

MESSAGES

To the House

Rule 67. After final passage or adoption by the Senate all Bills, Joint Resolutions, Concurrent Resolutions, or Memorials shall, upon expiration of the time for reconsideration thereof as provided by Rule 47, be transmitted by the Secretary to the House of Representatives without the necessity of a motion or other action by the Senate. The Secretary shall previously endorse thereon the final determination of the Senate thereon.

From the House

Rule 68. Messages received from the House of Representatives and the Governor giving notice of Bills passed or approved, shall be entered in the Journal of the day's proceedings.

JOURNAL

Official Journal

Rule 69. It shall be the duty of the Recording Secretary of the Senate to bind together one copy of the Journal each day, after it shall have been approved by the Senate, and prepare an index upon forms to be furnished by the Attorney General's Office, and said Journal shall be the official one of the Senate; that such index shall be plainly written or typed, and the Recording Secretary shall have twelve days after the Senate adjourns for completing the index.

Hour of Adjournment Noted

Rule 70. The hour at which the Senate adjourns shall be entered on the Journal.

ATTACHES AND OTHER EMPLOYEES

Attaches

Rule 71. Each even numbered Senatorial District shall be entitled to two attaches, and each odd numbered Senatorial District shall be entitled to four attaches, but the appointment and selection of said attaches shall be determined by the Committee on Legislative Management and Population on the approval of the Senator of the District involved.

Additional Attaches

Rule 72. Should there be the necessity for additional attaches they shall be appointed by the Committee on Legislative Management and Population and only then with the approval of the President of the Senate who shall not approve the same unless the necessity for such work is shown. A list of attaches approved and recommended by each Senator shall be furnished the Committee on Legislative Management and Population and attaches shall be assigned and reassigned under the supervision of this Committee. Except by unanimous consent the total number of attaches, exclusive of the Secretary, Sergeant-at-Arms, Reading Secretary and Assistant Reading Secretary elected by the Senate, shall not exceed a maximum of 165 at any time, except that this rule shall not conflict with carrying out the provisions of Rule 74. Attaches unable to efficiently perform the duties assigned to them shall be replaced on recommendation of the Committee on Legislative Management and Population with

other attaches appointed and selected by the Committee with the approval of the Senator of the District involved.

Special Appointments

Rule 73. The President of the Senate shall have the authority to appoint the Senate Chaplain, a Secretary to the President and a Bill Clerk.

Enrolling and Engrossing

Rule 74. The Secretary of the Senate shall be Ex Officio Enrolling Secretary or Clerk of the Senate, and Ex Officio Engrossing Secretary or Clerk of the Senate, and with the consent of the Committee on Legislative Management and Population and the consent of the President is authorized to employ from time to time such clerical help and other assistance as may be necessary to properly perform the duties of Enrolling and Engrossing. As Ex Officio Enrolling Secretary or Clerk, and as Ex Officio Engrossing Secretary or Clerk the Secretary shall designate an Assistant Enrolling Secretary or Clerk and an Assistant Engrossing Secretary or Clerk to be in charge of the enrolling and engrossing of Bills, etc., under the supervision of the Secretary.

Attendance of Employees

Rule 75. All employees and attaches, except regular committee clerks and stenographers, shall remain in attendance at all times while the body is in session and, when not in session, shall observe the same hours of employment as regular Capitol employees. Committee clerks and stenographers shall keep themselves available to suit the convenience of the several committees and individual members of the Senate. All employees of the Senate shall stay on the job at all times the Senate is in session, and at other times when required. If attaches miss a day without permission they shall be dropped from the payroll or their compensation reduced as the Committee on Legislative Management and Population may decide.

Supervision of Officers and Employees

Rule 76. The Secretary of the Senate and the Sergeant-at-Arms shall be under the supervision of the President of the Senate.

The Assistant Sergeant-at-Arms, doorkeepers, janitors, pages and other attaches, except where otherwise specifically provided

in these rules, shall be under the supervision of the Sergeant-at-Arms. Stenographers, typists and verifiers, and all clerical assistants employed in the enrolling and engrossing of Bills, except as otherwise provided in these rules, shall be under the supervision of the Secretary.

Lobbying of Attaches

Rule 77. Attaches guilty of lobbying for or against any question before the Senate or House of Representatives shall be discharged immediately.

PARLIAMENTARY RULES

Jefferson's Manual

Rule 78. The rule 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 Senate and House of Representatives.

Changes of Rules

Rule 79. No rule of the Senate shall be changed, amended, altered, suspended, rescinded, waived, or repealed, except by vote of two-thirds of the Senate, provided that unanimous consent shall be necessary to change, modify, waive, or suspend or repeal any rule specifically requiring unanimous consent for such change, modification, waiver or suspension, or any rule providing for its own suspension or waiver by special rule reported by the Committee on Rules and Calendar and approved by the Senate. No Bill can be taken up for consideration out of order without unanimous consent, unless otherwise provided by special rule reported out by the Committee on Rules and Calendar and approved by the Senate.

RULES COVERING EXECUTIVE SESSION

Nominations

Rule 80. 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 are made; and the final question of 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.

Nomination Not Acted Upon

Rule 81. 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 returned to the Governor and shall not be acted upon afterwards, unless again submitted to the Senate by the Governor; and all motions pending to reconsider a vote upon nomination shall fail on such adjournment.

Secret Information

Rule 82. All information or remarks concerning the character or qualification, 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 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.

Executive Business

Rule 83. 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.

Separate Books

Rule 84. The legislative proceedings and executive proceedings of the Senate shall be kept in separate books.

Nominations Acted Upon

Rule 85. 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 limit for making a motion to reconsider the same, or while a motion to consider is pending, unless otherwise ordered by the Senate.

Executive Records

Rule 86. No transcript of the executive record shall be furnished unless by special order of the Senate.

Suspensions or Removals

Rule 87. 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.

The final question on every suspension or removal of officers shall be, "Will the Senate consent to the suspension and removal of said officer?" or, "Will the Senate, upon the recommendation of the Governor, remove said officer?" as the case may require.

Confidential Communications

Rule 88. ALL CONFIDENTIAL COMMUNICATIONS MADE BY THE GOVERNOR SHALL BE BY THE MEMBERS AND OFFICERS OF THE SENATE KEPT SECRET.

Violation of Secrecy Rules

Rule 89. VIOLATION OF THE ABOVE RULES AS TO THE SECRECY OF THE PROCEEDINGS OF EXECUTIVE SESSIONS SHALL BE CONSIDERED BY THE SENATE AS SUFFICIENT GROUNDS FOR THE UNSEATING OF THE OFFENDING SENATOR.

DUTIES OF THE SERGEANT-AT-ARMS

Rule 90. There shall be a Sergeant-at-Arms and one Deputy Sergeant-At-Arms of the Senate and it shall be the duty of said officers to attend the Senate during its sittings to maintain order under the direction of the President or other presiding officer in the chair; to execute the commands of the President of the Senate and of the Senate, and all processes issued by authority thereof, directed to him; to have charge of all property of the Senate, to disburse the expendable materials of the Senate to members of the Senate for their official use; to cause to be printed the number of Journals and Calendars of the Senate certified to him by the Committee on Legislative Management and Population and to comply with any orders or Resolutions of the Senate; to have general charge of the gallery of the Senate provided for the public, and maintain order therein; to provide drinking water for the comfort of the members of the Senate and ice for the same when necessary; to make requisition for all materials in the form of blanks and printed stationery which may be required by the Senate and distribute the same on request of the members; to purchase for the use of the Senate, unless otherwise ordered, all articles which shall be ordered by the Senate to be provided for the use of the Senate which are to be pur-

chased, and rent or otherwise secure any articles which are to be rented or provided under the direction of the Senate Committee on Legislative Management and Population and so ordered by the Senate; and to perform any special duty which may be required by order or Resolution of the Senate, or the President of the Senate in the exercise of his lawful authority; and to police the Senate Chamber and committee rooms and be responsible therefor.

The Sergeant-At-Arms shall assign to the members of the Senate the offices as selected by such members, priority of such selection to be governed by the length of service as a member of the Senate. All such selections must be made by the members in writing at least sixty days prior to the convening of the Legislature.

TRANSMISSION OF BILLS, JOINT RESOLUTIONS, CONCURRENT RESOLUTIONS AND MEMORIALS BETWEEN HOUSES

Rule 91. While Bills, Joint Resolutions, Concurrent Resolutions and Memorials are being transmitted between the two Houses they shall be on paper and under the signature of the Secretary of the Senate or the Chief Clerk of the House of Representatives.

ENROLLMENT

Rule 92. After a Senate Bill, Joint Resolution, Concurrent Resolution or Memorial shall have passed both Houses it shall be enrolled as provided by Chapter 7346, Laws of Florida, Acts of 1917, under the direction and supervision of the Secretary of the Senate as Ex Officio Enrolling Clerk.

SIGNING OF ENROLLED BILLS

Rule 93. Upon being enrolled as provided in the preceding paragraph, the enrolled Bill, Joint Resolution, Concurrent Resolution or Memorial shall be signed first by the President and the Secretary of the Senate, if it originated in the Senate, and by the Speaker and the Chief Clerk of the House of Representatives, if it originated in the House of Representatives. After being signed by said officers of the House in which the Bill, Joint Resolution, Concurrent Resolution or Memorial originated the same shall then be presented to the corresponding officers of the other House for signature.

PRESENTATION TO GOVERNOR

Rule 94. After a Senate Bill, Joint Resolution, Concurrent Resolution or Memorial shall have been thus enrolled and signed by the officers of each House to show the House in which the same originated and the dates on which it passed the respective Houses, the same shall be transmitted to the Governor by the Secretary of the Senate.

Upon delivery of a Senate Bill, Joint Resolution, Concurrent Resolution or Memorial to the Governor by the Secretary the fact and date of delivery thereof shall be reported to both Houses which report shall be entered upon the Journal of each House.

Rule 95. The form of report to be made by the Secretary of the Senate as required by Rule 92 shall be as follows:

Your Enrolling Clerk to whom was referred – (Here list the Bills, Joint Resolutions, Concurrent Resolutions or Memorials by numbers but do not show titles) – begs leave to report same have been properly enrolled, signed by the President and Secretary of the Senate, and by the Speaker and Chief Clerk of the House of Representatives, and presented to the Governor on .....19....., for his approval.

.....

Secretary of the Senate as
Ex Officio Enrolling Clerk
of the Senate.

SENATE COMMITTEES—1955

COMMITTEE ON AGRICULTURE

Senator Bronson, Chairman; Senator Black, Vice-Chairman; Senators Douglas, Johnson, Stratton, Edwards, Baker, Pearce and Carlton.

COMMITTEE ON APPROPRIATIONS

Senator Pope, Chairman; Senator Stratton, Vice-Chairman; Senators Melvin, Johnson, King, Carraway, Black, Morgan, Hodges, Tapper, Carlton, Fraser and Rood.

COMMITTEE ON BANKING

Senator Clarke, Chairman; Senator Barber, Vice-Chairman; Senators Douglas, Carraway, Connor, Stratton, Hodges, Gautier (28th) and Getzen.