

SENATE RULES

Rule One

OFFICERS AND EMPLOYEES

1.1—A President and a President Pro Tempore shall be elected at the organizational session preceding each regular session of the State Senate. They are to continue in office until their successors are chosen and qualified or until the expiration of their term, whichever shall first occur. They shall take an oath to support the Constitution of the United States and of the State of Florida, and for the true and faithful discharge of their duties of office to the best of knowledge and ability.

Election of
President
and President
Pro Tempore

1.2—There shall be a Secretary of the Senate who shall be elected for a period of two (2) years, pursuant to the provisions of Section 11.15, Florida Statutes, and who shall keep the Secretary's office open during and between sessions of the legislature on a permanent basis. A permanent staff of assistants shall be appointed to efficiently transact such business as assigned, or required by law or by rules of the Senate, during and between sessions of the legislature. The Secretary shall take an oath to support the Constitution of the United States and of the State of Florida, and for the true and faithful discharge of the duties of office to the best of knowledge and ability.

Secretary of
the Senate

The Secretary shall be under the supervision of the President of the Senate and shall be the enrolling and engrossing clerk of the Senate. The Secretary shall designate an assistant engrossing and enrolling clerk and such other personnel as may be reasonably necessary to discharge the functions.

All secretaries, stenographers, typists, verifiers and other clerical assistants not specifically assigned to a Senator or to a committee shall be under the supervision of the Secretary.

1.3—There shall be a Sergeant At Arms of the Senate who shall be elected for a period of two (2) years, pursuant to the provisions of Section 11.15, Florida Statutes. The Sergeant At Arms shall be under the super-

Sergeant At Arms

vision of the President of the Senate. He shall take an oath to support the Constitution of the United States and of the State of Florida, and for the true and faithful discharge of the duties of office to the best of knowledge and ability.

The doorkeepers, janitors, pages and other attaches, except where otherwise specifically provided in these rules, shall be under the supervision of the Sergeant At Arms.

It shall be the duty of the Sergeant At Arms to attend the Senate during its sessions and maintain order under the direction of the President or other presiding officer; 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 Secretary of the Senate 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 press, and maintain order therein; and to police the Senate Chamber and committee rooms and be responsible therefor.

1.4—The President of the Senate shall appoint the Senate Chaplain, secretary to the President and a bill clerk for his office. The Committee on Rules and Calendar, subject to the approval of the President, shall employ such additional attaches and personnel as may be reasonably necessary to fulfill the functions of the State Senate. The President shall have the right to discharge any employee or attache of the Senate, except those officers elected by it, and the pay of such employee or attache shall stop upon the day of discharge. Each Senator shall be entitled to three (3) attaches, the names of which shall be submitted to the Committee on Rules and Calendar, but all other questions, motions or resolutions involving legislative expenditures shall be referred to, or originated by, the Committee on Rules and Calendar.

1.5—No employee or attache of the Senate shall, di-

Employees forbidden to lobby
rectly or indirectly, interest or concern himself or herself with the passage or consideration of any measure whatsoever. If any employee or attache so interests, or concerns himself or herself with any measure it shall be grounds for summary dismissal.

Hours of employment and duties of employees
1.6—Employees and attaches shall perform the duties assigned to them by orders of the President and allotted them by rule or custom of the Senate. All such attaches and employees shall remain on duty at all times when the Senate is in session. When the Senate is not in session, they shall observe the same hours of employment as regular capitol employees. Committee clerks and secretaries shall be available for the convenience of the several committees and of the individual members of the Senate.

Penalty for absence of employees without permission
1.7—If employees are absent without prior permission, save for just cause, they shall be dropped from the payroll or forfeit compensation for the period of absence.

Election by Ballot
1.8—In all cases of ballot, a majority of the votes given shall be necessary to an election. Where there shall not be such a majority on the first ballot, the ballots shall be repeated until a majority be obtained. If, however, no one be elected on the first three (3) ballots, then the names after the top two (2) in number of votes received on the third tally of the votes shall be dropped and the Senate shall ballot on the two (2) names remaining. In all balloting, blank ballots shall be rejected and not taken into the count in enumeration of votes reported by the teller.

Rule Two

THE PRESIDENT AND PRESIDENT PRO TEMPORE

Calling the Senate to order; and correction of the Journal
2.1—The President shall take the chair on every legislative day precisely at the hour to which the Senate adjourned at the last sitting, immediately call the Senators to order and, on the appearance of a quorum, cause prayer to be said and the Journal of the previous proceedings to be approved and proceed to other business.

2.2—The President shall preserve order and decorum and, in case of disturbance or disorderly conduct in the galleries or in the lobby, may cause the same to be cleared.

The President preserves order on floor, in galleries and lobby

2.3—The President shall have general control of the Chamber, corridors, passages and rooms of the Senate whether in the Capitol or elsewhere.

The President's control of Chamber, corridors, and rooms

2.4—The President shall sign all acts, joint resolutions, resolutions, memorials, writs, warrants, subpoenas, and authorizations for payment or other papers issued by the Senate. The President shall approve vouchers for secretarial, travel and other office expense of Senators during periods when the Senate is not in session. He shall decide all questions of order, subject to an appeal by any Senator. He may require the Senator raising a point of order to cite the rule or other authority in support of the question. Upon appeal, no Senator (except the Senator taking the appeal) shall speak more than once, save by permission of the Senate. The Senator taking the appeal shall have the right to close the debate.

The President's signature to acts, warrants, subpoenas, etc.; and decision of questions of order subject to appeal

2.5—The President shall appoint all standing, select and conference committees which, from time to time, may be ordered by the Senate.

Appointment of Committees

2.6—The President shall not be required to vote in ordinary legislative proceedings other than on final passage of a bill or resolution, except where his vote would be decisive. In all yea and nay votes, the President's name shall be called last.

The President's Vote

2.7—The President shall have the right to name any Senator to perform the duties of the Chair, but such substitution shall not extend beyond one (1) legislative day. In his absence and omission to make such appointment, the President pro tempore shall act during his absence.

Vacating Chair

2.8—Upon the death of the President, the President Pro Tempore shall perform the duties of the office until and unless the Senate shall elect a successor. Upon and during the disability, absence or incapacity of the President beyond one legislative day, the President Pro Tempore shall perform his duties.

President
Pro Tempore

Rule Three

THE SECRETARY OF THE SENATE

3.1—In the absence of the President and President Pro Tempore of the preceding session, the Secretary of the Senate shall, at the beginning of the session of the Legislature, or at the organizational session, call the Senators to order, and pending the election of a President or President Pro Tempore, preserve order and decorum, and decide all questions of order subject to appeal by any Senator. The duties of this Section may be delegated by the Secretary to any Senator.

Secretary's
duties at
organization

3.2—The Secretary shall cause to be kept a correct Journal of the proceedings of the Senate, and this daily Journal shall be numbered serially from the first day of each session of the Legislature. He shall superintend the engrossing, enrolling and transmitting of bills, resolutions and memorials; shall not permit any records or papers belonging to the Senate to be taken out of his custody other than in the regular course of business and only then upon proper receipt and shall report any missing papers to the President.

Duties generally;
keeps Journal

3.3—The Secretary shall prepare a daily Calendar which shall set forth: (1) the order of business; (2) the nature of the committee report on each bill, i.e., whether favorable, favorable with committee amendments or favorable with committee substitute, and (3) the status of each bill, i.e., whether on second or third reading.

Prepares
daily Calendar

3.4—The Secretary shall have read to the Senate all papers ordered to be read; note responses of Senators when the roll is called to determine the presence of a quorum; call the roll and note the answers of Senators when a question is taken by yeas and nays; assist, under the direction of the President, in taking the count when any vote of the Senate is taken by a show of hands or otherwise.

Reads papers,
calls roll

3.5—The Secretary shall attest to all writs, warrants, subpoenas and authorizations for payment issued by order of the Senate and to the passage of all bills, resolutions and memorials.

Attests warrants
and subpoenas;
Certifies passage

3.6—The Secretary shall prepare the copy for all printed forms used by the Senate.

Prepares
printed forms

3.7—The Secretary shall assign such assistants as may be authorized by the President for the performance of the duties required of him. These assistants shall be subject to the Secretary's orders.

Assigns
assistants

3.8—The Secretary shall examine bills upon their tender for introduction to determine whether superficially these meet the requirements of the Constitution for the presence of the enacting or resolving clause or provision in local bills for advertising or for referendum but beyond calling an apparent defect to the attention of the introducer, the obligation of the Secretary shall end and responsibility for legal and constitutional correctness shall be that solely of the introducer.

Responsibility
for legal form
of bills, etc.

3.9—The Secretary shall maintain, in addition to a numerical index of bills and resolutions, a cumulative index of measures by their introducers.

Keeps
indices

3.10—The Secretary shall keep a separate journal of the proceedings of the executive sessions of the Senate.

Separate
Journals

Rule Four

THE MEMBERS

4.1—Every Senator shall be within the Senate Chamber during its sittings unless excused or necessarily prevented, and shall vote on each question put, except that no Senator shall be permitted to vote on any question immediately concerning his private rights as distinct from the public interest.

Attendance
and
voting

4.2—The President may excuse any Senator from attendance on the Senate and its committees for any stated period, and such excused absence shall be noted on the Journal.

Excused
Absence

4.3—Any Senator absenting himself from attendance on the Senate or its committees, and having in his possession any papers relating to the business before the Senate, shall leave such papers with the Secretary before departing from the Capitol Building.

Papers
shall be
left

4.4—Any Senator who answers roll call at the opening of any daily session, or who enters after roll call and announces his presence to the Senate, shall thereafter be deemed as present unless leave of absence is obtained from the President.

Members
deemed
present
unless
excused

4.5—In cases of contest for a seat in the Senate, notice setting forth the grounds of such contest shall be given by the contestant to the Senate prior to the day of the organizational session of the Legislature, and in such case, the contest shall be determined by majority vote as speedily as reasonably possible.

Contested
seat

4.6—Each Senator shall be entitled to such facilities and expense as may be necessary and expedient to the fulfilment of the duties of the office, the location and sufficiency of which shall be determined by the Committee on Rules and Calendar.

Facilities for
Members

Rule Five

COMMITTEES

5.1—At, or prior to the commencement of each regular session of the Legislature, the President shall appoint the membership of these standing committees:

Standing
Committees

- Agriculture and Livestock
- Anti-Crime
- Apportionment, Resolutions and Memorials
- Appropriations
- Banking, Securities and Loans
- Citrus
- Congressional Liaison, Intergovernmental and Veterans Affairs and Communications
- Education—Higher Learning
- Education—Public Schools and Junior Colleges
- Ethics and Privileged Businesses
- Finance and Taxation
- Game and Fish
- Governmental Reorganization
- Health and Welfare
- Insurance
- Judiciary “A”
- Judiciary “B”
- Labor and Industry
- Mental Health, Retardation and State Institutions
- Public Roads and Highways
- Retirement and Claims
- Rules and Calendar
- Transportation and Safety
- Urban Affairs and Local Government
- Water Conservation, Salt Water and Natural Resources

At a special session of the legislature dealing with constitutional revision, the President shall appoint a Committee on Constitutional Revision.

Each committee shall consist of not less than five (5) nor more than twenty-five (25) members, one of whom shall be designated by the President as Chairman and another as Vice Chairman.

Committees shall meet on the call of the Chairman; or, in his absence, the Vice Chairman.

5.2—The Chairman, or in his absence, the Vice Chairman, shall cause to be given at least two (2) hours prior notice in writing to the introducer of any bill to be considered by a committee, and any Senate bill or resolution reported unfavorably by any committee without such notice to and an opportunity to be heard having been given to its introducer, shall be recommitted to the committee reporting the same unfavorably upon the point of order being made within one (1) day after such report is printed in the Journal. This privilege shall also extend to any Senator, not an introducer, who has given the Chairman written notice of his desire to be heard on a specific bill, provided such notice shall have been given at least two (2) hours prior to the committee meeting. The committee to which the bill or resolution is thus committed shall proceed to reconsider it and shall report on it as if originally referred. This Rule shall also apply to House bills and resolutions.

5.3—Committees shall dispatch as expeditiously as reasonably possible and proper the public business assigned them. For the purpose of facilitating this, the President shall group the standing committees in such manner as to provide each with an opportunity to meet without conflict of its Members with the meetings of other committees to which they have been appointed. During the first thirty (30) calendar days of the regular legislative session, the committees shall have reserved to them the following days and hours of meeting:

GROUP ONE: 7:00-8:30 a.m. Tuesdays, Thursdays and Fridays.

Ethics and Privileged Businesses
Governmental Reorganization
Mental Health, Retardation and State Institutions
Transportation and Safety

GROUP TWO: 7:00-8:30 a.m. Wednesdays.

Apportionment, Resolutions and Memorials
Congressional Liaison, Intergovernmental and
Veterans Affairs and Communications
Game and Fish
Public Roads and Highways

GROUP THREE: 8:30-10:00 a.m. Mondays, Wednesdays and Fridays.

Citrus
Health and Welfare
Insurance
Water Conservation, Salt Water and Natural Resources

GROUP FOUR: 8:30-10:00 a.m. Tuesdays and Thursdays, 5:00-6:30 p.m. Wednesdays.

Agriculture and Livestock
Judiciary "A"
Judiciary "B"
Labor and Industry
Retirement and Claims

GROUP FIVE: 2:00-3:00 p.m. Mondays through Fridays.

Anti-Crime
Rules and Calendar
Urban Affairs and Local Government

GROUP SIX: 3:00-5:00 p.m. Mondays through Fridays.

Appropriations
Finance and Taxation

GROUP SEVEN: 5:00-6:30 p.m. Mondays, Tuesdays and Thursdays.

Banking, Securities and Loans
Education—Higher Learning
Education—Public Schools and Junior Colleges

The Committee on Rules and Calendar shall provide a schedule of days, hours and places for the meeting of committees after completion of the initial thirty (30) days of the session.

5.4—Committees shall regularly meet in the room assigned for their use by the Sergeant At Arms, and notice of such assignment shall be posted permanently on a bulletin board provided for this purpose in the public corridor leading into the Chamber of the Senate. A list of each day's regular committee meetings, together with notice of special meetings when these shall have been given to the Secretary in writing by 4:30 P. M. of the preceding legislative day, and during the first thirty (30) days of the session by 2:30 P. M. on Fridays, shall appear at the head of the daily calendar. Saturday meetings shall be announced in the Friday Calendar when no Calendar is printed for Saturday. Notice of regular and special meetings shall also be given in writing by the Chairman, or by the person authorized to call a meeting in his absence, to each member of the committee. The Committee Chairman may arrange with the Sergeant At Arms for evening or other special meetings. No committee shall meet while the Senate is in session without special leave, except the Committee on Rules and Calendar. Before any standing committee of the Senate holds a meeting while the legislature is not in session a notice of said meeting shall be filed with the Secretary of the Senate at least seven days prior thereto.

5.5—All meetings of all committees shall be open to the public at all times, subject always to the power and authority of the Chairman to maintain order and decorum. If any matter is reported on the basis of a poll of the committee such matters shall be re-referred to the committee upon a point of order.

5.6—Every bill, joint resolution, resolution and memorial referred to a committee or committees shall be reported back before 4:30 P. M. of the fifteenth (15th) calendar day from the day of reference (the day of reference being counted as the first day) unless otherwise ordered by the Senate. Should the fifteenth (15th) day fall on a Friday during the first thirty (30) days of the session, the measure shall be reported by 2:30 P. M. No bill shall be withdrawn under this Rule from the Committee on Appropriations or the Committee on Finance and Taxation or the Committee on Constitutional Amendments during the first thirty (30) calendar

days of the session. Failure to report a bill, joint resolution, resolution or memorial within the prescribed period shall entitle any Senator, on point of order, to cause the bill, joint resolution, resolution or memorial to be placed on the Calendar together with notation of this reason for its withdrawal from the committee. It shall be the duty of standing committees to report all measures referred to them either (a) favorably, (b) favorably with committee amendment, (c) favorably with committee substitute as defined in these Rules, or (d) unfavorably, but never "without recommendation."

5.7—Each report of a committee shall contain the action of the committee on the bill or other measure being transmitted, together with (a) the time and place of the meeting at which the action was taken, (b) the name and address of each person addressing the committee relative to the measure and, if any agent, the interest represented, and (c) the vote of each member of the committee on the motion to report each bill or resolution. The Secretary shall enter upon the Journal the action of the committee, but the entry shall not include those portions of the report previously enumerated in this Rule as items (a), (b), and (c). After the report has been filed with the Secretary as provided in these Rules, he shall preserve it for the convenient inspection of the public.

5.8—No member of a committee shall be allowed under any circumstances to vote by proxy. A majority of all the committee members present shall agree by their votes upon the disposition of any bill or other matter considered by the committee. A member shall be expected to attend all meetings of a committee to which he has been appointed. Failure to attend two (2) consecutive regular meetings, unless excused from attendance in the Senate on those days as provided in these Rules, or by the Chairman of the Committee shall constitute automatic withdrawal from the committee and create a vacancy. Upon notification by the Chairman of the Committee, the President shall make appointments to such vacancies. A Committee is actually assembled only when a quorum constituting a majority of the members thereof is present in person. Any Bill or Resolution reported in violation of this Rule shall be forthwith recommitted by the President when it is called to his attention by a Senator.

5.9—All matters referred to committees shall be reported from said committees by bill, resolution or otherwise with their recommendations thereon, and after such report has been received by the Secretary no bill, resolution or other matter shall be recommitted to a designated committee except by two-thirds vote of the Senators present and voting.

Recommitting
after Report

5.10—All favorable reports by committees (signed by the Chairman, or, in his absence, the Vice Chairman) shall be made on forms prescribed by the Secretary of the Senate and furnished by the Sergeant At Arms (supply room) and filed with the Secretary's office at the desk designated therefor by 7:30 P. M. of each legislative day, except that during the first thirty (30) days of the session, reports shall be filed by 5:00 P. M. on Fridays. These reports must be accompanied by the original bill, joint resolution, resolution or memorial, and the titles and numbers thereof shall be entered on the Calendar (at the appropriate reading). The bill numbers shall be entered on the Journal, together with the statement that the same was reported favorably by the committee of reference. Each report by a committee must set forth the identifying number of the measure, and, if amendments are proposed by the committee, the words "with amendments" shall follow the identifying number. Committee amendments shall be typewritten in full on amendment forms, numbered serially and attached to the measure. All unfavorable reports (signed by the Chairman, or in his absence, the Vice Chairman), of committees on bills, joint resolutions, resolutions and memorials shall be returned to the Secretary in the same manner set forth for making favorable reports. All bills, joint resolutions, resolutions and memorials reported unfavorably shall be laid on the table but upon motion by any Senator, adopted by a two-thirds vote of the Senators present, the same may be taken from the table.

Committee
Reports

5.11—A committee may, in reporting a bill, joint resolution, resolution, or memorial, draft a new measure, embracing the same general subject matter, to be returned to the Senate with the recommendation that the substitute be considered in lieu of the original measure (or measures). The substitute measure must be accom-

Reports of
Substitutes

panied by the original measure referred to the committee and returned to the Secretary in the same manner as the favorable reporting of any other measure. When the original measure is reached upon the Calendar, the substitute shall be read a first time by title. At the moment the substitute is read for the first time by title, the original proposition shall be automatically tabled and the substitute considered in lieu thereof without motion. The substitute shall carry the identifying number (or numbers) of the original, and shall be returned to the Secretary in the same number of copies required for first introduction of a similar measure (an original and five (5) exact copies for bills).

5.12—The Senate may, by a majority vote of all Senators present, resolve itself into a Committee of the Whole, which, when thus constituted, may consider any question whether formally introduced in the Senate or not. The Senate may, however, restrict the subject matter to be considered by the Committee of the Whole, or its jurisdiction, by resolving itself into a Committee of the Whole for a specific and limited purpose. The President shall preside and maintain order and decorum. The rules of the Senate shall govern when applicable to standing committees. The Committee of the Whole may consider and report, by majority vote of the members present, upon any bill, resolution or question not formally introduced in the Senate and any bill upon which all standing committees of reference have rendered a favorable report. No bill or resolution upon which no committee action has been taken by the committee or committees of reference or upon which an unfavorable committee report has been filed may be taken up and considered except upon a two-thirds ($\frac{2}{3}$) vote of the Senators present, which vote shall also be required to favorably report any such bill or resolution to the Senate. A favorable report by a Committee of the Whole upon a bill or resolution having theretofore received an unfavorable report by a standing committee of reference shall not have the effect of withdrawing such bill or resolution from the table. Consideration by the Senate of such a bill or resolution shall be preceded by the adoption of the appropriate motion during a session of the Senate. Bills considered by a Committee of the Whole shall be read once, debated, amended, and acted upon as a standing committee function. The body

of a bill formally introduced shall not be interlined or defaced, but all amendments denoting the page and line shall be entered on separate paper by the Secretary, who shall be Secretary of the Committee of the Whole, and the same shall be agreed to by the Committee, and the report filed as otherwise provided in these rules for Committee reports. After report, the bill or other matter may be again debated and shall be subject to be again amended by the Senate. The quorum for a Committee of the Whole shall be the same as for the Senate, and when the Committee of the Whole shall rise, the roll shall be called to ascertain the presence of a quorum of the Senate.

5.13—The receiving of reports of committees of conference shall always be in order, except when the Senate is voting on any proposition. After Senate conferees on any bill or resolution in conference between the Senate and House shall have been appointed for seven (7) calendar days and shall have failed to make a report, it is hereby declared to be a motion of the highest privilege to move to discharge said Senate conferees and to appoint new conferees, or to instruct said Senate conferees; and, further during the last six (6) calendar days allowed under the Constitution for any regular session, it shall be a privileged motion to move to discharge, appoint, or instruct Senate conferees after Senate conferees shall have been appointed thirty six (36) hours without having made a report. There shall accompany every conference report a statement sufficiently explicit to inform the Senate what effect such amendments or propositions will have upon the measures to which they relate. Upon presentation of the report of a conference committee, the vote first shall be whether the report shall be considered at that moment and second upon the acceptance or rejection thereof as an entirety. The report or reports of a conference committee must be acted upon as a whole, being agreed to or disagreed to as an entirety. When any bill or joint resolution is referred to a conference committee and the conferees on the part of the Senate report inability to agree, no action of the Senate taken prior to such reference to a conference committee shall preclude further action on said measure as the Senate may determine. Conference committees

shall consider and report only on the differences existing between the Senate and the House.

5.14—Witnesses subpoenaed to appear before the Senate or its committees shall be paid as follows: for each day a witness shall attend, the sum of seven (\$7.00) dollars; for each mile he shall travel in coming to or going from the place of examination, by the nearest practical route the sum of seven and one-half cents each way; but nothing shall be paid for traveling when the witness has been summoned at the place of hearing.

Fees for
Witnesses

Rule Six

BILLS, RESOLUTIONS AND MEMORIALS

6.1—Except where specifically provided otherwise, where “bill” is used in these Rules, it shall be understood that bill, joint resolution, concurrent resolution, resolution or memorial may be meant.

“Bill” Stands
for all
Legislation

6.2—General form. All bills, resolutions and memorials shall, to be acceptable for introduction, be typewritten, mimeographed, or printed, all in a type size of pica or larger and all of the color of black, without erasure or interlineation, on a sheet of paper of the common legal size eight and one-half by thirteen (8½ x 13) inches. The lines shall be double spaced, the original (or first copy) shall be on stout bond paper, and the remaining copies of typewritten matter shall be on paper of good grade. The copies must be exact duplicates of the original. The top margin shall be at least two and one-half (2½) inches and the bottom margin shall be at least one inch or more. Left and right margins shall be one and one-half (1½) inches or more. The measure shall be aligned on the page substantially according to the following form:

Forms of
Measure

(Center)

A bill to be entitled

(3 spaces)

(Indent 5 spaces from outside margin)

An act

.....
(title single spaced)
.....

.....
(3 spaces)
.....

Be It Enacted by the Legislature of the State of Florida:

(3 spaces)

Section 1.
(sections double spaced)

.....
Section 2.
.....

The original and five (5) exact and legible copies (6 altogether) of each measure—general or local—must be backed with a yellow jacket of the type furnished by the Sergeant At Arms. Each must be “Backed”, that is, securely stapled in the Senate jacket form which shall contain in the spaces provided therefor enough of the title for identification of the Bill, with the name and the district of the Senator introducing same.

6.3—Forms of Bills. All bills shall be introduced in an original and five (5) exact copies. They shall contain a proper title, as defined in Section 16 of Article III of the Constitution, and the enacting clause, “Be It Enacted by the Legislature of the State of Florida:”. The title of each bill shall be prefaced by the words, “A bill to be entitled An act” wherever the title appears on the text of the bill.

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 13 inches).

Six (6) title sheets are required to be attached by paper clip to the top of the *original copy* of each bill. Title sheets are furnished by the Sergeant At Arms of

the Senate with carbons already inserted. *Do not remove the carbons from the title sheets.*

On each title sheet there must be typed, glued or taped in the space provided *a brief summary of the title* including the *subject* content of the bill and sections amended. If the title is short the entire title may be used on the title sheet. *Capitalize only the first letter* of a sentence, name of person, city, state or county. Lower case all other words in the title. The title sheets with carbons unseparated must be attached by paper clips to the top of the original copy of the bill before bill can be introduced or filed.

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."

6.4—Form of local bills. As required by Section 21 of Article III of the Constitution, all local bills must either embody provisions for a ratifying referendum (stated in the title as well as in the text of the bill) or be accompanied by an affidavit of proper advertisement. Forms of affidavit shall be obtained from the Sergeant At Arms. 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 Senate side of the bill jacket or cover or the same shall be rejected by the Secretary.

6.5—Form of joint resolutions. All joint resolutions shall be introduced in an original and seven (7) exact copies. They shall contain the resolving clause, "Be It Resolved by the Legislature of the State of Florida:". Each joint resolution shall be prefaced by the words, "A Joint Resolution proposing an Amendment to the Constitution of the State of Florida". No title sheet shall be required for joint resolutions. Jackets shall be attached to the original and five copies of each resolution. The two (2) remaining unbacked copies shall be attached to the inside of the original copy of the resolution by paper clip for introduction.

6.6—Forms of memorials. All memorials—these express
the opinion of the Legislature to the Con-
gress of the United States—shall be in-
troduced in an original and seven (7)
exact copies. They shall contain the resolving clause,
“Be It Resolved by the Legislature of the State of Flor-
ida:”. No title sheet shall be required for memorials.
Jackets shall be attached to the original and five (5)
copies of each memorial. The two (2) remaining un-
backed copies shall be attached to the inside of the orig-
inal copy of the memorial by paper clip for introduction.

6.7—Form of Senate and Concurrent resolutions. All
Senate resolutions and all concurrent res-
olutions shall be introduced in an original
and seven (7) exact copies. They shall
contain a proper title, and a resolving clause. In the case
of Senate resolutions, this shall be, “Be It Resolved by
the Senate of the State of Florida:”. Concurrent resolu-
tions embody this clause, “Be It Resolved by the Senate
of the State of Florida, the House of Representatives Con-
curring:”. Jackets shall be attached to the original and
five (5) copies of each resolution. The two remaining
unbacked copies shall be attached to the inside of the
original resolution by paper clip for introduction. Where
copies of Senate resolutions are directed in the resolution
to be furnished any person after adoption, these shall be
prepared only by the Secretary of the Senate. The Secre-
tary of State shall prepare certified copies only on con-
current resolutions after their adoption.

6.8—To facilitate the process of committee reference,
all bills and other measures for introduc-
tion shall be delivered to the Secretary
no later than 12:00 Noon, of the day pre-
ceding introduction. This rule may be waived only upon
unanimous consent, the motion for which shall not be
entertained unless the movant thereof shall have first
notified the Senate orally, not less than thirty (30) min-
utes preceding the motion, of his intention to move for
the waiver of this rule so as to have introduced a spe-
cific bill or bills sponsored by him. The adoption of such
motion shall be construed as reverting the Senate to the
Order of Introduction and Reference of Bills solely for
the reception of said Bill or Bills for formal introduc-
tion and reference. During the last seven (7) days of the

Legislative session this rule may be suspended or altered by resolution originating in the Committee on Rules and Calendar.

6.9—Upon introduction, all bills not local in application and all joint resolutions (including committee bills and committee substitute bills) shall be printed for the information of the Senate and the public. Unless otherwise ordered by the Senate or the President, there shall be printed five hundred (500) copies of each such measure. The Secretary shall furnish the copy for all such printing. This printing of bills shall be independent of the legislative process, and the absence of a printed copy shall not delay the progress of any measure at any stage of the legislative process.

6.10—Bills and other measures requiring legislative action shall be introduced in the order they are received at the desk of the Secretary. They shall be serially numbered as introduced, without differentiation in number as to type. The Secretary shall mark the original copy of each measure as will insure its identification, and each page thereof, as the item introduced in order to prevent unauthorized or improper substitutions therefor. This identification may be by the use of machines as used in banks for validating or cancelling 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 and its use by any person not authorized by this rule shall be prohibited.

6.11—Whenever any bill, memorial, concurrent resolution, or joint resolution of the Senate shall be reached on the Calendar of the Senate for consideration, either on second or third reading, and there shall be also pending on the Calendar of the Senate a companion measure already passed by the House, it shall be in order to move that the House companion measure be substituted and considered in lieu of the Senate bill, memorial, concurrent resolution, or joint resolution. Such motion may be adopted by a majority vote, provided the House measure is on the same reading, otherwise the motion shall be to waive the rules by two-thirds vote and take

up and read such House measure. A companion measure shall be in the identical words as the measure for which it is being substituted. At the moment the Senate passes the House companion measure, then the original Senate measure shall be regarded as automatically tabled. Re-commitment of a Senate bill shall automatically carry with it any House companion bill then on the Calendar.

6.12—Bills, joint resolutions, concurrent resolutions, Introduction by Members, only—Exception
memorials or resolutions shall be introduced only by a Senator or group of Senators whose signature or signatures are affixed to the original thereof. The general appropriations bill shall, however, be introduced by the Committee on Appropriations. Reports and resolutions dealing with these Rules or the Order of Business may, however, originate in the Committee on Rules and Calendar. This rule shall not be construed to prohibit the offering of a committee substitute for any bill, joint resolution, concurrent resolution, memorial or resolution referred to such committee if the committee substitute is germane to the original bill referred to such committee.

6.13—Papers of a miscellaneous nature addressed to the Senate may, at the discretion of the President be read, noted in the Journal or filed with an appropriate committee. Miscellaneous Papers
When the reading of a paper other than one upon which the Senate is called to give a final vote is demanded, and the same is objected to by any Senator, it shall be determined without debate by a majority vote of the Senate.

Rule Seven

ORDER OF BUSINESS AND CALENDAR

7.1—The Senate shall meet each legislative day at 11:00 A. M. and adjourn at 1:00 P. M. Sessions of the Senate
When the Senate shall determine to hold afternoon sessions, the hour of convening for the afternoon session shall be 3:00 P. M., and the hour for adjournment shall be 5:00 P. M.

7.2—The daily order of business shall be as follows:

- Daily Order of Business
1. Roll Call.
 2. Prayer by Chaplain.

3. Correction and approval of Journal.
4. Reports of Committees.
5. Introduction and reference of Resolutions, Memorials, Bills and Joint Resolutions.
6. Motions relating to committee reference.
7. Messages from the Governor.
8. Messages from the House of Representatives.
9. Consideration of Senate and other Resolutions.
10. Matters on reconsideration.
11. Unfinished business.
12. Special Order as determined by the Committee on Rules and Calendar or by the Senate.
13. Consideration of Bills and Joint Resolutions on Third Reading.
14. Consideration of Bills and Joint Resolutions on Second Reading.
15. Miscellaneous Business.
16. Petitions and Memorials.

On the first legislative day of each week the Daily Order of Business shall include, after prayer, The Pledge of Allegiance to the Flag of the United States of America.

A vote of two-thirds of the Senators present shall be required to establish a Special Order. The Secretary of the Senate shall prepare and cause to be distributed, on each legislative day, a calendar corresponding to the Order of the Day and within each order of business, matters shall be considered in the order in which they appear on such daily calendar. Local bills may be omitted from the formal calendar and may be distributed to Senators by the Secretary separately.

7.3—All bills, and joint resolutions, including those which are strictly local in nature, shall be referred to an appropriate committee or committees whose jurisdiction embraces the subject of the bill. The reference of a bill which is strictly local in nature shall be to the Com-

Reference
Generally

mittee on Rules and Calendar for the sole purpose of determining that such measure is in fact and function local in nature and whether it responds to the legal requirements of a local bill. A bill is local in nature if it does not alter a law of general application throughout the state and affects only one county. Upon the determination, by the Committee on Rules and Calendar, that a bill is in fact and law a local bill, it shall forthwith be reported and referred to the calendar on local bills.

7.4—In case of multiple reference of a Bill, Resolution or Memorial to two or more committees said Bill, Resolution or Memorial shall be considered by each committee separately in the order in which the multiple reference is made, but if any Committee to which the Bill, Resolution or Memorial is referred makes an unfavorable report on said Bill that report shall be filed with the Senate and no further consideration given by other Committees except on two-thirds vote of the membership of the Senate.

7.5—All bills carrying or affecting appropriations, including claim bills in excess of \$1,000, shall be referred to the Committee on Appropriations, and all bills affecting tax matters, so as to increase, decrease, alter, impose or remove a tax, shall be referred to the Committee on Finance and Taxation, but, in addition, such bills may be referred to other standing committees in the discretion of the President. If the original bill reported favorably by a committee other than the Committees on Appropriations or Finance and Taxation did not call for or affect an appropriation or affect a tax matter, and an amendment, offered either from the floor or by the reporting committee and adopted, does call for or affect an appropriation or affect a tax matter, then the bill with amendment shall be referred to the Committee on Appropriations or the Committee on Finance and Taxation, whichever is appropriate. The bill, if then reported favorably, shall be returned at the same reading as when referred.

7.6—All resolutions shall be referred by the President to a standing committee, except that

Reference of Resolutions, Concurrent Resolutions; exception

resolutions on Senate organization and of condolence and commemoration, or concurrent resolutions recalling a bill from the Governor's office, may be taken up upon motion and adopted at time of introduction without reference.

7.7—When the President has referred a bill or joint resolution, any Senator may, during that day at any time, but no later than under the Order of Business of "Motions Relating to Committee Reference" on the succeeding legislative day, move for reference to a different committee or for removal from any committee which motion may be adopted by a two-thirds vote.

Reference to Different Committee or removal

7.8—Papers of a miscellaneous nature addressed to the Senate may, at the discretion of the President, be read, noted in the journal or filed with an appropriate committee.

Reference of papers of miscellaneous nature

7.9—Each bill or joint resolution shall receive three (3) separate readings on three (3) separate days previous to a vote upon final passage unless two-thirds of the Senators present decide otherwise.
(Constitution: Article III, Section 17—
"Every bill shall be read by its title, on its first reading, in either house, unless one-third of the members present desire it read by sections. Every bill shall be read on three several days, unless two-thirds of the members present when such bill may be pending shall deem it expedient to dispense with this rule. Every bill shall be read by its sections on its second reading and on its final passage, unless on its second reading two-thirds of the members present in the House where such bill may be pending, deem it expedient to dispense with this rule. The vote on the final passage of every bill or joint resolution shall be taken by yeas and nays to be entered on the journal of each house; Provided;— That any general revision of the entire laws embodied in any bill shall not be required to be read by sections upon its final passage, and its reading may be wholly dispensed with by a two-thirds vote. . . .")

Reading of Bills and Joint Resolutions

7.10—Each concurrent resolution or memorial shall receive two (2) readings on two (2) separate days previous to a voice vote upon adoption, unless two-thirds of the Senators present decide otherwise. If the reading on the second day be dispensed with by this waiver, then the concurrent resolution or memorial may be read the second time by title only.

Reading of
concurrent
resolutions and
memorials

7.11—Each Senate resolution shall be read by title only upon introduction. Each Senate resolution then shall be read an additional time in full before the question is put on adoption by voice vote.

Reading of
Senate
Resolutions

7.12—Upon the third reading of any bill or joint resolution, it shall not be committed (save to the Committees on Appropriations or Finance and Taxation under this Rule) or amended, except as to title, without consent of two-thirds of the Senators voting, nor shall the vote on passage be postponed to a day certain without the consent of a majority of those voting.

Referral or
Postponement on
Third Reading

7.13—A general bill or joint resolution may be considered out of its regular order on the Calendar upon unanimous consent obtained in the following manner: The Senator moving the Senate for such unanimous consent shall have, prior to the entertainment of such motion first orally given the membership not less than fifteen (15) minutes notice of his intention to so move which said notice shall specify the number of the bill or joint resolution and its position on the Calendar. The moving Senator shall be allowed one (1) minute upon the entertainment of such motion to explain his purpose and unanimous consent shall then be given or refused without further debate.

Consideration
of Bills out of
regular order

7.14—During the last thirty (30) calendar days of the regular sixty (60) day biennial session of the Legislature permitted under the Constitution and during any extension thereof by virtue of the membership of the Legislature as permitted under the Constitution and during any special session convened by the Governor as permitted under the Constitution, the Committee on

Special Order
Calendar

Rules and Calendar may from day to day submit a Special Order Calendar determining the priority for consideration of bills and joint resolutions. Each Special Order Calendar so submitted shall be for the next legislative day. No other bills or joint resolutions shall be considered until this Special Order Calendar for the day set forth has been completed by the Senate except that any bill or joint resolution appearing on this calendar may be stricken therefrom by a two-thirds vote of the Senators present. All bills or joint resolutions set as special orders for consideration at the same hour shall take precedence in the order in which they were given preference.

7.15—Local bills shall be disposed of according to the Calendar of Bills of a Local Nature and shall be taken up and considered only at such time as shall be specially determined.

7.16—Before any general bill or joint resolution shall be read the third time, whether amended or not, it shall be referred without motion to the Engrossing Clerk for examination, and, if amended, the engrossing of amendments. In cases where no amendments have been adopted, the measure may be returned to the Senate on the following legislative day as engrossed without being rewritten and without Journal entry. Where an amendment has been adopted, this shall be carefully incorporated in the measure by being typewritten on stout bond paper without erasure or interlineation. After return to the Senate, the measure shall be placed on the Calendar of Bills on Third Reading. No reference under this section need be made of local bills which have not been amended in the Senate. In the case of any House bill amended in the Senate, the amendment adopted shall be typewritten in triplicate and attached to the bill amended in such manner that it will not be likely lost therefrom. No Senate bill with House amendment shall be accepted by the Secretary from the House unless the amendment be typewritten in triplicate.

7.17—The order of disposition of any bill or joint resolution which has been read the second time shall be its reference to the Engrossing Clerk to be engrossed after all questions relative to it while on a second reading have been disposed of, and the same shall be

immediately engrossed and placed on the Calendar of Bills on Third Reading to be taken up on some separate succeeding legislative day, unless otherwise ordered by a two-thirds vote of those present. No bill shall be committed to the Engrossing Clerk or placed on the Calendar of Bills on Third Reading unless all motions relative to it and placed, by the President, before the Senate have been disposed of. Amendments filed with the Secretary, the adoption of which has not been formally moved, shall not be construed to be pending so as to deter such advancement. A bill or joint resolution shall be determined on its third reading when it has been read a second time on a previous day and no motion left pending. Bills calendared for second or third reading shall not be considered as properly before the Senate for consideration on such reading until reached on the Calendar and appropriately read to the Senate pursuant to order of the President.

7.18—The Enrolling Clerk shall be responsible for the enrolling of bills and other legislation. After enrollment, all bills shall be signed by the President and the Secretary, and the fact of such signing shall be noted in the Journal.

7.19—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.

Rule Eight

VOTING

8.1—The President shall declare all votes. Upon every roll call the names of the Senators shall be called alphabetically by surname provided that when two or more Senators have the same surname the number of the applicable senatorial district shall be added. The President's name shall be called last. Upon

Taking the yeas and nays

the taking of a voice vote if the President is in doubt or if a count is required by at least five Senators, a roll call shall be taken.

8.2—After the roll has been called on any matter, but before the President has announced the result thereof, any Senator may change his vote. After the vote has been announced by the President a Senator may change his vote with the unanimous consent of the Senators present provided that no such change of vote shall be valid where such change has the effect of altering the final passage of the measure. When a Senator's request to change his vote has the effect of altering the final passage of the measure, the procedure to be followed shall be a motion to reconsider the vote by which such measure was adopted or failed of adoption.

8.3—No Senator shall vote for another Senator, nor shall any person not a Senator cast a vote for a Senator.

8.4—Pairing shall be permitted only upon the absence of a Senator for good cause and shall be in writing and specifically state the bill or bills or questions upon which pairs are arranged.

8.5—No Senator shall be permitted to explain his vote during a roll call, but may reduce his explanation to writing, and upon filing with the Secretary, this explanation shall be spread upon the Journal.

Rule Nine

MOTIONS AND THEIR PRECEDENCE

9.1—Every motion may be made orally. Upon request of the President, a Senator shall reduce his motion to writing. After a motion has been stated or read by the President it shall be deemed to be in possession of the Senate, without a second, and shall be disposed of by vote of the Senate. The mover may withdraw a motion, except a motion to reconsider, as hereinafter provided, at any time before the same has been amended or before a vote thereon shall have been commenced.

9.2—When a question is under debate the President shall receive no motion except:

Motions:
Precedence

1. To adjourn at a time certain;
2. To adjourn instanter;
3. To take a recess;
4. To proceed to the consideration of executive business;
5. To reconsider;
6. To limit debate;
7. To postpone to a day certain;
8. To commit to the Committee of the Whole;
9. To commit to a standing committee;
10. To commit to a select committee;
11. To amend;
12. To postpone indefinitely;

which several motions shall have precedence in the descending order given.

The President shall propound all questions in the order in which they are moved unless the subsequent motion be previous in nature.

9.3—Motions to adjourn, to recess or to proceed to the consideration of executive business shall be decided without debate by a majority vote of those present and voting.

Motions: which
can be made
but once

Only one substitute for a motion to adjourn shall be entertained. The substitute motion shall fix a different time for adjournment, and the same shall be put without debate, except that one (1) minute shall be allowed the mover of the substitute within which to explain his reasons therefor. The substitute motion having been lost, the question shall be put on the original motion which if lost shall preclude any further motion to adjourn until other business shall have intervened.

9.4—Any Senator may call for a division of a question when the sense will admit of it. A motion to strike out and insert shall be deemed indivisible; a motion to strike out, being lost, shall neither preclude amendment

Division of
question

nor a motion to strike out and insert.

9.5—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. When a majority of Senators present vote in the affirmative on any claim bill or joint resolution, but the proposition be lost because it is one in which the concurrence of a greater number than a majority is necessary for adoption or passage, any Senator may move for reconsideration.

9.6—The motion to reconsider shall require for its adoption the affirmative votes of a majority of the Senate present and voting.

9.7—Debate shall be allowed on a motion to reconsider only when the question which it is proposed to reconsider is debatable. Where debate upon a motion to reconsider is in order, no Senator shall speak thereon more than once nor for a longer period than five (5) minutes.

9.8—The adoption of a motion to reconsider a vote upon any secondary matter shall not remove the main subject under consideration from consideration of the Senate. A motion to reconsider a collateral matter must be disposed of at once during the course of the consideration of the main subject to which it is related and such motion shall be out of order after the Senate has passed to other business.

9.9—The Secretary shall retain possession of all general bills and joint resolutions for the period after passage during which reconsideration may be moved, except that during the last five (5) calendar days allowed under the Constitution for a regular session and during any extensions thereof, these shall be transmitted to the House forthwith. The adoption of any motion to waive the rules by a two-thirds vote of the Senators present and immediately certify any bill or joint resolution to the House shall be construed as releasing the measure from the Secretary's possession for the period of reconsideration. Bills either on the local calendar or passed as local bills and concurrent resolutions and memorials shall be transmitted to the House without delay. All bills, when transmitted to the House, shall be accompanied by a message stating the title to the bill and asking the concurrence of that body.

Reconsideration:
Secretary to hold
for period

9.10—Motions to indefinitely postpone shall be applicable only to main motions. The adoption of a motion to indefinitely postpone a measure shall dispose of such measure for the duration of the legislative session and all extensions thereof. Any motion to postpone consideration to a time beyond the last day allowed under the Constitution for the current legislative session shall be construed as a motion to indefinitely postpone.

Motion to
indefinitely
postpone

Rule Ten

AMENDMENTS

10.1—Amendments shall be sent to the Secretary on forms prescribed by him and supplied by the Sergeant At Arms, but shall be considered only as sponsors gain recognition from the President to move their adoption, except that the chairman of the committee (or in his absence, the vice chairman or any member thereof) reporting the measure under consideration shall have preference for the presentation of committee amendments. An amendment shall be deemed

General Form:
Manner of
consideration

pending only after its sponsor has been recognized by the President and has moved its adoption and shall not be construed to include amendments which have simply been filed with the Secretary of the Senate and the adoption of which has not been formally moved.

10.2—Amendments shall be adopted on second reading of a measure by majority vote; on third reading, by a two-thirds vote, except that corrective amendments to the title, after perfection of the body, shall be decided without debate by a majority vote on second or third reading.

10.3—An amendment to a pending amendment may be received, but until it is disposed of no other motion to amend will be in order except a substitute amendment or an amendment to the substitute. Such amendments are to be disposed of in the following order: (1) Amendments to the amendment are acted upon before the substitute is taken up. Only one amendment to the amendment is in order at a time. (2) Amendments to the substitute are next voted on. (3) The substitute then is voted on. The adoption of a substitute amendment in lieu of an original amendment shall be treated and considered as an amendment of the bill itself.

10.4—A proposal to strike out all after the enacting clause or the resolving clause of a bill or joint resolution and insert new matter of the same general subject as stated in the original title, shall be deemed proper and germane and shall be treated as an amendment.

10.5—The adoption of an amendment to a section shall not preclude further amendment of that section. If a bill or joint resolution is being considered section by section or item by item, only amendments to the section or item under consideration shall be in order. The President shall, in recognizing Senators for the purpose of moving the adoption of amendments, endeavor to cause all amendments to Section 1 to be considered first, then all those to Section 2, and so on. After all sections have been considered separately, the whole bill or joint resolution shall be open for amendment.

10.6—All amendments taken up, unless withdrawn, shall be printed in the Journal except that an amendment to the General Appropriations Bill constituting an entirely new bill shall not be printed until the filing of the Conference Committee Report. All item amendments to the General Appropriations Bill shall be printed. No proposition on a subject different from that under consideration shall be admitted under color of amendment.

General

10.7—Any House bill or resolution may be amended in the same manner as a Senate bill or resolution. If a House bill or joint resolution is amended the same shall be noted by the Secretary on the jacket containing same before it is reported to the

Senate
Amendments to
House Bills

House.

10.8—After the reading of a House amendment to a Senate bill or joint resolution the Senate may: (1) amend the House amendment by a concurrence of the majority required for the final passage of the measure, or (2) concur in the House amendment by a concurrence of the same majority required for the final passage of the measure, or (3) refuse by the majority required to concur and ask the House to recede.

House Amendment
to Senate Bill

10.9—If the House shall refuse to concur in a Senate amendment to a House bill or joint resolution, the following motions shall be in order and shall be privileged in the order named: (1) that the Senate recede; or (2) that the Senate insist and ask for a conference committee or (3) that the Senate insist.

House refusal to
concur in Senate
Amendment

Rule Eleven

DECORUM AND DEBATE

11.1—When any Senator desires to speak or deliver any matter to the Senate, he shall rise at his seat and respectfully address himself to "Mr. President," and, on being recognized, may address the Senate from his desk or from the Well of the Senate, and shall confine himself to the question under debate, avoiding person-

Decorum and
Debate

ality. During debate a Senator shall not address or refer to another Senator by his or her first name. In all such cases, a Senator shall appropriately use the appellation of Senator.

11.2—When two (2) or more Senators rise at once the President shall name the Senator who is first to speak.

President's Power of Recognition

11.3—No Senator shall be interrupted by another without the consent of the Senator who has the floor, except by rising to a question of order. The President shall strictly enforce this Rule.

Interruption of Senate in Debate

11.4—No Senator shall speak more than once on any one question to the prevention of any other who has not spoken and is desirous to speak nor for any longer period of time than thirty minutes, without yielding the floor, except by consent of a majority of the Senators present.

Time for Debate

11.5—When a measure is under debate by the Senate, it shall be in order for a Senator to move to limit debate and such motion shall be decided without debate, except that the introducer of the measure shall have five (5) minutes within which to discuss said motion, and he may divide his time with, or waive it in favor of, some other member. If, by a two-thirds vote of the Senators present, the question is decided in the affirmative, debate shall be limited accordingly. The time allotted by such limitation shall be apportioned by the President equitably between both sides; provided, however, that the introducer of such measure shall be entitled to close.

Limitation on debate

11.6—All questions relating to the priority of business to be acted on shall be decided without debate.

Priority of Business

11.7—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 representative capacity only; and shall have precedence of all other questions, except motions to adjourn.

Questions of Privilege

Rule Twelve

LOBBYING

12.1—All persons, except members of the Florida Legislature, or duly authorized aides designated in writing by such members, who seek to encourage the passage, defeat or modification of any legislation in the Senate or before its committees shall, before engaging in such activity, register with the Secretary of the Senate. Every registrant, in accordance herewith, shall also be required to state the extent of any direct business association or partnership with any current member of the Legislature.

Those required
to register

12.2—Every such person shall register on forms prepared by the Secretary and shall state under oath, the name and address of each client or interest he represents together with the particular legislation in which he is interested and the term of his engagement. The Secretary shall publish in the Journal in tabulation form a list of those filing the registration statements required under this Rule, together with the information contained therein, on the first Monday of the session and weekly thereafter. No registered lobbyist shall be permitted upon the floor of the Senate while it is in session.

Method of
registration

12.3—Any person who merely appears before a committee of the Senate in his individual capacity without compensation or reimbursement, to express support of or opposition to any legislation, and who shall so declare to the Senators or committee with whom he discusses any proposed legislation, shall not be required to register as a lobbyist but shall not be permitted upon the floor of the Senate during consideration of the legislation in which he is interested.

Registration
exception

12.4—Separately from any prosecution or penalties otherwise provided by law, any person determined by a majority of the Senate to have failed to comply with the requirements of this Rule, shall be prohibited for the duration of the session from appearing before a committee of this Senate.

Penalty for
Failure to Register

12.5—The Secretary shall provide blank affidavits for the convenience of registrants but the burden of compliance nevertheless always shall be upon the person required to register.

Secretary to
Provide Forms

12.6—Committees shall be diligent to ascertain whether those who appear before them in other than an obviously individual capacity have conformed with the requirements of this Rule, and to report violations. No committeeman knowingly shall permit an unregistered lobbyist to be heard.

Committees to
be Diligent

Rule Thirteen

CHAMBER OF THE SENATE

13.1—No one shall be admitted to 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, Cabinet Officers, former Governors, present and former United States Senators, Members or former Members of the House of Representatives of the United States and of this State, Justices of the Supreme and Appellate Courts of Florida, Circuit Judges of Florida and former State Senators of Florida. None of the above shall be admitted if registered pursuant to Rule 12. All male persons on the main floor of the Senate and in the gallery (with the exception of visitors in that portion of the gallery set aside for the general public) shall wear coats at all times while the Senate is in session.

Persons entitled
to admission

13.2—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.

Admission by
President

13.3—For the first two (2) weeks of the session Senators will be recognized, immediately following prayer, to make brief introductions of visitors to the Senate. At all other times visitors shall be recognized

Recognition
of Guests

by the President at a convenient time. No person except a former State Senator shall be escorted to the rostrum for recognition except with prior approval of the President.

Rule Fourteen

CONSTRUCTION AND WAIVER OF RULES

14.1—It shall be the duty of the President, or the presiding officer for the time being, to interpret all Rules. Motions for the previous question and to lay upon the table shall not be entertained.

Interpretation
of Rules

14.2—These Rules shall not be waived or suspended except by a two-thirds vote of all Senators present, which motion when made shall be decided without debate, except that no motion to waive any Rule requiring unanimous consent of the Senate shall be adopted except by unanimous consent of those present.

Waiver and
Suspension
of Rules

14.3—All proposed actions touching the Rules and Order of Business in the Senate shall be first referred to the Committee on Rules and Calendar, which shall report as soon as practicable thereafter. Consideration of such a report shall always be in order. The Committee on Rules and Calendar may originate reports and resolutions dealing with these Rules and the Order of Business and such power shall be exclusive.

Changes in
Rules

14.4—Unless otherwise indicated by these Rules, all action by the Senate shall be by majority vote of those Senators present.

Majority Action

14.5—Whenever in these rules reference is made to “two-thirds of those present”, “two-thirds vote”, “two-thirds of the Senate”, “two-thirds of those voting”, etc., these shall all be construed to mean two-thirds of those Senators present, except that two-thirds of the Senate shall be required to consider additional proposed

Uniform
Construction

legislation in any extended session in accordance with Article III, Section 2 of the Constitution.

14.6—When used in these Rules, the following words shall, unless the text otherwise indicates, have the following respective meaning:
General (a) The singular always includes the plural. (b) The masculine always includes the feminine.

Rule Fifteen

EXECUTIVE SESSIONS

15.1—Pursuant to Article III, Section 13 of the Constitution of Florida, the Senate may resolve itself into Executive Session for the sole purpose of considering appointment, removal or suspension under the provisions of Article IV, Section 15, during which no one shall be in attendance except Senators and the Secretary of the Senate, who shall be sworn not to disclose any executive business without consent of the Senate.

15.2—Upon receipt by the Senate of appointments, removals or suspensions upon which the consent of the Senate is required, the President shall refer each to an appropriate select committee whose charge it shall be to make inquiry or investigation and advise the President and the Senate as to its recommendation concerning the subject referred and as to the necessity for deliberating such subject in executive session. Reports and findings of select committees appointed pursuant hereto are advisory only and shall be made in executive session.

15.3—When the Senate agrees, by a majority of Senators present in executive session that specified appointments, removals or suspensions shall be considered in open session, such shall be accordingly calendared for formal consideration by the Senate.

15.4—All information and remarks including committee work product concerning the character and qualification together with the vote on each appointment, removal or suspension considered in executive session shall be kept a secret except so much thereof upon which the bans of secrecy shall have been specifically lifted by the Senate while in executive session.

15.5—A separate journal shall be kept of executive proceedings of the Senate and no information regarding same shall be made public except by order of the Senate or by order of a Court of competent jurisdiction.

15.6—Violation of the above rule 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.