

private gain or the special gain of any principal to which he is obligated, shall disclose the nature of his interest as a public record in a memorandum filed with the Secretary of the Senate.

1.36—Upon disclosure, a member may disqualify himself from voting on a measure in which he has a conflict of interest.

Disqualification

1.37—Senate employees shall be accountable to the intent of this rule.

Senate employees

1.38—All questions relating to the interpretation and enforcement of these Rules touching upon legislative conduct and ethics shall be referred to the Committee on Ethics or shall emanate therefrom. A member of the Senate may submit a factual situation to the Committee on Ethics with a request for an advisory opinion establishing the standard of public duty. The Committee shall enter its opinion responding to each inquiry. All opinions shall, after hearing, be numbered, dated, and published in the Journal of the Senate. No opinion shall identify the requesting Senator without his consent.

Advisory opinions

1.39—Separately from any prosecutions or penalties otherwise provided by law, any member of the Senate determined to have violated the requirements of the rule may be censured, reprimanded, placed on probation, or expelled. Such determination and disciplinary action shall be taken by a two-thirds ($\frac{2}{3}$) vote of the Senate, upon recommendation of the Committee on Ethics. The Committee, before making said recommendation, shall conduct a hearing after giving reasonable notice to the Senator alleged to have violated this rule and granting said Senator an opportunity to appear at the hearing.

Penalties for violations

Rule Two

COMMITTEES

2.1—Permanent standing committees and standing subcommittees, when created and designated

Standing committees, standing subcommittees by rule of the Senate, shall exist and function both during and between sessions. Prior to the commencement of the regular session of each odd-numbered year, the President shall appoint the membership of these standing committees and standing subcommittees:

AGRICULTURE

Subcommittee on Citrus

COMMERCE AND LICENSED BUSINESSES

Subcommittee on Financial Institutions and Consumer Protection

Subcommittee on Licensed Businesses

CONSTITUTIONAL AMENDMENTS AND REVISION

EDUCATION

Subcommittee on Public Schools

Subcommittee on Universities and Colleges

Subcommittee on Junior Colleges and Vocational-Technical

ETHICS

GOVERNMENTAL ORGANIZATION

Subcommittee on State Government

Subcommittee on Local Government

HEALTH, WELFARE, AND INSTITUTIONS

Subcommittee on Mental Health, Retardation, and Institutions

Subcommittee on Health and Welfare

INSURANCE

JUDICIARY

Subcommittee on Law and Order

Subcommittee on Jurisprudence

Subcommittee on Labor and Industrial Relations

NATURAL RESOURCES AND CONSERVATION

RULES AND CALENDAR

TRANSPORTATION

Subcommittee on Roads and Highways

Subcommittee on Safety

WAYS AND MEANS

Subcommittee on Appropriations

Subcommittee on Taxation

Subcommittee on Personnel and Retirement

There shall be standing subcommittees of each of the standing committees only as indicated above. The President shall appoint the membership of these standing subcommittees and shall designate one (1) member as chairman and may designate a vice-chairman.

Each standing committee shall consist of not less than five (5) nor more than twenty-one (21) members, one (1) of whom shall be designated by the President as chairman and another as vice-chairman.

Each standing committee or the chairman thereof may appoint, from time to time, a select subcommittee to study or investigate a matter falling within the jurisdiction of the standing committee or to consider a bill or resolution referred to it. Select subcommittees shall be regulated by the Senate Rules of Procedure regulating standing subcommittees, except that select subcommittees shall be in existence for only that time necessary to complete their assignments and report to their standing committees. Their reports, whether favorable or unfavorable, shall be considered by the standing committee.

2.2—Permanent standing committees and standing subcommittees are authorized:

Standing
committees,
standing
subcommittees,
powers and
responsibilities

(a) To maintain a continuous review of the work of the state agencies concerned with their subject areas and the performance of the functions of government within each such subject area, and for this purpose to request reports from time to time, in such form as the standing committee or subcommittee shall designate, concerning the operation of any state agency and presenting any proposal or recommendation such agency may have with regard to existing laws or proposed legislation in its subject area. The standing committee or subcommittee is authorized to invite public officials and employees and private individuals to appear before the standing committee or subcommittee for the purpose of submitting information to it.

(b) In order to carry out its duties, each standing committee or subcommittee is empowered with the right

and authority to inspect and investigate the books, records, papers, documents, data, operation, and physical plant of any public agency in this state.

(c) In order to carry out its duties, each standing committee or subcommittee may request of the President the issuance of subpoenas and subpoenas duces tecum and other necessary process to compel the attendance of witnesses and the production of any books, letters, or other documentary evidence desired by such committee. The President may issue said process on behalf of the committee; and the chairman, or any other member of such standing committee or subcommittee, may administer all oaths and affirmations in the manner prescribed by law to witnesses who shall appear before such committee for the purpose of testifying in any matter about which such committee may desire evidence.

2.3—Prior to the convening of each regular session of the legislature, each standing committee shall prepare a report or reports of its findings, recommendations, and proposed legislation and file same with the President of the Senate, the Secretary of the Senate and the Director of the Legislative Service Bureau.

Committee reports prior to session

Prior to the convening of each regular session of the legislature, each standing subcommittee shall prepare a report or reports of its findings, recommendations, and proposed legislation and submit same to the chairman of the standing committee for consideration by such committee.

2.4—Guidelines and criteria for the staffing of committees with clerical and administrative staff, which should prescribe the need, number and classifications of these positions allotted, shall be provided by the Rules Committee. A committee shall be authorized the services of such personnel as may be necessary to carry out its duties and functions, including, when needed, professional staff to be provided by the legislative service bureau under the direction of the joint legislative management committee. Clerical and administrative staff may be hired by the chairman of the standing committees, subject to the guidelines and criteria for the staffing of committees which should prescribe the need, number, and classifications

Staffing of committees

of these positions allotted as provided by the Rules Committee. Any Senator's spouse or immediate relatives may serve in any authorized position; provided, however, that said spouse or relative shall not receive compensation for services performed in said positions.

2.5—Notice of meetings of standing committees or standing subcommittees shall be published in the daily calendar. No standing committee or standing subcommittee shall consider any bill unless proper notice thereof shall have been published in the calendar for the legislative day preceding and the day of such committee meeting. The chairman of a committee or subcommittee or, in his absence, the vice-chairman, shall provide the Secretary's office with written information concerning meetings, to include the time, place and date, bill number, and introducer of the bill or resolution to be considered.

A bill which has been noticed and agendaed in accordance herewith but not considered by such committee may be considered by such committee at its next meeting, provided the chairman or, in his absence, the vice-chairman, causes to be given at least two hours notice in writing to the introducer or introducers of any such bill.

2.6—Any bill or resolution reported by any standing committee without proper notice having been published in the daily calendar shall be recommitted to the committee reporting the same upon the point of order being made within two (2) days after such report is printed in the Journal. 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.

Any bill or resolution reported by any standing subcommittee to its standing committee without proper notice having been published in the daily calendar shall be recommitted to the subcommittee reporting same upon the point of order made during the standing committee meeting at which the bill or resolution was reported by the subcommittee. The subcommittee to which the bill or resolution is thus committed, shall proceed to reconsider it and shall report on it as if originally referred.

2.7—For publication in the daily calendar (see 2.5), lists of standing committee or standing subcommittee meetings, including special meetings, shall be delivered to the Secretary's office in writing by 4:30 p.m. on the day preceding its intended publication unless such day should be on a Friday, in which event, such delivery shall be by 2:30 p.m. Hearing notices shall appear in the daily calendar.

Hearing
publication
requirements

2.8—Each standing committee and standing subcommittee shall consider, as expeditiously as is reasonably possible and proper, the public business assigned it. For the purpose of facilitating this, the President shall group the standing committees and subcommittees in such manner as to provide each with an opportunity to meet without conflicting with the meetings of other committees to which members have been appointed.

Committee
meetings

The Committee on Rules and Calendar shall provide a schedule of days, hours, and places for the meeting of committees for the regular sessions and during the interim; provided, however, that such scheduling shall not limit the powers of the chairman of a standing committee or subcommittee as provided in Rules 2.10 and 3.9.

Schedules shall be delivered to each Senator and posted by the Sergeant at Arms in the public corridor leading to the Senate Chamber.

The introducer of a bill shall attend the meeting of a standing subcommittee (or standing committee if the bill being considered received no subcommittee reference) before which such bill is noticed as provided in these rules. Such introducer may discharge this duty by sending another legislator, his aide or committee staff member, or any other representative possessed of written permission to speak for the bill in his behalf. When a bill is reached on the committee agenda, the introducer of which is not present or represented as herein provided, the chairman shall temporarily pass such measure after ascertaining whether interested citizens responsive to the notice of such meeting would like to be heard prior to the temporarily passing thereof. A bill, once passed as provided, shall be noticed the second time with a parenthetical indicator reflecting "second notice." Such a bill having been noticed for a second time, shall be considered by the committee notwithstanding the introducer's failure to appear.

2.9—Standing committees and standing subcommittees shall meet on the call of the chairman of each or, in his absence, the vice-chairman. Each committee shall regularly meet in the room assigned for its use by the Committee on Rules and Calendar, and notice of such assignment shall be posted on a bulletin board provided for this purpose in the public corridor leading into the Senate Chamber. The committee chairman may arrange with the Sergeant at Arms for evening or other special meetings. No committee except the Committee on Rules and Calendar shall meet while the Senate is in session without consent of the Senate. No standing or select subcommittee shall conduct a meeting without prior written approval of the chairman of the standing committee.

When, where
committees
meet

2.10—Before any standing committee or standing subcommittee of the Senate holds a meeting while the legislature is not in session, a notice of said meeting, stating date, time and place, shall be filed with the Secretary of the Senate at least seven (7) days prior thereto.

Committee
meetings
between
sessions

2.11—All committee meetings shall be open to the public 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 such committee upon a point of order made prior to final passage thereof.

Open meetings

2.12—Every bill, joint resolution, resolution, and memorial referred to a standing committee or committees shall be reported to the Secretary 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. Any bill upon which no committee report is filed as herein provided may be withdrawn from such committee and appropriately calendared upon point of order, provided that no bill may be thus withdrawn from the Committee on Ways and Means or the Committee on Constitutional Amendments during the first thirty (30) days of a regular session. Every bill, joint resolution, resolution, and memorial referred to a standing subcommittee shall be reported to the standing committee at a time specified by the chairman of the standing committee. (See also Rule 4.4.)

Time of
reporting by
standing
committees

2.13—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.

Standing
committee
reports

Such reports shall also reflect (a) the time and place of the meeting at which the action was taken, (b) the name and address of each person addressing the commit-

tee relative to each measure, the interest represented (proponent or opponent), 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, which shall not include that portion of the report required by items (a), (b), and (c) hereof. Reports of committees shall be preserved for the convenient inspection by the public.

All matters referred to standing 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 ($\frac{2}{3}$) vote of the Senators present and voting.

A standing committee, in reporting a bill, joint resolution, resolution, or memorial, may 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 accompanied 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. No other standing committee of reference shall consider the original measure but shall direct its attention to the substitute measure. When the original measure is reached upon the calendar, the substitute shall be read a 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 (1) and five (5) exact copies for bills].

All standing committee reports shall be signed by the chairman or, in his absence, the vice chairman and shall be made on forms prescribed by the Secretary of the Senate and furnished by the Sergeant at Arms (supply room) and shall be 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 Friday. 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 ($\frac{2}{3}$) vote of the Senators present, the same may be taken from the table.

2.14—It shall be the duty of standing subcommittees to report all measures referred to them directly to the parent standing committee. Standing subcommittee reports The standing subcommittee shall report all measures either (a) favorably, (b) favorably with committee amendments, (c) favorably with committee substitute as defined in these Rules, or (d) unfavorably.

Such reports shall also reflect (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 each measure and the interest represented (proponent or opponent), and (c) the vote of each member of the subcommittee on the motion to report each bill or resolution.

All matters referred to standing subcommittees shall be reported from said subcommittee by bill, resolution, or otherwise with their recommendations thereon, directly to the parent standing committee.

A standing subcommittee may, in reporting a bill to the parent standing committee, draft a new measure, embracing the same general subject matter, to be returned to the parent standing committee with the

recommendation that the substitute be considered in lieu of the original measure (or measures). The substitute measure must be accompanied by the original measure referred to the standing subcommittee and returned to the parent standing committee in the same manner as the favorable reporting of any other measure. The parent standing committee shall not consider the original measure but shall direct its attention to the substitute measure, the original measure being automatically tabled.

All subcommittee reports shall be signed by the chairman, or, in his absence, the vice-chairman and shall be made on forms prescribed by the Secretary of the Senate and furnished by the Sergeant at Arms. Each report by a standing subcommittee must set forth the identifying number of the measure; and if amendments are proposed by the subcommittee, the words "with amendments" shall follow the identifying number. Subcommittee amendments shall be typewritten in full on amendment forms, numbered serially and attached to the measure.

All bills, joint resolutions, resolutions, and memorials reported unfavorably shall be laid on the table when the standing committee considers the subcommittee's report; but upon motion by any member of the committee, adopted by a majority vote of the committee members, the same may be taken from the table. When a bill, joint resolution, resolution or memorial is thus removed from the table by a standing committee it shall receive a hearing de novo and witnesses shall be permitted to testify.

When a bill with a favorable report by a subcommittee is considered by the standing committee, no additional testimony of witnesses shall be permitted except upon vote of a majority of the standing committee members present before final action is taken; however, debate by members of the standing committee shall be allowed.

2.15—No member of a standing committee or subcommittee shall be allowed to vote by proxy. A majority of all the committee or subcommittee members present shall agree by their votes upon the disposition of any bill or other matter considered by the committee or subcommittee. A member shall attend all meetings of a committee or subcommittee to which he has been appointed.

Quorum and
attendance upon
committee
meetings

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 or subcommittee, shall constitute automatic withdrawal from the committee or subcommittee. Upon notification by the chairman of the committee or subcommittee, the President shall make appointments to such vacancies.

A committee or subcommittee is actually assembled only when a quorum constituting a majority of the members of that committee 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.

2.16—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 ses-

sion 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.

2.17 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 this 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, it shall be read to the Senate and, prior to voting, shall be read a second time on the next day on which the Senate meets. Upon completion of the second reading, 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. During the last five (5) days of a regular session such report shall be read only once. 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.

Rule Three

BILLS, RESOLUTIONS, AND MEMORIALS

3.1—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

3.2—To be acceptable for introduction, all bills, resolutions, and memorials shall be typewritten, mimeographed, or printed all in a type size of pica or larger and all of the color black, without erasure or interlineation, on a sheet of paper of the common legal size. 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 and bottom margins shall be at least one and one-half (1½) inches. The top margin of the first page shall be at least two (2) inches, with the words “A bill to be entitled” appearing on the third numbered line when line-numbered paper (see 3rd paragraph) is used and aligned on the page substantially according to the following form:

General
form

(Center)

A bill to be entitled

(2 spaces)

(Indent 7 spaces from outside margin)