

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)

An act

.....
(title double spaced)

.....
.....

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

Section 1.
.....

Section 2.
.....

The original (1) and five (5) copies of each measure must be backed with a yellow jacket of the type furnished by the Sergeant at Arms. On these jackets shall be inscribed the full name of the introducer and any cointroducers, and enough of the title for identification.

Bills or joint resolutions which propose to amend existing provisions of the Florida Statutes (as described in section 11.242, Florida Statutes) or the Florida Constitution shall contain the full text of the section, subsection, paragraph, or subparagraph to be amended. New words shall be inserted in the text underlined. The words to be deleted shall be lined through with hyphens. Printed bills shall show the words to be added in italics, and the words to be deleted enclosed in brackets. Bills of this nature shall be prepared on paper with thirty-one (31) numbered lines beginning eight (8) spaces from the top of the page. The text shall be written completely within vertical guide lines drawn five and one-half (5½) inches apart.

However, the change in language may occasionally be so general that the use of these procedures would hinder, rather than assist, the understanding of the amendment. In that event, it shall not be necessary to use the coded indicators of words added or deleted; but, in lieu thereof, a notation similar to the following shall be inserted immediately preceding the affected section of the bill: "substantial rewording of section. See section, F.S., for present text."

The words to be deleted and the above-described indicators of such words and of new material are for the convenience of the members only and shall not be considered to constitute a part of the bill under consideration. The words to be deleted and the indicators of new and deleted material shall not be removed upon the enrolling of the act.

Section catch lines shall not be typed with underlining, nor shall any other portion of a bill covered by this Rule other than new material.

3.3—All bills shall be introduced in an original (1) and five (5) exact copies. They shall contain a proper title, as defined in section 6 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.

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 (1) and five (5) copies 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."

3.4—As required by section 10 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.

Local bills, form of local bills

3.5—All joint resolutions shall be introduced in an original (1) 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 (1) and five (5) 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.

Joint resolutions, form of joint resolutions

3.6—All memorials—these express the opinion of the Legislature to the Congress of the United States—shall be introduced in an original (1) and seven (7) exact copies. They shall contain the resolving clause “Be It Resolved by the Legislature of the State of Florida:”. No title sheet shall be required for memorials. Jackets shall be attached to the original (1) and five (5) copies of each memorial. The two (2) remaining unbacked copies shall be attached to the inside of the original copy of the memorial by paper clip for introduction.

Memorials, forms of memorials

3.7—All Senate resolutions and all concurrent resolutions shall be introduced in an original (1) 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 resolutions embody this clause,

Resolutions, form of Senate and concurrent resolutions

“Be It Resolved by the Senate of the State of Florida, the House of Representatives Concurring:”. Jackets shall be attached to the original (1) and five (5) copies of each resolution. The two (2) 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.

3.8—To facilitate the process of committee reference, all bills and other measures for introduction shall be delivered to the Secretary no later than 4:30 p.m. of the second day preceding 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) minutes preceding the motion, of his intention to move for the waiver of this rule so as to have introduced a specific 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 introduction 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.

Between regular sessions of the legislature, bills, joint resolutions, resolutions, and memorials may be prefiled by delivery to the Secretary of the Senate. The Committee on Rules and Calendar shall develop rules and procedures concerning the interim referral, consideration, disposition, and reporting of bills thus prefiled.

3.9—A prefiled bill complying with Rules 3.3, 3.4, and 3.5 shall be serially numbered in accordance with the permanent system required by Rule 3.11. A bill received by the Secretary within three (3) weeks next preceding the convening of a regular session shall be numbered but otherwise withheld from the operation of this rule. Such a bill shall be treated as if it had been delivered for introduction on the first day of the following regular session.

The Secretary shall deliver each such numbered bill

to the President for reference to a committee or committees pursuant to Rules 4.4 and 4.5.

The Secretary shall promptly forward each referenced bill to the chairman of the committee of reference, who shall either refer to a standing subcommittee, refer to a select committee as otherwise provided in these rules, or agenda for a meeting of the standing committee. In either event, the chairman shall concurrently notify the Secretary of the Senate of his action upon forms provided for such report. The chairman of the subcommittee, select committee, or of the standing committee thus possessing jurisdiction of a prefiled bill shall determine the time and place for the hearing during which such bill is to be considered and notify the Secretary of the Senate as required by Rule 2.10. A copy of each prefiled bill, reflecting the referencing data, shall be mailed to each Senator. The Secretary shall regularly mail to each Senator a calendar of all committee hearings, including the bills noticed for hearing by each.

Committee hearings and reports shall respond to the rules of the Senate, except for the provisions thereof relating to the time of reporting. Committees having jurisdiction of prefiled bills shall expedite the business of such committee and shall file its reports as soon as practicable after each hearing, except that the Ways and Means Committee shall not be required to file such a report of any prefiled bill defined by Rule 4.6.

Each bill, having been considered by a committee, the report of which has been received by the Secretary at least seven (7) days preceding a regular session, shall be introduced and read on the first (1st) day thereof, pursuant to the Constitution, Laws of Florida, and these rules. The Reading Clerk shall recite the committee reference and the Journal shall reflect the report of the Committee. All requirements of the reference of bills to and the consideration of bills by Senate Committees shall be deemed to have been met and discharged, if the jurisdictional requirements of this rule have been complied with as to each of such bills.

In the event a committee fails to deliver its report of a prefiled bill within seven (7) days next preceding the convening of a regular session or, in the event a prefiled bill had received a reference to more than one (1) com-

mittee and less than all considered such bill, the committee or committees failing to so report and the committee or committees having failed to discharge their jurisdiction of a bill shall conduct hearings and file reports during the regular session as if such bill had not been prefiled.

Notwithstanding Rule 4.8, any Senator may, during the day of introduction of prefiled bills, but no later than under the Order of Business of "Motions Relating to Committee Reference" on the second legislative day on which the Senate meets, move for reference to a different committee or for removal from any committee which motion may be adopted by a two-thirds ($\frac{2}{3}$) vote.

3.10—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. The number of copies of each such measure shall be determined each year by the contract for printing. 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.

3.11—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 so mark the original copy of each measure as to 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.

3.12—Whenever any bill, memorial, concurrent resolution, or joint resolution of the Senate

Companion
measures

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 ($\frac{2}{3}$) 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. Recommitment of a Senate bill shall automatically carry with it any House companion bill then on the Calendar.

Introduction
by members,
only—
Exception

3.13—Bills, joint resolutions, concurrent resolutions, memorials, or resolutions shall be introduced by only 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 Ways and Means. Any bill affecting tax matters, so as to increase, decrease, alter, impose or remove a tax, may be introduced by the Committee on Ways and Means. Reports and resolutions dealing with the 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.

Rule Four

ORDER OF BUSINESS AND CALENDAR

Sessions of
the Senate

4.1—The Senate shall meet pursuant to a schedule adopted, from time to time, by the Committee on Rules and Calendar and approved by the President, which shall set