

submit a factual situation to the Rules, Calendar, Privileged Business and Ethics Committee 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.

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, or expelled. Such determination and disciplinary action shall be taken by a two-thirds (2/3) vote of the Senate, upon recommendation of the Rules, Calendar, Privileged Business and Ethics Committee. 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.

## Rule Two

### COMMITTEES, OFFICERS, MEMBERS, VOTING, MOTIONS, DECORUM AND DEBATE

#### PART ONE—COMMITTEES

2.1—Permanent standing committees and standing subcommittees, when created and designated by rule of the Senate, shall exist and function both during and between sessions. At the organizational session preceding the regular session of each odd numbered year, the President shall appoint the membership of the following named standing committees and standing subcommittees provided that each standing committee shall consist of not less than five (5) nor more than twenty-one (21) members.

*AGRICULTURE*

*COMMERCE*

Subcommittee on Consumer Protection

*GOVERNMENTAL EFFICIENCY*

*HEALTH, WELFARE AND INSTITUTIONS*

*JUDICIARY—CIVIL A*

*JUDICIARY—CIVIL B*

*JUDICIARY—CRIMINAL*

*NATURAL RESOURCES AND CONSERVATION*

*PERSONNEL, RETIREMENT AND CLAIMS*

*PUBLIC SCHOOLS*

Subcommittee on K-Elementary Education

*REAPPORTIONMENT AND REDISTRICTING*

*RULES, CALENDAR, PRIVILEGED BUSINESS AND ETHICS*

Subcommittee on Management and Personnel

Subcommittee on Privileged Business

*TRANSPORTATION*

*UNIVERSITIES AND COMMUNITY COLLEGES*

*VOCATIONAL-TECHNICAL EDUCATION*

*WAYS AND MEANS*

Subcommittee on Appropriations A

Subcommittee on Appropriations B

Subcommittee on Appropriations C

Notwithstanding anything in these Rules to the contrary, the President may appoint the Chairman and Vice Chairman and the membership of the Committee on Reapportionment and Redistricting at a time other than the Organizational session.

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.

*(Amended January 27, 1971, Page 7, Senate Journal;  
December 8, 1971, Page 48, Senate Journal)*

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.

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—A committee shall be authorized the services of such personnel as may be necessary to carry out its duties and functions, subject to such guidelines and criteria as may be prescribed by the Rules, Calendar, Privileged Business and Ethics Committee and subject also to the pay and classification code of the Senate.

No committee, nor senator, shall make application for or utilize federal funds, personnel, services, or facilities unless approval of the Committee on Rules, Calendar, Privileged Business and Ethics is first obtained.

*(Amended December 8, 1971, Page 49, Senate Journal)*

2.5—Notice of meetings of standing committees or standing subcommittees shall be published in the daily calendar. No committee 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, which shall include the date, time and place of the meeting together with the name of the introducer and number of each bill to be considered.

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, with the number of each bill to be considered, stating date, time and place, shall be filed with the Secretary of the Senate at least fourteen (14) days prior thereto. The Secretary shall give notice to the membership at least seven (7) days prior to said meeting.

*(Amended December 8, 1971, Page 47, Senate Journal)*

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.

2.8—Each standing committee and standing subcommittee shall consider, as expeditiously as is reasonably possible and proper, the public business assigned to 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.

The Rules, Calendar, Privileged Business and Ethics Committee shall provide a schedule of days, hours, and places for the meeting of committees for the regular sessions and during the interim, and deliver a copy of same to each Senator; provided however, that such scheduling shall not limit the powers of the chairman of a standing committee or subcommittee as provided in these Rules.

2.9—Each committee shall regularly meet in the room assigned for its use by the Rules, Calendar, Privileged Business and Ethics Committee, and notice of such assignment shall be posted by the Sergeant at Arms on a bulletin board provided for this purpose in the public corridor leading into the Senate Chamber. The committee chairman may arrange with the Rules, Calendar, Privileged Business and Ethics Committee and the Sergeant at Arms for evening or other special meetings. No committee except the Rules, Calendar, Privileged Business and Ethics Committee shall meet while the Senate is in session without consent of the Senate.

2.10—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. Bills shall be considered when reached on the Committee agenda notwithstanding the absence of the sponsor or anyone authorized by these Rules to appear on his behalf.

2.11—All committee meetings shall be open to the public subject always to the powers 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.

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 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)

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.

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, 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 re-committed to a designated committee except by two-thirds (2/3) vote of the Senators present and voting.

A standing committee, in reporting a Senate 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. A Senate committee may not recommend a Senate Committee Substitute for a House Bill. 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. A committee receiving a committee substitute from a prior committee of reference may also report a committee substitute and shall not be precluded from doing so with the substance of the bill as originally introduced. 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 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]. Although a committee substitute may treat the substance of several bills pending before the committee, the committee report shall address itself to only one of such bills in reporting a committee substitute.

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 (2/3) vote of the Senators present, the same may be taken from the table.

*(Amended December 8, 1971, Page 47, Senate Journal)*

2.14—It shall be the duty of standing subcommittees to report all measures referred to them directly to the parent standing committee. 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. 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.

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 two-thirds (2/3) vote of the committee members present the same may be taken from the table. When a bill, joint 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 two-thirds (2/3) of the standing committee members present before final action is taken; however, debate by members of the standing committee shall be allowed.

2.15—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 viola-

Quorum of  
Committee

tion 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 (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 bill thus originating in a Committee of the Whole shall, when introduced as contemplated by the Constitution receive no further reference to Committee. 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.

2.17—Upon receipt from the Secretary of each  
Prefiled bills  
committee shall either refer to a 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 these Rules.

Committees having jurisdiction of prefiled bills shall expedite the business of such committee and shall file 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 these Rules.

A prefiled bill introduced solely by a Senator who will not be a Senator at the next ensuing regular session of the Legislature shall be reported unfavorably without notice or hearing. A copy of each such bill shall be mailed to each Committee member for the purpose of determining possible sponsorship. Such an automatic report shall not preclude the introduction of another bill of identical substance.

2.18—Bills shall be considered in the order appearing in the notice required by these  
Order of business  
Rules, except that the Chairman may, in his sole discretion, consider a bill out of its order to accommodate the presence of a Senator or Representative who is the prime introducer thereof.

A bill or joint resolution may otherwise be considered out of its order on the committee calendar upon unanimous consent obtained in the following manner: The Senator moving for such unanimous consent shall have, prior to the entertainment of such motion, orally given the committee 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. 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.

## PART TWO—COMMITTEE OFFICERS

2.19—A Chairman and a Vice Chairman of each standing committee shall be appointed by the President at the organizational session preceding the regular session held each odd numbered year and shall continue in office at the pleasure of the President. The President shall also appoint a chairman for each standing subcommittee authorized by these Rules, and may designate a vice chairman, both of whom shall continue in office at the pleasure of the President.

2.20—The Chairman or in his absence, the Vice Chairman shall call the committee to order at the hour provided, by these Rules. Upon the appearance of a quorum, the committee shall proceed with the order of business. Any member of the committee may question the existence of a quorum.

2.21—The Chairman or Vice Chairman shall preserve order and decorum and shall have general control of the committee room. In case of a disturbance or disorderly conduct in the committee room, he may cause the same to be cleared.

2.22—The Chairman shall sign all notices, vouchers, subpoenas or reports required or permitted by these Rules. He shall decide all questions of order, subject to an appeal by any Senator, which appeal shall be certified by the Chairman to the Senate for a decision by the President during the daily session of the Senate next following such certification which ruling shall be entered in the Journal and shall constitute binding precedent upon all committees of the Senate. A ruling by the President on any question certified shall be subject to appeal as any other question. The Chairman may, or upon the vote of a majority of the Committee, shall certify a question of parliamentary procedure to the President as contemplated by the Rule without a formal appeal. Such a certified question shall be disposed of by the President as if it had been on appeal. The perfection of an appeal or the certification of a question pursuant to this rule shall not constitute an automatic stay to further legislative action on the measure under consideration.

Chairman's authority to sign notices, etc., and decide questions of order

2.23—The Chairman and Vice Chairman shall vote on all matters before such committee provided that the name of the Chairman shall be called last.

Vote of Chairman, Vice Chairman

2.24—The Chairman may name any member of the committee to perform the duties of the chair provided that such substitution shall not extend beyond such meeting. In his absence and omission to make such appointment, the vice chairman shall act during his absence.

Temporary appointment of alternate to Chairman

2.25—Upon the death of the Chairman, the Vice Chairman shall perform the duties of the office until and unless the President shall appoint a successor. Upon and during disability, absence, or incapacity of the Chairman beyond one (1) legislative day, the Vice Chairman shall perform his duties.

Performance of duties by Vice Chairman

2.26—Each Chairman shall be entitled to such facilities and expenses as may be necessary and expedient to the fulfillment of the duties of the office, the location and sufficiency of which shall be determined by the Rules, Calendar, Privileged Business and Ethics Committee.

Chairman's  
expenses and  
facilities

### PART THREE—COMMITTEE MEMBERS

2.27—Every member of a committee shall be in attendance during each of its meetings, unless excused or necessarily prevented and shall vote on each question, except that no member of a committee shall be required or permitted to vote on any questions immediately concerning his private rights as distinct from the public interest.

Members, atten-  
dance, voting,  
proxy

No member of any committee shall be allowed 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.

The Chairman may excuse any Senator for just cause from attendance on the meetings of his committee for any stated period, and such excused absence shall be noted on the records of such committee.

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. Upon notification by the Chairman of the committee the President shall make appointments to such vacancies.

### PART FOUR—VOTING

2.28—The Chairman shall declare all votes and shall cause same to be entered on the records of the committee, but if any Senator rises to question a vote, then upon a showing of hands by three (3)

Taking the  
vote

Senators, the Chairman shall take the sense of the Committee by yeas and nays. In all cases where the Committee shall be equally divided, the question shall be lost.

Prior to the announcement of the result of a roll call, notice shall be taken in the records of the Committee of the request of any Senator to (1) change his vote or (2) vote. After the vote has been announced, a Senator with unanimous consent may change his vote or vote on the measure except that no such change of vote or vote shall be valid where such vote would alter the final action of the committee until the measure shall first have been recalled to the Committee for further consideration. Upon request of a Senator prior to consideration of other business, the Chairman shall order a verification of a vote.

2.29—No Senator shall vote for another Senator, nor shall any person not a Senator cast a vote for a Senator. In addition to such penalties as may be prescribed by law, any Senator who shall vote or attempt to vote for another Senator may be punished in such a manner as the Senate may deem proper. Any person not a Senator who shall vote wrongfully in the place of a Senator shall be excluded from the Committee for the remainder of the session, in addition to such punishment as may be prescribed by law.

2.30—No pairing shall be permitted by the Committee.

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

PART FIVE—MOTIONS AND THEIR PRECEDENCE

Motions; how  
made, with-  
drawn

2.32—Every motion may be made orally. Upon request of the Chairman, a Senator shall reduce his motion to writing. After a motion has been stated or read by the Chairman, it shall be deemed to be in possession of the Committee without a second, and shall be disposed of by vote of the Committee. 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.

Motions;  
Precedence

2.33—When a question is under debate, the Chairman shall receive no motion except:

1. To rise at a time certain
2. To rise instanter
3. To take a recess
4. To reconsider
5. To limit debate
6. To postpone to a day certain
7. To commit to a select committee
8. To amend

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

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

Motions which  
can be made  
but once

2.34—Motions to rise or to recess shall be decided without debate by a majority vote of those present and voting. Only one substitute for a motion to rise shall be entertained. The substitute motion shall fix a different time for rising, 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 preclude any further motion to adjourn until other business shall have intervened.

2.35—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 nor a motion to strike out and insert.

2.36—When a question has been decided by a committee any Senator voting with the prevailing side, or when a question has been decided by voice vote, any member, during the meeting at which the vote was taken may move the reconsideration thereof. Such motion may be made pending a motion to rise or if the time of adjournment has arrived. Consideration of a motion to reconsider shall be a special and continuing order of business for the succeeding committee meeting, and, unless considered during such meeting, shall be considered abandoned. If the Committee shall refuse to consider or, upon consideration, shall confirm its first decision, no further motion to reconsider shall be in order except upon unanimous consent. During the last five (5) days of a regular session, a motion to reconsider shall be made and considered during the meeting at which the original vote was taken.

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

2.38—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 period longer than five (5) minutes.

2.39—A motion to reconsider a collateral matter must be disposed of 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 Committee has passed to other business.

## PART SIX—AMENDMENTS

2.40—Amendments shall be filed with the Chairman on forms prescribed by the Secretary and supplied by the Sergeant at Arms, but shall be considered only as sponsors who are members of the Committee, gain recognition from the Chairman to move their adoption. An amendment shall be deemed pending only after its sponsor has been recognized by the Chairman and has moved its adoption. Amendments which have been filed with the Chairman, the adoption of which have not been formally moved, shall not be deemed to be pending. No proposition on a subject different from that under consideration shall be admitted under color of amendment.

2.41—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 substitutes. 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. (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.

2.42—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.

2.43—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 Chairman 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 in Section 2, and so on. After all sections have been considered separately, the whole bill or joint resolution shall be open for amendment.

2.44—Any House bill or resolution may be amended in the same manner as a Senate bill or resolution.  
Senate amend-  
ments to  
House bills

#### PART SEVEN—DECORUM AND DEBATE

2.45—When any Senator desires to speak or deliver any matter to the Committee, he shall respectfully address himself to “Mr. Chairman” and, on being recognized, may address the Committee and shall confine himself to the question under debate, avoiding personality. 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 or such appellation and the surname of the Senator referred to or addressed.  
Decorum and  
debate

2.46—When two (2) or more Senators speak at once, the Chairman shall name the Senator who is first to be recognized.  
Chairman’s  
power to recog-  
nize

2.47— No Senator shall be interrupted by another without the consent of the Senator who has the floor, except by rising to a question of privilege; a point of order requiring an immediate ruling; an appeal from the decision of the Chairman concerning a point of order (if the appeal is made immediately following the decision); a parliamentary inquiry requiring an immediate reply or to question the existence of a quorum. The Chairman shall strictly enforce this rule.  
Interruptions;  
when allowed

2.48—When a member is speaking and another member interrupts to request recognition, it is the right of the Chairman to permit the person rising to state why he desires the floor; and if the question he desires to raise is entitled to precedence, the member originally speaking should  
Speaking rights

relinquish the floor until the question having precedence is disposed of, but he is entitled to resume the floor as soon as the privileged question has been disposed of.

2.49—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 ten (10) minutes without yielding the floor, except by consent of a majority of the Senators present.

Time for  
debate

2.50—When a measure is under debate by the Committee, 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 (2/3) 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 Chairman.

Limitation  
on debate

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

Priority of  
business

2.52—A point of order questioning the right of a member to vote on account of interest may be raised after the vote has been recorded and before the result is announced.

Questioning right  
to vote

2.53—The proper method of taking exception to a ruling of the Chairman is by appeal. An appeal from a decision of the Chairman must be made promptly, and it is too late to appeal after debate or other business has intervened. A point of order on any other question is not in order while an appeal is pending, but a point of order relating to the appeal may be raised; and, if the determination of the appeal is dependent on this point, it may be decided by the Chairman. This second decision is also subject to appeal.

Appeals

2.54—An appeal from a decision of the Chairman on a point of order is debatable even though the question out of which it arose was not debatable.

Appeals;  
debatable

### 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—General form. All bills, resolutions and memorials shall, to be acceptable for introduction, be typewritten, duplicated, 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. The lines shall be doubled 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 of all pages shall be at least one and one-half (1½) inches, except the first page. The top margin of the first page shall be at least two (2) inches, and aligned on the page substantially according to the following form:

Form of  
Measure

A bill to be entitled

An act \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_