

SENATE RULES

INDEX

-A-

Subject	Rule No.	Page
Absence		
Committees		
Chairman; vice-chairman to perform duties; exception	2.25, 2.26	24 24
Chairman; vice-chairman's authority to call committee meeting to order.	2.21	24
Members absent from meetings; automatic withdrawal from committee	2.28	25
Employees, without permission; grounds for dismissal; exceptions	1.30	11
Members		
Absent from meetings; automatic withdrawal from committee	2.28	25
Attendance, compelling	4.2	37
Cause of absence	1.21	10
Excused members noted on journal	1.22	10
Introducer of bills; attendance by sponsors allowed	2.10	17
Pairing permitted when member excused from attendance	5.4	44
President and president pro tempore; organization session, secretary's duties re	1.10	7
President; death, absence or incapacity; president pro tempore, duties	1.8	6
Adjournment		
Hour of adjournment; approval by president	4.1	37
Admission to Floor		
See: Chamber		
Advisory Opinions		
Compilation of opinions, public inspection	9.7	53

Advisory Opinions (Cont.)	Rule No.	Page
Lobbyists; committee responsibility for	9.6	53
Members requests; hearings, procedure, etc.	1.38	12
Public inspection	9.7	53
Affidavits		
Lobbyists; secretary to furnish affidavits	9.9	53
Amendments		
Adoption; rules governing	7.6	48
Amendments to amendments; order of disposition	7.3	47
Appropriations bill, rules governing	7.6	48
Bills or joint resolutions; amending on third reading; limitation	4.13	41
Conference committee report, requirements re	2.19	22
Conference committee report; special session; appropriate title amendment	13.4	59
Corrective amendments to title; adoption on third reading without debate by majority vote	7.2	47
Filing with secretary; requirement	7.1	47
Forms to be prescribed by secretary	7.1	47
Generally	7.1	47
House amendments to Senate bill; procedure	7.8	48
House amendments to senate bills, messages re; service bureau summary, required	1.19	9
House refusal to concur in Senate amendments; motions in order	7.9	48
Motion to strike out and insert not to preclude amendment	6.3	45
Pending, when deemed	7.1	47
Rules generally	2,7	13-30,47-48
Rules; motions to waive; construed as amendment to rules	11.2	55
Second reading, on; majority vote required	7.2	47
Section by section; order of disposition	7.5	48

Amendments (Cont.)	Rule No.	Page
Senate amendment to House bills, rules governing	7.7	48
Sequence of amendments to amendments, substitute amendments, etc.	7.3	47
Striking all after enacting clause or resolving clause of bill or joint resolution; effect	7.4	47
Substitute amendments, amendments to substitutes; order of disposition	7.3	47
Third reading, on; vote required	7.2	47
Title; adoption on third reading without debate by majority vote	7.2	47
 Appeal		
Committee Chairman		
Decisions; procedure	2.53	30
Decisions re point of order	2.47	29
Rulings; certification to president	2.23	24
Debatable, when	8.10	50
From the Chair	1.4	5
General procedure	8.9	50
Point of order		
Appeals re; debatable	8.10	50
Committee chairman's decisions; debatable	2.54	30
Pending appeal; when permitted	8.9	50
Presiding officer decision, permitted	8.3	49
Questions of order and parliamentary procedure; president's rulings on	2.23	24
Questions of order subject to appeal by any senator	1.10	7
 Appointments, Suspensions and Removals		
Rules generally	12	56-59
 Appropriation, General		
Amendments to; rules governing	7.6	48
Bills affecting appropriations referred to ways and means committee	4.6	40
Introduction by ways and means committee	3.12	36
 Assistants		
Secretary of the senate; employment	1.9	6

	Rule No.	Page
Attaches		
Absent without permission; grounds for dismissal; exception	1.30	11
Committees; rules and calendar, committee to set guidelines	2.4	15
Dismissal or discharge, procedures re	1.27	11
Employment, secretary of senate supervision over certain personnel	1.9	6
Legislative conduct and ethics, accounted for	1.37	12
Lobbying prohibited	1.28	11
Political activity, regulated	1.31	11
Relatives and spouse of member as; authorization; limitation	1.27	11
Rules generally	1	5-13
Senate not in session; working hours same as regular capitol employees	1.29	11
Session employment; work hours; remain on duty as required	1.29	11
Special master, not designated as attache	12.8	58
Spouse of member as; authorization; limitation	1.27	11
Work hours; permanent staff; same as regular capitol employees	1.29	11
Attendance		
Compelling; exception	1.21	10
Excused absences noted on journal	1.22	10

B

Ballot		
Election by; procedure	5.6	44
Bills		
Amendments		
Bills or joint resolutions; amending on third reading; limitation	4.13	41
Conference committee reports re; requirements	2.19	22
House amendments to senate bills, messages re; delivered for summary	1.19	9
House amendments to senate bills; rules governing	7.8	48
House bills, rules governing	7.7	48

Bills (Cont.)	Rule No.	Page
House refusal to concur in senate amendments; motions in order	7.9	48
Section by section; order of disposition	7.5	48
Striking all after enacting clause or resolving clause; effect	2.42	28
Appropriations; introduction by ways and means committee	3.12	36
Appropriations; referred to	4.6	40
Attestation to passage by secretary	1.14	8
Calendar to set forth certain information re	1.12	7
Committee of the whole; consideration by; requirements, procedures, etc.	2.18	21
Committees		
Action re; generally	2.13	18
General appropriations bill, may not introduce, exception	3.12	36
House bills, senate committee substitute for; prohibited	2.13	18
Report to accompany original bill	2.13	18
Reports; deadline for filing with secretary, extension	2.12	17
Reports; filing deadline extension request; procedure	2.12	17
Companion bills, passage; general procedure	3.11	36
Conference committees See: Committees		
Consideration of bills out of regular order of business; procedure; exception	4.1, 4.14	37 42
Defects, notice to introducer	1.16	8
Definition	3.1	31
Enacting clause, striking out after; effect	7.4	47
Engrossing, time for and procedures re	4.17	43
Enrolling, secretary responsible for	4.18	43
Fiscal notes re bills affecting revenues, expenditures or fiscal liability; requirements	3.13	36
Form specifications		
Capital letters, limitations on use	3.2	32

Bills (Cont.)	Rule No.	Page
Generally	3.1	31
Local bills	3.3	33
Number of copies, etc.	3.2	32
Summary required	3.7	34
General bills; printing, contract for; secretary to furnish	3.9	35
House amendments to senate bill; procedure	7.8	48
House bills amended by senate committee; procedure	2.44	29
House bills, senate amendments to; rules governing	7.7	48
House refusal to concur in senate amendments; motions in order	7.9	48
Indexes, secretary's duties re	1.17	8
Introducer		
Attendance at committee meetings, duties re	2.10	17
Committee meetings; duties re attendance	2.10	17
House amendments to senate bills; special notice of service bureau summary, required	1.19	9
Index by introducer, secretary to keep	1.17	8
Speaking rights before committee; time to close debate	2.48	29
Introduction		
After eighteenth day of regular session; disposition; exception	4.4	38
Appropriation bills by ways and means committee	3.12	36
Bill drafting services, bills prepared by; filed with secretary; limitation	3.7	34
Committee bill; senator may co-sponsor if signed original	3.12	36
Legislative measures, summarizing requirements	3.7	34
Member only, exception	3.12	36
Members; introduction authorized if signed original	3.12	36
Numbering and identification, duties of secretary re	3.10	35
Order received, secretary's duties re	3.10	35

Bills (Cont.)	Rule No.	Page
Prefiled bills; reference to committee, reports, etc.	3.8	34
Prefiled bills, when and where	3.7	34
Requirements, generally	3.12	36
Special session; bills delivered to secretary	13.4	59
Waiver of rules re; requirements	3.7	34
When to file; limitations	3.7	34
Legal forms for introduction	1.16	8
Legal requirements, examination of bills by secretary	1.16	8
Local bills		
Calendar of local bills; order of consideration	4.16	42
Definition	4.4	38
General form	3.3	33
Omitted from formal calendar; distribution separately to members by secretary	4.3	37
Proof of publication	3.3	33
Reference to appropriate committee	4.4	38
Referendum	3.3	33
Multiple reference; consideration by each committee separately; committee substitute, effect	4.5	39
Noncontroversial bill day; designation, procedure	4.15	42
Numbering and identification, duties of secretary re	3.10	35
Numerical index; cumulative index by introducers	1.17	8
Order of consideration by committee; exception	2.17	21
Passed by both houses; presiding officer's signature required	4.10	41
Postpone indefinitely, motion to; effect	6.9	46
Postponement of vote on passage; majority consent required	4.13	41
Prefiled		
Consideration by committees	2.16	20
Copies of and calendar reflecting reference data mailed to each member	3.8	34
Reference to committees, reports, introduction, etc.	3.8	34
Preparation; procedure	3.2	32

Bills (Cont.)	Rule No.	Page
President and secretary to sign all enrolled bills	4.18	43
Printing for information of senate and public, secretary's duties re Readings	3.9	35
Amendment or commitment on third reading; limitation	4.13	41
Bills; three readings required; exception	4.10	41
Concurrent resolutions; two readings required; exception	4.11	41
Joint resolutions; three readings required; exception	4.10	41
Memorials; two readings required; exception	4.11	41
Order of disposition after second reading	4.17	43
Referral or postponement on third reading	4.13	41
Resolutions, generally	4.12	41
Third reading, placing on calendar for; procedure	4.17	43
Recommitment of senate measure; effect on house companion	3.11	36
Recommitted to committee or subcommittee; failure to give notice of meeting	2.6	16
Reconsideration; secretary to hold general bills for certain period of time; exception	6.8	46
Reference		
Different committee or removal from committee; motions re	4.8	40
Different or other committee; removal from committee; procedures	3.8	34
Generally to appropriate committee	4.4	38
Miscellaneous papers; discretionary with president	4.9	40
More than one committee; procedure	4.5	39
Resolutions to appropriate standing committee; exception	4.7	40
Ways and means committee, to; appropriations, tax matters, bond issues, license fees, etc.	4.6	40

Bills (Cont.)	Rule No.	Page
Rules generally	3	31
Secretary; duties re engrossing, enrolling, etc.	1.11	7
Secretary, examination of bills re requirements or rules	1.16	8
Sections amended; procedure	2.43	29
Senate and house, differences existing between; conference committee report	13.6	60
Special order calendar; determining priority for consideration; procedure re	4.15	42
Special session		
Bills delivered to secretary for introduction	13.4	59
Committee reference; withdrawal; report	13.5	59
Special order calendar, submitted by rules committee	13.8	61
Sponsor or his representative; failure to appear; consideration rescheduled	2.10	17
Sponsor to attend subcommittee or committee meeting	2.10	17
Status, second or third reading, etc.	1.12	7
Subcommittee action re; generally	2.14	19
Substitute by committee; requirements	2.13, 2.14	18 19
Summarizing of legislative measures required	3.7	34
Tax matters, referred to ways and means committee	4.6	40
Third reading; amendment or commitment of bill upon; limitation	4.13	41
Third reading, placing on calendar for; procedure	4.17	43
Time of filing	3.7	34
Transmission between houses	1.18	8
Withdrawal from committee allowed; limitations	2.12	17
Bond Issues		
Ways and means committee, bills referred to	4.6	40
Bulletin Board		
Committee meetings posted on	2.9	17

Bulletin Board (Cont.)	Rule No.	Page
Special sessions; notice of committee meetings posted	13.3	59
 Business Papers		
Members absent from session or committees; senate papers delivered to secretary	1.23	10
 C 		
Calendar		
Bills, etc., withdrawal from committee on point of order; placing on calendar	2.12	17
Committee meetings		
Calendar mailed to members by secretary	3.8	34
Publication of notice in calendar; requirements	2.5, 2.7	15 16
Committee reports, entries re	2.13	18
Daily calendar, contents	1.12	7
Daily order of business; preparation and distribution	4.3	37
Distribution by sergeant	1.20	9
Executive session; calendared for formal consideration of senate	12.3	56
Hearing notices	2.7	16
Local bills calendar; order of consideration	4.16	42
Prefiled bills; calendar reflecting reference data mailed to each member	3.8	34
Preparation, contents, etc.	1.12	7
Rules generally	4	37
Secretary of the senate; duties re	1.12	7
Special order calendar see:		
Special Order Calendar		
Third readings, placing bills and joint resolutions on calendar for; procedure	4.17	43
 Call to Order		
Chairmen of committees	2.21	24
President to call	1.2	5

	Rule No.	Page
Chair		
President pro tempore; when presides	1.7	6
Senator to perform duties; limitation	1.7	6
Chairman of Committees		
Duties See: Committees		
Chamber of the Senate		
Admission by president; members of the press	10.3	54
Admission, persons entitled	10.1	54
Disturbances in galleries, prohibited	1.3	5
Dress requirements	10.3	54
Exception to those persons entitled to admission	10.2	54
Food and newspapers, prohibited	1.3	5
Guests; escort to rostrum with consent of senate; exception	10.4	54
Interruptions while speaking; when allowed	8.3	49
Lobbyists; admission prohibited during session	9.2, 10.2	51 54
Male persons in gallery and on senate floor; coat and tie required; exception	10.3	54
News media, press section set aside for	10.3	54
Order and decorum, president's powers re	1.3	5
Order therein maintained by sergeant	1.20	9
Persons entitled to admission	10.1	54
Persons forbidden in chamber	10.2	54
Press representatives, press section assigned	10.3	54
Recognition of guests; rules governing	10.4	54
Rules regulating	10	54
Special master; floor privilege, authorized; purpose	12.9	58
Voting by person not a senator; penalty	5.3	44

	Rule No.	Page
Claim Bills		
Committee report re; copy to secretary	4.6	40
Senate; special master, first referred to; report	4.6	40
Ways and means committee, referred to	4.6	40
Coat of Arms		
Official; specification and design	14.1	61
Collateral Matters		
Committee reconsideration; limitation on motions	2.39	28
Motion to indefinitely postpone not applicable to	6.9	46
Motions to reconsider; when out of order	6.7	46
Commemoration		
See: Resolutions and Memorials		
Committee of the Whole		
Quorum, same as senate	2.18	21
Senate sitting as; requirements, procedures, etc.	2.18	21
Committees		
Amendments		
Chairman to have preference for presentation	7.1	47
Enacting clause, striking all after	2.42	28
Filing with chairman; procedure	2.40	28
Form, manner of consideration	2.40	28
Form, secretary to prescribe	2.40	28
House bills and resolutions; same procedure followed	2.44	29
Section by section; procedure	2.43	29
Sequence of amendments to amendments; disposition, etc.	2.41	28
Striking all after enacting clause or resolving clause; effect	2.42	28
Substitute amendments; disposition	2.41	28
Appeals of decisions re questions of order; certification by chairman to president	2.23	24
Appointments by president	1.5	6
Calendar to set forth reports	1.12	7

Committees (Cont.)	Rule No.	Page
Chairman or vice-chairman		
Absence of chairman; vice-chairman to perform duties; exception	2.25, 2.26	24 24
Absence of member from meetings; excused for just cause; noted on records	2.28	25
Alternate, appointment of; limitation	2.25	24
Amendments by committee; preference for presentation	7.1	47
Amendments by section; recognition of members moving for adoption; procedure	2.43	29
Amendments filed with; procedure	2.40	28
Appeals from chairman's rulings; procedure	2.53	30
Appointment by president	2.20	23
Call meeting to order	2.21	24
Death, disability, etc. of chairman; vice-chairman to perform duties	2.26	24
Debate, motions to limit; allotment of time limitation	2.50	30
Expenses and facilities; payments	2.27	25
Interruption of speaking member, enforcement of rules re	2.47	29
Motions before committee, authority re	2.33	26
Notices, vouchers, subpoenas, etc.; signature required	2.23	24
Parliamentary procedure, questions of; certification to president; procedure	2.23	24
Questions of order; appeal of decision	2.23	24
Questions under debate; motions prohibited; exceptions	2.34	27
Recognition of speaker, authority re	2.46	29
Signature required on notices, vouchers, etc.	2.23	24
Successor appointed in the event of death	2.26	24
Verification of the vote, orders re	2.29	25
Voting on all matters required	2.24	24
Voting procedures, duties re	2.29	25

Committees (Cont.)	Rule No.	Page
Citizens appearing before committees; exception to registration as lobbyists	9.3	52
Committee of the whole See: Committee of the Whole		
Committee substitutes; procedures	2.13	18
Conference committees		
Amendments adopted by either house; adoption or rejection, authorized	2.19	22
Appointment by president	1.5	6
House amendments to senate bills, reports and amendments re	2.19	22
House refusal to concur in senate amendments; motion for conference, authorized	7.9	48
Reports		
Adoption of amendments or offer of amendment to strike	2.19	22
Given in order; exception	4.3	37
Two readings required, exception; voting; statement of effect	2.19	22
Special session; appropriate title amendment	13.4	59
Rules generally	2	13-30
Special session; differences existing between senate and house; reports	13.6	60
Creation, etc.	2.1	13
Credentials committee, president to appoint; duties re contested seat	1.25	10
Debate		
Addressing the committee or its members; form	2.45	29
Appeals from chairman's ruling; procedures	2.53	30
Business, priority of; no debate allowed	2.51	30
Chairman's decision on point of order, debatable	2.54	30
Decorum, generally	2.45	29
Interruption, grounds for	2.47	29
Limitation on, motion to	2.50	30
Privileged questions, interruptions; when permitted	2.48	29
Questioning right to vote; when allowed	2.52	30
Recognition of speaker, chairman's authority re	2.46	29

Committees (Cont.)	Rule No.	Page
Speaking rights; interruption to request recognition; when permitted	2.48	29
Speaking rights re debatable motion; time to close debate	2.48	29
Time limits	2.49	30
Federal funds, personnel services or facilities, application for or utilize; approval required	2.4	15
House bills, senate committee substitute; prohibited	2.13	18
Inspection by public or committee's reports	2.13	18
Meetings		
Attendance by introducer required; exception	2.10	17
Attendance of members; requirements	2.28	25
Bills or resolutions recommitted to committee or subcommittee; failure to give notice of meeting	2.6	16
Calendar of meetings mailed to each member	3.8	34
Calendar to give notice of	1.12	7
Chairman or vice-chairman; call to order	2.21	24
Chairman or vice-chairman; order and decorum and control of committee room, duties re	2.22	24
Disturbances or disorderly conduct; authority of chairman to clear room	2.22	24
Evening or special, provisions re	2.9	17
Interim; schedule, days, hours	2.8	16
Legislature not in session; notice requirements	2.5	15
Notices; requirements	2.5, 2.7	15 16
Open to public	2.11	17
Order and decorum, chairman to maintain	2.11, 2.22	17 24
Place of; sergeant to post on bulletin board	2.9	17
Quorum, committee members may question existence of	2.21	24
Quorum requirement	2.15	20

Committees (Cont.)	Rule No.	Page
Regular sessions, meetings after fiftieth day, committee approval required	2.8	16
Schedule, days, hours	2.8	16
Senate in session; consent of senate required	2.9	17
Time and place	2.9	17
Voting procedures, generally	2.29	25
Members		
Absence without cause from regular meetings; automatic withdrawal from committee	2.28	25
Absent from session or committee meetings; business papers delivered to secretary	1.23	10
Appointment by president	2.1	13
Attendance at committee meetings required; exception	2.28	25
Number allowed	2.1	13
Proxy votes, prohibited	2.28	25
Speaking rights re debatable motion; time to close debate	2.48	29
Voting on each question required, exception	2.28	25
Motions		
Collateral matters, motions to reconsider; limitations on making	2.39	28
Consideration of bill, resolution, etc. out of regular order; unanimous consent required	2.17	21
Debate, motions to limit; vote required	2.50	30
Division of question; limitations	2.35	27
How made; procedure generally	2.33	26
Precedence of certain motions	2.34	27
Questions under debate; types of motions allowed	2.34	27
Recommittal of bills after report has been filed; two thirds (2/3) vote required	2.13	18
Reconsideration		
Collateral matters; when out of order	2.39	28
Debate; limitations	2.38	28
General procedures	2.36	27
Vote required	2.37	27

Committees (Cont.)	Rule No.	Page
Reference to different committee or removal from committee; limitation on making motion	4.8	40
Speaking rights re debatable motion; time to close debate	2.48	29
Strike out and insert; limitations	2.35	27
Substitute motion prior to vote, authorized; order of precedence	2.34	27
Withdrawal; procedures	2.33	26
Order of consideration of bills; exception	2.17	21
Pairing prohibited	2.31	26
Personnel; joint utilization with house, authorized	2.4	15
Prefiled bills		
Consideration by	2.16	20
Journal to reflect committee report	3.8	34
Reports	3.8	34
Registration of lobbyists, rules re; diligence in reporting violations, etc.	9.10	54
Reports		
Files established and maintained by management and personnel director	1.9	6
Jurisdiction, committee; departments performing functions re	2.2	14
Original bill, report to accompany	2.13	18
Select subcommittee; consideration by standing committee, required	2.1	13
Special master; floor privilege for explaining report, authorized	12.9	58
Special master; suspensions and removals, reports re	12.8	58
Rooms; order maintained by sergeant	1.20	9
Rules and calendar committee See: Rules and Calendar, Committee on		
Rules generally	2	13-30
Select committees		
Appointment	1.5	6
Appointments, removal or suspension of certain officers; committee to investigate and advise	12.7	57
Prefiled bills; consideration by	2.16	20
Public officials under indictment; suspension of; notice, procedure, etc.; time limitation	12.7	57

Committees (Cont.)	Rule No.	Page
Subpoenas, subpoenas duces tecum, etc., authority to issue	12.10	59
Suspension of public officials under indictment; time limitation	12.7	57
Select subcommittee; members appointed by standing committees; rules governing	2.1	13
Senate financial business, legislative expenses incurred, certain committees' powers re	1.4	5
Sponsor, or his representative, of bills; failure to appear; consideration rescheduled	2.10	17
Staff personnel; rules and calendar committee to set guidelines	2.4	15
Staff work; coordination by management and personnel director	1.9	6
Standing committees		
Amendments to bills, etc.;		
requirements	2.13	18
Appointment	1.5	6
Bills or resolutions recommitted to; failure to give notice of meeting	2.6	16
Chairman and vice-chairman; appointment by president	2.20	23
Hearing de novo; testimony allowed	2.14	19
Investigations and inspections re public agencies, powers re	2.2	14
List of; membership, etc.	2.1	13
Meetings See: Meetings		
Number allowed; five members, minimum; maximum, abolished	2.1	13
Powers and duties, generally	2.1, 2.2, 2.13	13 14 18
Prefiled bills; consideration	2.16	20
President to appoint	1.5	6
Quorum requirement	2.15	20
Reports		
Chairman's signature required	2.13	18
Committee substitute; requirements	2.13	18
Favorable	2.13	18
Favorable with amendments	2.13	18

Committees (Cont.)	Rule No.	Page
Filing deadline extension request; procedure	2.12	17
Form and content	2.13	18
General instructions	2.13	18
Legislation; findings, recommendations and proposals, reports re	2.3	15
Prior to sessions; requirements	2.3	15
State agencies to submit upon request of committee	2.2	14
Subpoenas and other process; issuance by president at request of committee	2.2	14
Time deadline for filing with secretary; extension	2.12	17
Unfavorable; laid on table	2.13	18
Resolutions, reference by president; exceptions	4.7	40
Responsibilities	2.2	14
Special session; notice of meetings; procedure	13.3	59
Special session; withdrawal; committee report	13.5	59
State agencies in committee subject area; duty to maintain continuous review	2.2	14
Testimony of witnesses; limitations	2.14	19
Withdrawal of bill, etc. on point of order; limitations	2.12	17
Standing subcommittees		
Amendments by; procedure	2.14	19
Appointments	1.5	6
Bills or resolutions recommitted to; failure to give notice of meetings	2.6	16
Chairman and vice-chairman; appointment by president	2.20	23
Committee substitutes, procedures	2.14	19
Draft of new measures embracing same general subject; allowed	2.14	19
Duties, generally	2.1	13
Form and content of reports	2.14	19
General instructions re reports	2.14	19
Introducer of bill, attendance by sponsor allowed	2.10	17

Committees (Cont.)	Rule No.	Page
Investigations and inspections re public agencies, powers re	2.2	14
List of; membership, etc.	2.1	13
Meetings; open to public	2.11	17
Powers and duties, generally	2.2, 2.14	14 19
Prefiled bills; consideration by President to appoint	2.16 1.5	20 6
Quorum requirement	2.15	20
Reports		
Committee substitute; requirements	2.14	19
Deadline for filing with secretary; exception	2.12	17
Favorable	2.14	19
Favorable with amendment	2.14	19
Form and content	2.14	19
General instructions	2.14	19
Legislation; findings, recommendations and proposals, reports re	2.3	15
Prior to session; requirements	2.3	15
Signature of chairman required	2.14	19
Responsibilities	2.2	14
Special session; notice of meetings; procedure	13.3	59
Special session; withdrawal; committee report	13.5	59
State agencies in subcommittee subject area; duty to maintain continuous review	2.2	14
Subpoenas and other process; issuance by president at request of subcommittee	2.2	14
Unregistered lobbyists not to be heard by committees	9.10	54
Voting		
Explanation or deferral of committee member's vote prohibited; exception	2.32	26
Pairing prohibited	2.31	26
Questioning or changing member's vote; requirements	2.29	25
Taking the vote; procedures generally	2.29	25
Tie vote; question lost	2.29	25
Vote for another senator or by a person not a senator		

Committees (Cont.)	Rule No.	Page
prohibited; penalty	2.30	26
Witnesses; authority to compel attendance	2.2	14
Withdrawal of bill, etc. on point of order; limitations	2.12	17
Companion Bills		
Passage; general procedure	3.11	36
Concurrent Resolutions		
See: Resolutions and Memorials		
Conference Committee		
See: Committees		
Conflict of Interest		
Committee members; disqualification from voting	2.28	25
Disclosure by member required; disqualification	1.36	12
Members exercising undue influence where personal interest involved	1.35	12
Members; personal employment not to impair official duties	1.34	12
Point of order questioning member's right to vote; when permitted	8.8	50
Contested Seat		
Procedures for determining contest	1.25	10
Convening		
Hour of convening; approval by president	4.1	37
Credentials Committee		
Appointment; seat contested, duties re	1.25	10

D

Daily Calendar
See: **Calendar**

Daily Order of Business
See: **Order of Business**

Debate
See: **Decorum and Debate**

Decorum and Debate	Rule No.	Page
Addressing the senate or member thereof; form of address	8.1	49
Amendments, correction to title; adoption without debate	7.2	47
Appeals See: Appeal		
Business, priority of, before committee; no debate allowed	2.51	30
Committee		
Before; generally	2.45-2.48, 2.50-2.54	29, 30
Chairman's rulings, appeal of; procedure	2.53	30
Chairmen to preserve order and decorum	2.22	24
Debate on questions; limitations on types of motions allowed; precedence	2.34	27
Decision on point of order, appeal from	2.54	30
Limit of time on debates	2.50	30
Meetings open to public; chairman to maintain order and decorum	2.11	17
Speaking rights; time limitation, exception	2.49	30
Committee of the whole, senate sitting as; duties of president re	2.18	21
Employees or attache; dismissal or discharge, procedures re	1.27	11
General bills and joint resolutions, motions re consideration out of regular order; debate limited	4.14	42
Interruptions, when allowed	8.3	49
Measure under debate; time limitation; vote required	8.6	50
Member's speaking rights; closing debate, time limitation	8.4	49
Member's speaking rights; interruptions, when allowed	8.4	49
Point of order on committee chairman's decisions, appeal from	2.54	30
Points of order; definition	8.7	50
Questioning member's right to vote, point of order; when permitted	8.8	50
Questions of privilege; definition, precedence, etc.	8.11	50
Questions under debate; motions prohibited; exception	2.34	27

Decorum and Debate (Cont.)	Rule No.	Page
Questions under debate; types of motions allowed	6.2	45
Recognition of member, president's power	8.2	49
Reconsideration, motion re; debate allowed; limitations	2.38	28
Reconsideration, motions re; when debate allowed, time limit	6.6	46
Rules generally	2, 8	13-30, 49-51
Speaking rights; time limitation, exception	2.49	30
Time limitations on debate; exception	8.5	49
Two or more members rising at once; member to speak	8.2	49
Waiver or suspension of rules; motions re; vote required	11.2	55
 Disciplinary Actions		
Members; violation of rules; notice, hearing, etc.; penalty	1.39	13
 Disclosure		
Members, bills voted upon; conflict of interest; disclosure reported to secretary; disqualification	1.36	12
 Disorderly Conduct		
Committee meetings; authority of chairman to clear room	2.22	24
President's control of chamber, gallery, etc.	1.3	5
 Division of Management and Personnel		
See: Management and Personnel, Division of		
 Division of Question		
Member calling for; limitation	2.35, 6.3	27, 45
 E		
 Elections		
Ballot, by; procedure	5.6	44
Minority leader	1.1	5
President of the senate	1.1	5
President pro tempore	1.1	5

Elections (Cont.)	Rule No.	Page
Secretary of the senate	1.9	6
Secretary's duties at organizational session pending election of president and president pro tempore	1.10	7
Sergeant at Arms	1.20	9
Employees of Senate		
Attaches See: Attaches		
Dismissal or discharge, procedures re	1.27	11
Legislative conduct and ethics, accounted for	1.37	12
Lobbying prohibited	1.28	11
Part-time; senate not in session; hours prescribed by department head	1.29	11
Permanent staff See: Permanent Staff		
Senate not in session, working hours same as regular capitol employees	1.29	11
Special master shall not be employee	12.8	58
Supervision by secretary	1.9	6
Working hours; when required	1.29	11
Enacting Clause		
Striking out all after enacting clause; effect	7.4	47
Engrossing		
Bills and joint resolutions; time for and procedures re engrossing	4.17	43
Clerk		
Designation as assistant by secretary	1.9	6
Duties re engrossing bills and joint resolutions	4.17	43
Joint resolutions	4.17	43
Secretary, duties re bills	1.11	7
Secretary of senate as clerk; duties	1.9	6
Enrolling		
Secretary, duties re bills	1.11	7
Secretary of senate as clerk; duties	1.9	6
Secretary responsible for enrolling bills	4.18	43
Ethics, Rules Governing		
Advisory opinions requested by members; procedure, etc.	1.38	12
Attaches accountability for legislative conduct and ethics	1.37	12
Members		
Bills voted upon; conflict of interest; disclosure reported to secretary; disqualification	1.36	12

Ethics, Rules Governing (Cont.)	Rule No.	Page
Conflict of personal or public interest; prohibited	1.35	12
Personal employment not to impair the exercise of official duties	1.34	12
Requirements	1.32, 1.33	12, 12
Violation of rule; notice, hearing, etc.;; penalty	1.39	13
Rules generally	1	5-13
 Executive Session		
Business transactions; meeting under cer- tain conditions	12.1	56
Committee work product; information and remarks; kept secret; exception	12.4	56
Disclosure of business restricted	12.2	56
Governor, notice given of certain hearings re suspension of public officials under indictment	12.7	57
Open session; calendared for formal con- sideration by senate	12.3	56
Persons eligible to attend	12.2	56
Public officials under indictment; sus- pension or removal, when	12.7	57
Resolving into executive session to con- sider certain matters	12.2	56
Rules generally	12	56-59
Secrecy of proceedings; violation by mem- ber; grounds for unseating	12.6	57
Secret nature of meetings; exception	12.4	56
Secret nature of meetings made public, when; order of senate or court	12.5	56
Secretary to keep separate journal	1.11, 12.5	7 56
Special master; floor privilege, authorized; purpose	12.9	58
 Expenses, Payment		
Amount determined by rules and calendar, committee	1.26	10
Chairmen of committees; facilities and expenses, payments	2.27	25
President's signature required	1.4	5
Secretary to attest authorizations for	1.14	8
Travel and per diem expenses, president's authority re	1.4	5

	Rule No.	Page
F		
Fiscal Notes		
Bills or joint resolutions affecting revenues, expenditures or fiscal liability; requirements	3.13	36
Senate bill or joint resolution; preparation for; presumed preparation for house companion	3.13	36
Floor of the Senate		
See: Chamber of the Senate		
Food		
Prohibited in chamber	1.3	5
Forms		
Affidavits re proper advertisement of local bills; requirement	3.3	33
Amendments; secretary to prescribe	7.1	47
Committee amendments; secretary to prescribe forms	2.14	19
Committee reports; secretary to prescribe forms	2.13	18
Lobbyist registration forms; secretary to prepare	9.2	51
Lobbyists; secretary to furnish certain forms	9.5	52
Printed forms, secretary to prepare	1.15	8
Subcommittee reports; secretary to prescribe forms	2.14	19
G		
Galleries		
Disturbances, president's powers re	1.3	5
Families of members, special section reserved	10.1	54
Male persons in gallery; coat and tie required; exception	10.3	54
Order therein maintained by sergeant	1.20	9
Gifts or Contributions		
Members, acceptance; influence on official act, decision or vote	1.33	12

	Rule No.	Page
Governor		
Public officials under indictment; suspension by select committee; notice; procedure, etc.; limitation	12.7	57

H

Hearings

Disciplinary actions against members; notice, procedures, etc.	1.39	13
Lobbyists; violation of rules; notice	9.8	53
Prefiled bills; committee chairman to notify secretary	2.16	20
Standing committees and standing subcommittees; publication in calendar	2.7	16
Standing committees, hearings de novo; testimony allowed	2.14	19

House

Amendments to senate bills; conference committee reports, requirements	2.19	22
Messages to senate, secretary's duties re	1.19	9
Personnel; joint utilization with senate committees, authorized	2.4	15
Senate amendments to house bills, refusal to concur; motions in order	7.9	48
Senate bills, house amendments to; procedure	7.8	48
Senate order of business; certain house messages withheld	4.3	37
Transmission of bills, resolutions and memorials to	1.18	8

House Bills and Resolutions

Amendments, same manner as senate bills or resolutions	2.44	29
Companion measures, consideration by senate; procedure	3.11	36
House amendments to senate bills; procedure	7.8	48
Senate amendments to; rules governing	7.7	48
Senate committee substitute for house bills; prohibited	2.13	18

	Rule No.	Page
Indexes		
Numerical and cumulative, secretary to maintain	1.17	8
Inspection by Public		
Committee reports open to public inspection	2.13	18
Lobbyists expenditure reports	9.5	52
Lobbyists registered list open to inspection	9.7	53
Insignia and Seal		
Official; specification and design	14.1	61
Integrity		
Lobbyists; upholding integrity of legislative process	9.4	52
Members; maintaining	1.32	12
Interim Meetings		
See: Committees		
Introduction		
See: Bills		

J

Joint Resolutions

See: **Resolutions and Memorials**

Journal

Advisory opinions requested by members, published in journal	1.38	12
Amendments, printed in journal; exception	7.6	48
Bills or resolutions printing in; procedure required	2.6	16
Committee action on bill, resolution, etc.; secretary to enter in journal	2.13	18
Distribution by sergeant	1.20	9
Enrolled bills; signing by president and secretary to be noted in journal	4.18	43
Executive sessions, separate journal on proceedings required	1.11,12.5	7,56

Journal (Cont.)	Rule No.	Page
Explanation or deferral of member's vote, written statement published in journal	2.32, 5.5	26, 44
Index of bills, resolutions, etc., maintained by secretary	1.17	8
Lobbyists; ethics committee advisory opinions published in journal	9.6	53
Lobbyists; list of those registered published in journal	9.2	51
Members		
Bills voted upon; conflict of interest; disclosure reported in journal	1.36	12
Excused; noted on journal	1.22	10
Explanation of vote to be entered in journal	2.32,5.5	26,44
Miscellaneous papers; readings noted in journal	4.9	40
Official, kept by Secretary	1.11	7
Prefiled bills; committee reports reflected in journal	3.8	34
Questions of order; rulings of president entered in journal	2.23	24
Recorded vote entered upon journal	5.1	43
Standing committee reports; filing deadline extension; request published	2.12	17
~		
Legislature in The Sunshine		
Meetings open to the public	2.11	17
Lobby of Capitol		
Disturbances, president's powers re	1.3	5
Lobbyists		
Adjournment of legislature; complete statement of expenditures filed with secretary	9.5	52
Advisory opinions, request for	9.6	53
Affidavits furnished by secretary	9.9	53
Attaches; grounds for dismissal; exception	1.28	11
Chamber of the senate, admission to; prohibited during session	10.2	54

Lobbyists (Cont.)	Rule No.	Page
Committee responsibility re certain rules for interpretation	9.6	53
Committees; duty to be diligent in requiring conformance to rules re	9.10	54
Duties before committees or to members	9.4	52
Ethics committee advisory opinions; publication in journal	9.6	53
Exceptions to registration	9.3	52
Expenditures by, reports; public inspection	9.5	52
Forms for registration prepared by secretary	9.2	51
Fraudulent statements, entry, etc.	9.4	52
Information required	9.1, 9.2	51, 51
Integrity, upholding the honor of the legislative process	9.4	52
List of registered lobbyists open to public inspection	9.7	53
Obligations of lobbyists	9.4	52
Periodic reports required	9.5	52
Persons required to register	9.1	51
Registration		
List of; open to public inspection	9.7	53
Method of	9.2	51
Persons not required to register	9.3	52
Persons required to register with secretary	9.1	51
Reports, when due	9.5	52
Rules generally	9	51-54
Unregistered lobbyists not to be heard by committees	9.10	54
Violations, penalties	9.8	53
Local Bills		
See: Bills		

M

Management and Personnel, Division of	1.9	6
Creation within office of secretary; director, duties	1.9	6
Director; senate staff, responsibilities re	1.9	6

	Rule No.	Page
Meetings		
See also: Committees		
Open to public	2.11	17
Members		
Absence, compelling attendance	4.2	37
Absent from session or committee meetings; senate papers delivered to secretary	1.23	10
Acceptance of anything to influence official act, decision or vote; prohibited	1.33	12
Addressing the senate or members thereof; form of address	8.1	49
Advisory opinion requests; rules and calendar committee to establish standards	1.38	12
Attaches or employees; lobbying; when allowed	1.28	11
Attendance and voting required; exceptions	1.21	10
Bills and resolutions, cumulative index by introducers	1.17	8
Bills introduced, introducer's responsibility for legality	1.16	8
Bills; introduction authorized if signed original	3.12	36
Bills voted upon; conflict of interest; disclosure reported	1.36	12
Calendar of committee meetings; secretary to mail copy to each member	3.8	34
Change of vote by; procedure; exception	5.2	44
Committee meetings; recognition of speaker by chairman	2.46	29
Committee meetings; schedule distributed to each member	2.8	16
Conflict of interest See: Conflict of Interest		
Contested seat, procedures for determining	1.25	10
Debate upon motion to reconsider, time limited	2.38	28
Decorum and Debate See: Decorum and Debate		
Deemed present after answering roll call unless excused	1.24	10

Members (Cont.)	Rule No.	Page
Division of question; members allowed to call for; exception	2.35, 6.3	27, 45
Ethics, rules governing	1.32	12
Excused absence noted on journal	1.22	10
Executive sessions; secrecy of proceedings; violation by member; grounds for unseating	12.6	57
Expenses; determination by rules and calendar committee	1.26	10
Explanation of vote prohibited during roll call; procedure for entering explanation in journal	5.5	44
Explanation or deferral of committee member's vote prohibited; exception	2.32	26
Facilities, location of; determination of location and sufficiency	1.26	10
Federal funds, personnel, services, etc.; utilization by senators; approval required	2.4	15
House amendments to senate bills, messages re; special notice to certain senators, required	1.19	9
Improper influence, not to accept anything which will cause	1.33	12
Integrity and responsibility of office to be maintained by	1.32	12
Interruption by another without consent prohibited; exception	2.47	29
Interruptions while speaking, when allowed	8.3	49
Introducer of bill; attendance before committee required; exception	2.10	17
Measure under debate, time limitation	8.6	50
Motion, reconsideration of question; permitted by	6.4	45
Organization session, questions of order subject to appeal by any senator	1.10	7
Pairing, when permitted	5.4	44
Performing duties of chair; when permitted	1.7	6
Personal employment not to impair the exercise of official duties	1.34	12

Members (Cont.)	Rule No.	Page
Point of order questioning member's right to vote; when permitted	8.8	50
Prefiled bills by lame duck member; bill reported unfavorable	2.16	20
Prefiled bills, secretary to mail copies of and calendar reflecting reference data to all members	3.8	34
Questioning member's right to vote in committee; when allowed	2.52	30
Questions of privilege; definition, precedence, etc.	8.11	50
Quorum, member may question existence of	4.2	37
Recognition of member to speak, president's power re	8.2	49
Reconsideration of vote before committee; procedure	2.36	27
Relatives or spouse as attaches; authorization; limitation	1.27	11
Rules generally	1,2	5-30
Speaking rights		
Interruption to request recognition; when permitted	2.48	29
Interruptions; when allowed	8.4	49
Time limitation; exception	2.49	30
Time limited in closing debate	8.4	49
Spouse as attache	1.27	11
Time limitations on debate; exceptions	8.5	49
Two or more members rising simultaneously; member to speak	8.2	49
Undue influence in conflict between personal and public interests; prohibited	1.35	12
Violation of rules; notice, hearing, etc.; penalty	1.39	13
Voting for another member prohibited; penalty	2.30,5.3	26,44
Memorials		
See: Resolutions and Memorials		
Minority Leader		
Election at organizational session by party caucus	1.1	5
Miscellaneous Papers		
General reference to committee; discretionary with president	4.9	40

Miscellaneous Papers (Cont.)	Rule No.	Page
Readings at discretion of president; exception by majority vote	4.9	40
Secretary to order reading of	1.13	8
 Motions		
Adjourn to; status same as other motions	6.2	45
Amendment to; when out of order	7.3	47
Committee motions See: Committees		
Companion measures already passed by house, consideration by senate; procedure	3.11	36
Division of question, member calling for; limitations	2.35, 6.3	27, 45
General bills and joint resolutions, consideration out of regular order; procedure	4.14	42
House refusal to concur in senate amendments; motions in order	7.9	48
How made; procedure generally	6.1	44
Introduction of bill; waiver of rules by motion	3.7	34
Measure under debate, limitation of time on; vote required	8.6	50
Orally, motions may be made	6.1	44
Postpone indefinitely; effect	6.9	46
Precedence, generally	2,6	13-30,44-47
Precedence of motions when question is under debate	6.2	45
Prefiled bills; referral to different committee or removal from committee; procedure	3.8	34
Previous question and to lay upon table; not to be entertained	11.1	55
Questions under debate; types of motions allowed	6.2	45
Reconsideration		
Collateral matter; when out of order	6.7	46
Debate; when allowed; time limit	6.6	46
Generally; when made and by whom	6.4	45
Majority vote of members present and voting required	6.5	46
Secretary to hold general bills and joint resolutions for		

Motions (Cont.)	Rule No.	Page
certain period of time; exception	6.8	46
Special and continuing order of business, designated as	6.4	45
Special session; motions made and considered on same day	13.7	61
Veto message; when made and by whom	6.4	45
Vote required	6.5	46
Withdrawal not permitted	6.1	44
Resolutions on organization, condolence and commemoration or concurrent resolutions recalling bill from governor; permitted	4.7	40
Senate conferees; motions to discharge, appoint, instruct	2.19	22
Special session; differences existing between senate and house; conference committee report	13.6	60
Special session; reconsideration of bills; motion made and considered on same day	13.7	61
Striking out all after enacting clause or resolving clause of bill or joint resolution; effect	7.4	47
Striking out and insert; deemed indivisible	6.3	45
Substitute motion prior to vote, authorized; same order of precedence	6.2	45
Waiver or suspension of rules; motions re; vote required	11.2	55
Withdrawal permitted, exception	6.1	44
Motions and their Precedence		
Rules generally	6	44-47
Multiple Reference of Bills and Resolutions		
Consideration by committees separately; committee substitute, effect	4.5	39
N		
Newspapers		
Prohibited in chamber	1.3	5

	Rule No.	Page
Notice		
Chairman of committee to sign	2.23	24
Committee meetings; requirements	2.5, 2.6, 2.7	15, 16, 16
Consideration of bills, resolutions, etc., out of order by committee	2.17	21
Contested seat; notice of grounds of contest given to senate	1.25	10
Disciplinary actions against members; hearings	1.39	13
General bills and joint resolutions, consideration out of regular order; requirement	4.14	42
Hearing notices; publication in calendar	2.7	16
House amendments to senate bills, messages re; special notice of summary to bill introducers	1.19	9
Lobbyists; hearings re violation of rules	9.8	53
Prefiled Bills, consideration by committees; notice to secretary	2.16	20
Special session; committee meetings; procedure for giving notice	13.3	59
O		
Oaths		
President and president pro tempore	1.1	5
Secretary of the senate	1.9	6
Select committee, witnesses appearing before; authority to administer oaths	12.10	59
Sergeant at arms	1.20	9
Special master, witnesses appearing before; authority to administer oaths	12.10	59
Officers of the Senate		
President; election	1.1	5
President pro tempore; election	1.1	5
Rules generally	1, 2	5-13, 13-30
Secretary; election	1.9	6
Sergeant at arms	1.20	9
Order of Business		
Amendments to amendments, substitute amendments, etc.;		
order of disposition	7.3	47

Order of Business (Cont.)	Rule No.	Page
Amendments to bill section by section; order of disposition	7.5	48
Calendar to set forth	1.12	7
Call to order by president	1.2	5
Collateral matters, motion to reconsider in committee; when out of order	2.39	28
Collateral matters, motions to reconsider; when out of order	6.7	46
Committee chairmen or vice-chairmen; call to order prior to proceeding	2.21	24
Committees; consideration of bills, order of; exception	2.17	21
Daily order; procedure generally	1.2,4.3	5,37
General bills and joint resolutions, consideration out of regular order; procedure; exception	4.14	42
House; certain messages withheld	4.3	37
Local bills calendar to determine order of consideration of local bills	4.16	42
Majority of senate constitutes quorum	4.2	37
Messages from house; secretary to deliver for reading	1.19	9
Motion to reconsider; designation as special and continuing order of business	2.36	27
Motion to reconsider, generally	6.4	45
Preserve order and decorum, president's powers re	1.3	5
President to propound questions in the order in which they are moved; exception	6.2	45
Priority of business before committee; decision without debate	2.51	30
Questions of order; decided by President	1.4	5
Rules and calendar committee; reports and resolutions re	11.3	55
Rules generally	4	37-43
Schedule of senate meetings, rules committee to adopt	4.1	37

Order of Business (Cont.)	Rule No.	Page
Senate financial business, legislative expenses incurred, president's power re	1.4	5
Sessions of senate; minimum weekly meetings during regular session	4.1	37
Organizational Session		
Chairmen and vice-chairmen of standing committees and standing subcommittees; appointment by president	2.20	23
Minority leader elected by party caucus	1.1	5
Seats contested, procedure	1.25	10
Secretary of senate; duties re	1.10	7
P		
Pairing		
Committee members; pairing prohibited	2.31	26
When permitted	5.4	44
Papers		
Secretary, duty to have all papers read	1.13	8
Parliamentary Procedure		
Parliamentary inquiry, defined	8.7	50
Point of order, defined	8.7	50
Question of no quorum; inquiry required	8.3	49
Questions of order and parliamentary procedure, president's rulings on	2.23	24
Quorum, existence of; or a parliamentary inquiry	2.47	29
Passage of Bills		
President's vote re	1.6	6
Vote change altering final passage; invalid until measure reconsidered	5.2	44
Payment of Expenses		
See: Expenses, Payment		
Penalties		
Disciplinary actions; hearings, notice and procedures generally	1.39	13

Penalties (Cont.)	Rule No.	Page
Employees, absence without permission; termination of employment or forfeiture of compensation	1.30	11
Executive sessions; secrecy of proceedings, violation by member; grounds for unseating	12.6	57
Lobbying by employees or attaches; grounds for summary dismissal	1.28	11
Lobbyists; violation of rule	9.8	53
Member voting for another	5.3	44
Voting by person not a senator	5.3	44
 Permanent Staff		
Management and personnel, director; responsibilities re senate staff	1.9	6
Senate not in session; working hours same as regular capitol employees	1.29	11
Working hours, when required	1.29	11
 Point of Order		
Appeals		
Committee chairman's rulings, point of order re	2.53	30
Decision of chairman re; debatable	2.54	30
Decision of chairman re; procedure	2.47	29
Point of order; debatable	8.10	50
President's decisions; when permitted	8.9	50
Bill or joint resolution affecting revenues, expenditures or fiscal liability; reported without fiscal note; senator may raise	3.13	36
Bills or resolutions recommitted on point of order; procedure required	2.6	16
Certain measures; recommitted on point of order; rule governing	2.11	17
Definition	8.7	50
Interruption while speaking; ruling re	8.3	49
Questioning member's right to vote in committee; when allowed	2.52	30
Questioning member's right to vote; when permitted	8.8	50
Withdrawal of bill from committee on; limitations	2.12	17

	Rule No.	Page
Political Activities		
Employees, political activity regulated	1.31	11
Prefiled Bills		
See: Bills		
President of the Senate		
Absence preceding session; secretary of the senate, duties	1.10	7
Acts, papers for Senate, signing; duties re	1.4	5
Addressing the president; form of address	8.1	49
Amendments, consideration upon recognition from president	7.1	47
Appeal from decision of	8.9	50
Appointment of committees, duties	1.5	6
Appointment, removal or suspension of certain officers; select committee to investigate	12.7	57
Attaches, certain duties re	1.20	9
Attaches dismissal; approval required	1.27	11
Bills amended section by section; order in which movers for adoption are recognized	7.5	48
Bills calendared for second or third reading; president to order reading	4.17	43
Calling the senate to order, duties re	1.2, 4.3	5, 37
Chairmen and vice-chairmen of standing committees and subcommittees; appointment by	2.20	23
Chamber, corridors, passages, rooms, etc., control by	1.3	5
Committee of the whole, senate sitting as; duty to preside and maintain order and decorum	2.18	21
Committees		
Bills or resolutions introduced by; referred to calendar	4.4	38
Meetings; duties re scheduling	2.8	16
Contested seat of member; duties re determination of contest	1.25	10
Credentials committee; appointment by	1.25	10
Death of committee chairman; appointment of successor	2.26	24

President of Senate (Cont.)	Rule No.	Page
Death of; president pro tempore to perform duties	1.8	6
Disability, absence or incapacity; president pro tempore perform duties	1.8	6
Election	1.1	5
Enrolled bills; signature required	4.18	43
Food or newspapers in chamber, prohibited; exception	1.3	5
Galleries and lobby, disturbances; authority	1.3	5
Legislation; findings, recommendations and proposals, reports re; filing with	2.3	15
Local bills calendar; time for consideration determined by	4.16	42
Measure under debate, time limitation	8.6	50
Members speaking, rights; interruptions, when allowed; power	8.4	49
Miscellaneous papers; discretionary powers re reading, reference, etc.	4.9	40
Motions in writing, authority of president to request	6.1	44
Motions to be propounded in the order they are moved; exception	6.2	45
Oath of office	1.1	5
Order and decorum, preservation	1.3	5
Parliamentary procedures, questions certified by committee chairman; rulings	2.23	24
Point of order, decision on; appeals, when debatable	8.10	50
Powers, generally	1.3,1.4	5
Prefiled bills; referral to committee for consideration; procedure	3.8	34
Preserve order, decorum; powers re	1.3	5
Press, radio and television stations; admission on senate floor; approval by president	10.3	54
Public officials, suspension or removal; special master to investigate	12.7	57
Question of order certified to; rulings	2.23	24
Questions of order, decisions re; duties	1.4	5
Recognition of member; power of	8.2	49
Recommitting bill to committee for violation of rules, authority re	2.15	20

President of the Senate (Cont.)	Rule No.	Page
Recorded votes, announcement of results	5.1	43
Resolutions; reference to appropriate standing committee; exception	4.7	40
Rules, interpretation of, duties re	11.1	55
Schedule of time to meet approved by	4.1	37
Special master, appointment; suspensions and removals, duties and reports re	12.8	58
Special master; floor privilege with consent of president, authorized	12.9	58
Staff of assistants, employment	1.9	6
Standing committees and standing subcommittees, appointment by	2.1	13
Subpoenas and other process; issuance by president at request of committees	2.2	14
Term of office	1.1	5
Travel and per diem expenses, authority to incur	1.4	5
Two or more members rising at once; member to speak	8.2	49
Vacating chair, senator named to perform duties of; limitation	1.7	6
Vote; verification ordered upon senator's request	5.2	44
Voting procedure	1.6	6
Vouchers, approval	1.4	5
When required to vote	1.6	6
Writ, warrant, subpoena or authorization for payment or other papers issued without signature of	1.4	5
Yea and nay votes; name called last	1.6	6
 President Pro Tempore		
Absence preceding session; secretary of the senate's duties	1.10	7
Death of the president; duties of	1.8	6
Duties, generally	1.8	6
Election	1.1	5
Oath of office	1.1	5
Presiding officer in absence of president	1.7	6
Term of office	1.1	5
 Presiding Officer		
Interruptions of speaker, enforcement of rule re	8.3	49
 Press; Radio and Television Stations		
Press section assigned in chamber of the senate	10.3	54

	Rule No.	Page
Printing		
General bills and joint resolutions; secretary to furnish contract re	3.9	35
Proof of Publication of Local Bills		
Requirements generally	3.3	33
Public, General		
Legislative meetings; open to public	2.11	17
Public Officials		
Under indictment; suspension; procedure; time limitation	12.7	57
Q		
Question of Privilege		
Definition	8.11	50
Interruptions allowed for	8.3	49
Member speaking, rights; interruptions, when allowed	8.4	49
Precedence over other questions; exception	8.11	50
Questions of Order		
Chairman of committee to decide all questions of order; appeal procedures	2.23	24
President; rulings of, recording in journal	2.23	24
President to decide questions of order	1.4	5
Quorum		
Committee members may question existence of quorum	2.21	24
Committee of the whole, senate sitting as; requirement	2.18	21
Committees and subcommittees; requirement	2.15	20
Daily order of business; membership required	1.2	5
Order of business; majority of members shall constitute quorum	4.2	37
Roll call voting; quorum required	5.1	43
Secretary; duty to determine presence of quorum	1.13	8

	Rule No.	Page
R		
Readings		
Amending on second or third reading; vote required	7.2	47
Amending or committing bills or joint resolutions on third reading; limitation	4.13	41
Bills; three readings required; exception	4.10	41
Clerk; duties re prefiled bills reported by committee prior to session	3.8	34
Concurrent resolutions; two readings required; exception	4.11	41
Conference committee reports; two readings required, exception	2.19	22
Corrective amendments to title; adoption; vote required	7.2	47
Joint resolutions; three readings required; waiver	4.10	41
Memorials; two readings required; waiver	4.11	41
Miscellaneous papers; discretionary with president	4.9	40
Referral or postponement of bills or joint resolutions on third reading	4.13	41
Resolutions, generally	4.12	41
Recess		
Limitation of time	1.2	5
Recognition		
Guests in senate chambers; rules governing	10.4	54
Member who is to speak; president's powers re	8.2	49
Two or more members rising at once; member to speak	8.2	49
Reconsideration		
Collateral matters; when out of order	6.7	46
Committees See: Committees		
Debate; when allowed; time limit	6.6	46
General bills and joint resolution retained by secretary for reconsideration, period of time	6.8	46
Last five days of session	6.4	45

Reconsideration (Cont.)	Rule No.	Page
Motion to reconsider, when made and by whom	6.4	45
Veto message, questions on vote re; when made and by whom	6.4	45
Vote required; majority of members present and voting	6.5	46
Recorded Votes		
President's vote	1.6	6
Verification ordered upon senator's request	5.2	44
Records of Senate		
Secretary of the senate; duties re	1.11	7
Reference		
See: Bills		
Referendum on Local Bills		
Requirements generally	3.3	33
Registration of Lobbyists		
See: Lobbyists		
Reports		
See: Committees		
Resolutions and Memorials		
Amendments; striking all after resolving clause; effect	2.42	28
Attestation to passage by secretary	1.14	8
Committee action re; generally	2.13	18
Committee of the whole, consideration by; requirements, procedures, etc.	2.18	21
Committee reports; deadline for filing with secretary; extension	2.12	17
Companions, passage; general procedure	3.11	36
Concurrent resolutions; title form, generally	3.6	33
Concurrent resolutions; two readings required; exception	4.11	41
Definition	11.6	55
Form specifications		
Concurrent resolutions, generally	3.6	33
Joint resolutions; generally; number of copies	3.4	33

Resolutions and Memorials (Cont.)	Rule No.	Page
Memorials	3.5	33
Resolutions, senate and concurrent; generally	3.6	33
Guest, recognition rules governing	10.4	54
House resolutions amended by senate committee; procedure	2.44	29
Joint resolutions		
Amendment or commitment upon third reading; limitation	4.13	41
Consideration out of regular order of business; procedure; exception	4.14	42
Engrossing, time for and procedures re	4.17	43
Fiscal notes re joint resolutions affecting revenues, expenditures or fiscal liability; requirements	3.13	36
Form specifications for title, generally	3.4	33
Introduction after eighteenth day of regular session; disposition; exception	4.4	38
Number of copies required	3.4	33
Order of disposition after second reading	4.17	43
Postponement of vote on passage; majority consent required	4.13	41
Printing for information of senate and public; secretary to furnish contract	3.9	35
Readings; three readings required; exception	4.10	41
Reconsideration, secretary to hold for certain period of time; exception	6.8	46
Reference to appropriate committee	4.4	38
Reference to different committee, or removal from committee; motions re	4.8	40
Referral or postponement on third reading	4.13	41
Senate conferees, inability to agree; further action, not precluded	2.19	22
Signing by president	1.4	5
Special session; delivery to secretary of senate for introduction	13.4	59
Striking out all after resolving clause; effect	7.4	47

Resolutions and Memorials (Cont.)	Rule No.	Page
Third reading, placing on calendar for; procedure	4.17	43
Memorials		
Number of copies required	3.5	33
Titles, general form; resolving clause, required	3.5	33
Two readings required; exception	4.11	41
Multiple reference; consideration by each committee separately; committee substitute, effect	4.5	39
Numbering and identification, duties of secretary, re	3.10	35
Numerical index; cumulative index by introducers	1.17	8
Order of consideration by committee; exception	2.17	21
Passed by both houses; presiding officers signature required	4.10	41
Postpone indefinitely, motions to; effect	6.9	46
Prefiling with secretary; when	3.7	34
Readings; generally	4.12	41
Recommitment of senate measure; effect on house companion	3.11	36
Recommitted to committee or subcommittee; failure to give notice of meeting	2.6	16
Reference to appropriate standing committee; exception	4.7	40
Rules generally	3	31-37
Secretary of the senate; duties re engrossing, enrolling, etc.	1.11	7
Sections amended; procedure	2.43	29
Senate organization, condolence and commemoration, etc.; adoption with reference	4.7	40
Signing by president	1.4	5
Special session		
Committee reference; withdrawal; report	13.5	59
Delivery to secretary of senate for introduction	13.4	59
Senate and house, differences existing between; conference committee report	13.6	60

Resolutions and Memorials (Cont.)	Rule No.	Page
Special order calendar, submitted by rules committee	13.8	61
Subcommittee action re; generally	2.14	19
Transmission between houses	1.18	8
 Resolving Clause		
Striking out all after resolving clause of joint resolutions; effect	7.4	47
 Roll Call		
Committee of the whole, senate sitting as; determination of quorum	2.18	21
Committee voting; procedures, generally	2.29	25
Explanation of member's vote during roll call, prohibited	5.5	44
Explanation or deferral of committee member's vote prohibited	2.32	26
Members who answered deemed present unless excused	1.24	10
Secretary of the senate; duties re	1.13	8
Voting; taking the yeas and nays	5.1	43
 Rules		
Amendments	2, 7	13-30 47-48
Bills, resolutions and memorials	3	31-37
Chamber of the senate	10	54
Changes in rules; referral to rules committee	11.3	55
Committees, conference committees, decorum and debate, motions, officers and members, subcommittees, voting	2	13-30
Construction and waiver of rules	11	55-56
Decorum and debate	8	49-51
Executive session	12	56-59
General construction	11.6	55
Interpretation by president or presiding officer	11.1	55
Lobbying	9	51-54
Majority vote of members present required on all senate action unless otherwise indicated	11.4	55
Motions and their precedence	6	44-47
Officers, members, employees and ethics	1	5-13
Order of business and calendar	4	37-43

Rules (Cont.)	Rule No.	Page
Parliamentary procedure See: Parliamentary Procedure		
Reports and resolutions re rules; committee's exclusive powers; exception	11.3	55
Special session	13	59-61
Uniform construction of two-thirds (2/3) vote	11.5	55
Voting	5	43-44
Waiver or suspension of rules, motions re; vote required	11.2	55
Rules and Calendar, Committee on		
Advisory opinions, compilation and record, lobbyist list; public inspection	9.7	53
Attaches, dismissal	1.27	11
Bills introduced after eighteenth day; duties re	4.4	38
Chairmen of committees, expenses and facilities; sufficiency determined by	2.27	25
Committee meetings		
Assignment of rooms for	2.9	17
Regular sessions, meeting after fiftieth day; approval required	2.8	16
Schedule distributed by	2.8	16
Committee staffing; criteria and guidelines established by	2.4	15
Executive session; report presented to president; reference to committee	12.7	57
Expenses, legislative, set by	1.26	10
Facilities for senators; location and sufficiency determined by	1.26	10
Federal funds, personnel or certain services; use by committees; approval required	2.4	15
Legislative conduct and ethics; interpretation and enforcement re; reference to	1.38	12
Lobbyists; interpretation of certain rules by committee; procedure	9.6	53
Lobbyists violation of rules, powers re	9.8	53
Local bills, committee's powers re	4.4	38
Meetings schedule adopted from time to time by committee	4.1	37
Meetings while senate is in session; authorization	2.9	17
Members, violation of rules; notice, hearing, etc.; penalty	1.39	13

Rules and Calendar, Committee on (Cont.)	Rule No.	Page
Noncontroversial bill day; designation, procedure	4.15	42
Reports and resolutions dealing with rules and order of business; exclusive powers; exception	11.3	55
Rules, order of business, changes in; powers	11.3	55
Senate financial business, legislative expenses incurred, chairmen's powers re	1.4	5
Special order calendar; determining priority for consideration of bills	4.15	42
Special session, scheduling committee meetings; authority	13.3	59
Special session; special order calendar submitted by	13.8	61
Standing committee reports; filing deadline extension request; procedure	2.12	17
Waiver or suspension of rules; certain motions referred to committee	11.2	55
Seal and Insignia		
Official; specification and design	14.1	61
Secretaries		
Supervision by secretary of senate	1.9	6
Secretary of The Senate		
Absence of president or president pro tempore preceding session; secretary's duties	1.10	7
Advisory opinions, compilation and record; public inspection	9.7	53
Affidavits furnished to lobbyists by	9.9	53
Amendments filed with secretary on forms prescribed by	7.1	47
Attaches, employment and supervision by secretary	1.9	6
Attests all acts, papers; certifies passage	1.14	8
Bill drafting services, bills prepared by; filing time	3.7	34
Bills, form specifications; waiver of requirements, authorized	3.1	31
Bills, resolutions, memorials		
Indexes prepared	1.17	8
Introduction in order received, secretary's duties re	3.10	35

Secretary of the Senate (Cont.)	Rule No.	Page
Jackets for backing of bills, secretary to prescribe form	3.1	31
Time to be delivered to secretary, scheduled for introduction	3.7	34
Transmission between houses	1.18	8
Calendar, duty to prepare; contents	1.12	7
Calendar, preparation and distribution to each member	4.3	37
Claim bills, special master's reports re; copy to secretary	4.6	40
Committee amendments; forms prescribed by	2.40	28
Committee meetings; certain information re notice filed with secretary	2.5, 2.7	15, 16
Committee meetings while legislature is not in session; secretary to give notice to membership; requirements	2.5	15
Committee of the whole, senate sitting as; duties	2.18	21
Committee reports; deadline for filing with secretary; extension	2.12	17
Committee substitutes; original and six copies returned to secretary	2.13	18
Election; term of office	1.9	6
Engrossing bills, duties re	1.11	7
Enrolled bills; signature required	4.18	43
Enrolling and engrossing clerk of senate, duties re	1.9	6
Enrolling bills, duties re	1.11	7
Examination of bills for legal requirements	1.16	8
Executive session, attendance; disclosure of business restricted	12.2	56
Explanation of vote filed with secretary for entry in journal	2.32, 5.5	26, 44
Forms for committee reports prescribed by	2.13	18
Indexes of journals, procedures, etc.	1.17	8
Journals of executive sessions and daily proceedings, duty to keep	1.11	7
Legislation; findings, recommendations and proposals, reports re; filing with Lobbyists	2.3	15
Funds and expenditures, statement filed after session; interim expenditures report	9.5	52

Secretary of the Senate (Cont.)	Rule No.	Page
List of registered lobbyists to be published by secretary in the journal	9.2	51
Registered list; public inspection	9.7	53
Registration forms prepared by secretary	9.2	51
Registration with secretary	9.1	51
Secretary to furnish certain forms	9.5	52
Members absent from session or committee; senate papers delivered to	1.23	10
Members, bills voted upon; conflict of interest; disclosure reported to	1.36	12
Messages from house, duties re; security responsibility	1.19	9
Minority party leader; name certified to secretary	1.1	5
Numbering and identification of bills, etc., duties re	3.10	35
Oath of office	1.9	6
Organizational session duties	1.10	7
Papers; duty of secretary to have all papers read	1.13	8
Prefiled bills		
Committee action re; notice to	2.16	20
Copies of and calendar reflecting reference data mailed to each member	3.8	34
Duties re	3.8	34
Filed with	3.7	34
Printed forms, preparation of copy by secretary	1.15	8
Printing of general bills and joint resolutions; furnishing of contract	3.9	35
Reconsideration of general bills and joint resolutions; secretary to hold for certain period of time; exception	6.8	46
Records, custody of	1.11	7
Roll calls at sessions, duties re	1.13	8
Senate business, supervision by secretary	1.9	6
Senate resolutions; copies furnished after adoption; preparation	3.6	33
Special session; bills delivered to secretary for introduction	13.4	59
Staff of assistants, employment	1.9	6
Subcommittee reports; forms prescribed by	2.14	19
Supervision by president of senate	1.9	6

Secretary of the Senate (Cont.)	Rule No.	Page
Transmission of bills, resolutions and memorials between houses	1.18	8
Votes, secretary's duties re	1.13, 5.1	8, 43
Writs, warrants, subpoenas, etc., duty to attest to	1.14	8
 Select Committee		
See: Committees		
 Select Subcommittees		
See: Committees		
 Senate Bill Drafting Services		
Bills prepared by for introduction; time for filing with secretary	3.7	34
 Senate Officers		
Election See: Elections		
 Sergeant at Arms		
Attaches, supervision by; exception	1.20	9
Bills; jackets for backing, furnished	3.1	31
Committee meetings, assignment of rooms for; posting on bulletin board	2.9	17
Committee reports, forms furnished by	2.13	18
Duties, generally	1.20	9
Election, term of service	1.20	9
Galleries, maintaining order therein	1.20	9
Journals and calendars; distribution by	1.20	9
Local bills; affidavit forms re proper advertisement furnished by	3.3	33
Oath of office	1.20	9
President of senate and the senate, sergeant to execute commands of	1.20	9
Property of the senate, charge of	1.20	9
Supervision by president	1.20	9
Term of service	1.20	9
 Service Bureau		
House amendments to senate bills, messages re; research, summary and special notice, required	1.19	9

	Rule No.	Page
Sessions		
Attaches; work hours; remain on duty as required	1.29	11
Bills and joint resolutions; consideration out of order of business; prohibited during last two weeks	4.14	42
Committee meetings; schedule distributed to each member	2.8	16
Committee motion to reconsider; considered at same meeting during last fourteen days	2.36	27
Employees; work hours; remain on duty as required	1.29	11
Executive sessions. See: Executive Sessions		
Hours of convening and adjournment	4.1	37
Members absent from session or committees; senate papers delivered to secretary	1.23	10
Organization session	1.1	5
Persons entitled to admission in chambers	10.1	54
President and president pro tempore absence preceding session; secretary's duties re organizational session	1.10	7
Senate to meet at least once each legislative week, regular session	4.1	37
Special master; floor privilege, authorized; purpose	12.9	58
Special order calendar; determining priority for reconsideration of bill; procedure re	4.15	42
Special sessions See: Special Sessions		
Standing committees and standing subcommittees; certain reports required prior to session	2.3	15
Travel and per diem expenses, president's authority re	1.4	5
Voting See: Voting		
Speaking Rights		
Member speaking, rights; interruptions, when allowed	8.4	49
Time limitation; exception	2.49	30

	Rule No.	Page
Special Master		
Appointment by senate president; suspensions and removals, duties and and reports re	12.8	58
Floor privilege with consent of president, authorized; purpose	12.9	58
Public officers, appointments, removals, or suspensions; inquiry or investigation re	12.7	57
Senate claim bills; first referred to; report	4.6	40
Subpoenas, subpoenas duces tecum, etc.; authority to issue	12.10	59
Special Order		
Vote of two-thirds (2/3) of members present required	4.3	37
Special Order Calendar		
Bills, priority for consideration; procedure re	4.15	42
General calendar bills; added to special order calendar by 2/3 vote	4.15	42
Special session; submitted by rules committee	13.8	61
Special Sessions		
Bills, delivery for introduction	13.4	59
Committee meetings; scheduled by rules committee	13.3	59
Committee reports of bills, resolutions and memorials	13.5	59
Conference committee report; appropriate title amendment	13.4	59
Conference committee reports on differences existing between senate and house; reports; time limitation	13.6	60
Reconsideration of bills, etc., motion made and considered same day	13.7	61
Rules generally	13	59-61
Senate rules, applicability of; exceptions	13.1	59
Sessions, hour for convening	13.2	59
Special order calendar, submitted by rules committee	13.8	61

	Rule No.	Page
Standing Committees		
Rules governing See: Committees		
Standing Subcommittees		
Rules governing See: Committees		
Subcommittees		
Rules generally	2	13-30
Subpoenas		
Chairman of committee to sign President to issue at request of standing committees and standing subcommittees	2.23	24
President's signature required	2.2	14
Secretary to attest to all subpoenas	1.4	5
Select committee; authority to issue	1.14	8
Special master; authority to issue	12.10	59
	12.10	59
T		
Tax Matters		
Ways and means committee, bills referred to	4.6	40
Tied Voting		
Question lost	2.29, 5.1	25, 43
Transmission of Bills, Resolutions and Memorials		
Between houses	1.18	8
V		
Vacating Chair		
President to name senator to perform duties of; limitation	1.7	6
Veto Message		
Reconsideration; generally	6.4	45
Vice-chairmen of Committees		
Duties See: Committees		

	Rule No.	Page
Voting		
Acceptance of anything to influence his official act, decision or vote	1.33	12
Amendments; adoption on second or third reading; vote required	7.2	47
Amendments by committee; sequence of disposition	2.41	28
Ballot, by; procedure	5.6	44
Bills or joint resolutions; postponement of vote on passage, majority consent required for	4.13	41
Bills or joint resolutions; reference to different committee or removal from committee; two-thirds (2/3) vote required	4.8	40
Chairmen and vice-chairmen of committees, requirement	2.24	24
Change of vote; procedure; exception	5.2	44
Committee members; procedures, generally	2.38	28
Committee members required to vote on every question; exception	2.28	25
Committee of the whole; resolving into	2.18	21
Committee, pairing vote prohibited	2.31	26
Conference committee reports; final passage, voting re	2.19	22
Contested seat of member; majority vote to determine contest	1.25	10
Corrective amendments to title; adoption on third reading without debate	7.2	47
Debate, motions to limit; vote required	8.6	50
Election by ballot; procedure	5.6	44
Eligibility	5.3	44
Explanation of vote prohibited during roll call; procedure for entering explanation in journal	5.5	44
Explanation or deferral of committee member's vote prohibited; exception	2.32	26
General, taking the yeas and nays	5.1	43
Majority vote of members present required on all actions unless otherwise indicated in rules	11.4	55

Voting (Cont.)	Rule No.	Page
Matters before committee, chairman's name called last	2.24	24
Member voting for another member prohibited; penalty	2.30	26
Members, bills voted upon; conflict of interest; disclosure reported; disqualification	1.36	12
Motions to reconsider; majority vote of members present and voting required	6.5	46
Nonmembers voting for a member prohibited; penalty	2.30	26
Pairing prohibited	2.31	26
Pairing, when permitted	5.4	44
Point of order questioning member's right to vote; when permitted	8.8	50
President's vote, final passage of measure	1.6	6
Questioning member's right to vote in committee; when allowed	2.52	30
Recommittal of bills to committee after report has been filed; two-thirds (2/3) vote required	2.13	18
Reconsideration by committee, motion for; majority vote required	2.37	27
Reconsideration, motions re; when made and by whom	6.4	45
Roll call; secretary to record responses	1.13, 5.1	8, 43
Rules generally	2, 5	13-30, 43-44
Senators questioning votes; minimum members required	5.1	43
Senators, requirements; exceptions	1.21	10
Special order calendar, striking bills from; procedures	4.15	42
Tied voting; question lost	2.29, 5.1	25, 43
Two-thirds (2/3) defined	11.5	55
Veto message, question on vote re; motions to reconsider; when made and by whom	6.4	45
Vouchers		
Approval by president	1.4	5
Chairman of committee to sign	2.23	24

	Rule No.	Page
W		
Waiver or Suspension of Rules		
Motions re; vote required	11.2	55
Warrants		
President's signature required	1.4	5
Secretary to attest	1.14	8
Ways and Means Committee		
Appropriation, tax matters, bond issues, license fees, etc.;		
referred to	4.6	40
Bond issues, bills authorizing;		
referred to	4.6	40
Claim bills, special master's report re;		
copy to secretary	4.6	40
Financial procedure, bills modifying; referred to	4.6	40
Fiscal notes re bills or joint resolutions affecting revenues, expenditures or fiscal liability; requirements	3.13	36
General appropriations bill introduced by	3.12	36
License fee or charge bills; amendments, etc.; referred to; exception	4.6	40
Prefiled bills; no reports necessary	2.16	20
Special session bills; withdrawal within certain period	13.5	59
Withdrawal of bill, etc., on point of order; limitations	2.12	17
Witnesses		
Attendance, compelling by committees	2.2	14
Select committee; oaths, authority to administer	12.10	59
Special master; oaths, authority to administer	12.10	59
Standing committees; testimony of witnesses; limitation	2.14	19
Work Hours		
Attaches and permanent staff; during session; remain on duty as required	1.29	11

Work Hours (Cont.)	Rule No.	Page
Permanent staff when senate is not in session; same as regular capitol employees	1.29	11

Writs

President's signature required	1.4	5
Secretary to attest all writs	1.14	8

Y

Yeas and Nays Votes

President's name called last	1.6	6
Roll call; generally	5.1	43
Secretary of the senate; duties re	1.13	8