

**SENATE RULES
INDEX**
(References are to rule numbers)

A

- Absences**
Chairmen
Amendments, preference in presentation, 7.1
Call to order, 2.21
Generally, 2.25, 2.26
Notice and agenda, duties re, 2.6
Standing committee reports, signing, 2.15
Standing subcommittee reports, signing, 2.16
Temporary alternate, 2.25
Committee members, 2.27
Employees, 1.31
Excused, 1.21
Introducer, committee meetings, 2.11
Leaves, obtaining, 1.23
Organization session, president and president pro tempore, 1.9
Pairing, 5.4
Pairing; committees, 2.29
Papers, leaving, 1.22
President; chair duties, 1.7
President; reference duties, 4.6
Reasons for, 1.20
Reasons for; committees, 2.27
Senators, 4.2
- Absentee voting, See: Pairing**
- Acts, signing by president, 1.4**
- Actuary, consultation re fiscal notes, 3.13**
- Addressing committees, 2.45**
- Addressing senate, 8.1**
- Adjourn, motions to**
Motions to reconsider pending, 6.4
Precedence
Generally, 6.2
Motions to discharge and appoint or instruct conferees, 2.19, 6.2
Questions of privilege, 8.11
- Adjournment**
Hours of; schedule, 4.1
Less than a quorum, by, 4.2
Motions to reconsider pending
Committees, 2.35
Floor, 6.4
Sine die, signing bills after, 4.12
- Admission to floor, See: Chamber**
- Advisory opinions**
Lobbyists, to, 9.6
Lobbyists, to; compilation, 9.7
- Affidavits, lobbyists, 9.9**
- Affidavits, proof of publication, 3.3**
- Affirmations**
Witnesses, committees, 2.2
Witnesses, executive matters, 12.10
- Agenda, committee, 2.11**
- Agriculture, committee on, 2.1**
- Aides**
Hours of duty, 1.30
Introducers, representing at committee meetings, 2.11
Lobbying by, 1.29
Lobbyist registration, exception, 9.1
Transitional periods, 1.27
- Amend, motions to, 6.2**
- Amend, motions to; committees, 2.33**
- Amend the amendment, motions to, 7.3**
- Amend the house amendment, motions to, 7.8**
- Amend the substitute, motions to, 7.3**
- Amendments**
Adoption, moving, 7.1
Amendment, to the, 7.3
Appropriations bill, printing amendments to, 7.6
Appropriations, bill amended to affect; reference, 4.8
Color of amendment, admitting proposition under, 7.1
Committee amendments
Amendments by another committee, 2.44
Amendments to amendments, 2.40
Color of amendment, admitting proposition under, 2.39
Filing with chairman, 2.39
Filing with secretary, 2.44
Forms, 2.39
Germanity, 2.39, 2.41
House bills, to, 2.43
Item, by, 2.42
Manner of consideration, 2.39
Preference in presentation, 7.1
Section, by, 2.42

Amendments (Cont.)

- Committee amendments (Cont.)
 - Standing committees, 2.15
 - Standing subcommittees, 2.16
 - Strike out and insert, motions to: effect, 2.34
 - Striking all after enacting or resolving clause and inserting new matter, effect, 2.41
 - Substitute amendments, 2.40
 - Substitute, to, 2.40
- Committee on rules and calendar, report on changes in rules and order, 11.3
- Conference committee procedure re
 - Regular sessions, 2.19
 - Special sessions, 13.6
- Consideration, manner, 7.1
- Filing, 7.1
- Forms, 7.1
- Germanity, 7.1, 7.4
- House amendments to senate bills
 - Amendments to, 7.8
 - Authority, 4.12
 - Generally, 7.8
 - Secretary; duties re, 1.18
- House bills, to; authority, 4.12
- House bills, to; generally, 7.7
- House refusal to concur in senate amendments, motions re, 7.9
- Item by item, 7.5
- Journal, printing in, 7.6
- Motion to strike out and insert, effect, 3.3
- Order of disposition, 7.3
- Pending amendments, to, 7.3
- Pending, when deemed, 7.1
- Reports on changes in rules or order, 11.3
- Rule requiring unanimous consent, motions to waive; effect, 11.2
- Rules, to, 11.3
- Section by section, 7.5
- Senate amendments to house bills; house refusal to concur, motions re, 7.9
- Striking all after enacting or resolving clause and inserting new matter, effect
 - Committees, 2.41
 - Floor, 7.4
- Substitute amendments, 7.3
- Substitute, to, 7.3
- Tax revenues, bill amended to affect; reference, 4.8
- Third reading, advancement to; effect, 4.19

Amendments (Cont.)

- Third reading, bills on, 4.15
- Vote required, 7.2

Appeals

- Chairmen, decisions of
 - Certification, 2.23
 - Debate, 2.54
 - Generally, 2.53
 - Interruptions of speaker, 2.47
- President, decisions of
 - Generally, 1.4
 - Points of order certified by committees, 2.23
- Presiding officer, decisions of
 - Debate, 8.10
 - Generally, 8.9
 - Interruptions of speaker, 8.3
 - Removal from committee, 1.5
 - Secretary, decisions at organization session, 1.9

Appellations, 8.1

Appellations; committees, 2.45

Appointments

- Chairmen, 2.20
- Chairmen, successors to, 2.26
- Conference committees, 1.5
- Credentials committee, 1.24
- Executive appointments, confirmation of, **See: Confirmations**
- Joint select committees, 1.5
- Non-legislative appointments, accepting, 1.26
- Select committees, 1.5
- Select subcommittees, 2.1
- Special master, executive matters, 12.7(a), 12.8
- Standing committees and subcommittees, 1.5, 2.1
- Vice-chairmen, 2.20

Apportionment, committee on, 2.1

Appropriations bill

- Amendments; printing in journal, 7.6
- Budgetary matters for inclusion, favorable reports by standing subcommittees, 2.16
- Form, 3.1
- Introduction, 3.12

Appropriations, bills affecting; reference, 4.8

Appropriations, committee on

- Appointment, 2.1
- Appropriations bill; introduction by, 3.12

Appropriations, committee on (Cont.)
Appropriations, bills affecting; reference to, 4.8
Prefiled bills, final reports; exception, 2.18
Standing subcommittee reports on budgetary matters, 2.16
Subcommittees, 2.1
Third reading, bills and joint resolutions on; reference to, 4.15
Withdrawal of bills from, 2.14
Assistant enrolling and engrossing clerk, 1.8

Attaches, See: Employees

Attendance

(See also: **Absences**)

Committee meetings
Introducer, 2.11
Members, 2.27
Compelling, 4.2
Excused absences, 1.21
Executive sessions, 12.2
Leaves of absence, 1.23
Senators, by, 1.20
Sergeant at arms, by, 1.19
Sessions, 1.20

Attestations, 1.13

Attire, 10.5

B

Backing bills, 3.1

Ballot, elections by, 5.6

Beverages in gallery, 10.6

Bills and other measures

(See also: **Concurrent resolutions; Joint resolutions; Memorials; Resolutions**)

Amendments, See: **Amendments**

Appropriations, affecting, 4.8

Appropriations bill, See: **Appropriations bill**

Attestation of passage, 1.13

Backing, 3.1(b)

“Bill”, construction of, 11.6

Capitalization, 3.2

Certification of passage, 1.13

Certification to house, immediate, 6.8

Claim bills, 4.8

Coding indicators, 3.1

Co-introduction, 3.12

Committee bills, See: **Committee bills**

Committee of the whole, consideration by, 4.4

Bills and other measures (Cont.)

Committee substitutes, See: **Committee substitutes**

Companions, See: **Companion measures**

Conference committees, See: **Conference committees**

Consent calendar bills, 4.17

Consideration, See: **Consideration**

Copies, number of, 3.2

Delivery for introduction

Regular sessions and interim, 3.7

Special sessions, 13.4

Economic impact statements, 3.13

Engrossing, See: **Engrossing**

Enrolling, See: **Enrolling**

Examination by secretary, 1.15

Expenditures of state or local governments, affecting, 3.13

Filing

Regular sessions and interim, 3.7

Special sessions, 13.4

First reading, 4.3

Fiscal liabilities of state or local governments, affecting, 3.13

Fiscal notes, 3.13

Form, 3.1, 3.2

House bills, See: **House bills**

Identification, 3.10

Indexes, 1.16

Introducer, See: **Introducer**

Introduction, See: **Introduction**

Jackets, 3.1

Legal form, examination, 1.15

Lines, number of, 3.1

Local bills, See: **Local bills**

“Measure”, construction of, 11.6

New and deleted matter, 3.1

Paper, 3.1

Passage

After second reading of conference committee report

Regular sessions, 4.5

Special sessions, 13.6

Attestation of, 1.13

Immediate certification to house, 6.8

Vote required in each house, 4.12

Prefiled bills, See: **Prefiled bills**

Printing, 3.9

Reading, See: **Reading**

Recall for further consideration, 5.2

Recommitment, See: **Recommitment**

Reference, See: **Reference**

Removing from the table, 2.16

Reports, See: **Reports**

Retirement systems, affecting, 3.13

Bills and Other Measures (Cont.)

- Revenues of state or local governments, affecting, 3.13
- Second reading, disposition after, 4.19
- Signing after enrolling, 4.20
- Signing after passage, 4.12
- Spacing, 3.1
- Special order, 4.17
- Special sessions, delivery for introduction, 13.4
- Sponsor, See: **Introducer**
- State retirement systems, affecting, 3.13
- Status, publication in calendar, 1.11
- Striking all after enacting or resolving clause and inserting new matter, effect
 - Committees, 2.41
 - Floor, 7.4
- "Substantial rewording" notation, 3.1
- Tax revenues, affecting, 4.8
- Title requirements, 3.2
- Transmittal. See: **Transmittal**
- Unfavorable reports by standing committees, effect, 2.15
- Unfavorable reports by standing subcommittees, effect, 2.16
- Withdrawal from committee, See: **Withdrawal of bills**

Bulletin board

- Committee meeting notices, special sessions, 13.3
- Committee meeting places, notices, 2.10
- Subcommittee meeting places, notices, 2.10

Business

- Executive, See: **Executive sessions**
- Financial, See: **Expenses**
- Open sessions, 12.1
- Order, See: **Order of business**
- Papers, See: **Papers**
- Quorum, necessity for
 - Committees, 2.21
 - Floor, 4.2
- Supervision by secretary, 1.8

C

Cabinet officers, admission to chamber, 10.1

Calendar

- Bills on committee agenda; publication in, 2.6
- Bills on second reading, 4.19
- Bills on third reading, 4.19
- Companion measures, effect of recommitment, 3.11

Calendar (Cont.)

- Consent bill calendar, 4.17
- Contents, 1.11
- Daily calendar, 1.11, 4.3
- Distribution, 1.11, 4.3
- Executive appointments and suspensions, 12.3
- House amendments to senate bills, reports, 1.18
- Local bills calendar, 4.18
- Local bills; reference to, 4.6
- Prefiled bills calendar, 3.8
- Preparation, 1.11, 4.3
- Special order calendar
 - Regular sessions, 4.17
 - Special sessions, 13.8
- Standing committees and subcommittees
 - Hearing notices; publication, 2.8
 - Meeting notices; publication, 2.6

Call to order

- Committee meetings, 2.21
- Organization session, 1.9
- Sessions, 1.2

Casting vote for another or by non-member

- Committees, 2.30
- Floor, 5.3

Caucuses, party, 1.1

Censure

- Ethics and conduct violations, 1.42
- Lobbying violations, 9.8

Certification of bills and other measures, 1.13

Chair, vacation of, 1.7

Chairmen

- Absence, assumption of duties in, 2.25, 2.26
- Addressing, 2.45
- Amendments
 - Filing with, 2.39
 - Preference in presentation, 7.1
 - Section or item, by; order of recognition, 2.42
- Annual reports of standing subcommittees; filing with, 2.3
- Appeals, See: **Chairmen, decisions, of under Appeals**
- Appointment of, 2.20
- Call to order, 2.21
- Committee bills, name on jacket, 3.1
- Consent calendar, designation of bills for, 4.17
- Death of, 2.26
- Decorum, authority re, 2.13, 2.22

Chairmen (Cont.)

- Exceptions to ruling, taking, 2.53
- Excused absences, granting, 2.27
- Explanations of vote; filing with, 2.31
- Incapacitation, 2.26
- Interruptions, enforcement of rule re, 2.47
- Limitation of debate, apportionment of time, 2.50
- Meeting notices, special sessions, 13.3
- Meeting places, arranging, 2.10
- Meetings, duties re notice and bill agenda, 2.6
- Motions, receiving and order, 2.33
- Motions, requests for written, 2.32
- Motions, stating or reading, 2.32
- Notices, signing, 2.23
- Order, considering bill out of, 2.12
- Order, preservation of, 2.22
- Personnel, securing, 2.4
- Points of order, See: Committees, under **Points of order**
- Prefiled bills; delivery to, 3.8
- Prefiled bills, reference, 2.18
- Questions of order, 2.23
- Questions of parliamentary procedure, certification, 2.23
- Recognition, amendment sponsors, 2.39
- Recognition, power of, 2.46
- Reference, duties re, 4.6
- Reports of standing committees, signing, 2.15
- Reports of standing subcommittees
 - Signing, 2.16
 - Special sessions; specifying time, 13.5
- Reports, signing, 2.23
- Resignation, 2.26
- Select subcommittees, appointing, 2.1
- Speaking rights, determining, 2.48
- Subpoenas and process, requesting, 2.2
- Subpoenas, signing, 2.23
- Successors, appointment, 2.26
- Temporary alternate, 2.25
- Verification of vote, ordering, 2.28
- Votes, declaring and recording, 2.28
- Voting by, 2.24
- Vouchers, signing, 2.23

Chamber

- Admission, generally, 10.1
- Attire, 10.5
- Control of, 1.3
- Guests, introduction, 10.4
- Lobbyists, admission, 10.2
- Lobbyists; presence in, 9.2
- Nonmembers voting for senators, exclusion, 5.3
- Press, admission, 10.3

Chamber (Cont.)

- Senators; presence during sessions, 1.20
- Sergeant at arms; duties re, 1.19
- Changes of vote**, 5.2
- Changes of vote; committees**, 2.28
- Claim bills, reference**, 4.8
- Clerical assistants, supervision**, 1.33
- Clerk of the house**
 - Lobbyists, registration of, 9.1
 - Signing bills and joint resolutions, 4.12
- Closed sessions**, 12.1
- Coat of arms**, 14.1
- Coding indicators**, 3.1
- Co-introducer**
 - Committee substitutes, 2.15
 - Name on bill jackets, 3.1
 - Signature, 3.12
- Collateral matters**
 - Motions to indefinitely postpone; application to, 6.9
 - Motions to reconsider, 6.7
 - Motions to reconsider; committees, 2.38
- Color of amendment, admitting propositions under**
 - Committees, 2.39
 - Floor, 7.1
- Comfort, questions of privilege re**, 8.11
- Commemoration, resolutions; adoption**, 4.9
- Commerce, committee on**, 2.1
- Commissions, non-legislative; membership by senators**, 1.26
- Commit to a select subcommittee, motions to**, 2.33
- Committee bills**
 - Backing for introduction, 3.1
 - Consent calendar, designation for, 4.17
 - Generally, 2.15
 - Introduction, 3.12
 - Printing, 3.9
- Committee of the whole**
 - Generally, 4.4
 - Motions to commit to; precedence, 6.2
- Committee on agriculture**, 2.1
- Committee on apportionment**, 2.1
- Committee on appropriations**, See: **Appropriations, committee on**
- Committee on commerce**, 2.1
- Committee on corrections, probation and parole**, 2.1

- Committee on economic, community and consumer affairs, 2.1**
- Committee on education, 2.1**
- Committee on executive business, See: Executive business, committee on**
- Committee on finance, taxation and claims, See: Finance, taxation and claims, committee on**
- Committee on governmental operations, 2.1**
- Committee on health and rehabilitative services, 2.1**
- Committee on judiciary-civil, 2.1**
- Committee on judiciary-criminal, 2.1**
- Committee on natural resources and conservation, 2.1**
- Committee on personnel, retirement and collective bargaining, 2.1**
- Committee on rules and calendar, See: Rules and calendar, committee on**
- Committee on transportation, 2.1**
- Committee substitutes**
 - Committee amendments, incorporation of, 2.44
 - Favorable reports by one committee, effect, 4.7
 - Printing, 3.9
 - Standing committees, 2.15
 - Standing subcommittees, 2.16
- Committees**
 - Agenda, bills, 2.6, 2.11
 - Agenda, prefiled bills, 2.18
 - Amend, motions to, 2.33
 - Amendments, See: Committee amendments, under **Amendments**
 - Annual reports, 2.3
 - Appeals, See: Chairmen, decisions of, under **Appeals**
 - Appellations, 2.45
 - Appointment, 1.5, 2.1
 - Attendance, 2.27
 - Bills introduced by, See: **Committee bills**
 - Bills, order of consideration, 2.12
 - Business
 - Expeditious consideration, 2.9
 - Questions of priority, debate, 2.51
 - Certification of questions of parliamentary procedure, 2.23
 - Chairmen, See: **Chairmen**
 - Claim bills, report of special master, 4.8
- Committees (Cont.)**
 - Collateral matters, motions to reconsider, 2.38
 - Commit to a select committee, motions to; precedence, 6.2
 - Commit to a select subcommittee, motions to, 2.33
 - Committee bills, See: **Committee bills**
 - Committee of the whole, 4.4
 - Committee substitutes, See: **Committee substitutes**
 - Conference committees, See: **Conference committees**
 - Consider bill out of order, motions to, 2.12
 - Credentials committee, 1.24
 - Debate, See: Committee debate, under **Debate**
 - Decorum, See: Committees, under **Decorum**
 - Disorderly conduct, 2.22
 - Division of questions, 2.34
 - Duties, generally, 2.2
 - Employees, assignment and supervision, 1.33
 - Equal division of vote, 2.28
 - Exclusion of nonmembers, 2.30
 - Excused absences, 1.21
 - Explanations of vote, 2.31
 - Extensions of time for consideration, 2.14
 - Federal funds, personnel, services or facilities; using, 2.5
 - Fiscal notes, preparation, 3.13
 - Hearings, See: **Hearings**
 - House amendments to senate bills, reference, 1.18
 - House bills, amendments to, 2.43
 - Interruptions of speaker, 2.47
 - Introduction by, 3.12
 - Investigation of public agencies, authority, 2.2
 - Late vote requests, 2.28
 - Limit debate, motions to
 - Generally, 2.50
 - Precedence, 2.33
 - Lobbying
 - Isolated basis, registration exception, 9.3
 - Registration requirement, 9.1
 - Violations, duty to report, 9.10
 - Violators, prohibition from appearance, 9.8
 - Majority action, 2.27
 - Meetings**
 - After 50th day, 2.9

Committees (Cont.)

Meetings (Cont.)

- Attendance, 2.27
- Attendance by introducer, 2.11
- Attendance, excusing from, 1.21
- Call to order, 2.21
- Decorum, 2.13
- During session, 2.10
- Evening, 2.10
- House amendments to senate bills, hearings, 1.18
- Notice
 - Delivery to secretary, 2.8
 - Generally, 2.6
 - Publication in calendar, 1.11
- Open, 2.13
- Order of business, 2.12
- Places, 2.10
- Scheduling, 2.9
- Special, 2.10
- Special sessions, schedule and notice, 1.3.3

Members

- Appellations, 2.45
- Appointment, 1.5, 2.1
- Attendance, 2.27
- Automatic withdrawal for nonattendance, 2.27
- Change of vote requests, 2.28
- Chair duties, assignment to, 2.25
- Division of question, calls for, 2.34
- Excused absences, 2.27
- Explanations of vote, 2.31
- Quorum, questioning existence, 2.21
- Removal; appeal, 1.5
- Speaking limit, 2.49
- Speaking rights, 2.48
- Unregistered lobbyist permitting, 9.10
- Verification of vote, requests for, 2.28
- Vote, questioning right to, 2.52
- Voting by, 2.27
- Voting for another, 2.30
- Motions, See: Committee motions, under **Motions**
- Multiple reference, 4.7
- Non-legislative committees; membership by senators, 1.26
- Nonmembers, voting by, 2.30
- Notices, See: under **Notices**
- Oaths and affirmations, 2.2
- Officers, 2.20
- Order of business, See: Committees, under **Order of business**
- Order of recognition, 2.46
- Pairing, 2.29
- Papers, leaving in absence, 1.22

Committees (Cont.)

- Papers of miscellaneous nature; filing with, 4.11
- Parliamentary inquiries requiring immediate reply, 2.47
- Parliamentary procedure, certification of questions, 2.23
- Penalties, unexcused absences, 2.27
- Penalties, voting for another or by nonmember, 2.30
- Personnel, securing, 2.4
- Points of order, See: Committees, under **Points of order**
- Poll, matters reported by, 2.13
- Postpone to a day certain, motions to, 2.33
- Precedence of motions, 2.33
- Precedents, 2.23
- Prefiled bills
 - Hearings, 2.18
 - Nonreturning senators, by; reports, 2.18
 - Reference by chairmen, 2.18
 - Reference by president, 3.8
 - Reports, 2.18
- Priority of business, questions re, 2.51
- Proxy, voting by, 2.27
- Questioning right to vote, 2.52
- Questioning vote, 2.28
- Questions of no quorum
 - Generally, 2.21
 - Interruptions for, 2.47
- Questions of order, See: Committees, under **Points of order**
- Questions of privilege, interruptions for, 2.47
- Questions, order of propounding, 2.33
- Quorum, computation, 2.17
- Quorum, necessity for, 2.21
- Recall for further consideration, 2.28
- Recess, motions to take, 2.33
- Recognition, See: Committees, under **Recognition**
- Recommitment, See: **Recommitment**
- Reconsider, motions to, See: Committee motions, under **Reconsider, motions to**
- Records
 - Excused absences, 2.27
 - Explanations of vote, 2.31
 - Inspection, 2.3
 - Votes, 2.28
- Reference
 - Generally, 4.6
 - House amendments to senate bills, 1.18
 - Motions re; order of business, 4.3

Committees (Cont.)

- Reference (Cont.)
 - Multiple, 4.7
 - Prefiled bills, 2.18, 3.8
 - Resolutions, 4.9
- Remove bill from, motions to
 - Generally, 2.14
 - Order of business, 4.10
- Remove bill from the table, motions to, 2.16
- Reports, See: **Reports**
- Rise, motions to, 2.33
- Roll call
 - Deferring or explaining vote during, 2.31
 - Generally, 2.28
- Rooms
 - Control of, 2.22
 - Duties of sergeant at arms, 1.19
- Select committees, See: **Select committees**
- Select subcommittees, See: **Select subcommittees**
- Showing of hands, 2.28
- Speaking, See: Committee debate, under **Debate**
- Special sessions, reports, 13.5
- Staff, representing introducers at meetings, 2.11
- Standing committees
 - Annual reports, 2.3
 - Fiscal notes, preparation, 3.13
 - Meetings, 2.10
 - Motions to commit to; precedence, 6.2
 - Prefiled bills, agenda, 2.18
 - Public business, information re, 2.3
 - Records and reports, inspection, 2.3
 - Reports, 2.15
 - Resolutions; reference to, 4.9
 - Select subcommittees, appointment, 2.1
 - Standing subcommittee annual reports, consideration, 2.3
 - Standing subcommittee reports, certification, 2.16
- Standing subcommittees
 - Annual reports to standing committees, 2.3
 - Meetings, 2.10
 - Prefiled bills; reference to, 2.18
 - Records and reports, inspection, 2.3
 - Reports, 2.16
- Strike out and insert, motions to, 2.34
- Striking all after enacting or resolving clause and inserting new matter, 2.41
- Subpoenas and process, 2.2
- Subpoenas, signing, 2.23

Committees (Cont.)

- Substitute amendments, 2.40
- Substitute measures, See: **Committee substitutes**
- Substitute motions, 2.33
- Temporarily pass, motions to, 2.33
- Tie votes, 2.28
- Unregistered lobbyists, permitting, 9.10
- Verifications of vote, 2.28
- Vice-chairmen, See: **Vice-chairmen**
- Vote required, See: Committees, under **Vote required**
- Voting, See: Committees, under **Voting**
- Vouchers, signing, 2.23
- Withdrawal of bills from, See: **Withdrawal of bills**
- Withdrawal of motions, 2.32
- Witnesses, 2.2
- Yeas and nays, counting, 2.28
- Yielding the floor, 2.49
- Companion measures**
 - Generally, 3.11
 - Fiscal notes, 3.13
- Competency of employees, disputes re**, 1.28
- Concur in the house amendment, motions to**, 7.8
- Concurrent resolutions**
 - (See also: **Bills and other measures; Resolutions**)
 - “Bill” or “measure”, inclusion, 11.6
 - Capitalization, 3.6
 - Copies, furnishing, 3.6
 - Form, 3.6
 - Readings, 4.13
 - Reference, 4.9
 - Titles, 3.6
 - Transmittal, 1.17
 - Voting, 4.13
- Condolence, resolutions; adoption**, 4.9
- Conduct and ethics**
 - Acceptance of anything to influence, 1.36
 - Advisory opinions re, 1.41
 - Conflicts of interest, 1.38
 - Disclosures of interest, 1.39
 - Disqualification from voting, 1.20, 1.39
 - Disqualification from voting; committees, 2.27
 - Employees, 1.40
 - Enforcement of rules, questions of, 1.41
 - Improper influence, 1.36
 - Interpretation of rules, questions of, 1.41
 - Lobbyists, 9.4
 - Lobbyists; advisory opinions re, 9.6

Conduct and ethics (Cont.)

- Personal conduct, 1.35
- Personal employment, conflicting, 1.37
- Personal interest, conflicting, 1.38
- Questions of privilege re, 8.11

Conference committees

- Appointment, 1.5
- Motion that the senate insist and ask for, 7.9
- Motion to discharge and appoint or instruct conferees
- Precedence, 6.2
- Regular sessions, 2.19
- Special sessions, 13.6
- Motion to request, 7.8
- Regular sessions, 2.19
- Reports
 - Messages, transmittal, 6.8
 - Order of business, 4.3
 - Reading and action, 4.5
 - Requirements, 2.19
- Special sessions, 13.6

Confidentiality

- Executive matters, reports of special master or committee on executive business, 12.7(a)
- Executive sessions
 - Generally, 12.4
 - Penalties for violation, 12.6

Confirmations

- Committee on executive business
 - Confidentiality of work product, 12.4
 - Duties, 12.7(a)
 - Oaths and affirmations, 12.10
 - Subpoenas and other process, 12.10
- Confidentiality, 12.4
- Executive sessions; consideration of, 12.2
- Motions to reconsider vote, 6.4
- Procedure, 12.7(a)
- Reference of executive appointments, 12.7(a)
- Vote required to consider executive appointments, 12.3
- Vote, secrecy of, 12.4

Conflicts of interest

- Disclosure, 1.39
- Disqualification from voting re
 - Committees, 2.52
 - Floor, 1.20
- Employees, 1.40
- Personal employment, 1.37
- Questioning right to vote
 - Committees, 2.52
 - Floor, 8.8
- Use of influence, 1.38

Consent bill calendar, 4.17**Consideration**

- After 50th day, 2.14
- Committee of the whole, by, 4.4
- Committees
 - Extensions of time, 2.14
 - Time for; regular sessions, 2.14
 - Time for; special sessions, 13.5
- Companion measures, 3.11
- Concurrent resolutions recalling bills from governor's office, 4.9
- Consent bill calendar, bills on, 4.17
- Final day for introduction, bills filed after; waiver of rules for, 4.6
- General calendar of bills on second or third reading, 4.19
- Local bills, 4.18
- Out of regular order, 4.16
- Resolutions of condolence or commemoration, 4.9
- Second reading, bills on; order of business, 4.3
- Special order calendar, bills on
 - Regular sessions, 4.17
 - Special sessions, 13.8
- Third reading, bills on; order of business, 4.3

Construction of rules, See: Rules**Contest of seat, 1.24****Convenience, questions of privilege re, 8.11****Convening, hour of, 1.2****Convening, hours of; schedule, 4.1****Corrections, probation and parole, committee on, 2.1****Corridor to chamber**

- Bulletin board for committee and subcommittee meeting notices, special sessions, 13.3
- Bulletin board for committee meeting places, 2.10

Corridors, control of, 1.3**Co-sponsor, See: Co-introducer****Credentials committee, 1.24****D****Daily calendar, See: Calendar****Daily journal, See: Journal****Daily order of business, See: Order of business****Death of senator; transitional period, 1.27**

Debate

(See also: **Decorum**; **Recognition**)

- Address, manner of, 8.1
- Amendments to title or corrective amendments, 7.2
- Appeals from decisions of
 - Chairmen, 2.54
 - Presiding officer, 8.10
 - Presiding officer during debate, 8.9
- Committee debate
 - Address, manner of, 2.45
 - Appeals, 2.54
 - Bills reported favorably by standing subcommittees, 2.16
 - Budgetary matters favorably reported by standing subcommittees of committee on appropriations, 2.16
 - Consider bill out of regular order, motions to, 2.12
 - Interruptions of speaker, 2.47
 - Limit debate, motions to
 - Generally, 2.50
 - Precedence, 2.33
 - Motions in order, 2.33
 - Priority of business, questions re, 2.51
 - Reconsider, motions to, 2.37
 - Speaking limit, 2.49
 - Speaking rights, 2.48
 - Time allowed to close, 2.48
- Committee of the whole, 4.4
- Consider bill out of regular order, motions to, 4.16
- Interruptions of speaker, 8.3
- Limit debate, motions to
 - Generally, 8.6
 - Precedence, 6.2
- Motions in order, 6.2
- Questions of privilege during, 8.11
- Reconsider, motions to, 6.6
- Speaking limit, 8.5
- Speaking rights, 8.4
- Time allowed to close, 8.4
- Waive a rule, motions to, 11.2

Decorum

(See also: **Debate**)

- Appellations, 8.1
- Avoiding personality, 8.1
- Committee of the whole, 4.4
- Committees
 - Appellations, 2.45
 - Avoiding personality, 2.45
 - Chairmen, authority, 2.13, 2.22
 - Confining remarks to question under debate, 2.45
 - Vice-chairmen, authority, 2.22
- Confining remarks to question under debate, 8.1

Decorum (Cont.)

- Employee disputes re, 1.28
- Organization session, 1.9
- President; authority re, 1.3
- Sergeant at arms; duties re, 1.19
- Dignity of senate, questions of privilege re, 8.11**
- Discharge conferees and appoint new conferees, motions to**
 - Precedence, 6.2
 - Regular sessions, 2.19
 - Special sessions, 13.6
- Disciplinary actions, 1.42**
- Disclosures of interest, 1.39**
- Disqualification from voting**
 - Committees, 2.27
 - Floor, 1.20
- Disturbances**
 - Committee rooms, in, 2.22
 - President; authority re, 1.3
- Division of questions**
 - Committees, 2.34
 - Floor, 6.3
- Doorkeepers, supervision, 1.34**

E

- Economic, community and consumer affairs, committee on, 2.1**
- Economic impact statements, 3.13**
- Education, committee on, 2.1**
- Elections**
 - Majority leader and majority leader pro tempore, 1.1
 - Minority leader and minority leader pro tempore, 1.1
 - President, 1.1
 - President designate, 1.1
 - President pro tempore, 1.1
 - President pro tempore designate, 1.1
 - Secretary, 1.8
 - Sergeant at arms, 1.19
 - Voting, 5.6
- Electrical roll call system, 5.1**
- Employees**
 - Absence without permission, 1.31
 - Aides, hours of duty, 1.30
 - Assistant enrolling and engrossing clerk, 1.8
 - Chamber, admission to, 10.1
 - Clerical assistants, supervision, 1.33
 - Committees, 2.4
 - Compensation, forfeiture, 1.31

Employees (Cont.)

- Conflicts of interest, 1.40
- Dismissal for lobbying, 1.29
- Disputes involving, 1.28
- Doorkeepers, supervision, 1.34
- Duties, 1.30
- Hours of duty, 1.30
- Janitors, supervision, 1.34
- Joint utilization with house, 2.4
- Lobbying by, 1.29
- Messengers, supervision, 1.34
- Pages, supervision, 1.34
- Part-time; hours of employment, 1.30
- Political activities, 1.32
- Relatives of senators, 1.28
- Secretaries, supervision, 1.33
- Secretary, assistants to, 1.8
- Special masters, as, 12.8
- Spouses of senators, 1.28
- Stenographers, supervision, 1.33
- Termination
 - Absence without permission, for, 1.31
 - Cause, for, 1.28
- Transitional periods, 1.27
- Typists, supervision, 1.33
- Verifiers, supervision, 1.33

Enacting clause

- Form, 3.2
- Striking all after and inserting new matter, effect
 - Committees, 2.41
 - Floor, 7.4

Engrossing

- Clerk, 1.8
- Second reading, after, 4.19
- Secretary; duties re, 1.10

Enrolled bills; signing, 4.20

Enrolling

- Clerk, 1.8
- Secretary; duties re, 4.20
- Secretary; supervision of, 1.10

Escort to rostrum, 10.4

Ethics, See: Conduct and ethics

Evidence

- Compelling production; committees, 2.2
- Suspension hearings, 12.7(e)
- Suspension matters; recovery and disposition, 12.7(g)

Exclusion from committees, 2.30

Excused absences, 1.21

Executive appointments, See: Confirmations

Executive business, committee on Appointment, 2.1

Executive business, committee on (Cont.)

Confirmations

- Confidentiality of work product, 12.4
- Duties, 12.7(a)
- Oaths and affirmations, 12.10
- Subpoenas and other process, 12.10
- Removals, duties, 12.7(a)
- Special master, recommendation for appointment, 12.8

Suspensions

- Confidentiality of work product, 12.4
- Criminal charge or court challenge pending; suspense of proceeding, 12.7(b)
- Duties, 12.7(a)—(g)
- Evidence, disposition, 12.7(g)
- Governor's statement of further facts and circumstances, request for, 12.7(d)
- Hearings and notice, 12.7(c)
- Instituting action, time limits, 12.7(f)
- Oaths and affirmations, 12.10
- Pre-hearing conferences, 12.7(e)
- Subpoenas and other process, 12.10

Executive communications, order of business, 4.3

Executive sessions

- Appointments, consideration, 12.2
- Attendance, 12.2
- Authority, 12.1
- Confidentiality, 2.3, 12.4
- Floor privilege of special master, 12.9
- Journal, secretary's duties re, 1.10
- Journal, separate, 12.5
- Motions to proceed to consideration of executive business, precedence, 6.2
- Penalties, violation of secrecy, 12.6
- Removals, 12.2
- Reports, 12.7(a)
- Resolving into, 12.2
- Secrecy, 12.4
- Secrecy, violation of, 12.6
- Secretary; duties re, 12.2
- Special master, floor privilege, 12.9
- Suspensions, consideration, 12.2
- Vote required to consider appointments or suspensions, 12.3

Executive suspensions

- Action by senate, 12.7(f)
- Committee on executive business, See: Executive business, committee on
- Confidentiality of proceedings, 12.4

Executive suspensions (Cont.)

- Criminal charge or court challenge pending; suspense of proceeding, 12.7(b)
- Evidence, recovery and disposition, 12.7(g)
- Executive sessions; consideration of, 12.2
- Governor's statement of further facts and circumstances, 12.7(d)
- Hearings, 12.7(c)
- Institution of actions, time limits, 12.7(f)
- Motions to reconsider vote, 6.4
- Notice of hearings, 12.7(c)
- Pre-hearing conferences, 12.7(e)
- Procedure, generally, 12.7
- Reference, 12.7(a)
- Special master, duties and reports, 12.8
- Supplemental recommendations, 12.7(f)
- Suspense of proceedings, 12.7(b)
- Vote required to consider, 12.3
- Vote, secrecy, 12.4

Expenditures of state or local governments, bills affecting, 3.13

Expenses

- Authorizations of payment
 - Attestation, 1.13
 - Signing, 1.4
- Committee personnel, joint utilization with house, 2.4
- Lobbyists, 9.5
- Non-legislative memberships, re, 1.26
- Requisitions, 1.4
- Senators, 1.25
- Transitional periods, 1.27
- Travel and per diem, authority, 1.4
- Vouchers, approval, 1.4

Explanations of vote, 5.5

Explanations of vote; committees, 2.31

Expulsion, 1.42

Extended sessions, See: Extensions, under Sessions

F

Facilities for senators, 1.25

Federal funds, personnel, services or facilities; using, 2.5

Finance, taxation and claims, committee on

- Appointment, 2.1
- Claim bills; reference to, 4.8
- Tax revenues, bills affecting; reference to, 4.8

Finance, taxation and claims, subcommittee on, 2.1

- Third reading, bills and joint resolutions on; reference to, 4.15

Financial business, See: Expenses

First reading, 4.3

Fiscal liabilities of state or local governments, bills affecting, 3.13

Fiscal notes, 3.13

Floor, See: Chamber

Food in gallery, 10.6

Forms

- Amendments, 7.1
- Amendments, committee, 2.39
- Appropriations bill, 3.1
- Bills, 3.2
- Bills and other measures, general form 3.1
- Committee amendments, 2.39
- Concurrent resolutions, 3.6
- Joint resolutions, 3.4
- Lobbying expenditures, statements, 9.5
- Lobbyist affidavits, 9.9
- Lobbyists, registration, 9.2
- Local bills; proof of publication affidavits, 3.3
- Memorials, 3.5
- Prefiled bills, notice of reference by chairmen, 2.18
- Preparation of copy for, 1.14
- Resolutions, 3.6
- Secretary; duties re, 1.14
- Senate resolutions, 3.6
- Standing subcommittee reports, 2.16
- Subreference, reports, 4.6
- Transitional funds, application, 1.27

G

Gallery

- Attire, 10.5
- Food or beverages, 10.6
- Reserved section, 10.1
- Sergeant at arms; authority re, 1.19
- Visitors, 10.5

General appropriations bill, See: Appropriations bill

Germanity of amendments

- Committees, 2.39
- Floor, 7.1
- Striking all after enacting or resolving clause and inserting new matter
 - Committees, 2.41
 - Floor, 7.4

Governmental operations, committee on, 2.1

Governor

Admission to chamber, 10.1

Executive appointments, See: **Confirmations**

Messages from; order of business, 4.3

Recalling bill from office, 4.9

Suspensions, See: **Executive suspensions**

Veto messages, reconsideration, 6.4

Guests, admission to floor, 10.1

Guests, introduction; 10.4

H

Health and rehabilitative services, committee on, 2.1

Hearings

Bills removed from table by standing committees, 2.16

Claim bills, 4.8

Committees, 2.8

Conduct and ethics

Advisory opinions, 1.41

Violations, 1.42

Disciplinary actions, 1.42

House amendments to senate bills, 1.18

Lobbying violations, 9.8

Local bills determined not to be local in nature, 4.6

Motions to waive rule re bills filed after final day for introduction, 4.6

Prefiled bills

Before session, 2.18

During session, 3.8

Suspension matters, 12.7(c), (e), (f)

House amendments to senate bills

Authority, 4.12

Hearings, 1.18

Messages re senate action, transmittal, 6.8

Motions re, 7.8

Reference, 1.18

Reports, 1.18

Secretary; duties re, 1.18

Summaries, 1.18

House bills

Amendments to; authority, 4.12

Amendments to; committees, 2.43

Amendments to; floor, 7.7

Consent calendar, designation for, 4.17

House clerk, See: Clerk of the house

House companions, fiscal notes, 3.13

House companions, substitution, 3.11

House, joint staffing of committees, 2.4

House members

Admission to floor, 10.1

Representing introducer at committee meetings, 2.11

House messages

Order of business, 4.3

Secretary; duties re, 1.18

Withholding from order, 4.3

House, messages to, 1.17

House, passage of bills, 4.12

House refusal to concur in senate amendment, motions re, 7.9

House, transmittal of measures to, 1.17

I

Identification of bills, 3.10

Indexes, 1.16

Instruct conferees, motions to

Precedence, 2.19, 6.2

Regular sessions, 2.19

Special sessions, 13.6

Integrity of senate, questions of privilege re, 8.11

Interpretation of rules

Generally, 11.1

Lobbyists, for, 9.6

Interruptions of speaker

Committees, 2.47

Floor, 8.3

Introducer

Bill jackets, name on, 3.1

Committee meetings

Attendance, 2.11

Considering bill out of order for, 2.12

Debate, time allowed to close, 2.48

Motions to limit debate, rights re, 2.50

Committee substitutes, 2.15

Consent calendar, designation of bills for, 4.17

Constitutionality and legal correctness, responsibility for, 1.15

Debate, time allowed to close, 8.4

Delivery for introduction, motions to waive rule re, 3.7

Index by, 1.16

Motions to limit debate, right re, 8.6

Reference, recommendations re, 4.6

Introducer (Cont.)

- Removing bill from committee, 2.14
- Signature, 3.12

Introduction

- Appropriations bill, 3.12
- Bills, form requirements, 3.2
- Co-introduction, 3.12
- Committee bills, 2.15
- Committee of the whole, by, 4.4
- Concurrent resolutions, form requirements, 3.6
- During session, 3.7
- Examination upon tender for, 1.15
- Final day for, 4.6
- Joint resolutions, form requirements, 3.4
- Local bills, requirements, 3.3
- Memorials, form requirements, 3.5
- Order of, 3.10
- Origination in either house, authority, 4.12
- Prefiled bills, 3.8
- Prefiled bills by nonreturning senators, 2.18
- Resolutions, form requirements, 3.6
- Signatures, 3.12
- Special sessions, delivery for, 13.4

Insignia, 14.1

Investigation of public agencies, 2.2

Investigations, executive matters, 12.7 (a)

J

Jackets

- Bills and other measures, 3.1
- House bills; notation of senate amendments, 7.7
- Local bills; proof of publication attached, 3.3

Janitors, supervision, 1.34

Joint resolutions

(See also: **Bills and Other measures; Resolutions**)

- "Bill" or "measure", inclusion, 11.6
- Capitalization, 3.4
- Coding indicators, 3.1
- Conference committees, inability to agree
 - Regular sessions, 2.19
 - Special sessions, 13.6
- Consideration out of regular order, 4.16
- Economic impact statements, 3.13
- Fiscal notes, 3.13
- Form, 3.4
- Printing, 3.9

Joint resolutions (cont.)

- Readings, 4.12
- Signing after passage, 4.12
- Signing by president, 1.4
- Special sessions, standing committee reports, 13.5
- Third reading; reference, amendment or postponement, 4.15
- Titles, 3.4
- Transmittal, 1.17
- Waive rules to immediately certify to house motions to, 6.8

Joint select committees, appointment, 1.5

Journal

- Advisory opinions
 - Conduct and ethics, re, 1.41
 - Lobbyists, to, 9.6
- Amendments, 7.6
- Bill titles, 4.3
- Changes of vote, 5.2
- Correction and approval, 4.3
- Daily journal, 1.10
- Disclosure of interest reports, 1.39
- Distribution, 1.10
- Enrolled bills, signing of, 4.20
- Excused absences, 1.21
- Executive sessions
 - Secretary; duties re, 1.10
 - Separate journal, 12.5
- Explanations of vote, 5.5
- Late votes, 5.2
- Lobbyists, advisory opinions to, 9.6
- Numbering, 1.10
- Papers of miscellaneous nature, 4.11
- Precedents, 2.23
- Prefiled bills, committee reports, 3.8
- President's decisions re certified appeals, 2.23
- Secretary; duties re, 1.10
- Standing committee reports, 2.15
- Titles to bills, 4.3
- Votes on final passage, 4.12
- Voting records, 5.1

Judiciary-civil, committee on, 2.1

Judiciary-criminal, committee on, 2.1

Justices of the supreme court, admission to chamber, 10.1

L

Late votes, 5.2

Late votes; committees, 2.28

Lay on the table

- Motions to, 11.1
- Standing committees, effect of unfavorable report, 2.15
- Standing subcommittees, effect of unfavorable report, 2.16

Leaves of absence, 1.23

Legislation, encouraging passage, defeat or modification, See: Lobbying

Legislators, representing introducers at committee meetings, 2.11

Lieutenant governor, admission to chamber, 10.1

Limit debate, motions to

- Generally; committees, 2.50
- Generally; floor, 8.6
- Precedence; committees, 2.33
- Precedence; floor, 6.2

Lobbying

- Advisory opinions re
 - Compilation, 9.7
 - Obtaining, 9.6
- Aides, 1.29
- Committees, duty to report violations, 9.10
- Conduct and ethics, 9.4
- Employees, 1.29
- Expenditures, 9.5
- False or fraudulent statements, etc., by lobbyists, 9.4
- Oath of lobbyists, 9.2
- Obligations of lobbyists, 9.4
- Penalties, 9.8
- Registered lobbyists
 - Admission to chamber, 10.2
 - List of, 9.7
 - Presence in chamber, 9.2
 - Public inspection of reports, 9.7
 - Statements of expenditures, 9.5
- Registration
 - Affidavits, 9.9
 - Exceptions, 9.1, 9.3
 - Method, 9.2
 - Requirement, 9.1
- Registrations, list of, 9.2
- Violations, penalties, 9.8

Local bills

- Calendar of, 4.18
- Daily calendar, omission from, 4.3
- Determining local nature, 4.6
- Introduction requirements, 3.3
- Proof of publication, 3.3
- Reference, 4.6
- Referenda, 3.3

M

Main floor, See: Chamber

Majority action, 11.4

Majority caucuses, 1.1

Majority leader and majority leader pro tempore, election, 1.1

Majority party member, designation as temporary successor to president, 1.7

Masculine gender, use in rules, 11.6

Measures, See: Bills and other measures

Meetings of committees, See: Meetings, under Committees

Members of committees, See: Members, under Committees

Members of the senate, See: Senators

Memorials

(See also: **Bills and other measures**)

- Attestation of passage, 1.13
- “Bill” or “measure”, inclusion, 11.6
- Capitalization, 3.5
- Engrossing and enrolling, 1.10
- Form, 3.5
- Readings, 4.13
- Signing by president, 1.4
- Special sessions, standing committee reports, 13.5
- Titles, 3.5
- Transmittal
 - Duties of secretary, 1.17
 - Supervision by secretary, 1.10
- Voting, 4.13

Messages

- Chamber, delivery in, 10.1
- Conference committee reports, 6.8
- Executive; order of business, 4.3
- House amendments, senate action on, 6.8
- House, from, See: **House messages**
- House, to, 1.17
- Veto; motions to reconsider vote, 6.4
- Veto; reference, 4.9

Messengers, supervision, 1.34

Minority caucuses, 1.1

Minority leader

- Election, 1.1
- Special order calendar, duties re, 4.17

Minority leader pro tempore, election, 1.1

Motions

- Adjourn, precedence, 6.2
- Adjourn, precedence over questions of privilege, 8.11
- Amend, precedence, 6.2
- Amend the amendment, 7.3
- Amend the house amendment, 7.8
- Amend the substitute, 7.3
- Bills filed after final day for introduction, waive rules re, 4.6
- Commit to a select committee, precedence, 6.2
- Commit to a standing committee, precedence, 6.2
- Commit to the committee of the whole, precedence, 6.2
- Committee motions
 - Amend, 2.33
 - Consider bill out of order, 2.12
 - Limit debate, 2.50
 - Making, 2.32
 - Oral, 2.32
 - Precedence, 2.33
 - Reconsider, See: Committee motions, under **Reconsider, motions to**
 - Remove bill from the table, 2.16
 - Seconds, 2.32
 - Strike out and insert, 2.34
 - Vote on, 2.32
 - Withdrawal, 2.32
 - Written, 2.32
- Committee reference, re; order of business, 4.3
- Companion measures, re, 3.11
- Concur in the house amendment, 7.8
- Concurrent resolution to recall bill from governor's office, take up, 4.9
- Conference committee, request a, 7.8
- Consider bill out of regular order, 4.16
- Delivery of bills for introduction, waive rule re, 3.7
- Discharge conferees and appoint new conferees
 - Regular sessions, 2.19, 6.2
 - Special sessions, 13.6
- Division of questions, 6.3
- House amendments to senate bills, re, 7.8
- House refusal to concur in senate amendments, re, 7.9
- Immediately certify bill or joint resolution to house, waive the rules to, 6.8
- Insist and ask for a conference committee, that the senate, 7.9

Motions (Cont.)

- Insist, that the senate, 7.9
 - Instruct conferees
 - Regular sessions, 2.19, 6.2
 - Special sessions, 13.6
 - Lay upon the table, 11.1
 - Limit debate, 8.6
 - Limit debate, precedence, 6.2
 - Making, 6.1
 - Oral, 6.1
 - Postpone indefinitely
 - Application and effect, 6.9
 - Precedence, 6.2
 - Postpone to a day certain, precedence, 6.2
 - Postpone to a time beyond last day allowed for session, construction, 6.9
 - Precedence
 - Generally, 6.2
 - House refusal to concur in senate amendments, re, 7.9
 - Privileged questions, 8.11
 - Previous question, 11.1
 - Privileged questions, precedence, 8.11
 - Procedural motions, motions to reconsider, 6.7
 - Proceed to the consideration of executive business, precedence, 6.2
 - Recede, that the senate, 7.9
 - Recess, take a; precedence, 6.2
 - Reconsider, See: **Reconsider, motions to**
 - Refer to a different committee
 - Generally, 4.10
 - Prefiled bills, 3.8
 - Refuse to concur in the house amendment and ask the house to recede, 7.8
 - Remove bill from committee
 - Generally, 2.14
 - Order of business, 4.10
 - Prefiled bills, 3.8
 - Request a conference committee, 7.8
 - Rule requiring unanimous consent, waive, 11.2
 - Second reading, disposition on, 4.19
 - Seconds, 6.1
 - Strike out and insert, 6.3
 - Substitute motions, 6.2
 - Temporarily pass, precedence, 6.2
 - Waive a rule, generally, 11.2
 - Withdrawal of, 6.1
 - Written, 6.1
- Multiple reference, 4.7**

N

Natural resources and conservation, committee on, 2.1

Newspaper representatives, 10.3

Non-legislative committees, commissions and task forces; membership by senators, 1.26

Notices

Claim bills, hearings by special master, 4.8

Committee hearings, 2.8

Committee meeting notices

Delivery to secretary, 2.8

Improper notice, effect, 2.7

Publication in calendar, 1.11

Regular sessions and interim, 2.6

Special sessions, 13.3

Committee meeting places, assignment, 2.10

Committee notices, signing, 2.23

Conduct and ethics violations, hearings, 1.42

Contested seats, 1.24

Disciplinary actions, hearings, 1.42

House amendments to senate bills, summaries, 1.18

Intent to move to

Consider bill out of regular order

Committees, 2.12

Floor, 4.16

Waive rule re delivery of bills for introduction, 3.7

Lobbying violations, hearings, 9.8

Prefiled bills, reference by chairmen and hearings, 2.18

Select subcommittees; re assignments, 2.1

Special order, meeting to establish, 4.17

Subcommittee meeting places, assignment, 2.10

Suspensions, hearings and pre-hearing conferences, 12.7 (c), (f)

O

Oaths

Lobbyists, 9.2

President, 1.1

President pro tempore, 1.1

Secretary, 1.8

Sergeant at arms, 1.19

Witnesses

Claim bill hearings, 4.8

Committees, 2.2

Executive matters, 12.10

Objections

Change of vote requests, 5.2

Consent calendar, bills on, 4.17

Late vote requests, 5.2

Miscellaneous papers, reading, 4.11

Officers

Chamber, admission to, 10.1

Committee officers, 2.20

President, 1.1

President pro tempore, 1.1

Secretary, 1.8

Sergeant at arms, 1.19

Official seal and coat of arms, 14.1

Open sessions, 12.1

Order of business

Calendar, publication in, 1.11

Changes in, 11.3

Committees

Generally, 2.12

Proceeding with, 2.21

Reconsider collateral matters, motions to, 2.38

Reconsider, motions to, 2.35

Conference committee reports, 4.3

Consent bill calendar, 4.17

Consideration of bill out of regular order, 4.16

Daily order of business, 4.3

House messages; withholding from, 4.3

Local bill calendar, 4.18

Proceeding with, 1.2

Reconsider collateral matters, motions to, 6.7

Reconsider, motions to, 6.4

Reports on changes in, consideration, 11.3

Reverting for introduction and reference, 3.7

Second reading, after, 4.19

Special order, 4.3

Special order calendar, 4.17

Waiver of rules re delivery of bills for introduction, effect, 3.7

Order of disposition of amendments

Committees, 2.40

Floor, 7.3

Order of precedence, See: Precedence

Order of recognition, 8.2

Order of recognition; committees, 2.46

Order, points of, See: Points of order

Organization of senate, resolutions; adoption, 4.9

Organization session

Call to order, 1.9

Contested seats, 1.24

Organization session (Cont.)

- Elections, 1.1
- Minority leader and leader pro tempore, certification of names, 1.1
- Questions of order, 1.9

P

Pages, supervision, 1.34

Pairing

- Committees, 2.29
- Floor, 5.4

Papers

- Chamber, delivery in, 10.1
- Leaving, when absent, 1.22
- Miscellaneous nature, 4.11
- Reading, 1.12
- Secretary; duties re, 1.10
- Signature of president, 1.4

Parliamentary inquiries

- Definition, 8.7
- Interruptions of speaker for Committees, 2.47
- Floor, 8.3

Parliamentary practice, requiring observance, 8.7

Parliamentary procedure, certification of questions from committees, 2.23

Passages, control of, 1.3

Payment of expenses, See: Expenses

Penalties

- Absence from sessions, 4.2
- Committee meetings, unexcused absences, 2.27
- Conduct and ethics, violations, 1.42
- Employees
 - Absence without permission, 1.31
 - Lobbying by, 1.29
 - Termination for cause, 1.28
- Executive sessions, secrecy of; violations, 12.6
- Lobbying violations, 9.8
- Voting for another or by nonmember Committees, 2.30
- Floor, 5.3

Per diem expenses

- Authority to incur, 1.4
- Non-legislative memberships, re, 1.26

Personal privilege, questions of, See: Questions of privilege

Personnel, See: Employees

Personnel, retirement and collective bargaining, committee on, 2.1

Pledge of allegiance, order of business, 4.3

Points of order

Appeals, See: Appeals

Committees

- Chairmen; authority to decide, 2.23
- Interruptions of speaker for, 2.47
- Pending appeals, 2.53
- Polls, matters reported by, 2.13
- Questioning right to vote re interest, 2.52

Definition, 8.7

Economic impact statements, absence of 3.13

Fiscal notes, absence of, 3.13

Interruptions of speaker for, 8.3

Organization session, 1.9

Pending appeals, 8.9

President; authority to decide, 1.4

Questioning right to vote re interest, 8.8

Recommitment for improper publication of notice, 2.7

Secretary; authority to decide, organization session, 1.9

Withdrawal of bills from committee

Regular sessions, 2.14

Special sessions, 13.5

Political activities, employees, 1.32

Poll of committee, matters reported by, 2.13

Postpone indefinitely, motions to

Application and effect, 6.9

Precedence, 6.2

Postpone to a day certain, motions to

Committees, 2.33

Floor, 6.2

Postponement to a day certain on third reading, 4.15

Prayer, order of business, 4.3

Precedence

Adjourn, motions to, 8.11

Committee motions, 2.33

Conferees, motions to discharge and appoint or instruct, 2.19, 6.2

House refusal to concur in senate amendments, motions re, 7.9

Motions, 6.2

Motions, committee, 2.33

Privileged questions, 8.11

Questions of privilege, 8.11

Speaking rights; committees, 2.48

Speaking rights; floor, 8.4

Special order, bills set at same hour, 4.17

Precedence (Cont.)

- Substitute motions, 6.2
- Substitute motions; committees, 2.33

Precedents on committees, 2.23**Preference, presentation of committee amendments, 7.1****Prefiled bills**

- Committee reports, 2.18
- Generally, 3.8
- Introduction after 11th day, 4.6
- Introduction by nonreturning senators, 2.18
- Reference, 2.18

Pre-hearing conferences in suspension matters

- Generally, 12.7 (e)
- Notice, time limits, 12.7 (f)

President

(See also: **Presiding officer**)

- Absence of, 1.7
- Absences, granting leaves, 1.23
- Acts, signing, 1.4
- Amendments by section or item, order of recognition, 7.5
- Amendments, recognition of sponsors, 7.1
- Announcing the vote, 5.1
- Attendance, authority to excuse, 1.21
- Call to order, 1.2
- Chairmen, appointment, 2.20
- Chairmen, appointment of successors, 2.26
- Chamber, control of, 1.3
- Claim bills, reference and ordering transcription of proceedings, 4.8
- Committee of the whole, duties re, 4.4
- Committee officers, appointment, 2.20
- Committee on executive business; duty to advise, 12.7 (a)
- Committee on rules and calendar, reference of reports re executive matters, 12.7 (a)
- Committee personnel, authority re, 2.4
- Committees, appointment, 1.5
- Conference committees, appointment, 1.5
- Consent bill calendar, approval, 4.17
- Contested seats, duties re, 1.24
- Corridors, control of, 1.3
- Credentials committee, appointment, 1.24
- Decorum, authority re, 1.3
- Disability; reference duties, 4.6
- Disturbances, authority re, 1.3
- Doorkeepers, authority to reassign, 1.34

President (Cont.)

- Election, 1.1
- Electrical roll call system, using, 5.1
- Employee disputes, authority re, 1.28
- Employees absent without permission, authority, 1.31
- Employees, assignment of duties, 1.30
- Enrolled bills, signing, 4.20
- Excused absences, authority re, 1.21
- Executive matters, reference and reports, 12.7 (a)
- Expenses
 - Authorizations of payment, 1.4
 - Senators, of; authority, 1.25
- Facilities for senators, authority re, 1.25
- Guests, invitation, 10.1
- House amendments to senate bills, reference, 1.18
- House messages, withholding, 4.3
- Janitors, authority to reassign, 1.34
- Joint resolutions, signing, 1.4
- Joint select committees, appointment, 1.5
- Leaves of absence, granting, 1.23
- Local bill calendar, consideration; approval, 4.18
- Majority caucus, calling, 1.1
- Memorials, signing, 1.4
- Messengers, authority to reassign, 1.34
- Motions
 - Receiving, 6.2
 - Requests for written, 6.1
 - Stating or reading, 6.1
- Non-legislative memberships by senators, approval, 1.26
- Oath, 1.1
- Order, preservation of, 1.3
- Organization session, absence, 1.9
- Pages, authority to reassign, 1.34
- Papers of miscellaneous nature, disposition, 4.11
- Papers, signature on, 1.4
- Parliamentary procedure, certified questions from committees, 2.23
- Passages, control of, 1.3
- Per diem expenses, 1.4
- Prefiled bills
 - Hearing time and place, approval, 2.18
 - Reference, 3.8
- Presiding officer, designation of, 1.7
- Press, admission of, 10.3
- Questions of order
 - Certification by committees, 2.23
 - Decisions by, 1.4
- Questions, order of propounding, 6.2
- Recess, authority to, 1.2

President (Cont.)

Recommitment, committee reports without quorum, 2.17
Reference
Bills affecting appropriations or tax revenues, 4.8
Duties re, 4.6
House amendments to senate bills, 1.18
Requisitions, 1.4
Resignation, 1.7
Resolutions, reference, 4.9
Resolutions, signing, 1.4
Rooms, control of, 1.3
Rules, interpretation of, 11.1
Second reading, ordering and placing motions, 4.19
Secretary, supervision of, 1.8
Select committees, appointment, 1.5
Select committees, requests for subpoenas and other process, 2.2
Select subcommittees, notices re assignments, 2.1
Sergeant at arms, supervision of, 1.19
Session schedule, approval, 4.1
Signature, when required, 1.4
Special master, executive matters
Appointment, 12.7 (a), 12.8
Duty to advise president, 12.7 (a)
Granting floor privilege to, 12.9
Special sessions, schedule approval, 13.2
Standing committees and subcommittees
Annual reports, filing by standing committees, 2.3
Appointment, 1.5, 2.1
Chairmen, appointment of successors, 2.26
Meeting schedule, approval, 2.9
Officers, appointment, 2.20
Personnel, authority re, 2.4
Requests for subpoenas and other process, 2.2
Subpoenas, signature on, 1.4
Term, 1.1
Third reading, ordering, 4.19
Transitional funds, approval, 1.27
Travel expenses, 1.4
Verifications of vote, ordering, 5.2
Vice-chairmen, appointment, 2.20
Vote, taking the, 5.1
Votes, counting, 1.12
Voting by, 1.6
Vouchers, approval, 1.4
Warrants, signature on, 1.4
Writs, signature on, 1.4
Yeas and nays, taking, 5.1

President designate, election, 1.1**President pro tempore**

(See also: **Presiding officer**)

Chair, assuming duties, 1.7
Election, 1.1
Oath, 1.1
Organization session, absence, 1.9
Reference, assuming duties, 4.6
Term, 1.1

President pro tempore designate, election, 1.1**Presiding officer**

Appeals from decisions, 8.9
Appeals from decisions, debate, 8.10
Designation, 1.7
Exceptions to ruling, taking, 8.9
Interruption of speakers, enforcement of rule re, 8.3
Organization session, 1.9
Points of order pending appeals, 8.9
Recognition, power of, 8.2
Rules, interpretation, 11.1
Sergeant at arms, supervision of, 1.19
Signing bills and joint resolutions, 4.12
Speaking rights, determination, 8.4

Press representatives, 10.3**Previous question, motions for, 11.1****Printing, bills and joint resolutions, 3.9****Privilege, questions of, See: Questions of privilege****Privileged questions**

Conferees, motions to discharge and appoint or instruct
Regular sessions, 2.19
Special sessions, 13.6
Precedence, 8.11

Probation, lobbying violations, 9.8**Procedural motions, motions to reconsider, 6.7****Proceed to the consideration of executive business, motions to; precedence, 6.2****Process**

Committees; requests for, 2.2
Execution, 1.19
Executive matters; authority re, 12.10

Proof of publication, local bills, 3.3**Property, duties of sergeant at arms, 1.19****Public agencies, investigation, 2.2****Public inspection**

Committee and subcommittee records and reports, 2.3

Public inspection (Cont.)

- Lobbyists; advisory opinions, list and reports, 9.7
- Lobbyists; statements of expenditures, 9.5

Public officers, confirmation, See: Confirmations

Public officers, removal or suspension, See: Executive suspensions

Q

Questioning right to vote

- Committees, 2.52
- Floor, 8.8

Questioning vote, 5.1

Questioning vote; committees, 2.28

Questions, division of, See: Division of questions

Questions of no quorum, See: under Quorum

Questions of order, See: Points of order

Questions of privilege

- Interruptions for, 8.3
- Interruptions for; committees, 2.47
- Precedence, 8.11
- Precedence over motions to discharge and appoint or instruct conferees, 2.19, 3.2
- Types, 8.11

Questions, order of propounding

- Committees, 2.33
- Floor, 6.2

Quorum

- Committee of the whole, 4.4
- Committees
 - Computation, 2.17
 - Necessity for, 2.21
 - Questions of no quorum
 - Generally, 2.21
 - Interruptions for, 2.47
 - Computation, 4.2
 - Electrical roll call system; use for, 5.1
 - Necessity for, 1.2
 - Questions of no quorum
 - Generally, 4.2
 - Interruptions for, 8.3
 - Roll call, 1.12

R

Radio station representatives, 10.3

Reading

- Amendments, 7.2
- Bills, generally, 4.12
- Clerk; duties re prefled bills, 3.8
- Committee motions, 2.32
- Committee of the whole, bills considered by, 4.4
- Committee substitutes, 2.15
- Companion measures, substitution on different readings, 3.11
- Concurrent resolutions, 4.13
- Conference committee reports
 - Regular sessions, 4.5
 - Special sessions, 13.6
- First reading, 4.3
- Full text, requiring, 4.12
- House amendments to senate bills, 7.8
- House messages, 1.18
- Joint resolutions, 4.12
- Memorials, 4.13
- Motions, 6.1
- Motions, committee, 2.32
- Papers, 1.12
- Papers of miscellaneous nature, 4.11
- Prefled bills, 3.8
- Resolutions, 4.14
- Second; order after, 4.19
- Second; order of business, 4.3
- Status, publication in calendar, 1.11
- Third reading
 - Advancement to, 4.19
 - Order of business, 4.3
 - Reference, amendment or postponement on, 4.15
- Title only, by; authority, 4.12
- Waiver of rule re, 4.12

Recalling bill from governor's office, 4.9

Recess

- Motions to take, 6.2
- Motions to take; committees, 2.33
- President; authority re, 1.2

Recognition

- Amendments by section or item; order, 7.5
- Amendments, sponsors of, 7.1
- Committees
 - Amendments by section or item; order, 2.42
 - Amendments, sponsors of, 2.39
 - Order, 2.46
 - Requests for, 2.45
- Guests, 10.4
- Order, 8.2
- Requests for, 8.1

Recommitment

- Companion measures, effect on, 3.11
- Improper publication of notice, 2.7
- Report without quorum of committee, 2.17
- Standing committee report, after, 2.15

Reconsider, motions to

- Collateral matters, 6.7
- Committee motions
 - Collateral matters, 2.38
 - Debate, 2.37
 - Generally, 2.35
 - Precedence, 2.33
 - Vote required, 2.36
 - Withdrawal, 2.32
- Debate, 6.6
- Generally, 6.4
- Precedence, 6.2
- Procedural motions, 6.7
- Special sessions, 13.7
- Vote required, 6.5
- Withdrawal, 6.1

Reconsideration

- Motions to waive rules to immediately certify bill or joint resolution to house; effect, 6.8
- Order of business of matters on, 4.3
- Period of retention of bills during, 6.8

Records

- Change of vote requests, 5.2
- Claim bills hearings, 4.8
- Committees
 - Excused absences, 2.27
 - Explanations of vote, 2.31
 - Inspection, 2.3
 - Votes, 2.28
- Electrical roll call votes, 5.1
- Inspection of committee and subcommittee records, 2.3
- Late vote requests, 5.2
- Secretary; duties re, 1.10
- Votes, 5.1

Reelection defeat; transitional period, 1.27

Reference

- (See also: **Recommitment**)
- Appropriations, bills affecting, 4.8
- Claim bills, 4.8
- Committee of the whole, introduction without further reference, 4.4
- Committee polls, matters reported by, 2.13
- Conduct and ethics rules, questions of interpretation and enforcement, 1.41
- Conference committees, special sessions, 13.6

Reference (Cont.)

- Employee disputes, 1.28
 - Engrossing clerk, to, 4.19
 - Executive appointments and suspensions, 12.7(a)
 - Generally, 4.6
 - House amendments to senate bills, 1.18
 - Local bills, 4.6
 - Motions re committee reference, order of business, 4.3
 - Motions to refer to different committee, 4.10
 - Motions to waive rule requiring unanimous consent, 11.2
 - Multiple reference, 4.7
 - Order of business
 - Generally, 4.3
 - Proposed changes, 11.3
 - Prefiled bills
 - Chairmen, by, 2.18
 - Generally, 4.6
 - President, by, 3.8
 - Resolutions, 4.9
 - Rules, proposed changes, 11.3
 - Second reading, after, 4.19
 - Tax revenues, bills affecting, 4.8
 - Third reading, bills or joint resolutions on, 4.15
 - Time limitations, 4.6
 - Veto messages, 4.9
- ## **Referenda, local bills, 3.3**
- ## **Refuse to concur in the house amendment and ask the house to recede, motions to, 7.8**
- ## **Registration of lobbyists, See: Registration, under Lobbying**
- ## **Regular sessions, See: Sessions**
- ## **Relatives of senators, employment, 1.28**
- ## **Removal from committee, 1.5**
- ## **Removal of bills from committee, See: Withdrawal of bills**
- ## **Removal of public officers, See: Executive suspensions**
- ## **Remove bill from the table, motions to; committees, 2.16**
- ## **Reports**
- Bills recommitted for improper publication of notice, 2.7
 - Committee of the whole, 4.4
 - Committee on executive business, 12.7(a)
 - Committee on rules and calendar
 - Changes in rules or order, 11.3
 - Executive matters, 12.7(a)

Reports (Cont.)

Committee on rules and calendar (Cont.)
Local bills, 4.6

Motions to waive rule re bills filed
after final day of introduction, 4.6

Committee substitutes

Favorable report by one committee;
effect, 4.7

Filing, 2.15

Committees

Annual reports, 2.3

Inspection, 2.3

Order of business, 4.3

Publication in calendar, 1.11

Signing, 2.23

Special sessions, 13.5

Standing committees, 2.15

Standing subcommittees, 2.16

Conference committees

Order of business, 4.3

Messages, transmittal, 6.8

Regular sessions

Deliberation and requirements, 2.19

Reading and action, 4.5

Special sessions, 13.6

Credentials committee, 1.24

Executive matters, 12.7(a)

House amendments to senate bills, 1.18

Inspection of committee and subcom-
mittee reports, 2.3

Lobbying expenditures, 9.5

Lobbying violations before committees,
9.10

Lobbyist reports, public inspection, 9.7

Multiple reference; unfavorable report
by one committee, effect, 4.7

Prefiled bills

Generally, 2.18, 3.8

Nonreturning senators, by, 2.18

Select subcommittees, 2.1

Special master

Claims, on, 4.8

Executive appointments, 12.7(a)

Executive suspensions

Floor privilege, 12.9

Generally, 12.7(a), 12.8

State agencies, reports to standing
committees and subcommittees, 2.2

Subcommittees, annual reports, 2.3

Subreference, 4.6

Reprimand, lobbying violations, 9.8

Reprimand of senators, 1.42

**Reputation, questions of privilege re,
8.11**

**Request a conference committee, mo-
tions to, 7.8**

Requisitions, 1.4

Re-reference, See: Recommitment

Resolutions

(See also: **Bills and other measures;
Concurrent resolutions; Joint
resolutions**)

Amendment by section or item; commit-
tees, 2.42

Attestation of passage, 1.13

"Bill" or "measure", inclusion, 11.6

Capitalization, 3.6

Copies, furnishing, 3.6

Engrossing and enrolling, 1.10

Executive sessions, 12.2

Form, 3.6

Indexes, 1.16

Order of business, changes; origination,
11.3

Readings, 4.14

Recommitment upon report without
quorum, 2.17

Reference, 4.9

Rules, changes in; origination, 11.3

Signing by president, 1.4

Special sessions, standing committee
reports, 13.5

Striking all after the resolving clause
and inserting new matter

Committees, 2.41

Floor, 7.4

Titles, 3.6

Transmittal, duties of secretary, 1.10

Voting, 4.14

Resolving clauses

Concurrent resolutions, 3.6

Joint resolutions, 3.4

Memorials, 3.5

Resolutions, 3.6

Striking all after and inserting new
matter

Committees, 2.41

Floor, 7.4

**Retirement systems, bills affecting,
3.13**

**Revenues of state or local govern-
ments, bills affecting, 3.13**

Rise, motions to; committees, 2.33

**Rising to point of order requiring an
immediate ruling, 8.3**

Rising to question of privilege, 8.3

Roll call

Changes of votes, recording, 5.2

Committee of the whole, 4.4

Committees, 2.28

Roll call (Cont.)

- Entry after, 1.23
- Explanation of vote during, 5.5
- Late votes, recording, 5.2
- Order of business, 4.3
- Presence, 1.23
- Secretary; duties re, 1.12
- Sessions, 5.1

Rooms, committee; control of, 2.22**Rooms, committee; duties of sergeant at arms, 1.19****Rooms, control of, 1.3****Rostrum, escort to, 10.4****Rules**

- "Bill" or "measure", construction, 11.6
- Changes in, 11.3
- Clarification, obtaining, 8.7
- Committee of the whole, 4.4
- Conduct and ethics; questions of interpretation and enforcement, 1.41
- Interpretation, 11.1
- Interruptions; enforcement of rule by chairmen, 2.47
- Lobbyists, advisory opinions re interpretation, 9.6
- Masculine gender, construction, 11.6
- Observance, requiring, 8.7
- Parliamentary inquiries, See: **Parliamentary inquiries**
- Penalties for violations, See: **Penalties**
- Points of order, See: **Points of order**
- Predetermination, obtaining, 8.7
- Select subcommittees, regulating, 2.1
- Singular number, construction, 11.6
- Special sessions, 13.1
- Suspension of, 11.2
- "Two-thirds vote", etc., construction, 11.5
- Vote required, construction, 11.4
- Waiver of, 11.2

Rules and calendar, committee on

- Advisory opinions
 - Conduct and ethics, 1.41
 - Lobbyists, to, 9.6
 - Lobbyists, to; compilation, 9.7
- Appeals; removals from committees, 1.5
- Appointment, 2.1
- Committee meeting places, assignment, 2.10
- Committee meeting schedules, special sessions, 13.3
- Committee meetings during session, consent, 2.10
- Consent bill calendar, 4.17
- Disciplinary actions, hearings, 1.42

Rules and calendar, committee on (Cont.)

- Employee disputes, recommendations, 1.28
- Executive matters; reference of reports to, 12.7(a)
- Federal funds, personnel, services or facilities; prior approval, 2.5
- Legislative expenses, authority of chairman, 1.4
- Local bill calendar, determining, 4.18
- Local bills; reference to, 4.6
- Lobbying violations, recommendations, 9.8
- Meetings after 50th day, 2.9
- Motions to waive rule re bills filed after final day for introduction, duties re, 4.6
- Motions to waive rule requiring unanimous consent; reference to, 11.2
- Order of business, changes, 11.3
- Rules, changes in, 11.3
- Sessions, schedule; adoption, 4.1
- Special order calendar
 - Regular sessions, 4.17
 - Special sessions, 13.8
- Special order, determination, 4.3
- Special sessions, schedule; adoption, 13.2
- Standing committee and subcommittee meetings, scheduling, 2.9
- Subcommittee meeting places, assignment, 2.10
- Veto messages; reference to, 4.9

S**Safety of senate, questions of privilege re, 8.11****Seal, 14.1****Seat, contest of, 1.24****Secretaries, supervision of, 1.33****Secretary**

- Amendments, filing and forms, 7.1
- Appropriations bill, approval of form, 3.1
- Assistants, employment of, 1.8
- Attestations, 1.13
- Authorizations of payment, attestation, 1.13
- Bills, attestation, 1.13
- Bills filed after final day for introduction, duties re, 4.6
- Bills, paper and spacing, 3.1
- Business, supervision of, 1.8

Secretary (Cont.)

Calendar, duties re, 1.11
Change of vote requests, records, 5.2
Clerical assistants, supervision, 1.33
Committee amendments; filing with, 2.44
Committee amendments, forms, 2.39
Committee meeting places, notices, 2.10
Committee of the whole, duties re, 4.4
Committee substitutes, duties re, 2.15
Concurrent resolutions, furnishing copies, 3.6
Daily calendar, duties re, 1.11, 4.3
Delivery of bills for introduction
 Regular sessions and interim, 3.7
 Special sessions, 13.4
Disclosures of interest, duties re, 1.39
Duties, general, 1.8
Election, 1.8
Electrical roll call system, duties re, 5.1
Employees, supervision, 1.33
Engrossing, duties re, 1.8
Engrossing, supervision of, 1.10
Enrolled bills, signing, 4.20
Enrolling, duties re, 1.8, 4.20
Enrolling, supervision of, 1.10
Examination of bills, 1.15
Executive business, disclosure, 12.2
Executive sessions
 Duties re, 12.2
 Journal, keeping, 1.10
Explanations of vote; filing with
 Committees, 2.31
 Floor, 5.5
Forms, duties re, **See: Forms**
House amendments to senate bills, duties re, 1.18
House messages, duties re, 1.18
Identification of bills, duties re, 3.10
Indexes, duties re, 1.16
Introduction of bills, scheduling, 3.7
Jackets for bills, prescribing, 3.1
Journal, duties re, 1.10
Late vote requests, records, 5.2
Lobbyists
 Advisory opinions to; compilation, 9.7
 Affidavits for, 9.9
 Current list, 9.7
 List of registrations, 9.2
 Oaths, acknowledging, 9.2
 Registration forms, 9.2
 Registration of, 9.1
 Reports, keeping, 9.7
 Statements of expenditures, 9.5
Local bills
 Calendar, omission from and separate distribution, 4.3

Secretary (Cont.)

Local bills (Cont.)
 Proof of publication, duties re, 3.3
 Majority leader and leader pro tempore; certification of names to, 1.1
Memorials, attestation, 1.13
Minority leader and leader pro tempore; certification of names to, 1.1
Oath, 1.8
Oaths of lobbyists, acknowledging, 9.2
Organization session, duties re, 1.9
Papers
 Duties re, 1.10
 Leaving with during absence, 1.22
 Reading, 1.12
Prefiled bills, duties re, 3.8
Prefiled bills, reference by chairmen and hearings; notice to, 2.18
Printing of bills, duties re, 3.9
Reading papers, 1.12
Records, duties re, 1.10
Resolutions, attestation, 1.13
Resolutions, furnishing copies, 3.6
Retention of bills for period of reconsideration, 6.8
Roll call, duties re, 1.12
Secretaries, supervision of, 1.33
Senate amendments to house bills, notations on jackets, 7.7
Signing bills and joint resolutions after passage, 4.12
Staff, employment of, 1.8
Standing committees
 Annual reports, filing, 2.3
 Meeting notices and agenda, filing, 2.6
 Meeting notices, delivery, 2.8
 Reports, entering in journal, 2.15
 Reports; special sessions, 13.5
Standing subcommittees
 Meeting notices and agenda, filing, 2.6
 Meeting notices, delivery, 2.8
 Reports, certification, 2.16
 Reports, forms, 2.16
Stenographers, supervision, 1.33
Subcommittee meeting places, notices, 2.10
Subpoenas, attestation, 1.13
Subreference reports by standing committee chairmen, forms, 4.6
Summaries of house amendments to senate bills, duties re, 1.19
Supervision of, 1.8
Term, 1.8
Transitional funds, application forms, 1.27

Secretary (Cont.)

- Transmittal, duties re, 1.17
- Transmittal, supervision of, 1.10
- Typists, supervision, 1.33
- Verifiers, supervision, 1.33
- Votes, recording, 5.1
- Voting, duties re, 1.12
- Warrants, attestation, 1.13
- Writs, attestation, 1.13

Select committees

- Appointment, 1.5
- Meetings, 2.10
- Motions to commit to; precedence, 6.2
- Oaths and affirmations, 2.2
- Prefiled bills; reference to, 2.18(a)
- Subpoenas and process, 2.2
- Witnesses, 2.2

Select subcommittees

- Appointment, 2.1
- Generally, 2.1
- Meetings, 2.10
- Motions to commit to, 2.33
- Reference to, 4.6

Senate amendments to house bills

- Authority, 4.12
- House refusal to concur, motions re, 7.9
- Manner, 7.7
- Manner; committees, 2.43

Senate legislative services; summaries of house amendments to senate bills, 1.18

Senators

- Absences, See: **Absences**
- Acceptance of anything to influence, 1.36
- Addressing committees, 2.45
- Addressing senate, 8.1
- Advisory opinions re conduct and ethics, requests, 1.41
- Another, voting for, 5.3
- Appeals, See: **Appeals**
- Appellations, 8.1
- Appellations; committees, 2.45
- Attendance, See: **Attendance**
- Censure, 1.42
- Chamber, admission to, 10.1
- Co-introduction, 3.12
- Commissions, membership on, 1.26
- Committee members, as, See: **Members**, under **Committees**
- Committee substitutes, co-sponsoring, 2.15
- Committees outside legislature, membership on, 1.26
- Conduct, See: **Conduct and ethics**

Senators (Cont.)

- Conflicts of interest, See: **Conflicts of interest**
- Consent bill calendar, designations and objections, 4.17
- Contest of seat, 1.24
- Death; transitional period, 1.27
- Debate, See: **Debate**
- Decorum, See: **Decorum**
- Disciplinary actions, 1.42
- Disclosures of interest, 1.39
- Disqualification from voting, 1.20
- Division of question, calls for, 6.3
- Employees; assignment to, 1.33
- Excused absences, 1.21
- Executive sessions, unseating for violating secrecy, 12.6
- Expenses, 1.25
- Expulsion, 1.42
- Facilities, 1.25
- Families, reserved gallery section, 10.1
- Fiscal notes; copies to, 3.13
- Former members, admission to chamber, 10.1
- Influence, use of, 1.38
- Interruptions, when allowed, 8.3
- Introducers, as, See: **Introducer**
- Motions, See: **Motions**
- Non-legislative appointments, accepting, 1.26
- Organization session, delegation of duties by secretary, 1.9
- Papers, leaving in absence, 1.22
- Papers of miscellaneous nature, objections, 4.11
- Parliamentary inquiries, See: **Parliamentary inquiries**
- Penalties, See: **Penalties**
- Personal conduct, 1.35
- Personal employment, conflicting, 1.37
- Personal interest, conflicting, 1.38
- Points of order, See: **Points of order**
- Prefiled bills, copies and calendar, 3.8
- Presence, 1.23
- Presiding officer, designation as, 1.7
- Questions of personal privilege, 8.11
- Quorum, questioning existence, 4.2
- Recognition, See: **Recognition**
- Reelection defeat; transitional period, 1.27
- Relatives, employment, 1.28
- Reprimand, 1.42
- Reputation, questions of privilege re, 8.11
- Rights, questions of privilege re, 8.11
- Seat, contest of, 1.24
- Speaking, See: **Debate**

Senators (Cont.)

- Spouse, employment of, 1.28
- Standing committee and subcommittee meetings, copy of schedule, 2.9
- Summaries of house amendments to senate bills; notice to, 1.18
- Supplies; disbursement to, 1.19
- Task forces, membership on, 1.26
- Transition in office, 1.27
- Unseating for violation of secrecy of executive sessions, 12.6
- Votes and voting, See: **Vote required; Voting**

Sergeant at arms

- Chamber, duties re, 1.19
- Committee rooms, duties re, 1.19
- Doorkeepers, supervision, 1.34
- Duties, general, 1.19
- Election, 1.19
- Employees, supervision, 1.34
- Evening meetings, arranging, 2.10
- Execution of commands, 1.19
- Gallery, authority re, 1.19
- Janitors, supervision, 1.34
- Messengers, supervision, 1.34
- Oath, 1.19
- Order, maintenance of, 1.19
- Pages, supervision, 1.34
- Process, execution of, 1.19
- Property, duties re, 1.19
- Special meetings, arranging, 2.10
- Supervision of, 1.19
- Supplies, disbursement, 1.19
- Term, 1.19

Sessions

- Absence, leaving papers during, 1.22
- Admission to chamber, See: **Chamber**
- Attendance by senators, 1.20
- Attire, 10.5
- Call to order, 1.2
- Claim bills, reports of special master, 4.8
- Closed sessions, 12.1
- Conference committee reports during last 5 days, 4.5
- Employees, hours of duty, 1.30
- Excused absences, 1.21
- Executive matters, presentation of reports, 12.7(a)
- Executive sessions, See: **Executive sessions**
- Extensions
 - Additional proposals, vote required to consider, 11.5
 - Motions to indefinitely postpone during session, effect, 6.9

Sessions (Cont.)

- Special order calendar, 4.17
 - Transmittal during, 6.8
 - Final day for introduction, 4.6
 - Hour of convening, 1.2
 - Hours of convening and adjournment, schedule, 4.1
 - Majority caucus, 1.1
 - Motions to indefinitely postpone, effect, 6.9
 - Open sessions, 12.1
 - Organization session, See: **Organization session**
 - Presence, 1.23
 - Recesses, 1.2
 - Reference of bills received during session, 4.6
 - Schedule of meetings, 4.1
 - Sergeant at arms; duties re, 1.19
 - Special master, executive matters; floor privilege, 12.9
 - Special order calendar, 4.17
 - Special sessions, See: **Special sessions**
 - Transmittal of bills during last 5 days, 6.8
- Show of hands**, See under: **Voting**
- Simple resolutions**, See: **Resolutions**
- Singular number, use in rules**, 11.6
- Speaking**, See: **Debate**
- Special master, executive matters**
- Appointment of, 12.7(a)
 - Appointments; reference to, 12.7(a)
 - Duties, 12.7(a)
 - Floor privilege re report, 12.9
 - Oaths and affirmations, administration, 12.10
 - Reports, 12.7(a)
 - Subpoenas and other process, authority, 12.10
- Suspensions**
- Appointment, 12.7(a), 12.8
 - Evidence, disposition, 12.7(g)
 - Governor's statement of further facts and circumstances, request for, 12.7(d)
 - Hearings and notice, 12.7(c)
 - Instituting actions, time limits, 12.7(f)
 - Pre-hearing conferences, 12.7(e)
 - Reference, 12.7(a)
 - Reports, 12.8
 - Suspense of proceedings, 12.7(b)
- Special master on claims**, 4.8
- Special order**
- Calendar, regular sessions, 4.17
 - Calendar, special sessions, 13.8

Special order (Cont.)
 Establishing, 4.17
 Order of business, 4.3

Special order calendar designees
 Authority, general, 4.17
 Standing committee and subcommittee meetings, scheduling, 2.9

Special sessions
 Committee meetings, schedule and notice, 13.3
 Conference committees, 13.6
 Delivery of bills for introduction, 13.4
 Lobbying expenditures, statements, 9.5
 Motions to discharge and appoint new conferees or to instruct conferees, 13.6
 Motions to reconsider, 13.7
 Rules, 13.1
 Hour of covering, 13.2
 Schedule, 13.2
 Special order calendar, 13.8
 Standing committee and subcommittee reports, 13.5
 Transmittal, 6.8

Sponsor, See: Introducer

Sponsors of amendments, recognition, 7.1

Spouses of senators, employment, 1.28

Staff, See: Employees

Standing committees and subcommittees, See: Committees

State agencies
 Fiscal notes; obtaining data from, 3.13
 Records of investigations; inspection, 2.3
 Reports to standing committees and subcommittees, 2.2

State retirement systems, bills affecting, 3.13

Stenographers, supervision, 1.33

Strike out and insert, motions to
 Committees, 2.34
 Floor, 6.3

Striking all after enacting or resolving clause and inserting new matter, effect
 Committees, 2.41
 Floor, 7.4

Striking everything after enacting clause, conference committees
 Regular sessions, 2.19
 Special sessions, 13.6

Subcommittees, select, See: Select subcommittees

Subcommittees, standing, See: Committees

Subpoenas
 Attestation, 1.13
 Committees; requests for, 2.2
 Committees; signing, 2.23
 Execution, 1.19
 Executive matters; authority re, 12.10
 Signature of president, 1.4

Subreference, 4.6

Substitute amendments, 7.3

Substitute amendments; committees, 2.40

Substitute measures, See: Committee substitutes

Substitute motions, 6.2

Substitute motions; committees, 2.33

Summaries, house amendments to senate bills, 1.18

Supplies, disbursement of, 1.19

Suspension of rules, See: Waiver of rules

Suspensions, See: Executive suspensions

T

Task forces, non-legislative; membership by senators, 1.26

Tax revenues, bills affecting; reference, 4.8

Television station representatives, 10.3

Temporarily pass, motions to
 Committees, 2.33
 Floor, 6.2

Terms of office
 President, 1.1
 President pro tempore, 1.1
 Secretary, 1.8
 Sergeant at arms, 1.19

Tie votes, 5.1

Tie votes; committees, 2.28

Transition in office, 1.27

Transmittal
 Last 5 days and extension, 6.8
 Messages re senate action on house amendments or conference committee reports, 6.8
 Secretary; duties re, 1.17
 Secretary; supervision of, 1.10
 Special sessions, 6.8

Transportation, committee on, 2.1
Travel expenses
 Authority to incur, 1.4
 Non-legislative memberships, re, 1.26
"Two-thirds vote", etc., construction, 11.5
Typists, supervision, 1.33

U

United states congressmen, admission to floor, 10.1

Abolish Consent

V

Vacation of chair, 1.7
Verifications of vote, 5.2
Verifications of vote; committees, 2.28
Verifiers, supervision, 1.33
Veto messages
 Motions to reconsider vote on, 6.4
 Reference, 4.9
Vice-chairmen
 Absence of chairmen, duties, 2.25
 Amendments, preference in presentation, 7.1
 Appointment, 2.20
 Call to order, 2.21
 Decorum, authority re, 2.22
 Duties, generally, 2.26
 Notice of meetings and bill agenda, duties re, 2.6
 Order, preservation of, 2.22
 Reports of standing committees, signing, 2.15
 Reports of standing subcommittees, signing, 2.16
 Voting by, 2.24
Voice vote, See: under Voting
Vote required
 Action, generally, 11.4
 Amend the house amendment, motions to, 7.8
 Amendment on second reading, 7.2
 Amendment on third reading, 4.15, 7.2
 Ballot, election by, 5.6
 Censure, 1.42
 Change vote, 5.2
 Committee meetings during session, holding, 2.10

Vote required (Cont.)

 Committee of the whole, resolving into, 4.4
 Committee of the whole, consideration by, 4.4
 Committees
 Action, generally, 2.27
 Agenda, passing bill in absence of introducer, 2.11
 Bills with favorable reports from standing subcommittees, additional testimony, 2.16
 Budgetary matters favorably reported by standing subcommittees of the committee on appropriations, 2.16
 Certification of questions of parliamentary procedure, 2.23
 Conference reports, 2.19
 Consider bill out of regular order, 2.12
 Limit debate, motions to, 2.50
 Majority action, 2.27
 Reconsider, further motions to, 2.35
 Reconsider, motions to, 2.36
 Remove bill from the table, motions to, 2.16
 Requests to vote or change vote, 2.28
 Select subcommittee reports, action re, 2.1
 Speaking limit, motions to extend, 2.49
 Companion measures, motions re, 3.11
 Concur in the house amendment, motions to, 7.8
 Concurrent resolutions, waiver of second reading, 4.13
 Conference committee, motions to request, 7.8
 Consider bill after 50th day, 2.14
 Consider bill out of regular order, 4.16
 Contested seats, 1.24
 Disciplinary actions, 1.42
 Election by ballot, 5.6
 Executive appointments or suspensions, to consider, 12.3
 Expulsion of senator, 1.42
 Extended sessions, consideration of additional proposals, 11.5
 Generally, 11.4
 Guests, recognition, 10.4
 House amendments to senate bills, motions re, 7.8
 House refusal to concur in senate amendments, motions re, 7.9
 Insist and ask for a conference committee, motions that the senate, 7.9
 Insist, motions that the senate, 7.9
 Limit debate, motions to, 8.6

Vote required (Cont.)

- Lobbying violations, 9.8
- Majority action, 11.4
- Memorials, waiver of second reading, 4.13
- Multiple reference, unfavorable report by one committee; further consideration, 4.7
- Passage of bill in each house, 4.12
- Postponement to a day certain on third reading, 4.15
- Prefiled bills, reference to a different committee or removal from committee, 3.8
- Reading of bill in full, to require, 4.12
- Reading of miscellaneous papers, objections, 4.11
- Recede, motions that the senate, 7.9
- Recognition of guests, 10.4
- Recommitment after standing committee report, 2.15
- Recommitment on third reading, 4.15
- Reconsider, further motions to, 6.4
- Reconsider, motions to, 6.5
- Refer to a different committee, motions to, 4.10
- Reference on third reading, 4.15
- Refuse to concur in the house amendment and ask the house to recede, motions to, 7.8
- Remove bill from committee, motions to, 2.14, 4.10
- Reports on changes in rules or order, amendment of, 11.3
- Reprimand, 1.42
- Request a conference committee, motions to, 7.8
- Speaking limit, motions to extend, 8.5
- Special order calendar, striking or adding bills, 4.17
- Special order, establishing, 4.17
- Standing committee reports, special sessions; extensions of time, 13.5
- Suspension of rules, 11.2
- Title or corrective amendments, 7.2
- "Two-thirds vote", etc., construction, 11.5
- Waive a rule, motions to, 11.2
- Waive the rules to immediately certify bill or joint resolution to house, motions to, 6.8
- Waiver of rule re delivery of bills for introduction, 3.7
- Waiver of rule re three readings, 4.12
- Waiver of rule requiring unanimous consent, keeping motion from committee on rules and calendar, 11.2

Voting

- Absentee voting, 5.4
- Announcing the vote, 5.1
- Another, voting for, 5.3
- Ballot, election by, 5.6
- Changes of vote, 5.2
- Committees
 - Announcing the vote, 2.28
 - Another, voting for, 2.30
 - Chairmen, by, 2.24
 - Changes of vote, 2.28
 - Declaring the vote, 2.28
 - Deferring or explaining votes, 2.31
 - Disqualification, 2.27
 - Equal division, effect, 2.28
 - Explanations of vote, 2.31
 - Late votes, 2.28
 - Nonmembers, by, 2.30
 - Pairing, 2.29
 - Proxy, by, 2.27
 - Questioning a vote, 2.28
 - Questioning right to vote re interest, 2.52
 - Roll call, 2.28
 - Show of hands, questioning a vote, 2.28
 - Taking the vote, 2.28
 - Tie votes, 2.28
 - Verifications of vote, 2.28
 - Vice-chairmen, by, 2.24
 - Voice vote, reconsideration, 2.35
 - Yeas and nays, counting, 2.28
- Concurrent resolutions, 4.13
- Conference committee reports
 - Regular sessions, 4.5
 - Special sessions, 13.6
- Counting votes, 1.12
- Declaring the vote, 5.1
- Disqualification, 1.20
- Disqualification, disclosure, 1.39
- Election by ballot, 5.6
- Electrical roll call system, 5.1
- Equal division, effect, 5.1
- Executive matters, secrecy, 12.4
- Explanations of vote, 5.5
- Late votes, 5.2
- Memorials, 4.13
- Nonmembers, by, 5.3
- Pairing, 5.4
- President, by, 1.6
- Questioning a vote, 5.1
- Questioning right to vote re interest, 8.8
- Resolutions, 4.14
- Roll call
 - Changes of vote, recording, 5.2
 - Committee of the whole, 4.4

Voting (Cont.)

- Roll call (Cont.)
 - Electrical roll call system, 5.1
 - Entry after, 1.23
 - Explanations of vote during, 5.5
 - Late votes, recording, 5.2
 - Order of business, 4.3
 - Secretary; duties re, 1.12
- Secretary; duties re, 1.12
- Senators, by, 1.20
- Show of hands, counting, 1.12
- Show of hands, questioning a vote, 5.1
- Special sessions, conference committee reports, 13.6
- Taking the vote, 5.1
- Tie votes, 5.1
- Verifications of vote, 5.2
- Voice vote
 - Concurrent resolutions, 4.13
 - Memorials, 4.13
 - Reconsideration, 6.4
 - Resolutions, 4.14
- Yeas and nays
 - Calling president's name, 1.6
 - Recording, 1.12
 - Taking, 5.1
- Vouchers, approval by president, 1.4
- Vouchers, signing by chairmen, 2.23

Withdrawal of bills (Cont.)

- Remove bill from committee, motions to
 - Generally, 2.14
 - Order of business, 4.10
 - Special sessions, 13.5
- Withdrawal of motions, 6.1
- Witnesses
 - Bills favorably reported by standing subcommittees, additional testimony, 2.16
 - Bills removed from the table, hearings de novo, 2.16
 - Budgetary matters favorably reported by standing subcommittees of committee on appropriations, additional testimony, 2.16
 - Claim bill hearings, 4.8
 - Executive matters, 12.10
 - Select committees, compelling attendance, 2.2
 - Standing committees and subcommittees, 2.2
 - Suspension hearings, 12.7(e)
- Writs
 - Attestation, 1.13
 - Execution, 1.19
 - Signature, 1.4

W

Waiver of rules

- Bills filed after final day for introduction, re, 4.6
- Companion measures on different readings, re, 3.11
- Delivery of bills for introduction, re, 3.7
- Generally, 11.2
- Immediate certification of bill or joint resolution to house, re, 6.8
- Reading, re, 4.12
- Rule requiring unanimous consent, reference to committee on rules and calendar, 11.2
- Second reading, concurrent resolutions and memorials, 4.13

Warrants

- Attestation, 1.13
- Execution, 1.19
- Signature, 1.4
- Well, addressing senate from, 8.1
- Whole, committee of the, 4.4
- Withdrawal of bills
 - Regular sessions, 2.14

Y

- Yeas and nays, See: under Voting
- Yielding the floor, 8.5
- Yielding the floor; committees, 2.49