

# SENATE RULES—TABLE OF CONTENTS

## RULE ONE

### OFFICERS, SENATORS, EMPLOYEES, AND ETHICS

#### Part One—Officers of the Senate

1. 1—Election of the President, President Pro Tempore, Majority Leader, Majority Leader Pro Tempore, Minority Leader, and Minority Leader Pro Tempore
1. 2—Calling the Senate to order
1. 3—The President's control of Chamber, corridors, and rooms
1. 4—The President's signature; questions of order; travel
1. 5—Appointment of committees
1. 6—The President's vote
1. 7—Vacating chair; duties of President Pro Tempore
1. 8—Election of Secretary of the Senate
1. 9—Secretary's duties at organization session
- 1.10—Duties generally; keeps Journal
- 1.11—Prepares daily calendar
- 1.12—Read papers; calls roll
- 1.13—Attests to warrants and subopenas; certifies passage
- 1.14—Prepares printed forms
- 1.15—Examines legal form of bills for introduction
- 1.16—Indexes bills
- 1.17—Transmits bills to House of Representatives
- 1.18—Receives and delivers for reading messages from House; summaries of House amendments to Senate bills
- 1.19—Sergeant at Arms; election and duties

#### Part Two—Senators

- 1.20—Attendance and voting
- 1.21—Excused absence
- 1.22—Senate papers left with Secretary
- 1.23—Members deemed present unless excused
- 1.24—Contested seat
- 1.25—Facilities for members
- 1.26—Nonlegislative activities
- 1.27—Transition from office

#### Part Three—Employees of the Senate

- 1.28—Dismissal of employees; services of spouse
- 1.29—Employees forbidden to lobby
- 1.30—Duties and hours
- 1.31—Absence without permission
- 1.32—Political activity
- 1.33—Secretary; supervision of employees
- 1.34—Sergeant at Arms; supervision of employees

## **Part Four—Legislative Conduct and Ethics**

- 1.35—Legislative conduct
- 1.36—Improper influence
- 1.37—Conflicting employment
- 1.38—Undue influence
- 1.39—Disclosure and disqualification
- 1.40—Senate employees and conflicts
- 1.41—Advisory opinions
- 1.42—Penalties for violations

## **RULE TWO**

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

#### **Part One—Committees Organization, Duties, and Responsibilities**

- 2. 1—Standing committees, standing subcommittees
- 2. 2—Powers and responsibilities of committees
- 2. 3—Committee reports prior to session, availability of records and reports
- 2. 4—Committee staffing
- 2. 5—Committee utilization of federal funds
- 2. 6—Notice of meetings
- 2. 7—Bills recommitted
- 2. 8—Notice of hearing; publication
- 2. 9—Committee meetings; committee meetings after 50th day
- 2.10—When, where committees meet
- 2.11—Attendance by sponsor of bill
- 2.12—Order of business
- 2.13—Open meetings
- 2.14—Time for consideration of bills
- 2.15—Standing committee duties in deliberation
- 2.16—Standing subcommittee reports
- 2.17—Quorum of committee
- 2.18—Prefiled bills
- 2.19—Conference committee in deliberation

#### **Part Two—Committees—Officers**

- 2.20—Appointment of Chairman and Vice-Chairman
- 2.21—Calling committee to order
- 2.22—Chairman's control
- 2.23—Chairman's authority; appeals
- 2.24—Chairman, Vice-Chairman; vote
- 2.25—Temporary alternate to Chairman
- 2.26—Vice-Chairman duties

#### **Part Three—Committees—Members**

- 2.27—Members' attendance, voting, proxy

## **Part Four—Committees—Voting**

- 2.28—Taking the vote
- 2.29—Pairing prohibited
- 2.30—Casting vote for another
- 2.31—Explanation of vote

## **Part Five—Committees—Motions and Precedence**

- 2.32—Motions; how made, withdrawn
- 2.33—Motions; precedence
- 2.34—Division of question
- 2.35—Reconsideration generally
- 2.36—Reconsideration; vote required
- 2.37—Reconsideration; debate allowed
- 2.38—Reconsideration; collateral matters

## **Part Six—Committees—Amendments**

- 2.39—Form, manner of consideration
- 2.40—Sequence of amendments to amendments
- 2.41—Striking all after enacting clause
- 2.42—Amendment by section
- 2.43—Senate amendments to House bills
- 2.44—Amendments by another committee

## **Part Seven—Committees—Decorum and Debate**

- 2.45—Decorum and debate
- 2.46—Chairman's power to recognize
- 2.47—Interruptions; when allowed
- 2.48—Speaking rights
- 2.49—Time for debate
- 2.50—Limitation on debate
- 2.51—Priority of business
- 2.52—Questioning right to vote
- 2.53—Appeals
- 2.54—Appeals debatable

## **RULE THREE**

### **BILLS, RESOLUTIONS, AND MEMORIALS**

- 3. 1—Form of measure
- 3. 2—Form of bills
- 3. 3—Form of local bills
- 3. 4—Form of joint resolutions
- 3. 5—Form memorials
- 3. 6—Form of resolutions; Senate and concurrent
- 3. 7—Introduction during session
- 3. 8—Prefiled bills
- 3. 9—Printing of bills
- 3.10—Indentification of bills
- 3.11—Companion measures
- 3.12—Introducers of bills
- 3.13—Fiscal notes

## **RULE FOUR**

### **ORDER OF BUSINESS AND CALENDAR**

4. 1—Sessions of the Senate
4. 2—Quorum
4. 3—Daily order of business
4. 4—Committee of the Whole
4. 5—Conference Committee Report
4. 6—Reference generally; final day for introduction of bills
4. 7—Reference to more than one committee; effect
4. 8—Reference to Appropriations Committee; claim bills
4. 9—Reference of resolutions and veto messages
- 4.10—Reference to different committee or removal
- 4.11—Papers of miscellaneous nature
- 4.12—Reading of bills and joint resolutions
- 4.13—Reading of concurrent resolutions and memorials
- 4.14—Reading of Senate resolutions
- 4.15—Referral or postponement on third reading
- 4.16—Consideration out of regular order
- 4.17—Special Order Calendar, Consent Calendar
- 4.18—Calendar of local bills
- 4.19—Order after second reading
- 4.20—Enrolling

## **RULE FIVE**

### **VOTING**

5. 1—Taking the yeas and nays
5. 2—Change of vote
5. 3—Casting vote for another
5. 4—Pairing
5. 5—Explanation of vote
5. 6—Election by ballot

## **RULE SIX**

### **MOTIONS AND PRECEDENCE**

6. 1—Motions; how made, withdrawn
6. 2—Motions; precedence
6. 3—Division of question
6. 4—Reconsideration generally
6. 5—Reconsideration; vote required
6. 6—Reconsideration; debate
6. 7—Reconsideration; collateral matters and procedural motions
6. 8—Reconsideration; Secretary to hold for period
6. 9—Motion to indefinitely postpone

**RULE SEVEN**  
**AMENDMENTS**

7. 1—General form; manner of consideration
7. 2—Adoption
7. 3—Sequence of amendments to amendments
7. 4—Striking all after enacting clause
7. 5—Amendment by section
7. 6—Printing in Journal
7. 7—Senate amendments to House bills
7. 8—House amendments to Senate bills
7. 9—House refusal to concur in Senate amendment

**RULE EIGHT**  
**DECORUM AND DEBATE**

8. 1—Decorum and debate
8. 2—Presiding officer's power of recognition
8. 3—Interruptions; when allowed
8. 4—Senator speaking, rights
8. 5—Limit on speaking
8. 6—Limitation of debate
8. 7—Points of order, parliamentary inquiry, definitions
8. 8—Questioning right to vote
8. 9—Appeals
- 8.10—Appeals, debatable
- 8.11—Questions of privilege

**RULE NINE**  
**LOBBYING**

9. 1—Those required to register
9. 2—Method of registration
9. 3—Registration, exception
9. 4—Obligations of lobbyist
9. 5—Periodic reports required
9. 6—Ethics, Committee advisory opinions
9. 7—Compilation of opinions; list of lobbyists
9. 8—Penalties for violations
9. 9—Secretary to provide forms
- 9.10—Committees to be diligent

**RULE TEN**  
**CHAMBER OF THE SENATE**

10. 1—Persons entitled to admission
10. 2—Exception
10. 3—Admission of press by President

- 10. 4—Recognition of guests
- 10. 5—Attire
- 10. 6—Gallery

## **RULE ELEVEN**

### **CONSTRUCTION AND WAIVER OF RULES**

- 11. 1—Interpretation of Rules
- 11. 2—Waiver and suspension of Rules
- 11. 3—Changes in Rules
- 11. 4—Majority action
- 11. 5—Uniform construction
- 11. 6—General

## **RULE TWELVE**

### **EXECUTIVE SESSIONS, APPOINTMENTS, SUSPENSIONS, AND REMOVALS**

#### **Part One—Executive Sessions**

- 12. 1—Executive session; authority
- 12. 2—Executive session; purpose
- 12. 3—Executive session; vote required
- 12. 4—Work product confidentiality
- 12. 5—Separate Journal
- 12. 6—Violation of Rule

#### **Part Two—Suspensions and Removals**

- 12. 7—Procedure
- 12. 8—Special Master; appointment
- 12. 9—Special Master; floor privilege
- 12.10—Issuance of subpoenas, etc.

## **RULE THIRTEEN**

### **SPECIAL SESSION**

- 13. 1—Applicability of Senate Rules
- 13. 2—Sessions of the Senate
- 13. 3—Committee meetings; schedule, notice
- 13. 4—Delivery for introduction
- 13. 5—Committee reports
- 13. 6—Conference Committee Report
- 13. 7—Reconsideration
- 13. 8—Special Order Calendar

## **RULE FOURTEEN**

### **SEAL AND INSIGNIA**

- 14. 1—Seal and insignia