

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

A

Abeyance of claim bill hearing and consideration, 4.81

Absences

Chairmen

Amendments, preference in presentation, 7.1

Call to order, 2.21

Generally, 2.25, 2.26

Notice of meetings 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; committees, 2.29

Pairing; floor, 5.4

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

Administrative policy and procedure manuals, inspection, 1.442

Admission to floor, See: Chamber

Advisory opinions

Lobbyists, to, 9.4

Lobbyists, to; compilation, 9.5

Affidavits, proof of publication, 3.3

Affirmations

Witnesses, committees, 2.2

Witnesses, executive matters, 12.10

Agenda, committee

Consideration, 2.11

Notice; special sessions, 13.3

Agriculture, committee on, 2.1

Aides

Hours of duty, 1.30

Introducers, representing at committee meetings, 2.11

Lobbying by, 1.29

Transitional periods, 1.27

Amend, motions to

Committees, 2.33

Floor, 6.2

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 amended to affect; reference, 4.8

Amendments (Cont.)

- Appropriations bill
 - Printing amendments to, 7.6, Joint Rule 2.1
 - Public review period, Joint Rule 2.1
- Availability, 7.1
- Color of amendment, admitting proposition under, 7.1
- Committee amendments
 - Amendments by another committee, 2.44
 - Amendments to amendments, 2.40
 - Availability, 2.39
 - Color of amendment, admitting proposition under, 2.39
 - Consideration, prerequisites to, 2.39
 - Filing with committee secretary, 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
 - Notice of, 2.39
 - Preference in presentation, 7.1
 - Section, by, 2.42
 - 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 and prerequisites, 7.1
- Filing, 7.1
- Forms, 7.1
- Germanity, 7.1, 7.4
- House amendments to senate bills
 - Amendments to, 7.8
 - Generally, 7.8
 - Secretary; duties re, 1.18
- House bills, to; generally, 7.7
- House refusal to concur in senate amendments, motions re, 7.9
- Inspection by public, 1.442
- Item by item, 7.5
- Journal, printing in, 7.6
- Local governmental expenditures, bill amended to require; reference, 4.8
- Local governments' ability to raise revenues or share in state tax revenues, bill amended to reduce; reference, 4.8

Amendments (Cont.)

- Measures in committee of reference; admission under color of amendment, 7.1
- Motion to strike out and insert, effect, 6.3
- Notice of, 7.1
- Order of disposition, 7.3
- Pending amendments, to, 7.3
- Pending, when deemed, 7.1
- Prearranged gatherings re, 1.441
- Reports on changes in rules or order, 11.3
- Retirement program, bill amended to affect; reference, 4.8
- Rule requiring unanimous consent, motions to waive; effect, 11.2
- Rules, to,
 - Generally, 11.3
 - Unanimous consent required, 1.7
- Section by section, 7.5
- Secretary; duties re, 7.1
- 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
- Third reading, bills on, 4.15
- Unfavorably reported measures; admission under color of amendment, 7.1
- Vote required, 7.2

Announcement of committee and subcommittee meetings

- Regular sessions, 2.6
- Special sessions, 13.3

Appeals

- Chairmen, decisions of
 - Certification, 2.23
 - Debate, 2.54
 - Generally, 2.53
 - Interruptions of speaker, 2.47
- Committee reference, 4.10
- President, decisions of
 - Committee appointment and removal, 1.5
 - 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, time limit and exceptions, 1.5

Appeals (Cont.)

- Secretary
 - Decisions at organization session, 1.9
 - Written objections, removal from committee, 1.5(c)

Appellations

- Committees, 2.45
- Floor, 8.1

Appointments

- Chairmen, 1.5, 2.20
- Chairmen, successors to, 2.26
- Committees, proportional representation, 1.5
- Conference committees, 1.5
- Credentials committee, 1.24
- Executive appointments, confirmation of, See: **Confirmations**
- Joint select committees, 1.5
- Nonlegislative appointments, accepting, 1.26
- Select committees, 1.5
- Select subcommittees
 - Equitable claims, 4.81
 - Generally, 2.1
- Special master, executive matters, 12.7(a), 12.8
- Standing committees and subcommittees, 1.5, 2.1
- Vice-chairmen, 1.5, 2.20

Apportionment

- Committee on reapportionment, appointment, 2.1
- Data and information, access by members, 1.443

Appropriations bill (See also: Joint rule, general appropriations bill, page 67)

- Amendments; printing in journal, 7.6
- Budgetary matters for inclusion, favorable reports by standing subcommittees, 2.16
- Introduction, 3.12
- Joint rule, general appropriations bill, See page 67
 - Review period, Joint Rule 2.1
 - Definition, Joint Rule 2.2
- Proposed committee bill, obtaining copies in
 - Public review, 72-hour notice, Joint Rule 2.1

Appropriations, bills affecting; reference, 4.8

Appropriations, bills or joint resolutions dealing with; meetings of three or more conferees, notice of, 2.19

Appropriations, committee on

- Appointment, 2.1
- Appropriations bill; introduction by, 3.12
- Appropriations, bills affecting; reference to, 4.8
- Conference, posting notice of, 2.19
- Meetings of chairman with subcommittee chairmen, notice of, 1.44
- Prefiled bills, final reports; exception, 2.18
- Proposed committee bill on appropriations; prerequisites to consideration, 3.9
- Standing subcommittee reports on budgetary matters, 2.16
- Steering meetings, notice of, 1.44
- 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

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
- Records, inspection, 1.442
- Senators, by, 1.20
- Sergeant at arms, by, 1.19
- Sessions, 1.20

Attestations, 1.13

Attire, 10.4

B

Backing bills, 3.1

Ballot, elections by, 5.6

Beverages in gallery, 10.5

Bill of particulars supporting suspension order, 12.7(e)

Bills and other measures

- (See also: **Concurrent resolutions; Joint resolutions; Memorials; Resolutions**)
- Amendments, See: **Amendments**
- Appropriations, affecting, 4.8
- Appropriations bill, See: **Appropriations bill**

Bills and other measures (Cont.)

- Attestation of passage, 1.13
- Backing, 3.1
- "Bill", construction of, 11.6
- Capitalization, 3.1
- Certification of passage, 1.13
- Certification to house, immediate, 6.8
- Claim bills, 4.81
- Coding indicators, 3.1
- Co-introduction, 3.12
- Committee bills, See: **Committee bills**
- Committee of the whole, consideration by, 4.4
- Committee substitutes, See: **Committee substitutes**
- Companions, See: **Companion measures**
- Conference committees, See: **Conference committees**
- Consent calendar bills, 4.17
- Consideration, See: **Consideration**
- 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
 - Secretary, 3.2
 - 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
- House bills, See: **House bills**
- Identification, 3.10
- Indexes, 1.16
- Inspection by public, 1.442
- Introducer, See: **Introducer**
- Introduction, See: **Introduction**
- Jackets, 3.1
- Legal form, examination, 1.15
- Local bills, See: **Local bills**
- Local governmental expenditures, requiring; reference, 4.8
- Local governments' ability to raise revenues or share in state tax revenues, reducing; reference, 4.8
- "Measure", construction of, 11.6
- New and deleted matter, 3.1
- Passage
 - After second reading of conference committee report
 - Regular sessions, 4.5

Bills and other measures (Cont.)

- Passage (Cont.)
 - After second reading of conference committee report (Cont.)
 - Special sessions, 13.6
- Attestation of, 1.13
- Immediate certification to house, 6.8
- Vote required in each house, 4.12
- Prearranged gatherings re, 1.441
- 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 system, affecting; fiscal note, 3.13
- Retirement system, affecting; reference, 4.8
- Revenues of state or local governments, affecting, 3.13
- Second reading, disposition after, 4.19
- Signing after enrolling, 4.20
- 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, 3.1
- 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

- Appropriation conferences, notices, 2.19
- Committee meeting notices
 - Regular sessions, 2.6
 - Special sessions, 13.3
- Committee meeting places, notices, 2.10
- Meetings at which legislative business discussed, notices, 1.44
- Meetings between chairmen of senate and house conferees or subconferees, notices, 2.19
- Subcommittee meeting places, notices, 2.10

Business (See also: Legislative business)

- Conference committee, See: **Conference committees**

Business (See also: **Legislative business**)
(Cont.)

- Executive, See: **Executive sessions**
- Financial, See: **Expenses**
- Open meetings, 1.43
- 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
- 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
- Notices of meeting at which legislative business discussed, 1.44
- Prefiled bills calendar, 3.8
- Preparation, 1.11, 4.3
- Select committee meeting notices; publication, 2.6
- 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 nonmember

- Committees, 2.30
- Floor, 5.3

Caucuses, political

- Election of leaders, 1.1
- Notice, 1.44
- Open meeting requirement, 1.44

Censure

- Ethics and conduct violations, 1.42
- Lobbying violations, 9.6

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
 - 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, 1.5, 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
- 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
- Meetings of a majority of the chairmen of standing committees, notice of, 1.44
- Motions, receiving and order, 2.33
- Motions, requests for written, 2.32
- Motions, stating or reading, 2.32
- Motions to remove bill from committee or refer bill to different committee, approval, 4.10
- Notices, signing, 2.23
- Order, considering bill out of, 2.12
- Order, preservation of, 2.22
- Points of order, See: Committees, under **Points of order**
- Prefiled bills; delivery to, 3.8
- Prefiled bills, reference, 2.18

Chairmen (Cont.)

- 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
- Removal and reinstatement, 1.5
- 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, 10.4
- Conference matters, meetings re; restrictions, 2.19
- Control of, 1.3
- Discussions of legislative business on floor during session, 1.43
- Lobbyists, admission, 10.2
- Nonmembers voting for senators, exclusion, 5.3
- Press, admission, 10.3
- Senators; presence during sessions, 1.20
- Sergeant at arms; duties re, 1.19
- Special master, floor privilege, 12.9

Changes of vote

- Committees, 2.28
- Floor, 5.2

Claim bills, 4.81

Clerical assistants, supervision, 1.33

Closed sessions, 12.1

Coat of arms, 14.1

Coding indicators, 3.1

Co-introducer

- Committee substitutes, 2.15

Co-introducer (Cont.)

- Name on bill jackets, 3.1
- Signature, 3.12

Collateral matters

- Motions to indefinitely postpone; application to, 6.9
- Motions to reconsider; committees, 2.38
- Motions to reconsider; floor, 6.7

Color of amendment, admitting propositions under

- Committees, 2.39
- Floor, 7.1

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

- Appropriations bill; prerequisites to committee consideration, 3.9
- 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 appropriations, See: Appropriations, committee on

Committee on commerce, 2.1

Committee on community affairs, See: Community affairs, committee on

Committee on corrections, probation and parole, 2.1

Committee on criminal justice, 2.1

Committee on education, 2.1

Committee on executive business, ethics and elections, See: Executive business, ethics and elections, 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 health care, 2.1

Committee on international trade, economic development and tourism, 2.1

Committee on judiciary, 2.1

Committee on natural resources and conservation, 2.1

Committee on personnel, retirement and collective bargaining, 2.1

Committee on professional regulation, 2.1

Committee on reapportionment
 Appointment, 2.1
 Data and information, access by members, 1.443

Committee on rules and calendar, See: Rules and calendar, committee on

Committee on transportation, 2.1

Committee secretaries
 Amendments, duties re, 2.39
 Committee substitutes, duties re, 2.15

Committee substitutes
 Committee amendments, incorporation of, 2.44
 Favorable reports by one committee, effect, 4.7
 Printing, 3.9
 Proposed substitutes; filing and copies, 2.15
 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**

Committees (Cont.)
 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, 4.81
 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
 Executive appointments and suspensions, reference, 12.7(a)
 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

Committees (Cont.)

- Lobbying
 - Registration requirement, 9.1
 - Violations, duty to report, 9.7
 - Violators, prohibition from appearance, 9.6
- Majority action, 2.27
- Majority of membership, meetings of a; notice, 1.44
- Meetings
 - After 50th day, 2.9
 - Attendance, 2.27
 - Attendance by introducer, 2.11
 - Attendance, excusing from, 1.21
 - Call to order, 2.21
 - Decorum, 2.13
 - Discussions of legislative business among senators during, 1.43
 - During session, 2.10
 - Evening, 2.10
 - House amendments to senate bills, hearings, 1.18
- Notice
 - Delivery to secretary, 2.8
 - Generally, 1.441, 2.6
 - Publication in calendar, 1.11
- Open, 1.441, 2.13
- Order of business, 2.12
- Places, 2.10
- Public access and notice, 1.441
- Scheduling, 2.9
- Special, 2.10
- Special sessions, schedule and notice, 13.3
- Transcripts or minutes, inspection, 1.442
- Members
 - Amendments; obtaining copies in advance of meeting, 2.39
 - Appellations, 2.45
 - Appointment, 1.5, 2.1
 - Appropriations bill; obtaining copies in advance of meeting, 3.9
 - Attendance, 2.27
 - Automatic withdrawal for nonattendance, 2.27
 - Chair duties, assignment to, 2.25
 - Change of vote requests, 2.28
 - Division of question, calls for, 2.34
 - Excused absences, 2.27
 - Explanations of vote, 2.31
 - Quorum, questioning existence, 2.21
 - Reinstatement, 1.5
 - Removal; written notification, appeal, written objection, time limit and exceptions, 1.5
 - Speaking limit, 2.49
 - Speaking rights, 2.48
 - Unregistered lobbyist permitting, 9.7
 - Verification of vote, requests for, 2.28

Committees (Cont.)

- Members (Cont.)
 - Vote, questioning right to, 2.52
 - Votes, request to record, 2.15
 - Voting by, 2.27
 - Voting for another, 2.30
- Motions, See: Committee motions, under **Motions**
- Multiple reference, 4.7
- Nonlegislative committees; membership by senators, 1.26
- Nonmembers, voting by, 2.30
- Notices, See: Committee meeting notices, 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
- 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 non-member, 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
- Proportional representation, 1.5
- 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

Committees (Cont.)

- 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, 1.442
 - Votes, 2.15, 2.28
- Reference
 - Executive appointments and suspensions, 12.7(a)
 - Generally, 4.6
 - House amendments to senate bills, 1.18
 - Motions re; order of business, 4.3
 - 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
 - Discussions of legislative business among senators during committee meetings, 1.43
 - 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 reports, public inspection, 1.442
- Staff, representing introducers at meetings, 2.11
- Standing committees
 - Annual reports, 2.3
 - Appointment, 1.5, 2.1
 - Fiscal notes, preparation, 3.13
 - Meetings of, 2.10
 - Meetings of a majority of chairmen, notice of, 1.44
 - Motions to commit to; precedence, 6.2
 - Prefiled bills, agenda, 2.18
 - Proportional representation, 1.5
 - Public access and notice, 1.441

Committees (Cont.)

- Standing committees (Cont.)
 - Public business, information re, 2.3
 - Records and reports, inspection, 1.442
 - Removal and reinstatement, 1.5
 - 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
 - Votes, recording, 2.15
 - Standing subcommittees
 - Annual reports to standing committees, 2.3
 - Appointment, 1.5, 2.1
 - Meetings of, 2.10
 - Meetings of a majority of membership, notice of, 1.44
 - Prefiled bills; reference to, 2.18
 - Proportional representation, 1.5
 - Public access and notice, 1.441
 - Records and reports, inspection, 1.442
 - Removal and reinstatement, 1.5
 - Reports, 2.16
 - Votes, recording, 2.15
 - Steering meetings of committee on appropriations, notice of, 1.44
 - 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
 - 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, 9.7
 - 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
- Community affairs, committee on**
- Appointment, 2.1
 - Local governmental expenditures, bills requiring; reference to, 4.8

INDEX

- Community affairs, committee on (Cont.)**
Local governments' ability to raise revenues or share in state tax revenues, bills reducing; reference to, 4.8
- Companion measures**
Generally, 3.11
Fiscal notes, 3.13
- Competency of employees, disputes re,** 1.28
- Complaints re conduct and ethics violations,** 1.42
- 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
Complaints re violations, 1.42
Conflicts of interest, 1.38
Disclosures of interest, 1.39
Disqualification from voting
Committees, 2.27
Floor, 1.20, 1.39
Employees, 1.40
Enforcement of rules, questions of, 1.41
Improper influence, 1.36
Interpretation of rules, questions of, 1.41
Lobbyists, 9.2
Lobbyists; advisory opinions re, 9.4
Notice of meetings at which legislative business discussed, violations re, 1.45
Open meeting violations, 1.45
Personal conduct, 1.35
Personal employment, conflicting, 1.37
Personal interest, conflicting, 1.38
Questions of privilege re, 8.11
Violations; procedure, 1.42
- Conference committees**
Appointment, removal and reinstatement, 1.5
- Conference committees (Cont.)**
Chairmen of senate and house conferees or subconferees, meetings between; notice, 2.19
Conferees, meetings of a majority of; notice, 2.19
Conference matters, meetings to discuss; place and notice, 2.19
Final actions, taking, 2.19
Meetings, 2.19
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
Proportional representation, 1.5
Public access and notice, 1.441, Joint Rule 2.1
Regular sessions, 2.19
Reports
Copies, availability, 4.5, Joint Rule 2.1
Messages, transmittal, 6.8
Order of business, 4.5
Reading and action, 4.5
Requirements, 2.19
Special sessions, 13.6
Subconferees, meetings of a majority of; notice, 2.19
- Confidentiality**
Executive matters, reports of special master or committee, 12.7(a)
Executive sessions
Generally, 12.4
Penalties for violation, 12.6
Legislative records exempted by law, 1.442
- 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

Conflicts of interest (Cont.)
 Disqualification from voting re
 Committees, 2.27
 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

Congressional redistricting
 Data and information, access by members,
 1.443

Consent bill calendar, 4.17

Consideration
 After 50th day, 2.14
 Amendments, 7.1
 Appropriations bill; prerequisites to com-
 mittee consideration, 3.9
 Claim bills, 4.81
 Committee of the whole, by, 4.4
 Committees
 Amendments; prerequisites to consider-
 ation by, 2.39
 Bills; notice requirement for consider-
 ation, 2.6
 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 or resolu-
 tions 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 commemora-
 tion, 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

**Contracts binding the senate, signature
of president, 1.4**

Convening, hour of, 1.2

Convening, hours of; schedule, 4.1

**Corrections, probation and parole, com-
mittee on, 2.1**

**Corridor to chamber; bulletin board for
notices, See: Bulletin board**

Corridors, control of, 1.3

Co-sponsor, See: Co-introducer

**Counties; bills requiring them to make
expenditures or reducing their ability
to raise revenues or share in state
tax revenues, reference, 4.8**

Credentials committee, 1.24

Criminal justice, committee on, 2.1

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 amend-
 ments, 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 sub-
 committees, 2.16
 Budgetary matters favorably reported by
 standing subcommittees of committee
 on appropriations, 2.16
 Consider bill out of regular order, mo-
 tions to, 2.12
 Interruptions of speaker, 2.47
 Limit debate, motions to
 Generally, 2.50
 Precedence, 2.33
 Motions in order, 2.33

Debate (See also: **Decorum; recognition**)
 (Cont.)
 Committee debate (Cont.)
 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
 Conference committee meetings, 2.19
 Confining remarks to question under debate, 8.1
 Employee disputes re, 1.28
 Meetings at which legislative business discussed, 1.43
 Organization session, 1.9
 President; authority re, 1.3
 Sergeant at arms; duties re, 1.19

Defenses in suspension matters, filing,
 12.7(d)

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

Discussions
 Conference matters, re, 2.19
 Legislative business, re
 Notice requirement, 1.44
 Open meeting requirement, 1.43
 Publication of notice, 1.11
 Violations, 1.45

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 impact statements, 3.13

Education, committee on, 2.1

Elections
 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

Electronic 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
 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

Employees (Cont.)

- Lobbying by, 1.29
- Messengers, supervision, 1.34
- Pages, supervision, 1.34
- Part-time; hours of employment, 1.30
- Political activities, 1.32
- Records, public inspection, 1.442
- Relatives of senators, 1.28
- Secretaries, supervision, 1.33
- Secretary, assistants to, 1.8
- Spouses of senators, 1.28
- Stenographers, supervision, 1.33
- Termination
 - Absence without permission, for, 1.31
 - By President, 1.28
- Transitional periods, 1.27
- Typists, supervision, 1.33
- Verifiers, supervision, 1.33

Enacting clause

- Form, 3.1
- 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

Equitable claim bills, reference, 4.81

Ethics, See: Conduct and ethics

Evidence

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

Excess judgment claim bills, reference, 4.81

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
- Suspensions
 - Amended order, 12.7(i)
 - Confidentiality of work product, 12.4
 - Criminal charge or court challenge pending; abeyance of investigation and proceedings, 12.7(b)
 - Duties, 12.7
 - Evidence, disposition, 12.7(j)
 - Governor's bill of particulars, request for, 12.7(e)
 - Hearings and notice, 12.7(c)
 - Instituting action, time limits, 12.7(g)
 - Oaths and affirmations, 12.10
 - Pre-hearing conferences, 12.7(f)
 - Subpoenas and other process, 12.10

Executive business, ethics and elections, committee on, appointment, 2.1

Executive communications, order of business, 4.3

Executive sessions

- Appointments, consideration, 12.2
- Attendance, 12.2
- Authority, 12.1
- Confidentiality, 1.442, 12.4
- 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
- Suspensions, consideration, 12.2
- Vote required to consider appointments or suspensions, 12.3

Executive suspensions

- Abeyance of investigation and proceedings, 12.7(b)
- Action by senate, 12.7(g)
- Amended suspension order, 12.7(i)
- Committee on executive business, See: **Executive business, committee on**
- Confidentiality of proceedings, 12.4
- Criminal charge or court challenge pending; abeyance of investigation and proceedings, 12.7(b)

Executive suspensions (Cont.)

- Defenses, filing, 12.7(d)
- Evidence, recovery and disposition, 12.7(j)
- Executive sessions; consideration of, 12.2
- Finding of commission of felony, 12.7(h)
- Governor's bill of particulars, 12.7(e)
- Hearings, 12.7(c)
- Institution of actions, time limits, 12.7(g)
- Motions to reconsider vote, 6.4
- Notice of hearings, 12.7(c)
- Precedence; conflicts between rule 12 and statute, 12.11
- Pre-hearing conferences
 - Generally, 12.7(f)
 - Notice, giving, 12.7(c)
 - Notice, time limits, 12.7(g)
- Procedure, generally, 12.7
- Reference, 12.7(a)
- Special master, duties and reports, 12.8
- Suspension order, amended, 12.7(i)
- 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
- Nonlegislative memberships, re, 1.26
- Records, public inspection, 1.442
- Requisitions, 1.4
- Senators, 1.25
- Transitional periods, 1.27
- Travel and per diem, authority, 1.4
- Vouchers, approval, 1.4

Explanations of vote

- Committees, 2.31
- Floor, 5.5

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

Finance, taxation and claims, committee on (Cont.)

- Claim bills; reference to, 4.81
- Equitable claim bills, reference to select subcommittee, 4.81
- Select subcommittee on equitable claim bill, reference and appointment, 4.81
- Tax revenues, bills affecting; reference to, 4.8
- Third reading, bills and joint resolutions on; reference to, 4.15

First reading, 4.3

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

Fiscal notes, 3.13

Fiscal records, inspection, 1.442

Floor, See: Chamber

Food in gallery, 10.5

Forms

- Amendments, 7.1
- Amendments, committee, 2.39
- Bills, 3.1
- Committee amendments, 2.39
- Concurrent resolutions, 3.6
- Joint resolutions, 3.4
- 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, 10.4
- Food or beverages, 10.5
- Reserved section, 10.1
- Sergeant at arms; authority re, 1.19
- Visitors, 10.4

Gatherings, prearranged; public access, 1.441

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**
- Meetings of president with governor and speaker re conference matters, notice of, 2.19
- Meetings of president with; notice, 1.44
- Messages from
 - Order of business, 4.3
 - Public inspection, 1.442
- Prearranged gatherings with; public access, 1.441
- Recalling bill from office, 4.9
- Suspensions, See: **Executive suspensions**
- Veto messages, reconsideration, 6.4

Guests

- Admission to floor, 10.1

H

Health and rehabilitative services, committee on, 2.1

Health care, committee on, 2.1

Hearings

- Bills removed from table by standing committees, 2.16
- Claim bills, 4.81
- 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, 9.6
- Local bills determined not to be local in nature, 4.6
- Motions to waive rule re bills or resolutions filed after final day for introduction, 4.6
- Prefiled bills
 - Before session, 2.18
 - During session, 3.8
- Suspension matters, 12.7

Hearings (Cont.)

- Transcripts or minutes, inspection, 1.442

House amendments to senate bills

- 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; committees, 2.43
- Amendments to; floor, 7.7
- Consent calendar, designation for, 4.17

House companions

- Fiscal notes, 3.13
- 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

- Inspection by public, 1.442
- Order of business, 4.3
- Secretary; duties re, 1.18
- Withholding from order, 4.3

House, messages to, 1.17

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

House speaker, See: Speaker of the house

House, transmittal of measures to, 1.17

I

Identification of bills, 3.10

Indexes, 1.16

Inspection of records, 1.442

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

International trade, economic development and tourism, committee on, 2.1

Interpretation of rules

Generally, 11.1
Lobbyists, for, 9.4

Interruptions of speaker

Committees, 2.47
Floor, 8.3

Intradistrict allotment expenditure records, inspection, 1.442

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
Removing bill from committee, 2.14
Signature, 3.12

Introduction

Appropriations bill, 3.12
Bills, 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
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), (b)

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
Readings, 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 rules

Lobbyist registration, See: **Lobbying**
General appropriations bill, See: **Appropriations bill**

Joint select committees, appointment, removal and reinstatement, 1.5

Journal

Advisory opinions
Conduct and ethics, re, 1.41
Lobbyists, to, 9.4
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

INDEX

Journal (Cont.)

- 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, 9.4
- Numbering, 1.10
- Papers of miscellaneous nature, 4.11
- Precedents, 2.23
- Prefiled bills, committee references and reports, 3.8
- President's decisions re certified appeals, 2.23
- Records, public inspection, 1.442
- Secretary; duties re, 1.10, Joint Rule 2.1
- Standing committee reports, 2.15
- Titles to bills, 4.3
- Voting records, 5.1

Judiciary, committee on, 2.1

Justices of the supreme court, admission to chamber, 10.1

L

Late votes

- Committees, 2.28
- Floor, 5.2

Lay on the table

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

Leave records, inspection, 1.442

Leaves of absence, 1.23

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

Legislative apportionment, See: Apportionment

Legislative business, See also: Business

- Definition, 1.43
- Discussions re, 1.43
- Meetings among senators re; open meeting requirement, 1.43
- Meetings at which discussed, notice requirement, 1.44

Legislative business, See also: Business (Cont.)

- Papers and records, public inspection, 1.442
- Prearranged gatherings re, 1.441

Legislators

- Prearranged gatherings, 1.441
- 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, See also: Joint rule, lobbyist registration, page 65

- Advisory opinions re
 - Compilation, 9.5
 - Obtaining, 9.4
- Aides, 1.29
- Committees, duty to report violations, 9.7
- Conduct and ethics, 9.2
- Employees, 1.29
- Expenditure records, inspection, 1.442
- False or fraudulent statements, etc., by lobbyists, 9.2
- Joint rule, lobbyist registration, See page 65
 - Costs, exemptions, Joint Rule 1.3
 - Method and reports required, Joint Rule 1.2
 - Open records, Joint Rule 1.5
 - Questions regarding registration, Joint Rule 1.4
 - Requirements and exemptions, Joint Rule 1.1
- Obligations of lobbyists, 9.2
- Penalties, 9.6
- Registered lobbyists
 - Admission to chamber, 10.2
 - Requirements, 9.3, 9.7
- Registration
 - Exemptions, 9.1
 - Records, inspection, 1.442
 - Requirement, 9.1
- Violations, penalties, 9.6

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

Local bills (Cont.)

Referenda, 3.3

Local governments; bills requiring them to make expenditures or reducing their ability to raise revenues or share in state tax revenues, reference, 4.8

M

Majority action, 11.4

Majority caucuses, 1.1

Majority leader, 1.1

Measures, See: Bills and other measures

Meetings

Among senators re legislative business, 1.43

At which legislative business discussed

Notice requirement, 1.44

Publication of notice, 1.11

Committee meetings, See: Meetings, under **Committees**

Conference committee meetings, 2.19

Conference matters, to discuss; notice, 2.19

Political caucuses, 1.44

Public access, 1.441

Transcripts or minutes, inspection, 1.442

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

Messages (Cont.)

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, 1.44

Special order calendar, duties re, 4.17

Minority leader pro tempore, election, 1.1, 1.44

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

Conference committees; taking final actions, 2.19

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

Motions (Cont.)

- 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
- 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
- Resolutions filed after final day for introduction, waive rules re, 4.6
- Rule requiring unanimous consent, waive, 11.2

Motions (Cont.)

- 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

Municipalities; bills requiring them to make expenditures or reducing their ability to raise revenues or share in state tax revenues, reference, 4.8

N

Natural resources and conservation, committee on, 2.1

Newspaper representatives, 10.3

Nonlegislative committees, commissions and task forces; membership by senators, 1.26

Notices

- Caucuses, 1.44
- Claim bill hearings, 4.81
- Committee hearings, 2.8
- Committee meeting notices
 - Delivery to secretary, 2.8
 - Lack of proper notice, effect, 2.7
 - Public notice, 1.441
 - 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
- Complaints re conduct and ethics violations, 1.42
- 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, 9.6
- Meetings at which legislative business discussed
 - Publication of notice, 1.11

Notices (Cont.)

- Meetings at which legislative business discussed (Cont.)
 - Requirement for notice, 1.44
 - Violations re notice, 1.45
- Meetings to discuss conference matters, 2.19
- Political caucuses, 1.44
- 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
- Subcommittee meetings, public notice, 1.441
- Suspensions, hearings and pre-hearing conferences, 12.7(c),(g)

O

Oaths

- President, 1.1
- President pro tempore, 1.1
- Secretary, 1.8
- Sergeant at arms, 1.19
- Witnesses
 - Claim bill hearings, 4.81
 - 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 meetings

- Committees, 1.441
- Conference committees, 1.441, 2.19
- Political caucuses, 1.44
- Prearranged gatherings, 1.441
- Requirement for, 1.43
- Subcommittees, 1.441
- Violations; procedure and penalties, 1.45

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, 4.5
- 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

- Committees, 2.46
- Floor, 8.2

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
- 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

INDEX

Pairing (Cont.)

Floor, 5.4

Papers

Chamber, delivery in, 10.1
Inspection by public, 1.442
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

Party caucuses, See: Caucuses, political

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, 1.28
Executive sessions, secrecy of; violations, 12.6
Lobbying violations, 9.6
Notice of meetings at which legislative business discussed, violations re, 1.45
Open meeting violations, 1.45
Voting for another or by nonmember
Committees, 2.30
Floor, 5.3

Per diem expenses

Authority to incur, 1.4
Nonlegislative memberships, re, 1.26

Personal privilege, questions of, See: Questions of privilege

Personnel, See: Employees

Personnel, retirement and collective bargaining, committee on Appointment, 2.1

Personnel, retirement and collective bargaining, committee on (Cont.)

Retirement system, bills affecting; reference to, 4.8

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 lack of proper 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

Political caucuses, See: Caucuses, political

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

Prearranged gatherings; public access, 1.441

Precedence

Adjourn, motions to, 8.11

Precedence (Cont.)

- Committee motions, 2.33
- Conferees, motions to discharge and appoint or instruct, 2.19, 6.2
- Executive suspensions; conflicts between rule 12 and statute 12.11
- 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
- Substitute motions; committees, 2.33
- Substitute motions; floor, 6.2

Precedents in committees, 2.23

Preference, presentation of committee amendments, 7.1

Prefiled bills

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

Pre-hearing conferences in suspension matters

- Generally, 12.7(f)
- Notice, giving, 12.7(c)
- Notice, time limits, 12.7(g)

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, 1.5, 2.20
 - Appointment of successors, 2.26
 - Removal, 1.5
- Chamber, control of, 1.3
- Claim bills, reference, 4.81
- Committee of the whole, duties re, 4.4
- Committee officers, appointment, 1.5, 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)

President (See also: Presiding officer) (Cont.)

- Committee personnel, authority re, 2.4
- Committees, appointment and removal, 1.5
- Conference committees, appointment and removal, 1.5
- Consent bill calendar, approval, 4.17
- Contested seats, duties re, 1.24
- Contracts binding the senate, signature on, 1.4
- 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
- Election, 1.1, 1.44
- Electronic 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 and removal, 1.5
- Leaves of absence, granting, 1.23
- Local bill calendar, consideration; approval, 4.18
- Majority caucus, calling, 1.1
- Majority leader, designation of, 1.1
- Meetings with
 - Governor and speaker re conference matters; notice, 2.19
 - Governor re legislative business, notice, 1.44
 - House conferee; notice, 2.19
 - Majority of chairmen of standing committees; notice, 1.44
 - Speaker re legislative business; notice, 1.44
- Memorials, signing, 1.4
- Messengers, authority to reassign, 1.34
- Motions
 - Receiving, 6.2
 - Requests for written, 6.1

President (See also: **Presiding officer**)
 (Cont.)
 Motions (Cont.)
 Stating or reading, 6.1
 Nonlegislative 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 ques-
 tions from committees, 2.23
 Passages, control of, 1.3
 Per diem expenses, 1.4
 Prearranged gatherings with; public access,
 1.441
 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
 Recommitment, committee reports without
 quorum, 2.17
 Reference
 Bill affecting appropriations, tax reve-
 nues, or retirement system, 4.8
 Bill requiring local governments to make
 expenditures or reducing their ability
 to raise revenues or share in state tax
 revenues, 4.8
 Claim bills, 4.81
 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 mo-
 tions, 4.19
 Secretary, supervision of, 1.8
 Select committees
 Appointment and removal, 1.5
 Officers, appointment, 2.20
 Requests for subpoenas and other
 process, 2.2
 Select subcommittees, notices re assign-
 ments, 2.1
 Sergeant at arms, supervision of, 1.19

President (See also: **Presiding officer**)
 (Cont.)
 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 com-
 mittees, 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
 Removal, 1.5
 Requests for subpoenas and other
 process, 2.2
 Subpoenas, signature on, 1.4
 Term, 1.1, 1.7
 Third reading, ordering, 4.19
 Transitional funds, approval, 1.27
 Travel expenses, 1.4
 Verifications of vote, ordering, 5.2
 Vice-chairmen
 Appointment, 1.5, 2.20
 Removal, 1.5
 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, 1.7

**President pro tempore designate, elec-
 tion, 1.1, 1.44**

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

- Presiding officer (Cont.)**
 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
 Speaking rights, determination, 8.4
- Press representatives**
 Admission, 10.3
 Notice of meetings at which legislative business discussed, 1.44
- 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, 9.6**
- 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
- Professional regulation, committee on, 2.1**
- Proof of publication, local bills, 3.3**
- Property, duties of sergeant at arms, 1.19**
- Property records, inspection, 1.442**
- Proportional representation, committees, 1.5**
- Proposed amendments; filing and copies**
 Committees, 2.39
 Floor, 7.1
- Proposed committee substitutes; filing and copies, 2.15**
- Public agencies, investigation, 2.2**
- Public inspection, records and reports, 1.442**
- Public meetings, See: Open meetings**
- Public officers, confirmation, See: Confirmations**
- Public officers, suspension, See: Executive suspensions**
- Q**
- Questioning right to vote**
 Committees, 2.52
 Floor, 8.8
- Questioning vote**
 Committees, 2.28
 Floor, 5.1
- 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; committees, 2.47
 Interruptions for; floor, 8.3
 Precedence, 8.11
 Precedence over motions to discharge and appoint or instruct conferees, 2.19, 6.2
 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
 Electronic 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
- 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
- Prefiled 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

Reapportionment, See: Apportionment

Recalling bill from governor's office, 4.9

Recess

- Motions to take; committees, 2.33
- Motions to take; floor, 6.2
- 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

Recognition (Cont.)

- Order, 8.2
- Requests for, 8.1

Recommitment

- Companion measures, effect on, 3.11
- Report without proper 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 bill hearings, 4.81
- Committees
 - Excused absences, 2.27
 - Explanations of vote, 2.31
 - Inspection, 1.442
 - Votes, 2.15, 2.28
- Electronic roll call votes, 5.1
- Inspection by public, 1.442
- Late vote requests, 5.2
- Secretary; duties re, 1.10
- Votes, 5.1

Reelection defeat; transitional period, 1.27

Reference (See also: Recommitment)

- Appeal, 4.10
- Appropriations, bills affecting, 4.8
- Claim bills, 4.81
- Committee of the whole, introduction without further reference, 4.4
- Committee polls, matters reported by, 2.13

Reference (See also: Recommitment)

(Cont.)

- Conduct and ethics rules
 - Complaints re violations, 1.42
 - Questions of interpretation and enforcement, 1.41
- Conference committees, special sessions, 13.6
- Employee disputes, 1.28
- Engrossing clerk, to, 4.19
- Equitable claim bills, 4.81
- Excess judgment claim bills, 4.81
- Executive appointments and suspensions, 12.7(a)
- Generally, 4.6
- House amendments to senate bills, 1.18
- Local bills, 4.6
- Local governmental expenditures, bills requiring, 4.8
- Local governments' ability to raise revenues or share in state tax revenues, bills reducing, 4.8
- 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
 - After final day for introduction, 4.6
 - Generally, 4.9
- Retirement system, bill affecting, 4.8
- 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: Joint rule, lobbyist registration, under Lobbying

Regular sessions, See: Sessions

Relatives of senators, employment, 1.28

Removal from and reinstatement to committee, 1.5

Removal of bills from committee, See: Withdrawal of bills

Remove bill from the table, motions to; committees, 2.16

Reports

- Bills recommitted for lack of proper notice, 2.7
- Claim bills, 4.81
- 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)
 - Local bills, 4.6
 - Motions to waive rule re bills or resolutions filed after final day for introduction, 4.6

Committee substitutes

- Favorable report by one committee; effect, 4.7
- Filing, 2.15

Committees

- Annual reports, 2.3
- Inspection, 1.442
- 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
- Conduct and ethics violations, 1.42
- Conference committees
 - Copies, availability, 4.5
 - Order of business, 4.5
 - 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 by public, 1.442
- Lobbying violations before committees, 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 subcommittee on equitable claims, 4.81

INDEX

Reports (Cont.)

- Select subcommittees, 2.1
- Special master
 - Claim bills, 4.81
 - Conduct and ethics violations, 1.42
 - 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, 9.6

Reprimand of senators, 1.42

Reputation, questions of privilege re, 8.11

Request a conference committee, motions 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; committees, 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
- Inspection by public, 1.442
- Introduction after 30th day, 4.6
- 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

Resolutions (Cont.)

- 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

- Fiscal notes, 3.13
- Reference, 4.8

Revenue matters, bills or joint resolutions dealing with; meetings of groups of conferees, notice of, 2.19

Revenues of state or local governments, 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
- 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
- Duties of sergeant at arms, 1.19

Rooms, control of, 1.3

Rules

- "Bill" or "measure", construction, 11.6
- Changes in
 - Generally, 11.3
 - Unanimous consent required, 1.7
- Clarification, obtaining, 8.7
- Committee of the whole, 4.4
- Conduct and ethics rules, See: **Conduct and ethics**
- Executive suspensions; conflicts between rule 12 and statute 12.11

Rules (Cont.)

- Interpretation, 11.1
- Interruptions, enforcement of rule by chairmen, 2.47
- Lobbyists, advisory opinions re interpretation, 9.4
- Notice of meetings; conflict in, 1.441
- Notices of meetings at which legislative business discussed, violations re, 1.45
- Observance, requiring, 8.7
- Open meeting violations, 1.45
- Parliamentary inquiries, See: **Parliamentary inquiries**
- Penalties for violations, See: **Penalties**
- Points of order, See: **Points of order**
- Predetermination, obtaining, 8.7
- Public access to meetings and gatherings; conflict in, 1.441
- 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, 9.4
 - Lobbyists, to; compilation, 9.5
- Appeals
 - Committee reference, 4.10
 - Removals from committees, 1.5
- Appointment, 2.1
- Chairman; duties re conduct and ethics complaints, 1.42
- Committee meeting places, assignment, 2.10
- Committee meeting schedules, special sessions, 13.3
- Committee meetings during session, consent, 2.10
- Conduct and ethics violations, 1.42
- Consent bill calendar, 4.17
- Disciplinary actions, hearings, 1.42
- 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, 9.6
- Meetings after 50th day, 2.9
- Motions to remove bill from committee or refer bill to different committee, approval by chairman, 4.10

Rules and calendar, committee on (Cont.)

- Motions to waive rule re bills or resolutions 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 master, conduct and ethics violations, 1.42
- 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, committee, See: Committee secretaries

Secretaries, supervision of, 1.33

Secretary

- Amendments, duties re, 7.1
- Appeals, duties re, 1.5(c)
- Appropriations bill, duties re
 - Proposed committee bill, 3.9
 - Review period, copies furnished, Joint Rule 2.1
- 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
- Business, supervision of, 1.8
- Calendar, duties re, 1.11
- Change of vote requests, records, 5.2
- Claim bill and special master's report, duties re, 4.81
- Clerical assistants, supervision, 1.33
- Committee amendments; filing with, 2.44
- Committee amendments, forms, 2.39

Secretary (Cont.)

- 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
- Electronic 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
 - Prerequisite, 3.2
 - Scheduling, 3.7
- Journal, duties re, 1.10, Joint Rule 2.1
- Late vote requests, records, 5.2
- Lobbyists, advisory opinions to; compilation, 9.5
- Local bills
 - Calendar, omission from and separate distribution, 4.3
 - Proof of publication, duties re, 3.3
- Majority leader; certification of name to, 1.1
- Memorials, attestation, 1.13
- Minority leader and leader pro tempore; certification of names to, 1.1
- Motions to remove bill from committee or refer bill to different committee; filing approval with, 4.10
- Notices of meetings at which legislative business discussed, duties re, 1.44
- Notices of meetings to discuss conference matters; filing notice with, 2.19
- Oath, 1.8
- Organization session, duties re, 1.9

Secretary (Cont.)

- 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
- President designate and president pro tempore designate; certification of names to, 1.1
- 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
- Select committee meeting notices; publication, 2.6
- Senate amendments to house bills, notations on jackets, 7.7
- 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
- Suspended official; filing of defenses, 12.7(d)
- Term, 1.8
- Transitional funds, application forms, 1.27
- 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, removal and reinstatement, 1.5

Select committees (Cont.)

- Meetings, 2.10
- Motions to commit to; precedence, 6.2
- Notice of meetings, 2.6
- Oaths and affirmations, 2.2
- Officers, appointment, 2.20
- Prefiled bills; reference to, 2.18
- Proportional representation, 1.5
- Subpoenas and process, 2.2
- Witnesses, 2.2

Select subcommittees

- Appointment, 2.1
- Claim bills, 4.81
- Generally, 2.1
- Meetings, 2.10
- Motions to commit to, 2.33
- Reference to, 4.6

Senate amendments to house bills

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

Senate legal research and drafting 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
- Amendments, obtaining copies of, 7.1
- Another, voting for, 5.3
- Appeals, See: **Appeals**
- Appellations; committees, 2.45
- Appellations; floor, 8.1
- Apportionment information, access to, 1.443
- 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**
- Conference committee reports, obtaining copies, 4.5
- Conflicts of interest, See: **Conflicts of interest**
- Congressional redistricting information, access to, 1.443

Senators (Cont.)

- 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
- Intradistrict allotment expenditure records, public inspection, 1.442
- Introducers, as, See: **Introducer**
- Meetings among senators re legislative business, 1.43
- Motions, See: **Motions**
- Nonlegislative 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**
- Prearranged gatherings between, 1.441
- 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**
- Records, public inspection, 1.442
- Reelection defeat; transitional period, 1.27
- Relatives, employment, 1.28
- Removal from and reinstatement to committee, 1.5
- Reprimand, 1.42
- Reputation, questions of privilege re, 8.11

Senators (Cont.)

- Rights, questions of privilege re, 8.11
- Seat, contest of, 1.24
- Speaking, See: **Debate**
- 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**
- Announcement of committee and subcommittee meetings, See: **Announcement of committee and subcommittee meetings**
- Attendance by senators, 1.20
- Attire, 10.4
- Call to order, 1.2
- Claim bills, reports of special master, 4.81
- 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**

Sessions (Cont.)

- Extensions
 - Additional proposals, vote required to consider, 11.5
 - Motions to indefinitely postpone during session, effect, 6.9
 - 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
- Notice of meetings at which legislative business discussed, 1.44
- Notice of meetings to discuss conference matters, 2.19
- 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 order calendar, 4.17
- Special sessions, See: **Special sessions**
- Transcripts or minutes, inspection, 1.442
- 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

Speaker of the house

- Meetings of president with; notice, 1.44
- Meetings of president with speaker and governor re conference matters, notice of, 2.19
- Meetings of senate conferee with; notice, 2.19
- Prearranged gatherings with; public access, 1.441

Speaking, See: **Debate**

Special master, claim bills, 4.81

Special master, conduct and ethics violations, 1.42

Special master, executive matters

- Appointment of, 12.7(a)
- Appointments; reference to, 12.7(a)

- Special master, executive matters (Cont.)**
 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
 Abeyance of investigation and proceedings, 12.7(b)
 Amended order, 12.7(i)
 Appointment, 12.7(a), 12.8
 Evidence, disposition, 12.7(j)
 Governor's bill of particulars, request for, 12.7(e)
 Hearings and notice, 12.7(c)
 Instituting actions, time limits, 12.7(g)
 Pre-hearing conferences, 12.7(f)
 Reference, 12.7(a)
 Reports, 12.8
- Special order**
 Calendar, regular sessions, 4.17
 Calendar, special sessions, 13.8
 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
 Hour of convening, 13.2
 Motions to discharge and appoint new conferees or to instruct conferees, 13.6
 Motions to reconsider, 13.7
 Notice of meetings
 Conference matters, discussing, 2.19
 Legislative business, discussing, 1.44
 Rules, 13.1
 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
 Reports to standing committees and subcommittees, 2.2
- State retirement systems, bills affecting, 3.13**
- Steering meetings of committee on appropriations, notice of, 1.44**
- Stenographers, supervision, 1.33**
- Stipulation of claim bill litigants, effect, 4.81**
- 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**
 Committees, 2.40
 Floor, 7.3
- Substitute measures, See: Committee substitutes**
- Substitute motions**
 Committees, 2.33

Substitute motions (Cont.)

Floor, 6.2

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, 1.7
President pro tempore, 1.1, 1.7
Secretary, 1.8
Sergeant at arms, 1.19

Tie votes

Committees, 2.28
Floor, 5.1

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
Nonlegislative memberships, re, 1.26

"Two-thirds vote", etc., construction, 11.5

Typists, supervision, 1.33

U

United States congressmen, admission to floor, 10.1

V

Vacation of chair, 1.7

Verifications of vote

Committees, 2.28
Floor, 5.2

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, 1.5, 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
Removal and reinstatement, 1.5
Reports of standing committees, signing, 2.15
Reports of standing subcommittees, signing, 2.16
Voting by, 2.24

Violations

Conduct and ethics rules, 1.42
Notice of meetings at which legislative business discussed, 1.45
Open meeting rules, 1.45

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
Committee of the whole, consideration by, 4.4

Vote required (Cont.)

- Committee of the whole, resolving into, 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
- 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
- Lobbying violations, 9.6
- 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

Vote required (Cont.)

- 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
 - 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, 1.7, 11.3
 - Reprimand, 1.42
 - Request a conference committee, motions to, 7.8
 - Rules and calendar, committee on, action on appeal of reference, 4.10
 - 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
 - Vacation of chair, unanimous consent required to amend rule, 1.7
 - 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

Voting (Cont.)

Committees (Cont.)

- 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
- Recording of votes, 2.15
- Records of votes, inspection, 1.442
- 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
 - Public review period, Joint Rule 2.1
 - 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
- Electronic 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
- Records, inspection, 1.442
- Resolutions, 4.14
- Roll call
 - Changes of vote, recording, 5.2
 - Committee of the whole, 4.4
 - Electronic 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

Voting (Cont.)

- 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
- Signing by chairmen, 2.23

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
- Resolutions filed after final day for introduction, re, 4.6
- 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
- Remove bill from committee, motions to
 - Generally, 2.14

INDEX

Withdrawal of bills (Cont.)

- Remove bill from committee, motions to (Cont.)
- 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, 4.81
- Executive matters, 12.10
- Select committees, compelling attendance, 2.2

Witnesses (Cont.)

- Standing committees and subcommittees, 2.2
- Suspension hearings, 12.7(f)

Writs

- Attestation, 1.13
- Execution, 1.19
- Signature, 1.4

Y

Yeas and nays, See: under Voting

Yielding the floor

- Committees, 2.49
- Floor, 8.5