

# SENATE RULES—TABLE OF CONTENTS

## RULE ONE

### OFFICERS, SENATORS, EMPLOYEES, AND ETHICS

#### **Part One—Officers of the Senate**

- 1.1—Election of the President, President Pro Tempore, President Designate, President Pro Tempore Designate, Minority Leader, and Minority Leader Pro Tempore; designation of Majority Leader
- 1.2—Calling the Senate to order
- 1.3—The President's control of chamber, corridors, and rooms
- 1.4—The President's signature; questions of order; travel
- 1.5—Appointment of committees
- 1.6—The President's vote
- 1.7—Vacating chair; duties of President Pro Tempore
- 1.8—Election of the Secretary of the Senate
- 1.9—Secretary's duties at organization session
- 1.10—Duties generally; keeps Journal
- 1.11—Prepares daily calendar
- 1.12—Reads papers; calls roll
- 1.13—Attests to warrants and subpoenas; certifies passage
- 1.14—Prepares printed forms
- 1.15—Examines legal form of bills for introduction
- 1.16—Indexes bills
- 1.17—Transmits bills to House of Representatives
- 1.18—Receives and delivers for reading messages from House; summaries of House amendments to Senate bills
- 1.19—Sergeant at Arms; election and duties

#### **Part Two—Senators**

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

#### **Part Three—Employees of the Senate**

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

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

- 1.35—Legislative conduct
- 1.36—Improper influence

- 1.37—Conflicting employment
- 1.38—Undue influence
- 1.39—Disclosure and disqualification
- 1.40—Senate employees and conflicts
- 1.41—Advisory opinions
- 1.42—Violations; hearings, penalties

**Part Five—Public Meetings and Records**

- 1.43—Open meetings
- 1.44—Notice required for certain meetings
- 1.45—Violations of rules on open meetings and notice
- 1.441—Constitutional requirements concerning open meetings
- 1.442—Legislative records (Repealed by 1.444)
- 1.443—Reapportionment Information
- 1.444—Legislative records; maintenance, control, destruction, disposal, and disposition

**RULE TWO**

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

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

- 2.1—Standing committees; standing subcommittees
- 2.2—Powers and responsibilities of committees
- 2.3—Committee reports
- 2.4—Committee staffing
- 2.5—Committee utilization of federal funds
- 2.6—Notice of committee meetings
- 2.7—Bills recommitted
- 2.8—Notice of hearing; publication
- 2.9—Committee meetings; committee meetings after 50th day
- 2.10—When, where committees meet
- 2.11—Attendance by sponsor of bill
- 2.12—Order of business
- 2.13—Open meetings
- 2.14—Time for consideration of bills
- 2.15—Standing committee duties in deliberation
- 2.16—Standing subcommittee reports
- 2.17—Quorum of committee
- 2.18—Prefiled bills
- 2.19—Conference committee in deliberation

**Part Two—Committees—Officers**

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

**Part Three—Committees—Members**

2.27—Members' attendance, voting, proxy

**Part Four—Committees—Voting**

2.28—Taking the vote

2.29—Pairing prohibited

2.30—Casting vote for another

2.31—Explanation of vote

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

2.32—Motions; how made, withdrawn

2.33—Motions; precedence

2.34—Division of question

2.35—Reconsideration generally

2.36—Reconsideration; vote required

2.37—Reconsideration; debate allowed

2.38—Reconsideration; collateral matters

**Part Six—Committees—Amendments**

2.39—Amendments; form, notice, manner of consideration

2.40—Sequence of amendments to amendments

2.41—Striking all after enacting clause

2.42—Amendment by section

2.43—Senate amendments to House bills

2.44—Amendments by another committee

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

2.45—Decorum and debate

2.46—Chairman's power to recognize

2.47—Interruptions; when allowed

2.48—Speaking rights

2.49—Time for debate

2.50—Limitation on debate

2.51—Priority of business

2.52—Questioning right to vote

2.53—Appeals

2.54—Appeals debatable

**RULE THREE**

**BILLS, RESOLUTIONS, AND MEMORIALS**

3.1—Form of bills

3.2—Bills for introduction

3.3—Form of local bills

3.4—Form of joint resolutions

3.5—Form of memorials

3.6—Form of resolutions; Senate and concurrent

3.7—Introduction during session

3.8—Prefiled bills

3.9—Printed copies of bills

3.10—Identification of bills

- 3.11—Companion measures
- 3.12—Introducers of bills
- 3.13—Fiscal notes

## **RULE FOUR**

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

- 4.1—Sessions of the Senate
- 4.2—Quorum
- 4.3—Daily order of business
- 4.4—Committee of the whole
- 4.5—Conference committee report
- 4.6—Reference generally; final days for introduction of bills and resolutions
- 4.7—Reference to more than one committee; effect
- 4.8—Reference of bills affecting appropriations, revenue, retirement or county or municipal spending
- 4.9—Reference of resolutions and veto messages
- 4.10—Reference to different committee or removal
- 4.11—Papers of miscellaneous nature
- 4.12—Reading of bills and joint resolutions
- 4.13—Reading of concurrent resolutions and memorials
- 4.14—Reading of Senate resolutions
- 4.15—Referral or postponement on third reading
- 4.16—Consideration out of regular order
- 4.17—Special order calendar; consent calendar
- 4.18—Calendar of local bills
- 4.19—Order after second reading
- 4.20—Enrolling
- 4.81—Claim bills

## **RULE FIVE**

### **VOTING**

- 5.1—Taking the yeas and nays
- 5.2—Change of vote
- 5.3—Casting vote for another
- 5.4—Pairing
- 5.5—Explanation of vote
- 5.6—Election by ballot

## **RULE SIX**

### **MOTIONS AND PRECEDENCE**

- 6.1—Motions; how made, withdrawn
- 6.2—Motions; precedence
- 6.3—Division of question
- 6.4—Reconsideration generally
- 6.5—Reconsideration; vote required

- 6.6—Reconsideration; debate
- 6.7—Reconsideration; collateral matters and procedural motions
- 6.8—Reconsideration; Secretary to hold for period
- 6.9—Motion to indefinitely postpone

## **RULE SEVEN**

### **AMENDMENTS**

- 7.1—General form; notice; manner of consideration
- 7.2—Adoption
- 7.3—Sequence of amendments to amendments
- 7.4—Striking all after enacting clause
- 7.5—Amendment by section
- 7.6—Printing in Journal
- 7.7—Senate amendments to House bills
- 7.8—House amendments to Senate bills
- 7.9—House refusal to concur in Senate amendment

## **RULE EIGHT**

### **DECORUM AND DEBATE**

- 8.1—Decorum and debate
- 8.2—Presiding officer's power of recognition
- 8.3—Interruptions; when allowed
- 8.4—Senator speaking, rights
- 8.5—Limit on speaking
- 8.6—Limitation of debate
- 8.7—Points of order, parliamentary inquiry, definitions
- 8.8—Questioning right to vote
- 8.9—Appeals
- 8.10—Appeals, debatable
- 8.11—Questions of privilege

## **RULE NINE**

### **LOBBYING**

- 9.1—Those required to register
- 9.2—Obligations of lobbyist
- 9.3—Lobbyists' requirements
- 9.4—Advisory opinion
- 9.5—Compilation of opinions
- 9.6—Penalties for violations
- 9.7—Committees to be diligent

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

- 10.1—Persons entitled to admission
- 10.2—Exception
- 10.3—Admission of press by President
- 10.4—Attire
- 10.5—Gallery

**RULE ELEVEN**  
**CONSTRUCTION AND WAIVER OF RULES**

- 11.1—Interpretation of Rules
- 11.2—Waiver and suspension of Rules
- 11.3—Changes in Rules
- 11.4—Majority action
- 11.5—Uniform construction
- 11.6—General

**RULE TWELVE**  
**EXECUTIVE SESSIONS, APPOINTMENTS,  
SUSPENSIONS, AND REMOVALS**

**Part One—Executive Sessions**

- 12.1—Executive session; authority
- 12.2—Executive session; purpose
- 12.3—Executive session; vote required
- 12.4—Work product confidentiality
- 12.5—Separate Journal
- 12.6—Violation of Rule

**Part Two—Appointments, Suspensions, and Removals**

- 12.7—Procedure
- 12.8—Special Master; appointment
- 12.9—Special Master; floor privilege
- 12.10—Issuance of subpoenas and process
- 12.11—Rule takes precedence

**RULE THIRTEEN**  
**SPECIAL SESSION**

- 13.1—Applicability of Senate Rules
- 13.2—Sessions of the Senate
- 13.3—Committee meetings; schedule, notice
- 13.4—Delivery for introduction
- 13.5—Committee reports
- 13.6—Conference committee reports
- 13.7—Reconsideration
- 13.8—Special order calendar

**RULE FOURTEEN**  
**SEAL AND INSIGNIA**

14.1—Seal and insignia

**JOINT RULES**

**LOBBYIST REGISTRATION AND REPORTING**

- 1.1—Those required to register; exemptions; Committee Appearance  
Records
- 1.2—Method of registration
- 1.3—Registration costs; exemptions
- 1.4—Periodic Reports Required
- 1.5—Questions regarding registration
- 1.6—Open records
- 1.7—Records Retention and Inspection

**GENERAL APPROPRIATIONS BILL**

- 2.1—General Appropriations bill; review period
- 2.2—General Appropriations bill; definition