

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 authority and 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—Designation 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

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

Part Four—Legislative Conduct and Ethics

- 1.35—Legislative conduct
- 1.351—Food and beverage prohibited
- 1.36—Improper influence

- 1.361—Solicitation of campaign contributions
- 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
- 1.443—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—Deleting everything 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—Deleting everything 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