

RULES INDEX

(References are to rule numbers)

A

Abeyance of claim bill hearing and consideration, 4.81

Absence

Committee chairs
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

Adjourn, motions to (Cont.)

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 assistants, committee, 2.15, 2.39

Admission to floor, See: **Chamber**

Advisory opinions

Lobbyists, to, 9.4
Lobbyists, to; compilation, 9.5
Members, to; public inspection, 1.444

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

INDEX

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
- 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
 - Deleting everything after enacting or resolving clause and inserting new matter, effect, 2.41
 - Filing with committee administrative assistant, 2.39
 - Filing with secretary of the senate, 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
 - Substitute amendments, 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
- Deleting everything after enacting or resolving clause and inserting new matter, effect
 - Committees, 2.41
 - Floor, 7.4
- Filing, 7.1

Amendments (Cont.)

- Forms, 7.1
- Germanity, 7.1, 7.4
- House amendments to senate bills
 - Amendments to, 7.8
 - Generally, 7.8
 - Secretary of the senate; duties re, 1.18
- House bills, to; generally, 7.7
- House refusal to concur in senate amendments, motions re, 7.9
- Inspection by public, 1.444
- 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
- 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, when deemed, 7.1
- Pending amendments, to, 7.3
- 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
- Secretary of the senate; duties re, 7.1
- Section by section, 7.5
- Senate amendments to house bills; house refusal to concur, motions re, 7.9
- Substitute amendments, 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

- Interim, 2.6
- Regular sessions, 2.6
- Special sessions, 13.3

Appeals

- Chairs, decisions of committee

INDEX

Appeals (Cont.)

- Certification, 2.23
- Debate, 2.54
- Generally, 2.53
- Interruptions of speaker, 2.47
- Lobbyists, appeal or dispute fine, Joint rule 1.6
- 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, 1.5
- Secretary of the senate; decisions at organization session, 1.9

Appellations

- Committees, 2.45
- Floor, 8.1

Appointments

- Appointing official or authority, request for return of documentation of an appointment, 12.7(2)
- Committee chairs, 2.20
- Committee chairs, successors to, 2.26
- 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, generally, 2.1
- Special master, executive matters, 12.7(1), 12.8
- Standing committees and subcommittees, 1.5, 2.1
- Vice-chairs, 2.20

Appropriations bill

- (See also: **Joint rules**)
- 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, Joint rule 2

Appropriations bill (Cont.)

- Definition, Joint rule 2.2
- Review period, Joint rule 2.1
- Proposed committee bill, obtaining copies in advance of meeting, 3.9
- 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
- Chair, motion to withdraw a bill, 4.10
- Conference, posting notice of, 2.19
- Meetings of chair with subcommittee chairs, 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: **Absence**)
- 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, 1.444
- Senators, by, 1.20
- Sessions, 1.20

Attestations, 1.13

Attire, 10.4

Auditing committee, joint legislative, Joint rule 4

INDEX

Auditor general, Joint rule 5

Authority of the president, 1.4

B

Backing bills, 3.1

Ballot, elections by, 5.6

Banking and insurance, committee on,
2.1

Beverages, in gallery, 10.5

Bill of particulars supporting suspension order, 12.7(5)

Bills and other measures

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

Amendments, See: **Amendments**

Appropriations; affecting, reference, 4.8

Appropriations bill, See: **Appropriations bill**

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**

Deleting everything after enacting or resolving clause and inserting new matter, effect

Committees, 2.41

Floor, 7.4

Delivery for introduction

Regular sessions and interim, 3.7

Special sessions, 13.4

Bills and other measures (Cont.)

Engrossing, See: **Engrossing**

Enrolling, See: **Enrolling**

Estimated economic impact statements,
3.13

Examination by secretary of the senate,
1.15

Expenditures of state or local governments, affecting, 3.13

Filing

Regular sessions and interim, 3.7

Secretary of the senate, 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, 1.444

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

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

INDEX

Bills and other measures (Cont.)

- 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
- "Substantial rewording" notation, 3.1
- Tax revenues, affecting; reference, 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
- Unfavorably reported measures; admission under color of amendment, 7.1
- Withdrawn measures as subject of an amendment, 7.1
- Withdrawal from committee, See: **Withdrawal of bills**

Budget commission, joint legislative, Joint rule 7.1

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 chairs 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**
- Executive, See: **Executive sessions**
- Financial, See: **Expenses**
- Open meetings, 1.43
- Open sessions, 12.1
- Order, See: **Order of business**

Business (Cont.)

- Papers, See: **Papers**
- Quorum, necessity for
 - Committees, 2.21
 - Floor, 4.2

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

Campaign contributions, solicitation of, 1.361

Casting vote for another or by non-member

- Committees, 2.30
- Floor, 5.3

INDEX

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 by President, 1.7

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
- Special master, floor privilege, 12.9

Changes of vote

- Committees, 2.28
- Floor, 5.2

Children and families, committee on, 2.1

Claim bills, 4.81

Closed sessions, 12.1

Coat of arms, 14.1

Coding indicators, 3.1

Co-introducer

- Committee substitutes, 2.15
- Name on bill jackets, 3.1
- Signature, 3.12

Collateral matters

- Motions to indefinitely postpone; application to, 6.9
- Motions to reconsider; 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, economic opportunities, and consumer services, committee on, 2.1

Commissions, nonlegislative; membership by senators, 1.26

Commit to a select subcommittee, motions to, 2.33

Committee administrative assistants

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

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 chairs

- 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: Chairs, decisions of committee, under **Appeals**
- Appointment of, 2.20
- Call to order, 2.21
- Committee bills, name on jacket, 3.1
- Consent calendar, designation of bills for, 4.17
- Death of, 2.26
- Decorum, authority re, 2.13, 2.22
- 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

INDEX

Committee chairs (Cont.)

- 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 chairs 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
- 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, 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

Committee of the whole

- Generally, 4.4
- Motions to commit to; precedence, 6.2

Committee on agriculture, 2.1

Committee on appropriations

- Appointment, 2.1
- Appropriations bill; introduction by, 3.12
- Conference, posting notice of, 2.19
- Meetings of chair with subcommittee chairs, 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 by committee chair, 4.10
- Withdrawal of bills from, 2.14

Committee on banking and insurance, 2.1

Committee on children and families, 2.1

Committee on commerce, economic opportunities, and consumer services, 2.1

Committee on comprehensive planning

- Appointment, 2.1
- Local governmental expenditures, bills requiring; reference to, 4.8
- Local governments' ability to raise revenues or share in state tax revenues, bills reducing; reference to, 4.8
- Retirement system, bills affecting; reference to, 4.8

Committee on communication and public utilities, 2.1

Committee on criminal justice, 2.1

Committee on education, 2.1

Committee on ethics and elections

- Appointment, 2.1
- Confirmations
 - Confidentiality of work product, 12.4
 - Duties, 12.7(1)
 - Oaths and affirmations, 12.10
 - Subpoenas and other process, 12.10
- Suspensions

INDEX

Committee on ethics and elections

(Cont.)

- Amended order, 12.7(10)
- Confidentiality of work product, 12.4
- Criminal charge or court challenge
 - pending; abeyance of investigation and proceedings, 12.7(3)
- Duties, 12.7
- Evidence, disposition, 12.7(11)
- Governor's bill of particulars, request for, 12.7(6)
- Hearings and notice, 12.7(4)
- Instituting action, time limits, 12.7(8)
- Oaths and affirmations, 12.10
- Pre-hearing conferences, 12.7(7)
- Subpoenas and other process, 12.10

Committee on finance and taxation

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

Committee on governmental oversight and productivity

- Appointment, 2.1
- Retirement system, bills affecting; reference to, 4.8

Committee on health, aging, and long-term care, 2.1

Committee on home defense, public security, and ports, 2.1

Committee on judiciary, 2.1

Committee on military and veterans' affairs, base protection, and space-ports, 2.1

Committee on natural resources, 2.1

Committee on regulated industries, 2.1

Committee on rules and calendar

- Advisory opinions
 - Conduct and ethics, 1.41
 - Lobbyists, to, 9.4
 - Lobbyists, to; compilation, 9.5
- Appeals; removals from committees, 1.5
- Appointment, 2.1
- Chair; duties re conduct and ethics complaints, 1.42

Committee on rules and calendar

(Cont.)

- Claim bills, 4.81
- 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(1)
- Federal funds, personnel, services or facilities; prior approval, 2.5
- Legislative expenses, authority of chair, 1.4
- Lobbying violations, recommendations, 9.6
- Local bill calendar, determining, 4.18
- Local bills; reference to, 4.6
- Meetings after 50th day, 2.9
- Motions to remove bill from committee or refer bill to different committee, approval by chair, 4.10
- 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, committee meetings, schedule; notice, 13.3
- Special sessions, schedule; adoption, 13.2
- Standing committee and subcommittee meetings, scheduling, 2.9
- Subcommittee meeting places, assignment, 2.10
- Veto messages; reference to, 4.21

Committee on transportation, 2.1

INDEX

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, senate

- 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: **Chairs**, decisions of committee, under **Appeals**
- Appellations, 2.45
- Appointment, 1.5, 2.1
- Attendance, 2.27
- Bills introduced by, See: **Committee bills**
- Bills, order of consideration, 2.12
- Business
 - Expeditious consideration, 2.9
 - Questions of priority, debate, 2.51
- Certification of questions of parliamentary procedure, 2.23
- Chairs, See: **Committee chairs**
- 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**
- Deleting everything after enacting or resolving clause and inserting new matter, 2.41

Committees, senate (Cont.)

- Disorderly conduct, 2.22
- Division of questions, 2.34
- Duties, generally, 2.2
- Employees, assignment and supervision, 1.33, 2.4
- Equal division of vote, 2.28
- Exclusion of nonmembers, 2.30
- Excused absences, 1.21
- Executive appointments and suspensions, reference, 12.7(1)
- 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
- Interim projects, 2.2
- Interruptions of speaker, 2.47
- Introduction by, 3.12
- Investigation of public agencies, authority, 2.2
- Late vote requests, 2.28
- Limit debate, motions to
 - Generally, 2.50
 - Precedence, 2.33
- Lobbying
 - 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
 - Exempt from open meeting requirement
 - Meetings concerning measures to address security, espionage, sabotage, attack and other acts of terrorism, 1.43

INDEX

Committees, senate (Cont.)

- House amendments to senate bills, hearings, 1.18
- Notice
 - Delivery to secretary of the senate, 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, 1.444
- 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
 - Removal; appeal, 1.5
 - Speaking limit, 2.49
 - Speaking rights, 2.48
 - Unregistered lobbyists, permitting, 9.7
 - Verification of vote, requests for, 2.28
 - 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

Committees, senate (Cont.)

- 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 chairs, 2.18
 - Reference by president, 3.8
 - Reports, 2.18
- Priority of business, questions re, 2.51
- Proxy, voting by, 2.27
- Questioning right to vote, 2.52
- Questioning vote, 2.28
- Questions of no quorum
 - Generally, 2.21
 - Interruptions for, 2.47
- Questions of order, See: Committees, under **Points of order**
- Questions of privilege, interruptions for, 2.47
- Questions, order of propounding, 2.33
- Quorum, computation, 2.17
- Quorum, necessity for, 2.21
- Recall for further consideration, 2.28
- Recess, motions to take, 2.33
- Recognition, See: Committees, under **Recognition**
- Recommitment, See: **Recommitment**
- Reconsider, motions to, See: Committee motions, under **Reconsider, motions to**
- Records

INDEX

Committees, senate (Cont.)

- Excused absences, 2.27
- Explanations of vote, 2.31
- Inspection, 1.444
- Votes, 2.15, 2.28
- Reference
 - Executive appointments and suspensions, 12.7(1)
 - 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
- 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, 1.444
- Staff, representing introducers at meetings, 2.11
- Standing committees
 - Annual reports, 2.3
 - Appointment, 1.5, 2.1
 - Fiscal notes, preparation, 3.13
 - Meetings
 - Exempt from open meeting requirement
 - Concerning measures to address security, espionage, sabotage, attack and other acts of terrorism, 1.43
 - Generally, 2.10

Committees, senate (Cont.)

- Of a majority of chairs, notice of, 1.44
- Motions to commit to; precedence, 6.2
- Prefiled bills, agenda, 2.18
- Public access and notice, 1.441
- Public business, information re, 2.3
- Records and reports, inspection, 1.444
- Removal, 1.5
- Reports, 1.444, 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
 - Exempt from open meeting requirement
 - Concerning measures to address security, espionage, sabotage, attack and other acts of terrorism, 1.43
 - Generally, 2.10
 - Of a majority of chairs, notice of, 1.44
 - Prefiled bills; reference to, 2.18
 - Public access and notice, 1.444
 - Records and reports, inspection, 1.442
 - Removal, 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
- Subpoenas and process, 2.2
- Subpoenas, signing, 2.23
- Substitute amendments, 2.40
- Substitute measures, See: **Committee substitutes**
- Substitute motions, 2.33
- Temporarily postpone, motions to, 2.33
- Tie votes, 2.28
- Unregistered lobbyists, permitting, 9.7
- Verifications of vote, 2.28
- Vice-chairs, See: **Vice-chairs**
- Vote required, See: Committees, under **Vote required**
- Voting, See: Committees, under **Voting**
- Vouchers, signing, 2.23

INDEX

Committees, senate (Cont.)

- 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

Communication and public utilities, committee on, 2.1

Companion measures

- Fiscal notes, 3.13
- Generally, 3.11
- Substitution of, 3.11

Competency of employees, disputes re, 1.28

Complaints re conduct and ethics violations, 1.42, 1.444

Comprehensive planning, committee on

- Appointment, 2.1
- Local governmental expenditures, bills requiring; reference to, 4.8
- Local governments' ability to raise revenues or share in state tax revenues, bills reducing; reference to, 4.8
- Retirement system, bills affecting; reference to, 4.8

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, 1.444
- Complaints re violations, 1.42

Conduct and ethics (Cont.)

- 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
- Solicitation of campaign contributions, 1.361
- Violations; procedure, 1.42

Conference committees

- Appointment, removal, 1.5
- Chairs 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 request, 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
- Public access and notice, 1.441, Joint rule 2.1
- Regular sessions, 2.19
- Reports
 - Copies, availability, 4.5, 13.6, Joint rule 2.1
 - Messages, transmittal, 6.8
 - Order of business, 4.5
 - Reading and action, 4.5
 - Requirements, 2.19
 - Special sessions, 2.19, 13.6

INDEX

Conference committees (Cont.)

Subconferees, meetings of a majority of;
notice, 2.19

Confidentiality

Executive matters, reports of special mas-
ter or committee, 12.7(1)

Executive sessions

Generally, 12.4

Penalties for violation, 12.6

Legislative records exempted by law,
1.444

Meetings concerning measures to address
security, espionage, sabotage, attack
and other acts of terrorism, 1.43

Confirmations

Committee on ethics and elections

Confidentiality of work product, 12.4

Duties, 12.7(1)

Oaths and affirmations, 12.10

Subpoenas and other process, 12.10

Confidentiality, 1.444, 12.4

Documentation re specified appointments
to be returned, 12.7(2)

Executive sessions; consideration of, 12.2

Motions to reconsider vote, 6.4

Procedure, 12.7(1)

Reference of executive appointments,
12.7(1)

Vote required to consider executive ap-
pointments, 12.3

Vote, secrecy of, 12.4

Conflicts of interest

Disclosure, 1.39

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 plans; data
and information, access by members,**
1.443

Consent bill calendar, 4.17

Consideration

After 50th day, 2.14

Consideration (Cont.)

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 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 busi-
ness, 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

Continuing existence of joint rules,
Joint rule 8

**Contracts binding the senate, signa-
ture of president,** 1.4

Convening, hour of, 1.2

Convening, hours of; schedule, 4.1

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

Corridors, control of, 1.3

Co-sponsor, See: Co-introducer

INDEX

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

Debate

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

Address, manner of, 8.1

Amendments to title or corrective amendments, 7.2

Appeals from decisions of

Committee chairs, 2.54

Presiding officer, 8.10

Presiding officer during debate, 8.9

Committee debate

Address, manner of, 2.45

Appeals, 2.54

Bills reported favorably by standing subcommittees, 2.16

Budgetary matters favorably reported by standing subcommittees of committee on appropriations, 2.16

Consider bill out of regular order, motions to, 2.12

Interruptions of speaker, 2.47

Limit debate, motions to

Generally, 2.50

Precedence, 2.33

Motions in order, 2.33

Priority of business, questions re, 2.51

Reconsider, motions to, 2.37

Speaking limit, 2.49

Speaking rights, 2.48

Time allowed to close, 2.48

Committee of the whole, 4.4

Consider bill out of regular order, motions to, 4.16

Interruptions of speaker, 8.3

Limit debate, motions to

Generally, 8.6

Precedence, 6.2

Debate (Cont.)

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

Committee chairs, authority, 2.13, 2.22

Confining remarks to question under debate, 2.45

Vice-chairs, 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

Defenses in suspension matters, filing, 12.7(4)

Deleting everything after enacting or resolving clause and inserting new matter, effect

Committees, 2.41

Floor, 7.4

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

INDEX

Discussions (Cont.)

- Notice requirement, 1.44
- Open meeting requirement, 1.43
- Publication of notice, 1.11
- Violations, 1.45
- Meetings concerning measures to address security, espionage, sabotage, attack and other acts of terrorism, 1.43

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

E

Economic impact statements, 3.13

Education, committee on, 2.1

Election of the secretary of the senate, 1.8

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 of the senate, 1.8
- Voting, 5.6

Electronic roll call system, 5.1

Employees

- Absence without permission, 1.31
- Aides, hours of duty, 1.30
- Assignment and supervision, 1.33, 2.4
- Assistant enrolling and engrossing clerk, 1.8
- Chamber, admission to, 10.1
- Committees, 2.4
- Compensation, forfeiture, 1.31
- Conflicts of interest, 1.40
- Dismissal for lobbying, 1.29
- Disputes involving, 1.28

Employees (Cont.)

- Duties, 1.30
- Hours of duty, 1.30
- Joint utilization with house, 2.4
- Lobbying by, 1.29
- Part-time; hours of employment, 1.30
- Political activities, 1.32
- Records, public inspection, 1.444
- Relatives of senators, 1.28
- Secretary of the senate, assistants to, 1.8
- Spouses of senators, 1.28
- Termination
 - Absence without permission, for, 1.31
 - By president, 1.28
- Transitional periods, 1.27

Enacting clause

- Deleting everything after and inserting new matter, effect
 - Committees, 2.41
 - Floor, 7.4
- Form, 3.1

Engrossing

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

Enrolled bills; signing, 4.20

Enrolling

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

Equitable claim bills, reference, 4.81

Ethics, See: **Conduct and ethics**

Ethics and elections, committee on

- Appointment, 2.1
- Confirmations
 - Confidentiality of work product, 12.4
 - Duties, 12.7(1)
 - Oaths and affirmations, 12.10
 - Subpoenas and other process, 12.10
- Suspensions
 - Amended order, 12.7(10)
 - Confidentiality of work product, 12.4
 - Criminal charge or court challenge pending; abeyance of investigation and proceedings, 12.7(3)
 - Duties, 12.7

INDEX

Ethics and elections, committee on

(Cont.)

- Evidence, disposition, 12.7(11)
- Governor's bill of particulars, request for, 12.7(6)
- Hearings and notice, 12.7(4)
- Instituting action, time limits, 12.7(8)
- Oaths and affirmations, 12.10
- Pre-hearing conferences, 12.7(7)
- Subpoenas and other process, 12.10

Evidence

- Compelling production; committees, 2.2
- Suspension hearings, 12.7(7)
- Suspension matters; recovery and disposition, 12.7(11)

Excess judgment claim bills, reference, 4.81

Exclusion from committees, 2.30

Excused absences, 1.21

Executive appointments, See: Confirmations

Executive communications, order of business, 4.3

Executive sessions

- Appointments, consideration, 12.2
- Attendance, 12.2
- Authority, 12.1
- Confidentiality, 1.444, 12.4
- Journal, secretary of the senate'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
- Records, public inspection, 1.444
- Removals, 12.2
- Reports, 12.7(1)
- Resolving into, 12.2
- Secrecy, 12.4
- Secrecy, violation of, 12.6
- Secretary of the senate; 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(3)

Executive suspensions (Cont.)

- Action by senate, 12.7(8)
- Amended suspension order, 12.7(10)
- Committee on ethics and elections, See: **Ethics and elections, committee on**
- Confidentiality of proceedings, 1.444, 12.4
- Criminal charge or court challenge pending; abeyance of investigation and proceedings, 12.7(3)
- Defenses, filing, 12.7(5)
- Evidence, recovery and disposition, 12.7(11)
- Executive sessions; consideration of, 12.2
- Finding of commission of felony, 12.7(9)
- Governor's bill of particulars, 12.7(6)
- Hearings, 12.7(4)
- Institution of actions, time limits, 12.7(8)
- Motions to reconsider vote, 6.4
- Notice of hearings, 12.7(4)
- Precedence; conflicts between rule 12 and statute, 12.11
- Pre-hearing conferences
 - Generally, 12.7(7)
 - Notice, giving, 12.7(4)
 - Notice, time limits, 12.7(8)
- Procedure, generally, 12.7
- Reference, 12.7(1)
- Special master, duties and reports, 12.8
- Suspension order, amended, 12.7(10)
- Vote required to consider, 12.3
- Vote, secrecy, 12.4

Expenditures of state or local governments, bills affecting, 3.13

Expenses

- Authorizations of payment; signing, 1.4
- Committee personnel, joint utilization with house, 2.4
- Legal services, 1.4
- Nonlegislative memberships, re, 1.26
- Records, public inspection, 1.444
- 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

INDEX

Extended sessions, See: Extensions,
under **Sessions**

**Extension of time for committee con-
sideration**, 2.14

F

Facilities for senators, 1.25

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

Finance and taxation, committee on

Appointment, 2.1

Retirement system, bills affecting; refer-
ence to, 4.8

Tax revenues, bills affecting; reference to,
4.8

First reading, 4.3

**Fiscal liabilities of state or local gov-
ernments, bills affecting**, 3.13

Fiscal notes, 3.13

Fiscal records, inspection, 1.444

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
chairs, 2.18

Preparation of copy for, 1.14

Resolutions, 3.6

Secretary of the senate; 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

Visitors, 10.4

**Gatherings, prearranged; public ac-
cess**, 1.441

General appropriations bill, See: **Ap-
propriations bill**

Germanity of amendments

Committees, 2.39

Deleting everything after enacting or re-
solving clause and inserting new mat-
ter

Committees, 2.41

Floor, 7.4

Floor, 7.1

**Governmental oversight and produc-
tivity, committee on**

Appointment, 2.1

Retirement system, bills affecting; refer-
ence to, 4.8

Governor

Admission to chamber, 10.1

Executive appointments, See: **Confirma-
tions**

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, 1.444

Prearranged gatherings with; public ac-
cess, 1.441

Recalling bill from office, 4.9

Request for return of documentation re
certain appointments, 12.7(2)

Suspensions, See: **Executive suspen-
sions**

Veto messages, reconsideration, 6.4

Guests

Admission to floor, 10.1

INDEX

H

Health, aging, and long-term 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, Joint rule 1.6
- Local bills determined not to be local in nature, 4.6
- Motions to waive rule re bills filed after final day for introduction, 4.6
- Prefiled bills
 - Before session, 2.18
 - During session, 3.8
- Suspension matters, 12.7
- Transcripts or minutes, inspection, 1.444

Home defense, public security, and ports, committee on, 2.1

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 of the senate; 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, 1.444
- Order of business, 4.3
- Secretary of the senate; 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

Insignia, 14.1

Inspection of records, 1.444

Instruct conferees, motions to

- Precedence, 2.19, 6.2
- Regular sessions, 2.19
- Special sessions, 13.6

Integrity of senate, questions of privilege re, 8.11

Interpretation of rules

- Generally, 11.1
- Lobbyists, for, 9.4

Interruptions of speaker

- Committees, 2.47
- Floor, 8.3

Intradistrict allotment expenditure records, inspection, 1.444

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

INDEX

Introducer (Cont.)

- Constitutionality and legal correctness, responsibility for, 1.15
- Debate, time allowed to close, 8.4
- Delivery for introduction, 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

Investigation of public agencies, 2.2

Investigations, executive matters, 12.7(1), (3)

J

Jackets

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

Joint resolutions

- (See also: **Bills and other measures; Resolutions**)
- “Bill” or “measure,” inclusion, 11.6
- Capitalization, 3.4
- Coding indicators, 3.1

Joint resolutions (Cont.)

- 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

- Auditor general
 - Annual work plan, operating budget, submission of, Joint rule 5.2
 - Audit reports, Joint rule 4.1, Joint rule 5.3
 - Budget and accounting, Joint rule 5.2
 - Performance, review of, Joint rule 4.1
 - Recommendations, Joint rule 5.3
 - Rulemaking authority, Joint rule 5.1
- Budget commission, joint legislative, Joint rule 7.1
- Continuing existence of, Joint rule 8
- General appropriations bill, See: **Appropriations bill**
- Joint legislative auditing committee
 - Audits, requests for, Joint rule 4.1
 - Responsibilities, Joint rule 4.1
- Legislative support services
 - Duties re lobbyist registration, Joint rule 1
 - General counsel, Joint rule 1.5, Joint rule 1.6, Joint rule 1.7
 - Organizational structure, Joint rule 3.1
 - Policies, Joint rule 3.2
- Lobbyist registration, See also: **Lobbying**
 - Appeal of fines; hearings, Joint rule 1.6
 - Cancellation or termination of registration, Joint rule 1.2
 - Collection of fines, Joint rule 1.6
 - Committee appearance records, Joint rule 1.1
 - Definition of lobbyist, Joint rule 1.1

INDEX

Joint rules (Cont.)

- Designated lobbyist, definition, Joint rule 1.1
- Fines, Joint rule 1.6
- Legislative support services; duties, Joint rule 1.1, Joint rule 1.4
- Method of registration, Joint rule 1.2
- Notice of cancellation of registration, Joint rule 1.2
- One-time fine waiver; eligibility, Joint rule 1.5
- Open records, Joint rule 1.8
- Penalties for late filing, Joint rule 1.5
- Questions regarding registration, Joint rule 1.7
- Records, retention and inspection, Joint rule 1.9
- Registration costs; exemptions, Joint rule 1.3
- Reports required, Joint rule 1.4
 - Definitions, Joint rule 1.4
 - Lobbyist's expenditure report, Joint rule 1.4
 - Reporting dates, Joint rule 1.4
 - Requests for filing waiver, Joint rule 1.5
 - Timeliness of reports, Joint rule 1.4
- Those required to register; exemptions, Joint rule 1.1
- Office of program policy analysis and government accountability
 - Annual work plan, operating budget, submission of, Joint rule 6.1
 - Audit assignments, Joint rule 4.1
 - Responsibilities of the director, Joint rule 6.1
- Public counsel, Joint rule 4.1

Joint select committees, appointment, removal, 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
- Distribution, 1.10
- Enrolled bills, signing of, 4.20
- Excused absences, 1.21

Journal (Cont.)

- Executive appointments, return of certain documentation, 12.7(2)
- Executive sessions
 - Secretary of the senate; 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, 1.444
- Secretary of the senate; 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

Leaves of absence, 1.23

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

Legislative budget commission, joint, Joint rule 7.1

Legislative business,

- (See also: **Business**)
- Definition, 1.43
- Discussions re, 1.43
- Meetings

INDEX

Legislative business, (Cont.)

- At which discussed, notice requirement, 1.44
- Between legislators re; open meeting requirement, 1.43
- Exempt from open meeting requirement
 - Meetings concerning measures to address security, espionage, sabotage, attack and other acts of terrorism, 1.43
- Papers and records, public inspection, 1.444
- Prearranged gatherings re, 1.441

Legislative redistricting plans; data and information, access by members, 1.443

Legislative support services, office of, Joint rule 3

Legislators

- Campaign contributions, solicitation of, 1.361
- 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 rules**)

- Advisory opinions re
 - Compilation, 9.5
 - Obtaining, 9.4
- Aides, 1.29
- Committees, duty to report violations, 9.7
- Conduct and ethics, 9.2
- Defined, Joint rule 1.1
- Employees, 1.29
- Expenditure records, inspection, 1.444
- False or fraudulent statements, etc., by lobbyists, 9.2
- Joint rule 1, lobbyist registration
 - Appeal of fines, hearings, unusual circumstances, Joint rule 1.6
 - Committee appearance records, Joint rule 1.1

Lobbying, (Cont.)

- Costs, exemptions, Joint rule 1.3
- Designated lobbyist, defined, Joint rule 1.2
- Fines, collection of, Joint rule 1.6
- Lobbyist's expenditure report, Joint rule 1.4
- Method of registration and reports required, Joint rule 1.2
- Open records, Joint rule 1.8
- Penalties for late filing, Joint rule 1.5
- Periodic reports required, Joint rule 1.4
- Questions regarding registration, Joint rule 1.7
- Records, retention and inspection, Joint rule 1.9
- Removal of name from list, Joint rule 1.2
- Requirements and exemptions, Joint rule 1.1
- Suspension of registration, Joint rule 1.5
- Termination of representation, Joint rule 1.2
- Waiver of filing report, Joint rule 1.5
- Obligations of lobbyists, 9.2
- Penalties, 9.6, Joint rule 1.5
- Registered lobbyists
 - Admission to chamber, 10.2
 - Requirements, 9.3, 9.7
- Registration
 - Exemptions, 9.1
 - Records, inspection, 1.444
 - Requirement, 9.1, Joint rule 1.1
- 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
- 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

INDEX

M

Majority action, 11.4

Majority caucuses, 1.1

Majority leader

Designation, 1.1

Special order calendar, duties re, 4.17

Measures, See: **Bills and other measures**

Meetings

At which legislative business discussed

Notice requirement, 1.44

Publication of notice, 1.11

Between legislators re legislative business, 1.43

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

Conference committee meetings, 2.19

Conference matters, to discuss; notice, 2.19

Exempt from open meeting requirement

Meetings concerning measures to address security, espionage, sabotage, attack and other acts of terrorism, 1.43

Notice, 1.441

Political caucuses, 1.44

Public access, 1.441

Transcripts or minutes, inspection, 1.444

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 of the senate, 1.17

Supervision by secretary of the senate, 1.10

Memorials, (Cont.)

Voting, 4.13

Messages

Chamber, delivery in, 10.1

Conference committee reports, 6.8

Executive; order of business, 4.3

House amendments, senate action on, 6.8

House, from, See: **House messages**

House, to, 1.17

Veto; motions to reconsider vote, 6.4

Veto; reference, 4.21

Military and veterans' affairs, base protection, and spaceports, committee on, 2.1

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

INDEX

Motions (Cont.)

- Seconds, 2.32
- Strike out and insert, 2.34
- Vote on, 2.32
- Withdrawal, 2.32
- Written, 2.32
- Committee reference, re; order of business, 4.3
- Companion measures, re, 3.11
- Concur in the house amendment, 7.8
- Concurrent resolution to recall bill from governor's office, take up, 4.9
- Conference committee, request a, 7.8
- Consider bill out of regular order, 4.16
- 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 request 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
 - 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**

Motions (Cont.)

- Refer to a different committee
 - Generally, 4.10
 - Prefiled bills, 3.8
- Refuse to concur in the house amendment and ask the house to recede, 7.8
- Remove bill from committee
 - Generally, 2.14
 - Order of business, 4.10
 - Prefiled bills, 3.8
- Request a conference committee, 7.8
- Rule requiring unanimous consent, waive, 11.2
- Second reading, disposition on, 4.19
- Seconds, 6.1
- Strike out and insert, 6.3
- Substitute motions, 6.2
- Temporarily postpone, 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, 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 of the senate, 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

INDEX

Notices (Cont.)

- 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
- Lobbying violations, hearings, 9.6
- Meetings at which legislative business discussed
 - Publication of notice, 1.11
 - 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 chairs 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(4), (8)



Oaths

- President, 1.1
- President pro tempore, 1.1
- Secretary of the senate, 1.8
- 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

Office of legislative services, Joint rule 3

Office of program policy analysis and government accountability, Joint rule 6

Officers

- Chamber, admission to, 10.1
- Committee officers, 2.20
- President, 1.1
- President pro tempore, 1.1
- Secretary of the senate, 1.8

Official seal and coat of arms, 14.1

Open meetings

- Committees, 1.441
- Conference committees, 1.441, 2.19
- Exceptions, 1.43
- 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
- Second reading, after, 4.19
- Special order, 4.3
- Special order calendar, 4.17

Order of disposition of amendments

- Committees, 2.40
- Floor, 7.3

Order of precedence, See: Precedence

Order of recognition

- Committees, 2.46

INDEX

Order of recognition (Cont.)

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

Pairing

Committees, 2.29

Floor, 5.4

Papers

Chamber, delivery in, 10.1

Inspection by public, 1.444

Leaving, when absent, 1.22

Miscellaneous nature, 4.11

Reading, 1.12

Secretary of the senate; duties re, 1.10, 1.444

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

Penalties (Cont.)

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, Joint rule 1.5

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

Pledge of allegiance, order of business, 4.3

Points of order

Appeals, See: **Appeals**

Committees

Chairs; 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 of the senate; authority to decide, organization session, 1.9

Withdrawal of bills from committee

Regular sessions, 2.14

Special sessions, 13.5

INDEX

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

Rearranged gatherings; public access, 2.441

Precedence
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
Motions, 6.2
Motions, committee, 2.33
Privileged questions, 8.11
Questions of privilege, 8.11
Recess, motions to, 6.2
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(7)
Notice, giving, 12.7(4)
Notice, time limits, 12.7(8)

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
Authority of, 1.4
Call to order, 1.2
Campaign contributions, solicitation of, 1.361
Chamber, control of, 1.3
Claim bills, reference, 4.81
Committee chairs
Appointment, 2.20
Appointment of successors, 2.26
Removal, 1.5
Committee of the whole, duties re, 4.4
Committee officers, appointment, 2.20
Committee on ethics and elections; duty to advise, 12.7(1)
Committee on rules and calendar, reference of reports re executive matters, 12.7(1)
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
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

INDEX

President (Cont.)

- Assignment of duties, 1.30
- Hours of employment, 1.30
- Enrolled bills, signing, 4.20
- Excused absences, authority re, 1.21
- Executive matters, reference and reports, 12.7(1)
- Expenses
 - Authorizations of payment, 1.4
 - Legal services, 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
- Interim projects, authority to assign, 2.2
- 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 concerning measures to address security, espionage, sabotage, attack and other acts of terrorism, 1.43
- Meetings with
 - Governor and speaker re conference matters; notice, 2.19
 - Governor re legislative business; notice, 1.44
 - House conferees; notice, 2.19
 - Majority of chairs of standing committees; notice, 1.44
 - Speaker re legislative business; notice, 1.44
- Memorials, signing, 1.4
- Motions
 - Receiving, 6.2
 - Requests for written, 6.1
 - 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
- Papers of miscellaneous nature, disposition, 4.11
- Papers, signature on, 1.4
- Parliamentary procedure, certified questions from committees, 2.23

President (Cont.)

- 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
- Property of the senate, 1.4
- 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 revenues, 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
- Request to return documentation of an executive appointment, 12.7(2)
- Requisitions, signing, 1.4
- Resignation, 1.7
- Resolutions, reference, 4.9
- Resolutions, signing, 1.4
- Rooms, control of, 1.3
- Rules, interpretation of, 11.1
- Second reading, ordering and placing motions, 4.19
- Secretary of the senate, 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 assignments, 2.1
- Session schedule, approval, 4.1
- Signature, when required, 1.4
- Special master, executive matters
 - Appointment, 12.7(1), 12.8
 - Duty to advise president, 12.7(1)
 - Granting floor privilege to, 12.9

INDEX

President (Cont.)

- Special sessions, schedule approval, 13.2
- Standing committees and subcommittees
 - Annual reports, filing by standing committees, 2.3
- Appointment, 1.5, 2.1
- Chairs, 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
- Third reading, ordering, 4.19
- Transitional funds, approval, 1.27
- Travel expenses, 1.4
- Verifications of vote, ordering, 5.2
- Vice-chairs
 - Appointment, 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

President pro tempore designate, election, 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
- Organization session, 1.9
- Points of order pending appeals, 8.9

Presiding officer (Cont.)

- Recognition, power of, 8.2
- Rules, interpretation, 11.1
- 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
- Executive matters; authority re, 12.10

Program policy analysis and government accountability, office of, Joint rule 6

Proof of publication, local bills, 3.3

Property of the senate

- Delegation of responsibility re, 1.4
- Responsibility of the president, 1.4

Property records, inspection, 1.444

Proposed amendments; filing and copies

- Committees, 2.39
- Floor, 7.1

Proposed committee substitutes; filing and copies, 2.15

INDEX

- Public agencies, investigation, 2.2**
- Public inspection, records and reports, 1.444**
- 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

- Quorum (Cont.)**
 - 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, data and information; access by members, 1.443**
 - Recalling bill from governor's office, 4.9**

INDEX

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
- 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

Records (Cont.)

- Explanations of vote, 2.31
- Inspection, 1.444
- Votes, 2.15, 2.28
- Disposition, 1.444
- Electronic roll call votes, 5.1
- Fees for copies, 1.444
- Inspection by public; exemptions, 1.444
- Late vote requests, 5.2
- Public; defined, 1.444
- Secretary of the senate; duties re, 1.10, 1.444
- Votes, 5.1

Reference (See also: Recommitment)

- 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
- 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(1)
- 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
 - Chairs, by, 2.18
 - Generally, 4.6

INDEX

Reference (See also: **Recommitment**) (Cont.)

- President, by, 3.8
- Resolutions, 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

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 1, lobbyist registration, under Lobbying

Regular sessions, See: Sessions

Regulated industries, committee on, 2.1

Relatives of senators, employment, 1.28

Removal of a senator from a 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 ethics and elections, 12.7(1)
- Committee on rules and calendar
 - Changes in rules or order, 11.3
 - Executive matters, 12.7(1)
 - Local bills, 4.6
 - Motions to waive rule re bills 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

Reports (Cont.)

- Inspection, 1.444
- 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, 13.6
 - Messages, transmittal, 6.8
 - Order of business, 4.5
 - Regular sessions
 - Deliberation and requirements, 2.19
 - Reading and action, 4.5
 - Special sessions, 13.6
- Credentials committee, 1.24
- Disposal, 1.444
- Executive matters, 12.7(1)
- Exemptions from public inspection, 1.444
- House amendments to senate bills, 1.18
- Inspection by public, 1.444
- 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 subcommittees, 2.1
- Special master
 - Claim bills, 4.81
 - Conduct and ethics violations, 1.42
 - Executive appointments, 12.7(1)
 - Executive suspensions
 - Floor privilege, 12.9
 - Generally, 12.7(1), 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

INDEX

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
Deleting everything after the resolving clause and inserting new matter
 Committees, 2.41
 Floor, 7.4
Engrossing and enrolling, 1.10
Executive sessions, 12.2
Form, 3.6
Indexes, 1.16
Inspection by public, 1.444
Order of business, changes; origination, 1.3
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
Titles, 3.6
Transmittal, duties of secretary of the senate, 1.10
Voting, 4.14

Resolving clauses

Concurrent resolutions, 3.6
Deleting everything after and inserting new matter
 Committees, 2.41
 Floor, 7.4
Joint resolutions, 3.4
Memorials, 3.5
Resolutions, 3.6

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

Review period, general appropriations bill, Joint rule 2.1

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 of the senate; duties re, 1.12
Sessions, 5.1
Taking, manner of, 5.1

Rooms, committee, control of, 2.22

Rooms, control of, 1.3

Rules

"Bill" or "measure," construction, 11.6
Changes in; generally, 11.3
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
Interpretation, 11.1
Interruptions, enforcement of rule by chairs, 2.47
Lobbyists, advisory opinions re interpretation, 9.4
Local bill calendar, determining, 4.18
Local bills; reference to, 4.6
Lobbying violations, recommendations, 9.6
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**

INDEX

Rules (Cont.)

- 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; removals from committees, 1.5
- Appointment, 2.1
- Chair
 - Duties re conduct and ethics complaints, 1.42
 - Motion to withdraw a bill from the committee, 4.10
- Claim bills, 4.81
- 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(1)
- Federal funds, personnel, services or facilities; prior approval, 2.5
- Legislative expenses, authority of chair, 1.4
- Lobbying violations, recommendations, 9.6
- Local bill calendar, determining, 4.18
- Local bills; reference to, 4.6
- Meetings after 50th day, 2.9
- Motions to remove bill from committee or refer bill to different committee, approval by chair, 4.10
- Motions to waive rule re bills filed after final day for introduction, duties re, 4.6

Rules and calendar, committee on (Cont.)

- 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, 4.21

S

Safety of senate, questions of privilege re, 8.11

Seal, 14.1

Seat, contest of, 1.24

Secretary of the senate

- Amendments, duties re, 7.1
- 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
- Bills, attestation, 1.13
- Bills filed after final day for introduction, duties re, 4.6
- Calendar, duties re, 1.11
- Change of vote requests, records, 5.2
- Claim bill and special master's report, duties re, 4.81
- Committee amendments; filing with, 2.44
- Committee amendments, forms, 2.39
- Committee meeting places, notices, 2.10
- Committee of the whole, duties re, 4.4
- Committee substitutes, duties re, 2.15
- Concurrent resolutions, furnishing copies, 3.6
- Daily calendar, duties re, 1.11, 4.3
- Delivery of bills for introduction

INDEX

Secretary of the senate (Cont.)

- Regular sessions and interim, 3.7
- Special sessions, 13.4
- Disclosures of interest, duties re, 1.39
- Duties, general, 1.8
- Election of, 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 appointments, return of certain documentation, 12.7(2)
- 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
- 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
- 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
- Papers
 - Duties re, 1.10
 - Leaving with during absence, 1.22
 - Maintenance and disposal of, 1.444

Secretary of the senate (Cont.)

- Reading, 1.12
- Prefiled bills, duties re, 3.8
- Prefiled bills, reference by chairs 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, 1.444
- Resolutions, attestation, 1.13
- Resolutions, furnishing copies, 3.6
- Retention of bills for period of reconsideration, 6.8
- Roll call, duties re, 1.12
- 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
- Subcommittee meeting places, notices, 2.10
- Subpoenas, attestation, 1.13
- Subreference reports by standing committee chairs, forms, 4.6
- Summaries of house amendments to senate bills, duties re, 1.18
- Supervision of, 1.8
- Suspended official; filing of defenses, 12.7(5)
- Term, 1.8
- 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

INDEX

Select committees

- Appointment, removal, 1.5
- Meetings, 2.10
- Meetings concerning measures to address security, espionage, sabotage, attack and other acts of terrorism, 1.43
- 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
- Records, public inspection, 1.444
- Subpoenas and process, 2.2
- Witnesses, 2.2

Select subcommittees

- Appointment, 2.1
- Generally, 2.1
- Meetings, 2.10
- Meetings concerning measures to address security, espionage, sabotage, attack and other acts of terrorism, 1.43
- Motions to commit to, 2.33
- Records, public inspection, 1.444
- Reference to, 4.6

Senate amendments to house bills

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

Senators

- Absences, See: **Absence**
- Acceptance of anything to influence, 1.36
- Addressing committees, 2.45
- Addressing senate, 8.1
- Advisory opinions re conduct and ethics, requests, 1.41, 1.444
- Amendments, obtaining copies of, 7.1
- Another, voting for, 5.3
- Appeals, See: **Appeals**
- Appellations; committees, 2.45
- Appellations; floor, 8.1
- Attendance, See: **Attendance**
- Attire in chamber, 10.4
- Campaign contributions, solicitation of, 1.361
- Censure, 1.42
- Chamber, admission to, 10.1
- Co-introduction, 3.12
- Commissions, membership on, 1.26
- Committee members, as, See: **Members**, under **Committees**

Senators (Cont.)

- 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
- Consent bill calendar, designations and objections, 4.17
- Contest of seat, 1.24
- 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, 1.444
- Introducers, as, See: **Introducer**
- Legal services, certain expenses, 1.4
- Legislative redistricting information, access to, 1.443
- Meetings between legislators re legislative business, 1.43
- Motions, See: **Motions**
- Nonlegislative appointments, accepting, 1.26
- Organization session, delegation of duties by secretary of the senate, 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

INDEX

Senators (Cont.)

- 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
- Reapportionment information, access to, 1.443
- Recognition, See: **Recognition**
- Records, public inspection, 1.444
- Relatives, employment, 1.28
- Removal from committee, 1.5
- Reprimand, 1.42
- Reputation, questions of privilege re, 8.11
- Rights, questions of privilege re, 8.11
- Seat, contest of, 1.24
- Speaking, See: **Debate**
- 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
- Task forces, membership on, 1.26
- Transition from office, 1.27
- Unseating for violation of secrecy of executive sessions, 12.6
- Vacancy in office; transitional period, 1.27
- Votes and voting, See: **Vote required; Voting**

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(1)

Sessions (Cont.)

- Executive sessions, See: **Executive sessions**
- 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, 4.6
- Schedule of meetings, 4.1
- Special order calendar, 4.17
- Special sessions, See: **Special sessions**
- Transcripts or minutes, inspection, 1.444
- 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

Solicitation of campaign contributions, 1.361

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 conferees with; notice, 2.19
- Prearranged gatherings with; public access, 1.441

Speaking, See: **Debate**

INDEX

Special master, claim bills, 4.81

Special master, conduct and ethics violations, 1.42

Special master, executive matters

- Appointment of, 12.7(1)
- Appointments; reference to, 12.7(1)
- Duties, 12.7(1)
- Floor privilege re report, 12.9
- Oaths and affirmations, administration, 12.10
- Reports, 12.7(1)
- Subpoenas and other process, authority, 12.10
- Suspensions
 - Abeyance of investigation and proceedings, 12.7(3)
 - Amended order, 12.7(10)
 - Appointment, 12.7(1), 12.8
 - Evidence, disposition, 12.7(11)
 - Governor's bill of particulars, request for, 12.7(6)
 - Hearings and notice, 12.7(4)
 - Instituting actions, time limits, 12.7(8)
 - Pre-hearing conferences, 12.7(7)
 - Reference, 12.7(1)
 - 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, 4.17

Special sessions

- Committee meetings, schedule and notice, 13.3
- Conference committees, 2.19, 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

Special sessions (Cont.)

- 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, 4.8

Steering meetings of committee on appropriations, notice of, 1.44

Stipulation of claim bill litigants, effect, 4.81

Strike out and insert, motions to

- Committees, 2.34
- Floor, 6.3

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
- Executive matters; authority re, 12.10
- Signature of president, 1.4

Subreference, 4.6

Substitute amendments

- Committees, 2.40
- Floor, 7.3

INDEX

Substitute measures, See: Committee substitutes

Substitute motions

Committees, 2.33

Floor, 6.2

Substitution of companion measures, 3.11

Summaries, house amendments to senate bills, 1.18

Suspension of rules, See: Waiver of rules

Suspensions, See: Executive suspensions

T

Task forces, nonlegislative; membership by senators, 1.26

Tax revenues, bills affecting; reference, 4.8

Television station representatives, 10.3

Temporarily postpone, motions to

Committees, 2.33

Floor, 6.2

Terms of office

President, 1.1

President pro tempore, 1.1

Secretary of the senate, 1.8

Tie votes

Committees, 2.28

Floor, 5.1

Time, extension of; committee consideration, 2.14

Transition from 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 of the senate; duties re, 1.17

Secretary of the senate; supervision of, 1.10

Transmittal (Cont.)

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

U

Unfavorably reported bills and measures; admission under color of amendment, 7.1

United States congressmen, admission to floor, 10.1

V

Vacancy in office, 1.27

Vacation of chair by the president, 1.7

Verifications of vote

Committees, 2.28

Floor, 5.2

Veto messages

Generally, 4.21

Motions to reconsider vote on, 6.4

Reference, 4.21

Vice-chairs

Absence of chairs, duties, 2.25

Amendments, preference in presentation, 7.1

Appointment, 2.20

Call to order, 2.21

Decorum, authority re, 2.22

Duties, generally, 2.26

Notice of meetings and bill agenda, duties re, 2.6

Order, preservation of, 2.22

Removal, 1.5

Reports of standing committees, signing, 2.15

Reports of standing subcommittees, signing, 2.16

Voting by, 2.24

INDEX

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
- Amendments to amendments on third reading, 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
- 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

Vote required (Cont.)

- 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 request 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
- 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
- Reports on changes in rules or order, amendment of, 11.3
- Reprimand, 1.42
- Request a conference committee, motions to, 7.8

INDEX

Vote required (Cont.)

- Speaking limit, motions to extend, 8.5
- Special order calendar, striking or adding bills, 4.17
- Special order, establishing, 4.17
- Standing committee reports, special sessions; extensions of time, 13.5
- Suspension of rules, 11.2
- Title or corrective amendments, 7.2
- "Two-thirds vote," etc., construction, 11.5
- Waive a rule, motions to, 11.2
- Waive the rules to immediately certify bill or joint resolution to house, motions to, 6.8
- Waiver of rule re three readings, 4.12
- Waiver of rule requiring unanimous consent, keeping motion from committee on rules and calendar, 11.2

Voting

- Absentee voting, 5.4
- Announcing the vote, 5.1
- Another, voting for, 5.3
- Ballot, election by, 5.6
- Changes of vote, 5.2
- Committees
 - Announcing the vote, 2.28
 - Another, voting for, 2.30
 - Chairs, 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, 1.444
 - 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-chairs, by, 2.24
 - Voice vote, reconsideration, 2.35
 - Yeas and nays, counting, 2.28
- Concurrent resolutions, 4.13

Voting (Cont.)

- 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, 1.444
- 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 of the senate; duties re, 1.12
- Secretary of the senate; 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

INDEX

Vouchers

- Approval by president, 1.4
- Signing by chairs, 2.23

W

Waiver of rules

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

Warrants

- Attestation, 1.13
- Signature of president, 1.4

Well, addressing senate from, 8.1

Whole, committee of the, 4.4

Withdrawal of bills

- Committee on appropriations, chair, 4.10
- Prefiled bills, 3.8
- Regular sessions, 2.14
- Remove bill from committee, motions to
 - Generally, 2.14
 - Order of business, 3.8, 4.10

Withdrawal of bills (Cont.)

- Special sessions, 13.5

Withdrawal of motions, 6.1

Withdrawn bills and measures; admission under color of amendment, 7.1

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
- Standing committees and subcommittees, 2.2
- Suspension hearings, 12.7(7)

Writs

- Attestation, 1.13
- Signature of president, 1.4

Y

Yeas and nays, See: under Voting

Yielding the floor

- Committees, 2.49
- Floor, 8.5