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House Concurrent Resolution

A concurrent resolution establishing the Joint Rules of the Florida Legislature for the 2008-2010 term.

Be It Resolved by the House of Representatives of the State of Florida, the Senate Concurring:

That the following joint rules shall govern the Florida Legislature for the 2008-2010 term:

JOINT RULES

Joint Rule One—Lobbyist Registration and Compensation Reporting

1.1—Those Required to Register; Exemptions; Committee Appearance Records

(1) All lobbyists before the Florida Legislature must register with the Lobbyist Registration Office in the Division of Legislative Information Services of the Office of Legislative Services. Registration is required for each principal represented.

(2) As used in Joint Rule One, unless the context otherwise requires:

(a) "Compensation" means payment, distribution, loan, advance, reimbursement, deposit, salary, fee, retainer, or anything of value provided or owed to a lobbying firm, directly or indirectly, by a principal for any lobbying activity.

28 (b) "Division" means the Division of Legislative  
29 Information Services within the Office of Legislative Services.

30 (c) "Legislative action" means introduction, sponsorship,  
31 testimony, debate, voting, or any other official action on any  
32 measure, resolution, amendment, nomination, appointment, or  
33 report of, or any matter that may be the subject of action by,  
34 either house of the Legislature or any committee thereof.

35 (d) "Lobby" or "lobbying" means influencing or attempting  
36 to influence legislative action or nonaction through oral or  
37 written communication or an attempt to obtain the goodwill of a  
38 member or employee of the Legislature.

39 (e) "Lobbying firm" means any business entity, including  
40 an individual contract lobbyist, that receives or becomes  
41 entitled to receive any compensation for the purpose of  
42 lobbying, and where any partner, owner, officer, or employee of  
43 the business entity is a lobbyist. "Lobbying firm" does not  
44 include an entity that has employees who are lobbyists if the  
45 entity does not derive compensation from principals for  
46 lobbying, or such compensation is received exclusively from a  
47 subsidiary or affiliate corporation of the employer. As used in  
48 this paragraph, an affiliate corporation is a corporation that  
49 directly or indirectly shares the same ultimate parent  
50 corporation as the employer and does not receive compensation  
51 for lobbying from any unaffiliated entity.

52 (f) "Lobbyist" means a person who is employed and receives  
53 payment, or who contracts for economic consideration, for the  
54 purpose of lobbying, or a person who is principally employed for  
55 governmental affairs by another person or governmental entity to

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56 lobby on behalf of that other person or governmental entity. An  
57 employee of the principal is not a "lobbyist" unless the  
58 employee is principally employed for governmental affairs.  
59 "Principally employed for governmental affairs" means that one  
60 of the principal or most significant responsibilities of the  
61 employee to the employer is overseeing the employer's various  
62 relationships with government or representing the employer in  
63 its contacts with government. Any person employed by the  
64 Governor, the Executive Office of the Governor, or any executive  
65 or judicial department of the state or any community college of  
66 the state who seeks to encourage the passage, defeat, or  
67 modification of any legislation by personal appearance or  
68 attendance before the House of Representatives or the Senate, or  
69 any member or committee thereof, is a lobbyist.

70 (g) "Payment" or "salary" means wages or any other  
71 consideration provided in exchange for services, but does not  
72 include reimbursement for expenses.

73 (h) "Principal" means the person, firm, corporation, or  
74 other entity that has employed or retained a lobbyist. When an  
75 association has employed or retained a lobbyist, the association  
76 is the principal; the individual members of the association are  
77 not principals merely because of their membership in the  
78 association.

79 (i) "Unusual circumstances," with respect to any failure  
80 of a person to satisfy a filing requirement, means uncommon,  
81 rare, or sudden events over which the person has no control and  
82 which directly result in the failure to satisfy the filing  
83 requirement.

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84 (3) For purposes of this rule, the terms "lobby" and  
85 "lobbying" do not include any of the following:

86 (a) Response to an inquiry for information made by any  
87 member, committee, or staff of the Legislature.

88 (b) An appearance in response to a legislative subpoena.

89 (c) Advice or services that arise out of a contractual  
90 obligation with the Legislature, a member, a committee, any  
91 staff, or any legislative entity to render the advice or  
92 services where such obligation is fulfilled through the use of  
93 public funds.

94 (d) Representation of a client before the House of  
95 Representatives or the Senate, or any member or committee  
96 thereof, when the client is subject to disciplinary action by  
97 the House of Representatives or the Senate, or any member or  
98 committee thereof.

99 (4) For purposes of registration and reporting, the term  
100 "lobbyist" does not include any of the following:

101 (a) A member of the Legislature.

102 (b) A person who is employed by the Legislature.

103 (c) A judge who is acting in that judge's official  
104 capacity.

105 (d) A person who is a state officer holding elective  
106 office or an officer of a political subdivision of the state  
107 holding elective office and who is acting in that officer's  
108 official capacity.

109 (e) A person who appears as a witness or for the purpose  
110 of providing information at the written request of the chair of  
111 a committee, subcommittee, or legislative delegation.

112 (f) A person employed by any executive or judicial  
113 department of the state or any community college of the state  
114 who makes a personal appearance or attendance before the House  
115 of Representatives or the Senate, or any member or committee  
116 thereof, while that person is on approved leave or outside  
117 normal working hours, and who does not otherwise meet the  
118 definition of lobbyist.

119 (5) When a person, whether or not the person is registered  
120 as a lobbyist, appears before a committee of the Legislature,  
121 that person must submit a Committee Appearance Record as  
122 required by the respective house.

123

#### 124 1.2—Method of Registration

125 (1) Each person who is required to register must register  
126 on forms furnished by the Lobbyist Registration Office, on which  
127 that person must state, under oath, that person's full legal  
128 name, business address, and telephone number, the name and  
129 business address of each principal that person represents, and  
130 the extent of any direct business association or partnership  
131 that person has with any member of the Legislature. In addition,  
132 if the lobbyist is a partner, owner, officer, or employee of a  
133 lobbying firm, the lobbyist must state the name, address, and  
134 telephone number of each lobbying firm to which the lobbyist  
135 belongs. The Lobbyist Registration Office or its designee is  
136 authorized to acknowledge the oath of any person who registers  
137 in person. Any changes to the information provided in the  
138 registration form must be reported to the Lobbyist Registration

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139 Office in writing within 15 days on forms furnished by the  
140 Lobbyist Registration Office.

141 (2) Any person required to register must do so with  
142 respect to each principal prior to commencement of lobbying on  
143 behalf of that principal. At the time of registration, the  
144 registrant shall provide a statement on a form provided by the  
145 Lobbyist Registration Office, signed by the principal or  
146 principal's representative, that the registrant is authorized to  
147 represent the principal. On the authorization statement the  
148 principal or principal's representative shall also identify and  
149 designate the principal's main business pursuant to a  
150 classification system approved by the Office of Legislative  
151 Services that shall be the North American Industry  
152 Classification System (NAICS) six-digit numerical code that most  
153 accurately describes the principal's main business.

154 (3) Any person required to register must renew the  
155 registration annually for each calendar year.

156 (4) A lobbyist shall promptly send a notice to the  
157 Lobbyist Registration Office, on forms furnished by the Lobbyist  
158 Registration Office, canceling the registration for a principal  
159 upon termination of the lobbyist's representation of that  
160 principal. A notice of cancellation takes effect the day it is  
161 received by the Lobbyist Registration Office. Notwithstanding  
162 this requirement, the Lobbyist Registration Office may remove  
163 the name of a lobbyist from the list of registered lobbyists if  
164 the principal notifies the Lobbyist Registration Office that the  
165 lobbyist is no longer authorized to represent that principal.

166 (5) The Lobbyist Registration Office shall retain all  
 167 original registration documents submitted under this rule.

168 (6) A person who is required to register under this rule,  
 169 or who chooses to register, shall be considered a lobbyist of  
 170 the Legislature for the purposes of sections 11.045, 112.3148,  
 171 and 112.3149, Florida Statutes.

172

173 1.3-Registration Costs; Exemptions

174 (1) To cover the costs incurred in administering this  
 175 joint policy, each person who registers under Joint Senate and  
 176 House Rule 1.1 must pay an annual registration fee to the  
 177 Lobbyist Registration Office. The annual period runs from  
 178 January 1 to December 31. These fees must be paid at the time of  
 179 registration.

180 (2) The following persons are exempt from paying the fee,  
 181 provided they are designated in writing by the agency head or  
 182 person designated in this subsection:

183 (a) Two employees of each department of the executive  
 184 branch created under chapter 20, Florida Statutes.

185 (b) Two employees of the Fish and Wildlife Conservation  
 186 Commission.

187 (c) Two employees of the Executive Office of the Governor.

188 (d) Two employees of the Commission on Ethics.

189 (e) Two employees of the Florida Public Service  
 190 Commission.

191 (f) Two employees of the judicial branch designated in  
 192 writing by the Chief Justice of the Florida Supreme Court.

193           (3) The annual fee is up to \$50 per each house for a  
 194 person to register to represent one principal and up to an  
 195 additional \$10 per house for each additional principal that the  
 196 person registers to represent. The amount of each fee shall be  
 197 established annually by the President of the Senate and the  
 198 Speaker of the House of Representatives. The fees set shall be  
 199 adequate to ensure operation of the lobbyist registration and  
 200 reporting operations of the Lobbyist Registration Office. The  
 201 fees collected by the Lobbyist Registration Office under this  
 202 joint policy shall be deposited in the State Treasury and  
 203 credited to the Legislative Lobbyist Registration Trust Fund  
 204 specifically to cover the costs incurred in administering this  
 205 joint policy.

206  
 207 1.4-Reporting of Lobbying Firm Compensation

208           (1) (a) Each lobbying firm shall file a compensation report  
 209 with the division for each calendar quarter during any portion  
 210 of which one or more of the firm's lobbyists were registered to  
 211 represent a principal. The report shall include the:

- 212           1. Full name, business address, and telephone number of
- 213 the lobbying firm;
- 214           2. Registration name of each of the firm's lobbyists; and
- 215           3. Total compensation provided or owed to the lobbying
- 216 firm from all principals for the reporting period, reported in
- 217 one of the following categories: \$0; \$1 to \$49,999; \$50,000 to
- 218 \$99,999; \$100,000 to \$249,999; \$250,000 to \$499,999; \$500,000 to
- 219 \$999,999; \$1 million or more.

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220 (b) For each principal represented by one or more of the  
 221 firm's lobbyists, the lobbying firm's compensation report shall  
 222 also include the:

223 1. Full name, business address, and telephone number of  
 224 the principal; and

225 2. Total compensation provided or owed to the lobbying  
 226 firm for the reporting period, reported in one of the following  
 227 categories: \$0; \$1 to \$9,999; \$10,000 to \$19,999; \$20,000 to  
 228 \$29,999; \$30,000 to \$39,999; \$40,000 to \$49,999; or \$50,000 or  
 229 more. If the category "\$50,000 or more" is selected, the  
 230 specific dollar amount of compensation must be reported, rounded  
 231 up or down to the nearest \$1,000.

232 (c) If the lobbying firm subcontracts work from another  
 233 lobbying firm and not from the original principal:

234 1. The lobbying firm providing the work to be  
 235 subcontracted shall be treated as the reporting lobbying firm's  
 236 principal for reporting purposes under this paragraph; and

237 2. The reporting lobbying firm shall, for each lobbying  
 238 firm identified as the reporting lobbying firm's principal under  
 239 paragraph (b), identify the name and address of the principal  
 240 originating the lobbying work.

241 (d) The senior partner, officer, or owner of the lobbying  
 242 firm shall certify to the veracity and completeness of the  
 243 information submitted pursuant to this Rule 1.4, and certify  
 244 that no compensation has been omitted from this report by  
 245 deeming such compensation as "consulting services," "media  
 246 services," "professional services," or anything other than  
 247 compensation, and certify that no officer or employee of the

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248 | firm has made an expenditure in violation of section 11.045,  
 249 | Florida Statutes, as amended by chapter 2005-359, Laws of  
 250 | Florida.

251 |         (2) For each principal represented by more than one  
 252 | lobbying firm, the division shall aggregate the reporting-period  
 253 | and calendar-year compensation reported as provided or owed by  
 254 | the principal. Compensation reported within a category shall be  
 255 | aggregated as follows:

257   Category (dollars)	Dollar amount to use aggregating
258                     0	\$       0
259              1-9,999	5,000
260     10,000-19,999	15,000
261     20,000-29,999	25,000
262     30,000-39,999	35,000
263     40,000-49,999	45,000
264   \$50,000 or more	Actual amount reported

265 |  
 266 |         (3) The reporting statements shall be filed no later than  
 267 | 45 days after the end of each reporting period. The four  
 268 | reporting periods are from January 1 through March 31, April 1  
 269 | through June 30, July 1 through September 30, and October 1  
 270 | through December 31, respectively. The statements shall be  
 271 | rendered in the identical form provided by the respective houses  
 272 | and shall be open to public inspection. Effective April 1, 2007,  
 273 | reporting statements shall be filed by electronic means through  
 274 | the electronic filing system developed by the division,  
 275 | conforming to subsection (4).

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276 (4) The electronic filing system for compensation  
277 reporting shall include the following:

278 (a) As used in this rule, the term "electronic filing  
279 system" means an Internet system for recording and reporting  
280 lobbying compensation and other required information by  
281 reporting period.

282 (b) A report filed pursuant to this Rule 1.4 must be  
283 completed and filed through the electronic filing system not  
284 later than 11:59 p.m. of the day designated in subsection (3). A  
285 report not filed by 11:59 p.m. of the day designated is a late-  
286 filed report and is subject to the penalties under Rule 1.5(1).

287 (c) Each person given secure sign-on credentials to file  
288 via the electronic filing system is responsible for protecting  
289 the credentials from disclosure and is responsible for all  
290 filings made by use of such credentials, unless and until the  
291 division is notified that the person's credentials have been  
292 compromised. Each report filed by electronic means pursuant to  
293 this section shall be deemed certified in accordance with  
294 paragraph (1)(d) by the person given the secure sign-on  
295 credentials and, as such, subjects the person and the lobbying  
296 firm to the provisions of s. 11.045(8), Florida Statutes, as  
297 well as any discipline provided under the rules of the Senate or  
298 House of Representatives.

299 (d) The electronic filing system shall:

- 300 1. Be based on access by means of the Internet.  
301 2. Be accessible by anyone with Internet access using  
302 standard web-browsing software.

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303 3. Provide for direct entry of compensation-report  
304 information as well as upload of such information from software  
305 authorized by the division.

306 4. Provide a method that prevents unauthorized access to  
307 electronic filing system functions.

308 5. Provide for the issuance of an electronic receipt to  
309 the person submitting the report indicating and verifying the  
310 date and time that the report was filed.

311 (5) The division shall provide reasonable public notice of  
312 the electronic filing procedures and of any significant changes  
313 in such procedures. In the event that the President of the  
314 Senate and the Speaker of the House of Representatives jointly  
315 declare the electronic system to be not operable, the reports  
316 shall be filed in the manner required prior to April 1, 2007,  
317 unless the President of the Senate and the Speaker of the House  
318 of Representatives direct use of an alternate means of  
319 reporting. The division shall develop and maintain such  
320 alternative means as may be practicable. Public notice of  
321 changes in filing procedures and any declaration or direction of  
322 the President of the Senate and the Speaker of the House of  
323 Representatives may be provided by publication for a continuous  
324 period of reasonable time on one or more Internet websites  
325 maintained by the Senate and the House of Representatives.

326 (6) Prior to April 1, 2007, reports must be filed no later  
327 than 5 p.m. of the report due date. However, any report that is  
328 postmarked by the United States Postal Service no later than the  
329 due date shall be deemed to have been filed in a timely manner,  
330 and a certificate of mailing obtained from and dated by the

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331 United States Postal Service at the time of the mailing, or a  
332 receipt from an established courier company that bears a date on  
333 or before the due date, shall be proof of mailing in a timely  
334 manner.

335

336 1.5—Failure to File Timely Compensation Report; Notice and  
337 Assessment of Fines; Appeals

338 (1) Upon determining that the report is late, the person  
339 designated to review the timeliness of reports shall immediately  
340 notify the lobbying firm as to the failure to timely file the  
341 report and that a fine is being assessed for each late day. The  
342 fine shall be \$50 per day per report for each late day, not to  
343 exceed \$5,000 per report.

344 (2) (a) Effective April 1, 2007, upon receipt of the  
345 report, the person designated to review the timeliness of  
346 reports shall determine the amount of the fine based on when the  
347 report is actually received by the division or when the  
348 electronic receipt issued by the electronic filing system is  
349 dated, whichever is earlier.

350 (b) Prior to April 1, 2007, upon receipt of the report,  
351 the person designated to review the timeliness of reports shall  
352 determine the amount of the fine due based upon the earliest of  
353 the following:

- 354 1. When a report is actually received by the division.
- 355 2. When the report is postmarked.
- 356 3. When the certificate of mailing is dated.
- 357 4. When the receipt from an established courier company is  
358 dated.

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359 (3) Such fine shall be paid within 30 days after the  
360 notice of payment due is transmitted by the person designated to  
361 review the timeliness of reports, unless appeal is made to the  
362 division. The moneys shall be deposited into the Legislative  
363 Lobbyist Registration Trust Fund.

364 (4) A fine shall not be assessed against a lobbying firm  
365 the first time the report for which the lobbying firm is  
366 responsible is not timely filed. However, to receive the one-  
367 time fine waiver, the report for which the lobbying firm is  
368 responsible must be filed within 30 days after notice that the  
369 report has not been timely filed is transmitted by the person  
370 designated to review the timeliness of reports. A fine shall be  
371 assessed for any subsequent late-filed reports.

372 (5) Any lobbying firm may appeal or dispute a fine, based  
373 upon unusual circumstances surrounding the failure to file on  
374 the designated due date, and may request and shall be entitled  
375 to a hearing before the General Counsel of the Office of  
376 Legislative Services, who shall recommend to the President of  
377 the Senate and the Speaker of the House of Representatives, or  
378 their respective designees, that the fine be waived in whole or  
379 in part for good cause shown. The President of the Senate and  
380 the Speaker of the House of Representatives, or their respective  
381 designees, may by joint agreement concur in the recommendation  
382 and waive the fine in whole or in part. Any such request shall  
383 be made within 30 days after the notice of payment due is  
384 transmitted by the person designated to review the timeliness of  
385 reports. In such case, the lobbying firm shall, within the 30-  
386 day period, notify the person designated to review the

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387 | timeliness of reports in writing of his or her intention to  
388 | request a hearing.

389 |       (6) A lobbying firm may request that the filing of a  
390 | report be waived upon good cause shown, based on unusual  
391 | circumstances. The request must be filed with the General  
392 | Counsel of the Office of Legislative Services, who shall make a  
393 | recommendation concerning the waiver request to the President of  
394 | the Senate and the Speaker of the House of Representatives. The  
395 | President of the Senate and the Speaker of the House of  
396 | Representatives may, by joint agreement, grant or deny the  
397 | request.

398 |       (7) (a) All lobbyist registrations for lobbyists who are  
399 | partners, owners, officers, or employees of a lobbying firm that  
400 | fails to timely pay a fine are automatically suspended until the  
401 | fine is paid or waived, and the division shall promptly notify  
402 | all affected principals and the President of the Senate and the  
403 | Speaker of the House of Representatives of any suspension or  
404 | reinstatement. All lobbyists who are partners, owners, officers,  
405 | or employees of a lobbying firm are jointly and severally liable  
406 | for any outstanding fine owed by a lobbying firm.

407 |       (b) No such lobbyist may be reinstated in any capacity  
408 | representing any principal until the fine is paid or until the  
409 | fine is waived as to that lobbyist. A suspended lobbyist may  
410 | request a waiver upon good cause shown, based on unusual  
411 | circumstances. The request must be filed with the General  
412 | Counsel of the Office of Legislative Services who shall, as soon  
413 | as practicable, make a recommendation concerning the waiver  
414 | request to the President of the Senate and the Speaker of the

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415 House of Representatives. The President of the Senate and the  
416 Speaker of the House of Representatives may, by joint agreement,  
417 grant or deny the request.

418 (8) The person designated to review the timeliness of  
419 reports shall notify the director of the division of the failure  
420 of a lobbying firm to file a report after notice or of the  
421 failure of a lobbying firm to pay the fine imposed.

422

423 1.6—Open Records; Internet Publication of Registrations and  
424 Compensation Reports

425 (1) All of the lobbyist registration forms and  
426 compensation reports received by the Lobbyist Registration  
427 Office shall be available for public inspection and for  
428 duplication at reasonable cost.

429 (2) The division shall make information filed pursuant to  
430 Rules 1.2 and 1.4 reasonably available on the Internet in an  
431 easily understandable and accessible format. The Internet  
432 website shall include, but not be limited to, the names and  
433 business addresses of lobbyists, lobbying firms, and principals,  
434 the affiliations between lobbyists and principals, and the  
435 classification system designated and identified with respect to  
436 principals pursuant to Rule 1.2.

437

438 1.7—Records Retention and Inspection and Complaint Procedure

439 (1) Each lobbying firm and each principal shall preserve  
440 for a period of 4 years all accounts, bills, receipts, computer  
441 records, books, papers, and other documents and records  
442 necessary to substantiate compensation reports.

443 (2) Upon receipt of a complaint based upon the personal  
 444 knowledge of the complainant made pursuant to the Senate Rules  
 445 or Rules of the House of Representatives, any such documents and  
 446 records may be inspected when authorized by the President of the  
 447 Senate or the Speaker of the House of Representatives, as  
 448 applicable. The person authorized to perform the inspection  
 449 shall be designated in writing and shall be a member of The  
 450 Florida Bar or a certified public accountant licensed in  
 451 Florida. Any information obtained by such an inspection may only  
 452 be used for purposes authorized by law, this Joint Rule One,  
 453 Senate Rules, or Rules of the House of Representatives, which  
 454 purposes may include the imposition of sanctions against a  
 455 person subject to this rule or Senate Rules or the Rules of the  
 456 House of Representatives. Any employee who uses that information  
 457 for an unauthorized purpose is subject to discipline. Any member  
 458 who uses that information for an unauthorized purpose is subject  
 459 to discipline under the applicable rules of each house.

460 (3) The right of inspection may be enforced by appropriate  
 461 writ issued by any court of competent jurisdiction.

462  
 463 1.8-Questions Regarding Interpretation of this Joint Rule One

464 (1) A person may request in writing an informal opinion  
 465 from the General Counsel of the Office of Legislative Services  
 466 as to the application of this Joint Rule One to a specific  
 467 situation. The General Counsel shall issue the opinion within 10  
 468 days after receiving the request. The informal opinion may be  
 469 relied upon by the person who requested the informal opinion. A  
 470 copy of each informal opinion that is issued shall be provided

471 to the presiding officer of each house. A committee of either  
 472 house designated pursuant to section 11.045(5), Florida  
 473 Statutes, may revise any informal opinion rendered by the  
 474 General Counsel through an advisory opinion to the person who  
 475 requested the informal opinion. The advisory opinion shall  
 476 supersede the informal opinion as of the date the advisory  
 477 opinion is issued.

478 (2) Persons in doubt about the applicability or  
 479 interpretation of this Joint Rule One may submit in writing the  
 480 facts for an advisory opinion to the committee of either house  
 481 designated pursuant to section 11.045(5), Florida Statutes, and  
 482 may appear in person before the committee in accordance with  
 483 section 11.045(5), Florida Statutes.

484

485 1.9—Effect of Readoption and Revision

486 All obligations existing under Joint Rule One as of the last day  
 487 of the previous legislative biennium are hereby ratified,  
 488 preserved, and reimposed pursuant to the terms thereof as of  
 489 that date. The provisions of Joint Rule One are imposed  
 490 retroactively to the first day of the present legislative  
 491 biennium except that provisions new to this revision are  
 492 effective on the date of adoption or as otherwise expressly  
 493 provided herein.

494

495 Joint Rule Two—General Appropriations Review Period

496

497 2.1—General Appropriations Bill; Review Period

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498 (1) A general appropriations bill shall be subject to a  
499 72-hour public review period before a vote is taken on final  
500 passage of the bill in the form that will be presented to the  
501 Governor.

502 (2) If a bill is returned to the house in which the bill  
503 originated and the originating house does not concur in all the  
504 amendments or adds additional amendments, no further action  
505 shall be taken on the bill by the nonoriginating house, and a  
506 conference committee shall be established by operation of this  
507 rule to consider the bill.

508 (3) If a bill is referred to a conference committee by  
509 operation of this rule, a 72-hour public review period shall be  
510 provided prior to a vote being taken on the conference committee  
511 report by either house.

512 (4) A copy of the bill, a copy of the bill with amendments  
513 adopted by the nonoriginating house, or the conference committee  
514 report shall be furnished to each member of the Legislature, the  
515 Governor, the Chief Justice of the Supreme Court, and each  
516 member of the Cabinet. Copies for the Governor, Chief Justice,  
517 and members of the Cabinet shall be furnished to the official's  
518 office in the Capitol or Supreme Court Building. A member's copy  
519 shall be furnished to the member's desk in the appropriate  
520 chamber. The Secretary of the Senate shall be responsible for  
521 furnishing copies under this rule for Senate bills, House bills  
522 as amended by the Senate, and conference committee reports on  
523 Senate bills. The Clerk of the House shall be responsible for  
524 furnishing copies under this rule for House bills, Senate bills

525 as amended by the House, and conference committee reports on  
 526 House bills.

527 (5) The 72-hour public review period shall begin to run  
 528 upon completion of the furnishing of copies required to be  
 529 provided herein. The Speaker of the House and the President of  
 530 the Senate, as appropriate, shall be informed of the completion  
 531 time and such time shall be announced on the floor prior to vote  
 532 on final passage in each house and shall be entered in the  
 533 journal of each house. Saturdays, Sundays, and holidays shall be  
 534 included in the computation under this rule.

535  
 536 2.2-General Appropriations Bill; Definition

537 For the purposes of Joint Rule 2, the term "general  
 538 appropriations bill" means a bill which provides for the  
 539 salaries of public officers and other current expenses of the  
 540 state and contains no subject other than appropriations. A bill  
 541 which contains appropriations which are incidental and necessary  
 542 solely to implement a substantive law is not included within  
 543 this term.

544  
 545 Joint Rule Three-Legislative Support Services

546  
 547 3.1-Organizational Structure

548 The Legislature shall be supported by the Office of Legislative  
 549 Services, the Office of Legislative Information Technology  
 550 Services, and the Office of Economic and Demographic Research.  
 551 These offices shall provide support services that are determined  
 552 by the President of the Senate and the Speaker of the House of

553 Representatives to be necessary and that can be effectively  
 554 provided jointly to both houses and other units of the  
 555 Legislature. Each office shall be directed by a coordinator  
 556 selected by the President of the Senate and the Speaker of the  
 557 House of Representatives.

558 (1) The Office of Legislative Services shall provide  
 559 legislative support services other than those prescribed in  
 560 subsections (2) and (3). The Division of Statutory Revision and  
 561 the Division of Legislative Information shall be two of the  
 562 divisions within the Office of Legislative Services.

563 (2) The Office of Legislative Information Technology  
 564 Services shall provide support services to assist the  
 565 Legislature in achieving its objectives through the application  
 566 of cost-effective information technology.

567 (3) The Office of Economic and Demographic Research shall  
 568 provide research support services, principally regarding  
 569 forecasting economic and social trends that affect policymaking,  
 570 revenues, and appropriations.

571  
 572 3.2-Policies

573 The President of the Senate and the Speaker of the House of  
 574 Representatives shall jointly adopt policies they consider  
 575 advisable to carry out the functions of the Legislature.

576  
 577 Joint Rule Four-Joint Legislative Auditing Committee

578  
 579 4.1-Responsibilities

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580 (1) On or before December 31 of the year following each  
581 decennial census, the Legislative Auditing Committee shall  
582 review the performance of the Auditor General and shall submit a  
583 report to the Legislature which recommends whether the Auditor  
584 General should continue to serve in office.

585 (2) The expenses of the members of the committee shall be  
586 approved by the chair of the committee and paid from the  
587 appropriation for legislative expense.

588 (3) The committee shall submit to the President of the  
589 Senate and the Speaker of the House of Representatives, for  
590 approval, an estimate of the financial needs of the committee,  
591 the Auditor General, and the Office of Program Policy Analysis  
592 and Government Accountability.

593 (4) The committee and the units it oversees, including the  
594 Auditor General and the Office of Program Policy Analysis and  
595 Government Accountability, shall submit their budget requests  
596 and operating budgets to the President of the Senate and the  
597 Speaker of the House of Representatives for prior written  
598 approval by the presiding officers acting together.

599 (5) The committee may receive requests for audits and  
600 reviews from legislators. Staff of the committee shall review  
601 each request and make a recommendation to the committee  
602 concerning its disposition. The manner of disposition  
603 recommended may be:

604 (a) Assignment to the Auditor General for inclusion in a  
605 regularly scheduled agency audit;

606 (b) Assignment to the Auditor General for special audit or  
607 review;

608 (c) Assignment to the Office of Program Policy Analysis  
 609 and Government Accountability for inclusion in a regularly  
 610 scheduled performance audit;

611 (d) Assignment to the Office of Program Policy Analysis  
 612 and Government Accountability for special audit or review;

613 (e) Assignment to committee staff; or

614 (f) Rejection as being an unnecessary or inappropriate  
 615 application of legislative resources.

616 (6) The committee may at any time, without regard to  
 617 whether the Legislature is in session, take under investigation  
 618 any matter within the scope of an audit either completed or then  
 619 being conducted by the Auditor General or the Office of Program  
 620 Policy Analysis and Government Accountability, and in connection  
 621 with such investigation may exercise the powers of subpoena by  
 622 law vested in a standing committee of the Legislature.

623 (7) The committee shall review the performance of the  
 624 director of the Office of Program Policy Analysis and Government  
 625 Accountability every 4 years and shall submit a report to the  
 626 Legislature recommending whether the director should be  
 627 reappointed. A vacancy in the office must be filled in the same  
 628 manner as the original appointment.

629

630 Joint Rule Five—Auditor General

631

632 5.1—Rulemaking authority

633 The Auditor General shall make and enforce reasonable rules and  
 634 regulations necessary to facilitate audits that he or she is  
 635 authorized to perform.

636

637 5.2—Budget and accounting

638 (1) The Auditor General shall prepare and submit annually  
639 to the President of the Senate and the Speaker of the House of  
640 Representatives for their joint approval a proposed budget for  
641 the ensuing fiscal year.

642 (2) Within the limitations of the approved operating  
643 budget, the salaries and expenses of the Auditor General and the  
644 staff of the Auditor General shall be paid from the  
645 appropriation for legislative expense or any other moneys  
646 appropriated by the Legislature for that purpose. The Auditor  
647 General shall approve all bills for salaries and expenses for  
648 his or her staff before the same shall be paid.

649

650 5.3—Audit report distribution

651 (1) A copy of each audit report shall be submitted to the  
652 Governor, to the Chief Financial Officer, and to the officer or  
653 person in charge of the state agency or political subdivision  
654 audited. One copy shall be filed as a permanent public record in  
655 the office of the Auditor General. In the case of county  
656 reports, one copy of the report of each county office, school  
657 district, or other district audited shall be submitted to the  
658 board of county commissioners of the county in which the audit  
659 was made and shall be filed in the office of the clerk of the  
660 circuit court of that county as a public record. When an audit  
661 is made of the records of the district school board, a copy of  
662 the audit report shall also be filed with the district school

663 board, and thereupon such report shall become a part of the  
 664 public records of such board.

665 (2) A copy of each audit report shall be made available to  
 666 each member of the Legislative Auditing Committee.

667 (3) The Auditor General shall transmit a copy of each  
 668 audit report to the appropriate substantive and fiscal  
 669 committees of the Senate and House of Representatives.

670 (4) Other copies may be furnished to other persons who, in  
 671 the opinion of the Auditor General, are directly interested in  
 672 the audit or who have a duty to perform in connection therewith.

673 (5) The Auditor General shall transmit to the President of  
 674 the Senate and the Speaker of the House of Representatives, by  
 675 December 1 of each year, a list of statutory and fiscal changes  
 676 recommended by audit reports. The recommendations shall be  
 677 presented in two categories: one addressing substantive law and  
 678 policy issues and the other addressing budget issues. The  
 679 Auditor General may also transmit recommendations at other times  
 680 of the year when the information would be timely and useful for  
 681 the Legislature.

682

683 Joint Rule Six—Office of Program Policy Analysis  
 684 and Government Accountability

685

686 6.1—Responsibilities of the director

687 (1) The director may adopt and enforce reasonable rules  
 688 necessary to facilitate the studies, reviews, and reports that  
 689 the office is authorized to perform.

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690 (2) The director shall prepare and submit annually to the  
691 President of the Senate and the Speaker of the House of  
692 Representatives for their joint approval the annual projected  
693 work plan of the office in conjunction with a proposed operating  
694 budget for the ensuing fiscal year.

695 (3) Within the monetary limitations of the approved  
696 operating budget, the salaries and expenses of the director and  
697 the staff of the Office of Program Policy Analysis and  
698 Government Accountability shall be paid from the appropriation  
699 for legislative expense or any other moneys appropriated by the  
700 Legislature for that purpose. The director shall approve all  
701 bills for salaries and expenses before the same shall be paid.

702 (4) Within the monetary limitations of the approved  
703 operating budget, the director shall make all spending  
704 decisions, including entering into contracts on behalf of the  
705 Office of Program Policy Analysis and Government Accountability.

706 (5) The director shall transmit to the President of the  
707 Senate and the Speaker of the House of Representatives, by  
708 December 1 of each year, a list of statutory and fiscal changes  
709 recommended by office reports. The recommendations shall be  
710 presented in two categories: one addressing substantive law and  
711 policy issues and the other addressing budget issues. The  
712 director may also transmit recommendations at other times of the  
713 year when the information would be timely and useful for the  
714 Legislature.

715

716 Joint Rule Seven—Joint Legislative Budget Commission

717

718 7.1—General Responsibilities

719 (1) The commission, as provided in chapter 216, Florida  
 720 Statutes, shall receive and review notices of budget and  
 721 personnel actions and proposed actions taken or to be taken by  
 722 the executive and judicial branches and shall approve or  
 723 disapprove such actions.

724 (2) Through the chairperson, the commission shall advise  
 725 the Governor and the Chief Justice of actions or proposed  
 726 actions that exceed delegated authority or that are contrary to  
 727 legislative policy and intent.

728 (3) To the extent possible, the commission shall inform  
 729 members of the Legislature of budget amendments requested by the  
 730 executive or judicial branches.

731 (4) The commission shall consult with the Chief Financial  
 732 Officer and the Executive Office of the Governor on matters as  
 733 required by chapter 216, Florida Statutes.

734 (5) The President of the Senate and the Speaker of the  
 735 House of Representatives may jointly assign other  
 736 responsibilities to the commission in addition to those assigned  
 737 by law.

738 (6) The commission shall develop policies and procedures  
 739 necessary to carry out its assigned responsibilities.

740 (7) The commission, with the approval of the President of  
 741 the Senate and the Speaker of the House of Representatives, may  
 742 appoint subcommittees as necessary to facilitate its work.

743

744 7.2—Organizational Structure

745 (1) The commission shall be composed of seven members of  
 746 the Senate appointed by the President of the Senate and seven  
 747 members of the House of Representatives appointed by the Speaker  
 748 of the House of Representatives.

749 (2) The commission shall be jointly staffed by the  
 750 appropriations committees of both houses. The Senate shall  
 751 provide the lead staff when the chairperson is a Senator. The  
 752 House of Representatives shall provide the lead staff when the  
 753 chairperson is a Representative.

754

755 7.3—Notice of Commission Meetings

756 Not less than 7 days prior to a meeting of the commission, a  
 757 notice of the meeting, stating the items to be considered, date,  
 758 time, and place, shall be filed with the Secretary of the Senate  
 759 when the chairperson is a Senator or with the Clerk of the House  
 760 of Representatives when the chairperson is a Representative. The  
 761 Secretary or the Clerk shall distribute notice to the  
 762 Legislature and the public, consistent with the rules and  
 763 policies of their respective houses.

764

765 7.4—Effect of Adoption; Intent

766 This Joint Rule Seven replaces all prior joint rules governing  
 767 the Joint Legislative Budget Commission and is intended to  
 768 implement constitutional provisions relating to the Joint  
 769 Legislative Budget Commission existing as of the date of the  
 770 rule's adoption.