

**RULES OF THE  
HOUSE OF REPRESENTATIVES  
ONE HUNDRED EIGHTEENTH  
GENERAL ASSEMBLY OF INDIANA**

**PART I. DEFINITIONS**

1. Definitions. As used in these rules:

“author” means the member who introduces a House bill or resolution and whose name appears first on the bill.

“bill” includes bills and joint resolutions but does not include concurrent or house resolutions.

“calendar day” means the period from 12:00 a.m. to the next occurring 11:59 p.m.

“chamber” means the room, including the galleries, in which the House holds its legislative sessions.

“clerk” means Principal Clerk.

“coauthor” means a member who joins with the author and whose name appears after the name of the author.

“concurrent resolution” means a non-joint resolution that must be presented to both houses of the General Assembly for adoption.

“constitutional majority” means a majority of all the members elected to the House. (Constitution, Article 4, Section 25.)

“cosponsor” means a member who joins with the sponsor and whose name appears after the name of the sponsor.

“floor” means the main floor of the chamber.

“galleries” means the areas within the chamber that have been provided for members of the public to observe the sessions of the House.

“hall” means the chamber together with all rooms and hallways adjacent to the chamber.

“house resolution” means a resolution that is not to be presented to the Senate for adoption.

“joint resolution” means a resolution that must meet the same requirements for adoption as a bill.

“journal” means the Journal of the House.

“majority” means a majority of the members present and voting.

“meeting day” means a calendar day when the House convenes in session.

“member” means an individual duly elected to the House.

“member’s desk” means the desk within the chamber assigned to a member or the chamber bin located adjacent to the chamber, assigned to a member.

“sponsor” means the member who sponsors in the House a bill or resolution which originated in the Senate and whose name appears first on the bill.

**PART II. CONDUCT OF BUSINESS**

2. Time of Convening. The House shall convene at the time provided by motion adopted by a constitutional majority.

2.1. Deadlines. Whenever a deadline date is specified in these rules, and that date falls on a Saturday, Sunday, or legal holiday, that deadline date is extended to the next day that is not a Saturday, Sunday, or legal holiday.

3. Quorum. Two-thirds of the members of the House constitute a quorum to do business. (Constitution, Article 4, Section 11.)

4. Power of Less Than a Quorum to Compel Attendance. Seven (7) members with the Speaker or Speaker Pro Tempore, or eight (8) members in the absence of the Speaker and Speaker Pro Tempore, one member of the majority of whom they shall elect acting Speaker, may call the House to order, compel the attendance of absent members, make an order for their fine and censure and adjourn from day to day until a quorum is in attendance.

5. Votes Necessary for Action.

5.1 For the final passage of bills, motions to concur with Senate amendments, or the adoption of conference committee reports, approval by a constitutional majority is required.

5.2 In all other cases, approval by a majority is required, except as provided in Rules 8, 24, 83, 107 and 149.

6. Organizational Meeting.

6.1 The first item of business, in the first regular session, shall be election of officers.

6.2 Other items of business for the organizational meeting shall include the adoption of rules and joint rules.

7. Effect of the Rules. These rules shall govern the House for the term of the General Assembly. (Constitution, Article 4, Section 10.)

8. Changing the Rules. Any rule may be rescinded, changed or suspended without previous notice, and a motion for such purpose is in order at any time, except after a vote on the question has been ordered. Such a motion has precedence over all other business. The motion must be seconded by a constitutional majority and must be carried by two-thirds vote of the members of the House, except as provided in Rules 147, 148, 161 and 163.2. However, the rescission, change or suspension of any rule recommended by the Committee on Rules and Legislative Procedures may be adopted by a constitutional majority of the House.

9. Parliamentary Authority. Concerning all questions not provided for by these rules, Jefferson's Manual shall be regarded as a parliamentary guide of the House and the rules and precedents of the House of Representatives of the United States shall be followed.

10. Order of Business—Usual. The order of business shall be as follows:

10.1 Invocation.

10.2 Calling the House to order.

10.3 Pledge of Allegiance.

10.4 Roll call.

10.5 Reports from committees.

(a) Standing committees.

(b) Select committees.

(c) Conference committees.

10.6 Introduction of resolutions and bills.

10.7 Business on the Speaker's table.

(a) Executive and other communications.

(b) Bills and resolutions from the Senate on first reading.

(1) Reference to committee; or

(2) Placed on file in order of receipt.

(c) Bills of the House and Senate on second reading.

(d) Bills of the House and Senate on third reading.

10.8 Reading of the Journal, or so much thereof as shall be called for, shall occur upon motion duly adopted by a majority.

11. Order of Business—Discretionary. Notwithstanding Rule 10, the following items of business may be considered at any time at the discretion of the Speaker:

11.1 Messages from the Senate.

11.2 Action on Senate amendments to House bills.

11.3 Action on reports of conference committees (subject to Rules 161 and 162).

12. Order of Business—Suspension. The order of business may be suspended with the consent of a majority.

13. Effect of Adjournment Sine Die. Every bill or resolution which is pending at the adjournment sine die of any session of the General Assembly shall be deemed to have failed and shall not be transferred to any subsequent session, special session or technical session.

14. Persons Authorized Within the Hall. Only the following persons may be admitted within the hall of the House without the consent of the Speaker:

- 14.1 members, officers, or employees of the General Assembly;
- 14.2 members of the executive or judicial branches;
- 14.3 accredited members of the news media;
- 14.4 employees of the Legislative Services Agency; or
- 14.5 members of the public seated in the galleries.

15. Persons Authorized on Speaker's Stand. When he or she is there, no person shall enter upon the Speaker's stand or stand upon the steps leading thereto without an invitation from the Speaker.

### **PART III. OFFICERS, EMPLOYEES, AND JOURNAL**

#### **A. SELECTION OF OFFICERS**

16. Officers. The officers of the House shall be:

- 16.1 Speaker.
- 16.2 Principal Clerk.

17. Term of Office. Each officer of the House shall continue in office for the term of the General Assembly unless removed, suspended or unable to serve.

18. Oath. The Speaker and Principal Clerk shall, before entering upon the discharge of their duties, take an oath to support the Constitution of the United States and the State of Indiana and to faithfully and impartially discharge their duties.

#### **B. POWERS AND DUTIES OF THE SPEAKER**

19. Call to Order. The Speaker shall call the House to order every meeting day at the hour fixed pursuant to Rule 2.

20. Direction of the Hall.

- 20.1 The Speaker shall have general direction of the hall.
- 20.2 The Speaker shall preserve order and decorum.
- 20.3 In case of any disturbance or disorderly conduct in the hall, the Speaker may order it to be cleared.

21. Speaker Pro Tempore. The Speaker may appoint one of the members of the House as Speaker Pro Tempore, who shall hold office at the pleasure of the Speaker, and who shall exercise all the powers and carry out all the duties of the Speaker in the absence of the Speaker, and who shall carry out such other duties as may be assigned by the Speaker.

22. Acting Speakers. The Speaker, or the Speaker Pro Tempore if the Speaker is unable, may name any member to perform the duties of the Chair, but such substitution shall not extend beyond one day.

23. Appointment of Committees. The Speaker shall appoint all committees and committee chairs. If the Speaker is unable to make appointments such appointments may be specifically directed by a constitutional majority.

24. Questions of Order.

- 24.1 The Speaker shall decide questions of order, subject to an appeal to the House by any two members. Such an appeal shall be in writing, signed by the members taking the appeal, and shall clearly state the point of order decided by the Chair. No member may speak more than once on an appeal, unless by consent of a majority of the House. No

appeal from the decision of the Chair shall prevail except by a constitutional majority. The decisions of the Chair shall be inserted in the Journal.

24.2 The Speaker may speak to points of order in preference to other members, rising from his seat for that purpose.

25. Stating Motions. When a motion is made and seconded, it shall be stated by the Speaker or being in writing, read aloud by the reading clerk.

26. Questions—Form and Vote. Questions shall be put substantially in this form: “The question is on \_\_\_\_\_ as many as are in favor vote ‘aye,’” and after the affirmative vote is expressed, “as many as are opposed ‘no.’” If the Speaker is uncertain of the result of a voice vote, he may order a roll call or, upon request of any two members, he shall grant a roll call.

27. Voting. The Speaker is not required to vote in ordinary legislative proceedings. But when the House is equally divided on a question, he shall give the deciding vote; when his vote would make an equal division, he shall vote upon the call of any member.

28. Signature. The Speaker shall sign all enrolled acts, enrolled joint resolutions, warrants, and subpoenas of or issued by order of the House.

### C. DUTIES OF OTHER OFFICERS AND EMPLOYEES

29. Clerk—List of Bills Filed. The Clerk shall, upon the request of the Speaker, prepare a list of the bills filed. The list shall contain the number, title and author of each bill and shall be delivered to the Speaker for committee referral of each bill.

30. Clerk—Receipt for Enrolled Acts. As custodian of the enrolled acts, the Clerk shall require a receipt upon surrendering possession of an enrolled act.

31. Clerk—Disposition of Bills after Session.

31.1 After each session, the Clerk shall transmit to the State Archives all original and engrossed House bills and resolutions. The State Archives will provide for the preservation of such bills and resolutions.

31.2 The Clerk shall retain the receipt books of the transmittal of enrolled acts and joint resolutions to the Governor and such bookkeeping records as are appropriate. At the end of the term of office, unless re-elected, the Clerk shall transmit to the Legislative Services Agency all such receipt books and bookkeeping records from each session during the term. The Legislative Services Agency shall provide for the preservation of such records and books for future use.

32. Clerk—Messages from the Senate. When messages, bills, and resolutions are received from the Senate they shall be delivered in written or electronic form to the Speaker.

33. Doorkeepers.

33.1 It is the duty of the Doorkeepers to attend to the House during its sessions, to maintain order in the hall, to execute all process issued by the authority of the House and directed to them by the Speaker and in all things to execute the commands of the Speaker of the House.

33.2 It is the duty of the Doorkeepers upon the authority of the Speaker to clear the hall of unauthorized persons from 30 minutes before the time for convening until 30 minutes after adjournment.

### D. HOUSE JOURNAL

34. Requirement. A Journal of the proceedings of the House shall be kept and published. (Constitution, Article 4, Section 12.)

35. Contents.

35.1 The title of every bill introduced shall be recorded in the Journal.

35.2 All joint resolutions amending the Constitution of the State shall be published in full in the Journal.

35.3 All motions, resolutions, reports, petitions, decisions of the Chair, and amendments to bills or other matters shall appear of record in a manner approved by the Speaker.

## PART IV. RIGHTS AND DUTIES OF MEMBERS

### A. GENERALLY

36. Attendance. No member shall be absent from the service of the House unless excused by the Speaker, is sick or is unable to attend.

37. Presentation of Petitions and Memorials.

37.1 Members having petitions, memorials, concurrent or house resolutions to present may hand them to the Speaker, endorsing them with their names. Petitions, memorials, concurrent or house resolutions, and the reference or disposition of them, shall be entered on the Journal and may be referred by the Speaker to the appropriate committees. If any petition, memorial, concurrent or house resolution is presented which in the judgment of the Speaker is not respectful, temperate and free from offensive imputations upon the character or conduct of the General Assembly or other constituted authority, it shall be returned to the member from whom it was received.

37.2 When a paper is first presented to the House, it is a matter of right of any member to have it read before the House votes upon it. If the paper has been once read or the reading dispensed with and the reading is again requested and objected to, it shall be determined by a vote of the House.

38. Protest. Any member of the House has the right to protest, and to have that protest, with the reasons for dissent, entered on the Journal. (Constitution, Article 4, Section 26.)

### B. CONCERNING DEBATE

39. Decorum. While the Chair is putting any question or addressing the House, no member shall walk out of or across the House; when a member is speaking or delivering any matter to the House, no other member shall pass between that member and the Chair.

40. Recognition to Speak.

40.1 Any member desiring to speak in debate or to deliver any matter to the House, shall rise and respectfully address "Mr. Speaker," but shall not proceed until recognized by the Speaker.

40.2 When two or more members rise at once, the Speaker shall name the member who is first to speak.

41. Contents of Comments.

41.1 Comments shall be confined to the question under consideration, shall avoid personality, and shall not impeach the motive of any member's vote or argument.

41.2 Video coverage of the House shall not be altered or deleted during the term of the General Assembly unless agreed to in writing by the Speaker and Minority Leader.

42. Frequency of Speaking. No member may speak more than twice on the same question without the consent of the House, or more than once until every member choosing to speak has spoken.

43. Breaches of Order.

43.1 If a member transgresses the rules of the House, the Speaker or any other member may call the offender to order, in which case the member called to order shall immediately sit down, unless permitted to explain. The House shall, if appealed to, decide on the case, without debate, in accordance with Rule 24. If there is no appeal the decision of the Chair shall be submitted to. If the decision is in favor of the member called to order, he or she may proceed; if the decision is not in favor of that member, he or she may not proceed if any member objects, without leave of the House. If the case requires it, a member may be liable to the censure of the House.

43.2 If a member is called to order for words spoken in debate, the person calling him or her to order shall repeat the words excepted to, and they shall be taken down in writing at the rostrum.

- 43.3 No member shall be held to answer or be subject to the censure of the House for any words spoken in debate if any other member has spoken or other business had intervened after the words were spoken and before exception to them has been taken.

#### C. CONCERNING VOTING

44. Right to Have Vote Counted. When the question is stated by the Speaker and the vote is on a call of the yeas and nays, all members within the Chamber shall be counted.

- 44.1 Notwithstanding any rule or prior interpretation of these rules to the contrary, the Speaker shall, upon the request of any two (2) members prior to the call for a vote, regardless of the question under consideration, cause a permanent public written record of any vote to be made. This record shall include the date, subject matter under consideration, total number of members voting, the identity by name of members and whether they voted in favor, against or were excused from voting. This record shall be recorded in the House Journal and shall be made available to the public and news media. Violations of this rule shall be considered a violation of the public trust.

45. Duty to Vote. Every member who is on the floor of the House when the question is put shall vote, unless excused by the House for special reasons.

- 45.1 A member must be physically present within the Chamber to vote.

46. Excuse from Voting. All motions to excuse a member from voting shall be made before the call of the tally of the vote is made. No call of the yeas and nays shall be entertained on a motion to excuse a member from voting.

47. Conflict of Interest. Any member who is immediately and particularly interested in the result on any question shall ask to be excused and shall not vote on that question. Any member requesting to be excused from voting may make a brief statement of the reasons for making such request, and the question then shall be taken without further debate.

48. Refusal to Vote. The refusal to vote by a member who is present and has not been excused from voting is a high breach of decorum and subjects the person so offending to a fine, censure or such other penalty as the House may order.

49. Absent Members.

- 49.1 A member who is absent from the House without excuse may, by order of the members present, be sent for and taken into custody wherever found by the Doorkeeper or other person appointed for that purpose.

- 49.2 When a member is discharged from custody and admitted to the House, the remaining members shall determine whether a fine, censure or other penalty should be imposed. The House shall determine whether a delinquent member, taken into custody, shall pay the expenses incurred.

50. Voting for Another.

- 50.1 No member shall vote for another member. In addition to such penalties as may be prescribed by law, any member who votes or attempts to vote for another member may be punished in such manner as the House may determine.

- 50.2 No person not a member may cast a vote for a member. If a person not a member votes or attempts to vote for a member, that person shall be barred from the floor of the House for the remainder of the session and may be further punished in such manner as the House deems proper.

51. Voting After the Machine is Closed. Except as provided in Rule 75, no member may vote or change a vote after the Speaker announces that the machine is closed for the recording of the vote.

#### **PART V. STANDING COMMITTEES AND SUBCOMMITTEES**

52. Standing Committees. The following shall be the standing committees:

Agriculture and Rural Development

Commerce, Small Business and Economic Development

Courts and Criminal Code  
Education  
Elections and Apportionment  
Employment, Labor and Pensions  
Environmental Affairs  
Family, Children and Human Affairs  
Financial Institutions  
Government and Regulatory Reform  
Insurance  
Judiciary  
Local Government  
Natural Resources  
Public Health  
Public Policy  
Roads and Transportation  
Rules and Legislative Procedures  
Select Committee on Government Reduction  
Utilities and Energy  
Veterans Affairs and Public Safety  
Ways and Means

53. Membership.

- 53.1 Except as otherwise provided, all standing committees shall consist of not less than three nor more than fifteen members, except at the discretion of the Speaker of the House.
- 53.2 The Committee on Ways and Means shall include at least one member from each congressional district and two members of the Budget Committee.
- 53.3 The Committee on Elections and Apportionment shall be composed of at least one member from each congressional district.

54. Proportional Representation. Insofar as feasible and practical, the membership of the standing committees shall be made proportionate to representation of parties in the House.

55. Appointment and Term. The standing committees shall be appointed by the Speaker not later than ten (10) days after the election of officers, and shall be recorded in the Journal. The members of the standing committees shall serve for the term of the General Assembly unless removed, suspended or unable to serve.

56. Duties. It is the duty of the several standing committees to examine into and report upon all matters that may be referred to them, either by bill or otherwise. The committee to which a simple or concurrent resolution shall have been assigned may report thereon only without amendment.

- 56.1 Officers of the Committee. Each committee shall have a chair and vice chair from the majority party and a ranking minority member from the minority party.
- 56.2 Duties of the Chair. The chair, or in absence of the chair, the designee of the chair shall preside over committee meetings and be responsible for the decorum and conduct of the meetings.
- 56.3 Duties of the Members of the Committee. A majority of committee members must be physically present when establishing a quorum and when voting.

57. Time of Meeting. No committee may sit while the House is in session without the consent of the Speaker.

58. Right of Authors and Sponsors. Any member of the House, having any petitions, memorials, remonstrance, resolution, bill or other matter of which he is the author, coauthor, sponsor or cosponsor, may meet with and act as a member of the committee during the time the committee has such subject under consideration. He may participate in debate, but he may not make or second motions or vote unless he is a regular member of the committee.

59. Notice of Meetings.

59.1 Every member of the House shall be given written or electronic notice of all committee meetings at the choice of each member. Each member shall notify the Principal Clerk regarding the member's preference. The notice shall also be posted and made available to the public. The notice shall include the date, time and place of the meeting and the number, subject matter and author of each bill or resolution to be considered together with such information concerning the subject matter as the committee chair shall determine.

59.2 When the House is out of session more than three (3) calendar days, the notice required to be given to members may be given electronically and by depositing a copy of the notice in the United States mail at least five (5) days before the meeting.

60. Announcement of Meetings. The chair of each committee shall have all committee and subcommittee meetings announced from the floor of the House. At such time the number and subject matter of each bill to be considered at the meeting shall be announced. With the exception of hearings on the budget bills, such announcements shall be made for all committee meetings prior to adjournment on the meeting day next preceding the meeting; however, when the House is out of session three (3) or more calendar days, such meetings need not be announced from the floor of the House.

61. Open Meetings. All standing committee and subcommittee meetings shall be open to the public, and citizens shall have the right to be heard. To the extent feasible, meetings will be held at times and places convenient to the public.

62. Quorum. For a committee to establish a quorum, a majority of members appointed to the committee must be physically present in person. No vote may be taken or recorded without a quorum; however, a committee may take testimony without a quorum.

63. Voting for Another. No member of a committee may vote for another member, nor may any person not a member of the committee cast a vote for a member.

63.5. Proxy Voting. No proxy votes are ever in order.

64. No Secret Ballot. Voting by secret ballot is prohibited.

65. Record of Voting. When a final vote is taken on any bill or resolution under consideration by a committee or subcommittee the vote of each member shall be recorded and retained as part of the record of the meeting. Records of such votes shall be made available for examination.

66. Change of Vote. No recorded vote of a member on any bill or resolution may be changed except upon adoption of a motion to do so during a committee session at which there is a quorum.

67. Committee on Rules and Legislative Procedures—Duties. If in checking printed bills and the daily Journal, the Committee on Rules and Legislative Procedures ascertains any error, including spelling or technical errors, the error shall be corrected under its direction. A record of such errors and the corrections shall be entered in the Journal.

68. Committee on Rules and Legislative Procedures—Meetings. It is in order for the Committee on Rules and Legislative Procedures to meet any time, and to report at any time when no question is before the House.

## **PART VI. VOTING PROCEDURE**

69. Voting Machine. The voting machine may be used in voting on any question.

70. When Voting Machine Not Operating. In the event the voting machine is not operating, the names of the members shall be called alphabetically, the name of the Speaker being called last. After the roll has been gone through, the reading clerk shall first read over the names of those who have answered in the affirmative, and then the names of those who have answered in the negative, in order that, if any mistake has been made in noting the answer, or if any member has made a mistake in giving an answer, the mistake of either may be corrected.

71. During the Vote. After a vote on the question has been ordered, no debate and no motion, including a motion to adjourn, or a point of personal privilege, shall be in order until the vote is completed.

72. Bringing the Question to a Vote.

72.1 When the House is ready to vote upon any question requiring a roll call, the Speaker shall announce: "The question is on the passage (designating the matter to be voted upon). All in favor of such question shall vote 'aye;' all opposed shall vote 'no.' The House will now proceed to vote."

72.2 When sufficient time has been allowed the members to vote, the Speaker shall announce: "Have all members voted?" and after a short pause the vote shall be tallied.

73. Explanation of Vote. The ordering of the previous question shall not prevent a member from explaining his or her vote after the vote is recorded; but no member, under this rule, shall be permitted more than one minute for that purpose.

74. Announcing the Vote. When the vote is tallied, the Speaker shall announce the result and the vote tally shall be recorded in the Journal.

75. Change of Voting Records. The roll call as recorded on the recording equipment shall not be altered or changed in any manner, by any person, except by a constitutional majority upon written petition setting forth the reasons for the change of the recorded vote. The petition and the action thereon shall be entered in the Journal.

76. Voting Records. At the same time the vote is recorded by the recording equipment, an original and not less than three duplicate roll call sheets shall be made showing the vote. One of the duplicates shall be for the use of the news media and one shall be furnished to the Legislative Services Agency.

## **PART VII. MOTIONS**

77. Absence of Quorum. When less than a quorum is present no motion may be entertained, except to adjourn or compel the attendance of members.

78. Form. Every motion, except a motion for the previous question, or calling or excusing absentees, shall be in writing or reduced to writing immediately after introduction.

79. Second. When a motion is made it must be seconded before it may be debated after which it is in possession of the House; but, it may be withdrawn at any time before a decision or amendment.

80. Germane. No motion or proposition on a subject not germane to that under consideration shall be admitted under color of an amendment.

81. Division of a Question. Any member may call for the division of a question before or after the main question is ordered. The question shall be divided, if it contains propositions in substance so distinct that if one were taken away, a substantive proposition shall remain for the decision of the House. A motion to strike out and insert shall be deemed indivisible, but a motion to strike out being lost shall preclude neither amendment nor a motion to strike out and insert.

82. Fix a Time of the Next Meeting. A motion to fix a time to which the House shall adjourn is in order at any time, except as provided in Rule 71, and is debatable unless made while another question is pending, in which case it is undebatable.

83. Suspend Rule Requiring Reading on Three Separate Meeting Days. A motion to suspend the constitutional rule requiring a bill to be read on three separate meeting days must be carried by two-thirds vote of the members of the House. (Constitution, Article 4, Section 18.)

84. Recommit. After a bill has been reported to the House, it may be recommitted to the same or another committee with or without recommendation by a majority vote and shall be recommitted by the Speaker to the Committee on Ways and Means in accordance with Rule 127.

85. Call Back to the House from Committee. A bill may not be called back to the House from committee.

86. Precedence of Motions When Question Under Debate. When a question is under debate, only the following motions may be received:

1. to adjourn,
2. to lay on the table,
3. for the previous question,
4. to postpone to a day certain,
5. to postpone indefinitely,
6. to commit or recommit, or
7. to amend.

These motions have precedence in the order that they are listed.

87. Adjourn. A motion to adjourn shall be decided without debate and is always in order, except as provided in Rule 71 or while another member is speaking.

88. Table. A motion to lay on the table is undebatable and is always in order, except as provided in Rule 71 or while another member is speaking.

89. Previous Question.

89.1 On the previous question there shall be no debate.

89.2 All incidental questions of order arising after a motion is made for the previous question, and pending such motion, shall be decided, whether on appeal or otherwise, without debate.

90. Postpone to a Day Certain or Commit. A motion to postpone to a meeting day certain or to commit, being decided, shall not again be allowed on the same day, at the same stage of the bill or proposition.

91. Precedence of Certain Motions. Motions to postpone to a meeting day certain, to commit or amend may be amended and have precedence in the order named in Rule 86.

92. Effect of Indefinite Postponement or Tabling. When a question is postponed indefinitely, or when a motion to reconsider has been laid upon the table, neither such question nor any bill, resolution, conference committee report or amendment on the same subject matter shall be considered again during the session. However, the indefinite postponement of or tabling of a motion to reconsider action on a House bill shall not prevent later consideration of or action upon a Senate bill on the same subject matter.

93. Reconsider—Tie Vote. In all cases of equal division the question is not lost and may be reconsidered upon motion by any member.

94. Reconsider.

94.1 When a question has been decided either in the affirmative or negative, except as provided in Rules 92 and 154, it is in order for any member having voted with the majority to move for the reconsideration thereof, on the same or the succeeding meeting day. The motion takes precedence over all other questions, except a motion to adjourn, and may not be withdrawn after that succeeding day without the consent of a majority.

94.2 When a motion is pending for the reconsideration of any question, any member of the House may call up the motion for the action of the House when it has been pending for twenty-four (24) hours. All such motions shall take precedence over all questions except a conference committee report or motion to adjourn; however, if such motion is made after April 14 of the first regular session or after March 7 of the second regular session, it shall be disposed of when made.

## **PART VIII. LEGISLATIVE PROCEDURE**

### **A. FORM OF BILLS AND RESOLUTIONS**

95. Digest. A brief digest stating the nature of the proposed bill shall be attached to each copy of the bill when filed for introduction.

96. Title. Every bill shall contain a title that expresses in concise terms the subject matter of the bill, in sufficient detail to acquaint the members of the House with the general subject matter under consideration.

97. Identification of Law to be Amended. Every amendatory bill shall identify the original act or code as last amended, and the sections amended shall be set forth and published at full length. The identification required by this rule shall be made by citation reference.

98. Emphasize Amendments.

98.1 When a bill proposes to amend the Constitution, or any statute or section thereof, the author shall indicate the new matter by use of bold face type; if any matter has been deleted, the deleted material shall be set out in cancelled type.

98.2 Capitalization, organization or punctuation changes made solely for the purpose of uniform style need not be indicated.

99. Form. Every bill or resolution of the House shall be written on full sheets of paper. All bills and resolutions shall be typewritten or printed, having no handwritten interlining or defacements of any kind.

100. Original and Copies.

100.1 There shall be one original of each bill prepared for filing, together with such copies as the Speaker shall from time to time determine. The Clerk shall distribute the copies to such persons as the Speaker shall designate with a view towards improving the legislative process and encouraging public awareness of and participation in matters pending before the House. Such distribution shall be made upon release of a bill for committee consideration or upon the date of first reading, whichever is earlier.

100.2 This rule does not apply to bills filed in the name of the Committee on Rules and Legislative Procedures.

101. Authorized Copies. The printing and other contractors shall work under the direction of the Speaker and no bill in the possession of the House shall be printed for any member or other person without the express approval of the Speaker.

102. Release of Information Concerning Printing and Computing.

102.1 Neither the printing nor other contractors, nor any subcontractor shall release information concerning bills, their progress or the work thereon to any person not authorized by the Speaker to receive such information.

102.2 A procedure shall be developed under the direction of the Speaker for informing authors or sponsors about printing of their bills.

## B. FILING, INTRODUCTION, FIRST READING, COMMITTEE ASSIGNMENT

103. Time to File. On or after the first meeting day of a regular or special session, any member may file a bill with the Clerk for introduction. Filing shall not be later than 2:00 p.m. the day prior to introduction and first reading.

104. Preconditions for Filing. No member may file a bill for introduction, except the budget bills, unless:

104.1 it has previously been submitted to the Legislative Services Agency for the purpose of checking as to form; and

104.2 the subject matter is clearly set forth both in the title and the body of the bill.

105. Names of Author and Coauthors.

105.1 Every bill filed shall include the name or names of the member or members offering it and shall be delivered in person or by certified mail to the Clerk's office. There may be no more than three (3) coauthors or cosponsors of a bill.

105.2 This rule does not apply to bills filed for the Committee on Rules and Legislative Procedures under Rule 106. The Committee on Rules and Legislative Procedures shall be considered the author of such bills at the time of filing.

106. Vehicle Bills.

106.1 On the fifth meeting day in January, twenty-five (25) bills shall be filed in the name of the Committee on Rules and Legislative Procedures. Rule 104 and the time limits of Rule 112 do not apply to such bills.

106.2 Any amendment to a vehicle bill shall be filed with the Clerk at least twenty-four (24) hours before the amendment is presented in a committee meeting and distributed in the same manner as amendments are distributed under Rule 117.1.

107. Deadline for Filing.

107.1 During the first regular session of any term of the General Assembly, no bill may be filed for introduction later than 2:00 p.m. on the fourth meeting day in January without the consent of a two-thirds majority of the members elected.

107.2 During the second regular session of any term of the General Assembly, no bill may be filed for introduction later than 2:00 p.m. on the fourth meeting day in January without consent of a two-thirds majority.

107.3 This rule does not apply to bills filed in the name of the Committee on Rules and Legislative Procedures under Rule 106.

108. Bill Limit.

108.1 During the first regular session, each member shall be permitted to file for introduction no more than ten (10) bills.

108.2 During the second regular session, each member shall be permitted to file for introduction no more than five (5) bills.

108.3 This rule does not apply to bills filed in the name of the Committee on Rules and Legislative Procedures under Rule 106.

109. Numbering. The Clerk shall date and number each bill consecutively in the order received, commencing with the number 1001, and joint resolutions consecutively, commencing with the number 1. The number a bill takes when introduced by a member is only for convenience in filing and for reference; it is no part of the bill or act itself.

110. Withdrawal. Any bill may be withdrawn prior to first reading by the author upon written request to the Clerk and the records shall show such bill as having been withdrawn.

110.1 Any house resolution or house concurrent resolution may be withdrawn by the author upon written request to the Clerk and the records shall show such house resolution or house concurrent resolution as having been withdrawn.

111. Effect of Loss of Author. A bill filed by a member whose office becomes vacant before the bill is first read shall be introduced and read a first time in the name of the first named coauthor. If there is no coauthor, the records shall show that the bill was withdrawn before first reading.

112. Referral to Committee. The Speaker shall refer each bill to a committee within ten (10) calendar days after filing unless committees have not been appointed, in which case they shall be referred within ten (10) calendar days after the appointment of the committees. The Speaker shall cause the committee referral to be indicated on the list of bills filed, and cause the list to be distributed to the members.

113. Bill List. Bills and resolutions filed on the first meeting day or during recess after the first meeting day may be assigned and released by the Speaker to a standing committee for consideration and will be introduced the first or a subsequent day on which the House is convened.

114. Claims Against the State. All claims against the State which must be first presented in the House shall be referred to the Committee on Ways and Means before being referred to any other committee.

115. Introduction and First Reading. The reading of each bill by number, title and author and committee reference shall be the introduction and first reading. The first reading of a bill is for information.

116. Rejection or Assignment to Committee. If a member objects to a bill on first reading the question shall be: "Shall the bill be rejected?" If the question to reject is defeated, the bill shall be referred to a committee.

### C. AMENDMENTS

#### 117. Filing.

117.1 Copies. There shall be made one copy on the House computer network in a format specified by the Speaker and one original and that number of additional paper copies specified of all amendments and committee reports. The copies shall be distributed to those persons as the Speaker shall designate with a view towards improving the legislative process and encouraging public awareness of and participation in matters pending before the House.

117.2 Floor Amendments to Bills. No amendment may be offered to a bill on second reading unless such amendment shall have been reduced to writing, saved in a computer format specified by the Speaker, filed with the Clerk and time-stamped at least two (2) hours prior to the convening of the session on the day on which the bill is called for second reading. A paper copy of each timely filed amendment shall be distributed to all members as soon as practicable and made available on the House computer network as soon as practicable.

118. Substituting Another Bill. No bill may be amended by annexing to it or incorporating with it any other bill pending before the House.

#### 119. Substituting Different Subject Matter—House Bill.

119.1 No amendment proposed to a House bill substituting therein a different subject matter may be accepted, unless accompanied by the written consent of its author and coauthors.

119.2 The House shall reject all House bills that have been amended in the Senate by substituting therein the contents of a different bill or a different subject matter without having first received the written consent of its author and coauthors.

120. Substituting Different Subject Matter—Senate Bill. No House amendment proposed to a Senate bill substituting therein the contents of a different bill or a different subject matter may be accepted unless it is accompanied by the written consent of the author, coauthors, sponsor and cosponsors.

121. Effect of Tabling. If a motion to lay proposed amendments on the table prevails, it shall not affect the general subject to which the amendments are offered.

122. Appended to Bill. The text of all committee and floor amendments to a bill shall be appended to each printing of that bill, unless otherwise ordered by the House.

### D. COMMITTEE MEETINGS, CONSIDERATIONS, REPORTS

123. Record of Committee Vote. The vote of the committee shall be placed on the bill.

124. Approval of Digest. When a bill is reported out of committee, it shall be submitted to the Legislative Services Agency for approval or revision of the digest, as appropriate.

125. Committee Reports. A committee to which a bill has been referred may report thereon with or without amendments.

126. Effect of Motion to Postpone or Table. If a majority of the committee members present at a committee meeting vote to table or to postpone a bill indefinitely, the decision of the committee shall not be reported to the House.

127. House Action on Committee Reports. The report, with amendments, if any, shall be acted upon by the House upon its submission. Any bill with an annual fiscal impact to the State in excess of \$50,000 may be referred by the Speaker to and reported by the Committee on Ways and Means before it is eligible for second reading.

128. Minority Reports. Any member of a committee reporting who voted against adoption of the committee report may submit a separate report which shall be filed with the committee report and

shall be a minority report. In the event a minority report is submitted, the report adopted by the recorded vote of a majority of the committee members present at a duly constituted meeting of the committee shall be the majority report. A minority report duly filed with the Clerk for action by the House shall be voted upon before the majority report and, upon adoption, becomes the committee report. If the minority report is rejected, the House shall then act upon the majority report.

129. First Printing—Form. Every bill reported favorably by a committee, and other bills as directed by the House, shall be printed for the first time in bill form with the pages and lines numbered.

130. First Printing—Laid on Desks. After a bill is printed for the first time it shall be laid upon the desks of the members and shall be made available on the House computer network as soon as practicable.

131. Emphasize Amendments.

131.1 Whenever a bill proposing to amend the Constitution or any statute is printed, the text of the bill shall reflect each proposed change from the text of the Constitution or statute. This shall be accomplished by the use of bold face type to indicate the addition of new material and cancelled type to indicate the deletion of existing material.

131.2 Capitalization or punctuation changes made solely for the purpose of uniform style need not be indicated.

132. Type Face. No special type faces shall be used in the printed bill to indicate the occurrence of committee or floor amendments; instead, except as provided in Rule 131 the printing shall set forth the clean text of the bill as it appears after the committee and floor amendments have been implemented.

#### E. SECOND READING

141. Calendar of Bills. The Speaker shall, insofar as is practical, make up a daily calendar of all bills and resolutions which are due to be handed down for action either on second or third reading on the next meeting day. The calendar shall be laid upon the desks of the members as soon as practicable after adjournment, promptly posted in the hall, and made available on the House computer network.

142. Eligibility. A bill is eligible for its second reading on the second calendar day following distribution to the members.

143. Calling Down on Second Reading. When the time for second readings arrives, each member who is an author or sponsor of a bill shall be entitled to call down a bill for consideration by the House if the bill has been calendared by the Speaker for that day. A coauthor or cosponsor may call down a bill with the written consent of the author or sponsor. When the bill is called, the Speaker shall hand down the bill to be read and then state that the bill is ready for amendment, recommitment or engrossment.

143.1 If a bill is eligible for second reading and no amendments to the bill have been filed pursuant to Rule 117.2, the Speaker may, upon the request of the author and with consent of the members, immediately move the bill to engrossment.

144. Engrossment—Reprinting. All bills ordered to be engrossed shall be executed in typewritten or printed form and made available on the House computer network. Whenever a bill is amended on second reading, it shall be reprinted, unless at the discretion of the Speaker or by motion adopted, it is otherwise ordered. If the bill is reprinted, the reprinted bill shall be used for the engrossed bill, and if the bill is not reprinted the amendments shall be engrossed to the bill.

145. Engrossment—Supervision. Bills when ordered to engrossment shall be engrossed under the direction of the Speaker and the Committee on Rules and Legislative Procedures. It is the duty of the Committee on Rules and Legislative Procedures to carefully compare the engrossed bills with the original bills and ascertain whether they have in all respects been accurately and correctly engrossed; if that committee ascertains any mistake, it shall be corrected under the committee's direction.

## F. THIRD READING

### 146. Eligibility.

146.1 No bill shall be considered on third reading on the same meeting day that it passed to engrossment except on motion adopted pursuant to Rule 83.

146.2 The Speaker shall make a daily calendar of bills eligible for third reading.

146.3 When the time for third reading arrives, each member who is an author or sponsor of a bill shall be entitled to call down a bill for consideration by the House. A coauthor or cosponsor may call down a bill with the written consent of the author or sponsor. When the bill is called, the Speaker shall hand down the bill, state that it is on its passage and allow the author or sponsor to begin the debate.

### 147. Deadline for House Bills.

147.1 During the first regular session, no House bill shall be eligible for consideration on third reading after February 25.

147.2 During the second regular session, no House bill shall be eligible for consideration on third reading after February 3.

147.3 Upon recommendation of the Committee on Rules and Legislative Procedures, this rule may be suspended as to a specific bill by the approval of a constitutional majority.

### 148. Deadline for Senate Bills.

148.1 During the first regular session, no Senate bill shall be eligible for consideration on third reading after April 15.

148.2 During the second regular session, no Senate bill shall be eligible for consideration on third reading after March 3.

148.3 Upon recommendation of the Committee on Rules and Legislative Procedures, this rule may be suspended as to a specific bill by the approval of a constitutional majority.

148.4 No Senate bill or joint resolution amending the Constitution shall be received by the House after February 26 in the first session or February 4 in the second session.

148.5 The limitations set forth in this Rule shall not apply to bills concerning reapportionment or redistricting only.

149. Amendments. After a bill has been engrossed and ordered to third reading, it may not be amended except by unanimous consent. Thereafter upon motion of the author or sponsor, it may be recommitted to a committee of one with special instructions to amend by a two-thirds vote. In case any bill is amended after engrossment, the question may again be put on the engrossment of the bill.

149.1. No bill shall be eligible for third reading that specifically exempts the House, its members, staff and employees from laws applicable to the public at large.

150. Right to Close. The author or sponsor of a bill has a right to fifteen (15) minutes of time to close the debate upon it when it has reached its third reading. The right secured by this rule shall not be impaired, even after a demand for the previous question.

151. Final Passage—Majority but Not a Constitutional Majority. When a bill on its final passage receives a majority of the votes cast, but not a constitutional majority, the bill shall not be considered lost. When the third reading of the bill is in order any member who voted with the majority or who did not vote at all may, by motion adopted by a majority vote, reconsider the bill; and the House shall take another vote thereon. Any number of votes may be taken in such cases by the House.

152. Final Passage—Tie Vote. When a bill on its final passage receives the same number of votes cast against it as for it, the bill shall not be considered lost; it may, when the third reading of bills is in order, be reconsidered upon the motion of any member.

153. Final Passage—More (But Less Than 51) Votes Against Than For. When a bill on its final passage receives more votes against than for it, but less than a constitutional majority, it may be considered under the provisions of Rule 94.

154. Final Passage—51 or More Votes Against.

154.1 Whenever a bill on its passage receives fifty-one (51) votes or more against its passage, the bill, as well as the subject matter of the bill, is decisively defeated, and neither the question nor any bill, conference committee report, or amendment on the same subject matter may be considered again during the session. However, the decisive defeat of a House bill does not prevent later consideration of or action upon a Senate bill on the same subject matter.

154.2 This rule does not apply to budget bills or state revenue raising measures.

155. Record of Vote on Final Passage. The vote on final passage shall be placed on the bill and entered in the House computer network.

G. CONCURRENCES, DISSENTS AND  
CONFERENCE COMMITTEES

156. Motions.

156.1 Motions to concur or dissent may be filed by the author, or by the first coauthor with written consent of the author. Such motions shall be prepared by the House attorney's offices, filed with the Principal Clerk, reproduced and distributed to the Representatives.

156.2 A motion to concur shall not be acted upon until such motion has been filed with the Principal Clerk and distributed to the Representatives at least two (2) hours before action is taken thereon.

156.3 A motion to dissent is eligible for a vote by the members of the House immediately after being filed with the Principal Clerk.

156.4 Motions to concur in Senate amendments shall be rejected unless approved by a constitutional majority of the members elected and such majority shall be established by a roll call vote.

157. Establishing Conference Committees.

157.1 If a motion is filed to dissent in Senate amendments to a House bill, the author may request that the Speaker appoint a conference committee, and if the Senate dissents in House amendments to a Senate bill, the President Pro Tempore may request by the appointment of Senate conferees that the Speaker appoint a conference committee.

157.2 The House conference committee consists of two Representatives appointed by the Speaker, with the first listed Representative being the chair. Advisors may be appointed at any time by the Speaker.

157.3 House conferees may be appointed or removed at any time by the Speaker, and the changes shall be posted on the House bulletin board located outside the hall and announced by the Speaker from the rostrum. The office of the House majority attorney and the House minority attorney shall be advised of conferee changes at the time of posting to the bulletin board.

158. Meetings.

158.1 Each conference committee on House bills shall be open to the public, shall be held in the State House and shall convene only after at least two hours public notice. The notice shall include:

- (a) the bill number and subject matter of the bill or bills to be considered;
- (b) the time, day, date, and place of meeting;
- (c) the members of the conference committee; and
- (d) the chair of the conference committee.

158.2 It is the responsibility of the chair of the conference committee to advise the office of the Principal Clerk and the office of the Majority Caucus Chair of the holding of a conference committee meeting and to provide those offices with the information set forth in paragraph 158.1.

158.3 Notice of conference committee meetings including all information set forth in paragraph 158.1 shall be posted prominently on the House bulletin board located outside the hall for no less than two hours before the meeting.

159. Filing of Reports. No conference committee report shall be referred to the House until it has been signed by the four appointed conferees and approved as to form by the House majority attorney and filed with the Principal Clerk. The House minority attorney shall promptly receive a copy of the conference committee report after it has been approved by the House majority attorney.

160. Amended Digest. When a conference committee report is filed, an amended digest indicating the changes made shall also be filed.

161. Deadline.

161.1 In the first regular session, no conference committee report is eligible for consideration after April 15.

161.2 In the second regular session, no conference committee report is eligible for consideration after March 3.

161.3 Upon recommendation of the Committee on Rules and Legislative Procedures, this rule may be suspended as to a specific bill by the approval of a constitutional majority.

162. Placed on Members' Desks. All reports of conference committees for adjustment of differences between the House and Senate together with a digest of the bill shall be filed with the Principal Clerk, reproduced, placed on each member's desk, and made available on the House computer network as soon as practicable.

163. Time on Members' Desks.

163.1 During the first regular session, conference committee reports shall be laid over for twenty-four (24) hours after filing.

163.2 During the first regular session, the budget bill shall be laid over for twenty-four (24) hours after filing. This rule may not be suspended without a two-thirds (2/3) vote of the members of the House.

163.3 During the second regular session, such reports shall be laid over for twenty-four (24) hours after filing.

163.4 Such reports shall then be placed before the House for action.

#### H. ENROLLMENT

164. Copy Furnished to Author. A copy of each enrolled act shall be furnished to the author of the act at the time he signs it to certify its accuracy.