

INDEX

A

A AND B CHAIR

- bills authored by, excepted
from 8 bill limit214
- chair may offer
 - amendments to strike
title on retirement
measures.....268
- chair may offer
 - amendments to strike
title, regardless of
statements published in
bill summary269
- determines need for fiscal
impact analysis for bill,
if not present in bill
summary.....234
- determines need for fiscal
impact analysis for CCR
.....246
- determines need for fiscal
impact analysis for floor
amendment, if not
present in bill summary
.....282
- presiding officer can
verbalize motion to
strike title on behalf of
Chair267

ABSENCE

- members.....39

- personal answer of quorum
call.....393
- quorum 116–17
- Speaker..... 29

ADJOURNMENT

- adjournment..... 137
- dilatory..... 137
- final, carry-over bills 54
- lack of quorum 116–17
- motion to adjourn..... 137
- time of..... 137

ADVANCE QUESTION

- questions not permitted on
motions limiting debate
.....344

AMENDMENTS

- amendment cycle..... 83–86
- amendments to an
amendment 83
- committee amendments,
germaneness 282
- consideration by section,
floor 86
- consideration on floor . 86–
87
- constitutional
amendments,
germaneness 284
- distribution to other
members prior to
adoption of rules 499
- electronic distribution prior
to adoption of rules 499

Procedural Manual

electronic filing.....	52	on General Order.....	82
emergency, no other		order of presentation ...	270
content included	290	Out of order.....	92
explanation of motion to		possession of Senate	295
suspend for untimely		presentation on floor86–87	
amendment	335, 336	procedural in nature	292
filing.....	83	prohibited, first or second	
fiscal analysis.....	279	reading.....	82
floor subs, all sections must		reading to House	500
be deleted to qualify	275	reconsideration.....	93
floor subs, renumbering of		resolutions, simple or	
retained section	274	concurrent.....	52
floor subs, retention of a		return to Floor Agenda .	86
section of bill to be		senate amendments	90
amended	274	senate amendments (SAs),	
floor subs, senate		applicability of Joint	
amendments (SAs) in		Rule Three	446
form of floor substitutes		senate amendments (SAs),	
not prohibited	276	eligibility for	
general appropriation,		consideration.....	445
amendment to main		senate amendments (SAs),	
amendment	278	germaneness of motion	
general parliamentary law,		to reject.....	283
no distribution		senate amendments (SAs),	
requirement.....	499	layover requirement	445
germaneness	52	senate bills.....	290
germaneness, committee		temporary postponement	
amendments.....	282	320
improper amendments	293	timely objection to	
included in House Journal		consideration.....	314
.....	501	title.....	84–85
lacking specific change.	259	title, motion to strike ..	257
main floor amendments.	83	untimely filed main floor,	
method of determining		amendments offered	
germaneness.....	288		

Index

- after first rule
 - suspension263
 - untimely filed, main floor amendments261
 - verbalization of motion, to strike title.....266
 - written form499
 - APPEAL**
 - debate, explanation of
 - appeal not debate ...339
 - decided without debate338
 - form of the question before the House..... 103
 - not debateable 103
 - not recognized during vote345
 - presence of other members at dais during statement of appeal342
 - questions not recognized during explanation..339
 - second appeal on same question, dilatory....340
 - seconds, 1/15 of House standing..... 103
 - statement of appeal, five (5) minute 103
 - tabling motion, subject to 120
 - AUTHOR**
 - appropriations measures213
 - eight-bill limit, bills scheduled on Floor Agenda presumed
 - approved by Speaker215
 - pending senate author .216
 - principal author favored382
 - AUTHOR** (see also **CO-AUTHOR**)
 - amendment, moving
 - adoption..... 87
 - appropriations measures 48
 - bills and resolutions .49–50
 - determination of Senate author 50
 - filing of floor amendments by86
 - inapplicability of filing
 - deadlines48
 - right to close debate 52, 94
- B**
- BILLS AND RESOLUTIONS**
 - advance from General Order94
 - appropriation bills, fiscal analysis not required233, 456
 - appropriations measures213
 - authors49
 - business immediately before House.....496
 - business of the day.....498
 - carry-over 54

Procedural Manual

- coauthors 50
- Commit, with/without
 - instructions..... 93
- committee referral 24
- consideration by section,
 - floor 86
- consideration on floor,
 - pending senate author
.....216
- consideration on same day
 - as "introduction" ... 496
- consideration, floor 82
- debate 94
- debate, resolutions giving
 - rise to496
- debate, simple and
 - concurrent resolutions
..... 52
- definition..... 47
- definition, form of title 209
- 'do not pass' in committee
..... 217
- eight-bill limit,
 - appropriations bills
exempted..... 214
- eight-bill limit, bills
 - scheduled on Floor
Agenda presumed
approved by Speaker
..... 215
- emergency..... 306
- emergency-measures, bills
 - scheduled on Floor
Agenda presumed
approved by Speaker
..... 212
- engrossment, corrections
..... 134
- erroneously passed 306
- filing deadlines 47-48
- final action 53
- final action, committee 217
- final action, instructions to
CCR..... 221
- fiscal Analysis, distribution
on Floor 230
- fiscal analysis, possible costs
of future litigation not
considered 236
- General Order 82-95
- House rules, resolutions
 - containing 496
- introduction 49-50
- introduction,
 - appropriations 213
- JCAB bills not amendable
..... 165, 166
- JCAB bills not subject to
consideration by section
..... 457
- layover of resolutions..... 51
- layover of resolutions,
 - exceptions 51
- local or special laws 54
- motion to rescind, bill
 - must be in possession of
House 466
- numbering 48
- possessed by House 466

Index

- principal author limit 49
principal author limit,
 appropriations..... 214
private interest in 39
props and exhibits not
 permitted during
 presentation on House
 Floor 343
questions on emergency
 304
reading defined..... 81
readings, first and second
 81
readings, first by
 publication 81
readings, third and fourth
 94–95
Reject CCR with
 instructions 221
reported without title .. 258
resolution, containing
 House rules 496
resolutions, giving rise to
 debate..... 496
return from opposite
 chamber requested . 467
revenue-raising measures,
 majority floor leader
 designates 56
revenue-raising measures,
 not determined by
 presiding officer 56, 350
second session 232
senate amendments (SAs),
 applicability of Joint
 Rule Three 446
senate amendments (SAs),
 layover requirement 445
senate author 50
senate author pending . 216
simple and concurrent
 resolutions,
 consideration of..... 498
Speaker to sign 25
special or local laws..... 55
Third and Fourth Reading
 95
titles 49
titles, form of..... 209
unavailable, final action in
 committee 217
veto not final action..... 220
vetoed 116
- ### **C**
- CALENDAR
 bills, directly to 24, 82
 bills, Second Reading 81
CALL OF THE HOUSE
 call of the House 129
CAPITOL PROPERTY
 areas assigned to House,
 control of 26
 areas assigned to House,
 liquor not permitted. 40

Procedural Manual

- areas assigned to House,
 - smoking not permitted 132
 - monetary contributions 132
- CHAIRS
 - convening times,
 - scheduling conflicts not recognized on floor 227
- CHAMBER
 - chamber See HOUSE
- CHAMBER
- CHAPLAIN
 - chaplain 37
- CLOSING DAYS
 - groups not permitted 24
 - reconsideration 114
- CLOSING DEBATE See PREVIOUS QUESTION
- author's right, bills and
 - joint resolutions 95
 - author's right, simple and concurrent resolutions 52
- CO-AUTHOR
 - bills and resolutions 50
 - simple and concurrent resolutions 50
- COMMITTEES
 - accuracy of bill summary not basis for point of order 69
 - all House measures must have title and enacting clause when reported, except full A and B committee 62
 - amendments to be taken up in order they appear in bill 61
 - amendments, filing
 - deadline 64
 - amendments, germaneness, engrossed Senate measures 64
 - amendments, germaneness, introduced House measures 64
 - appeal of ruling of chair. 59
 - appeal, procedural steps. 61
 - appeal, statement of appeal, one (1) minute 62
 - appointment by Speaker 27
 - assignment of rooms 26
 - authority of chairperson to clear committee room of disruptive persons. 59
 - authority of chairpersons 59
 - authority of chairpersons to maintain order and decorum 59
 - bills published on meeting notice but not taken up 63
 - chair may not preside while his or her bill under consideration 60
 - committee deadlines 79
 - consideration, section by section 64

Index

- consideration, section by
 - section, title or enacting clause may not be stricken 65
- convening, cognizance on
 - Floor of time announced by presiding officer 227, 228
- definition of committee
 - types 57
- deposition of witnesses .. 72
- discharge of bill from committee through Discharge Petition 69
- discharge petition,
 - electronic submission to Clerk 70
- discharge petition,
 - publication on House Floor Agenda..... 70
- discharge petition, timing limitations..... 70
- failed 'do pass' motion not final action 225
- final action 217
- final action, do not pass
 - adopted by majority of members of committee 66
- final passage, precedence of motions 65
- House Rules applicable to committee proceedings 59
- impeachment 131
- inspection and
 - investigation of agencies 71
- interim studies 139–40
- items required in meeting notice 63
- Joint A and B, prospective ruling on proper meeting notice..... 452
- Mason's Manual* applies where House Rules are silent..... 61
- modification of meeting notice requirement, Joint A and B 450
- notice of cancelled meetings..... 63
- notice of meetings, 48 hours 63
- only committee members present may vote 66
- open meetings 58
- petition for committee hearing 67
- petition for committee hearing, electronic submission to Clerk.. 67
- powers and responsibilities 70
- presentation of amendments 60, 63
- procedure, cognizance on Floor 228

Procedural Manual

- public vote required,
 - except when bill signed out by committee 65
 - questions not provided for
 - by rule decided by chair, subject to appeal..... 61
 - quorum requirement 60
 - quorum requirement, ex officio members may count..... 60
 - recognition of comments
 - by the public 61
 - recommendations
 - published on House Calendar..... 66
 - ruling of chair not overturned except by majority vote in the negative..... 62
 - seconds required on all motions..... 60
 - Speaker and Speaker Pro Tem, ex-officio members 27, 29
 - subpoenas, issuance of... 71
 - subpoenas, issuance of reasonably related to area of committee's responsibility 72
 - title, reported without . 258
 - vote on recommendation recorded..... 65
 - witnesses, administration of oaths or affirmations. 71
 - written notice required to sign bill out by committee..... 65
- CONFERENCE
- COMMITTEE REPORT (CCR)
- adoption..... 223, 224
 - applicability of
 - germaneness, House CCRs 242
 - conferees unable to agree, reverts to status of SAs 170
 - conference substitute may contain same language of bill that was failed 'do pass' in committee 225
 - failed motion to adopt, author may withdraw bill..... 426
 - failure of motion to adopt CCR..... 223
 - failure, remains with chamber where failure occurred 170
 - filed with chamber of origin 169
 - filing of CCR with Clerk 75
 - final action, instructions 221
 - first considered in chamber of origin 169

Index

- germaneness applicable,
 - only to House CCRs
.....242
 - germaneness determined
 - on basis of subject, not
title of law.....238
 - germaneness of CCR...239
 - germaneness, determined
 - by chamber of origin
.....170
 - instructions, final action
.....221
 - new language in CCR..240
 - reject with instructions 221
 - rejected, in custody of
 - chamber of origin ... 170
 - request for further
 - conference 170
 - Rule 8.12 not applicable
.....296
 - signed by majority of
 - conferees from both
chambers 170
 - summary of changes
required.....77
- CONFERENCE
- COMMITTEES
- electronic signature of
 - CCR restoring only title
and/or enacting clause,
stating conferees unable
to agree73
 - electronic signatures,
 - addition or removal any
time prior to filing or
withdrawal by principal
author 73
 - electronic signatures,
 - addition or removal
until Senate measure no
longer in possession of
House 73
 - granting of conference.. 27,
169
 - naming of conferees 27, 72,
169
 - notice of meetings 74
 - presentation of CCR to
standing conference
committee 72, 74
 - presentation of CCR,
 - conferees unable to
agree.....73
 - presentation of CCR,
 - restoring only title
and/or enacting clause
..... 72
 - scheduling of presentations
..... 74
- CONSTITUTIONAL
RULINGS
- revenue-raising measures,
 - not determined by
presiding officer 56, 350
 - single subject
 - determination up to
House itself 349
 - special or local legislation,
 - not determined by
presiding officer..... 55

Procedural Manual

CONVENING

- restriction 135
- Speaker..... 23
- Speaker Pro Tempore.... 29
- time..... 137

CUSTOMS AND

PRACTICES

- amendments included in
 - House Journal..... 501
- definition..... 486
- farewell speeches..... 358
- not customary for Chair to solicit questions on bills 348
- presiding officer may rely upon in absence of a rule..... 317
- procedure derived from 317
- procedures relied upon prior to adoption of House rules ... 480, 494, 495
- reference to persons in gallery improper during questions, debate.... 348
- regulation of questions 317
- renewal of veto override 392

D

DAIS

- presence of other members during statement of appeal 342

DEADLINES

- determined by House and Senate 47
- emergency-measures scheduled on Floor Agenda after legislative deadlines, presumed approved by Speaker 212
- exceptions to deadlines.. 48

DEBATE

- advance question, motion to 112
- advance the question... 373
- author to close, simple, concurrent..... 52
- bill or joint resolution ... 94
- closing, by previous question 111
- debate in opposition.... 301
- debate, bills, joint resolutions..... 105
- directed to presiding officer 107
- emergency..... 306
- emergency section..... 303
- explanation of appeal not debate 338
- extend 106, 351
- first and second reading, no debate 82
- germaneness of CCR... 239
- impugning nonmembers 321

Index

- impugning other members 312
- in progress 352
- interruption by other members 106
- interruption of debate, motion to postpone 313
- previous question 111
- privilege 107
- questions and answers, deducted from allotted time 106
- questions not permitted on motions to limit 344
- quorum call 117
- recognition for debate . 300
- recognition of questions after debate requested, up to presiding officer 339
- reconsideration of amendment 93
- simple or concurrent resolution 52
- suspension of rules 141
- veto override 116
- DECORUM**
 - appeal not recognized during vote 345
 - authority to adopt House rules 480
 - committee discussion, reference to on Floor 255
 - delay or obstruction of business 326
 - food and beverages 41
 - impugning nonmembers 321
 - impugning other members 312
 - interruption of debate, motion to postpone 313
 - intoxication 40
 - Profane language 40
 - props and exhibits not permitted during presentation of bills 343
 - questions not permitted on motions limiting debate 344
 - questions on emergency 304
 - recognition 39
 - reference to persons in gallery improper during questions, debate 348
 - regulation, questions and answers 316, 347
 - smoking 41
 - Speaker to preserve 24
 - timely objection, consideration of amendments 314
 - timely point of order .. 322, 347
 - voting 107–10
- DILATORY ACTIVITIES**
 - delay or obstruction 327

Procedural Manual

proposed actions in conflict with Rules	331
repetitive demands for recorded votes	328
repetitive notice of reconsideration	327
repetitive objections to unanimous consent	328
second appeal on same question, dilatory ...	340
DILATORY PER SE	
actions in conflict with House rule	332
best practices	335
method of evaluation...	333
procedural framework or scheme	333
DISCIPLINE	
conduct	208
determined by House..	207
member	208
motion to reprimand...	207
speech	208
DISTRIBUTION	
House Floor	131
literature	131
objects	131
sponsored by member .	131
DIVISION IN VOTING	
division in voting ...	107–10
DIVISION INTO SECTIONS	
JCAB bills not subject to consideration by section	457

DUTIES

Speaker Pro Tem, calling House to order	29
Speaker Pro Tem, convening House	29
Speaker Pro Tem, designating others to preside	29
Speaker Pro Tem, in absence of Speaker ...	29
Speaker, convening House	24

E

EFFECTIVE DATE

default, ninety days after sine die adjournment	292, 465
earlier than default date	292
lack thereof	465
no direct relevance to subject of bill	293

EIGHT-BILL LIMIT

bills scheduled on Floor Agenda presumed approved by Speaker	215
---	-----

EMERGENCY BILLS

presumed approved by Speaker when scheduled on Floor Agenda	212
---	-----

EMERGENCY CLAUSE

amendment adding presumed germane .	290
--	-----

Index

- customary germaneness
 - analysis, not subject to it.....292
 - erroneously passed bill. 306
 - no conjunction of purpose with "germaneness rule"292
 - origin.....292
 - policy-neutral, procedural in nature292
 - subject, does not have a subject as contemplated by "germaneness rule"292
- EMPLOYEES
 - floor privileges 43
- ENGROSSING AND ENROLLING
 - corrections authorized. 133
 - engrossment 134
 - office of 133
- EXECUTIVE
 - veto 116
 - veto not final action.....220
- EXHIBITS OR PROPS
 - not permitted during presentation of bills on Floor 343
- EXPLANATION
 - suspend rules, prior to vote on motion 335, 336
- F**
- FINAL ACTION
 - adopt CCR, failure of motion 223
 - avoidance of final action, motion to rescind ... 223
 - bill unavailable..... 217
 - committee action, 'do not pass' 217
 - failed 'do pass' motion not final action..... 225
 - failure of motion to adopt CCR.....223
 - final Action..... 53
 - instructions, CCR..... 221
 - motion to rescind, final action 222
 - motion to table
 - amendment similar to final action..... 470
 - reject with instructions 221
 - rescind, avoidance of final action 222
 - suspension of rules..... 217
 - veto not final action..... 220
- FIRST SESSION
 - adoption of rules on same day as introduction. 498
 - organizational precedents 471
- FISCAL
 - amendments, fiscal analysis 279
 - appropriation bills, fiscal analysis not required 233

Procedural Manual

- costs of possible future
 - litigation not considered in fiscal analysis..... 236
- distribution on floor 230
- JCAB, fiscal analyses
 - required for non-appropriation bills .. 455
- no requirement for fiscal impact, other motions 395
- records 133
- second session 232
- FLOOR AGENDA**
 - eight-bill limit, bills scheduled on Floor Agenda presumed approved by Speaker 215
- FLOOR SUBSTITUTES**
 - all sections must be deleted to qualify as floor sub 275
 - most sections of measure deleted 275
 - renumbering of retained section 274
 - retention of a section of the bill to be amended.. 274
 - senate amendments (SAs) in form of, not prohibited 276
- FLOOR, DECORUM**
 - congratulatory presentations 45
 - props not permitted 343
- FORMER MEMBERS**
 - floor privileges..... 43
 - parking prohibited..... 44
- FOURTH READING**
 - amendments..... 95
 - applicability of germaneness, House CCRs 242
 - cannot withdraw bill after vote ordered..... 426
 - consideration and debate 94
 - Fourth Reading..... 94–95
 - germaneness of CCR... 239
 - new language in CCR. 240
 - special rules 79
- G**
- GENERAL ORDER**
 - advance, motion to . 93–94
 - amendment cycle 83–86
 - amendments..... 83–93
 - appropriation bills, fiscal analysis not required 233, 456
 - availability of fiscal analysis, second session 232
 - Commit, motion to..... 93
 - engrossment..... 93–94
 - fiscal analysis, distribution on Floor 230
 - general appropriations bill 88
 - General Order..... 82–94

Index

- germaneness of
 - amendments 90
- House Rule 8.12
 - applicable only during
 - General Order 225
 - reading and explanation. 82
 - reconsideration 93
- GENERAL
 - PARLIAMENTARY LAW
 - amendments, no
 - distribution
 - requirement 499
 - prior to adoption of rules
 - 493, 495, 497, 500
 - when in conflict, House
 - rules prevail 441
 - GENERAL PRECEDENTS
 - amendment, tabling similar
 - to final action 469
 - effective date, lack thereof
 - 465
 - rescind, possession of bill
 - required 466
 - vote, modification not
 - permitted after
 - announcement of result
 - 468
 - GERMANENESS
 - amendments 90, 290
 - amendments, method of
 - determining 288
 - committee amendments,
 - germaneness 282
 - constitutional amendments
 - 284
 - controlling factor is subject
 - 287
 - customary germaneness
 - analysis, "emergency
 - clause" not subject to it
 - 292
 - germaneness of CCR.. 238,
 - 239
 - germaneness Rule, no
 - conjunction of purpose
 - with emergency clause
 - provisions 292
 - germaneness rule, origins
 - 291
 - germaneness rule, purpose
 - 292
 - germaneness, applicable
 - only to House CCRs
 - 242
 - House CCRs 242
 - House rules provide
 - procedural steps..... 292
 - legislation itself.... 286, 349
 - motion to reject, senate
 - amendments 283
 - new language in CCR. 240
 - not relevant to adoption of
 - amendment adding only
 - "emergency clause" 292
 - previous question, takes
 - precedence 402
- H**
- HOUSE CHAMBER

Procedural Manual

anterooms	44
delay or obstruction of	
business	326
disorderly conduct... 24, 40	
floor privilege	43-44
gallery, reserved portion	26
presence of other members	
at dais during appeal	
.....	342
second appeal on same	
question, dilatory ...	340
Speaker to control	24
tobacco products	
prohibited	41
HOUSE JOURNAL	
amendments included in	
House Journal	501
HOUSE RULES. See RULES	

I

IMPEACHMENT	
articles of	131
special committee	131
INSTRUCTIONS	
author may withdraw	
measure to avoid	
motion with	
instructions.....	420, 422
bill receiving final action	
cannot be offered as	
instructions.....	221
motions to reject CCR,	
with instructions not	
subject to Joint Rule 3	

'layover' requirement	
.....	447
INTERIM STUDIES	
interim studies.....	139-40
meeting notice	140
quorum	140
request for interim study	
.....	139
Speaker authorized to	
direct.....	139
INTRODUCTIONS OF	
GUESTS	
children and grandchildren	
.....	43
school and other groups	24
INVESTIGATIONS	
committee interim	
oversight	139
House Resolution	131
impeachment.....	131
Speaker.....	131
special committee.....	131
special committee,	
procedures.....	131

J

JOINT A AND B	
availability on previous	
legislative day	164
bills carry over from first to	
second regular session	
.....	166
bills not amendable	165,
166, 457	

Index

- bills not subject to
 - consideration by section because not amendable 457
 - bills not subject to regular deadlines..... 166
 - calendars of business 161
 - co-chairs 160
 - committee amendments 162
 - committee
 - recommendation 163
 - co-vice chairs 160
 - dates 160
 - distribution and availability requirements 164
 - distribution to legislature 164
 - ex officio membership . 159
 - fiscal analyses required for non-appropriation bills 455
 - joint A and B calendar . 164
 - joint committee report (JCR) 163
 - locations 160
 - membership..... 159
 - modification of meeting
 - notice requirement 450, 452
 - modification of meeting
 - notice requirement, reliance upon Speaker's representation..... 450
 - non-appropriation bills,
 - fiscal analysis required showing fiscal impact 455
 - notice, presiding officer will not rule prospectively
 - on future violations 452
 - open to public 161
 - order and decorum..... 161
 - public notice of meetings 160
 - quorum 162
 - requirement of fiscal impact 163
 - security arrangements . 166, 167
 - times..... 160
 - title, enacting clause 163
 - votes..... 162
- JOINT A AND B
- CALENDAR
- distribution and availability requirements 164
 - distribution to legislature 164
 - publication of measures favorably reported .. 164
 - publication upon filing with chief legislative officer, chamber of origin 164
- JOINT A AND B REPORT (JCR)
- chamber of origin..... 164

Procedural Manual

- engrossment to opposite chamber 165
- favorable recommendation 163
- floor amendments 165, 166
- motion to reject..... 165
- opposite chamber 165
- JOINT COMMITTEES**
 - assignment of meeting
 - space..... 26
 - co chairs, appointment .. 27
 - co vice-chairs, appointment 27
 - ex-officio members.. 27, 29
 - members, appointment.. 27
- JOINT CONFERENCE**
 - CALENDAR**
 - distribution and availability requirements 171
 - distribution to legislature 171
 - publication upon filing with chief legislative officer, chamber of origin 171
- JOINT RULES**
 - adoption, initially by majority of membership 179
 - amendment, modification, repeal, 2/3 majority requirement..... 179
 - duration 181
 - suspension, chair will not take notice of whether Senate in session..... 464
- JOINT SESSIONS**
 - officers..... 153
 - report of proceedings.. 153
- JOURNAL**
 - amendments included in House Journal..... 501
 - honorary appointments not recorded 132
 - member's request to include statement regarding a vote previously cast 469
- L**
- LAYOVER REQUIREMENT**
 - motion to reject CCR, with instructions not subject to Joint Rule 3 'layover' requirement 447
 - procedural motions, Joint Rule 3 not applicable 447
- LEGISLATION**
 - availability on previous legislative day 157
- LEGISLATIVE DEADLINES**
 - adjourn sine die, First Regular Session 175
 - adjourn sine die, Second Regular Session 176

Index

- amended or modified by
 - concurrent resolution
..... 177
- bill introductions, Second Regular Session 176
- convening of Second Regular Session 176
- drafting requests, Second Regular Session 176
- emergency-measures scheduled on Floor Agenda after legislative deadlines, presumed approved by Speaker
..... 212
- exemption from deadlines
..... 175, 176
- First Regular Session.... 175
- inapplicable, agency rules
..... 177
- inapplicable, curriculum standards 177
- inapplicable, ethics rules
..... 177
- inapplicable, measures introduced by A and B chairs 178
- inapplicable, measures introduced by Speaker and President Pro Tem
..... 178
- inapplicable, merging or incorporating duplicate sections 177
- inapplicable, OPLAAA measures..... 177
- inapplicable, special or local laws 177
- measures referred to Joint A and B exempted from deadlines 166
- Second Regular Session 175
- Third Reading, chamber of origin, First Regular Session..... 175
- Third Reading, chamber of origin, Second Regular Session..... 176
- Third Reading, opposite chamber, First Regular Session..... 175
- Third Reading, opposite chamber, Second Regular Session 176
- LITERATURE
 - distribution of materials
..... 131
 - House Floor 131
 - member's name 131
- LITIGATION
 - possibility of future litigation not basis for challenging accuracy of fiscal analysis..... 236
- LOBBYING
 - lobbying 132
- LOCAL LAWS (SPECIAL LAWS)

Procedural Manual

- existence of, not
 - determined by presiding officer 55
 - introduction deadline,
 - exception..... 48
 - limitations on
 - consideration 55
 - notice of intended
 - introduction 55
 - notice, substance 55
 - presumed not to be unless declared in writing by
 - author 55
 - procedures..... 54
 - prohibited subjects 54
 - proof of publication..... 55
 - verification..... 55
 - LOUNGE
 - lounge 44
- M**
- MASON'S MANUAL*
- §§186-187, constitutional rulings by presiding officer 350
 - §§222-223, points of personal privilege.... 359
 - §§272-273, general parliamentary law
 - relevant to withdrawal of motions..... 426
 - §10, authority to adopt House rules 480
 - §158, precedence of motions..... 334
 - §180, dilatory motions 334
 - §241(1), point of order
 - must be raised at proper time..... 308, 347
 - §246, point of order yields to motions having higher precedence than motion out of which point of order arose 403
 - §296(1, 2), timing of objection to consideration..... 399
 - §337(2, 3), motion to table dispositive of amendments..... 470
 - §37(3), House Rules
 - trump when in conflict with general parliamentary law .. 426, 442
 - §4(2, 4), conflicts between Mason's Manual and an existing House rule 442
 - §400(3), amendments to bills and resolutions
 - must be in writing.. 403
 - §401(5), submission to House as to whether amendment is in order 260
 - §411(4), language
 - previously amended, prohibited 271

Index

- §696(3), a member's vote cannot be changed after the result has been announced, if the vote was properly taken.. 469
- §728(3), form of title immaterial during legislative process.... 212
- §728(4), title as adopted by legislature controls, not as introduced or reported from committee 212
- §761(8), cannot proceed with consideration of bill if no longer in possession of House 426
- §85(1), explanation of nondebatable motion by sponsor allowed . 336
- appeal of ruling during vote, § 524 346
- Mason's Manual, 14.2.142*
- MEDIA See PRESS GALLERY
- MEETING NOTICE
- modification of meeting notice requirement 450, 452
- modification of meeting notice requirement, reliance upon Speaker's representation..... 450
- notice, presiding officer will not rule prospectively on future violations 452
- MEMBERS
- behavior, disruptive or disorderly 40
- definition..... 39
- discipline determined by House 208
- disclosure of personal or private interest..... 39
- dress code..... 40
- organizational day, formal seating..... 477
- punishable conduct 208
- reprimand..... 207
- resignation..... 358
- unprotected speech 207
- MESSAGES
- presented under signature of chief legislative officer 155
- receiving chamber 155
- MOTIONS
- adopt CCR, failure of motion 224
- advance the question ... 373
- Commit..... 93
- commit, after Third Reading deadline... 297, 298
- common motions, list.. 517
- exhaustion of reconsideration..... 380
- extend debate 123, 351

Procedural Manual

failed 'do pass' motion not
final action..... 225
failure, motion to adopt
CCR..... 223
improper motions..... 516
incidental motions..... 120
interruption of debate,
motion to postpone 313
main motions 124
motion to reject CCR,
with instructions not
subject to Joint Rule 3
'layover' requirement
..... 447
motion to table 119
motion to table, similar to
final action on
amendments..... 470
no requirement for fiscal
impact 395
nondebatable motions,
short explanation by
sponsor allowed..... 336
precedence 119–26
previous question 369
privileged motions..... 119
proper motions..... 515
rescind, bill must be in
possession of House 466
rescind, final action..... 223
rescind, use and distinction
..... 378
subsidiary motions..... 122
tabling motion, once vote
is open..... 368

title, motion to strike .. 257
vote required..... 126
withdrawal..... 127

N

NEW BUSINESS

points of personal privilege
..... 358

NONDEBATABLE

MOTIONS

short explanation by
sponsor allowed..... 336

NOTICE

consideration of other
business..... 375
intent to introduce, special
or local law 55
modification of meeting
notice requirement. 452
modification of meeting
notice requirement,
reliance upon Speaker's
representation 450
notice to reconsider..... 376
notice, presiding officer will
not rule prospectively
on future violations 452
of a motion 39
reconsideration, lack of
notice 53
substance, special or local
law 55

Index

O

ORDER AND DECORUM
..... See DECORUM
ORDER OF BUSINESS
daily order of business ... 97
new business..... 98, 477
ORGANIZATIONAL DAY
appeals not recognized
prior to seating 477
constitutional
pronouncements..... 478
constitutionality of motions
..... 478
customs and practices
related to postage and
supplies..... 479
majority caucus chair, calls
representatives-elect to
order..... 471
majority floor leader, assists
presiding officer 472
postage, motion for 478
quorum, method of initial
determination 472
seating of members-elect
..... 475, 477
seating, questions
permitted..... 477
Speaker authorized by
motion to purchase
postage and supplies 478
speaker-elect candidates,
chosen by party
caucuses..... 472

speaker-elect, chooses
majority floor leader
prior to..... 472
stationary, motion for.. 478
supplies, motion for..... 478
ORGANIZATIONAL
PRECEDENTS
adoption of House rules
..... 480
amendments, electronic
publication not required
..... 499
amendments, published in
Journal 500
appeals not recognized
before formal seating
..... 474
debate, not to be extended
after motion to limit 494
House rules, consideration
on same day as
introduction 496
parliamentary law, reliance
on..... 492
postage and supplies 478
quorum, initial
establishment..... 471

P

PAGES
pages 38
PARKING
lobbyist prohibited 44
PARLIAMENTARIAN

Procedural Manual

- appointment by Speaker 37
- assistance with rulings.... 37
- book of precedents 37
- presence of other members
at dais during statement
of appeal..... 342
- PARLIAMENTARY LAW
 - actions not forbidden are
permitted 333
- PERSONAL PRIVILEGE
 - farewell speeches..... 358
 - member's request to
include statement in
Journal regarding a vote
..... 469
 - resignation of Speaker . 357
- POINT OF ORDER
 - against another member
..... 102
 - appeal from point of order
not recognized during
vote 345
 - cognizance on floor,
committee procedure
..... 228
 - committee procedure,
cognizance on floor 228
 - convening time of
committees, cognizance
on floor of time by
presiding officer..... 227
 - defer on ruling 318, 358
 - germaneness 90, 290
 - no member to approach
..... 104
 - point of order yields to
motions of higher
precedence 402
 - presence of other members
at dais during statement
of appeal..... 342
 - procedure in committee
..... 228
 - ranking..... 120
 - second appeal on same
question, dilatory ... 340
 - timely objection,
consideration of
amendments..... 314
 - timely point of order .. 322,
347
 - vote, must pertain to .. 346,
366
- POSSESSION
 - House retains after failed
motion to adopt CCR
..... 428
 - in contrast to property of
House 427
 - Joint Rule 5 establishes for
conference process . 427
 - motion to rescind, bill
must be in possession of
House 467
 - transmittal to Senate.... 467
- POSTAGE
 - motion for postage on
Organizational Day 478
 - official business..... 479

Index

- Speaker authorized by
motion to purchase. 478
- PRECEDENTS
table of contents 187
- PRESIDING OFFICER
committee procedure,
cognizance on Floor
..... 228
convening, cognizance on
Floor of time
announced by presiding
officer 228
debate, not in progress
until recognized by
presiding officer 352
defer on ruling 318, 358
delay or obstruction of
business 326
designation by Speaker .. 23
division of question 364
duties of Speaker 23–27
duties of Speaker Pro
Tempore 29
modification of meeting
notice for Joint A & B
committee, presiding
officer will not rule
prospectively on future
violations 452
not customary for Chair to
solicit questions on bills
..... 348
prerogative to determine
order of recognition 337
- questions not recognized
on motions limiting
debate 344
recognition of questions
after debate requested,
up to presiding officer
..... 340
regulation, questions and
answers 315, 347
second appeal on same
question, dilatory.... 340
single subject
determination up to
House itself 350
voting on dais 108
- PRESS GALLERY
press gallery 132
- PREVIOUS QUESTION
applicability 369
previous question 111
question of germaneness
yields to pending
previous question
motion 402
questions not permitted on
motions limiting debate
..... 344
- PRIVATE OR PERSONAL
INTEREST
private or personal interest
..... 39
- PRIVILEGE
personal privilege 357
- PRIVILEGE OF THE
FLOOR

Procedural Manual

- privilege of the floor 43–44
- PRIVILEGE, MOTION OF
 - of the House 107
 - personal..... 107
 - privilege, motion of. 106–7
- PROPERTY
 - in contrast to possession by the House 427
 - of the House 424
 - prevents unilateral withdrawal by author 428
- PROPS OR EXHIBITS
 - not permitted during presentation of bills on Floor 343

Q

- QUESTION OF ORDER
 - attempt to yield to questions, after debate requested by other members 340
- QUESTIONS
 - discretion of author
 - whether to yield to questions 329, 339, 346
 - not customary for Chair to solicit questions on bills 348
 - not permitted on motions to limit debate 344
 - recognition of questions after debate requested,

- up to presiding officer 340
- regulation up to presiding officer..... 316, 340, 347
- QUORUM
 - absence of 116
 - call of the House 129
 - compulsory attendance 117, 129
 - machine used for quorum call 107
 - organizational day, first order of business 474
 - organizational day, method of initial determination 472
 - organizational day, no business in order prior to initial establishment of 474
 - organizational day, questions pertaining to 474
 - personal answer by members 393

R

- RECALL FROM GOVERNOR
 - amendments, limited to typographical/grammatical errors when recalled by presiding officers 173

Index

- concurrent resolution
 - introduced in chamber
 - of origin 173
- presiding officers,
 - correction of
 - typographical or
 - grammatical errors.. 173
- printing of recall request in journals..... 173
- RECESS
 - motion to 137
 - recess..... 137
 - resolution, simple or
 - concurrent 52
- RECOGNITION
 - order of recognition,
 - prerogative of Chair 337
- RECONSIDERATION
 - amendment 93
 - availability, electronic... 374
 - closing days of session.. 115
 - consideration of other
 - business 375
 - electronic availability.... 374
 - emergency under
 - consideration, notice to
 - reconsider bill itself. 376
 - exhaustion of
 - reconsideration 380
 - final action..... 53
 - immediately after final
 - passage 390
 - lack of notice, final action
 - 53
 - main question open to
 - debate 385
 - motion to rescind, final
 - action 223
 - motion to table, final
 - action 53
 - notice 114
 - notice of possible future
 - intent not required if
 - motion offered
 - immediately after final
 - passage 390
 - notice to reconsider..... 377
 - principal author favored
 - 382
 - rescind..... 222
 - rescind, use and distinction
 - 378
 - same day..... 114
 - vetoed bill..... 116
- REJECT
 - motion to reject CCR,
 - with instructions not
 - subject to Joint Rule 3
 - 'layover' requirement
 - 447
 - motion to reject, with
 - instructions..... 422
 - withdrawal by author at
 - time of hostile motion
 - to reject..... 422
- REPRIMAND
 - conduct 208
 - determined by House.. 208
 - of members 208

Procedural Manual

- speech 208
- RESCIND
 - bill must be in possession
 - of House 466
 - exhaustion of
 - reconsideration 380
 - final action 223
 - motion to rescind, final
 - action 222
 - rescind, use and distinction
 - 378
- RESIGNATION
 - as a point of personal
 - privilege 358
- RESOLUTION See BILLS AND RESOLUTIONS
- RETURN OF BILL
 - by message 468
 - chamber in possession not
 - obligated to comply
 - with request to return
 - 468
 - from Senate 467
- REVENUE-RAISING
- MEASURES
 - designation by majority
 - floor leader 56
 - floor procedures 56
 - majority requirement,
 - announced by presiding
 - officer 56
 - presiding officer, not to
 - determine 56
 - presumed not to be unless
 - designated 56
 - publication in House
 - Journal 56
- RULES
 - adopted at beginning of
 - biennium 497
 - amendment, 2/3 majority
 - requirement 141
 - amendment,
 - recommendation by
 - Rules Committee,
 - majority of House .. 141
 - amendments,
 - recommended by Rules
 - Committee 141
 - applicability to CCRs .. 240
 - authority to adopt House
 - rules 480
 - conflicts with previous rules
 - 441
 - consideration on same day
 - as "introduction" ... 496
 - customs, practices relied on
 - prior to adoption of
 - rules 497
 - duration 143
 - motion to suspend for
 - variety of terms,
 - conditions and qualifiers
 - 438
 - motion to suspend with
 - variety of terms,
 - conditions and qualifiers
 - 439

Index

- previous rules best evidence
 - of customs, practices 497
- previous suspension 435
- qualified motion to suspend 438
- resolution containing proposed House rules 496
- suspend 141
- suspension over multiple days 437
- transgression 102
- RULES COMMITTEE**
 - amend rules, recommendation 141
 - motion to commit 79
 - motion to strike title, by vice-chair 256
- RULING OF CHAIR**
 - appeal, not recognized during vote 345
 - second appeal on same question, dilatory 340
- S**
- SECOND SESSION**
 - availability of fiscal analysis, second session 232
 - carry-over status 54
- SENATE AMENDMENTS (SAs)**
 - applicability of Joint Rule Three 446
- availability on previous legislative day 446
- eligibility for consideration 445
- germaneness, determined by House on House measures 170
- layover requirement 445
- SERGEANT AT ARMS**
 - compelling attendance 117, 129
 - duties 37
 - report in House Journal 129
- SERVICE OF PROCESS**
 - response 41
- SIGNATURES**
 - delegation of authority .. 25
 - electronic signatures 25
 - other documents 25
 - physical signatures 25
- SINE DIE ADJOURNMENT**
 - Constitution, by operation of 138
 - declaration by presiding officer 138
 - last Friday in May no later than 5 pm 138
 - regular session 138
 - resolution establishing date and time 138
 - special or extraordinary session, no later than 15th day after general election 138

Procedural Manual

special or extraordinary session, set by motion or resolution.....	138	pursuant to 6.2(b)(3)	212
SINGLE SUBJECT		employment of House personnel	35
single subject		ex officio member of committees.....	27
determination up to House itself	350	in absence of, Speaker Pro Tem may designate other presiding officers	29
SMOKING		in absence of, Speaker Pro Tem performs duties of Speaker.....	29
smoking	41	in absence of, Speaker Pro Tem presides	29
SPEAKER		incapacity, reasons other than death or resignation, out of session	32
approval legal settlements, prior approval	26	introduction of legislation	48
certify bills and resolutions	25	organizational day, elected by House	472
Clerk of the House, directed by	35	payment for legal services	26
committee room assignments	26	recovered ability to discharge duties, written declaration	33
control of House	25–26	resignation	358
counsel, authorization of duties	23–27	Speaker Pro Tem acting as Speaker.....	30
eight-bill limit, bills scheduled on Floor Agenda presumed approved by Speaker	215	Speaker's office vacant due to death or resignation	31
election of new Speaker, more than 15 days before sine die adjournment.....	30		
emergency-measures, bills scheduled on Floor Agenda presumed approved by Speaker			

Index

- unable to discharge duties,
written declaration.... 32
- voting..... 24
- written declaration that no
such incapacity exists,
resumption of
Speakership..... 32
- SPEAKER PRO TEMPORE**
 - ex officio member of
committees..... 29
 - presiding..... 29
 - succession to Speakership
during session..... 30
- SPEAKER-ELECT**
 - candidates chosen by party
caucuses..... 472
 - majority party candidate,
chooses majority floor
leader prior to org day
..... 472
 - minority party candidate,
customarily serves as
minority leader 472
- SPECIAL LAWS (LOCAL
LAWS)**
 - existence of, not
determined by presiding
officer 55
 - introduction deadline,
exception..... 48
 - limitations on
consideration 55
 - notice of intended
introduction 55
 - notice, substance 55
 - presumed not to be unless
declared in writing by
author 55
 - procedures..... 54
 - prohibited subjects 54
 - proof of publication..... 55
 - verification..... 55
- SPECIAL ORDERS**
 - consideration on specific
date or at specific time
..... 80
 - designation as a special
order 80
 - not applicable on day of
sine die adjournment 80
 - not applicable on final day
of General Order
deadline..... 80
- SPECIAL RULES**
 - application to multiple
measures..... 251
 - authority to adopt House
rules 480
 - characteristics 79
 - layover, exception..... 52
 - recommended by Rules
Committee 79
 - vote required for adoption
..... 250
- SUCCESSION**
 - election of new Speaker,
more than 15 days
before sine die
adjournment..... 30

Procedural Manual

- Speaker Pro Tem acting as
Speaker..... 30
- Speaker Pro Tem as actual
Speaker of the House 31
- Speaker Pro Tem, line of
succession to the
Governor..... 31, 32, 33
- Speaker, incapacity 32
- Speaker, unable to
discharge duties,
declaration in writing 32
- SUPPLIES**
- motion for supplies on
Organizational Day 478
official business..... 479
- Speaker authorized by
motion to purchase 478
- SUSPEND RULES**
- explanation prior to vote
on motion to suspend
..... 335, 336
- T**
- TABLE**
- successful tabling of
amendment similar to
final action..... 470
- THIRD READING**
- amendments..... 95
- author cannot withdraw
bill after vote ordered
..... 426
- consideration and debate 94
- debate in opposition.... 302
- emergency section 303, 306
- final action 53
- motion to commit..... 297
- recognition for debate. 300
- reconsideration..... 53
- Third Reading..... 94-95
- TITLE**
- amendments to strike .. 84-
85
- amendments to strike, vice-
chair of Rules
Committee..... 256
- authority to strike title. 267
- authority to strike title,
regardless of statements
published in bill
summary 268
- committee
recommendations... 256
- motion to strike, vice-chair
of Rules Committee 256
- readings..... 81, 82
- verbalization of motion, to
strike title 266
- TOBACCO PRODUCTS**
- tobacco Products 41
- V**
- VACANCY**
- after organizational day . 30
- death or resignation of
Speaker..... 31
- election of new Speaker,
more than 15 days

Index

before sine die
adjournment..... 30
less than 15 days before
sine die adjournment,
Speaker Pro Tem
becomes Speaker of the
House..... 30
Office of Speaker, other
times as may be
necessary..... 30
VETO, EXECUTIVE
motion to override 116
veto not final action..... 220
VOTING AND DIVISION
a member's vote cannot be
changed after the result
has been announced, if
the vote was properly
taken..... 469
appeal not recognized
during vote..... 345
clerk's desk during 111
conduct during 110
correction of vote 363
division of question 364
members present but not
voting..... 359

personal answer, quorum
call..... 393
point of order, must
pertain to vote 346, 366
recorded 107-9
special rule, vote required
..... 250
tabling motion not in order
..... 368
vote held open..... 109
voting and division 107-10

W

WITHDRAWAL

after failed motion to adopt
CCR..... 422
author's right..... 426
committee, vote to
recommend 426
expressed as "lay the bill
over" 423
floor, final vote 426
House Rule more author-
centric than general
parliamentary law.... 426
limitations not applicable
to CCRs 426
limited by Rule 10.4(b) 426

