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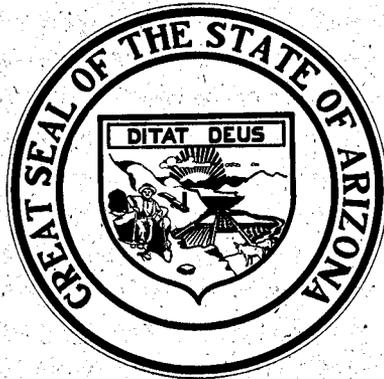
RULES

OF THE

HOUSE OF REPRESENTATIVES

FIRST LEGISLATURE

STATE OF ARIZONA



1912

Prepared by the

COMMITTEE ON RULES

The Speaker, Sam B. Bradner, of Cochise

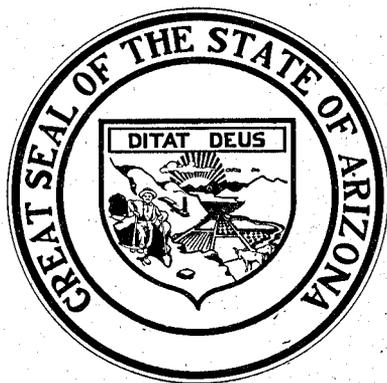
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Arizona Legislature, House. LG3.6:R85/1912
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ORDER OF BUSINESS.

RULE 65. The daily order of business shall be as follows:

- I. Prayer by the Chaplain.
2. Reading and approval of the Journal.
3. Petitions, Memorials and Remonstrances.
4. Reports of Standing Committees.
5. Reports of Select Committees.
6. Business on the Speaker's Desk.
7. Bills and other business from the Senate.
8. Motions to discharge Committees.
9. First reading of Bills.
10. Second reading of Bills.
11. Engrossed Bills read the third time.
12. Unfinished Business.
13. Motion to go into Committee of the Whole House.
14. Orders of the day.

CONTENTS

	Rules
The Speaker	1-8
Of Officers	9-11
The Clerk	12-17
Of Members	18-21
Questions of Privilege	22
Of Committees	23-27
Of Calendars	28
Of Decorum and Debate.....	29-35
Of Calls of the Roll and House.....	36
Quorum	37-38
Of Motions	39-44
The Previous Question.....	45-47
Of Reconsideration	48-49
Of Amendments	50-53
Of Amendments of the Senate.....	54
Of Bills	55-63
Petitions, Memorials, etc.....	64
Order of Business.....	65-68
Priority of Business.....	69
Of Committees of the Whole.....	70-74
Of Voting	75-77
Of Admission to the Floor.....	78-79
Suspension of the Rules.....	80-82
Parliamentary Practice	83

THE SPEAKER.

RULE 1. The Speaker shall take the chair at the hour to which the House stands adjourned, immediately call the members to order, cause the roll to be called, and, if a quorum be present, cause the Journal of the proceedings of the last day's sitting to be read.

RULE 2. He shall preserve order and decorum; decide all points of order, subject to an appeal to the House, on which appeal no member shall speak more than once, unless by permission of the House; may speak to points of order in preference to other members; and may vote on all cases except to determine his own rulings.

RULE 3. He shall, upon each day, announce to the House the business in order in conformity with Rule 65.

RULE 4. He shall declare all votes, but if any member doubts the vote, he shall order a rising vote, with the number voting for and against the question, and declare the result.

RULE 5. He shall rise to put a question or to address the House, but may read sitting.

RULE 6. In case the Speaker shall be absent at the hour to which the House adjourned, the House shall choose one of its members as Speaker pro tempore.

RULE 7. He shall have the right to name a member to perform the duties of the chair, but such appointment shall not extend beyond adjournment.

RULE 8. In the absence of any resolution or order of the House, the Speaker shall have the general control of the Representatives' Hall, its corridors, passages and committee rooms.

OF OFFICERS.

RULE 9. The House shall elect at the commencement of each Legislature, to continue in office until their successors are chosen and qualified, or until their services

are no longer required, a Clerk, Chaplain, Sergeant-at-Arms, Doorkeeper, and such employes as shall be necessary. Their compensation shall be fixed by the House.

RULE 10. No person shall be employed as a House officer or employe who is an agent for the prosecution of any claim against the State, or who is interested in such claim otherwise than as an original claimant; and it shall be the duty of the Committee on Printing to inquire into and report to the House any violation of this rule.

RULE 11. All House officers and employes shall be under the immediate direction of the Committee on Printing; they shall perform the duties usually appertaining to the offices to which they are chosen, and such other duties as may be assigned them by the House, the Speaker, or the Committee. When the services of an officer or employe are no longer required he shall be discharged by the Committee, with the approval of the Speaker.

THE CLERK.

RULE 12. The Clerk shall keep the Journal of the House; and enter therein the record of each day's proceedings, including every question of order which shall be decided on appeal, with the decision thereon.

RULE 13. He shall prepare each day, cause to be typewritten, and delivered to members at the beginning of the next session, a calendar of matters in order for consideration, and such other memoranda as the House or Speaker may direct.

RULE 14. The hour at which the House adjourns shall be entered on the Journal.

RULE 15. Immediately after its passage, the Clerk shall transmit to the Senate every bill or other measure to which its concurrence is to be asked, except such bills or measures to which any member has a right to move a re-

consideration until the right of reconsideration has expired; provided, that the operation of this rule shall be suspended during the last seven days of the session.

RULE 16. He shall carry all messages from the House to the Senate and Governor, unless the House shall otherwise direct.

RULE 17. He shall perform such additional duties as may be assigned him by the House or Speaker.

MEMBERS.

RULE 18. Every member shall be present within the Hall of the House during its sittings, unless excused or necessarily prevented.

RULE 19. Any member having obtained leave of absence, and having in his possession papers relative to business before the House shall leave the same with the Clerk.

RULE 20. Any member shall have the right to protest and have the reasons of his protest entered on the Journal. (Cons. Art. IV, Sec. 16.)

RULE 21. When any member shall be guilty of a breach of any of the rules and orders of the House, and the House has determined that he has so transgressed, he shall not be allowed to vote or speak, except by way of excuse for the same, until he has made satisfaction.

QUESTIONS OF PRIVILEGE.

RULE 22. Questions of privilege shall be, first, those affecting the rights of the House collectively, its safety, dignity, and the integrity of its proceedings; second, the rights, reputation, and conduct of members, individually, in their representative capacity only; and shall have precedence of all other questions, except motions to adjourn.

OF COMMITTEES.

RULE 23. The following standing committees shall be appointed by the Speaker, and the member first named shall be chairman:

1. On Rules, to consist of three members.
2. On Elections, to consist of seven members.
3. On Ways and Means, to consist of seven members.
4. On Judiciary, to consist of seven members.
5. On Public Lands, to consist of seven members.
6. On Labor, to consist of seven members.
7. On Mines and Mining, to consist of five members.
8. On Appropriations, to consist of seven members.
9. On Banking and Insurance, to consist of five members.
10. On Corporations, to consist of seven members.
11. On Constitutional Mandates, to consist of seven members.
12. On Constitutional Amendments and Referendum, to consist of five members.
13. On Suffrage and Elections, to consist of five members.
14. On Education, to consist of seven members.
15. On Agriculture and Irrigation, to consist of seven members.
16. On Live Stock, to consist of five members.
17. On Counties and County Affairs, to consist of seven members.
18. On Militia and Public Defense, to consist of three members.
19. On Public Health and Statistics, to consist of seven members.

20. On Enrolling and Engrossing, to consist of five members.

21. On Printing, to consist of three members.

22. On Public Expenditures, to consist of five members.

23. On Petitions and Memorials, to consist of three members.

24. On State Accounting and Methods of Business, to consist of five members.

25. On Public Institutions, to consist of five members.

26. On Good Roads, to consist of seven members.

RULE 24. Reports of Standing Committees shall be considered in the order in which they were reported to the House; provided, however, that reports from the following Committees concerning matters herein named, shall have precedence, and may be received at any time: The Committee on Rules, on rules, joint rules and order of business; the Committee on Elections, on the right of a member to his seat; the Committee on Ways and Means, on bills for raising revenue; the Committee on Appropriations, appropriation bills; the Committee on Constitutional Amendments and Referendum, on Constitutional amendments; the Committee on Printing, on all matters referred to them for printing for use of the House or the two Houses; a Conference Committee, concerning subjects given precedence in this rule.

When the report of a Committee is ordered to be printed this shall include printing the views of the minority.

RULE 25. All committees, except such as the House shall determine to select, shall be appointed by the Speaker.

RULE 26. Any member may present to the Clerk a motion in writing to discharge a committee from further consideration of any bill or joint resolution which may have been referred to such committee eight days prior

thereto. All such motions shall be entered in the Journal and be printed on a calendar to be known as a "Calendar of Motions to Discharge Committees." Recognition for such motions shall be in the order in which they have been entered.

RULE 27. No committee, except the Committee on Rules, shall sit during the sitting of the House without special leave.

OF CALENDARS.

RULE 28. There shall be two calendars to which all business reported from committees shall be referred, viz:

First. A House Calendar on which shall be entered all bills and other measures reported from the Committee of the Whole House in the order reported from the Committee, and such business as the House may directly place upon the calendar for consideration;

Second. A Calendar of the Committee of the Whole House, on which shall be entered in the order referred, all bills and other measures referred to the Committee of the Whole; provided, however, that reports given precedence in Rule 24, shall have precedence on this calendar.

A Calendar of motions to discharge Committees, to which all motions of this nature shall be referred and entered in the order made.

OF DECORUM AND DEBATE.

RULE 29. When any member desires to speak in debate, or deliver any matter to the House, or make, or second a motion, he shall rise and address himself to "Mr. Speaker", and, on being recognized, may address the House; he shall confine himself to the question under debate and avoid personalities. And no member shall impeach the motives of any other member's argument or vote.

RULE 30. When two or more members rise, the Speaker shall name the member who is to speak, but in all cases the member who shall first rise and address the Chair shall speak first.

RULE 31. No member shall interrupt another while speaking, except to call to order or to correct a mistake.

RULE 32. No member shall speak more than twice to the same question, provided, however, that the mover, proposer or introducer of the matter pending shall be permitted to reply, but not until every other member desiring to speak shall have spoken.

RULE 33. No member shall be permitted to stand up to the interruption of another while any member is speaking, or pass unnecessarily between the Speaker and the person speaking, or other persons be permitted to stand in the aisles during the session of the House.

RULE 34. If any member be called to order for words spoken in debate, the member calling him to order shall repeat the words excepted to, and they shall be taken down in writing at the Clerk's desk and read aloud to the House, but he shall not be held to answer or be subject to censure of the House therefor if further debate or other business has intervened.

RULE 35. If any member in speaking, or otherwise, transgress the rules of the House, the Speaker shall, or any member may, call him to order, in which case he shall immediately sit down, unless permitted to explain, and the House shall, if appealed to, decide the case without debate; if the decision is in favor of the member called to order, he shall be at liberty to proceed, but not otherwise; and, if the case require it, he shall be liable to censure or such punishment as the House may deem proper.

OF CALLS OF THE ROLL AND HOUSE.

RULE 36. Upon every roll call the names of the

members shall be called alphabetically by surnames; when members have the same or similar surnames the name of the county shall be added.

QUORUM.

RULE 37. A majority of the members elected to the House shall constitute a quorum to do business.

RULE 38. Whenever a quorum is not present and objection is made for this cause, unless the House shall adjourn, there shall be a call of the House and the Sergeant-at-Arms shall forthwith proceed to bring in absent members and present them at the bar of the House, whereupon, the members shall be noted as present, discharged from custody, be given an opportunity to vote, and their votes shall be recorded. The House may at any time, on demand of five members, order a call of the House.

OF MOTIONS, THEIR PRECEDENCE, ETC.

RULE 39. Every motion made to the House, and entertained by the Speaker, shall be entered in the Journal with the name of the member making it, unless it is withdrawn the same day.

RULE 40. When a motion has been made and seconded, the Speaker shall state it (or if it be in writing), cause it to be read aloud by the Clerk, before being debated; it shall then be in possession of the House, but may be withdrawn, with the consent of the second, at any time before debate begins or amendment is offered.

RULE 41. When a question is under debate no motion shall be received but,

1. To adjourn,
2. To lay on the table,
3. To take a recess,

4. For the previous question,
(which motions shall be decided without debate.)
5. To postpone to a day certain,
6. To commit, refer or re-commit,
7. To amend,
8. To postpone indefinitely,

which several motions shall have precedence in the foregoing order, and no motion to postpone to a day certain, to refer, or to postpone indefinitely, being decided, shall again be allowed on the same day at the same stage of the question.

RULE 42. A motion to strike out the enacting words of a bill shall only be received when the bill is on its final passage; it shall have precedence of a motion to amend, and, if carried, shall be considered equivalent to its rejection.

RULE 43. On demand of any member, before the question is put, a question shall be divided if it includes propositions so distinct in substance that one being taken away a substantive proposition shall remain.

RULE 44. No dilatory motion shall be entertained by the Speaker.

THE PREVIOUS QUESTION.

RULE 45. The previous question shall be put in the following form: "Shall the main question be now put?"

The adoption of the previous question shall put an end to all debate except as provided in Rule 46, and bring the House to a direct vote upon pending amendments, if any, in their order, and then upon the main question.

RULE 46. When debate is closed by ordering the previous question the member in charge of the measure under consideration shall be allowed to speak ten minutes, and may grant to any other member any portion of his

time. When the member entitled to speak under this rule is absent, the member standing first in order upon the committee reporting the measure, who is present and joined in the report, shall have the right to occupy such time. Provided, however, that when the previous question has been ordered on bills involving the expenditure of public money or grant of public property, the member in charge of the measure under consideration shall be allowed to speak thirty minutes and may grant any portion of his time to any other member.

RULE 47. After the previous question has been ordered on the passage of a bill or joint resolution one motion to re-commit shall be in order.

OF RECONSIDERATION.

RULE 48. When a motion has been made and carried or lost, it shall be in order for any member of the majority, on the same or succeeding day, to move for the reconsideration thereof; and such motion shall take precedence of all other questions except a motion to adjourn or the consideration of a conference report, and shall not be withdrawn after the said succeeding day without the consent of the House, and thereafter any member may call it up for consideration, provided, that such motion, if made during the last seven days of a session, shall be disposed of when made.

RULE 49. No bill, petition, memorial or resolution referred to a committee, or reported therefrom, shall be brought back into the House on a motion to reconsider.

OF AMENDMENTS.

RULE 50. When a motion or proposition is under consideration a motion to amend or a motion to amend an

amendment shall be in order, but no amendment in the third degree shall be allowed.

RULE 51. A motion to strike out and insert is indivisible, but a motion to strike out being lost shall neither preclude amendment nor motion to strike out and insert; and no motion or proposition on a subject different from that under consideration shall be admitted under color of amendment.

RULE 52. In filling blanks, the largest sum and the longest time shall be put first.

RULE 53. Upon request of any member each amendment shall be considered separately.

OF AMENDMENTS OF THE SENATE

RULE 54. Any amendment of the Senate to any House bill shall be referred to the Committee of the Whole, unless the House shall otherwise determine.

OF BILLS.

RULE 55. Bills, joint resolutions and resolutions may be introduced by any member or by a committee, by depositing them with the Clerk, and indorsing thereon the name of the member or committee introducing the same. They shall be printed, typewritten, or written in a legible hand, without material erasure or interlineation, on not less than one sheet of paper, with suitable margins and spaces between the several sections, dates and numbers being written in words at length.

RULE 56. When a bill, resolution, or memorial is introduced "by request", these words shall be indorsed on the measure and entered in the Journal.

RULE 57. Every bill shall embrace but one subject and matters properly connected therewith, which subject shall be expressed in the title. (Cons. Art. IV, Sec. 13.)

RULE 58. All bills and joint resolutions introduced into this House shall have a first reading as directed in these rules; they shall then be referred to the Committee on Printing, which shall carefully examine the same and should anything be found therein, which, in their judgment, is not a proper subject of legislation, or that the language used is insulting or derogatory, they shall immediately report their findings to the House; should no objection, as herein indicated be found, the committee shall direct that five hundred copies be printed, unless the House shall otherwise order.

On the following day the measure shall have a second reading in the manner directed in these rules, the Speaker shall then refer it to an appropriate committee, which shall examine the same and report to the House, with its recommendations. All amendments made in committee shall be separately reported.

The bill shall then be placed on the appropriate calendar, and when it is reached or taken up for consideration, shall be subject to debate and amendment before the question to engross be taken.

The vote shall then be on the question, "Shall the bill be engrossed and have a third reading?"

When a bill has been engrossed it shall be placed under the order of "third reading of bills," and shall not be subject to amendment.

RULE 59. Every bill and joint resolution shall be read by sections on three different days, unless in case of emergency, two-thirds of either House deem it expedient to dispense with this rule; but the reading of the bill by sections on its final passage shall in no case be dispensed with, and the vote on the final passage of any bill or joint resolution shall be taken by ayes and nays on roll call. (Cons. Art. IV, Sec. 12.)

When a member deems that an emergency exists and that it is expedient to dispense with the necessity of reading a bill by sections on first or second reading as directed in Section 12, of Article IV, of the Constitution, the following motion shall be in order:

"I move that an emergency exists, as contemplated in Section 12, of Article IV, of the Constitution, and that it be deemed expedient to dispense with the requirement of said section relative to reading of bills by sections on first (or second) reading, and that H. B. (or S. B.) No., be read on first (or second) reading by number and title only."

When this motion is carried touching a measure the Clerk shall make the following Journal entry:

"The reading of bills numbered . . . , . . . , . . . , by number and title only on first (or second) reading was in each instance authorized by a two-thirds vote of all members elected to the House, declaring that an emergency exists and that it was expedient to dispense with the requirements of Section 12, of Article IV, of the Constitution, relating to reading of bills by sections on first (or second) reading."

RULE 60. Every emergency measure shall state in a separate section why it is necessary that it shall become immediately operative, and shall be approved by the affirmative vote of two-thirds of the members of the House, taken by roll call of ayes and nays. (Cons. Art. IV, SEC. 1.)

RULE 61. Every bill revising or amending an act shall not merely refer to the title of such act, but the act or section as amended shall be set forth at full length. (Cons. Art. IV, SEC. 14.)

RULE 62. A majority of all members elected to each House shall be necessary to pass any bill, and all bills so passed shall be signed by the Speaker in open session (Cons. Art. IV, Sec. 15.)

RULE 63. During all stages of the passage of a bill

or other measure through the House it shall retain its original number. Should a substitute bill be presented by a committee, or otherwise, said substitute bill shall bear the number of the original it displaces, but the words "Substitute Bill" shall be prefixed to the number.

PETITIONS, MEMORIALS, ETC.

RULE 64. All petitions, memorials, and other papers addressed to the House shall be presented by the Speaker, or by a member in his place; shall be indorsed by the name of the person presenting it and the subject matter of the same. It shall be read by the Speaker, Clerk, or such other person as the Speaker may request. They shall be read and considered in the order presented, unless the House shall otherwise direct.

ORDER OF BUSINESS.

RULE 65. The daily order of business shall be as follows:

1. Prayer by the Chaplain.
2. Reading and approval of the Journal.
3. Petitions, Memorials and Remonstrances.
4. Reports of Standing Committees.
5. Reports of Select Committees.
6. Business on the Speaker's Desk.
7. Bills and other business from the Senate.
8. Motions to discharge Committees.
9. First reading of Bills.
10. Second reading of Bills.
11. Engrossed Bills read the third time.
12. Unfinished Business.
13. Motion to go into Committee of the Whole House.
14. Orders of the day.

RULE 66. No business shall be taken up or be considered until the class to which it belongs shall be declared to be in order, nor after the order to which it belongs is closed, but messages from the Governor may be read at any time.

RULE 67. At any time after the Journal is read it shall be in order, by direction of the appropriate committee, to move that the House resolve itself into a Committee of the Whole for the consideration of bills raising revenue, general appropriation bills, or bills for putting into effect the mandates of the Constitution.

RULE 68. Reports and communications from heads of departments, and other communications addressed to the House, and bills, resolutions, and messages from the Senate may be referred to the appropriate committees in the same manner and with the same right of correction as bills presented by members; but House bills with Senate amendments which do not require consideration in a Committee of the Whole may be at once disposed of as the House may determine, as may also Senate bills substantially the same as House bills already favorably reported by a committee of the House, and not required to be considered in Committee of the Whole, be disposed of in the same manner on motion directed to be made by such committee.

PRIORITY OF BUSINESS.

RULE 69. All questions relating to the priority of business shall be decided by a majority without debate.

COMMITTEE OF THE WHOLE HOUSE.

RULE 70. When the House shall determine to go into a Committee of the Whole House the Speaker shall appoint the chairman.

~~RULE 71.~~ A quorum of a Committee of the Whole House shall consist of fifteen members.

RULE 72. Whenever a Committee of the Whole House finds itself without a quorum, the chairman shall cause the roll to be called, and thereupon the committee shall rise, and the chairman shall report the names of the absentees to the House, which shall be entered on the Journal; but if on such a call a quorum shall appear, the Committee shall thereupon resume its sitting without further order of the House.

RULE 73. In Committees of the Whole House business on its calendar may be taken up in regular order, or in such order as the Committee may determine, unless the bill to be considered was determined by the House at the time of going into Committee, but bills for raising revenue and general appropriations bills shall have preference.

RULE 74. The rules of proceeding in the House shall be observed in Committees of the Whole House so far as they may be applicable.

VOTING.

RULE 75. No member shall be permitted to vote on any question where his private right, distinct from public interests, is immediately concerned.

RULE 76. Every member, who shall be within the Hall of the House when a question is put, where he is not excluded by interest, shall give his vote, unless the House for special reasons shall excuse him, and when the ayes and nays are ordered no member shall leave his seat until the vote is declared. In all elections by the House no member shall leave his seat after voting before a return of the House is had.

RULE 77. At the request of two members the ayes and nays on roll call on any question shall be entered on the Journal. (Cons. Art. IV, SEC. 10.)

OF ADMISSION TO THE FLOOR.

RULE 78. The following persons shall be admitted to the floor of the House during the session, to occupy seats not numbered: The Governor, Secretary of State, State Auditor, State Treasurer, Attorney General, Superintendent of Public Instruction, Adjutant General, State Engineer, the Judges of the Supreme Court, the Clerk of the Supreme Court, the Law Librarian, the Members of the Corporation Commission, the Members of the Board of Control, ex-Members of the Territorial Council and Assembly and Members of the Constitutional Convention, who are not directly interested in any claim or bill pending before the House, Members of the Senate, the Secretary of the Senate, the Sergeant-at-Arms of the Senate, and contestants for seats in the House while their cases are under consideration. No other person shall be admitted to the floor of the House during the session except by permission of the Speaker.

RULE 79. Such portion of the gallery as may be necessary to accommodate representatives of the press desiring to report the proceedings shall be set aside for their use.

Accredited reporters and correspondents may be admitted to the floor of the House during a session under such regulations as the Speaker may prescribe.

SUSPENSION OF RULES.

RULE 80. No rule of the House shall be suspended except by a vote of two-thirds of the members voting, a quorum being present.

RULE 81. A motion to suspend the rules shall, before being submitted to the House, be seconded by a majority, if demanded.

RULE 82. A motion for suspension of the rules shall be decided without debate.

PARLIAMENTARY PRACTICE.

RULE 83. The rules of the National House of Representatives and the rules of parliamentary practice comprised in Jefferson's Manual shall govern the House in all cases to which they are applicable and in which they are not inconsistent with the standing rules and orders of the House and the joint rules of the Senate and House.

INDEX

	RULES
Adjourn, motion to,	41
Adjournment, hour of shall be entered in Journal,	14
Admission to the Floor, who entitled to,	78
Amend, motion to,	41
Amendment, in third degree not allowed,	50
Amendments, of,	50-53
Constitutional, report of committees on,	24
shall be separately considered,	53
by a committee,	58
of the Senate,	54
Appeal from decision of the Speaker,	2
on, member to speak only once,	2
Appropriations, report of Committee on Bills concerning,	24
Ayes and Nays, two members may have entered in Journal,	77
Bills passed to be sent to the Senate,	15
concerning appropriations, consideration of,	67
for raising revenue, committee report on,	24
for raising revenue, consideration of,	67
concerning appropriation, consideration of,	24
Bill, no, shall be brought back on motion to reconsider,	49
Bills, introduction of,	55
how prepared,	55
introduced "be request",	56
shall embrace but one subject,	57
reading of,	58
substitute, how numbered,	63
committee reference of,	58
with Senate amendments,	68
to be placed on the Calendar,	58
debate on,	58
shall be signed by the Speaker,	62
amendment of,	58-61
majority required to pass,	62
course of,	58
shall retain original number,	63
Blanks, in filling, largest sum and longest time shall be put first,	52

RULES

Business, order of,	65-68
before the House, papers relative to,	19
priority of, decided by majority,	69
Calendar, the clerk shall each day prepare a,	13
of motions to discharge committees,	26
Calendars,	28
Call of the House,	38
Chaplain, the,	9
Clerk, the,	9
duties of the,	12-17
Committees, list of,	23
report of,	24
reports given precedence,	24
of the Whole,	70-74
Constitution Amendments, report of committee on,	24
Constitutional Mandates, consideration of bills concerning,	67
Conference Report,	24
report, precedence of,	48
Committees, appointment of,	25
Committee Amendments,	58
motion to discharge,	26
motion to,	41
Committees shall not sit during session of House,	27
Committee of the Whole, calendar of,	28
of the Whole, Speaker appoints chairman,	70
of the Whole, quorum is fifteen members,	71
of the Whole, when without a quorum,	72
of the Whole, order of business,	73
of the Whole, rules of proceeding,	74
Debate, limited by previous question,	46
, and debate,	29
Denied, question may be,	43
Dilatory Motion, Speaker not to entertain,	44
Different subject not allowed on amendment,	51
Doorkeeper,	9
Elections, report of committee on,	24
Employees, House,	9-10-11
House, compensation of,	9
House, shall not be legislative agents,	10
House, discharge of,	11
Elections, report of committee on,	24
Enacting Words, motion to strike out,	42
Emergency may be declared,	59
Governor, messages from the,	66

RULES

House, Calendar, 28
 may determine business in Committee of the Whole, 73
 Journal, to be read, 1
 protest to be entered in, 20
 motions to be entered on, 39
 Joint Resolutions, introduction of, 55
 Resolution, reading of, 58
 Resolutions, committee reference of, 58
 to be placed on the Calendar, 58
 committee amendments, 58
 debate on, 58
 amendment of, 58
 Resolution, course of, 58
 Journal entry, when emergency is declared, 59
 Jefferson's Manual, 83
 Lay on the Table, motion to, 41
 Member, no, shall interrupt another, 31
 Members to be present in the House, 18
 obtaining leave of absence must leave papers, 19
 right of protest, 20
 breach of rules by, 21-35
 questions of privilege concerning, 22
 shall address Speaker before recognition, 29
 shall avoid personalities, 29
 two, may have ayes and nays entered in Journal, 77
 Member, called to order, 34
 shall not vote when private right is concerned, 75
 Memorials, 64
 Messages from the Governor, 66
 Minority, views of to be printed, 24
 Motion to discharge committee, 26
 Motions of, 39
 Motion to be stated by the Speaker, 40
 precedence of, 41
 undebatable, 41
 to strike out enacting words, 42
 to strike out and insert indivisible, 51
 to suspend the rules, 81
 Officers, House, 9-10-11
 House, compensation of, 9
 House, shall not be legislative agents, 10
 House, discharge of, 11
 Order, points of, Speaker shall decide, 2
 points of, Speaker may speak in preference to members, 2
 member called to 34

RULES

Order of business,	65-68
Parliamentary Practice,	83
Personalities, member shall avoid,	29
Petitions,	64
Postpone to a day certain, motion to,	41
Points of order, Speaker shall decide,	2
Postpone indefinitely, motion to,	41
Printing, committee on, duties concerning employees,	10-11
Protest, right of members to,	20
Privilege, question of,	22
Printing, report of committee on,	24
Previous question, motion for the,	41
Press, accommodations for members of the,	79
Previous question, form of the,	45
effect of the,	45-46
allows limited debate,	46
Priority of business decided by a majority,	69
Question may be divided,	43
Quorum, majority shall constitute a,	37
absence of a,	38
of Committee of the Whole is fifteen members,	71
Reconsideration, bills to which may be moved,	15
right to move suspended,	15
Recess, motion to take a,	41
Reconsider, no bill to be brought back on motion to,	49
Reconsideration, precedence of motion for,	48
of,	48
Re-committ, motion to,	41
Refer, motion to,	41
Revenue, report of committee on bills for raising,	24
consideration of bills for raising,	67
Reports of committees given precedence,	24
Reporters, accommodations for,	79
Reports from heads of departments,	68
Resolutions, introduction of,	55
Roll to be called,	1
call, on, members to be called alphabetically,	36
Rules governing Parliamentary Practice,	83
breach of rules,	21-35
report of committee,	24
committee, on, may sit during session of House,	27
suspension of the,	80-82
Sergeant-at-Arms,	9-38
Senate, messages from the,	68
Senate amendments,	54

RULES

Speaker, duties of the,	1-3
shall preserve order and decorum,	2
shall decide points of order,	2
shall not vote to determine his rulings,	2
shall declare all votes,	4
pro tempore, House may elect,	6
temporary, speaker may appoint,	7
has control of the House,	8
appoints chairman of Committee of the Whole,	70
shall appoint committees,	25
members shall address before recognition,	29
shall state motions,	40
not to entertain dilatory motions,	44
shall sign all bills,	62
Strike out and insert indivisible, motion to,	51
Suspension of the rules,	80-82
Surnames, roll call to be alphabetically by,	36
Substitute bill, how numbered,	63
Votes, Speaker shall declare all,	4
Voting,	75-77
Vote, member shall not, when private right is concerned,.....	75
Ways and Means, report of committee on,	24