

RULES

of the
House of Representatives
34th Legislature



STATE OF ARIZONA
1979-80

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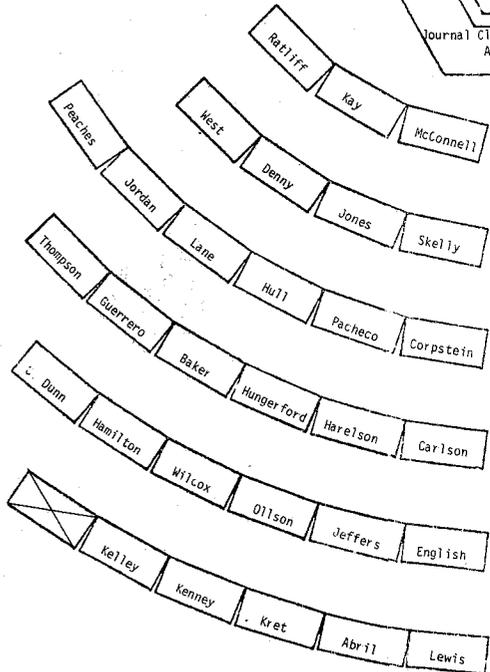
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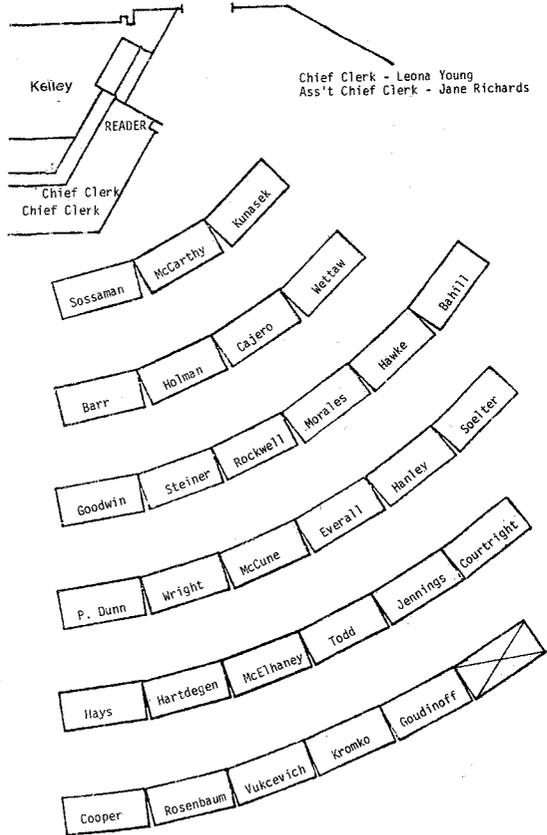
SPEAKER



- 1979-1980

ARRANGEMENT

REPRESENTATIVES



ORDER OF BUSINESS

1. Roll Call
2. Prayer
3. Pledge of Allegiance
4. Approval of the Journal
5. Petitions, Memorials and Remonstrances
6. Reports of Standing Committees
7. Reports of Select Committees
8. Business on the Speaker's Desk
9. Bills and Other Business from the Senate
10. Motions to Discharge Committees
11. First Reading of Bills
12. Second Reading of Bills
13. Third Reading of Bills
14. Unfinished Business
15. Committee of the Whole -- Second Reading of Bills
16. Disposition of Business from Committee of the Whole
17. Orders of the Day

TABLE OF CONTENTS

ARTICLE 1. MEMBERS

RULE

1. Loyalty oath; breach of rules; disorderly behavior; expulsion

ARTICLE 2. ANNUAL SESSIONS

2. Regular session sine die adjournment; special session for certain appropriations

ARTICLE 3. MEETINGS OF THE HOUSE

3. Convening; roll call; quorum; call of the House
4. Order of business; substitution of Senate bills for House bills
5. Executive Session

ARTICLE 4. VOTING

6. Voice vote; voting in person; duty to vote; conflict of interest; changing vote; explaining vote; declaring the vote
7. Electric roll call system

ARTICLE 5. LEGISLATIVE MEASURES AND AMENDMENTS

8. Introduction of measures; substitute bills; improper subject matter

RULE

9. Readings; First Reading; printing; referral to committees
10. Reports of committees
11. Calendars; House Calendar; Active Calendar; Rules Committee; Consent Calendar
12. Second Reading; Committee of the Whole; engrossing
13. Sitting as in Committee of the Whole
14. Third Reading; Final Passage
15. Transmission of measures to Senate
16. Senate amendments; conference committees; conference reports; germaneness of free conference committee amendments; Final Passage
17. Form of measures, engrossed measures and amendments; review of amendments for constitutionality and proper form; printing of substantive floor amendments longer than one page

ARTICLE 6. COMMITTEES

18. Appointment; standing committees; rules of procedure; interim meetings; discharge from consideration of a measure

ARTICLE 7. DEBATE AND DECORUM

RULE

19. Speaker to preserve order and decorum; points of order; appeal; recognition; interruption; time limits
20. Impermissible debate
21. Protest
22. Order on the Floor; privilege of the Floor; main gallery; press gallery

ARTICLE 8. PARLIAMENTARY RULES

23. Motions; dilatory motions; seconds; privileged questions; motions in order when a question is under debate
24. Lay on the Table
25. Previous question
26. Postponement
27. Motion to amend; amendment to the third degree not allowed; substitute amendment; germaneness; filling blanks; separate consideration
28. Reconsideration; recall from committee or Senate
29. Privilege of the House; personal privilege

RULE

- 30. Division of question
- 31. Precedence of sources of rules

ARTICLE 9. ADMINISTRATION

- 32. Speaker; Speaker Pro Tempore; Chief Clerk; Assistant Chief Clerk
- 33. Employees; nominations; direction and supervision; discharge; compensation; lobbying prohibited; agent of claimant against the State prohibited
- 34. Control of building; payment of claims; signature on House documents
- 35. Journal
- 36. Communications to the House; messages to the Senate and Governor; duties of Chief Clerk
- 37. Chief Clerk; filing of committee minutes and attendance records; copies of Committee of the Whole Calendar; other memoranda; papers of members on leave of absence

ARTICLE 10. SUSPENSION OF THE RULES

- 38. Suspension of the Rules

RULES OF THE HOUSE OF REPRESENTATIVES
THIRTY-FOURTH LEGISLATURE

ARTICLE 1. MEMBERS

RULE 1. LOYALTY OATH; BREACH OF RULES;
DISORDERLY BEHAVIOR; EXPULSION

A. Each member-elect of the House of Representatives, before or at the time of taking the oath of office, shall be required to file with the Chief Clerk of the House an affidavit, sworn to before an official qualified to administer oaths, and executed within the thirty-day period immediately preceding his induction, that he is not and has never been a member of the Communist Party or affiliated with such Party, and that he does not believe in, is not a member of, and does not support any organization that believes in or teaches the overthrow of the United States government by force or by any illegal or unconstitutional methods.

B. The House may punish its members for disorderly behavior and may, with the concurrence of two-thirds of the members elected to the House, expel any member (Const. Art. IV, Part 2, Sec. 11). A violation of any of the House Rules shall be deemed disorderly behavior.

C. 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 permitted to vote or speak, except by way of excuse for the same, until he has made satisfaction.

ARTICLE 2. ANNUAL SESSIONS

RULE 2. REGULAR SESSION SINE DIE ADJOURNMENT;
SPECIAL SESSION FOR CERTAIN APPROPRIATIONS

Regular sessions shall be adjourned sine die no later than the third Friday in April of each year. The general appropriation bill, the general capital outlay bill and the university capital outlay bill may be considered each year in a special session which shall be called only for that purpose.

ARTICLE 3. MEETINGS OF THE HOUSE

RULE 3. CONVENING; ROLL CALL; QUORUM; CALL OF
THE HOUSE

A. Every member shall be present within the Hall of the House during its sitting, unless excused by the Speaker prior to roll call or necessarily prevented; and shall vote on each question put, unless the member has a direct personal pecuniary interest in the question, or unless the member is excused from voting in accordance with Rule 6.

B. The Speaker shall take the Chair at the hour to which the House shall have 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, if requested by a majority of the members elected to the House.

C. Upon every roll call the names of the members shall be called alphabetically by surnames. When members have the same or similar surnames, the designation of the district shall be added.

D. The majority of the members elected to the House shall constitute a quorum to do business; but a smaller number may meet, adjourn from day to day and compel the attendance of absent members in such manner and under such penalties as the House may prescribe. The House shall not adjourn for more than three days between the day of adjournment and the day of reconvening, exclusive of Sundays and holidays, nor to any place other than that in which it may be sitting, without the consent of the Senate (Const. Art. IV, Part 2, Sec. 9).

E. The purpose of the Call of the House is to compel the attendance of absent members.

F. A motion or demand for a Call of the House is not debatable or amendable and may not be laid on the table, postponed, referred to committee or have other subsidiary motions applied to it.

G. When no quorum is present, a Call of the House takes precedence over all other motions. Any member may raise the question of no quorum; and if a quorum is not present, the House must either order a Call of the House, recess or adjourn. The motion for a Call of the House is agreed to by a majority of those voting, but may not be ordered by less than 10 members including the Speaker.

H. When a quorum is present, a Call of the House ranks as a "question of privilege". A Call of the House may be ordered by a majority of the members voting, provided the minimum number authorized to order a Call of the House is present.

I. When a Call of the House has been ordered, the doors are closed, the Chief Clerk calls the roll of members and notes the absentees. The Sergeant at Arms shall forthwith proceed to bring in absent members until two-thirds of the members elected to the House are present, 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 vote shall be recorded.

RULE 4. ORDER OF BUSINESS; SUBSTITUTION OF SENATE BILLS FOR HOUSE BILLS

A. At each session the Speaker shall announce the Order of Business in conformity with this rule.

B. The House shall convene at the call of the Speaker each day during the legislative session unless a different time or day is fixed by the Body. The daily Order of Business shall be as follows:

1. Roll Call
2. Prayer
3. Pledge of Allegiance
4. Approval of the Journal
5. Petitions, Memorials and Remonstrances
6. Reports of Standing Committees
7. Reports of Select Committees

8. Business on the Speaker's Desk
9. Bills and Other Business from the Senate
10. Motions to Discharge Committees
11. First Reading of Bills
12. Second Reading of Bills
13. Third Reading of Bills
14. Unfinished Business
15. Committee of the Whole -- Second Reading of Bills
16. Disposition of Business from Committee of the Whole
17. Orders of the Day

C. At any time after the reading and approval of the Journal any member may authorize a motion to be made that the House go into Committee of the Whole for the consideration of bills raising revenue or the general appropriation bill.

D. When Senate bills are received which are similar to House bills which have already been favorably reported by the Committee of the Whole, they may be substituted for such House bills and referred, after a First and Second Reading, to the Order of Business held by the similar House bill.

E. Business shall be taken up and shall be considered only when the class to which it belongs shall be declared to be in order. Matters of personal

r1 5, 6

privilege or introduction of guests shall be in order only upon completion of a previous order of business.

F. All questions relating to the priority of business shall be decided by a majority of those voting without debate.

RULE 5. EXECUTIVE SESSION

Upon a motion, carried by a majority vote of all members elected to the House, the House may resolve itself into Executive Session for the discussion of any business which may, in the opinion of the House membership, require secrecy. The Speaker may direct the chambers and galleries to be cleared, except such personnel as the Speaker may deem necessary; and during the discussion the doors shall remain closed. While in Executive Session the rules of the House shall apply.

ARTICLE 4. VOTING

RULE 6. VOICE VOTE; VOTING IN PERSON; DUTY TO VOTE; CONFLICT OF INTEREST; CHANGING VOTE; EXPLAINING VOTE; DECLARING THE VOTE

A. All motions may be determined by a voice vote, teller, or on request of two members by a roll call, and by declaration of the result by the Speaker or Chairman; provided that the voice vote shall not

apply to Third Reading and Final Passage of a bill, resolution or memorial.

B. No member shall be permitted to vote unless present in person to cast his vote.

C. No member shall vote for another, nor shall any person not a member cast a vote for a member. In addition to such penalties as may be prescribed by law, any member who shall vote or attempt to vote for another member may be punished in such manner as the House may determine. If a person not a member shall vote or attempt to vote for any member he 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 may deem proper, in addition to such punishment as may be prescribed by law.

D. When a question is put, every member who shall be within the hall of the House shall give his vote, aye or nay, unless the member declares a direct pecuniary interest in the question or is excused by the House.

E. When a roll call vote is ordered, no member shall leave his seat until the vote is declared. The roll will be taken once only. When a member declines to vote, the member shall be required to specify the reason. If the reason given is other than a direct personal pecuniary interest in the question, the presiding officer shall submit the question to the House, "Shall the member be excused from voting for the reason given?" The question shall be decided without debate before the roll call vote is taken and the result is announced.

F. A member may change his vote after the roll call has been completed and before announcement of the result, but not thereafter.

G. Every member shall have the privilege of explaining his vote; such explanation shall not exceed ten minutes, and shall further be permitted to have his written explanation placed on file in the office of the Chief Clerk and the Journal shall so show, except that this provision shall not apply in committees of the House.

H. The Speaker shall declare all votes; but if any member doubts the vote, a rising vote shall be ordered and the result declared.

RULE 7. ELECTRIC ROLL CALL SYSTEM

A. In all cases where a rule of the House of Representatives refers to "roll call", such reference shall be understood to refer also to the "taking" of the vote by an electric roll call system.

B. When taking the ayes and nays on any question to be voted upon, the electric roll call system, so-called, may be used, and when so used shall have the same force and effect as a roll call taken as otherwise provided in these rules.

C. When the House is ready to vote upon any question requiring a roll call, and the vote is to be taken by the electric roll call system, the Chair shall announce: "You have heard the motion" or "You have heard the reading of (designating the matter to be voted upon). Those in favor will vote aye. Those opposed will vote nay. Do not vote until you hear the bell ring. The House will now proceed to vote".

D. When sufficient time has been allowed the members to vote, the Chair shall announce: "Have you all voted?" and after a short pause shall say: "The Clerk will now record the vote".

E. The Chief Clerk shall immediately start the recording equipment, and when completely recorded, shall present the result to the Chair, who shall announce same to the House. The Chief Clerk shall enter upon the Journal the result in the manner provided by the rules of the House.

ARTICLE 5. LEGISLATIVE MEASURES AND AMENDMENTS

RULE 8. INTRODUCTION OF MEASURES; SUBSTITUTE BILLS; IMPROPER SUBJECT MATTER

A. Bills, resolutions and memorials may be introduced by a member or a committee by presenting 30 copies of such bill, resolution or memorial to the office of the Chief Clerk. The Chief Clerk shall have 24 hours to process such bill, resolution or memorial preceding the day of actual introduction. The name of the sponsor or sponsors shall be on the attached signature page of the bill. Introductions "by request" shall be so designated. A bill introduced in the House may be cosponsored by Senate members in which case the blue copy shall have the signatures of the House members on the right-hand side, with the main sponsor signing on the line so provided, and the Senate members shall sign on the left-hand side.

B. Bills, resolutions and memorials may be introduced during the first 29 days of a regular session and during the first 10 days of a special session. Thereafter introduction may be allowed only with the permission of the Rules Committee.

C. Bills, resolutions and memorials may be prefiled for introduction in the first regular session during the period following the filing of the certification of election until the first day of the regular session. Bills, resolutions and memorials may be prefiled for introduction in the second regular session during the period from November 15 next preceding the second regular session until the first day of the second regular session. Bills, resolutions and memorials may be prefiled for introduction in any special session during the period following the Governor's proclamation until the first day of the special session, such bills being germane to the call.

D. A bill, resolution or memorial shall be prefiled in the same manner prescribed for introduction. Bills, resolutions and memorials prefiled for introduction pursuant to this rule shall be deemed to have been actually introduced on the first day of each regular or special session; however, the name of the sponsor or sponsors shall be on the attached signature page of the bill, resolution or memorial at the time of prefiling.

E. The original of a bill, resolution or memorial shall be designated by blue backing, endorsed "original" and shall remain in the possession of the Chief Clerk. The chairman of each committee to which a bill, resolution or memorial is referred shall receive one copy endorsed "committee copy". Subsequent copies shall be endorsed and distributed as the Speaker directs.

F. Substitute bills shall bear the number of the original it displaces but the words "substitute bill" shall be prefixed to the number.

G. Upon request by any member, a bill deemed to contain anything which is not a proper subject of

legislation, or which contains language that is insulting or derogatory, shall immediately be referred to the Committee on Rules. The Rules Committee shall carefully examine the measure and shall immediately report its findings to the House. No bill, resolution or memorial shall be duplicated or referred to committees if the Committee on Rules finds that such measure contains anything that is not a proper subject of legislation or contains language that is insulting or derogatory.

RULE 9. READINGS; FIRST READING; PRINTING;
REFERRAL TO COMMITTEES

A. Every bill, resolution and memorial shall be read by sections on three different days, unless in case of emergency, two-thirds of the House deem it expedient to dispense with this rule. The vote on Third Reading and Final Passage of any bill, resolution or memorial shall be taken by ayes and nays on roll call. Final Passage shall be the final disposition of a bill by the House (refer to Const. Art. IV, Part 2, Sec. 12).

B. On first reading of bills, memorials or resolutions, the measure shall be referred to the Chief Clerk for printing. Unless otherwise ordered by the Speaker, no less than 250 copies nor more than 3,000 copies of any bill, memorial or resolution shall be duplicated.

C. On first reading all bills, resolutions or memorials shall be referred by the Speaker to appropriate committees. Each committee may carefully consider the measure and report it back to

rl 10, 11

the House with such recommendation as may be deemed proper. All amendments proposed by the committee shall be separately reported.

RULE 10. REPORTS OF COMMITTEES

A. Reports of Standing Committees shall be considered in the order fixed by the House upon reports from the Committee on Rules; provided, however, that reports from the following committees concerning matters herein named shall have precedence and may be received at any time:

1. The Committee on Rules on joint rules, order of business and rules relating to the order of consideration of bills;

2. The Committee on Judiciary on the right of a member to his seat;

3. The Committee on Ways and Means on bills for raising revenue;

4. The Committee on Appropriations on all matters referred to it.

B. When a report of a committee is printed, it shall include a minority report, if requested.

RULE 11. CALENDARS; HOUSE CALENDAR; ACTIVE CALENDAR; RULES COMMITTEE; CONSENT CALENDAR

A. There shall be the following calendars to which all business reported from committees shall be referred:

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

2. The Active Calendar of the Committee of the Whole House on which shall be entered all bills and other measures referred to the Committee of the Whole; provided, however, that reports given precedence in Rule 10 shall have precedence on this calendar.

B. When the first committee reports the measure to the House, the Speaker places it on the House Calendar (Inactive Calendar). When the last committee to which the measure was referred reports to the House, it is the property of the Committee on Rules, which considers the measure. The Speaker sets the order of the measures on the Active Calendar for the consideration of the Committee of the Whole. No less than one week after the Committee on Rules has determined if the measure is constitutional and in proper form, it may place the measure on the Active Calendar, provided that the Committee on Rules may advance a measure to an earlier Active Calendar.

C. Upon the vote of two-thirds of the elected members of the House, the Committee on Rules may be instructed to report for consideration by the Committee of the Whole House any bill, resolution or memorial which has been received from the Standing Committee to which it was referred.

D. The Consent Calendar shall be set by the Committee on Rules and shall consist of select unamended bills reported out of all committees to which they were referred. It shall be dated, printed, placed on each member's desk and posted on the bulletin board three working days prior to being accepted. Any member who wishes to protest any bill

bypassing the Committee of the Whole may submit his protest in writing to the Chief Clerk's Office with a copy for the Speaker's Office during the three-day posting and this protest will automatically remove the bill from the Consent Calendar and return it to the Committee on Rules. The bills remaining on the Consent Calendar will then be read by number and title (Second Reading), automatically be sent for engrossing and then placed on the Third Reading Calendar.

RULE 12. SECOND READING; COMMITTEE OF THE WHOLE;
ENGROSSING

A. The Speaker may direct that any bill be second read at the time of its consideration by the Committee of the Whole or on any day prior thereto.

B. When the House shall determine to go into a Committee of the Whole, the Speaker shall leave the Chair after appointing a chairman to preside.

C. In a Committee of the Whole business shall be transacted in accordance with its priority on the Calendar, unless such priority be determined by the House before going into Committee of the Whole.

D. A majority of the members of the House shall constitute a quorum to do business in Committee of the Whole.

E. When a Committee of the Whole 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, and such names shall be entered in the Journal. If on such roll call a quorum shall appear, the Committee shall thereupon resume its sitting without further order of the House.

F. In Committee of the Whole the rules of the House shall govern whenever applicable.

G. In the Committee of the Whole all questions shall be decided by a majority of those voting.

H. No seconds are required to motions in Committee of the Whole.

I. In the Committee of the Whole the bill shall first be read through by the Chief Clerk, unless the Committee shall otherwise order. This shall constitute second reading of the bill unless it has been previously second read. After the proper motion the bill is open to debate and amendment.

J. When a bill is under debate in the Committee of the Whole, the following recommendations are in order:

1. Do pass
2. Recommitted to a committee for further study
3. Do pass as amended
4. Postpone indefinitely (This motion is not recommended until after the measure has been thoroughly discussed)
5. Do not pass
6. Be retained on the Calendar
7. Retain its place on the Calendar

r1 13, 14

8. Call for the previous question

K. The following motions are not in order in Committee of the Whole:

1. To adjourn
2. Appoint, authorize or discharge committees
3. Lay on the table
4. Reconsideration

L. A roll call vote shall be taken in Committee of the Whole when a motion to recommend is defeated. No other roll call votes shall be taken in the Committee of the Whole.

M. When the Committee of the Whole has completed its deliberations, it is dissolved and reports to the House. By motion the report of the Committee of the Whole is adopted by the House (or amended) and the Speaker properly assigns the House measures (or amended Senate measures) to be engrossed for Third Reading.

RULE 13. SITTING AS IN COMMITTEE OF THE WHOLE

The House may by majority vote of those voting sit as in Committee of the Whole for consideration of any subject.

RULE 14. THIRD READING; FINAL PASSAGE

A. The engrossed measure shall not be subject to amendment and shall be placed under the Order of

Business, Third Reading of Bills, and the vote shall be on the Final Passage of the measure, which shall be put by the Speaker as a matter of course.

B. There shall be no debate at the Third Reading or Final Passage of a bill except by a two-thirds vote of the members elected to the House.

RULE 15. TRANSMISSION OF MEASURES TO SENATE

A. The Chief Clerk shall transmit to the Senate every bill or other measure, immediately after its passage, to which concurrence is necessary.

B. The House shall provide the Senate with 75 copies and the Legislative Council with five copies of each amended engrossed House measure on green paper with a cover page. For House amendments to Senate measures, the same number of copies shall be provided but shall consist only of those pages containing the adopted House amendments and cover page. For unamended House measures the same number of green cover pages shall be provided stating that the measure passed as introduced, which will be identical to the original and printed copies.

RULE 16. SENATE AMENDMENTS; CONFERENCE COMMITTEES; CONFERENCE REPORTS; GERMANENESS OF FREE CONFERENCE COMMITTEE AMENDMENTS; FINAL PASSAGE

A. Any amendment by the Senate to any House bill shall be subject to one of the following:

1. Concur in Senate amendments by voice vote and Final Passage by roll call vote.

2. Refuse to concur in Senate amendments and appointment of conference committee (simple or free).

3. Speaker may refer the bill with the Senate amendments to a committee which after study shall recommend concurrence or nonconcurrence.

B. Any amendment by the Senate which includes the addition of the emergency clause shall require a two-thirds vote of the members elected to the House for Final Passage with the emergency clause.

C. Conference Committees may be either simple or free.

D. A simple conference committee shall be limited to points of disagreement between the two Houses and shall not add unrelated new material, except to conform the provisions to other sections of the bill, enactments of the current session or procedural requirements.

E. A free conference committee may recommend striking amendments, compromising disagreements or inserting something entirely new.

F. A free conference committee report on a House measure which includes conference amendments and the House measure shall, upon the filing of the report in the Chief Clerk's Office, become the property of the Committee on Rules.

G. A free conference committee report on a Senate measure which includes conference amendments and the Senate measure shall, when the Senate measure comes into the possession of the House, become the property of the Committee on Rules.

H. The Committee on Rules shall consider such measures and free conference amendments for constitutionality and proper form of the resulting measure as amended and the reasonable germaneness of the conference amendments. In considering the reasonable germaneness of conference amendments, the Committee on Rules shall apply both of the following tests:

1. An amendment is reasonably germane if all provisions of the resulting measure have one general object; that is, each provision is promotive of one common underlying main purpose or is necessarily auxiliary to such main purpose, and if the resulting measure, logically speaking should stand or fall as a whole.

2. An amendment is reasonably germane if every provision of the resulting measure is so related to the other provisions that any member supporting any one provision would reasonably be expected to support the principle of all other provisions.

I. The House shall not adopt the report of a free conference committee which includes amendments until the Committee on Rules reports its recommendation.

J. A copy of each conference committee report shall be placed on each member's desk a reasonable time before consideration of the report. Adopted conference reports and the House bills to which they pertain shall be referred for engrossing, and the bill after being engrossed shall be placed on Final Passage.

RULE 17. FORM OF MEASURES, ENGROSSED MEASURES AND AMENDMENTS; REVIEW OF AMENDMENTS FOR CONSTITUTIONALITY AND PROPER FORM; PRINTING OF SUBSTANTIVE FLOOR AMENDMENTS LONGER THAN ONE PAGE

A. All bills, resolutions, memorials and engrossed measures shall be line-numbered, and such numbering shall begin with the enacting clause. Uniform sized paper, 8½" x 11", shall be used. All paper, ink and other materials used by the House for the purpose of permanent records shall be of durable quality.

B. All bills prepared for introduction which propose to amend existing statutes shall show the new language in capital letters (upper case) and the deletions shall be shown in regular type (lower case) lined through. New language to be added to the statutes shall be shown in capital letters (upper case).

C. Amendments shall have uniform headings and shall read "amendment to" and shall be in the same form as the original bill. The amendment shall refer to page and line number only and when referring to more than one line shall read "lines _____ through _____". If everything after the enacting clause is stricken, the amendment shall read "strike everything after the enacting clause". All amendments shall contain the language which states "amend title to conform". Substantive floor amendments longer than one page shall be printed and placed on each member's desk a reasonable time prior to Committee of the Whole. Substantive proposed amendments shall be reviewed for constitutionality and approved as to proper form by House Rules Counsel or other qualified personnel designated by the Speaker prior to presentation in all committees, including Committee of the Whole and conference committees.

D. The original and two copies of each engrossed measure shall be on paper of durable quality and shall be stamped on each page thereof with the blind embossed stamp of the House. All engrossed pages not having a full complement of typed lines shall be marked from the end of the typed page to within one inch of the end of such page. The original House engrossed House bill shall have a green backing. The original House engrossed Senate bill shall have an orange backing.

ARTICLE 6. COMMITTEES

RULE 18. APPOINTMENT; STANDING COMMITTEES; RULES OF PROCEDURE; INTERIM MEETINGS; DISCHARGE FROM CONSIDERATION OF A MEASURE

A. All committees, except such as the House shall select, shall be appointed by the Speaker.

B. Standing Committees of the House shall consist of the following:

Administration

Agriculture

Appropriations

Banking and Insurance

Commerce

Counties and Municipalities

Education

Environmental Affairs

Government Operations

Health

Human Resources

Judiciary

Natural Resources and Energy

Professions, Occupations and Tourism

Rules

Transportation

Ways and Means

C. Each Standing Committee shall adopt and file with the Chief Clerk's Office rules of procedure consistent with the rules of the House and shall include the following:

1. With the exception of executive sessions ordered by a majority of the committee constituting a quorum, all committee meetings shall be open to the other members of the Legislature, the press and public so long as proper decorum is maintained.

2. All committees shall meet at regularly scheduled times and places unless cancelled with permission of the Speaker. In the absence of the chairman, the vice chairman shall preside. In the absence of both the chairman and vice

chairman, some other committee member designated by the Speaker shall preside.

3. The committee chairman (presiding officer) shall prepare an agenda and distribute copies to committee members and the Chief Clerk's Office by 4:00 p.m. each Thursday and provide public notice in accordance with Section 38-431.02, Arizona Revised Statutes.

4. A bill not on the committee agenda shall be scheduled for discussion at the next subsequent committee meeting by presentation of a petition containing the signatures of two-thirds or more of the committee members.

5. A roll call vote shall be taken in each standing committee when final action on any bill is voted.

6. Special meetings may be called by the chairman but require 24 hours' notice to members and the general public. In case of an emergency, a meeting may be held upon such notice as is appropriate to the circumstances.

D. The Speaker is authorized to call meetings of standing and select committees of the House during periods when the House is not in session and to approve claims for travel and subsistence incurred by members of such committees in attendance thereon, as provided by law.

E. No committee other than the Committee on Rules shall meet while the House is meeting in session without special permission of the Speaker.

F. To discharge a committee, other than the Committee on Rules, from further consideration of any

bill, resolution or memorial which may have been referred to such committee more than 10 days prior, a motion containing the signatures of two-thirds of the elected members of the House must be filed with the Chief Clerk. Such motion shall be entered in the Journal and shall be recognized in the order in which the motions were filed.

ARTICLE 7. DEBATE AND DECORUM

RULE 19. SPEAKER TO PRESERVE ORDER AND DECORUM;
POINTS OF ORDER; APPEAL; RECOGNITION;
INTERRUPTION; TIME LIMITS

A. The Speaker 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, except by permission of the House; may speak to points of order in preference to other members; and may vote in all cases except to determine his own rulings.

B. When a 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 the Chair, and on being recognized may address the House. He shall confine himself to the question and avoid personalities. No member shall impeach or impugn motives of any other member's argument or vote.

C. When a measure is presented for consideration to the House or in Committee of the Whole, the introducer of such measure shall be entitled to recognition to open the debate. In his absence this right of recognition shall pass to the senior member of the Committee reporting the measure who voted favorably thereon.

D. When two or more members rise, the Chair 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.

E. No member shall interrupt another while speaking except to call to order, to correct a mistake or to move the previous question.

F. No member shall speak more than 10 minutes on any question except as further provided in this rule.

G. No member shall speak more than 5 minutes on any amendment to the question except as further provided in this rule.

H. No member shall speak more than once on any question, provided, however, that the sponsor of a bill or question shall have 10 minutes to open and 10 minutes to close debate. Any member desiring to speak more than once, or more than 10 minutes on any question, or more than once or more than 5 minutes on any amendment to the question, shall be accorded the privilege without objection or upon a motion supported by two-thirds of the members elected to the House.

RULE 20. IMPERMISSIBLE DEBATE

A. No member shall be permitted to indulge in personalities, use language personally offensive, arraign motives of members, charge deliberate misrepresentation or use language tending to hold a member of the House or Senate up to contempt.

B. 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 Chief Clerk's desk and read aloud to the House, but he shall not be held to answer or be subject to the censure of the House therefor if further debate or other business has intervened.

C. If any member in speaking or otherwise transgresses 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 requires it, he shall be liable to censure or such punishment as the House may deem proper.

RULE 21. PROTEST

A. Any member shall have the right to protest and have the reasons of his protest entered in the Journal (Const. Art. IV, Part 2, Sec. 16) subject to provisions of paragraph B of this rule. Any member rising to speak on protest shall be allowed to speak for a period not to exceed 10 minutes.

B. The protest of any member, not exceeding 200 words, may be entered in the Journal; but the language thereof shall impute no unworthy motive to any other House or Senate member nor transgress the rules of the House relating to language used in debate.

RULE 22. ORDER ON THE FLOOR; PRIVILEGE OF THE FLOOR; MAIN GALLERY; PRESS GALLERY

A. No member shall be permitted to pass unnecessarily between the Chair and the person speaking, or other persons be permitted to stand in the aisles during the session of the House.

B. Except by unanimous consent, or unless otherwise ordered by a two-thirds vote of the members elected to the House, no person except members, officers and employees of the House shall have the privilege of, or be admitted to, the floor of the House Chambers at any time; provided that the Speaker may grant the privilege of the floor, subject to revocation in any instance by order of the House, to ex-members of the House and to members of the Senate.

C. The main gallery shall at all times, except when the House is in Executive Session or the House or Speaker shall order the galleries cleared, be open to the public, subject to the full observance of the rules of the House.

D. A press gallery shall be maintained, to which shall be admitted only duly accredited representatives of the press holding nontransferable cards issued by the Speaker and revocable at his discretion. Press gallery may be located on the floor of the House at the discretion of the Speaker. Any press representative desiring admission to the press gallery shall make application to the Speaker for a pass and shall accompany such application with a statement of the facts of his press connections, and with a request by the newspaper or newsgathering organization with which he is connected for such pass. Passes shall not be issued to more than four representatives of one newspaper or newsgathering organization, and not more than one such representative at a time shall occupy a seat in the press gallery if such seat

is desired by the representative of any other newspaper or newsgathering organization.

ARTICLE 8. PARLIAMENTARY RULES

RULE 23. MOTIONS; DILATORY MOTIONS; SECONDS;
PRIVILEGED QUESTIONS; MOTIONS IN ORDER WHEN A
QUESTION IS UNDER DEBATE

A. When a motion has been made, the Speaker shall state it or if it be in writing cause it to be read aloud by the Chief Clerk before being debated. It shall then be in possession of the House, but may be withdrawn at any time before debate begins or amendment is offered. No motion shall be recognized without the member rising and addressing the Chair.

B. All motions shall be reduced to writing, if requested by the presiding officer or by a member, and shall be entered on the Journal with the name of the member making it, and shall be read before the same shall be debated.

C. No dilatory motion shall be entertained by the Speaker or Chairman.

D. A second shall be required on every motion except in the Committee of the Whole.

E. "Privileged Questions" are a class of motions which have the highest precedence.

F. When the question is under debate, no motion shall be received but:

	Debat- able	Amend- able	Majority Vote
1. To adjourn	NO	NO	YES
2. To take a recess	NO	YES	YES
3. To lay on the table	NO	NO	YES
4. For the previous question	NO	NO	YES
5. To postpone to a time certain	YES	YES	YES
6. To commit, refer or recommit	YES	YES	YES
7. To amend	YES	YES	YES
8. To amend an amendment	YES	NO	YES
9. To offer a substitute amendment	YES	YES	YES
10. To amend a substitute amendment	YES	NO	YES
11. To postpone indefinitely	YES	NO	YES

These several motions shall have precedence in the foregoing order, and no motion to postpone to a time certain, to refer, or to postpone indefinitely, being

the same day at the same stage of the question decided, shall again be allowed on the motion.

RULE 24. LAY ON THE TABLE

A. The motion to lay on the table is used for final adverse disposition of a matter without debate and is in order before the member entitled to prior recognition for debate has begun his remarks. The motion is applicable to (1) a motion to reconsider, (2) postpone to a day certain, (3) question of privilege, and (4) appeal from decision of the Chair, but may not be made after the previous question is ordered.

B. A motion to table a bill carries pending motions connected therewith; and when a proposed amendment is laid on the table, the pending bill goes there also. A motion to table a motion to reconsider the vote by which an amendment has been agreed to would not carry the bill to the table.

C. The motion to lay on the table is not subject to amendment or debate and requires a majority of the membership. To take a bill from the table requires a majority of the membership.

D. The motion to lay on the table cannot be applied to the motions for (1) the previous question, (2) to suspend the rules, (3) to commit after the previous question is ordered, or (4) to any motion relating to the order of business except the motion to discharge a committee.

RULE 25. PREVIOUS QUESTION

A. The previous question shall be put in the following form: "Those in favor of ordering the previous question will vote aye; those opposed will vote nay."

B. The motion for the previous question, when agreed to, has the effect of cutting off all debate and bringing the House to a direct vote upon pending amendments, if any, in their order, and then upon the main question, except that after the previous question has been ordered, each side shall be allowed five minutes, the affirmative closing the debate.

C. 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.

D. After the previous question has been ordered on the passage of a measure, one motion to recommit shall be in order. The previous question is not debatable or amendable and requires a majority of those voting.

RULE 26. POSTPONEMENT

A. The motions to postpone are two in number and distinct: (1) to a day certain and (2) indefinitely.

1. The motion to postpone to a day certain is in order immediately after the approval of the Journal

unless displaced by more highly privileged business. The motion is subject to amendment, debatable within narrow limits only (the merits of the bill to which it is applied not being within those limits) and requires a majority of those voting.

2. The motion to postpone indefinitely opens to debate all merits of the proposition to which it is applied. It is not applied to motions to refer, suspend the rules or resolve into a Committee of the Whole. The motion cannot be amended and requires a majority of those voting.

B. The postponement motions are not in order in the Committee of the Whole until after the measure has been thoroughly discussed and are not made in direct form.

RULE 27. MOTION TO AMEND; AMENDMENT TO THE THIRD DEGREE NOT ALLOWED; SUBSTITUTE AMENDMENT; GERMANENESS; FILLING BLANKS; SEPARATE CONSIDERATION

A. When a motion or proposition is under consideration, a motion to amend, and a motion to amend that amendment shall be in order. No amendment in the third degree shall be allowed.

B. It shall also be in order to offer a further amendment by the way of a substitute amendment to which one amendment may be offered.

C. A motion to strike out and insert is indivisible, but a motion to strike out being lost shall neither preclude amendment nor shall a motion or

proposition on a subject different from that under consideration be admitted under the color of amendment.

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

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

RULE 28. RECONSIDERATION; RECALL FROM COMMITTEE OR SENATE

A. When a motion has been made and carried or lost, it shall be in order for any member who voted with the prevailing side, on the same day or the next day of actual session thereafter, to move for the reconsideration thereof at a time certain not to exceed seven days; and such motion shall not be amended and shall be immediately disposed of. Such motion shall take precedence of all other questions except a motion to adjourn or the consideration of a conference report.

B. The motion to reconsider is adopted by an affirmative vote of a majority of those voting, even when the vote reconsidered is on a matter that requires two-thirds or more of those voting for affirmative action. On motion to reconsider, the ayes and nays having been acted on, another motion to reconsider is not in order.

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

D. When a bill, resolution, report, amendment, order or measure, upon which a vote has been taken, shall have gone out of the possession of the House and has been committed to the Senate, the motion to reconsider shall be accompanied by a motion to request the Senate to return the same, which last motion shall be acted upon immediately, and if determined in the negative shall be a final disposition of the motion to reconsider.

RULE 29. PRIVILEGE OF THE HOUSE; PERSONAL PRIVILEGE

A. "Questions of Privilege" are those questions which relate to the rights and privileges of the Body or of its members in their official capacity, and should be distinguished from "privileged questions" which are a class of motions having the highest precedence pursuant to Rule 23.

B. "Questions of Privilege" shall be:

1. "Privilege of the House" which affects the rights of the House collectively, its safety, dignity and integrity of its proceedings and has the highest precedence.

2. "Personal Privilege" which relates to the rights, reputation and conduct of members individually, in their respective capacity only; and shall have precedence of all other questions except motion to adjourn and except as provided in Rule 4. Any member rising to a point of personal privilege upon being recognized shall first state the point and shall be allowed to speak for a period not to exceed 10 minutes.

RULE 30. DIVISION OF QUESTION

On demand of a 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 31. PRECEDENCE OF SOURCES OF RULES

The rules from the different sources take precedence in the order listed:

1. Constitutional Rules or Stipulations
2. Statutory Rules or Provisions
3. Adopted House Rules
4. Judicial Decision
5. Adopted Parliamentary Authority (Mason's Manual of Legislative Procedure, Rules of United States House of Representatives, and Jefferson's Manual)
6. General Parliamentary Law
7. Customs and Usages

ARTICLE 9. ADMINISTRATION

RULE 32. SPEAKER; SPEAKER PRO TEMPORE; CHIEF CLERK; ASSISTANT CHIEF CLERK

A. The House shall elect as an officer of the House a Speaker, and shall elect a Chief Clerk and such other employees as the House directs.

B. The Speaker may appoint a member to perform the duties of the Chair for a period of not to exceed 10 days; and in his omission to make such appointment, the House shall proceed to elect a Speaker Pro Tempore to act during his absence.

C. The Assistant Chief Clerk shall, in the absence of the Chief Clerk, perform the duties of the Chief Clerk.

RULE 33. EMPLOYEES; NOMINATIONS; DIRECTION AND SUPERVISION; DISCHARGE; COMPENSATION; LOBBYING PROHIBITED; AGENT OF CLAIMANT AGAINST THE STATE PROHIBITED

A. Nominations for employees shall be submitted to the Committee on Administration.

B. All House employees shall be under the immediate direction of the Speaker of the House, who shall have the power to designate the person who shall be in immediate supervision of the different departments. Such employees shall perform the duties

designated by the Committee on Administration, which also may discharge any employee by and with the consent and approval of the Speaker.

C. The compensation of each employee shall be determined by the Committee on Administration subject to the approval of the Speaker.

D. Employees of the House are prohibited from lobbying during the term of their employment, and a violation of this rule will be sufficient cause for the summary discharge of the offending employee.

E. No person shall be employed as a House employee 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 Administration to inquire into and report to the Speaker and to the House any violation of this rule.

RULE 34. CONTROL OF BUILDING; PAYMENT OF CLAIMS;
SIGNATURE ON HOUSE DOCUMENTS

A. The Speaker shall have the general control of the House Chamber and the corridors, passages and committee, hearing and staff rooms of the House of Representatives. Matters which pertain to the House of Representatives' building and related parking lots shall be referred to the Committee on Administration.

B. The Speaker shall be responsible for authorizing the accounts for the pay, mileage and subsistence of members and employees, and pay them as provided by law.

C. All debts incurred by the House of Representatives, either during session or between sessions of the Legislature, shall be paid by claims drawn on the Finance Division; and all claims so issued shall be signed by the Speaker.

D. The Speaker shall sign all bills, resolutions, memorials, addresses, writs, warrants and subpoenas issued by order of the House.

RULE 35. JOURNAL

A. The House shall keep a Journal of its proceedings, and at the request of two members the ayes and nays on roll call on any question shall be entered (Const. Art. IV, Part 2, Sec. 10).

B. The Chief 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, and the hour of adjournment.

C. Bills, resolutions and memorials accepted for introduction shall be entered in the Journal by the Chief Clerk.

D. 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 be withdrawn the same day.

RULE 36. COMMUNICATIONS TO THE HOUSE; MESSAGES TO THE SENATE AND GOVERNOR; DUTIES OF CHIEF CLERK

A. Petitions, memorials or other papers addressed to the House may be presented by the Speaker or by a member and shall be read and considered in the order presented unless the House shall direct otherwise. The subject matter and the name of the person presenting the petition or other paper shall be endorsed thereon.

B. Messages from the Governor, reports and communications from heads of departments, or other communications to the House, and messages from the Senate, may be referred directly to appropriate committees.

C. The Chief Clerk shall transmit all messages from the House to the Senate and Governor, unless the House shall otherwise direct, and shall perform such additional duties as may be assigned by the House or Speaker.

RULE 37. CHIEF CLERK; FILING OF COMMITTEE MINUTES AND ATTENDANCE RECORDS; COPIES OF COMMITTEE OF THE WHOLE CALENDAR; OTHER MEMORANDA; PAPERS OF MEMBERS ON LEAVE OF ABSENCE

A. Committee minutes shall be filed with the Chief Clerk's Office within 72 hours from time of completion of meetings. Attendance records of all committee meetings shall be filed with the Chief Clerk's Office within 24 hours from time of completion of meetings.

B. The Chief Clerk shall prepare copies of the Committee of the Whole Calendar and deliver the same to the members, and prepare such other memoranda as the House or Speaker may direct.

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

ARTICLE 10. SUSPENSION OF THE RULES

RULE 38. SUSPENSION OF THE RULES

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

B. If demanded, a motion to suspend the rules shall be approved by a majority of the entire membership before being submitted to the House for a two-thirds vote as provided in paragraph A of this rule.

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

INDEX

	<u>RULE NO.</u>	<u>PAGE NO.</u>
Administration Committee	33, 34	36, 37
Agenda	18	23
Amendment (motion)	12, 14, 27	15, 16, 32 33
Amendments	16, 17	17-20
Amendment to Third Degree	27	32
Appeal	19	24
Assistant Chief Clerk	32	36
Attendance of Absent Members	3	3, 4
Attendance Records	37	39
Building and Grounds	34	37
Calendars	11, 37	12-14, 40
Call of the House	3	3, 4
Censure of Member	20	26
Chief Clerk	3, 7, 8 9, 11, 12 15, 18, 20 23, 32, 35 37	4, 9-11 14, 15, 17 22-24, 26 28, 36, 38-40

	<u>RULE NO.</u>	<u>PAGE NO.</u>
Claims	34	37, 38
Committee of the Whole	12, 17	14-16, 20
Committees	17, 18	20-24
Conference Committees	16, 17	18-20
Report of Rules Committee	11	13
Reports of Committees	9, 10, 16	11, 12, 18 19
Select Committees	18	21
Standing Committees	18	21-24
Communications	36	39
Conflict of Interest	3, 6	2, 7
Convening	3, 4	2, 4
Debate	12, 14, 19 20, 23	15-17 24-26, 28 29
Decorum	19	24
Derogatory Language	8	11
Direct Personal Pecuniary Interest	3, 6	2, 7
Disorderly Behavior	1	1
Division of Question	30	35

	<u>RULE NO.</u>	<u>PAGE NO.</u>
Documents	34	38
Electric Roll Call System	7	8, 9
Employees	32, 33	36, 37
Engrossing	12, 16, 17	16, 19, 21
Executive Session	5	6
Expulsion of Member	1	1
Final Passage	14, 16	17, 19
First Reading	9	11
Form of Measures and Amendments	17	20, 21
Gallery	5, 22	6, 27
Germaneness	16, 27	19, 33
Germaneness of Free Conference Amendments	16	19
Governor	8, 36	10, 39
Impeaching or Impugning Motives	19-21	24-26
Insulting Language	8	11
Introduction of Measures	8	9

	<u>RULE NO.</u>	<u>PAGE NO.</u>
Journal	35	38
Lay on the Table	24	30
Legislative Council	15	17
Loyalty Oath	1	1
Members	1	1
Minutes	37	39
Motions and Their Precedence	23	28, 29
Offensive Language	20	25
Order of Business	4	4-6
Order on the Floor	22	27
Penalties	1, 3, 6, 20	1, 3, 7, 26
Personal Privilege	4, 29	5, 6, 34
Petitions	36	39
Points of Order	19	24
Postponement	26	31, 32
Prefiling for Introduction	8	10
Press Gallery	22	27

	<u>RULE NO.</u>	<u>PAGE NO.</u>
Presence of Members	3	2-4
Previous Question	25	31
Printing	9, 10, 17	11, 12, 20
Priority of Business	4	6
Privilege of the Floor	22	27
Privilege of the House	29	34
Privileged Questions	23	28
Proper Subject of Legislation	8	10, 11
Protest	21	26
Public Meetings	18, 22	22, 27
Public Notice	18	23
Punishment of Member	1, 3, 6, 20	1, 3, 7, 26
Quorum	3, 12	2, 3, 14, 15
Recognition	19	24
Reconsideration	28	33, 34
Referral to Committees	9	11
Roll Call	3	2, 3
Roll Call Vote	6, 7, 9 12, 16, 18	6-8, 11 16, 18, 23

	<u>RULE NO.</u>	<u>PAGE NO.</u>
Rules Committee	8, 10, 11 16, 18	9, 11-13 18, 19, 22 23
Second Reading	12	14
Senate	3, 15, 16 22, 28, 36	3, 17, 18 27, 33, 34 39
Senate Amendments	16	17, 18
Sergeant at Arms	3	4
Sessions	2	2
Executive	5, 18, 22	6, 22, 27
Regular	2	2
Special	2	2
Sitting as in Committee of the Whole	13	16
Sources of Rules	31	35
Speaker	3, 4-6, 8 9, 11, 12 14, 16-20 22, 23 32-37	2, 4, 6 8, 10, 11 13, 14, 16-18 20-24, 26-28 36-40
Speaker Pro Tempore	32	36
Subpoenas	34	38

	<u>RULE NO.</u>	<u>PAGE NO.</u>
Substitution of Senate Bills for House Bills	4	5
Substitute Amendment	27	32
Substitute Bills	8	10
Suspension of the Rules	38	40
Third Reading	14	16, 17
Transmission of Measures to Senate	15	17
Violation of Rules or Orders	1, 6, 20	1, 7, 26
Voting	6, 12, 18	6-8, 16, 23