

RULES

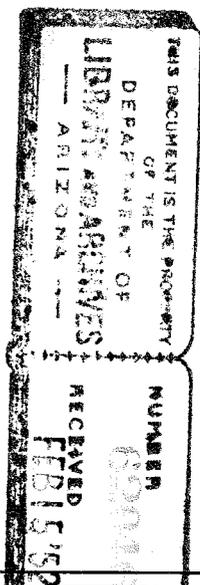
OF THE

FIRST STATE SENATE

STATE OF ARIZONA



1912



Ariz.
528.31
A712

LG2.G:R83/912-17

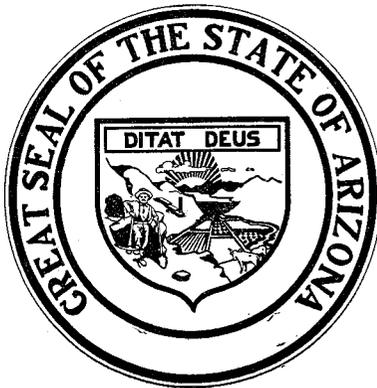
RULES

OF THE

FIRST STATE SENATE



STATE OF ARIZONA



1912

ROSTER OF THE STATE SENATE.
First Legislature of the State of Arizona.

President:

M. G. CUNNIFF, Yavapai County.

Apache County

J. L. HUBBELL R.

Cochise County

C. M. ROBERTS D.

W. P. SIMS D.

Cocconino County

FRED S. BREEN R.

Gila County

J. F. HETCHMAN D.

ALFRED KENNEY D.

Graham County

W. W. PACE D.

Greenlee County

GEORGE M. CHASE D.

Maricopa County

H. A. DAVIS D.

C. B. WOOD D.

Mohave County

HENRY LOVIN D.

Navajoe County

JOHN T. WILLIS R.

Pima County

JOHN T. HUGHES D.

A. A. WORSLEY D.

Pinal County

J. F. BROWN R.

Santo Cruz County

J. H. HARRISON D.

Yavapai County

M. G. CUNNIFF D.

H. R. WOOD D.

Yuma County

FRED W. WESSEL D.

ROSTER OF ATTACHES.

Chaplain

REV. SEABORN CRUTCHFIELD

Secretary

JOHN M. McCULLOM

Assistant Secretary

THOMAS D. SHAUGHNESSY

Assistant Secretary and Enrolling Clerk

CON CRONIN

Secretary to the President

MARJORIE F. GRANT

Sergeant-at-Arms

JOSEPH L. WILEY

Doorkeeper

GEO. B. GAMBLE

Assistant Doorkeeper

WALTER BROWN

Journal Clerk

ANTONIO CONTRERAS

Mailing Clerk

P. V. COLDWELL

Bill Clerk

KARL FOSTER

Page

LEWIS E. WILSON

Stenographers

MISS ORY CANTRILL

MISS LUCY N. GRANT

MISS IRENE ELLIS

MISS MAUDE P. WHITTEN

MISS CLARA FREESTONE

Clerks

MISS HARRIETT HILL

MRS. MYRTLE KENDALL

CONTENTS

	Page.
Officers (Rule I.).....	7
Duties of the President (Rule II.).....	7
Duties of the Secretary (Rule III.).....	8
Duties of the Sergeant-at-Arms (Rule IV.).....	9
Duties of Doorkeeper (Rule V.).....	9
Duties of Chaplain (Rule VI.).....	9
Duties of Members (Rule VII.).....	9
Questions of Privilege (Rule VIII.).....	10
Standing Committees (Rule IX.).....	10
Powers and Duties of Committees (Rule X.).....	11
Calendar and Report of Committees (Rule XI.).....	12
Decorum and Debate (Rule XII.).....	13
Call of the Roll (Rule XIII.).....	14
Motions (Rule XIV.).....	15
Precedence of Motions (Rule XV.).....	16
Reconsideration (Rule XVI.).....	17
The Previous Question (Rule XVII.).....	18
Bills and Resolutions (Rule XVIII.).....	18
Voting (Rule XIX.).....	19
Committee of the Whole (Rule XX.).....	19
Order of Business (Rule XXI.).....	20
Special Orders (Rule XXII.).....	23
Journal (Rule XXIII.).....	24
Executive Session (Rule XXIV.).....	24
Proceedings on Nominations (Rule XXV.).....	25
Records of Executive Session (Rule XXVI.).....	26
Message Rule (Rule XXVII.).....	26
Conference Reports (Rule XXVIII.).....	27
Jefferson's Manual (Rule XXIX.).....	27
Printing (Rule XXX.).....	28
Privileges of the Floor (Rule XXXI.).....	28
Legislative Agents (Rule XXXII.).....	28

ORDER OF BUSINESS.

1. Unless otherwise ordered, the Senate shall convene every legislative day at 9:30 A. M. and continue in session until 12, take a recess until 2 P. M. and remain in session until 5 P. M.

2. Detail order of business shall be as follows:

First, Prayer by the Chaplain.

Second, Roll Call.

Third, Reading of the Journal.

Fourth, Business lying on President's table.

Fifth, Petitions, Memorials and Remonstrances.

Sixth, Order of the Day.

Seventh, Introduction of bills.

Eighth, Report of Printing Committee.

Ninth, Reference of Bills.

Tenth, Reports of Standing Committees.

Eleventh, Reports of Select Committees.

Twelfth, Third Reading of Bills.

Thirteenth, Committee of the Whole.

Fourteenth, Other Business of the Senate.

6. Regular procedure of Bills to Final Passage.

(a) Introduction of Bill or Joint Resolution. Lies over one day.

(b) Referred to appropriate standing committee, and to Printing Committee for printing.

(c) Report of standing committee, placed upon the calendar of Committee of the Whole. Lies over for that day.

(d) Considered in Committee of the Whole, read first time by sections, reported favorably, and on the rising of the committee referred to Committee on Style, Revision and Compilation.

(e) Report of Committee on Style, Revision and Compilation, read second time, corrections made, ordered to third reading and referred to Committee on Enrolling and Engrossing.

(f) Report of Committee on Enrolling and Engrossing, placed on third reading and final passage.

COMMITTEE ON RULES:

M. G. CUNNIFF (chairman), Yavapai.

C. B. WOOD, Maricopa.

A. A. WORSLEY, Pima.

RULES OF THE ARIZONA STATE SENATE.

Session of 1912.

RULE 1.

Officers.

The officers of the Senate shall be, as follows: viz: President, Secretary, Chaplain, Sergeant-at-arms, Doorkeeper, and such other officers and clerks as may be designated by the Senate as being necessary for the proper conduct of its business.

RULE II.

Duties of the President.

1. The President shall take the chair on every legislative day precisely at the hour to which the Senate shall have adjourned at the last sitting, immediately call the members to order, and on the appearance of a quorum, cause the Journal of the proceedings of the last day's sitting to be read, having previously examined and approved the same.

2. He shall preserve order and decorum, and, in case of disturbance or disorderly conduct in the galleries, or in the lobby, shall cause the same to be cleared.

3. He shall have general control, except as provided by rule or law, of the Senate Chamber, and of the corridors and passages, and of the unappropriated rooms in that part of the Capitol assigned to the use of the Senate, until further order.

4. He shall sign all acts, addresses, joint resolutions, writs, warrants, and subpoenas of, or issued by order of, the Senate, and decide all questions of order, subject to an appeal by any member, on which appeal no member shall speak more than once, unless by permission of the Senate.

5. He shall rise to put a question, but may state it sitting; and shall put questions in this form, to-wit: "As many as are in favor (as the question may be), say, aye"; and after the affirmative voice is expressed, "As many as are opposed, say No." If he doubts, or a division is called for, the Senate shall divide; those in the affirmative of the question shall first rise from their seats, and then those in the negative. But on demand of two members a roll call of the ayes and nays shall be ordered at any time before such vote is made certain and declared.

6. He shall have the right to vote, and on all questions he shall vote last.

7. He shall have the right to name any member to perform the duties of the Chair, but such substitution shall not extend beyond an adjournment; Provided, however, That in case of his illness, he may make such appointment for a period not exceeding ten days, with the approval of the Senate at the time the same is made; and in his absence and omission to make such appointment, the Senate shall proceed to elect a President **por tempore** to act during his absence.

8. He shall be an ex-officio member of all committees, but shall not vote or sign reports from any committee except the committees of which he is chairman.

RULE III.

Duties of the Secretary.

1. It shall be the duty of the Secretary to keep a Journal of each day's proceedings, and to provide a typewritten copy of the same, for the use of the President. He shall each day prepare a calendar of the orders and business of the day, and a like calendar for the Committee of the Whole, and such other dockets and calendars as shall be ordered, and shall cause to be placed on the desk of each member, at or before the hour of convening, a typewritten copy of the same.

2. He shall perform such other duties as may be required of him by the Senate or by the President.

RULE IV.

Duties of the Sergeant-at-Arms.

It shall be the duty of the Sergeant-at-arms to attend the Senate and the Committee of the Whole during their sittings, to maintain order under the direction of the President or Chairman, and, pending the election of a President **pro tempore**, under the direction of the Secretary execute the commands of the Senate, and all processes issued by authority thereof, directed to him by the President.

RULE V.

Duties of the Doorkeeper.

The Doorkeeper shall enforce strictly the rules relating to the privileges of the hall and the gallery over the Senate Chamber; and five minutes before the hour of the meeting of the Senate each day he shall see that the floor is cleared of all persons, except those privileged to remain.

RULE VI.

Duties of the Chaplain.

The Chaplain shall attend at the commencement of each day's sitting of the Senate and open the same with prayer.

RULE VII.

Duties of the Members.

1. Every member shall be present within the Senate Chamber during its sittings, unless excused or necessarily prevented; and shall vote on each question put, unless he has a direct personal or pecuniary interest in the event of such question.

2. Any Senator having obtained leave of absence and having in his possession any papers relating to the business before the Senate shall leave such papers with the Secretary.

RULE VIII.

Questions of Privilege.

Questions of privilege shall be, first, those affecting the rights of the Senate, 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.

RULE IX.

Standing Committees.

The standing committees of the Senate shall be as follows, viz:

1. Rules, to consist of three members.
2. Finance, to consist of seven members.
3. Judiciary, to consist of seven members.
4. Public Lands, to consist of seven members.
5. Labor, to consist of five members.
6. Mines and Mining, to consist of five members.
7. Appropriations, to consist of seven members.
8. Banking and Insurance, to consist of five members.
9. Private Corporations, to consist of five members.
10. Municipal Corporations, to consist of five members.
11. Public Service Corporations, to consist of five members.
12. Constitutional Mandates, to consist of three members.
13. Constitutional Amendments and Referendum, to consist of five members.
14. Suffrage and Elections, to consist of five members.
15. Education and Public Institutions, to consist of five members.
16. Agriculture and Irrigation, to consist of five members.
17. Live Stock and Forestry, to consist of five members.
18. Counties and County Affairs, to consist of five members.
19. Militia and Public Defense, to consist of five members.
20. Public Health and Statistics, to consist of five members.
21. State Accounting and Methods of Business, to consist of three members.

22. Style, Revision, and Compilation, to consist of three members.
23. Enrolling and Engrossing, to consist of five members.
24. Printing and Clerks, to consist of three members.

RULE X.

Powers and Duties of Committees.

All proposed legislation shall be referred to the committees named in the preceding rule, as follows, viz:

First—Questions relating

1. to the rules; to the Committee on Rules.
2. to printing and clerks; to the Committee on Printing and Clerks.
3. to style, revision and compilation; to the Committee on Style, Revision and Compilation.
4. to enrolling and engrossing; to the Committee on Enrolling and Engrossing.
5. to carrying out the mandates of the Constitution of Arizona; to the Committee on Constitutional Mandates.

Second—Subjects relating

6. to debt, revenue or taxation; to the Committee on Finance.
7. to judicial proceedings, civil and criminal law; to the Committee on Judiciary.
8. to public lands; to the Committee on Public Lands.
9. to labor; to the Committee on Labor.
10. to mines and mining; to the Committee on Mines and Mining.
11. to appropriation of the revenue; to the Committee on Appropriations.
12. to banking and insurance; to the Committee on Banking and Insurance.
13. to private corporations; to the Committee on Private Corporations.

14. to municipalities; to the Committee on Municipal Corporations.

15. to public service corporations; to the Committee on Public Service Corporations.

16. to constitutional amendments and to referendum; to the Committee on Constitutional Amendments and Referendum.

17. to suffrage and elections; to the Committee on Suffrage and Elections.

18. to education and public institutions; to the Committee on Education and Public Institutions.

19. to agriculture and irrigation; to the Committee on Agriculture and Irrigation.

20. to livestock and forestry; to the Committee on Live Stock and Forestry.

21. to counties and county affairs; to the Committee on Counties and County Affairs.

22. to militia and public defense; to the Committee on Militia and Public Defense.

23. to public health and statistics; to the Committee on Public Health and Statistics.

24. to state accounting and methods of business; to the Committee on State Accounting and Methods of Business.

Third—It shall always be in order to call up for consideration a report from the Committee on Rules, and, pending, the consideration thereof, the President may entertain one motion that the Senate adjourn; but after the result is announced he shall not entertain any other dilatory motion until the said report shall have been fully disposed of.

Fourth—No committee, except the Committee on Rules, shall sit during the sitting of the Senate, without special leave.

RULE XI.

Calendars and Reports of Committees.

1. There shall be two Calendars of business reported from committees, viz:

First. A Calendar of the Committee of the Whole to which shall be referred all bills, joint resolutions, and committee reports, unless otherwise ordered, of all standing or select committees, except reports of the Committee on Rules, Committee on Enrolling and Engrossing, and the Committee on Style, Revision and Compilation, and the Committee on Printing and Clerks.

Second. A Senate Calendar, to which shall be referred all bills, or orders, reported by the Committee of the Whole.

All reports of committees, except as provided in Clause 2 of Rule X, and Clause 1 of Rule XI, shall be delivered to the Secretary for reference, unless otherwise ordered, to the proper Calendar under the direction of the Secretary, in accordance with the foregoing clause, and the titles or subjects thereof shall be entered on the Journal.

2. Bills, resolutions, or other measures referred to any committee, may, at the discretion of the Senate, be withdrawn therefrom and placed before the Senate for its consideration at any time.

RULE XII.

Decorum and Debate.

1. When a Senator desires to speak, he shall rise and address the Presiding Officer, and shall not proceed until he is recognized, and the Presiding Officer shall recognize the Senator who shall first address him. No Senator shall interrupt another Senator in debate without his consent, and to obtain such consent he shall first address the Presiding Officer.

2. A Senator reporting the measure under consideration from a committee shall have the right to open and close debate thereon.

3. No Senator in debate shall, directly or indirectly, by any form of words impute to another Senator or to other Senators any conduct or motive unworthy or unbecoming a Senator.

4. No Senator shall refer offensively to any county in the State.

5. If any Senator, in speaking or otherwise, transgress the Rules of the Senate, the Presiding Officer shall, or any Senator may, call him to order; and if and Senator shall be called to order he shall sit down and not proceed without leave of the Senate, which, if granted, shall be upon motion that he be allowed to proceed in order, which motion shall be determined without debate.

6. If a Senator be called to order for words spoken in debate, upon the demand of the Senator or of any other Senator the exceptionable words shall be taken down in writing, and read at the table for the information of the Senate.

7. While the Presiding Officer is putting a question or addressing the Senate no member shall walk out of or across the Chamber, nor, when a member is speaking, pass between him and the Chair; and during the session of the Senate no Senator shall wear his hat, or remain by the Secretary's desk during the call of the roll for the counting of ballots; and the Sergeant-at-Arms and Doorkeeper are charged with the strict enforcement of this clause.

RULE XIII.

Calls of the Roll.

1. Upon every roll call the names of the members shall be called alphabetically by the surname, except when two or more have the same surname, in which case the name of the County shall be added; and after the roll has been once called, the Secretary shall call in their alphabetical order the names of those not voting.

2. No Senator shall absent himself from the service of the Senate without leave.

3. If, at any time during the day in the session of the Senate, a question shall be raised by any Senator as to the presence of a quorum, the Presiding Officer shall forthwith direct the Secretary to call the roll and shall announce the result, and these proceedings shall be without debate.

4. On the demand of any Senator, or at the suggestion of

the Presiding Officer, the names of members sufficient to make a quorum in the Senate Chamber who do not vote, shall be noted by the Secretary and recorded in the Journal, and reported to the Presiding Officer with the names of the members voting and be counted and announced in determining the presence of a quorum to do business.

5. And whenever upon such announcement it shall be ascertained that a quorum is not present a majority of the Senators present may direct the Sergeant-at-Arms to request, and, when necessary, to compel the attendance of the absent Senators, which order shall be determined without debate, and pending its execution, and until a quorum shall be present, no debate nor motion, except to adjourn, shall be in order.

6. A call of the Senate shall not be made without the consent of four Senators.

7. A majority of the Senators elected shall constitute a quorum.

RULE XIV.

Motions.

1. All motions shall be reduced to writing, if desired by the Presiding Officer or by any Senator, 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.

2. Any motion or resolution may be withdrawn or modified by the mover at any time before a decision, amendment, or ordering of the Yeas and Nays, except the motion to reconsider which shall not be withdrawn without leave.

3. When any motion or proposition is made, the question, "Will the Senate now consider it?" shall not be put unless demanded by a Senator.

4. A motion to lay an amendment proposed to any pending measure on the table, shall not carry with it, or prejudice, such a measure.

5. When a bill or resolution is accompanied by a preamble, it may be laid on the table without prejudice to the bill or resolution, and shall be a final disposition of such preamble.

6. No motion or proposition on a subject different from that under consideration shall be admitted under color of amendment.

7. The President shall propound all questions in the order in which they shall be moved unless a subsequent motion be previous in its nature, except that in filling blanks and in assigning times for the consideration of business the largest sum or percentage and the longest time shall be preferred.

8. When a motion or proposition is under consideration, a motion to amend and a motion to amend that amendment shall be in order and it shall also be in order to offer a further amendment by way of substitute, to which one amendment may be offered but it shall not be voted on until the original matter is perfected but either may be withdrawn before amendment or decision is had thereon.

9. The following questions shall be undebatable:

- (a) Motion to adjourn.
- (b) Motion to lay on table.
- (c) Motion for the previous question.
- (d) Motion to suspend a rule or the rules.
- (e) An appeal from the decision of the Chair when it rules to violations of the rules or to disorder or to priority of business or when the previous question was pending at the time the appeal was taken.
- (f) Questions of order arising after the order is made for the previous question or upon debatable business.
- (g) Questions relating to priority of business.

RULE XV.

Precedence of Motions.

1. When a question is pending, no motion shall be received but:

To adjourn.

To adjourn to a day certain, or that when the Senate adjourn it shall be to a day certain.

To take recess.

To proceed to the consideration of executive business.

To lay on the table.

The previous question.

To postpone indefinitely.

To postpone to a day certain.

To commit.

To amend.

Which several motions shall have precedence as they stand arranged; and the motions to adjourn, to take a recess, to proceed to the consideration of executive business, to lay on the table, and the previous question, shall be decided without debate.

2. If a question in debate contains several propositions, any Senator may have the same divided, except a motion to strike out and insert, which shall not be divided, but the rejection of a motion to strike out and insert one proposition shall not prevent a motion to strike out and insert a different proposition; nor shall it prevent a motion simply to strike out; nor shall the rejection of a motion to strike out prevent a motion to strike out and insert. But pending a motion to strike out and insert, the part to be stricken out and the part to be inserted shall each be regarded for the purpose of amending as a question; and a motion to amend the part to be stricken out shall have precedence.

3. When motions are made for reference of a subject to a select committee, or to a standing committee, the question of a standing committee shall be put first; and a motion simply to refer shall not be open to amendment, except to add instructions.

4. At any time after the reading of the Journal it shall be in order, by direction of the appropriate committees, to move that the Senate resolve itself into the Committee of the Whole for the purpose of considering bills raising revenue, general appropriation bills, or carrying out of the mandates of the Constitution.

RULE XVI.

Reconsideration.

1. When a question has been decided by the Senate, any Senator voting with the prevailing side may, on the same day or

on either of the next two days of actual session thereafter, move a reconsideration; and if the Senate shall refuse to reconsider, or upon reconsideration shall affirm its first decision, no other motion to reconsider shall be in order unless by unanimous consent. Every motion to reconsider shall be decided by a majority vote, and may be laid on the table without affecting the question in reference to which the same is made, which shall be a final disposition of the motion.

2. 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 Senate and has been committed to the House of Representatives, the motion to reconsider shall be accompanied by a motion to request the House to return the same, which last motion shall be acted upon immediately, and without debate, and if determined in the negative shall be a final disposition of the motion to reconsider.

RULE XVII.

Previous Question.

1. There shall be a motion for the previous question, which, being ordered by a majority of Senators voting, if a quorum be present, shall have the effect to cut off all debate and bring the Senate to a direct vote upon the immediate question or questions on which it has been asked and ordered. The previous question may be asked and ordered upon a single motion, a series of motions allowable under the rules, or an amendment or amendments, or may be made to embrace all authorized motions or amendments and include the bill to its passage or rejection. It shall be in order, pending the motion for, or after the previous question shall have been ordered on its passage, for the President to entertain and submit a motion to commit, with or without instructions, to a standing or select committee.

RULE XVIII.

Bills and Resolutions.

1. Senators having petitions, memorials, bills or resolutions

shall deliver them to the Secretary, endorsing their names and any request for the reference or disposition to be made thereof and the same shall be numbered and the title and the description of the same entered on the Journal with the names of the Senators presenting them.

2. When a bill, resolution, memorial, or other matter, shall be introduced "by request", these words shall be entered upon the Journal.

3. All bills, resolutions, or other measures, shall lie over one day for consideration, unless by a two-thirds vote the Senate shall otherwise direct.

RULE XIX.

Voting.

1. When the Yeas and Nays are ordered, the names of Senators shall be called alphabetically, and each Senator shall without debate, declare his assent or dissent to the question, unless excused by the Senate: and no Senator shall be permitted to vote after the decision shall have been announced by the Presiding Officer, but may for sufficient reasons, with unanimous consent, change or withdraw his vote. No motion to suspend this rule shall be in order, nor shall the Presiding Officer, entertain any request to suspend it by unanimous consent.

2. When a Senator declines to vote on the second call of his name, he shall be required to assign his reasons therefor, and having assigned them, the Presiding Officer shall submit the question to the Senate: "Shall the Senator, for the reasons assigned by him, be excused from voting?" which shall be decided without debate; and these proceedings shall be had after the roll call and before the result is announced, and any further proceedings in reference thereto shall be after such announcement.

RULE XX.

Committee of the Whole.

1. In forming a Committee of the Whole, the President

shall leave the chair after appointing a chairman to preside, who shall preserve order, and in case of disturbance or disorderly conduct in the galleries or lobby have power to cause the same to be cleared.

2. All bills and joint resolutions which shall have received two readings shall first be considered in Committee of the Whole, after which they shall be reported to the Senate; and all amendments made in Committee of the Whole shall again be considered by the Senate, after which further amendment may be proposed.

3. The calendar of the Committee of the Whole 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 Senate at the time of going into Committee, but bills for raising revenue, general appropriation bills, and bills for the carrying out the mandates of the Constitution shall have precedence.

4. The same rules observed in Senate shall be observed in the Committee of the Whole, so far as applicable.

5. In Committee of the Whole bills and resolutions shall be read by the Secretary and considered item by item, unless otherwise ordered by the Committee leaving preamble or titles to be last considered. The body of a bill before the Committee shall not be defaced or interlined but amendments shall be noted by the Chairman or Secretary upon a separate piece of paper and reported to the Senate.

RULE XXI.

Order of Business.

1. Unless otherwise ordered, the Senate shall convene every legislative day at 9:30 A. M. and continue in session until 12, take a recess until 2 P. M. and remain in session until 5 P. M.

2. Detail order of business shall be as follows:

First, Prayer by the Chaplain.

Second, Roll Call.

Third, Reading of the Journal.

Fourth, Business lying on President's table.

Fifth, Petitions, Memorials and Remonstrances.

Sixth, Order of the Day.

Seventh, Introduction of bills.

Eighth, Report of Printing Committee.

Ninth, Reference of Bills.

Tenth, Reports of Standing Committees.

Eleventh, Reports of Select Committees.

Twelfth, Third Reading of Bills.

Thirteenth, Committee of the Whole.

Fourteenth, Other Business of the Senate.

3. The President shall, upon each day, announce to the Senate the business in order, agreeable to the order of business contained in Clause two of this Rule; and no business shall be taken up or 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. And all questions relating to the order of business shall be decided by a majority without debate.

4. Every bill shall be read by sections on three different days, unless in case of emergency, two-thirds of the Senate 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.

The Presiding Officer shall give notice at each reading whether it be the first, second or third and a Journal entry of the same shall be made by the Secretary.

5. The regular order to be taken by bills (and joint resolutions) introduced into the Senate shall be as follows:

(a) Upon introduction, a bill (or joint resolution) shall be announced the first time by title and laid over for one day. On the following legislative day, unless otherwise ordered, the bill (or joint resolution) shall be thereupon announced again by title and referred, and, unless otherwise ordered, 500 copies of the same shall be printed and, within 48 hours, the same shall be reported by the Committee on Printing and Clerks together with the printed copies thereof.

(b) The committee to which such bill (or joint resolution) has been referred shall examine it, and, unless otherwise ordered, shall report it to the Senate within ten

days and present the committee's recommendations. All amendments proposed by the committee shall be clearly set out in the committee's report by specific reference to the bill (or joint resolution) or section or sections to be amended, together with the words proposed to be stricken out, inserted or substituted, and such report shall be accompanied by a copy of the bill (or joint resolution) section or sections, as it or they would read if amended as recommended.

(c) The bill (or joint resolution) shall then be placed upon the Calendar of the Committee of the Whole in the order in which it shall have been reported to the Senate, unless otherwise ordered, which position it shall continue to occupy on the Calendar of the Committee of the Whole and of the Senate until finally disposed of, except that a bill (or joint resolution) may be amended at any time previous to its final passage, in which event, if any amendment be reported, the bill (or joint resolution) shall be subject to the same procedure as when reported to the committee to which it was originally committed.

(d) When a bill (or joint resolution) shall have been examined and reported upon by the Committee of the Whole, it shall be placed on the Calendar of the Senate under the head of Orders of the Day in the order in which reported by the Committee of the Whole. The question shall be first, upon the adoption of the reports respectively of the Committee of the Whole and the Standing Committee which examined the proposition. Then, unless otherwise ordered, the bill (or joint resolution) shall be referred to the Committee on Style, Revision and Compilation, which shall return the bill (or joint resolution) to the Senate within two days exclusive of the day of reference. All amendments proposed by the Committee on Style, Revision and Compilation shall be clearly set out in the Committee's report as in the reports of committees set forth in subdivision (c) of this rule. The question shall then be upon any amendment or amendments offered by the Committee on Style, Revision and Compilation, after the determination of which the bill or joint resolution shall be read a second time by sections after which the question shall be, "Shall the bill (or joint resolution) be engrossed and have a third reading?". If decided in the affirmative the bill (or joint resolu-

tion) shall be placed upon the Calendar in its proper order. If the question is upon a bill or other measure originating in the House it shall be, "Shall it have a third reading?"

Upon report from the Committee on Enrolling and Engrossing, the bill shall be placed on third reading and final passage.

(e) The Committee on Style, Revision and Compilation shall have power only to revise the language used in the interest of grammatical excellence, uniformity, accuracy, clearness, brevity and consistency but must not in any way destroy the sense of any bill (or joint resolution) referred to it.

6. Regular procedure of Bills to Final Passage.

(a) Introduction of Bill or Joint Resolution. Lies over one day.

(b) Referred to appropriate standing committee, and to Printing Committee for printing.

(c) Report of standing committee, placed upon the calendar of Committee of the Whole. Lies over for that day.

(d) Considered in Committee of the Whole, read first time by sections, reported favorably, and on the rising of the committee referred to Committee on Style, Revision, and Compilation.

(e) Report of Committee on Style, Revision and Compilation, read second time, corrections made, ordered to third reading and referred to Committee on Enrolling and Engrossing.

(f) Report of Committee on Enrolling and Engrossing, placed on third reading and final passage.

RULE XXII.

Special Orders.

1. Any subject may, by two-thirds vote of the Senators present be made a special order, and shall be considered under the head of Orders of the Day.

2. The unfinished business in which the Senate was engaged at the time of the last adjournment shall have preference in the

Orders of the Day, unless it shall be otherwise ordered by the Senate, and shall be continued to be among the Orders of the Day for each succeeding day until disposed of.

3. When two or more special orders have been made for the same time, they shall have precedence according to the order in which they were severally assigned, and that order shall be changed only by direction of the Senate, and all motions to change such order or to proceed to the consideration of other business shall be decided without debate.

RULE XXIII.

Journal.

1. The proceedings of the Senate and of the Committee of the Whole shall be briefly and accurately stated on the Journal. Titles of all bills, resolutions and measures, and such parts as shall be affected by proposed amendments, readings, references, reports, and every vote, motion and roll call, and a brief statement of the contents of each petition, memorial or paper presented to the Senate, shall be entered on the Journal.

2. All confidential Legislative and Executive proceedings, and the proceedings when sitting as a Court of Impeachment, shall be recorded in a separate book.

3. The protest of any Senator and reasons therefor shall be entered on the Journal but no protest shall exceed one hundred words in length, without the consent of the Senate.

RULE XXIV.

Executive Session.

1. On a motion made and seconded to close the doors of the Senate, on the discussion of any business which may, in the opinion of a Senator, require secrecy, the Presiding Officer shall direct the galleries to be cleared, and during the discussion of such motion the doors shall remain closed.

2. When acting upon confidential or Executive business unless the same shall be considered in open Executive session, the

Senate Chamber shall be cleared of all persons, except the Secretary, the Sergeant-at-Arms, the Doorkeeper, the Assistant Doorkeeper, and such other officers as the Presiding Officer shall think necessary, and all such officers shall be sworn to secrecy.

3. All confidential communications made by the Governor of the State to the Senate, shall be by the Senators and the officers of the Senate kept secret; and all measures which may be laid before the Senate, and all remarks, votes, and proceedings thereon shall also be kept secret, until the Senate shall by their resolution, take off the injunction of secrecy, or unless the same shall be considered in Executive session.

4. Any Senator or officers of the Senate who shall disclose any secret of confidential business or proceedings of the Senate shall be liable, if a Senator, to suffer expulsion from the body; and if an officer or employe, to dismissal from the service of the Senate, and to punishment for contempt.

5. Whenever, by request of the Senate or any committee thereof, any documents or papers shall be communicated to the Senate by the Governor or the head of any department relating to any matter pending in the Senate, the proceedings in regard to which are secret, or confidential, under the rule, said documents and papers shall be considered as confidential, and shall not be disclosed without leave of the Senate.

RULE XXV.

Executive Session—Proceedings on Nominations.

1. When nominations shall be made by the Governor of the State to the Senate, they shall, unless otherwise ordered be referred to appropriate committees; and the final question on every nomination shall be, "Will the Senate advise and consent to this nomination?", which question shall not be put on the same day on which the nomination is received nor on the day on which it may be reported by a committee, unless by unanimous consent.

2. All information communicated or remarks made by a Senator when acting upon nominations, concerning the character

or qualifications of the person nominated, also all votes upon any nomination, shall be kept secret. If, however, charges shall be made against a person nominated, the committee may, in its discretion, notify such nominee thereof, but the name of the person making such charges shall not be disclosed. The fact that a nomination has been made, or that it has been confirmed or rejected, shall not be regarded as a secret.

3. When a nomination is confirmed or rejected, any Senator voting in the majority may move for a reconsideration on the same day on which the vote was taken, or on either of the next two days of actual executive session of the Senate; but if a notification of the confirmation or rejection of a nomination shall have been sent to the Governor before the expiration of the time within which a motion to reconsider may be made, the motion to reconsider shall be accompanied by a motion to request the Governor to return such notification to the Senate. Any motion to reconsider the vote on a nomination may be laid on the table without prejudice to the nomination, and shall be final disposition of such motion.

4. Nominations confirmed or rejected by the Senate shall not be returned by the Secretary to the Governor until the expiration of the time limited for making a motion to reconsider the same, or while a motion to reconsider was pending, unless otherwise ordered by the Senate.

RULE XXVI.

Copies of Records of Executive Session.

1. The Governor of the State shall, from time to time, be furnished with an authenticated transcript of the Executive records of the Senate, but no further extract from the Executive Journal shall be furnished by the Secretary, except by special order of the Senate.

RULE XXVII.

Messages.

1. Messages from the Governor of the State, or from the

House of Representatives, may be received at any stage of proceedings, except while the Senate is dividing, or while the Journal is being read, or while the question of order or a motion to adjourn is pending.

2. Messages shall be sent to the House of Representatives by the Secretary, who shall previously certify the determination of the Senate upon all Bills, Joint Resolutions, and other Resolutions which may be communicated to the House, or in which its concurrence may be requested, and the Secretary shall also certify and deliver to the Governor of the State of Arizona all Resolutions and other communications which may be directed to him by the Senate.

RULE XXVIII.

Conference Reports.

1. The presentation of reports of Committees of conference shall always be in order, except when the Journal is being read or a question of order or a motion to adjourn is pending, or while the Senate is dividing; and when received the question of proceeding to the consideration of the report, if raised, shall be immediately put, and shall be determined without debate.

And there shall accompany every such conference report a detailed statement sufficiently explicit to inform the Senate what effect such amendment or propositions, if any, will have upon the measure to which they relate.

RULE XXIX.

Jefferson's Manual.

1. The Rules of Parliamentary practice comprised in Jefferson's Manual and the Manuals of Congress shall govern the Senate in all cases to which they are applicable and in which they are not inconsistent with the standing rules and orders of the Senate and joint rules of the Senate and House of Representatives.

RULE XXX.

Printing.

1. Five hundred copies of all bills, resolutions, measures, and documents referred to the Committee on Printing and Clerks, for the purpose of being printed, unless otherwise ordered shall be printed, Provided, however, said Committee after reading any such Bill, Resolution, Measure, or document deem it inadvisable to have any such Bill, Resolution, Measure or Document printed, it is authorized to return such Bill, Resolution, Measure or Document to the Senate with a report on the same.

RULE XXXI.

Privileges of the Floor.

1. Except when otherwise ordered by the Senate, no person except members, officers and employees of the Senate, and officers and employees of the State Government shall have the privilege of the floor of the Senate at any time, provided that accredited members of the press holding a non-transferable card of admission issued by the Committee on Rules and revocable at the discretion of said committee shall have such privileges during such times as the Senate is not in session. A press section shall also be maintained in the gallery.

RULE XXXII.

Any person desiring to be heard concerning legislation in behalf of any other person, firm, association, organization, company or corporation (except any municipal or other public corporation) shall first make application in writing to the President of the Senate stating the legislation or bill he desires to present arguments upon, and whom he represents. The President shall thereupon cause such requests to be read and entered upon a properly indexed docket, and when such application has been approved by the Senate, shall issue a permit which shall give such person the right to file with any committee having under consideration the bill or legislation regarding which said permit has been issued, written or printed briefs, statements, or arguments. If so notified by said committee

through its chairman, he may appear before said committee in open public hearing, and present arguments and testimony at the pleasure of such committee. Chairman of committees shall, on request give information as to the holdings of public hearings, and the time and the place of the same, and committees may hold such public hearings as they desire.

LIST OF COMMITTEES.

1. Rules. The President (chairman), Wood of Maricopa, Worsley.
2. Finance. Wood of Maricopa (chairman), Sims, Pace, Worsley, Kinney, Wood of Yavapai, and Hubbell.
3. Appropriations. Roberts (chairman), Wessel, Wood of Maricopa, Hughes, Wood of Yavapai, Pace, and Kinney.
4. Judiciary. Hechtman (chairman), Worsley, Pace, Hughes, Wood of Maricopa, Wood of Yavapai, and Hubbell.
5. Public Lands. Davis (chairman), Pace, Harrison, Worsley, Wessel, Roberts, and Brown.
6. Labor. Worsley (chairman), Chase, Davis, Harrison and Breen.
7. Mines and Mining. Chase (chairman), Lovin Hechtman, Wood of Yavapai, and Brown.
8. Banking and Insurance. Sims (chairman), Worsley, Kinney, Wood of Maricopa and Hubbell.
9. Private Corporations. Worsley (chairman), Chase, Harrison, Hechtman and Hubbell.
10. Municipal Corporations. Davis (chairman), Hughes, Kinney, Breen and Willis.
11. Public Service Corporations. Sims (chairman), Pace, Wood of Maricopa, Wessel and Lovin.
12. Constitutional Mandates. Wood of Yavapai (chairman), Roberts, and Lovin.
13. Constitutional Amendments and Referendum. Kinney (chairman), Hughes, Wood of Yavapai, Roberts, and Lovin.
14. Suffrage and Elections. Hughes (chairman), Lovin, Pace, Hechtman, and Wood of Maricopa.
15. Education and Public Institutions. Wood of Maricopa (chairman), Wessel, Pace, Hughes, and Sims.
16. Agriculture and Irrigation. Pace (chairman), Harrison, Davis, Brown, and Willis.

List of Committees—Continued.

17. Live Stock and Forestry. Harrison (chairman), Kinney, Roberts, Breen, and Willis.

18. Counties and County Affairs. Hechtman (chairman), Wood of Maricopa, Roberts, Brown, and Willis.

19. Militia and Public Defense. Lovin (chairman), Chase, Kinney, Breen, and Brown.

20. Public Health and Statistics. Wessel (chairman), Chase, Harrison, Willis, and Breen.

21. State Accounting and Methods of Business. Wood of Yavapai (chairman), Davis, and Brown.

22. Style, Revision and Compilation. The President (chairman), Davis, and Hechtman.

23. Enrolling and Engrossing. Wessel (chairman), Sims, Hechtman, Chase, and Hubbell.

24. Printing and Clerks. Hughes (chairman), Wessel, and Sims.

COMMITTEES OF THE SENATE AND THEIR CHAIRMEN.

Rules.....	The President
Finance.....	C. B. Wood
Judiciary	Hechtman
Public Lands.....	Davis
Labor	Worsley
Mines and Mining.....	Chase
Appropriations	Roberts
Banking and Insurance	Sims
Private Corporations.....	Worsley
Municipal Corporations.....	Davis
Public Service Corporations.....	Sims
Constitutional Mandates.....	H. R. Wood
Constitutional Amendments and Referendum.....	Kinney
Suffrage and Elections.....	Hughes
Education and Public Institutions.....	C. B. Wood
Agriculture and Irrigation.....	Pace
Livestock	Harrison
Counties and County Affairs.....	Hechtman
Militia and Public Defense.....	Lovin
Public Health and Statistics.....	Wessel
State Accounting and Methods of Business.....	H. R. Wood
Style, Revision and Compilation.....	The President
Enrolling and Engrossing.....	Wessel
Printing and Clerks.....	Hughes