

House File be given its Second Reading and substituted for its companion Senate File as follows:

GENERAL ORDERS		ORDINARY MATTERS		CALENDAR	
H.F. No.	S.F. No.	H.F. No.	S.F. No.	H.F. No.	S.F. No.
103	74				

And that the above Senate File be indefinitely postponed.

Pursuant to Rule 49, this report was prepared and submitted by the Secretary of the Senate on behalf of the Committee on Rules and Administration. Report adopted.

Mr. Coleman from the Committee on Rules and Administration, to which was referred

H. F. No. 139 for comparison to companion Senate Files, reports the following House File was found not identical with its companion Senate File as follows:

GENERAL ORDERS		ORDINARY MATTERS		CALENDAR	
H.F. No.	S.F. No.	H.F. No.	S.F. No.	H.F. No.	S.F. No.
139	124				

Pursuant to Rule 49 the Committee recommends that H. F. No. 139, be amended as follows:

Page 1, line 18, after "road" insert a comma and after "provided" delete the comma

And when so amended, H. F. No. 139 will be identical to S. F. No. 124 and further recommends that H. F. No. 139 be given its second reading and substituted for S. F. No. 124 and S. F. No. 124 be indefinitely postponed.

Pursuant to Rule 49, this report was prepared and submitted by the Secretary of the Senate on behalf of the Committee on Rules and Administration. Amendments adopted. Report adopted.

Mr. Coleman from the Committee on Rules and Administration makes the following report:

The permanent rules of the Senate for the 69th Legislature shall read as follows:

#### PERMANENT RULES OF THE SENATE

#### PARLIAMENTARY REFERENCE

1. The rules of parliamentary practice comprised in Mason's Manual of legislative procedure shall govern the Senate in all cases in which they are applicable, and in which they are not inconsistent with these rules and orders of the Senate and the joint rules and orders of the Senate and House of Representatives. For matters not covered in the foregoing, Jefferson's Manual shall govern the Senate.

**HOUR OF CONVENING**

2. The Senate shall convene on days of meeting at 12 o'clock noon unless the Senate directs otherwise.

**CALLING SENATE TO ORDER  
APPEAL FROM DECISION OF THE CHAIR**

3. The President shall take the chair at the hour to which the Senate shall have adjourned, and shall immediately call the members to order, and, on the appearance of a quorum, shall proceed with the regular order of business. He shall preserve order and decorum; may speak on points of order in preference to members, and shall also decide all questions of order, subject to an appeal to the Senate by any member but such appeal shall be decided by a majority vote of those present and voting thereon. Upon an appeal from the decision of the Chair, the question shall be "shall the decision of the Chair be the judgment of the Senate?"

**PRESIDENT**

4. In the absence of the President, the Chairman of the Committee on Rules and Administration, or his designee, shall preside over the Senate, and in his absence a member may be selected by the Senate to perform the duties of the President; but substitutions shall not extend beyond adjournment.

**ABSENCE OF SENATORS**

5. No Senator or officer of the Senate shall absent himself from any session of the Senate unless excused by the Senate.

**DECORUM DURING BUSINESS**

6. When the President puts a question, or addresses the Senate, no one shall walk out of, or cross the Chamber; nor when a member is speaking shall anyone pass between the member speaking and the Chair. No member, or other person, shall proceed to or remain by the Secretary's desk while the ayes and nays are being called or counted. No member may speak on any point unless he is using his microphone.

**ORDER OF BUSINESS**

7. The order of business shall be as follows:

1. Petitions, letters, remonstrances.
2. Executive and official communications.
3. Introduction and first reading of Senate bills.
4. Messages from the House of Representatives.
5. First reading of House bills.

6. Reports of committees.
  - (a) From standing committees.
  - (b) From select committees.
7. Second reading of Senate bills.
8. Second reading of House bills.
9. Motions and resolutions.
10. Third reading of Senate bills.
11. Third reading of House bills.
12. Calendar of Ordinary Matters.
13. General Orders of the day.
14. Announcements of Senate Interest.

Under the order of business of Motions and Resolutions the Senate may by a majority vote of the whole Senate temporarily revert or proceed to any other order of business.

#### **CALENDAR**

8. The Secretary shall make a list of all bills, resolutions and other matters coming before the Senate for final action and place the same upon the calendar in the order in which they have been acted upon in Committee of the Whole, with Senate bills positioned ahead of House bills, and such calendar shall be printed and placed upon the members' desks at least one calendar day before the matters included therein shall be considered.

#### **CALENDAR OF ORDINARY MATTERS**

9. If a committee determines that a bill it recommends to pass is of a routine nature or otherwise of a nature which likely will not be opposed, it may in its report, recommend that the bill be placed on the Calendar of Ordinary Matters. If such report is adopted, the bill will be printed and placed on the Calendar of Ordinary Matters after its second reading. On the question of adoption of such report the question of accepting the recommendation that the bill be placed on the Calendar of Ordinary Matters may be divided from the question of adopting the report in other respects.

A majority of the whole Senate may order any bill on General Orders to be placed on the Calendar of Ordinary Matters.

The Calendar of Ordinary Matters shall consist of bills so placed on it; Rule 8 will govern it except that such bills will not be first considered in the Committee of the Whole and except as inconsistent with this rule.

If a member objects to consideration of a bill on the Calendar of Ordinary Matters at any time during its consideration in the Senate before the question on final passage is put, and that objec-

tion is supported by at least two other members, the bill will thereby and without further action be referred to the Committee of the Whole, and shall be placed at the bottom of General Orders subject to Rule 11, except that it need not lie over one calendar day before consideration in the Committee of the Whole.

#### **SPECIAL ORDER**

10. With respect to a bill on General Orders or on the Calendar, the chairman of the Committee on Rules and Administration, as authorized by the Committee on Rules and Administration, may designate a special order for that bill.

After a time specified by a resolution offered by the Committee on Rules and Administration, the Chairmen of the Committees on Finance and Taxes and Tax Laws, as authorized by their respective committees, may designate a special order for any bill favorably reported by their respective committees.

A special order shall provide that the bill be considered immediately, at a time certain, or after specific other business is completed.

During consideration of a special order, Rule 20 shall be suspended. As nearly as applicable, debate on the bill and all proceedings including amendments and substitutions shall be that of the Committee of the Whole.

On any question any member may call for the ayes and nays which shall be entered in the Journal.

Unless it is otherwise disposed of, after consideration a bill on Special Orders of the Senate shall immediately proceed to its third reading and final passage.

#### **GENERAL ORDERS**

11. The Secretary shall make a list of all bills, resolutions, reports of committees, and other proceedings of the Senate, which are referred to the Committee of the Whole, and which are not made the order of the day, for any particular day, and to number the same, which lists shall be called the "General Orders of the Day" and they shall be taken up in the order in which they are numbered unless otherwise ordered by a majority of the committee.

Such general orders, together with all bills included therein required to be printed under the rules or orders of the Senate, shall be printed and placed upon the members' desks at least one calendar day before the same shall be considered in Committee of the Whole.

#### **MOTIONS**

12. When a motion is made it shall be stated by the presiding officer; or, being in writing it shall be handed to the Secretary and read to the members.

13. A motion or amendment shall be written if the presiding officer or any member so requests. In such case it must be signed by the member or committee offering it.

14. After a motion is stated by the presiding officer, or read by the Secretary, it shall be deemed to be in possession of the Senate, but may be withdrawn by the author at any time before decision or amendment.

#### **PRECEDENCE OF MOTIONS**

15. When a question is under debate no motion shall be received, except:

1. To adjourn.
2. To recess.
3. To reconsider.
4. To lay on the table.
5. For the previous question.

(Motions numbered 1, 2, 4 and 5 above, shall be decided without debate.)

6. To commit.
7. To postpone to a day certain.
8. To amend.
9. To postpone indefinitely.

These several motions shall have precedence in the foregoing order; but a motion for the previous question having been seconded, or the main question ordered, a motion to lay on the table shall not be in order.

A motion to postpone to a day certain, to commit, to postpone indefinitely, or to amend, having been decided, shall not again be put on the same day, nor at the same stage of the bill or proposition.

#### **MOTION TO ADJOURN**

16. A motion to adjourn shall always be in order, and also a motion to adjourn to a time certain. The latter motion is debatable. When either motion is rejected it shall not be renewed until further business has been transacted.

#### **AMENDMENTS TO RULES AND SUSPENSION OF RULES**

17. Every proposition to amend any rule of the Senate shall be referred to the Committee on Rules and Administration, and

shall not be acted upon until the report of such committee is received by the Senate; nor shall any rule be suspended except by at least two-thirds vote of the whole Senate; provided that a motion to suspend the rules for the purpose of advancing a bill shall be made only under the order of business, "Motions and Resolutions."

#### **ORDER IN DEBATE**

18. When any member is about to speak in debate, or deliver any matter to the Senate, he shall rise to his feet and respectfully address himself to "Mr. President," but shall not proceed to speak further until recognized by the Chair. He shall confine himself to the question under debate, and avoid personality. In discussing any resolution, Senators shall be limited to ten minutes each.

19. When any member is called to order he shall sit down until it is determined whether he is in order or not, and if a member is called to order for words spoken in debate, the words excepted to shall be taken down in writing by the Secretary immediately.

20. No member shall speak more than twice on the same question on the same day without leave of the Senate.

#### **COMMITTEE NOT TO BE ABSENT**

21. Committees shall not absent themselves from the Senate, by reason of their appointment, without permission of the Senate, and the names of the Senators so excused shall be printed in the Journal.

#### **SENATORS TO VOTE UNLESS EXCUSED**

22. Every member of the Senate who is in the Senate Chamber during a roll call shall give his vote upon the request of any Senator unless the Senate, for special reasons, excuses him.

A motion by a member to excuse himself from voting shall be made before the question is put. Any member wishing to be excused from voting may make a brief statement of the reason for making such request and the question on his motion shall be taken without further debate.

When members have had an opportunity to vote and fail to do so, a majority of the members elected may, by motion, direct the President to close the roll. The vote on such motion shall be taken without debate, and no member shall be required to vote on such motion.

#### **CALL OF THE SENATE**

23. Any member may impose a call of the Senate requiring the attendance of all members before any further proceedings

shall be had except a motion to adjourn. Upon the imposition of a call, a record of those present shall be obtained and the Sergeant-at-arms instructed to bring in the absent members. When the Senate has been placed under call, the doors shall be closed and no member permitted to leave the Chamber until the matter or question, if any, under consideration at the time of the call be disposed of, or until the call be lifted by a majority vote of all the members of the Senate, or until the Senate adjourns. A majority vote of all the members of the Senate may excuse from attendance absent members not answering the call.

A call cannot be made after voting has commenced.

#### **QUESTIONS—HOW STATED AND DECIDED**

24. Questions shall be distinctly put in this form, to-wit: "As many as are of the opinion that (as the question may be) say Aye," and after the affirmative voice is expressed, "As many as are of the contrary opinion say No." The President shall declare all votes but if any member rise to doubt a vote, he shall order a division.

#### **ONLY MEMBERS PRESENT TO VOTE**

25. Upon a division and count of the Senate on any question, only members present in the Senate chamber shall be counted. No member may vote on any question unless he is at his seat in the chamber.

#### **ANY SENATOR MAY DEMAND AYES AND NAYS**

26. When a question is being taken, any member may call for the ayes and nays which shall be entered in the Journal. A call for the ayes and nays cannot be interrupted except as provided in Rule No. 22.

#### **AUTHORIZED ELECTRICAL VOTING DEVICE**

27. Unless otherwise ordered, any vote, except upon elections and upon the overriding of a Governor's veto, may be taken by means of the electrical voting system which shall be under the control of the President of the Senate.

#### **CERTIFICATE FOR MONEY**

28. No certificate authorizing the payment of any money appropriated by the Legislature shall be issued by the Secretary, by virtue of any motion or resolution unless such a motion or resolution shall be voted for by a majority of all members of the Senate. All motions or resolutions authorizing the issuing of certificates by the Secretary for the payment of money shall be upon a call of the ayes and nays.

**THE PREVIOUS QUESTION**

29. Unless the motion for the previous question is made specifically applicable to a subsidiary motion, the previous question shall be in this form:

“Shall the main question be now put?” It shall only be admitted when demanded by a majority of the members present, and its effect shall be to put an end to all debate, and bring the Senate to a direct vote upon amendments reported by a committee, if any, then upon all pending amendments in their order and then upon the main question.

On a motion for the previous question a call of the Senate shall be in order before the President submits the question to the Senate.

On a previous question there shall be no debate. All incidental questions of order, arising after a motion is made for the previous question, and pending such motion, shall be decided, whether on appeal or otherwise, without debate.

**DIVISION OF QUESTION**

30. Any member may call for a division of the question when the same will admit of it. A motion to strike out and insert is indivisible. A motion to strike out being lost shall not preclude an amendment nor a motion to strike out and insert.

**RECONSIDERATION**

31. When a motion or question has been once put and carried in the affirmative or negative, it shall be in order for any member who voted with the prevailing side to move for reconsideration thereof, on the same day on which the vote was taken or within the next two calendar days or if later the first day the Senate meets after the vote was taken. The motion shall take precedence over all other questions except a motion to adjourn or recess. When a motion to adjourn is adopted prior to the disposition of the motion for reconsideration, a motion for reconsideration shall lie over until the next succeeding day the Senate meets except as hereinafter provided. When notice of intention to move such reconsideration of the final action of the Senate on any question shall be given by a member, the Secretary of the Senate shall retain the subject of such notice until after the expiration of the time during which such motion can be made.

During the six calendar days before the first Tuesday following the third Saturday in May of any year a notice of intention to move for reconsideration shall not be in order, but a motion to reconsider may be made and have priority over all other business except a motion to adjourn. A motion for reconsideration having been once voted on shall not be put again nor reconsidered.

**INTRODUCTION OF BILLS**

32. Bills, memorials, concurrent or joint resolutions may be introduced by any member or by order of the Senate on a report of a committee. An original and three copies so identified shall be required for introduction. The number of authors shall not exceed three. A member or a committee desiring to introduce a bill, memorial or concurrent or joint resolution shall place the same in the hands of the Secretary of the Senate, and the Secretary of the Senate shall promptly deliver all such bills, memorials or concurrent or joint resolutions to the President of the Senate who shall present them to Senate.

The name of the author or authors shall be prefixed to each bill, memorial or resolution and the name of a committee ~~reporting introducing~~ a bill, memorial or resolution ~~for introduction~~ shall be endorsed thereon.

**RECESS BILL INTRODUCTIONS**

33. During the period between the last day of the session in any odd-numbered year and the first day of the session in the following year, any bill filed with the President of the Senate for introduction shall be given a file number and may be unofficially referred by the Committee on Rules and Administration to an appropriate standing committee of the Senate. All bills filed for introduction during this period shall be presented to the Senate when it reconvenes and shall be referred to the standing committees previously indicated by the Committee on Rules and Administration, subject to objection under Rule 35.

**READING REPORTING  
OF BILLS**

34. Every bill, memorial, order, resolution or vote requiring the approval of the Governor shall receive three separate readings be reported to the Senate on three different days previous to its passage ; the first and third readings shall be at length; and no such bill, memorial, order or resolution shall be read twice on the same day. The first report, called the first reading, shall be made when it has been received for introduction; the second report, called the second reading, shall be made when it has been considered by all the necessary standing committees and is ready for debate; the third report, called the third reading, shall be made when it is ready for final passage.

**REFERRING OF BILLS**

35. All bills shall be referred by the President of the Senate without motion to the proper standing committee unless otherwise referred by the Senate ; provided that. A bill introduced by a committee need not be referred to a standing committee unless a question arises but rather shall lie over one day before being given its second reading and placed on General Orders.

When any question shall arise concerning the proper reference of a bill during the order of business of first reading on the day of introduction or at the time of report of any standing committee to which the bill was *first previously* referred, the bill shall be referred without debate to the Committee on Rules and Administration to report the proper reference thereof, and upon adoption of such report, it shall be referred accordingly.

All bills appropriating money, or obligating the state to pay or expend money, or establishing a policy which to be effective will require expenditure of money, when referred to and reported by any other than the Committee on Finance, shall, before passage, be referred to the Committee on Finance.

#### **COMMITMENT OF BILLS**

36. No bill or resolution shall be committed or amended until it has been ~~once~~ *read at length given its first reading*. No bill or resolution shall be objected to on its introduction.

#### **REPORT ON AMENDED BILLS**

37. No committee nor any member thereof shall report any substitute for any bill or bills referred to such committee, which substitute relates to a different subject, or is intended to accomplish a different purpose than that of the original bill for which it is reported, or which, if adopted and passed, would require a title essentially different from the title of the original bill; and every substitute bill so reported shall be rejected whenever the Senate is advised that the same is in violation of this rule.

#### **AMENDMENTS TO BILLS**

38. In drawing any amendment to any bill or resolution reference shall be made therein, first to the number of the bill, and then to the line or lines from which matter is to be stricken or in which new matter is to be inserted.

#### **AMENDMENTS TO TITLE**

39. The title to any bill may be amended at any time during its pendency in the Senate.

#### **RECALL FROM COMMITTEE**

40. A majority of the Senate may at any time recall a bill from any committee or take a bill from the table and place such bill on General Orders.

By a report of the Committee on Rules and Administration, adopted by the Senate, the Committee on Rules and Administration on request of the first author may remove any bill from any committee and re-refer the same to any other committee or place such bill on General Orders.

**DISTRIBUTION AND PRINTING OF BILLS**

41. To the extent practical the Secretary of the Senate shall provide a copy of any bill to the public. He may charge a reasonable fee.

Unless otherwise ordered by the Senate, all Senate bills which have been reported upon favorably or without recommendation by a committee shall be printed prior to consideration by the Senate or the Committee of the Whole; and a bill may be printed by order of the Secretary of the Senate when amended after second reading. Any bill shall be printed when ordered by a majority vote of the Senate, and action by the Senate on a bill which has not been printed is a waiver of the printing requirement.

**ALL BILLS TO GO TO COMMITTEE OF THE WHOLE**

42. All bills, memorials, orders, resolutions and votes requiring the approval of the Governor shall, after a second reading, be considered in Committee of the Whole before they shall be finally acted upon by the Senate, except as provided for in Rules 9 and 10.

**COMMITTEE OF THE WHOLE**

43. The President may call a member to the Chair when the Senate resolves itself into the Committee of the Whole. The rules observed in the Senate shall govern, as far as practicable, the proceedings of the Committee of the Whole. However a member may speak more than twice on the same subject, a call for the previous question cannot be made, and the ayes and nays shall be taken only upon the request of three members. The ayes and nays when taken shall be recorded in the Journal along with the amendment. Provided, however, that a member may, with the approval of the chairman of the Committee on Rules and Administration, submit a description of the amendment for printing. However, in such cases the Secretary shall retain in the minutes of the Committee of the Whole the full text of the amendment.

44. The recommendations of the Committee of the Whole shall be reported to the Senate. If the recommendation contains a proposed amendment of any bill, that amendment shall be noted on a separate piece of paper but when reported need not be read by the President unless required by one or more of the members. The question shall be on the adoption or rejection of the report, and no other question shall be admitted. The question may be divided to permit separate Senate action on the report as to any bill. On adoption of the report of the Committee of the Whole all bills recommended to pass shall be placed upon the calendar.

**AMENDMENT ON THIRD READING**

45. Except as provided for in Rule 39 and to fill blanks, no amendment shall be received on third reading without the unanimous consent of the Senate. In filling blanks, the largest sum, the longest time and the greatest distance shall be first taken.

**MOTION TO COMMIT**

46. A bill or resolution may be committed at any time prior to its passage, and if any amendment be reported on such commitment to any other than a Committee of the Whole, it shall be again read the second time, considered in Committee of the Whole, and the question for third reading and passage again put. If the commitment be to the Committee of the Whole it shall be placed at the head of the general orders, except when the commitment is under Rule 9.

**FINAL PASSAGE**

47. The final question upon a bill or other paper requiring action by both Houses after the first and second reading thereof, and after the consideration in Committee of the Whole, shall be upon its final passage.

**TRANSMITTING OF BILLS TO THE HOUSE**

48. Except as provided in Rule 31, immediately after the passage of any bill or other paper to which the concurrence of the House of Representatives is to be asked it shall be the duty of the Secretary to transmit the same to the House, and on the concurrence of any bill or other paper of the House of Representatives by the Senate, or on the concurrence or disagreement in any vote of the House it shall also be the duty of the Secretary to notify the House thereof.

**COMPARISON AND SUBSTITUTION OF BILLS**

49. Unless there is a motion or objection, a House bill, after its first reading, shall be referred to the Committee on Rules and Administration. That committee will promptly make its report thereon, as follows:

(a) If there is ~~no~~ a Senate companion bill, the report shall recommend that the House bill shall be referred to the appropriate standing committee possessing the Senate companion.;

(b) If there is ~~no~~ a Senate companion bill, the report of the committee House bill shall recommend that the bill be referred to the Committee on Rules and Administration, which shall recommend that the bill be referred to the appropriate standing committee possessing the Senate companion.;

(c) If the Senate companion bill has been reported to the Senate, the House bill shall be referred to the report of the Committee on Rules and Administration, which shall state report whether the House bill is identical to the Senate companion bill, and if identical, the report shall recommend that the House bill be given its second reading and substituted for the Senate companion bill and the Senate companion bill be indefinitely postponed. If the House bill is not identical to the Senate companion bill, the report

of the committee shall so state and recommend an amendment to the House bill, which amendment when adopted will render the House bill identical to the Senate bill. Upon adoption of a committee report containing such a proposed amendment, the House bill will be thus amended and as amended shall be given its second reading and substituted for the Senate companion bill and the Senate companion bill shall be indefinitely postponed.

Reports of the Committee on Rules and Administration pursuant to this rule shall be prepared and submitted on behalf of the committee by the Secretary of the Senate.

A House bill placed on the Calendar by substitution shall not be given its third reading on the same day as the substitution.

#### **ENGROSSING AND ENROLLING AND ENGRAVING OF BILLS**

**52 50.** All *engrossing and enrolling and engraving* of bills shall be done at the direction and under authority of the Senate.

#### **ENGROSSMENT**

**50.** Every bill, memorial, order or resolution originating in the Senate shall be carefully engrossed before being transmitted to the House of Representatives for concurrence.

#### **ENROLLMENT**

**51.** All bills shall be carefully enrolled under the supervision of the Committee on Rules and Administration, which committee may report to the Senate at any time on the enrollment of bills.

#### **DISPOSITION OF BILLS ON ADJOURNMENT**

**51.** *Adjournment of the regular session in any odd-numbered year to a date certain in the following year shall be equivalent to daily adjournment, except that any bill on the Calendar, Calendar of Ordinary Matters, or General Orders shall be returned to the standing committee other than the Committee on Rules and Administration from which it was last reported to the Senate, unless otherwise provided for by motion prior to adjournment. Bills returned to committee pursuant to this rule shall, upon request of the author, be given priority for consideration by the committee ahead of all other bills in the order in which they appeared on the Calendar, Calendar of Ordinary Matters, or General Orders.*

#### **PETITIONS AND OTHER COMMUNICATIONS**

**63 52.** In presenting a petition, memorial, remonstrance or other communication addressed to the Senate, a member shall only state the general purpose of it.

Every petition, memorial, remonstrance, resolution, bill and report of committee, shall have an appropriate title, and the name of the member presenting it written thereon.

~~MEMORIALS TO THE UNITED STATES OR ANY OTHER  
STATE OR FOREIGN GOVERNMENT  
RESOLUTIONS~~

§9 53. *Memorials or petitions* *Memorial resolutions* addressed to the President or the Congress of the United States, or any branch or member thereof, or any department or officer of the United States, or any state or foreign government, *including all motions, resolutions, joint or concurrent resolutions in relation thereto and resolutions requiring the signature of the Governor*, shall follow the same procedure as bills before being adopted.

**RESOLUTIONS**

§1. Except as provided in Rule 69, resolutions not requiring the signature of the Governor need not take the regular course of bills and memorials, but may be acted upon the same manner as other resolutions.

**NOTICE TO DEBATE**

§2. Upon any member giving notice of his intention to debate any resolution *not requiring the signature of the Governor and not offered by the Committee on Rules and Administration*, the same shall lie over one calendar day without debate or other action, except that upon the request of any Senator, *any the* resolution shall be referred to the proper committee, provided that whenever any question shall arise concerning the proper reference thereof the procedure provided by Rule 35 shall apply.

This rule shall not apply to any resolution offered by the Committee on Rules and Administration.

**CONFIRMATIONS**

§9 54. Every gubernatorial appointment requiring the advice and consent of the Senate shall, upon request of any Senator, be referred by the President of the Senate to the appropriate committee. If a question arises as to the proper committee, the appointment shall be referred without debate to the Committee on Rules and Administration for a report making the proper reference.

The final question on every such appointment shall be, "Will the Senate, having been advised with, now consent to this appointment?" which question shall not be put the same day the appointment is received, nor on the day it is reported by committee unless by unanimous consent.

~~DUTIES OF THE PRESIDENT~~  
**SIGNING OF ACTS, RESOLUTIONS**

54 55. In addition to his duties under Rule 3, the President of the Senate shall sign all acts, memorials, addresses and resolutions; and all writs, warrants and subpoenas issued by the Senate shall be signed by him and attested by the Secretary.

**APPOINTMENT OF COMMITTEES**

52 56. The majority and minority shall each be represented on all standing committees of the Senate. The majority group shall assign the number of positions the minority group will hold on each committee. The minority group shall be given adequate notice about its positions prior to the commencement of the session. Both the majority and minority groups shall appoint their own members to fill the number of positions each group will hold on each committee. The minority group shall transmit notice of its assignments to the majority group within ten calendar days after receipt of the notice of positions available. If the minority group for any reason fails to make its appointments pursuant to this rule, the majority group may make all the committee assignments.

The majority and minority committee assignments shall be subject to the uniform criteria governing committee assignments applicable to both the majority and minority, which uniform criteria shall be promulgated by the majority group and transmitted to the minority group together with notification of committee positions available to the minority.

Committee assignments as made by the majority and minority groups shall be followed by the Senate in the resolution establishing representation on all Senate standing committees.

After the organization of the Senate, all committees of the Senate and members of commissions to be appointed by the Senate authorized by rule, statute, resolution or otherwise, shall be appointed by a Committee on Committees, unless otherwise provided, subject to confirmation by the Senate. In the appointment of members of conference committees between the two houses, the Committee on Committees of the Senate shall appoint those who are in accord with the position of the Senate, and whenever practical, give preference to authors of bills in dispute and to members of standing committees in which the bills were considered.

**STANDING COMMITTEES**

54 57. The Standing Committees of the Senate and their complement are as follows:

Committee on Committees—6

Education—17 18

Finance—20

Governmental Operations—19
Health, Welfare and Corrections—16
Judiciary—15
Labor and Commerce—15 17
Local Government—12
Metropolitan and Urban Affairs—15
Natural Resources and Agriculture—15
Rules and Administration—18
Taxes and Tax Laws—20
Transportation and General Legislation—15

The Committee on Rules and Administration has authority to constitute a standing subcommittee on Engrossing and Enrolling, the report of which within its jurisdiction has the effect of a report of the main committee on Rules and Administration, and the reference under Rule 49 is made directly to this subcommittee.

Each standing committee of the Senate, including any subcommittee of any such committee, is authorized at any time to sit and act, to require by subpoena or otherwise the attendance and testimony of such witnesses and the production of such correspondence, books, papers, and documents, and to take such testimony as it deems advisable. Each such committee may make investigation into any matter within its jurisdiction, may report such hearings as may be had by it, and may make such expenditures as shall be authorized from time to time by the standing committee on Rules and Administration.

#### **COMMITTEE MEETINGS**

57 58. All meetings of the Senate, its committees and subcommittees shall be open to the public.

To the extent practical, the following notice procedure shall be followed. Meetings of all standing committees shall be announced to the public at least ~~24 hours~~ *three calendar days* prior to convening. The notice shall state the name of the committee, the bill or bills to be considered, the place and time of meeting. Such notice shall be posted on all Senate bulletin boards in the Capitol, and the State Office Building. A notice shall be sent to the House of Representatives for posting as it may deem necessary.

#### **QUORUM IN COMMITTEE**

58 59. A majority of its members constitutes a quorum of a committee.

#### **REPORT OF VOTE IN COMMITTEE**

56 60. Upon the request of any member of a committee or subcommittee to which a bill has been referred, or upon the request of the author of any such bill, a record shall be made of the vote on such bill in any committee or subcommittee, including the

vote on any amendment or proposed amendment thereto, in the committee or subcommittee to which the bill was referred.

Upon request of three members of the committee, the record of any roll call vote in a standing committee shall accompany the committee report and be printed in the Journal. However, two members may make this request in the Committee on Committees.

#### COMMITTEE ACTION

55 61. No report of any committee shall be made to the Senate unless it reports action taken at a regular or special meeting of the committee. Every report in violation of this rule shall be rejected whenever the Senate is advised that the same is in violation of this rule.

A committee report or a proposed amendment to a bill, memorial or resolution shall be in six copies and written only on one side of the paper.

#### EMPLOYEES AUTHORIZED IN THE SENATE

69 62. The Senate shall employ for the session the following:

NUMBER OF POSITIONS	POSITION	SALARY PER DAY
2	Administrative Assistant I	\$47.57
1	Administrative Assistant II	\$53.62
1	Assistant Captain of Pages	\$24.00
1	Assistant Executive Secretary	\$33.27
2	Assistant Sergeant-At-Arms	\$29.15
1	Captain of Pages	\$26.12
1	Chaplain (Several to serve during session)	\$25.00
1	Chief Committee Secretary	\$40.97
1	Chief Indexer	\$36.20
10	Clerk I	6 @ \$22.83 4 @ \$24.20
13	Clerk Typist I	8 @ \$23.87 5 @ \$25.30
8	Clerk Typist II	5 @ \$24.91 3 @ \$26.40
12	Committee Administrative Assistant	\$39.05
11	Committee Clerk I	8 @ \$23.87 3 @ \$25.30
2	Committee Clerk II	1 @ \$25.94 1 @ \$27.50
1	Committee Clerk III	\$29.70
13	Committee Secretary	1 @ \$31.13 12 @ \$33.00
1	Engrossing Clerk	\$27.50
1	Engrossing Secretary	\$36.20
1	Enrolling Clerk	\$26.00
2	Executive Secretary	\$40.97
1	First Assistant Secretary of the Senate	\$73.70

NUMBER OF POSITIONS	POSITION	SALARY PER DAY
1	Fiscal Services Aide	\$31.35
1	Fiscal Services Supervisor	\$39.05
1	Fourth Assistant Secretary of the Senate	\$35.75
1	Indexer I	\$25.94
2	Indexer II	\$30.80
1	Legislative Fiscal Analyst I	\$57.53
2	Legislative Fiscal Analyst II	\$64.90
2	Legislative Fiscal Analyst III	1 @ \$73.97 1 @ \$78.08
4	Legislative Assistant I	1 @ \$30.14 3 @ \$33.00
3	Legislative Assistant II	\$39.05
4	Legislative Clerk I	\$23.87
3	Legislative Clerk II	1 @ \$25.94 2 @ \$27.50
3	Legislative Clerk III	\$28.05
1	Machine Operator	\$26.12
1	Minority Secretary of the Senate	\$65.45
25	Page	15 @ \$20.00 10 @ \$22.00
1	Personnel Officer	\$52.25
1	Public Information Officer	\$34.25
4	Researcher I	1 @ \$32.72 3 @ \$35.62
5	Researcher II	1 @ \$35.62 1 @ \$38.36 3 @ \$39.32
2	Researcher III	\$48.67
1	Second Assistant Secretary of the Senate	\$44.00
18	Secretary	4 @ \$29.06 14 @ \$30.80
1	Secretary to the Majority Leader	\$40.97
1	Secretary of the Senate	\$81.40
11	Senate Research I	3 @ \$34.10 2 @ \$39.73 1 @ \$42.35 3 @ \$45.25 2 @ \$45.65
6	Senate Research II	2 @ \$46.58 1 @ \$52.80 3 @ \$59.40
4	Senate Research III	2 @ \$68.49 1 @ \$71.23 1 @ \$72.60
15	Sergeant	3 @ \$20.00 12 @ \$22.00
1	Sergeant-At-Arms	—
22	Stenographer I	15 @ \$24.91 7 @ \$26.40
22	Stenographer II	1 @ \$26.98 21 @ \$28.60
1	Third Assistant Secretary of the Senate	\$39.32

The appointment to the foregoing positions shall be made by resolution specifying the names of such appointments and the positions to which the same are appointed, adopted by a majority of all members of the Senate.

#### **ADDITIONAL EMPLOYEES**

70 63. All propositions for the appointment and payment of employees of the Senate or for expenditures on account of the Legislature, other than those provided by law, shall be referred to the Committee on Rules and Administration, without debate, and no appointment shall be made or expense incurred unless reported favorably by said committee, or unless its report be overruled by a three-fourths ( $\frac{3}{4}$ ) vote of the whole Senate. Said committee shall report to the Senate the amount of compensation that shall be paid to each employee whose appointment is recommended by it.

#### **AUTHORITY OVER EMPLOYEES**

71 64. Except as otherwise provided in these rules, the Committee on Rules and Administration shall have full and exclusive authority over, and charge of all employees, officers and clerks of the Senate both elective and appointive. Such committee shall have the sole and exclusive power and authority to assign them to such duties other than for which they were elected or appointed as such committee may from time to time provide. Such committee shall have power to appoint such of said employees, officers or clerks as they shall deem proper to exercise the power to them granted by this rule. They may make such rules and regulations for the government of the employees, officers and clerks as they shall see fit and proper. In case of violation of any of the orders of said committee by any employee, officer or clerk, or in case of any violation of any such rule or regulation made by such committee, or in case of any misconduct or omission of any such employee, officer or clerk, the Committee on Rules and Administration shall have power to hear complaints and to discharge any such employee, officer or clerk or impose such other punishment by way of fine or otherwise upon such employee, officer or clerk as to such committee may seem just and proper.

#### **DUTIES OF SECRETARY**

65. The Secretary shall keep a correct Journal of the proceedings of the Senate and shall perform such other duties as shall be assigned to him as such Secretary. He shall permit no Journal records, accounts or papers to be taken from the table or out of his custody, other than in the regular mode of business. If any paper in his charge shall be missing, he shall report the fact to the President, that inquiry may be made. He shall superintend the recording of proceedings in the Journal, the engrossing, transcribing and copying of the bills and resolutions, supervise the assistants, clerks and stenographers under the direction of the Com-

mittee on Rules and Administration, and generally perform the duties of Secretary, under direction of the President. It shall be the duty of the Secretary to keep the books to be called "Minute Books" in which he shall enter under the appropriate marginal numbers, all Senate and House bills, and correct notes, with the dates thereof, of the state, condition and progress of each bill pending, until its final passage.

The Secretary of the Senate shall cause to be recorded on magnetic tape the proceedings of the Senate, the Committee of the Whole, each standing committee and standing subcommittee. Such tapes shall be preserved at least one year by the Secretary of the Senate during which time any person may obtain a copy of the tape upon payment of a fee determined by the Secretary of the Senate to be adequate to cover the cost of preparing such copy. Thereafter the tape shall be delivered to the Minnesota Historical Society to be preserved or disposed of as they see fit. Each tape shall be clearly labeled to show the name of the body whose proceedings are recorded and the dates the proceedings occurred, and shall be accompanied by a log showing the number of each bill considered and the places on the tape where consideration of the bill occurred. Within two working days after each day the Senate is in session the Secretary of the Senate shall make a copy of the tape and corresponding log of proceedings of the Senate and the Committee of the Whole and deliver the copies to the Legislative Reference Library. Within two working days after each meeting of a standing committee or standing subcommittee the Secretary of the Senate shall deliver the original tape and corresponding log of the meeting to the Legislative Reference Library. Upon completion and approval of the minutes of the meeting, a copy of the minutes shall be promptly delivered to the Legislative Reference Library. The Secretary of the Senate shall keep a record of each session of the Senate and the Committee of the Whole, each meeting of a Senate standing committee or standing subcommittee, and the date on which a tape recording of the session or meeting was transmitted to the Legislative Reference Library. The Library shall keep a similar record of all tapes received. The Library shall provide committee staff with reasonable access to Senate tapes and shall provide the public with convenient facilities to listen to the tapes. Copies of Senate tapes shall be available to the public from the Secretary of the Senate, for a fee determined by the Secretary to be adequate to cover the cost of preparing the copies. A copy shall be provided free to any member of the Senate for use in legislative business upon request. The original tape and log of each session of the Senate and the Committee of the Whole shall be kept by the Secretary of the Senate until the end of the period for which the members of the existing House of Representatives have been elected, at which time the tape may be preserved or disposed of as he sees fit. Tapes, logs, and minutes forwarded to the Legislative Reference Library shall be kept by the Library until two years after the end of the period for which the members of the existing Senate have been elected, at which time they may be preserved or disposed of as the Library sees fit. It is the intention that testimony and discussion

preserved under this rule not be admissible in any court or administrative proceeding on an issue of legislative intent.

#### **JOURNAL—HOW APPROVED**

66. The Journal of each day's proceedings shall be open for correction at any time during the session of the next day the Senate meets, and unless corrected on that day, shall stand approved.

#### **SECRETARY MAY CORRECT ERRORS**

67. The Secretary and Engrossing Clerk, in all proper cases, shall correct all mistakes in numbering the sections and reference thereto, whether such errors occur in the original bill or are caused by amendments thereto.

#### **PURCHASING SUPPLIES**

68. The Secretary of the Senate shall be the agent of the Senate for the purchase of supplies. He shall file timely reports of expenditures made with the Committee on Rules and Administration.

#### **DUTIES OF THE SERGEANT-AT-ARMS**

72 69. It shall be the duty of the Sergeant-At-Arms to execute all orders of the President of the Senate, and to perform all duties assigned to him connected with the police and good order of the Senate chamber; to exercise supervision over the ingress and egress of all persons to and from the chambers; to see that messages, etc., are promptly executed; that the hall is properly ventilated and the temperature thereof properly regulated, and open for the use of members of the Senate at the time fixed; and to perform all other services pertaining to his office.

#### **PERSONS PRIVILEGED TO THE FLOOR OF THE SENATE**

73 70. No person shall be admitted within the Senate Chamber, but a Senator, the executive or ex-Governors of the State of Minnesota, members of the House, heads of departments of the state government, judges of the Supreme and District Courts and members of Congress and, when personally admitted by a member of the Senate, those who have been members of Congress or of the State Legislature who are not interested in any claim or directly in any bill pending before the Legislature, but an employee of either house may be admitted at the request of a member or an officer of the Senate and when the Senate is not meeting, a person not a member may be admitted at the request of a member or officer to the floor. No public hearings shall be held in the Senate Chamber; and the retiring room of the Senate shall be reserved for the exclusive use of the members of the Senate at all times. The Sergeant-At-Arms is charged with the duty of strict enforcement of this rule.

**PRIVILEGE OF REPORTERS**

74 71. Provision shall be made for news reporters on the Senate floor in limited numbers, and in the Senate gallery. Because of limited space on the floor, permanent space shall be limited to those news agencies which have regularly covered the legislature, namely: The Associated Press, United Press International, St. Paul Pioneer Press, St. Paul Dispatch, Minneapolis Tribune, Minneapolis Star, Duluth Herald and News-Tribune, Rochester Post-Bulletin, WCCO radio and KSTP radio. An additional two spaces shall be provided to other reporters.

One person from each named agency may be present at the press table on the Senate floor at any one time.

Other news media personnel may occupy seats provided in the Senate gallery.

The Committee on Rules and Administration may, through committee action or by delegating such authority to the Secretary of the Senate, allow television filming on the Senate floor on certain occasions.

The committee or its agent may designate a committee of three senior news correspondents to act as an issuing agency for reporters' badges or other credentials.

**DISTURBANCE IN LOBBY**

75 72. In case of any disturbance or disorderly conduct in the lobbies or galleries, the President or chairman of the Committee of the Whole shall have power to order the same cleared.

**NO INTRODUCTION OF VISITORS**

76 73. No introduction of a visitor or visitors in the galleries shall be made from the floor or rostrum of the Senate.

**NO SMOKING**

77 74. No Senator or officer of the Senate, or other person, shall be permitted to smoke in the Senate Chamber. There shall be no smoking in the visitors section of the galleries.

**ETHICAL CONDUCT**

75. *The Committee on Committees shall appoint a special committee on Ethical Conduct consisting of four members selected two from the Majority and two from the Minority.*

*The committee shall serve in an advisory capacity to any member or employee upon written request and shall issue recommendations to such member or employee.*

*A lobbyist shall not appear before a Senate committee pursuant to his employment unless he is in compliance with the law requiring lobbyist registration, Minnesota Statutes, Sections 10A.03 to 10A.06. A lobbyist when appearing before a committee shall disclose to the committee those in whose interest he speaks and the purpose of his appearance. A lobbyist shall not knowingly furnish false or misleading information or make a false or misleading statement that is relevant and material to any matter before the Senate or any of its committees when he knows or should know it will influence the judgment or action of the Senate or any of its committees thereon. A lobbyist shall not exert undue influence or expend improper sums of money in connection with any legislation.*

*The committee shall investigate any complaint by a member of the Senate in writing under oath received during a legislative session regarding improper conduct by any member or employee of the Senate or any lobbyist. The committee shall have the powers of a standing committee to issue subpoenas pursuant to Minnesota Statutes, Section 3.153. In order to determine whether there is probable cause to believe that improper conduct has occurred, the committee may, by a vote of three of its members, conduct a preliminary inquiry in executive session to which the requirements of Rule 58 do not apply. Upon a finding of probable cause, further proceedings on the complaint shall be open to the public. If, after investigation, the committee finds the complaint substantiated by the evidence, it shall recommend to the Senate appropriate disciplinary action.*

Mr. Coleman moved the foregoing committee report be laid on the table. The motion prevailed.

Mr. Coleman from the Committee on Rules and Administration, offered the following report on the proposed Joint Rules of the Senate and House of Representatives for the 69th Legislature.

#### **JOINT RULES OF THE SENATE AND HOUSE JOINT CONVENTIONS—HOW GOVERNED**

Rule 1. The Speaker of the House shall preside at all Conventions of the two branches of the Legislature, and shall call the members to order. The Chief Clerk of the House shall be the Secretary, and the Sergeant at Arms of the House shall be the Sergeant at Arms at the Convention.

#### **DUTIES OF THE PRESIDENT**

Rule 2. The President of the Convention shall preserve order and decorum, may speak on all points of order in preference to other members; shall decide questions of order, subject to an appeal to the Convention by any member. He shall rise to put a question, but may state it sitting.

#### **QUESTIONS—HOW STATED**

Rule 3. Questions shall be distinctly put in this form, to-wit: