

**Rules of Procedure  
for the 2016 Regular Session  
of the Senate  
(Adopted January 5, 2016)**

**Rule 1. Hours of Meeting.** The Senate shall meet at the call of the members. The official time shall be governed by the clock over the main entrance to the Senate Chamber.

**Rule 2. Quorum.** A majority of the Senators elected to the Senate shall constitute a quorum. If a quorum is not present at the time fixed for a meeting of the Senate, four Senators may adjourn or recess from day to day or from time to time and eight Senators may order a call of the Senate and send for absent Senators.

**Rule 3. Call of the Senate.** Upon a call of the Senate, the Clerk shall call the roll, then call the absentees again. The doors of the Senate Chamber shall then be closed and the absentees not excused by the Senate may be sent for and arrested by the Sergeant at Arms.

The Senate shall determine upon what conditions they shall be discharged from arrest. Senators who voluntarily appear shall be immediately admitted to the floor of the Senate and their names entered upon the Journal as present, unless the Senate otherwise directs.

**ORDER OF BUSINESS**

**Rule 4. Order of Business.** The order of business shall be as follows:

1. Invocation
2. Pledge of Allegiance
3. Roll Call
4. Approval of the Journal
5. Second Reading of Bills
6. Report of Committees
7. First Reading of Bills

8. Motions, Petitions, and Communications
9. Introduction of New Bills and Resolutions
10. Orders of the Day
11. Report of Reference of Bills to Committee
12. Committee on Rules Report
13. Announcements
14. Introduction of floor amendments
15. Adjournment

No more than thirty minutes shall be allotted to Motions, Petitions, and Communications.

**Rule 5. Unfinished Business.** Unfinished business which was being considered upon adjournment shall have precedence in the class of business to which it properly belongs upon the next succeeding legislative day.

## **MOTIONS**

**Rule 6. Reading of Motions.** When a motion has been made and seconded, it shall be stated by the President, or, being in written form, it shall be read by the Clerk before debate, amendment or motion concerning it shall be in order.

**Rule 7. Withdrawal of Motions.** Every oral motion after it has been stated by the President, and every written motion, bill, resolution or other paper, after it has been read by the Clerk, shall be the property and in the possession of the Senate and shall not be withdrawn without consent of the Senate. Every written motion, report or measure may be committed or recommitted at the pleasure of the Senate.

**Rule 8. Order of Questions.** All questions, whether in Committee of the Whole or in the Senate, when not a privileged question, shall be propounded in the order in which they were

moved, except that in filling blanks the smallest sum and the most remote date shall be put first.

**Rule 9. Precedence of Motions.** When a question is under consideration, no motion shall be in order except:

1. To call the Senate when there is no quorum present.
2. To fix the time to which the Senate shall adjourn.
3. To adjourn.
4. To take recess.
5. To lay on the table.
6. For the previous question.
7. To limit or extend limits of debate.
8. To postpone to a fixed time.
9. To lay on the Clerk's desk.
10. To refer or commit.
11. To amend.
12. To postpone indefinitely.

The above several motions shall have precedence in the order in which they are arranged and the first seven of them shall not be debatable.

A second motion to adjourn, to take a recess, to lay on the table, for the previous question, to limit or extend limits of debate, to postpone to a time certain, to lay on the Clerk's desk, to refer or commit or to postpone indefinitely shall not be in order on the same day, upon the same question, and at the same status unless other business intervenes; provided, however, that amendments may be made to the time to which it is proposed to adjourn, to take a recess or to postpone to a fixed time.

**Rule 10. Motion to Adjourn.** A motion to adjourn, to take a recess, or a motion to adjourn to a time certain, shall always be in order, except when a Senator is speaking, while a vote is being taken, or when the Committee on Committees is reporting; subject, however, to the limitations set out in Rule 9.

**Rule 11. Motion to Table.** The adoption of the motion to table, under these rules, defeats the subject matter under consideration. The reconsideration of the motion to table shall require approval of a majority of the members elected.

**Rule 12. Previous Question.** When the previous question has been ordered, a vote shall be taken immediately upon the pending measure and any pending amendments as are in order. The effect of the previous question shall be to put an end to all debate, to prevent the offering of additional amendments and to bring the Senate to an immediate vote upon the measure and amendments aforesaid. The previous question may be ordered by a majority of the Senators elected. On the call of the roll, no Senator shall be allowed to speak more than three minutes to explain a vote and shall not speak at all if the question is not a debatable question. After the previous question has been ordered, and before the vote upon the main question, the opponents of the measure shall have ten minutes, and proponents of the measure shall have ten minutes.

**Rule 13. Motion to Set the Limits of Debate.** A motion to extend a time limit for debate on a measure beyond that permitted under Rule 12 shall be in order unless the previous question shall have been ordered on the measure. The time limit set for debate under this rule shall be allotted by the President evenly between the opponents of the measure and the proponents of the measure. Adoption of a motion under this rule does not prevent the offering of additional amendments.

**Rule 14. Motion to Reconsider.** A motion to reconsider a vote shall not be in order unless

made by a Senator who voted upon the prevailing side of the question; nor shall that motion be in order unless made within two legislative days in which the Senate is in session next after the day the vote was taken; however, the motion to reconsider when coupled with the additional motion to lay that motion upon the table may be made by any Senator. A motion to reconsider a vote on a bill or resolution not in the possession of the Senate shall not be in order.

**Rule 15. Motion to Lay on Clerk's Desk.** The effect of the adoption of a motion to lay on the Clerk's desk under these rules is to place in charge of the Clerk the pending question and everything adhering to it. A motion laid on the Clerk's desk may be taken from the desk and proceeded with at any time in the same order as when laid on the Clerk's desk.

**Rule 16. Motion to Strike Out Enacting Clause.** A motion to amend by striking out the enacting words of a bill or resolution shall have precedence over a motion to amend, and, if adopted, shall have the same effect as though the bill or resolution were regularly voted upon and rejected.

**Rule 17. Motion to Separate Part of a Measure.** A motion to commit, recommit, or postpone a part of a measure so as to separate that part of the measure from the remainder shall not be in order.

**Rule 18. Postponement of Measures.** When a measure shall have been postponed indefinitely it shall not be in order again during the session.

**Rule 19. Reading of Pending Papers.** Any pending bill, resolution, motion or report shall be read by the Clerk upon the demand of any Senator, but it shall not again be read on the same day unless so ordered by the Senate.

**Rule 20. Nominations.** In all elections a previous nomination shall be made.

## **MEMBERS**

**Rule 21. Attendance of Members.** No Senator shall be absent from a session of the Senate without leave from the Senate.

**Rule 22. Decorum of Members.** No Senator shall designate another Senator by name.

**Rule 23. Call to Order.** If any Senator, in speech or otherwise, transgresses the rules of order or decorum, the Senator shall immediately be called to order by the chair and shall be seated. The Clerk shall reduce the objectionable words to writing and read them to the Senate. After hearing a short explanation from the Senator called to order, or upon the withdrawal of the objectionable language, the President may permit the Senator to proceed, or may require the Senator's silence until the matter is disposed of. The ruling of the chair shall be subject to an appeal to the Senate. A Senator offending the Senate shall be liable to censure.

**Rule 24. Debate.** No Senator may speak more than once to the same subject until all Senators desiring to be heard have spoken, but nothing in this rule shall do away with the previous question if then in effect, nor permit debate on an undebatable motion.

No Senator shall speak more than thirty minutes in the aggregate on any question or measure, at the end of which period, or any portion thereof, the floor shall be returned to the President.

**Rule 25. Members Shall Vote at Seats.** A Senator shall vote only when at the Senator's seat or visibly approaching it.

## **OFFICERS AND EMPLOYEES**

**Rule 26. President.** On the first day of the Regular Session in an odd-numbered year, or at any time there is a vacancy in the office of President, immediately following the adoption of the Rules, the President of the Senate shall take the chair to receive nominations from the floor and to preside over the election of the President. The member who receives the votes of a majority of the members elected shall be the President. If there is more than one nominee, the election of each

nominee shall be treated as an alternative proposition, with each name being put to the Senate in the order in which nominated. The first nominee receiving the votes of a majority of those elected to the Senate shall be declared elected. If no member receives the votes of a majority of the members elected, the election is of no effect.

The President shall take the chair every day precisely at the hour fixed for the meeting of the Senate and shall call the Senate to order and direct the Clerk to call the roll, whereupon, if there is a quorum present, the Order of Business shall be followed.

The President shall preserve decorum and order and, in the event of any disorder in the gallery or in the Senate Chamber, may cause the same to be cleared of any persons creating disturbances or disorders.

All writs, warrants, subpoenas or other processes shall be signed by the officer who may be presiding over the Senate when the paper is issued; and the officer's signature shall be attested by the Clerk, when ordered by a majority of the Senators.

The President may designate any Senator to preside in the absence of both the President and President Pro Tem and to perform all duties of the President, including duties as a member of the Committee on Committees. This designation by the President may be made from time to time or for any period of time as the President may designate.

**Rule 27. Appeal from Decision of Chair.** The President while presiding may speak to points of order in preference to Senators. The President shall decide points of order and manner of procedure. If two or more Senators arise from their respective seats and address the chair, the President shall determine who was first and recognize that Senator.

Any decision made by the President shall be subject to appeal to the Senate. During the pendency of any appeal to the Senate from a decision of the chair, the President shall vacate the

chair and call the President Pro Tem to preside. When the President Pro Tem is presiding on an appeal to the Senate from a decision of the President, no motion or business shall be in order except the motion on appeal from the decision of the President, and that motion shall not be debatable. Upon an appeal, the question put to the Senate shall be stated as follows: "Shall the decision of the President stand as the judgment of the Senate? An 'Aye' vote shall support the President's ruling, and a 'Nay' vote shall oppose the President's ruling." The ruling of the President shall be sustained unless a majority of the members elected to the Senate oppose the ruling.

**Rule 28. President Pro Tempore.** The Senate shall elect a President Pro Tem, who shall perform the duties of the President when the President is absent from the Senate, or when empowered by the President to perform the duties of the chair.

**Rule 29. Duties of Clerk.** The Clerk shall have charge and supervision of all the clerical business of the Senate. The Clerk shall have charge of the Clerk's section of the Senate Chamber and shall see that no one is permitted therein except the Clerk and those assisting the Clerk.

The Clerk shall read to the Senate papers ordered to be read; call the roll and note and report the absentees when a call of the Senate is ordered; call the roll and note the answers of members when a question is taken by yeas and nays; assist the President in taking the count when any vote of the Senate is taken; notify committees of their appointment and business referred to them; attest all writs, warrants and subpoenas issued by order of the Senate; keep a calendar indicating bills entitled to their second reading each day, distinguishing between House and Senate bills; superintend the engrossing and enrolling of bills; certify to the passage of all bills and to the adoption of all joint and concurrent resolutions by the General Assembly; and make all reports to the House, unless otherwise ordered.

**Rule 30. Journal of Proceedings.** The Clerk shall cause to be kept the Journal of the

proceedings of the Senate. The Clerk shall note upon the Journal all questions of order, together with the disposition of same, and the dates upon which all bills and resolutions were sent to committee and returned to the Senate. The Senate may correct errors in the Journal the day the Journal containing errors is presented to the Senate. No record which is in the hands of the Clerk and is required by law to be entered upon the Journal of the Senate shall be copied by any person until same shall have been entered upon the Journal and said Journal shall have been approved. Half an hour before the time fixed for the meeting of the Senate each day, the Clerk or an assistant shall be present at the Clerk's desk with the journal of the preceding session for the inspection of any member of the Senate.

The Clerk shall transmit the Journal for each day as soon as it has been approved by the Senate to the Legislative Research Commission, which shall deliver it to the public printer. The Commission staff shall proofread and index the Journal upon return from the printer and make necessary typographical corrections.

**Rule 31. Custody of Papers.** The Clerk shall have custody of all records, papers and bills of the Senate and shall not allow them to be taken out of the Clerk's possession without the leave of the Senate, unless to be delivered to the chairman of a committee to which they have been referred or to the Legislative Research Commission, as specified in these rules, and then the Clerk shall take a proper receipt therefor. The Clerk shall endorse on bills and papers brief notes of proceedings had thereon by the Senate and preserve the same in convenient files for reference. The Director of the Legislative Research Commission shall implement a policy to provide for the maintenance and distribution of the records, papers, and bills of the legislative branch.

**Rule 32. Accounts of Expenditures.** The Legislative Research Commission shall keep the accounts for pay and mileage of members, officers and attaches, and for printing and other

contingent expenses of the House and Senate.

**Rule 33. Printing of Senate Papers.** The Legislative Research Commission shall have supervision and charge of all printing done for the Senate as certified by the Clerk, and the public printer shall print only those documents and other matters as the Legislative Research Commission authorizes. The Clerk shall report to the President, to be submitted to the Senate, every failure of the printer to execute work correctly and promptly.

**Rule 34. Duties of the Sergeant-at-Arms.** It shall be the duty of the Sergeant-at-Arms and Doorkeeper to exclude or remove all persons not entitled to the floor of the Senate. One hour before convening of the Senate each day the Sergeant-at-Arms shall announce in a loud distinct voice: "All persons not entitled to the floor of the Senate under the rules thereof will now vacate the Senate Chamber." The Sergeant-at-Arms shall then compel all persons who are not entitled to remain therein to leave the Senate Chamber and shall prohibit their entry until thirty minutes after the Senate has adjourned.

The Sergeant-at-Arms of the Senate, before any joint session is to be held, shall request the Sergeant-at-Arms of the House to arrange for the seating of the members of the Senate in a body. The Senators will assemble in the Senate Chamber five minutes before the meeting of any joint session and go to the House in a body.

**Rule 35. Appointment and Conduct of Constitutional Employees.** The constitutional employees of the Senate shall be appointed by election during the regular sessions of the General Assembly and shall serve one year terms or until the election of their successors.

All the constitutional employees of the Senate shall, one hour before the meeting of the Senate each day, report to the Clerk, who shall report to the Committee on Committees whether all of said employees are on duty. The Committee on Committees, whenever it deems it necessary,

shall report to the Senate any dereliction of duty.

**Rule 36. Other Employees.** All other professional, clerical and other employees required by the Senate or any of its committees shall, as authorized by the Committee on Committees, be provided by the Legislative Research Commission. Employees performing those services shall be under the supervision of the Committee on Committees.

No officer or employee of the Senate shall receive any fee, tip or compensation from any Senator and violation of this rule shall be ground for dismissal.

### **COMMITTEES**

**Rule 37. Committee on Committees.** There shall be a Committee on Committees composed of the President, the President Pro Tem, the Majority Floor Leader, the Majority Caucus Chairman, the Majority Whip, the Minority Floor Leader, the Minority Caucus Chairman, and the Minority Whip of the Senate.

The majority of this committee shall have full power to act on all matters referred to the committee either by these rules or by action of the Senate. A meeting of the Committee on Committees may be called by the President, the Majority Floor Leader, or a majority of the committee members.

The President shall be Chairman of the Committee on Committees, and in the President's absence, the Majority Floor Leader shall serve as Chairman.

All bills and resolutions bearing the force and effect of law shall, upon their introduction, be automatically referred to the Committee on Committees which shall refer same to the proper committee not later than the fifth day in which the Senate is in session after the date of introduction.

The Committee on Committees shall have supervision and control over all employees of the Senate whether elected by the Senate or appointed by the Committee on Committees or provided

by the Legislative Research Commission, and the Committee on Committees shall see that they perform all of their duties to the Senate and the members thereof. The Committee on Committees is empowered to discharge any or all of said employees and officers except the constitutional officers of the Senate. The Committee on Committees shall appoint the members of all standing and special committees and shall fill any vacancies thereon.

**Rule 38. Standing Committees.** The following shall be the standing committees of the Senate:

1. Agriculture
2. Appropriations and Revenue
3. Banking and Insurance
4. Economic Development, Tourism, and Labor
5. Education
6. Health and Welfare
7. Judiciary
8. Licensing, Occupations, and Administrative Regulations
9. Natural Resources and Energy
10. State and Local Government
11. Transportation
12. Veterans, Military Affairs, and Public Protection

The standing committees of the Senate shall operate for the duration of a regular session and throughout any special session. On sine die adjournment of the General Assembly, the standing committees of the Senate shall be constituted subcommittees of the Legislative Research Commission pursuant to KRS Chapter 7.

**Rule 39. Appointment of Committees.** The Committee on Committees shall appoint the Chairman, Vice Chairman and the members of all standing and special committees and shall fill any vacancies thereon. A member of the Committee on Committees shall not serve as chairman of a standing committee. The Committee on Committees shall select members of committees and standing subcommittees in proportion to the representation of each political party in the Senate. The Vice Chairman shall act in the absence of the Chairman. The Chairman of any committee may appoint subcommittees and the chairmen thereof to conduct hearings or study any matters which have been referred to the committee.

Before the Committee on Committees shall appoint the members of committees and standing subcommittees, the number of members on the committee to be appointed shall be established by the Committee on Committees. At the same time, the Committee on Committees shall establish the number of members of the committee to be appointed from the majority party and the number of members to be appointed from the minority party.

The Committee on Committees shall not appoint more than twelve members to any one standing committee, except the Committee on Appropriations and Revenue, the Committee on Education, the Committee on Transportation, and the Committee on Veterans, Military Affairs and Public Protection.

In appointing the membership of standing committees, the Committee on Committees shall consider the predominant business interests or occupation of each member so that the private interests of a majority of a committee's members do not correspond to the jurisdiction of the standing committee.

**Rule 40. Jurisdiction of Standing Committees.** The Committee on Committees shall refer each bill to the Committee with control over the subject matter. All bills and resolutions on

the same subject matter shall be referred to the same committee. The general jurisdiction of the several standing committees shall be:

**1. Agriculture:** matters pertaining to crop, livestock, poultry, aquaculture, and their marketing, disease control and warehousing; tobacco; stockyards; agricultural cooperatives and marketing associations; regulation of amusement rides; pesticide application and regulation; agriculture and commercial weights and measures; national food distribution programs; motor fuel quality; grain regulation and the trade of grains and commodities; ethanol and cellulosic fuels; veterinarians; the State Fair; county fairs; agriculture loan and grant programs; agritourism; farm safety and education; the Tobacco Master Settlement Agreement; the Department of Agriculture; and the Governor's Office of Agriculture Policy.

**2. Appropriations and Revenue:** matters pertaining to the executive budget and other appropriations of state monies; the levying of state and local taxes, including school taxes; property tax rates and assessments; the state debt; revenue bond projects; claims upon the treasury; accounting of state funds by local officers; audits for state purposes; budget and financial administration; payment, collection and refund of taxes.

**3. Banking and Insurance:** matters pertaining to banking; banks and trust companies; building and loan associations; credit unions; investment companies; industrial loan corporations; securities; the Blue Sky Law; mortgage guaranty insurance; assessment and cooperative insurance; fraternal benefit societies; hospital service corporations; burial associations; medical and dental service corporations; life, accident, indemnity and other forms of insurance; stock and mutual insurance companies; banking and insurance aspects of the Uniform Commercial Code; interest and usury; pawnbrokers; private credit; consumer credit; sale of checks; installment sales contracts; legal investments; principal and income.

**4. Economic Development, Tourism, and Labor:** matters pertaining to commerce, industry, economic and industrial development, the workforce and the workplace, and tourism not specifically assigned to another committee; economic development planning, international trade and investment; investment companies and industrial loan corporations as they relate to economic and industrial development; recruitment of business and industry; small business matters relative to economic and industrial development; financing of business and industrial development; business regulatory matters, including the Uniform Commercial Code, relative to economic and industrial development; worker training; technology development and application; chambers of commerce; convention centers and publicly owned exhibition and parking facilities; arts and arts exhibition facilities; state, interstate, and national parks and historic sites; travel promotion and advertising; labor unions; collective bargaining; liquefied petroleum gas and other flammable liquids; hotels, electricians; plumbers and plumbing; wages and hours; garnishments; safety and health of employees; child labor; employment agencies; apprenticeship; unemployment compensation; workers' compensation; consumer protection; industrial weights and measures.

**5. Education:** matters pertaining to public primary, secondary and higher education; the State Board of Education; the State Department of Education; the powers and duties of local boards of education; conduct of schools; attendance; state support of education; the operation of school districts, teachers' qualifications and tenure; school curriculum; teachers' retirement; school employees; pupil transportation; school property and buildings; vocational education and rehabilitation; state universities and colleges; community colleges; regional education; educational television.

**6. Health and Welfare:** matters pertaining to human development, health, and welfare; fire prevention and protection; support of dependents; garbage and refuse disposal; public

assistance; child welfare; adoptions; assistance to children; children's homes; disabled persons; aid to the blind; commitment and care of children and families; mental health; health, medical and dental scholarships; local health units and officers; vital statistics; communicable diseases; hospitals, clinics and long-term care facilities; foods, drugs and poisons; hotel, restaurants and trailer park regulations; sanitation plants; sanitation districts; alcoholism; physicians, osteopaths and podiatrists; chiropractors; dentist and dental specialists; nurses; pharmacists; embalmers and funeral directors; clinical psychologists; optometrists, ophthalmic dispensers; physical therapists.

**7. Judiciary:** matters pertaining to contracts; the Uniform Commercial Code; debtor-creditor relations; ownership and conveyance of property; private corporations and associations; competency proceedings; administration of trusts and estates of persons under disability; descent, wills and administration of decedents' estates; domestic relations; support of dependents; statutory actions and limitations; eminent domain; arbitration; declaratory judgments; witnesses; evidence; legal notices; construction of statutes; civil procedure; the Supreme Court, the Court of Appeals, circuit courts and district courts; family courts; jurisdiction, rules, terms, judges, commissioners, selections, districts, qualifications, compensation and retirement; clerks of courts; juries; attorneys; receivers; court reporters; habeas corpus; crimes and punishments; criminal procedure; probation and parole; correctional facilities; civil rights; and juvenile matters.

**8. Licensing, Occupations, and Administrative Regulations:** review of administrative regulations; matters pertaining to professional licensing not assigned specifically to another committee; racing; prizefighting and wrestling; places of entertainment; alcoholic beverage control; private corporations; cooperative corporations and marketing associations; religious, charitable and educational societies; nonprofit corporations; professional service corporations; cemeteries; barbers and cosmetologists; professional engineers and land surveyors; architects; real

estate brokers and agents; public accountants; detection of deception examiners; auctioneers; business schools; warehouses and warehousemen; partnerships; trade practices.

**9. Natural Resources and Energy:** matters pertaining to forestry; mining; fish and wildlife resources; soil and water conservation; flood control and water usage, drainage, and irrigation; geology and water resources; waterways and dams; oil, gas, and salt water wells; water pollution; noise pollution; air pollution; protection of the environment; management of waste; the Natural Resources and Environmental Protection Cabinet; privately owned public utilities; rates, permits, and certifications of convenience and necessity; water district rates; utilities in cities; public utility cooperatives; electric and gas utilities and cooperatives; oil and gas transmission companies; telephone companies and cooperatives; municipal utilities and water works; energy and fuel development; energy waste disposal; the Public Service Commission; solar and other renewable energy; hydroelectric and thermonuclear energy; and gasohol and other alternative fuels.

**10. State and Local Government:** matters pertaining to the sovereignty and jurisdiction of the Commonwealth; the General Assembly, its committees, officers and service agencies; redistricting; the Governor; the Lieutenant Governor; intergovernmental cooperation; relations with the federal government; administrative organization; administrative regulations; administrative agencies; Department of Law; constitutional offices; state personnel; state retirement systems; public property and public printing; public officers, their terms, appointments, fees, compensation, removal, oaths and bonds; public information; state and regional planning; libraries, including library districts, city and county libraries, and county law libraries; archives and records; public corporations; Commonwealth's attorneys; circuit clerks; the proposing of constitutional amendments and the calling of a constitutional convention; ratification of

amendments to the United States Constitution; the election of officers to state, local and school board positions; election commissioners, officers and precincts; qualifications, registration and purgation of voters; conduct of regular and primary elections; presidential and congressional elections; special elections to fill vacancies; contest of elections; corrupt practices and election financing; election offenses and prosecutions; voting machines; absent ballots; the officers, organization, government, and financing of county and city governments; urban-county governments generally; county and city imposed taxes and licenses; special purpose assessment and taxing districts within a city; financing of local government improvements; issuance of bonds for county, city, and special district projects; local government indebtedness generally; compensation of county and city officers and employees; the imposition of duties and costs on local governments; interlocal government cooperation and consolidation of services; local government employees civil service and retirement; powers, duties, and composition of fiscal courts and municipal legislative bodies; the offices of county judge/executive, magistrate, county attorney, sheriff, constable, jailer, coroner, surveyor, and county clerk; forms of local government; incorporation and classification of cities; housing projects; urban renewal and redevelopment; planning and zoning; annexation of territory; public works; parks and playgrounds; police and fire departments and their retirement systems; county roads; city streets and sidewalks; local government utilities and waterworks; acquisition of waterworks and water districts by local governments; sewers; metropolitan sewer and sanitation districts; public road districts; water districts; fire protection districts; drainage districts and local flood control and water usage; local air pollution control districts; urban service districts; and special districts not assigned to another committee.

**11. Transportation:** matters relating to airports and aviation; boats and boating; licensing

of motor vehicles; operators and trailers; financial responsibility law; nonresident motorists; motor vehicle sales; railroad rates, service and operating regulations; motor carriers; matters pertaining to the construction and maintenance of the state highway system; the Transportation Cabinet; state aid for local roads and streets; the state police; the Federal Highway Safety Law; turnpike authority; state and federal highways; limited access facilities; use of road bond monies; bill boards; automobile recyclers; highway beautification; bridges, tunnels and ferries; traffic regulations; vehicle equipment and storage; driver training schools.

**12. Veterans, Military Affairs, and Public Protection:** matters relating to veterans, including veterans' rights, benefits and education; veterans' nursing homes; military affairs and civil defense; national guard; retention of military bases; safety of citizens and security of public buildings and property; military memorials and cemeteries.

**Rule 41. Rules Committee.** There shall be a Rules Committee composed of the same membership as the Committee on Committees.

All bills and resolutions having been reported out of the committee to which referred and having received their second reading shall be referred to the Rules Committee. The Rules Committee may refer any bill or resolution before it back to the committee which has reported out the bill or resolution, to another committee of jurisdiction, or to the Committee on Appropriations and Revenue in those instances in which the fiscal implications of the measure may require additional consideration.

No bill or resolution may be considered by the Rules Committee except on call of the Chairman or by a vote of a majority of the members of the committee. No bill or resolution shall be referred back by the Rules Committee on more than one occasion. No bill or resolution may be retained by the Rules Committee for more than five successive legislative days in which the Senate

is in session, except those referred to the Rules Committee with associated amendments, reports, or messages pursuant to Senate Rule 59. No measure shall be posted in the Orders of the Day for final passage except by order of the Rules Committee, unless otherwise ordered posted for the next succeeding legislative day by a majority of the Senators voting.

The Rules Committee shall arrange the Orders of the Day so that all measures for the consideration of the Senate shall appear thereon, but the Rules Committee may not place in the Orders of the Day any bill or other measure in the possession of a standing or special committee of the Senate. The Rules Committee shall post a notice in a regular place in the Senate Chamber listing the bills to be considered in the Orders of the Day. Should the Senate not complete a day's Orders of the Day, the bills and resolutions remaining unconsidered shall go to the top of the Orders of the Day on the next day that Orders of the Day are considered.

The President of the Senate shall be the Chairman of the Rules Committee. The Majority Floor Leader of the Senate shall act for the Rules Committee in calling any bills or resolutions from the Orders of the Day and shall be recognized by the President for that purpose during all times that the Rules Committee is in charge of posting the Orders of the Day. The President Pro Tem shall act as chairman in the absence of the President.

Meetings of the Rules Committee shall be open to members of the Senate, members of the media, and others the committee may invite; except no cameras or other recording devices shall be used while the committee is in session. No one other than a member of the Rules Committee shall address the committee except upon invitation of the Chairman or a majority of the members of the committee.

**Rule 42. Standing Subcommittees.** The Committee on Appropriations and Revenue shall be divided into the following six standing subcommittees of at least three members each:

1. Subcommittee on Economic Development and Tourism, Natural Resources and Environmental Protection;
2. Subcommittee on Education;
3. Subcommittee on General Government, Finance, and Public Protection;
4. Subcommittee on Human Resources;
5. Subcommittee on Justice and Judiciary;
6. Subcommittee on Transportation.

The Subcommittee on Economic Development and Tourism, Natural Resources and Environmental Protection shall be authorized to review all personal service contracts and memoranda of agreement other than those issued by the Transportation Cabinet. The Subcommittee on General Government, Finance, and Public Protection shall be authorized to review capital projects and capital planning. The Subcommittee on Transportation shall be authorized to review all expenditures of the Transportation Cabinet and all contracts and memoranda of agreement issued by the Cabinet.

Of the members of each subcommittee, one shall be a member of the Committee on Appropriations and Revenue designated by the chairman of that committee. The other subcommittee members shall be appointed by the Committee on Committees. Any member of the Senate may be appointed a member of a subcommittee. If a subcommittee member is not a member of the Committee on Appropriations and Revenue, the member shall be deemed a liaison of the standing committee from which the member was appointed.

The liaison subcommittee members of a standing subcommittee shall have full voting authority in all matters before the standing subcommittee.

The chairman of the Committee on Appropriations and Revenue shall appoint co-chairs of

each standing subcommittee. A liaison member may be appointed as a co-chair. The chairman and vice chairman of the Committee on Appropriations and Revenue shall serve as ex officio members of each standing subcommittee.

**Rule 43. Enrollment Committee.** The Committee on Committees shall appoint an Enrollment Committee of not more than five members. The Enrollment Committee shall be responsible for the engrossment and enrollment of bills and resolutions.

**Rule 44. Committee on Conference; Committee on Free Conference.** When a Senate bill has been amended in the House and the Senate refuses to concur in that amendment, or when a House bill has been amended in the Senate and the House refuses to concur in that amendment, and when neither will recede from such action, the Committee on Committees shall appoint a Committee on Conference, of three members, to meet a like Committee from the House. The Committee on Conference shall confer with the House Committee and report back to the Senate within a reasonable time, in the same manner as reports are made for Senate bills. The conference report shall make no recommendation other than agreement upon or rejection of the matter or matters in controversy and shall be voted upon, and, if adopted, the bill shall immediately be put upon its final passage. Second and subsequent conference committees may be appointed.

Should a Committee on Conference report its inability to submit a report, or if either house refuses to adopt its report, each house may appoint a Committee on Free Conference, consisting of three or more members. The Senate Committee on Free Conference shall meet with a like committee from the House, and may propose any amendment to the bill at issue, except the report of a Committee on Free Conference shall not be in order if it proposes to make a part of the measure at issue the substantial insertion of the text of any other bill which has not passed both the House and the Senate, or if it proposes the enactment of subject matter not previously considered at the

session. The President, when the question is raised, shall rule as to the admissibility of the report of the Committee on Free Conference, subject to appeal to the Senate. The free conference report shall be voted upon; if adopted, the bill shall immediately be put upon its final passage, provided, however, that if a motion to reconsider coupled with a motion to lay on the table has been adopted by the Senate, the vote of a constitutional majority of the Senate shall be required to adopt the report of the free conference. Second and subsequent free conference committees may be appointed.

Except for report of disagreement, the consideration of the report of a Committee on Conference or a Committee on Free Conference, and final passage of the bill to which the report is attached shall not be in order on the same legislative day as the bill and report are received by the Senate.

**Rule 44A. Majority and Minority Caucuses.** The Majority Caucus of the Senate shall consist of all Senate members of majority party affiliation. The Minority Caucus of the Senate shall consist of all Senate members of minority party affiliation. The majority and minority caucuses of the Senate shall be committees, other than standing committees, of the Senate and General Assembly.

**Rule 44B. Open Meetings of Committees.** The meetings of the committees of the Senate, other than the majority and minority caucuses, shall be open to the public.

**Rule 45. Meetings of Committees.** No committee except the Committee on Committees, the Committee on Enrollment, and a Committee on Conference between the House and Senate shall sit while the Senate is in session, unless by consent of the Senate. The Committee on Committees and Committee on Enrollment may report at any time except during a roll call or while a vote is being taken.

The Committee on Committees, in conference with committee chairmen, shall schedule a definite time and place for the meetings of each committee, and that schedule shall be posted in the Senate Chamber and published in the Legislative Record. A committee shall meet at the scheduled time and place, so long as business is pending before the committee. A committee chairman may recess a committee meeting on the chairman's own motion for a definite period of time, not to exceed fifteen minutes.

The Chairman shall keep a record of the attendance of members at meetings, which record shall be filed with the Clerk.

The Director of the Legislative Research Commission, under the direction of the Committee on Committees, shall assign a secretary to each committee and provide any professional, clerical or other employees required by any committee.

**Rule 46. Committee Reports.** Every Committee should report the disposition of every bill and resolution referred to it as promptly as possible. A standing committee may report a bill or resolution in the following manner:

"With the expression of opinion that the same should pass," or,

"With the expression of opinion that the same should pass, with the committee amendment attached thereto," or,

"With the expression of opinion that the same should pass, with the committee substitute attached thereto," or,

"Without expression of opinion."

**Rule 47. Majority and Minority Reports.** It shall require a majority of the committee membership to report a bill or resolution. The chairman shall keep a record of the vote of each member on the disposition of each bill which shall be filed with the Clerk. The chairman may sign

reports on behalf of a majority of the committee members. The chairman's signature shall attest to the action of a majority, but shall not be construed as the chairman's personal approval or disapproval of the bill.

A committee report may be accompanied by a minority report, signed by those members who have dissented from the committee's report; it shall be in order to move the adoption of the minority report as a substitute for the committee's report when the committee offers its report. It shall require a majority of the members elected to adopt the minority report. The committee's report shall always be read before the minority report is read.

**Rule 48. Failure to Report.** Whenever a committee fails or refuses to report a bill submitted to it, any member may, upon filing with the Clerk a written petition to determine if the committee has held the bill for an unreasonable time, call the petition for consideration on the next succeeding legislative day after its filing. If a majority of the members elected to the Senate concur that the bill has been held an unreasonable time by voting to approve the petition, the bill shall be considered as though it had been regularly reported and shall be given its first reading and thereafter treated as any other bill which had been reported from a committee.

**Rule 49. Procedure in Committee.** The rules of procedure in the Senate shall be observed in committee insofar as the same are applicable.

## **BILLS AND RESOLUTIONS**

**Rule 50. Form of Bills.** All bills introduced shall be printed on the computerized bill preparation system of the Legislative Research Commission, and none otherwise prepared shall be accepted for introduction. Bills shall be offered as one original and four distinctly legible copies. The original shall be the official bill, and shall be retained by the Clerk for the use of the Senate until engrossed and sent to the House. A replacement original of a bill, generated pursuant to these

Rules, shall thereafter be considered the original and official bill. One copy shall be used for committees. Two copies shall be for the use of the media and shall be given to a person designated by the media. One copy shall be provided to the Legislative Research Commission. All copies shall be backed with a protective cover as provided for this purpose by the Legislative Research Commission. The title of the bill, or a portion thereof, and the signature of the Senator introducing the bill shall be placed on each cover.

In all bills, as introduced and as printed, which seek to amend existing sections of the Kentucky Revised Statutes, any new matter contained therein shall be underscored; when an amendment proposes the elimination of matter in an existing law, the elimination shall be indicated on the bill by placing the material proposed to be eliminated in brackets, and by striking through the material with slash marks so as not to render the words illegible. Any section of a bill seeking to repeal a section or sections of the Kentucky Revised Statutes shall set forth in addition to the statute section number the statute section headnote as it appears in the Kentucky Revised Statutes. The Clerk shall refer to the Legislative Research Commission any bills offered for introduction not conforming with the computerized bill preparation system of the Legislative Research Commission.

**Rule 51. Introduction of Bills.** Bills and resolutions may be filed with the Clerk any time the Clerk's office is open. Bills and resolutions that have been filed with the Clerk shall be introduced in the regular Order of Business. The Clerk or an assistant Clerk shall be present at the Clerk's desk in the Senate Chamber one hour prior to the time fixed for convening each day to receive bills and resolutions. Bills and resolutions filed after the Senate has concluded Introduction of New Bills and Resolutions in the Order of Business shall be introduced on the next legislative day. The Clerk shall number bills in the order received, record their introduction, and transmit a

copy immediately to the Committee on Committees for reference to committee. In a regular session in an even-numbered year, no bill or resolution having the force of law shall be introduced after the 40th legislative day of the session. In a regular session in an odd-numbered year, no bill or resolution having the force of law shall be introduced after the 13th legislative day of the session. The two legislative days immediately prior to the veto recess shall be reserved by the Senate exclusively for the business of concurring in amended Senate bills. Any legislative day falling after the veto recess shall be reserved by the Senate exclusively for the purpose of considering vetoed bills.

**Rule 52. Fiscal Statement.** A sponsor of a bill which, if enacted, would affect the revenues or expenditures of the Commonwealth generally, may at any time by request cause the staff of the Legislative Research Commission to analyze and prepare a fiscal statement for the measure. The staff of the Legislative Research Commission shall analyze and prepare a fiscal statement for any bill which, if enacted, would fiscally affect local governments in a significant manner through the imposition of a local mandate; constitute a mandated health benefit; change the financial liability of any public retirement system administered by an agency of state government; or fiscally affect state or local corrections services in a significant manner, including any bill which would modify or create a criminal penalty or otherwise affect the population of a correctional system or facility. The chairman or a majority of the committee to which a bill has been referred may require that a fiscal statement be attached to the bill prior to final committee action. No measure for which the preparation of a fiscal statement has been requested or is required pursuant to this rule shall be placed in the Orders of the Day until the fiscal statement is attached. Members may require, by majority vote, that a fiscal statement be prepared for any bill on the Orders of the Day not otherwise requiring preparation of a fiscal statement. In that instance, the fiscal statement shall be attached

to the bill prior to final consideration on the floor of the Senate. The requirement for a fiscal statement may be waived by a vote of a majority of the members elected to the Senate.

**Rule 53. Fiscal Statements for Amendments.** Any member proposing an amendment from the floor which relates to fiscal matters described in Rule 52 shall cause a fiscal statement to be prepared and attached to the amendment. Until the time the fiscal statement is prepared and attached to the amendment, action on the bill to be amended along with the proposed amendment shall be passed over in the Orders of the Day but retained in the Orders of the Day.

**Rule 54. Reference of Bills.** The Committee on Committees shall refer all bills to the proper standing committee not later than the fifth day in which the Senate is in session after the date of introduction. When a Senate bill has been amended in the House and has been returned to the Senate for concurrence in the amendment, it shall be referred to the Rules Committee, which may refer the bill to a standing committee or post the bill in the Orders of the Day. Bills originating in and passed by the House when reported to the Senate shall be referred to the Committee on Committees and shall take the same course as other bills.

**Rule 55. Printing of Bills.** Upon receipt of a bill, the Legislative Research Commission shall examine the form of the bill, to ensure that it is free from errors of form or typography and has been assigned the proper KRS section or chapter numbers. If a formal change is necessary, the Commission shall request the sponsor of the bill to sign a form approving the specified changes. If a bill is found to be correct, or corrections have been approved, the Commission shall authorize its printing.

The Legislative Research Commission shall have printed at least two hundred copies of each bill or resolution carrying the force and effect of law introduced in the Senate and of each bill or resolution carrying the force and effect of law acted on by the House and reported to the Senate.

Bills shall be printed in the order in which they are introduced and distributed to members immediately upon being printed.

**Rule 56. Readings of Bills.** If a bill is reported without expression of opinion, a vote may then be taken on whether it shall be read at length and be placed on the Calendar, if a majority of the members elected to the Senate shall concur therein. When reported favorably by the committee, the bill shall then be given its first reading at length and shall be placed by the Clerk upon the Calendar, and shall then be entitled to its second reading the next succeeding legislative day.

Every bill shall be read at length on three different days; but the second and third readings may be dispensed with by a majority of all the members elected to the Senate and the bill read by its title.

**Rule 57. Calendar; Consent Calendar.** (1) In order to reduce the time required for final passage of bills posted in the Orders of the Day, a consent procedure for the consideration of uncontested bills shall be established and designated as follows:

(a) The Clerk shall keep a Regular Calendar and a Consent Calendar for each legislative day, showing the bills receiving their second reading.

(b) The Clerk shall also keep a Regular Orders and a Consent Orders, showing bills posted for final passage by the Rules Committee.

(2) Bills reported by a Standing Committee with a regular "should pass" or "should pass with committee amendment/substitute attached" recommendation shall be shown in the Regular Calendar on the day on which they are entitled to a second reading.

(3) A Standing Committee may, at the time of favorably reporting any Senate or House Bill, recommend that it be placed in the Consent Calendar, provided:

(a) The primary sponsor has so requested, when it is a Senate Bill, and

(b) The bill receives a "should pass" or "should pass with committee amendment/substitute attached" recommendation from the committee by a unanimous vote of the members present.

Any Senate or House Bill thus reported shall be first placed in the Consent Calendar on the day on which it is entitled to a second reading and shall continue to be shown in the Calendar until taken therefrom by the Rules Committee and posted in the Consent Orders. Bills receiving a second reading should be so designated to distinguish them from bills which have already received their second reading.

(4) A certificate shall be attached to each bill recommended for the Consent Calendar, showing the request of the sponsor of any Senate Bill, and the unanimous recommendation of the members present, signed by the Chairman.

(5) After a sufficient number of bills have accumulated in the Consent Calendar, the Rules Committee may post any or all of the bills to the Consent Orders for a day certain. On that day certain the Consent Orders shall be called before the Regular Orders.

(6) Upon the call of the Consent Orders, each bill in those Orders shall be given a third reading by title only. The President shall then allow a reasonable time for questions from the floor and any explanation necessary by the sponsor or committee chairman. Consent Order bills may not be amended from the floor.

(7) The Clerk shall attach a roll call to each bill in the Consent Calendar and any member may at any time prior to passage of the Consent Orders record with the Clerk a "nay" or "pass" vote on any bill within the Consent Calendar or Consent Orders.

(8) Upon the call for the question on the Consent Orders, the President shall instruct the Clerk to announce the "nay" and "pass" votes previously filed on each bill in the Consent Orders. All other members present in the chamber on the day and at the time the Consent Orders are called

shall be considered as having voted "aye" and the roll call attached to each bill shall so reflect as the final vote.

(9) Upon the written petition of any five members objecting to the placement or retention of any bill in the Consent Calendar or Consent Orders, that bill shall cease to be so considered and shall be placed in the Regular Calendar or Regular Orders, as provided in these rules.

**Rule 58. Orders of the Day.** When a bill has had its second reading it shall be referred to the Rules Committee to be placed in the Orders of the Day, or be recommitted, and when next reached in the Senate it shall be ready for recommitment, or to be read a third time and placed upon its passage, and the President shall so announce to the Senate.

Except as provided in Rule 41, a bill may be recommitted or amended at any time before its passage. Bills shall be placed in the Orders of the Day and shall be taken therefrom in accordance with Rule 41.

No bill shall be taken from the Orders of the Day unless it shall have been previously distributed to the members. No bill, amendment, or committee substitute relating to congressional or legislative redistricting shall be taken from the Orders of the Day unless it shall have been verified by Legislative Research Commission staff using the Commission's redistricting software, as evidenced by the Legislative Record summary notation "PLAN INTEGRITY VERIFIED" and the "Geographic Integrity Verified" notation on amendments.

**Rule 59. Concurrence in Amendments and Reports of Conference Committees; Receding from Amendments; Final Passage.** When a Senate bill and message have been received from the House requesting concurrence in an amendment or amendments adopted thereby, or when a report of a conference committee or a veto message is received, the bill and message or report so received shall be referred to the Rules Committee for posting to the Orders

of the Day or referral of a bill for concurrence to a standing committee as provided in Rule 54. The Clerk shall distribute appropriate copies of the bill and its proposed amendment, report, or message to each member of the appropriate committee. The Rules Committee may post those bills to Orders of the Day for consideration of the amendment, report, or message, and final passage, giving precedence to those over all other matters posted.

When bills with amendments for concurrence or with conference committee reports are reached in Orders of the Day, the President shall first put the question of concurrence in the amendment or report, and if the vote on that question is favorable, the bill shall be put immediately upon its final passage.

**Rule 60. Amendments to Bills.** All amendments offered by a committee or by an individual Senator shall be typewritten on forms with a proper heading, furnished by the Legislative Research Commission. Each amendment shall bear in addition to the signature of the Senators offering it, an indication of review by the staff of the Legislative Research Commission. All amendments shall refer to the proper page and line of the printed bill. An original and six copies of each amendment shall be filed. The Clerk shall not accept for filing any amendment not conforming with this Rule as to form. Amendments filed with the Clerk shall be introduced in the regular Order of Business. Amendments may be filed with the Clerk any time the Clerk's office is open, and at the Clerk's desk in the Senate Chamber while the Senate is in session. The Clerk shall forward two copies to the Legislative Research Commission. No amendment shall be in order that is not germane to the matter under consideration and that has not been filed prior to adjournment at least one legislative day prior to consideration of the bill or resolution. The President, when the question is raised, shall rule as to the admissibility of the proposed amendment, subject to appeal to the Senate.

No amendment to a bill under consideration shall be in order if it contains the substantial text of the language of any other bill introduced during the session which has not passed the Senate. When an amendment is drafted which contains the substantial text of any bill introduced during the session, the staff of the Legislative Research Commission shall identify the amendment. When a question is raised as to the identity of a proposed amendment containing the substantial text of any other bill introduced during the session which has not passed the Senate, the President shall rule thereon, subject to appeal to the Senate.

If a proposed floor amendment to a branch budget bill will result, if adopted, in a loss of revenues or an increase in expenditures for a budget unit, the amendment shall specify by budget unit the source of funds that will offset the loss of revenues or specify the budget unit or other source of funds that will support the increased expenditures. If a budget unit or other source of funds is specified, the amendment shall include all necessary language to effect the changes.

A committee substitute, upon its adoption, shall be considered as the original bill for purposes relating to the permissible degree of further amendment of the bill. Any proposal to amend the title of a bill shall be by separate title amendment. The question of adoption of an offered title amendment for a bill shall be presented to the body immediately after adoption of the bill.

**Rule 61. Engrossment of Bills.** Every Senate bill and joint resolution, together with the amendments thereto, which has been passed by the Senate and not subject to further amendment or motion, shall be engrossed by the Clerk. The Clerk shall endorse thereon the day of passage or adoption. The bill shall be delivered to the House in open session by the Clerk or someone designated by the Clerk, and the House concurrence asked therein. A like procedure shall be observed toward House bills.

When engrossing a bill, the Clerk may incorporate amendments by means of typing or by

generating a replacement original of the bill through computerized process.

**Rule 62. Enrollment of Bills.** All Senate bills and resolutions which have passed both the Senate and the House shall be delivered by the Senate Clerk to the Enrolling Clerk, taking a receipt therefor. The Senate Clerk shall keep the number and title of all bills and joint and concurrent resolutions carrying the force and effect of law, passed by the House of Representatives and the Senate, in a suitable record book attesting the fact and date of passage.

If a bill which originates in the Senate is amended by the House and the Senate concurs in the amendments proposed and adopted by the House, the Clerk of the Senate shall engross said amendments in the original copy of the bill by typing or may generate a replacement original copy of the Senate bill through computerized process. The Clerk shall deliver a printed copy of the original bill or replacement therefor, if applicable, to the Legislative Research Commission, taking a receipt therefor. The Commission then shall prepare the amended enrolled copy, and return the copy to the Enrolling Clerk of the Senate.

The original bill or resolution or replacement therefor, if applicable, and the enrolled copy prepared by the Legislative Research Commission shall be delivered to the Committee on Enrollment. The Enrolling Clerk shall certify that each is in the exact form as finally passed prior to delivery. The Committee on Enrollment and the Enrolling Clerk shall jointly compare the original bill with the enrollment copy, and if the enrollment is ascertained to be correctly done, the Committee shall report the same to the Senate. If any bill or resolution is found not correctly enrolled, it shall be returned to the Enrolling Clerk to be properly enrolled and delivered to the Committee on Enrollment as is first provided herein.

**Rule 63. Signing of Bills.** The Enrolling Clerk of the Senate shall deliver the original and enrolled copies of Senate bills and resolutions signed by the President or the President Pro Tem to

the Chairman of the Enrollment Committee of the House for presentation to the Speaker of the House for the Speaker's signature. When signed by the Speaker of the House, the enrolled bill or resolution and the original copy thereof shall be returned by the Enrolling Clerk to the Clerk of the Senate, who shall present the enrolled bill or resolution to the Governor for approval and take the Governor's receipt for same.

**Rule 64. Resolutions.** Resolutions having the force and effect of law shall be treated and considered as bills in all respects under these rules. A simple or concurrent resolution expressing the will of the Senate shall, upon its introduction, be referred to the Committee on Committees, which may refer it to the floor if it is honorary, benevolent, and does not direct further action; otherwise, it shall be referred to a standing committee. Resolutions referred to a standing committee may be considered for adoption only after receiving a recommendation from a standing committee and being posted for passage by the Rules Committee. All resolutions recommending a study by an interim committee, task force, or special committee of the Legislative Research Commission shall include the following language: "Provisions of this resolution to the contrary notwithstanding, the Legislative Research Commission shall have the authority to alternatively assign the issues identified herein to an interim joint committee or subcommittee thereof, and to designate a study completion date." All resolutions recommending a study, or which recommend creation of a task force or special committee of the Legislative Research Commission shall be concurrent or joint resolutions.

**Rule 65. Legislative Citations.** For the purpose of extending the commendations, condolences or congratulations of the General Assembly to a particular person, or to recognize a particular event or occasion, there may be issued a "Legislative Citation." Citations may not be used for procedural matters, matters of a controversial or partisan political nature, nor in place of

resolutions memorializing the U.S. Congress, but only when appropriate to express the feeling of the Senate or of the General Assembly with reference to a person or event.

Each citation shall be prepared in single copy on an artistically designed form, suitable for framing, shall bear the signature of the sponsor and the name of the person or event cited, and upon adoption shall be spread at length upon the Journal. Citations shall be considered in the order of business "Motions, Petitions, and Communications," and without objection shall be adopted upon motion of the sponsor. Citations shall be offered for consideration through presentation to the Clerk.

## **VOTING**

**Rule 66. Roll Call.** Any member, with a second, may demand a roll call on any matter pending before the Senate. The names of Senators shall be arranged alphabetically when taking a yea and nay vote.

**Rule 67. Pairing.** All pairs announced in the Senate shall be entered on the Journal.

**Rule 67A. Participation in committee by videoconferencing.** A member of the Senate shall be allowed to participate and vote via videoconferencing in all matters before a Senate committee if the following conditions are met:

1. The member is experiencing a short-term physical condition, because of which a physician states the member shall not travel from home or hospital. The member shall file with the Rules Committee the physician's written statement verifying the member's inability to travel; and

2. The member's illness or incapacity does not permit travel for at least one week but not more than four weeks; and

3. The member pays all expenses related to implementing the videoconferencing connection between the committee meeting rooms and the member's remote location; and

4. The Rules Committee approves the member's request for implementation of a videoconferencing connection.

If the Rules Committee approves the member's request to participate via videoconferencing, the Committee on Committees shall arrange for committees to which the member belongs to meet in rooms equipped with videoconferencing capability. If the only meeting room available is scheduled to be occupied by a committee of the House of Representatives, the Committee on Committees shall make a written request to the Clerk of the House, asking that arrangements be made to exchange meeting rooms with the Senate committee which seeks to use the videoconferencing room.

**Rule 68. Division of the Senate.** If the President is in doubt as to the result of a viva voce, or a division is demanded, the Senate shall divide. Those voting in the affirmative shall first rise and be counted, and the President shall announce the number of those so voting. Those voting in the negative shall then rise and be counted and the President shall announce the number so voting. The President may appoint tellers to count those voting.

**Rule 69. Adjournment Extended During Roll Call.** When the roll is being called in taking a yea and nay vote, and the hour of adjournment arrives, the same shall stand extended until after the yea and nay vote has been completed and the result announced.

### **PRIVILEGE OF THE FLOOR**

**Rule 70. Persons Entitled to the Floor.** When the Senate is in session, including any time that the Senate has resolved itself into a committee of the whole, and one hour before and one-half hour after no person shall be permitted upon the floor, except the present members of the General Assembly and all officers and employees of the Senate and members of the immediate family of Senators. Bona fide news media correspondents shall be admitted to the floor when recommended

by the Committee on Committees and shall be governed by the rules of the Senate and assigned by the Committee on Committees to a press section specifically set aside for them. The clerk of the Senate shall provide proper identification for families of Senators. The doorkeepers shall not admit these persons without proper identification.

Any person may be extended the privilege of the floor by invitation previously extended by a majority vote of members of the Senate, but that privilege shall be extended only for a specified time and purpose. No person who shall have been extended the privilege of the floor for a specified time shall engage in any activities for or against any bill, motion or other proceeding upon the floor of the Senate while in session. No privilege of the floor shall be granted to any registered or unregistered lobbyist or legislative agent if the same be known by the Senate, and it shall be the duty of any Senator having this knowledge to bring it to the attention of the Senate, and lobbying shall be grounds for revocation of this privilege.

A special section of the gallery shall be reserved for the guests of members, who shall be admitted upon presentation of an identification card. Senators may submit the names of guests to the Clerk, who shall read the names to the Senate.

**Rule 71. Restriction of lobbying and access to the Senate Chambers and office areas.**

No person shall engage in lobbying for or against any measure while the Senate is in session, or in recess, in any of the corridors or passages or in any of the rooms in that part of the Capitol assigned to the use of the Senate, and no registered lobbyist shall enter that part of the Capitol while the Senate is in session, including any time the Senate has resolved itself into a committee of the whole. This rule shall not be construed to prohibit the use of the corridors or passages in going to and from the Senate galleries by any person.

Only authorized persons shall be allowed access to the office areas assigned for use of the

members and staff of the Senate. For the purposes of this paragraph, "authorized person" means a member of the General Assembly, an employee of the General Assembly or Legislative Research Commission, or a person having obtained specific access authorization from a member or employee. For the purposes of this paragraph, "office areas" means the fourth floor of the Capitol.

**Rule 72. Restrictions.** No article, booklet, pamphlet or any other printed matter, other than documents sent by a member identified on the face of the document or its attachments to any other member, shall be placed upon the Chamber desk of any member unless the article, booklet, pamphlet or other printed matter is authorized by the Senate President's office and contains the signature of the author, or the party interested in the distribution thereof is clearly identified. The Sergeant-at-Arms shall be charged with the duty of enforcing this rule and seeing that no individual other than Senate members or employees of the Senate under the direction of the Clerk shall cause materials of any nature to be distributed in the Chamber. Questions as to the propriety of materials shall be referred to the Committee on Committees for resolution. Any unauthorized material shall be collected from members' desks by the Janitor and treated as litter. No material may be displayed upon the screen at the front of the Chamber without authorization of the President. Any member or guest requesting to display props, charts, or other visual aids in the Chamber during the debate of a bill, resolution, or amendment shall, one legislative day preceding the deliberation of the matter under consideration, deliver to the Senate Clerk a petition of the material intended for display. The petition shall be referred to the Rules Committee. No props, charts, or other visual aids shall be displayed in the Senate Chamber during the debate of a bill, resolution, or amendment without prior consent of the Rules Committee.

### **SENATE CONFIRMATION**

**Rule 73. Requests for Confirmation of Executive Appointments.** When a

communication is received by the Senate requesting its confirmation of an appointment of an officer or officers to membership on an executive agency body the question of the confirmation shall be referred to the Committee on Committees for its consideration and action. The Committee on Committees shall refer the matter to a standing committee, to the Senate sitting as a committee of the whole, or directly to the Rules Committee. Any question of confirmation of an appointment reported to the floor by a standing committee or the Senate sitting as a committee of the whole shall then be referred to the Rules Committee. Any person whose confirmation of appointment is under consideration by a standing committee or the Senate sitting as a committee of the whole shall appear for the purpose of offering testimony before the committee at its direction prior to final committee action on the matter, unless the appearance is waived by vote of the committee.

## **RULES**

**Rule 74. Mason's Manual.** In the absence of a specific rule of the Senate, the most recent edition of Mason's Manual of Legislative Procedure adopted by the National Conference of State Legislatures shall govern the proceedings, except that in all cases where general parliamentary law provides for a rule of two thirds, it shall mean in this Senate a majority of all the members elected to the Senate. Any issue not addressed by the Rules of the Senate or Mason's Manual of Legislative Procedure shall be decided by the normal rules of statutory construction.

**Rule 75. Change of Rules.** The Rules of the Senate, after their adoption, shall not be altered, changed, amended, suspended or interrupted, unless the same be done by a majority of the members elected to the Senate; notwithstanding any other rule of the Senate to the contrary, a constitutional majority of the Senate may suspend the rules at any time for any purpose. Whenever a rule is suspended, no measure shall be considered under suspension except the measure or measures in whose favor the suspension was invoked, and only for that day.