Resolution

ENROLLED HOUSE
RESOLUTION NO. 1008 By: Steele

A Resolution relating to the House Rules; establishing the Rules of the House of Representatives for the 53rd Oklahoma Legislature.

BE IT RESOLVED BY THE HOUSE OF REPRESENTATIVES OF THE 1ST SESSION OF THE 53RD OKLAHOMA LEGISLATURE:

HOUSE RULES

53RD OKLAHOMA LEGISLATURE

STATEMENT OF AUTHORITY

Pursuant to Article V, Section 30 of the Oklahoma Constitution, the Oklahoma House of Representatives adopts the following rules to govern its operations and procedures. The provisions of these rules shall be deemed the only requirements binding upon the House of Representatives under Article V, Section 30 of the Oklahoma Constitution, notwithstanding any other requirements expressed in statute.

RULE 1

DUTIES AND RIGHTS
OF THE SPEAKER

1.1 - Convening

(a) Except as provided in paragraph (b) of this section, the Speaker of the House, or his or her designee, shall convene the House of Representatives on the day and at the hour to which the House was adjourned on the previous legislative day.

(b) Upon taking the chair, the Speaker shall call the House to order and, except in the absence of a quorum, proceed under the customary categories of legislative business set forth in these Rules.

(c) The Speaker may designate any other member of the House to serve as the presiding officer, but such designation shall not last beyond that day's adjournment.

1.2 - Voting Rights of the Presiding Officer

The Speaker shall have the same right as other members to vote. On all questions on which ayes and nays are taken, the Speaker shall vote under the title "Speaker".

1.3 - Preservation of Order and Decorum

(a) The Speaker shall preserve order and decorum. In case of any disturbance or disorderly conduct in the Hall of the House of Representatives or in other areas of the Capitol assigned to the House, the Speaker shall have the power to order the same to be cleared or direct any other action necessary to preserve order and decorum.

(b) Appearances or presentations by school or other groups shall not be permitted on the floor of the House during the four (4) legislative days immediately preceding sine die adjournment as the Speaker may designate.

1.4 - Referral of Legislation

(a) All proposed legislation, as governed by paragraph (b) of Section 8.4 of these Rules, if not referred directly to the General Order category of the House Calendar, shall be referred by the Speaker to an appropriate standing or special committee.

(b) Prior to the time a bill or resolution is taken up for consideration by a committee or subcommittee, the Speaker may reassign such bill or resolution.

1.5 - Speaker to Sign Bills, Resolutions and Papers

(a) The Speaker, or a member of the House designated by the Speaker, shall sign all bills and resolutions passed by the Legislature.

1. The signatures required by this section shall be executed either by physical signature or by electronic signature as determined by the Speaker.

2. The certifications required by this section shall be made while the House is in session and shall be made a matter of record in the House Journal.

(b) The Speaker shall sign all subpoenas, warrants, writs, vouchers for expenditures chargeable to the House, contracts binding upon the House or other papers issued by the House. The Speaker may delegate the authority to sign papers authorizing payments and other papers of an administrative nature.

1.6 - Authorization of Counsel

The Speaker may authorize or engage legal counsel on behalf of the House, a committee of the House, a member or former member of the House in his or her legal capacity as a member, or an officer, employee or agent of the House in their official capacity when the Speaker determines that such action would be in the best interest of the House of Representatives. Expenses incurred for legal services authorized by these Rules may be paid upon approval of the Speaker.

1.7 - Supervision of the House

(a) The Speaker shall have general supervision over the Hall of the House and the areas of the Capitol building assigned to the House of Representatives.

(b) The Speaker shall assign committee rooms to the various standing, special, joint and standing conference committees.

(c) The Speaker may reserve a portion of the gallery for former members of the House, former members of the Senate and the families of members of the House and their guests.

1.8 - Committees

(a) The Speaker shall create, abolish and establish the jurisdiction of all standing committees, special committees and subcommittees of the House of Representatives.

(b) The Speaker shall appoint the chairpersons and vice-chairpersons of all standing committees, special committees and subcommittees of the House of Representatives and shall appoint the cochairpersons and covice-chairpersons from the House for any joint committees of the Legislature.

(c) The Speaker shall appoint the membership of all standing committees, special committees and subcommittees of the House of Representatives and shall appoint the members constituting the House's delegation to any joint committees of the Legislature.

(d) All chairpersons, cochairpersons, vice-chairpersons, covice-chairpersons and members of any House committee, subcommittee or joint committee shall serve at the pleasure of the Speaker.

(e) The Speaker shall be an ex officio voting member of all standing, special and joint committees.

1.9 - Conference Committees

(a) The Speaker shall appoint conference committees as the Speaker determines to be necessary.

(b) Upon creation of a standing conference committee, the Speaker shall appoint the chairperson, vice-chairperson and membership of the standing conference committee.

(c) The Speaker shall be an ex officio voting member of all standing conference committees.

RULE TWO

SPEAKER PRO TEMPORE

2.1 - Convening

(a) In the absence of the Speaker, the Speaker Pro Tempore, as presiding officer, shall convene the House of Representatives on the day and at the hour to which the House was adjourned on the previous legislative day.

(b) Upon taking the chair, the Speaker Pro Tempore shall call the House to order and, except in the absence of a quorum, proceed under the customary categories of legislative business set forth in these Rules.

(c) In the absence of the Speaker, the Speaker Pro Tempore may designate any other member of the House to serve as the presiding officer, but such designation shall not last beyond that day's adjournment.

2.2 - Duties

(a) The Speaker Pro Tempore shall perform the duties of Speaker in the absence of the Speaker.

(b) The Speaker Pro Tempore shall be an ex officio voting member of all standing, special and joint committees.

2.3 - Succession

(a) If, while the House is meeting in regular or special session, the office of Speaker becomes vacant because of removal from office, death, resignation or other disability of the person holding that office, then the Speaker Pro Tempore shall serve as acting Speaker of the House until such time as the disability is removed or a new Speaker is elected.

(b) When acting as Speaker pursuant to paragraph (a) of this section, the Speaker Pro Tempore shall not exercise the powers of appointment provided to a Speaker of the House by statute or by House Rule and shall not be considered the Speaker of the House within the meaning of Article VI, Section 15 of the Oklahoma Constitution establishing the line of succession to the Governor.

(c) If the House is not meeting in regular or special session and the office of Speaker becomes vacant because of removal from office, death, resignation or other disability of the person holding that office, then the Speaker Pro Tempore shall be considered the Speaker of the House and shall be authorized to exercise all authority granted to the Speaker of the House under law or by House Rule including, but not limited to, the powers of appointment and inclusion in the line of succession to the Office of Governor as provided by Article VI, Section 15 of the Oklahoma Constitution.

(d) Upon accession to the Office of Speaker of the House under paragraph (c) of this Rule, the member in so doing shall continue as Speaker until such time as the House convenes for session or until the conclusion of the present term of office unless earlier removed from office under the provisions of 51 O.S., Section 24.1.

(e) The Speaker Pro Tempore, upon becoming Speaker of the House by operation of paragraph (c) of this section, shall take the oath of Office as Speaker of the House and shall file said oath with the Office of the Secretary of State.

RULE THREE

HOUSE OFFICERS AND EMPLOYEES

3.1 - Employment by House

(a) All House employees work for and serve at the pleasure of the Speaker of the House.

(b) The Speaker shall determine their qualifications, hours of work and compensation, including benefits.

(c) The Speaker has the right at any time to transfer any employee to another department or discharge any employee of the House without cause.

3.2 - Clerk of the House

(a) The Clerk of the House, under the direction of the Speaker, shall employ and manage qualified personnel to staff the House of Representatives.

(b) The Clerk of the House, under the direction of the Speaker, shall have general charge and supervision over the legislative procedure of the House.

(c) The Clerk of the House shall be responsible for:

1. publication of all House calendars and agendas;

2. publication of bills, resolutions and amendments;

3. publication of standing committee reports, special committee reports, conference committee reports; and

4. preparation, indexing and publication of electronic and tangible versions of the House Journal.

(d) The Clerk of the House shall have custody of and be responsible for the safekeeping of all bills and resolutions pending in the House at the final adjournment of the First Regular Session of the Legislature.

(e) All official papers, records, reports, testimony presented and other materials belonging to the House shall be entrusted to the care and custody of the Clerk of the House.

(f) Official copies of all bills and resolutions and other materials as designated by the Speaker shall not be removed from the Office of the Clerk for any purpose except upon order of the Speaker.

(g) Communications shall be prepared and signed by the Clerk of the House under the direction of and in the name of the Speaker.

(h) The Clerk of the House of Representatives shall be the guardian of electronic signatures for the House of Representatives and shall be authorized to make determinations as to validity and authenticity of electronic signatures.

(i) If transmitting bills, resolutions or messages electronically to the Senate, Governor or Secretary of State, the Clerk of the House shall establish safeguards to protect against unauthorized users.

3.3 - Chief Sergeant At Arms

(a) It shall be the duty of the Chief Sergeant at Arms to attend the House during each day's session, to maintain order under the direction of the presiding officer, and to execute the commands of the House.

(b) The Chief Sergeant at Arms shall have charge of the Chamber during the sessions, and see that the same is kept in order and at all times ready for use by the House.

(c) The Chief Sergeant at Arms shall, fifteen (15) minutes before the House is to convene, clear the House Floor, anterooms of the House Floor and House Lounge of all unauthorized persons, as defined in Rule 5, and shall see that no unauthorized persons enter said areas while the House is in session.

3.4 - Parliamentarian

(a) The Speaker of the House shall appoint a parliamentarian who shall assist the presiding officer in the making of parliamentary rulings.

(b) The parliamentarian shall, at the direction of the Speaker, assist the Speaker in publishing a volume of substantive parliamentary rulings.

3.5 - Chaplain

A Chaplain shall attend the commencement of each day's session of the House, open the same with prayer and may be allotted five (5) minutes during the Thursday session for the purpose of delivering remarks to the House.

3.6 - Pages

The Speaker, or his or her designee, shall promulgate rules and guidelines for the Page program.

RULE FOUR

MEMBERS

4.1 - Member Defined

"Member", as used in these Rules, means a member of the House of Representatives.

4.2 - Disclosure of Personal or Private Interest

A member who has a personal or private interest in any bill or resolution, proposed or pending before the House, shall disclose that fact to the House, and shall not vote on that bill or resolution, as required by Article V, Section 24 of the Oklahoma Constitution.

4.3 - Absence of Members

No member shall be absent from the session of the House without leave.

4.4 - Decorum

(a) No member rising to debate, to give notice, to make a motion, or to present a paper of any kind shall proceed until the member has addressed the presiding officer and has been recognized by the presiding officer as being entitled to the Floor.

(b) While a member is speaking, no other member shall enter into any private conversation or pass between the speaking member and the presiding officer.

(c) The presiding officer may enforce the provisions of House rules by naming the disruptive or disorderly member after requesting order in the Chamber three (3) times.

(d) Profane, obscene or indecent language is prohibited in the House and in all committees and subcommittees of the House.

(e) When the House is in session all members shall, while in the Chamber, be appropriately dressed, with men in jackets and ties and women in dresses or skirts or pants worn with a jacket or sweater and shall conduct themselves in a manner becoming a member of the House of Representatives.

(f) Any member who, while under the influence of intoxicating liquor or drugs, appears in the Chamber or in any part of the Capitol Building assigned to the House, shall be in contempt of the House and subject to reprimand, suspension or expulsion.

(g) Possession of intoxicating liquor shall not be permitted at any time in the Chamber or in any part of the Capitol Building assigned to the House.

(h) Use of tobacco products, including smoking, dipping or sniffing snuff, shall not be permitted at any time in the Chamber, as governed by Section 11.6 of these Rules.

(i) No food, including canned or bottled beverages, shall be allowed at any time in the Chamber. Food may be consumed in the lounge and foyer at the west end of the Chamber.

4.5 - Service of Process

Upon being presented with any service of legal process pertaining to the House of Representatives itself or to an individual member of the House of Representatives in his or her official capacity, the member or employee so approached shall inform

the Speaker of the House and the House General Counsel prior to attempting to respond.

RULE FIVE

PRIVILEGES OF THE FLOOR AND THE ANTEROOMS

5.1 - Floor Privileges

(a) The following persons shall be entitled to privileges of the Floor when the House is in session:

1. members of the House;

2. members of the Senate;

3. former members of the House except as otherwise provided in Section 5.3 of this rule;

4. the Governor;

5. employees of the House and Senate as designated by the Speaker; and

6. children or grandchildren of members for the purpose only of introduction from the member's desk.

(b) Except as permitted in paragraph (a) of this section, no other person, except upon formal invitation by the House of Representatives, shall enter upon the Floor when the House is convened in session.

5.2 - Anterooms of the House Chamber

While the House is in session, no persons other than those entitled to privileges of the Floor, members of the immediate families of House members and House employees authorized by the Speaker shall be admitted to the House Lounge and anteroom located at the west end of the House Floor or into the anteroom located at the east end of the House Floor, except at the express invitation of a member.

5.3 - Former Members

~~(a)~~ Except as authorized by the Speaker, no former member of the House or Senate who is an officer or employee in the executive branch of state government or who is registered or required to be registered as a lobbyist under the Ethics Commission Act shall be entitled to privileges of the Floor when the House is convened in session.

~~(b) When the House is convened in regular or special session, no former member of the House who is registered or required to be registered as a lobbyist under the Ethics Commission Act shall be permitted to park in the parking areas of the Capitol grounds allocated to the House of Representatives.~~

5.4 - House Parking

When the House is convened in regular or special session, no registered lobbyist under the Ethics Commission Act shall be permitted to park in the parking areas of the Capitol ground allocated to the House of Representatives.

RULE SIX

BILLS AND RESOLUTIONS

6.1 - Definition of the Term "Bill"

The term "bill", as used in these Rules, shall mean proposed legislation which in order to become law must pass through the Legislature according to the procedures established by the Oklahoma Constitution, including consideration by the Governor. The term shall include proposed laws of a general nature and proposed special or local laws. The procedures of these Rules applicable to the introduction and passage of bills shall also apply to the introduction and passage of joint resolutions.

6.2 - Filing Deadlines

(a) The filing deadlines for introduction of bills and joint resolutions shall be established in consultation between the House of Representatives and the Senate.

(b) Legislative deadlines previously agreed to by the House of Representatives shall be inapplicable to:

1. measures which propose a special or local law as governed by Section 6.10 of this Rule;

2. measures authored by the chairpersons and vice-chairpersons of the House Appropriations and Budget Committee and the Senate Appropriations Committee which affect the receipt, expenditure or budgeting of state funds or funds under the control of an entity created by state law;

3. measures authored by the Speaker of the House of Representatives and the President Pro Tempore of the Senate and which is deemed by them to be necessary for the preservation of the public peace, health and safety; or

4. measures authored by the Speaker of the House of Representatives and the President Pro Tempore of the Senate which provides for redistricting pursuant to the 2010 federal census.

6.3 - Numbering

(a) Bills and joint resolutions introduced in the Second Regular Session of a Legislature shall be numbered consecutively with the last bill and joint resolution, respectively, introduced in the First Regular Session of the same Legislature.

(b) Simple and concurrent resolutions introduced in the Second Regular Session of a Legislature shall be numbered consecutively with the last simple and concurrent resolution, respectively, introduced in the First Regular Session of the same Legislature.

6.4 - Introduction

(a) All bills and resolutions shall be accompanied by the name or names of the member or members introducing the bill or resolution, shall have a title stating the subject matter contained therein and shall include the request number assigned to the bill or resolution by the staff of the House.

(b) Except as provided in paragraph (c) of this section, no member of the House of Representatives shall be the principal author of more than eight (8) bills or joint resolutions during a session of the Legislature.

(c) The provisions of paragraph (b) of this section shall not apply to:

1. measures containing budgetary matters of which the principal author is the Chairperson of the Appropriations and Budget Committee of the House;

2. redistricting measures;

3. bills introduced for the purpose specified in Section 23.1 of Title 75 of the Oklahoma Statutes;

4. measures introduced for the purpose of disapproving or approving agency rules pursuant to the Administrative Procedures Act;

5. bills introduced for the purpose of implementing the Oklahoma Sunset Law;

6. bills that only repeal or delete, without substantive replacement, provisions of the Oklahoma Statutes;

7. simple or concurrent resolutions; and

8. any other measure authorized by the Speaker.

6.5 - Coauthors

Coauthors of bills and resolutions added after the introduction of a measure shall be indicated on the front page of a bill or resolution.

6.6 - Principal Senate Author of a House Bill or Resolution

(a) While a House bill, joint resolution or concurrent resolution is within the physical control of the House, the principal House author of the bill or resolution shall have full and complete discretion in determining who the principal Senate author of the bill or resolution shall be.

(b) No bill or resolution lacking a principal Senate author shall be scheduled for Floor consideration, except that the withdrawal of the principal Senate author, after the bill or resolution is scheduled for Floor consideration, shall not preclude the House from considering the bill or resolution.

6.7 - Procedures Governing Simple and Concurrent Resolutions

(a) Except as exempted by paragraph (b) of this section, the following classes of simple and concurrent resolutions shall lie over one (1) legislative day after introduction, after which they may be called up for consideration:

1. resolutions requesting information from any of the executive or judicial departments, from county and municipal officers or from corporate entities or persons; or

2. resolutions giving rise to debate.

(b) The following classes of simple and concurrent resolutions may be taken up the same legislative day they are introduced:

1. resolutions relating to business immediately before the House;

2. resolutions relating to business of the day on which they may be offered;

3. resolutions reported from the House Rules Committee proposing adoption of a special rule or rules; or

4. resolutions relating to adjournment or recess.

(c) Upon taking up a motion to adopt a simple or concurrent resolution, said motion shall be subject to amendment and debate.

(d) A motion to amend shall be in order immediately but amendments proposed to simple and concurrent resolutions shall be electronically submitted to the Office of the Clerk prior to consideration by the House.

(e) The House shall not consider any proposed amendments not germane to the subject of a simple or concurrent resolution under consideration.

(f) Debate on the question of adoption of a simple or concurrent resolution shall be limited to thirty (30) minutes, equally divided between the proponents and opponents of the resolution, provided that no member speak for more than ten (10) minutes.

(g) Five (5) minutes of the time allocated to the proponents of the resolution shall be reserved to the principal author, and the principal author shall have the right to close the debate.

(h) Any simple or concurrent resolution may be referred by the Speaker to an appropriate committee.

6.8 - Final Action

(a) The following action shall constitute final action on any bill or resolution:

1. committee recommendation of "Do Not Pass";

2. if a motion to reconsider the vote on Third Reading or Fourth Reading fails to prevail;

3. if a motion to table the motion to reconsider prevails; or

4. if a vote is taken on Third Reading or Fourth Reading and no notice is served to reconsider the vote.

(b) If final action is such as to defeat a bill or resolution, no other bill or resolution having the same effect and covering the same specific subject matter shall be considered by the House of Representatives during either session of the current Legislature.

6.9 - Carry-over Bills and Joint Resolutions

Any bill or joint resolution pending in the House at the sine die adjournment of the First Regular Session of a Legislature shall carry over to the Second Regular Session with the same status as if there had been no adjournment; provided, however, that this Rule shall not apply to bills and joint resolutions pending in a conference committee at the time of sine die adjournment.

6.10 - Special or Local Laws

(a) The House of Representatives shall not consider proposed local or special legislation on subjects prohibited by the Oklahoma Constitution.

(b) No special or local law shall be considered by the House of Representatives unless passage of a general law would be ineffective.

(c) Prior to consideration of special or local legislation in the House of Representatives:

1. notice of the intended introduction of a proposed local or special law shall be first published for four (4) consecutive weeks in a newspaper of weekly or general circulation in the city or county affected by the proposed law;

2. the notice shall state in substance the contents of the proposed law; and

3. verified proof of such publication as required by this section shall be filed with the Office of the Oklahoma Secretary of State.

RULE SEVEN

COMMITTEES

CHAPTER A. STANDING AND SPECIAL COMMITTEES

7.1 - Open Meetings

All meetings of all committees and subcommittees shall be open to the public, subject to the authority of the chairperson to maintain order and decorum. A chairperson, with the approval of the Speaker, may close a committee or subcommittee meeting or portion thereof, and the record of such meeting may not disclose the identity of the witness appearing before the committee or subcommittee, if necessary to preserve physical security, including the protection of a witness.

7.2 - Notice of Meetings

(a) All committees and subcommittees shall provide, in a manner reasonably calculated to give actual notice to interested persons, at least forty-eight (48) hours notice of a meeting. Notice of the meeting shall be published through an appropriate, public medium such as the House website or electronic mail. In case of emergency, with the approval of the Speaker, a meeting may be held with notice appropriate to the circumstances. The Speaker shall announce and describe the emergency.

(b) A notice shall state the date, time and place of a meeting and shall include a listing and sufficient title for identification of any and all bills to be considered by the committee or subcommittee holding the meeting. The bill author and the members of the committee or subcommittee shall be provided separate notice.

(c) If a committee or subcommittee is scheduled for a regular meeting, but does not plan to meet, a notice stating that no meeting is to be held shall be posted.

(d) Bills or resolutions published on a meeting notice but not considered shall not be taken up in a subsequent committee meeting unless said bills or resolutions are listed on the meeting notice announcing the items of business to be considered in the later meeting.

7.3 - Timing of Meetings

(a) Committees and subcommittees shall meet at the call of the committee Chair within the dates, times and locations designated by the Speaker.

(b) No committee or subcommittee shall sit during a floor session of the House without special leave from the Speaker.

7.4 - Authority of the Chair

(a) The committee or subcommittee chairperson shall sign all vouchers or reports required or permitted by these Rules. The committee chairperson shall sign all subpoenas as provided in Section 7.13.

(b) Except as otherwise provided in these Rules, the chairperson has all authority necessary to ensure the efficient operation of the committee or subcommittees, including, but not limited to, presiding over the committee or subcommittees, establishing the calendar for the committee or subcommittees, recognition of members or presenters, deciding all questions of order in committee or subcommittees and determining the order in which matters are considered in committee or subcommittees. All standing and special committees and subcommittees shall be governed by the House Rules applicable to committee proceedings.

(c) The chairperson shall exercise all authority necessary to maintain order and decorum, including the authority to require all

persons present to silence all electronic devices and to request the Sergeant at Arms to clear the committee room of a person or persons causing disruption.

(d) In case of a chairperson's absence, the vice-chairperson shall assume all duties of the chairperson until the chairperson's return or replacement.

7.5 - Procedure

(a) When considering legislation or conducting other business, committees and subcommittees shall observe the following procedures:

1. the chairperson shall cause to be created an official report recording the ayes and the nays as required by Section 7.7 of this Rule;

2. no person shall address the committee or subcommittee unless first recognized by the chairperson for that purpose;

3. all motions offered in a committee or a subcommittee meeting shall require a second to receive further consideration;

4. a committee or subcommittee may only take up bills or resolutions for consideration if a quorum of the committee or subcommittee is present. A quorum is a majority of the members of the committee or subcommittee, excluding the ex officio members of the committee or subcommittee, but the ex officio members may count toward the presence of a quorum in a committee or its subcommittees;

5. if and when a bill or resolution is taken up for consideration, the House author shall be recognized for explanation of the bill or resolution if he or she so desires;

6. the House author shall be given the opportunity to answer questions put by members of the committee or other persons recognized by the chairperson;

7. the chairperson shall provide opportunity for presentation of amendments to the bill or resolution by the House author, any member of the committee, or any other member of the House, as governed by Section 7.6 of this Rule;

8. amendments shall be considered in the order they appear in the bill or resolution, or in the order they are presented to the

committee. The chairperson shall resolve any conflict resulting from claimed priority of presentation;

9. the author of an amendment shall explain the amendment and be afforded the opportunity to answer questions about the amendment put by members of the committee, the author of the bill or resolution or other persons recognized by the chairperson; and

10. the chairperson may recognize any person for comment on the proposed legislation or amendments thereto. The chairperson may limit the amount of time for any such comment.

(b) The chairperson of a parent committee may refer to a subcommittee or reassign from a subcommittee any legislation, proposal or inquiry; provided, however, no subcommittee shall be permitted to report directly to the House, but rather shall report to the parent committee.

(c) Except for legislation recommended by the Appropriations and Budget Committee, all legislation originating in the House which is recommended by a committee to the full House shall contain a complete Title and an Enacting or Resolving Clause.

7.6 - Amendments

(a) Committees and subcommittees may only consider amendments presented in final written form prior to adoption.

(b) Any member of the House may offer an amendment to any bill or resolution being considered by any committee or subcommittee and shall be recognized to introduce the amendment. If not a member of the committee or subcommittee, a member who offers an amendment must comply with the amendment filing deadline of this Rule and be present at the meeting at which the amendment is considered. If the member is not present, the amendment may only be considered if taken up and offered by a member of the committee or subcommittee.

(c) Any member offering an amendment, including a member of the committee or subcommittee, must submit the proposed amendment in electronic form to the chairperson by 4:30 p.m. the legislative day before the meeting of the committee or subcommittee. This rule may be suspended for amendments submitted by members who are not members of the committee or subcommittee by a vote of two-thirds (2/3) of a quorum of the committee or subcommittee. The chairperson may, at his or her discretion, waive or set a later deadline than contained

in this rule for amendments submitted by members of the committee or subcommittee.

(d) Amendments to any bill or resolution under consideration by a committee or subcommittee shall be germane to the subject of the introduced bill or resolution.

(e) When considering a measure section by section, a motion to strike a section when such section is under individual consideration shall not be subject to the time constraints established by this Rule for consideration of committee amendments.

(f) When considering a measure section by section, the Title or Enacting or Resolving Clause of a bill or joint resolution may not be stricken except as provided in Section 7.5, paragraph (c) of these rules.

(g) Amendments approved by any committee shall be incorporated into the bill or resolution the same as if included in the introduced bill or resolution.

7.7 - Voting

(a) All votes in committees or subcommittees shall be conducted in open public meetings of that committee, except that two-thirds (2/3) of the members of any standing or special committee, including ex officio members, may report a bill or resolution out of committee by signing a written report. If a written report is prepared by a member other than the chairperson of the committee, a written notice that a report is being prepared shall be given to the chairperson prior to the circulation of the report for signatures.

(b) Only the vote on recommendation for final passage out of committee to the full House concerning a bill or resolution shall be by recorded vote. Recommendation for final passage out of committee shall require a majority vote of a quorum of the members of the committee.

(c) As used in this section, "recommendation for final passage out of committee" means a "Do Pass", "Do Pass as Amended" or a "Do Not Pass" motion. A "Do Pass" motion takes precedence over any other motions for final passage.

(d) Only those committee members present may vote on any matter. No person shall cast a vote on behalf of any committee member eligible to vote in any House committee.

7.8 - Committee Recommendations

(a) When any committee returns a bill or resolution with the recommendation of "Do Pass" or "Do Pass as Amended", except as permitted in paragraph (b) of this section, the same shall be published on the House Calendar in numerical order by bill or resolution number under the heading, "Bills on General Order", or "Joint Resolutions on General Order".

(b) Any committee returning a bill or resolution with a recommendation of "Do Pass" or "Do Pass as Amended", may also vote to return the measure to the House under the heading of "Bills on Consent Calendar" or "Joint Resolutions on Consent Calendar", rather than under the heading of "Bills on General Order" or "Joint Resolutions on General Order".

(c) Adoption of a motion to return a bill or joint resolution under the heading of "Bills on Consent Calendar" or "Joint Resolutions on Consent Calendar" shall be noted on the official report recording the ayes and the nays. Adoption of such a motion shall also be recorded in the House Journal.

(d) When any committee returns a bill or resolution with the recommendation of "Do Not Pass", this shall constitute final action.

(e) If a committee does not return a bill or resolution with the recommendation of either "Do Pass", "Do Pass as Amended" or "Do Not Pass", the bill or resolution shall remain the property of the committee, unless the bill or resolution is placed directly on the House Calendar by the Speaker or is discharged pursuant to Section 7.12.

7.9 - Public Hearing

(a) After assignment to a standing or special committee, a bill or resolution shall be considered in a public hearing followed by a recommendation vote under the following procedures:

1. submission of a written request that is signed by a majority of the members of the committee or subcommittee if the principal author is a member of the committee or subcommittee, or

2. submission of a written request that is signed by a majority of the members of the committee or subcommittee plus the principal author if the principal author is not a member of the committee or subcommittee to which the measure in question was assigned.

(b) Ex officio members of a committee or subcommittee may sign such written requests and shall count towards the necessary signatures as required by this section.

(c) The written request for a hearing and recommendation vote shall be submitted to the Clerk of the House. The Clerk shall determine if the written request contains the necessary signatures as required by this section. If the written request contains the necessary signatures, the Clerk shall forward the written request to the appropriate committee or subcommittee chairperson who shall set the date and time of the hearing.

(d) The notice of the date and time of such hearing shall be publicly announced by the chairperson. Such time and date shall not be less than three (3) legislative days from the date such request was received by the chairperson, unless such time and date would prohibit consideration of the bill or resolution in accordance with Section 7.5 or 7.10 of this Rule.

7.10 - Consideration of House Bills and Joint Resolutions

(a) After assignment to a standing or special committee, the principal author of a bill or resolution introduced on or prior to the filing deadline of the First Regular Session and the principal author of a bill or resolution introduced after the filing deadline of the First Regular Session and on or prior to the filing deadline of the Second Regular Session shall be entitled to have such bill or joint resolution considered by a vote of the committee at least four (4) legislative days prior to the final date for Third Reading in the First Regular Session or for Third Reading in the Second Regular Session respectively under the following procedures:

1. submission of a written request that is signed by a majority of the members of the committee if the principal author is a member of the committee or one of the subcommittees of the committee; or

2. submission of a written request that is signed by a majority of the members of the committee plus the principal author if the

principal author is not a member of the committee or subcommittee to which the measure in question was assigned.

(b) Ex officio members of a committee may sign such written requests and shall count towards the necessary signatures as required by this section.

(c) The written requests provided for by this section shall be submitted to the Clerk of the House. The Clerk shall determine if the written request contains the necessary signatures. If the written request contains the necessary signatures, the Clerk shall forward the written request to the appropriate committee chair.

7.11 - Bill Summary

(a) All bills and resolutions whose adoption will have a fiscal impact, including the affecting of revenues, expenditures or fiscal liability shall not be scheduled for floor consideration unless accompanied by a bill summary which shall include a fiscal analysis. The fiscal analysis contained within a bill summary shall state in dollars the estimated increase or decrease in revenues or expenditures and the present and future fiscal implications of the bill. The bill summary shall not express comment or opinion relative to the merits of the legislation proposed, but should point out technical or mechanical defects.

(b) All bills affecting any retirement system authorized by law shall be accompanied by a bill summary which shall include an estimate of the cost and actuarial analysis of the measure upon being reported favorably by any standing committee unless the actuarial analysis for the bill is governed by the Oklahoma Pension Legislation Actuarial Analysis Act. The estimate and actuarial analysis shall be prepared by an actuary engaged by the House of Representatives.

(c) If any bill of the type delineated in paragraphs (a) and (b) of this section is scheduled for floor consideration without a bill summary having been prepared, it shall be the right of any member to raise a point of order on the Floor and the presiding officer may, in his or her discretion, order return of the bill to the appropriate committee.

(d) The accuracy of a fiscal or actuarial analysis contained within the bill summary shall not be a basis for a point of order under these Rules.

7.12 - Discharge from Committee

(a) Any bill or resolution may be discharged from any standing committee of the House upon a written request signed by two-thirds (2/3) of the members of the House.

(b) The written request for discharge of a bill or resolution shall be submitted to the Clerk of the House. The Clerk shall determine if the written request contains the necessary signatures as required by this section. If the written request contains the necessary signatures, the Clerk shall forward the written request to the Speaker who shall place the bill or resolution on the appropriate Calendar. The Clerk of the House shall publish the signatures on the House website.

7.13 - Oversight Powers and Responsibilities of Committees and Subcommittees

(a) Committees and subcommittees are authorized:

1. to maintain a continuous review of the work of the state agencies concerned with their subject areas and the performance of the functions of government within each subject area;

2. to invite public officials, public employees and private individuals to appear before the committees or subcommittees to submit information;

3. to request reports from departments and agencies performing functions reasonably related to the committees' jurisdictions;

4. to complete the interim projects assigned by the Speaker; and

5. to conduct such other business as directed by the Speaker.

(b) Each committee or subcommittee has the reasonable right and authority to inspect and investigate the books, records, papers, documents, data, operation and physical plant of any public agency in this state.

(c) In order to carry out the duties of the committee and its subcommittees, the chairperson of each committee with approval of the Speaker may issue subpoenas duces tecum and other necessary

process to compel the attendance of witnesses either before the committee or subcommittee or at deposition and the production of any books, letters or other documentary evidence required by such committee.

(d) The chairperson, vice-chairperson, or a member designated by the chairperson or vice-chairperson may administer all oaths and affirmations to witnesses who appear before such committees to testify in any matter requiring evidence.

CHAPTER B. CONFERENCE COMMITTEES

7.14 - Appointment of Conference Committees

(a) The House chairpersons, vice-chairpersons and members of a conference committee shall be appointed by the Speaker.

(b) Once appointed, the chairperson of a conference committee shall determine its procedures, subject to the provisions of Sections 7.14 through 7.21 of this rule.

(c) Once a measure is in conference, the chairperson of the standing conference committee to which the measure is assigned shall, if requested by the principal author, schedule consideration of the measure.

(d) No measure shall be assigned to a standing conference committee which does not include among its membership the chairperson and vice-chairperson of the standing committee from which the same measure was reported during General Order.

(e) When a measure is under consideration in a standing conference committee, the author of the measure shall not have a vote unless said author is a duly appointed member of the standing conference committee. In the event of a tie vote on the question of recommending adoption of the conference committee report, the author shall have a casting vote therein.

7.15 - Meetings of Standing Conference Committees

All meetings of standing conference committees shall be open to the public, subject to the authority of the chairperson to maintain order and decorum.

7.16 - Notice

(a) All standing conference committees shall provide reasonable, public notice of a meeting.

(b) The notice shall state the date, time and place of a meeting.

(c) The notice shall include a listing and sufficient title for identification of the bills to be considered by the standing conference committee holding the meeting.

7.17 - Timing of Meetings

(a) Standing conference committees shall meet at the call of the chairperson within the dates, times and locations designated by the Speaker.

(b) No standing conference committee shall sit during a floor session of the House without special leave from the Speaker.

7.18 - Voting

(a) All votes cast in standing conference committees shall be conducted in open, public meetings.

(b) In a standing conference committee, only the vote to recommend adoption of the conference committee report shall be recorded.

7.19 - Conference Committee Reports

(a) Upon recommendation of a House conference committee report, the chairperson of a standing conference committee shall cause to be created an official conference committee report recording the ayes and the nays or signatures of the House conferees.

(b) For conference committees appointed on an ad hoc basis by the Speaker, signatures on conference committee reports may only be solicited by and given to members of the committee, the author or coauthor of the bill or resolution or House staff members.

7.20 - Consideration of Conference Committee Reports

(a) Motions to accept or reject Senate amendments or to adopt or reject conference committee reports may be arranged on a calendar

or upon such calendars as may be directed by the Speaker of the House or the Speaker's designee.

(b) The House shall not consider adoption of a conference committee report or a joint committee report until a majority of both the House and Senate members constituting the conference committee or joint committee have adopted or signed the report.

(c) The House shall not consider a House conference committee report or a joint committee report unless it is limited to matters germane to the bill or resolution.

(d) A motion to adopt or reject a conference committee report or a joint committee report shall be subject to debate. Debate shall be limited to one (1) hour, equally divided between the proponents and the opponents of the motion, provided that no member may speak for more than ten (10) minutes.

(e) If debate is requested and entertained on the question of adoption of a conference committee report, no further debate shall be permitted on Fourth Reading and final passage of the same measure.

(f) If debate is requested and entertained on the question of adoption of a joint committee report, no further debate shall be permitted on Third Reading and final passage of the same measure.

7.21 - Transparency in Conference

(a) A summary of the changes contained in a conference committee report shall be made available prior to consideration of the report by the House.

(b) All conference committee reports whose adoption will have a fiscal impact, shall be accompanied by a fiscal analysis.

(c) A conference committee report may be considered for adoption only if said report has been published on the joint conference calendar twenty-four (24) hours before consideration of the report.

(d) A motion to reject a joint committee report with instructions or a motion to reject a conference committee report with instructions shall not be considered unless said instructions are electronically submitted to the Office of the Clerk prior to the

time the author of the measure is initially recognized to present the joint committee report or the conference committee report to the House of Representatives.

7.22 - Publication of Records

All records required by the provisions of this Rule shall be made available on the House website at least for the duration of the Session.

RULE EIGHT

ORDER OF BUSINESS AND LEGISLATIVE PROCESS

CHAPTER A. ORDER OF BUSINESS

8.1 - Daily Order of Business

(a) The following Order of Business shall be followed each day:

1. Roll Call.

2. Prayer.

3. Correction of the Previous Day's Journal. (The Journal shall be published and any error appearing therein shall be corrected.)

4. Petitions and Memorials.

5. Executive Messages or Communications.

6. Reports of Special Committees.

7. Reports of Standing Committees.

8. Reports of Conference Committees.

9. Reports of Engrossed and Enrolled Bills.

10. Introduction of Bills and Joint Resolutions.

11. Senate Bills and Joint Resolutions on First Reading.

12. House and Senate Bills and Joint Resolutions on Second Reading.

13. Consideration of Simple and Concurrent Resolutions.

14. Messages from the Senate and Senate Amendments to House Bills.

15. House and Senate Bills and Joint Resolutions on General Order.

16. House and Senate Bills and Joint Resolutions on Third Reading.

17. Consideration of Conference Committee Reports.

18. House and Senate Bills and Joint Resolutions on Fourth Reading.

19. Motions and Notices.

20. Unfinished business.

(b) On each Monday, the Roll Call shall be followed by the Pledge of Allegiance. The Order of Business shall then proceed as defined by paragraph (a) of Section 8.1.

8.2 - "Reading" Defined

"Reading" means the stage of consideration of a bill or joint resolution after reading or publishing of a portion of the title sufficient for identification, as determined by the Speaker.

8.3 - Reading of Bills and Joint Resolutions

Each bill and each joint resolution shall receive three (3) readings on three (3) separate days. The publication of a bill or joint resolution by its title and bill number in the House Journal shall satisfy the requirements of First Reading.

8.4 - First and Second Reading

(a) After the First Reading of a bill or joint resolution, the bill or joint resolution shall be placed on the House Calendar under

"Bills on Second Reading" or "Joint Resolutions on Second Reading", as the case may be.

(b) On the Second Reading of a bill, the bill shall be read by Title only, unless otherwise ordered by the House, and shall be referred by the Speaker to an appropriate committee or directly to the House Calendar under the heading "Bills on General Order", "Joint Resolutions on General Order", "Bills on Consent Calendar", or "Joint Resolutions on Consent Calendar", as the case may be.

(c) No bill or joint resolution on First or Second Reading shall be subject to amendment or debate.

CHAPTER B. BILLS AND JOINT RESOLUTIONS ON GENERAL ORDER

Rule 8.5 - Reading and Explanation

(a) A bill or joint resolution on General Order shall first be read by title, or read and considered by sections, unless otherwise ordered.

(b) The member presenting a bill or joint resolution shall be allowed a reasonable length of time in which to explain same, but said explanations shall not include a discussion of the merits of the proposition.

(c) No bill or joint resolution on General Order shall be considered until all opportunities provided by this rule for filing proposed amendments shall be afforded the House.

(d) In such case where no main floor amendment shall be timely filed as defined in paragraph (b) of Section 8.6 or where no main floor amendments shall be offered except those amendments permitted under paragraphs (f) and (g) of Section 8.6, such measure shall become eligible for floor consideration upon the expiration of the deadline set forth in paragraph (b) of Section 8.6.

Rule 8.6 - Amendments

(a) All House and Senate bills and joint resolutions when initially published on the Floor Calendar shall be subject to amendment beginning at the time of such publishing.

(b) A main floor amendment must be filed no later than twenty-four (24) hours after a bill or joint resolution is initially published on the Floor Calendar.

(c) An amendment to a main floor amendment must be filed no later than forty-eight (48) hours after a bill or joint resolution is initially published on the Floor Calendar.

(d) Calendar days not concurrently designated as legislative days shall not be considered when calculating the beginning and ending dates and times for bills initially published on the Floor Calendar and passing through the amendment cycle.

(e) No amendment purporting to strike the Title or the Enacting or Resolving Clause of any bill or joint resolution shall be in order except as provided in paragraphs (f) and (g) of this section.

(f) Beginning on the Monday falling two (2) weeks prior to a Third Reading deadline, amendments to strike the Title or the Enacting or Resolving Clause of a bill or joint resolution shall be in order only when offered by the principal author of such bill or resolution and upon receiving prior approval from the House Rules Committee. Amendments offered under this paragraph shall not be subject to the time constraints mandated by paragraphs (b) and (c) of this section.

(g) The Chairperson of the Appropriations and Budget Committee and the Chairperson of the Appropriations Subcommittee on Revenue and Taxation shall be permitted to offer amendments to strike the Title or the Enacting or Resolving Clause of measures affecting revenue or appropriations. Amendments offered under this paragraph shall not be subject to the time constraints established by paragraphs (b) and (c) of this section.

(h) In the event a bill or joint resolution is published on the Floor Calendar and then subsequently removed while time remains for filing floor amendments as provided in this Rule, such bill or joint resolution, if published again on the Floor Calendar, shall not be considered by the House until the remaining time for filing floor amendments is concluded.

(i) When considering a measure section by section pursuant to Section 8.5, paragraph (a) of this Rule, a motion to strike a section when such section is under individual consideration shall

not be subject to the time constraints established by this Rule for consideration of regularly filed floor amendments.

(j) When considering a measure section by section, the Title or Enacting or Resolving Clause of a bill or joint resolution may not be stricken except as provided in paragraphs (f) and (g) of this section.

Rule 8.7 - Consideration And Presentation

(a) The House shall not consider more than one amendment at a time and amendments shall be taken up only as sponsors gain recognition from the presiding officer to move their adoption.

(b) The adoption of an amendment to a section shall not preclude further amendment of that section so long as subsequent amendments do not purport to amend the same language previously amended. If a bill is being considered section by section or item by item, only amendments to the section or item under consideration shall be in order.

(c) For the purpose of this rule, an amendment shall be deemed pending only after its author has been recognized by the presiding officer and has moved its adoption.

(d) The body of a bill or joint resolution shall not be defaced or interlined, but all proposed amendments shall be separately submitted, noting the page and line, and shall be considered timely filed only if the principal author of the amendment has electronically submitted such amendment in completed form to the Office of the Clerk within the time constraints provided under paragraphs (b) and (c) of this section.

(e) The House of Representatives shall not consider any floor amendments offered in the form of a floor substitute.

8.8 - Bills Subject to Special Rule

(a) The Committee on Rules, with the approval of the Speaker, may by majority vote recommend that any measure be subject to a Special Rule created by the Committee. The Committee shall submit the recommendation to the House for its approval.

(b) A Special Rule may limit or prohibit the offering of amendments, may prescribe the time and conditions of debate, may

govern floor consideration on Third or Fourth Reading of the bill, or may contain any other provisions deemed appropriate.

8.9 - Amendment of General Appropriations Bill

Whenever an amendment is offered to a General Appropriations Bill that would increase any line item of such bill, such amendment shall show the amount by line item of the increase and shall decrease a line item or items within the same bill in an amount or amounts equivalent to or greater than the increase required by the amendment.

8.10 - Amendment Summary

(a) All proposed amendments to bills or joint resolutions whose adoption will have a fiscal impact, including the affecting of revenues, expenditures or fiscal liability, shall be accompanied by a written summary which shall contain a fiscal analysis upon being filed with the Office of the Clerk. The written summary filed with the amendment shall include a statement in dollars of the estimated increase or decrease in revenues or expenditures and the present and future fiscal implications of passage of the amended bill. The summary shall not express comment or opinion relative to the merits of the amendment proposed, but should point out technical or mechanical defects.

(b) Except as may be otherwise required by the Oklahoma Pension Legislation Actuarial Analysis Act, all amendments to bills or joint resolutions affecting any retirement system authorized by law shall be accompanied by a summary which shall include an estimate and actuarial analysis of the present and future fiscal implications of passage of the amended bill. The estimate and actuarial analysis contained in the summary shall be prepared by an actuary engaged by the House of Representatives.

8.11 - Germaneness of House or Senate Amendments

The House shall not consider any proposed amendment not germane to the subject of the House bill or resolution. An amendment to a main amendment must be germane to both the main amendment and the measure which it purports to amend.

8.12 - Amendments Out of Order

An amendment is out of order if it is the principal substance of a bill or resolution that has received an unfavorable committee report, has been withdrawn from further consideration by the principal author or has not been reported favorably by the committee of reference in either session of the current Legislature and may not be offered to a bill or resolution on the Floor Calendar and under consideration by the House. Any amendment that is substantially the same, and identical as to specific intent and purpose, as the bill or resolution residing in the committee of reference is covered by this Rule, unless the bill or resolution under amendment is substantially the same as the bill or resolution residing in the committee of reference.

8.13 - Reconsideration

A motion to reconsider any vote on the adoption or rejection of an amendment, or the adoption or rejection of a section of any bill or joint resolution, may be made by any member prior to the advancement of such measure from General Order, which motion shall be subject to debate. The motion to reconsider may be laid on the table without affecting the question in reference to which the motion is made thereby resulting in a final disposition of the motion.

8.14 - Motion to Commit

A motion may be made during the reading or consideration of any bill or joint resolution on General Order to commit the bill to a standing or special committee, with or without instructions. A motion to commit with instructions shall be electronically submitted to the Office of the Clerk prior to consideration by the House.

8.15 - Motion to Advance from General Order

A motion to advance a bill or joint resolution from General Order shall not be in order until all opportunities provided by this Rule for filing proposed amendments shall be afforded the House. Once a motion to advance from General Order has been adopted, the bill or resolution shall be considered engrossed and on Third Reading.

CHAPTER C. BILLS AND JOINT RESOLUTIONS ON THIRD READING OR FOURTH READING

8.16 - Consideration and Debate

(a) After Third Reading or Fourth Reading of a bill or joint resolution, the presiding officer shall put the question in the following manner: "The Question Before the House is, shall the Bill or Joint Resolution Pass?"

(b) After Third Reading but before the vote is ordered, unless prohibited by Section 7.20 of these rules, the question shall be subject to debate. After Fourth Reading but before the vote is ordered, unless prohibited by Section 7.20 of these rules, the question shall be subject to debate.

(c) As governed by paragraph (b) of this section, debate shall be limited to one (1) hour, equally divided between the proponents and opponents of the question, provided that no member may speak for more than ten (10) minutes.

(d) Five (5) minutes of the time allocated to the proponents of the bill or joint resolution shall be reserved to the principal author, and the principal author shall have the right to close the debate.

(e) The question of passage of a bill or joint resolution on Third or Fourth Reading shall be decided by recorded vote after declaration of the question by the presiding officer.

8.17 - Amendments

No bill or joint resolution on Third or Fourth Reading shall be subject to amendment.

8.18 - Consideration of Emergency Section

When any bill or joint resolution is being considered on Third Reading or Fourth Reading, and such a bill or joint resolution contains an emergency section, the emergency section shall constitute a separate question and shall be subject to debate.

8.19 - Consent Calendar

(a) There shall be a Consent Calendar on which shall be entered such bills and resolutions as the committees shall designate on the committee report or which the Speaker shall place on a Consent Calendar.

(b) Measures placed on the Consent Calendar shall not be considered by the House of Representatives for two (2) legislative days, including the day that the measure is placed on the Consent Calendar. The measure may then be scheduled for final consideration on the third legislative day.

(c) During the two (2) days established in paragraph (b) of this section, any member, in open session and with a minimum of ~~fifteen (15)~~ twenty-five (25) seconds, may request that a bill or resolution be removed from the Consent Calendar and placed on General Order. Such request shall be recorded in the House Journal.

(d) All bills and resolutions from the Consent Calendar shall be considered for final action as provided by House Rules, except that there shall be no debate or amendments offered.

RULE NINE

CHAMBER PROTOCOL

9.1 - Enforcement of Rules

The presiding officer shall enforce, apply and interpret the Rules of the House in all deliberations.

9.2 - Questions of Order and Decorum

(a) While in the Chamber, the presiding officer shall preserve order and decorum, shall prevent personal reflections or the impugning of the motive of any member, and shall confine members in debate to the question under discussion.

(b) When two (2) or more members seek recognition at the same time, the presiding officer shall name the one entitled to the floor. The presiding officer shall not recognize any member who has risen or remains standing while another member is speaking. No member shall be entitled to be recognized to speak unless the member seeks recognition from the member's own desk.

(c) On all questions relative to the transgression of these Rules, the presiding officer shall call the members to order. In such case the member so called to order shall sit down and shall not rise except to explain said member's actions or to proceed in order.

(d) Any member may rise to a point of order against any other member when, in the member's opinion, such member is proceeding out of order. Such point of order shall be decided by the presiding officer without debate.

(e) Any decision by the Speaker on a point of order is subject to an appeal to the House made in a timely manner by any member should the member or the House be aggrieved by such decision. Such appeal must be seconded by a minimum of fifteen (15) members. Members desiring to second an appeal shall so signify by rising.

(f) The question of an appeal shall be put in the following form: "The question is, shall the decision of the presiding officer be the decision of the House? All those in favor signify by voting 'Aye'; those opposed 'Nay'. The vote is now in progress."

(g) All appeals shall be decided by a recorded vote and without debate, except that the member taking said appeal shall have five (5) minutes within which to state the reasons for the member's appeal and the Chair may state the reasons for the Chair's decision.

(h) When a point of order is called, no member shall approach the presiding officer or the parliamentarian until after the presiding officer has ruled. If requested by the presiding officer, the majority floor leader may confer with the presiding officer regarding matters not pertaining to the point of order.

9.3 - Procedure

(a) When the ayes and nays are ordered, the presiding officer shall put the question in the following form: "All those in favor signify by voting 'Aye'; those opposed 'Nay'. The vote is now in progress."

(b) As governed by Section 6.7, paragraph (e), Section 7.6, paragraph (d), Section 7.20, paragraph (c) and Section 8.11, the House shall not consider in either session of the current Legislature any measure originating in the House of Representatives if said measure has been amended by the insertion of matter not germane to the subject of the bill or resolution.

9.4 - Debate

(a) Except as otherwise specifically provided in these Rules, when a debatable question is before the House, such debate shall be

limited to fifteen (15) minutes, equally divided between the proponents and opponents of the question. Under no circumstances shall a member debate twice on the same question, nor shall any member speak longer than ten (10) minutes on the same question.

(b) When a debatable question is before the House, any member may move that the time for debate on such question be extended. For adoption, such motion need only receive a majority of those voting, a quorum being present.

(c) No member debating any question shall be interrupted by questions until said member has finished the member's remarks, and all time taken in asking and answering questions shall be deducted from the time allotted to said member.

9.5 - Privileges

(a) Questions and motions of privilege shall be: First, those affecting the rights of the House collectively, its safety, dignity and the integrity of its proceedings; Second, the right, reputation and conduct of its members individually in their representative capacity only, and shall have precedence over all other questions, except motions to adjourn.

(b) No member who obtains the floor on a question of personal privilege, or on a question of privileges of the House, shall debate any question, matter, or measure then pending in the House, or in any standing or special committee of the House, nor shall the member be allowed to yield the floor for questions from other members.

9.6 - Voting and Division

(a) The electronic voting machine shall be used to record the vote whenever the ayes and nays are required or ordered. The machine shall also be used to determine the presence of a quorum, or to determine the numerical count where a division is requested. In the event the machine is not operating properly, all votes and determinations of quorums may be taken by calling the roll. If a member's voting device is out of order, the member shall rise and so announce to the presiding officer and cast said member's vote orally prior to the declaration of the result of the vote. Every member shall vote providing the member is in the Chamber at the time the vote is in progress.

(b) The electronic voting machine shall be under the control of the presiding officer and shall be operated by such clerk as the presiding officer so designates. At a reasonable time prior to any vote being taken, the presiding officer shall announce that a vote is about to be taken. When any member other than the Speaker is presiding, the member shall direct another member to activate the roll call switch at said member's desk in the manner requested by that member. When the Speaker is not presiding, the Speaker may direct another member to activate the Speaker's roll call switch in the manner requested by the Speaker. Any member who is present in the Chamber or is within the view of the presiding officer while a vote is in progress may direct another member to activate said member's roll call switch in the manner requested by that member.

(c) Each recorded vote for final passage will be held open for at least two (2) minutes or a shorter time if the presiding officer determines that all members recorded as being present have voted.

(d) When sufficient time has elapsed for each member to vote, the presiding officer shall ask if any members present desire to vote or change their vote. Following such inquiry and before the electronic voting machine is locked, any member may be excused from voting, pursuant to the provisions of Article V, Section 24 of the Oklahoma Constitution.

(e) The presiding officer shall then lock the machine and instruct the clerk to record the vote. The clerk shall immediately activate the recording equipment and when the vote is completely recorded shall advise the presiding officer of the result, and the presiding officer shall announce the result to the House. No vote may be changed after it has been recorded.

(f) No member may vote for another member, nor may any person cast a vote for a member, except as otherwise provided in this rule. A member who votes for another member, except as herein provided, may be punished in a manner the House determines. A person voting for a member, when not authorized by this rule, shall be barred from the Chamber and may be further punished as the House considers proper.

(g) When a division is requested and ordered, those in the affirmative or the negative, as the case may be, shall cast their votes accordingly and the clerk shall activate the electronic voting machine so as to reflect the individual ayes and nays and the numerical count, but no permanent record thereof shall be made.

When the vote is completed, the clerk shall advise the presiding officer of the result, and the presiding officer shall announce the result to the House. In the event the machine is not operating properly, those in the affirmative shall arise from their seats and stand until they are counted aloud by the clerk, then those voting in the negative shall arise and stand until they are counted, and the presiding officer shall announce the result.

(h) All votes on final passage of bills and resolutions, or the Emergency Section thereof, shall be by recorded votes. One-fifteenth (1/15) of the members present, a quorum being present, may demand a recorded vote on any proposition, or the presiding officer may order a recorded vote upon the presiding officer's own initiative. All such recorded votes shall be published in the House Journal.

(i) After the question has been put, but before the vote commences, any member may call for a statement of the question.

9.7 - Conduct During Voting

(a) While a vote is in progress and until the completion of a vote, and the announcement of the result, no member shall be recognized and no other business shall be transacted.

(b) No explanation of any vote shall be permitted while a vote is in progress or after a vote has been cast, except pursuant to Article V, Section 24, of the Oklahoma Constitution.

(c) No member, House employee or other person shall visit or remain by the Reading Clerk or his or her assistant while a vote is in progress.

9.8 - Previous Question

When a debatable question is before the House, any member may move the Previous Question. It shall be put in the following form: "The Previous Question has been moved. The Question is, shall the pending Question now be put?" If the motion for the Previous Question passes, the pending question shall be put immediately and no member shall be heard to debate it further or seek to amend it.

9.9 - Motion to Advance Question

When a debatable question is before the House, any member may move to Advance the Question. If the motion to Advance the Question passes, no further amendments to the matter considered shall be allowed and debate shall be limited to fifteen (15) minutes, equally divided between the proponents and opponents of the question, provided that no member may speak for more than five (5) minutes. After debate is concluded, the question shall be put immediately.

9.10 - Reconsideration

(a) The final vote on Third Reading or Fourth Reading on any bill or joint resolution, or on the Emergency Section thereof, or the final vote on adoption of a simple or concurrent resolution, may be reconsidered only if a member serves notice immediately after such final vote is taken ~~and prior to the consideration of any other business~~ prior to the consideration of any other business, of said Member's intention to present a motion to reconsider such action, and the Presiding Officer shall afford any Member such opportunity prior to proceeding to consideration of any other business.

(b) Unless presented and considered within three (3) legislative days, including the day upon which notice is served, a motion to reconsider shall be considered as having failed of adoption.

(c) A motion to reconsider may be offered immediately or upon the same day the final vote is taken by the member who served notice, or by another member with said member's consent. On the last day of the reconsideration period, any member may seek recognition for a motion to reconsider.

(d) Motions to reconsider shall be disposed of before the close of business on the last day of the time period specified for Third Reading and final passage for House and Senate measures.

(e) On the last day of the time period specified for Third Reading and final passage for House and Senate measures, a motion to reconsider, lodged either upon that same day or upon the two (2) prior legislative days, may be offered by any member upon being recognized for such motion by the presiding officer.

(f) On the last day of a session, no motion to reconsider shall be recognized except immediately after a final vote is taken and prior to the consideration of any other business. A member may move to reconsider which motion shall be taken up immediately.

(g) For adoption, a motion to reconsider must receive a majority vote of those elected to and constituting the House. Only one (1) reconsideration of the final vote on a bill, resolution or Emergency Section shall be allowed. Except as otherwise specifically provided in Section 8.13 of these Rules, no question shall be subject to reconsideration in the House.

9.11 - Measures Vetoed By The Governor

(a) When a bill or joint resolution is returned to the House because of a veto by the Governor, a motion to vote to override the veto shall be in order at any time.

(b) A motion to vote to override a veto by the Governor is debatable. Such debate shall be limited to thirty (30) minutes, equally divided between the proponents and opponents of the question, provided that no member may speak for more than ten (10) minutes.

(c) Prior to consideration of a motion to override the Governor's veto, if the returned bill or joint resolution was accompanied by a message of explanation, such message shall be published to the House of Representatives as determined by the presiding officer.

9.12 - Quorum

(a) If, at any time during the daily sessions of the House, a member recognized by the presiding officer raises a question as to the presence of a quorum, the presiding officer shall, without debate, forthwith direct that the electronic voting machine be activated to determine the presence or absence of a quorum, and shall announce the result.

(b) Whenever it shall be ascertained that a quorum is not present, the members present may, by motion adopted by a majority of those voting, direct the Chief Sergeant at Arms to request and, if necessary, to compel the presence of absent members, which motion shall be considered without debate. Pending its execution and until a quorum shall be present, no motion or debate, except to adjourn to a day and time certain, shall be in order.

RULE TEN

MOTIONS

10.1 - Precedence of Motions

When a question shall be under consideration, no motion shall be received except as hereinafter specified, which motion shall have precedence in the order stated, and shall be amendable or not amendable, debatable or not debatable, as set forth below:

(a) Privileged Motions

To adjourn to a time certain (amendable - not debatable)

Questions and motions of privilege (as governed by Section 9.5 of these Rules)

To adjourn (not amendable - not debatable)

To recess (amendable - not debatable)

Call of the House (not amendable - not debatable; see Section 10.5 of this rule)

To work under the Call of the House (not amendable - not debatable; see Section 10.5 of this rule)

Question of presence of quorum (not amendable - not debatable)

To table (not amendable - not debatable)

(b) Incidental Motions

Appeals (not amendable - not debatable, except as governed by Section 9.2 of these Rules)

Requests for leave to withdraw a motion or question under consideration (not amendable - not debatable; see Section 10.4 of this rule)

Suspension of the Rules (not amendable - not debatable)

Objection to consideration of a question (not amendable - not debatable)

Method of consideration (amendable - not debatable)

Question of priority (not amendable - not debatable)

Reading of papers (not amendable - debatable)

(c) Subsidiary Motions

To advance from General Order (not amendable - not debatable)

To put the Previous Question (not amendable - not debatable)

To Advance the Question (not amendable - not debatable)

To postpone to a time certain (amendable - debatable)

To commit without instructions (not amendable - not debatable)

To amend (amendable - debatable)

To postpone indefinitely (not amendable - debatable)

(d) Main Motions

A main motion shall be defined as a substantive proposal such as a bill, resolution or any other question which requires passage, adoption, rejection, approval or disapproval by the House of Representatives.

Main questions include but are not limited to the following and shall rank in the following order:

To reconsider (not amendable - debatable)

To rescind (not amendable - debatable)

To adopt a conference committee report/joint committee report (not amendable - debatable)

To reject a conference committee report/joint committee report (not amendable - debatable)

To reject a conference committee report/joint committee report with instructions (instructions amendable - debatable)

To commit with instructions (instructions amendable - debatable)

Any other main question not specifically listed shall be taken up in the order offered.

10.2 - Motions in Writing

Every motion shall be rendered in writing as ordered by the presiding officer and may be read by the clerk before debate or vote if so ordered by the presiding officer. All motions shall be put by the presiding officer prior to debate and prior to ordering the vote.

10.3 - Vote Required for Adoption of Motions

Except as otherwise specifically required by these Rules, or required by the Oklahoma Constitution, any motion, for adoption, need only receive a majority of those voting, a quorum being present.

10.4 - Withdrawal of Motions

(a) Except as provided in paragraph (b) of this section, prior to commencement of debate thereon, or prior to action being taken thereon if there be no debate, any motion may be withdrawn by the member making same. Otherwise, such motion may be withdrawn only upon adoption of a motion to withdraw same.

(b) When a bill or resolution is under consideration within the House, the principal author or the member designated to present the bill or resolution on behalf of the principal author may withdraw said measure at any time prior to the vote being ordered on adoption of a recommendation or final passage of the bill or resolution.

10.5 - Call of the House

(a) Call of the House may be moved at any time by any member, but must be seconded by fifteen (15) members. If such motion prevails, the business pending shall be suspended, the roll shall be taken, and the names of the absentees ascertained. The Chief Sergeant at Arms shall then be directed by the presiding officer to compel the attendance of the absent members. After one (1) hour has expired, the roll shall again be taken and absent members noted in the Journal, and the business suspended upon the roll call shall proceed. If, however, before the expiration of the hour, all absent

members, not otherwise excused, shall appear, the business pending shall then proceed.

(b) If a Call of the House be ordered, a motion to "work under the Call of the House" shall be in order and, if adopted, the House shall proceed with any other business at hand except that interrupted by a Call of the House.

(c) The Speaker, seconded by five (5) members, may move a Call of the House and send for absent members, provided there be not a quorum present. In all cases where an absent member shall be sent for and fails to attend in obedience to the summons, the report of the Chief Sergeant at Arms shall be entered in the Journal.

RULE ELEVEN

GENERAL PROVISIONS

11.1 - Nominations

(a) Nominations which require House confirmation shall be referred by the Speaker to a standing or special committee for consideration.

(b) Committee reports on nominations shall be combined for consideration by the House. To be approved by the House, the combined report shall be adopted by a majority of the members of the House. At the request of any member, a nominee shall be separated from the combined report and considered individually by the House. The Majority Floor Leader shall be responsible for preparation and submission of the combined report.

11.2 - Investigations

(a) No special committee established for the purpose of considering articles of impeachment or any other type of investigation shall be formed unless first authorized by a House resolution or by the Speaker.

(b) If authorized by House resolution, the resolution shall define the duties and time period during which the committee shall exist. Any member or members requesting the investigation shall not serve as chairperson of the special committee.

(c) Special committees established under this section shall, upon convening, adopt such rules and procedures as shall be determined by the committee to be in the best interest of the House of Representatives.

11.3 - Distribution Within House of Representatives

(a) No object or item of literature shall be distributed on the House Floor in anticipation of or while the House is meeting in session except upon the sponsorship of a member of the House of Representatives whose name shall appear on each individual object or item of literature to be distributed.

(b) All objects or items of literature distributed within the areas of the Capitol Building assigned to the House of Representatives shall display the name of the person or entity distributing such materials.

11.4 - Honorary Appointments

No honorary appointments shall be recorded in the House Journal.

11.5 - Lobbying

(a) All lobbying activities directed at the House shall be governed by Sections 4249 through 4255 of Title 74 of the Oklahoma Statutes and such other applicable rules lawfully promulgated by the Oklahoma Ethics Commission.

(b) No monetary contributions shall be accepted by any member or his or her staff on Capitol property at any time.

11.6 - Designated Smoking Areas

No person shall smoke within those parts of the Capitol Building assigned to the House. Members, employees or visitors wishing to smoke shall use designated smoking areas inside or outside the Capitol building.

11.7 - Members of the Press

No persons shall be admitted to the House press gallery except members and staff of the House, members of the press bearing permits signed by the Speaker and the chairpersons of the Capitol Press

organizations and guests with the written permission of the Speaker and the chairpersons of the Capitol Press organizations.

11.8 - Legislative Records

(a) Records that are required to be created by these Rules or that are of vital, permanent or archival value shall be maintained in the Office of the Clerk. Whenever necessary, but no more often than annually or less often than biennially, records required to be maintained shall be archived with the Oklahoma Department of Libraries.

(b) Other records that are no longer needed for any purpose and that do not have sufficient administrative, legal or fiscal significance to warrant their retention shall be disposed of systematically.

(c) A digital recording shall be made of each day's session by the Office of the Clerk which shall be compiled and stored on a digital device suitable for archival purposes.

(d) The committee staff assigned to each existing committee shall ensure compliance with this Rule for all records created or received by the committee or for a former committee whose jurisdiction has been assigned to the committee.

(e) The Speaker and all House officers, under the direction of the Speaker, shall ensure compliance with this Rule for all records created or received by their respective offices and their predecessors in office.

11.9 - Technical Corrections

(a) The Office of Engrossing and Enrolling is authorized to correct misspelled words, citations, doublets or repeated words when engrossing House bills or joint resolutions, or House amendments to engrossed Senate bills or joint resolutions.

(b) When engrossing or enrolling House bills or joint resolutions, preparing House amendments to engrossed Senate bills or joint resolutions and when preparing committee reports, the House staff is authorized to:

1. remove sections from a bill or joint resolution labeled as amendatory but which consist entirely of existing law and contain no amendments to the existing law;

2. incorporate amendments to sections of law in the bill or joint resolution which are contained in legislation enacted previously during the same legislative session and amending the same sections of law and repeal such previous versions of the section at issue if, in the opinion of the House legal staff, the incorporation of such amendments and repeal of the previous version would clearly not conflict with the amendments contained in the legislation at issue;

3. modify sections of such measures which provide for a measure to become effective on July 1 or on a date earlier than ninety (90) days after the date of anticipated sine die adjournment to read to reflect an effective date of ninety (90) days after the date of actual sine die adjournment, or to delete such sections, if the emergency clause has failed to receive the required number of votes for passage; and

4. delete sections of such measures which provide for a measure to become effective on a date prior to such engrossment or enrollment.

11.10 - Convening Restriction

No legislative day shall begin between the hours of 12:00 midnight and 8:00 a.m. on any calendar day.

11.11 - Security

Upon convening in regular or special session, no member of the House of Representatives, without the express permission of the Chief Sergeant at Arms, shall enter upon the roof of the Capitol building within the areas adjacent to the hall of the House.

RULE TWELVE

ADJOURNMENT OR RECESS

12.1 - Motion to Adjourn or Recess

(a) When a motion to adjourn or recess is adopted, no member or officer shall leave said member's or officer's place until the adjournment or recess shall be declared by the presiding officer.

(b) When the House adjourns it shall be to 1:30 p.m. of the succeeding legislative day unless another day and/or hour be specifically named, which day and/or hour shall be entered in the Journal.

(c) A motion to adjourn or recess shall always be in order when the floor can be obtained for that purpose. When a vote is being taken, a motion to adjourn or recess shall not be in order. When it is apparent to the presiding officer that the motion to adjourn or recess is being made for the purpose of delay and such motion has been voted in the negative, within the next preceding ten (10) minutes, the presiding officer, in the discretion of the presiding officer, may rule the motion out of order as being dilatory.

(d) A legislative day shall be adjourned no later than 12:00 midnight of the calendar day that it began.

12.2 - Absence of a Quorum

In the absence of a quorum, the Speaker with three (3) members shall be a sufficient number to adjourn.

12.3 - Sine Die Adjournment

The date and time of sine die adjournment of each Regular Session of the Legislature shall be fixed by motion or resolution. Once the date and time so fixed has arrived, no further business shall be conducted by the House and the presiding officer shall declare the House adjourned sine die.

RULE THIRTEEN

INTERIM STUDIES

13.1 - Interim Studies

(a) When the Legislature is not in session, the Speaker shall have the authority to direct committees to make interim studies for such purposes as the Speaker may designate.

(b) The Speaker shall provide to the Clerk of the House a copy of interim charges made to a standing or select committee.

(c) The committees shall meet as often as necessary to transact effectively the business assigned to them and may continue to exercise the oversight and investigatory powers granted in Section 7.13 of these Rules.

13.2 - Requests for Interim Study

No resolution requesting or authorizing an interim study of any matter or proposition by the House, or a committee thereof, shall be introduced in or considered by the House. All such requests for interim study shall be submitted on request forms available to any member in the office of the Clerk of the House.

13.3 - Quorum

During a legislative interim, no committee shall take any final action unless a quorum of the membership of the committee is present.

13.4 - Meeting Notice

During a legislative interim, published notice of any interim committee meeting shall be given at least ten (10) days prior to the meeting. The staff of the House shall publish the meeting notices required by this section. The ten-day notice requirement of this section shall not apply to a committee or subcommittee meeting with a Senate committee or subcommittee on an interim study assigned for joint study.

RULE FOURTEEN

RULES

14.1 - Suspension or Amendment of Rules

(a) These Rules may be amended by a two-thirds (2/3) vote of those elected to and constituting the House; provided any amendment to the Rules recommended by the Committee on Rules shall be effective if approved by a majority of the members elected to and constituting the House.

(b) If the Committee on Rules shall recommend revisions or amendments to the Rules, the House shall be given one (1) day's prior notice before consideration of the recommended changes may commence.

(c) Two-thirds (2/3) of the members elected to and constituting the House may suspend the Rules, or a portion thereof, but a motion for that purpose shall be decided without debate.

14.2 - Parliamentary Authorities

Any parliamentary questions not provided for by the Oklahoma Constitution or these Rules shall be governed by the ruling of the Speaker. The Speaker may publish these substantive rulings in a volume of precedents. In making his or her ruling, the Speaker may rely upon, but is not bound by, these published rulings or other parliamentary authorities, including, but not limited to, the 2000 edition of *Mason's Manual of Legislative Procedure*.

14.3 - Rules Effective

(a) These Rules shall be in full force and effect for the duration of the 53rd Oklahoma Legislature, unless amended, as provided herein.

(b) Upon convening for a Special or Extraordinary Session, the time constraints contained in Section 8.6 of these Rules for filing main floor amendments and amendments to main floor amendments shall not be applicable.

Adopted by the House of Representatives the 7th day of February, 2011.

Presiding Officer of the House of Representatives

OFFICE OF THE SECRETARY OF STATE

Received by the Secretary of State this 8th **day of** February, **20** 11, **at** 9:22 **o'clock** A **M.**

By: Michelle R. Day