

BIPARTISAN OPERATING AGREEMENT: WASHINGTON

FOR TIED LEGISLATURES IN OTHER STATES AND THE U.S. SENATE

JUNE 17, 2009



BIPARTISAN OPERATING AGREEMENTS WASHINGTON

304	SE RULE NO.	
15	Rule 1	Definitions
16	Rule 2	Chief Clerk to Call to Order
17	Rule 3	Election of Officers
18	Rule 4	Powers and Duties of the Speaker
19	Rule 5	Chief Clerk
20	Rule 6	Duties of Employees
21	Rule 7	Admission to the House
22	Rule 8	Absentees and Courtesy
23	Rule 9	Bills, Memorials and Resolutions - Introductions
24	Rule 10	Reading of Bills
25	Rule 11	Amendments
26	Rule 12	Final Passage
27	Rule 13	Hour of Meeting, Roll Call and Quorum
28	Rule 14	Daily Calendar and Order of Business
29	Rule 15	Motions
30	Rule 16	Members Right to Debate
31	Rule 17	Rules of Debate
32	Rule 18	Ending of Debate - Previous Question
33	Rule 19	Voting
34	Rule 20	Reconsideration
35	Rule 21	Call of the House
36	Rule 22	Appeal from Decision of Chair
37	Rule 23	Standing Committees
38	Rule 24	Duties of Committees
39	Rule 25	Standing Committees - Expenses - Subpoena Power
40	Rule 26	Vetoed Bills
41	Rule 27	Suspension of Compensation
42	Rule 28	Smoking
43	Rule 29	Parliamentary Rules
44	Rule 30	Standing Rules Amendment
45	Rule 31	Rules to Apply for Assembly
46	Rule 32	Legislative Mailings
47	Rule 33	Liquor

Definitions

- Rule 1. "Absent" means an unexcused failure to attend.
- "Term" means the two-year term during which the members as a 4 body may act.
- "Session" means a constitutional gathering of the house in accordance with Article 2 § 12 of the state Constitution.
- 7 "Committee" means any standing, conference, joint, or select 8 committee as so designated by rule or resolution.
- 9 "Bill" means bill, joint memorial, joint resolution, or 10 concurrent resolution unless the context indicates otherwise.

11 Chief Clerk to Call to Order

1

15

29

Rule 2. It shall be the duty of the chief clerk of the previous term to call the house to order and to conduct the proceedings until a speaker is chosen.

Election of Officers

Rule 3. The house shall elect the following officers at the 16 commencement of each term: Its presiding officer, who shall be 17 styled speaker of the house; a speaker pro tempore, who shall serve in absence or in case of the inability of the speaker; and a chief 20 clerk of the house. Such officers shall hold office during all sessions until the convening of the succeeding term: PROVIDED, 21 22 HOWEVER, That any of these offices may be declared vacant by the vote 23 of a constitutional majority of the house, the members voting viva voce and their votes shall be entered on the journal. If any office 24 is declared vacant, the house shall fill such vacant office as 25 hereinafter provided. In all elections by the house a constitutional majority shall be required, the members shall vote viva voce and their votes shall be entered on the journal. (Art. II § 27) 27 28

Powers and Duties of the Speaker

- 30 Rule 4. The speaker shall have the following powers and duties:
- 31 (A) The speaker shall take the chair and call the house to 32 order precisely at the hour appointed for meeting and if a quorum be 33 present, shall cause the journal of the preceding day to be read and 34 shall proceed with the order of business.
- 35 (B) The speaker shall preserve order and decorum, and in case 36 of any disturbance or disorderly conduct within the chamber or 37 legislative area, shall order the sergeant at arms to suppress the 38 same and may order the sergeant at arms to remove any person creating

- 1 any disturbance within the house chamber or legislative area.
- (C) The speaker may speak to points of order in preference to other members, arising from the seat for that purpose, and shall decide all questions of order subject to an appeal to the house by any member, on which appeal no member shall speak more than once without leave of the house.
- 7 (D) The speaker shall sign all bills in open session. (Art. II 8 § 32)
- 9 (E) The speaker shall sign all writs, warrants, and subpoenas 10 issued by order of the house, all of which shall be attested to by 11 the chief clerk.
- 12 (F) The speaker shall have the right to name any member to 13 perform the duties of the chair, but such substitution shall neither 14 extend beyond adjournment nor authorize the representative so 15 substituted to sign any documents requiring the signature of the 16 speaker.
- (G) The speaker, in open session, shall appoint committee the chairs from the majority party of the house and shall appoint members to committees in the same ratio as the membership of the respective parties of the house, unless otherwise provided by law or house rules.
- 22 (H) The speaker shall serve as chair of the rules committee.
- 23 (I) The speaker shall have charge of and see that all officers, 24 attaches, and clerks perform their respective duties.
- (J) The speaker pro tempore shall exercise the duties, powers, and prerogatives of the speaker in the event of the speaker's death, illness, removal, or inability to act until the speaker's successor shall be elected.

29 Chief Clerk

30

31

33

35

36

37

38

39

41

42

43

34

Rule 5. The chief clerk shall perform the usual duties pertaining to the office, and shall hold office until a successor has been elected.

The chief clerk shall employ, upon the recommendation of the employment committee and, subject to the approval of the speaker, all other house employees; the hours of duty and assignments of all house employees shall be under the chief clerk's directions and instructions, and they may be dismissed by the chief clerk with the approval of the speaker. The speaker shall sign and the chief clerk shall countersign all payrolls and vouchers for all expenses of the house and appropriately transmit the same. In the event of the chief clerk's death, illness, removal, or inability to act, the speaker may appoint an acting chief clerk who shall exercise the duties and powers of the chief clerk until the chief clerk's successor shall be

2. All standing committees of the House of Representatives shall have an even number of members and an equal number of Democratic and Republican members.

3. The Democratic and Republican members of each standing committee shall be designated by the Co-Speaker of their respective party. A Co-Speaker may not change the members of a committee from his party without the agreement of the other co-Speaker except when a vacancy exists. For the purpose of this organizational agreement, "vacancy" shall be defined as a vacancy which occurs due to death, removal from office, resignation from office, or enforcement of House Rule 42(c).

4. Each standing committee of the House of Representatives shall have a co-chair and a co-vice-chair, as designated by each Co-Speaker. The co-chairs and co-vice chairs designated by the Democratic Co-Speaker shall preside in the months when the presiding officers of the House are Republican. The co-chairs and co-vice-chairs designated by the Republican Co-Speaker shall preside in the months when the presiding

officers of the House are Democratic.

5. The supplemental salaries of the Chairs of the House Appropriations and the House Judiciary Committees shall be paid to each of the Co-Chairs of the two Committees only during the months in which that Co-Chair is the presiding co-chair of the committee.

6. Subcommittees of standing committees may be appointed; however, there shall be an equal number of Democratic and Republican members on subcommittees. The Co-Chairs of a standing committee shall appoint members of a subcommittee. The co-chair of a subcommittee shall preside in the same months as the co-chair who appointed the subcommittee co-chair.

7. No later than January 15, 1993, the Co-Speakers shall jointly develop and publish uniform rules which shall be followed by all standing committees, subcommittees of standing committees and special committees. Those rules shall be in addition to the rules contained in this organizational agreement.

8. The following rules shall apply to all standing committees and

subcommittees:

a. A quorum of a committee shall consist of 50% of the members appointed

and serving.

b. Members of standing committees may not check-in for a committee meeting and leave their votes. Members of committees may only cast a vote if they are present at the meeting during the vote.

c. Except as otherwise provided in this organizational agreement, it shall require an affirmative vote of a majority of the members of a committee who are appointed

and serving to report a bill to the full House for consideration.

d. Each co-chair shall determine the agenda of the committee during the

month that he or she is presiding.

e. If there is agreement between the co-chairs of a committee to schedule a meeting or hearing outside of Lansing, reimbursable expenses shall be paid out of the funds allocated to the House. If there is no agreement between the co-chairs to schedule a meeting or hearing outside of Lansing, no expenses shall be paid out of House funds.

That if such introduction is within the last ten days of a regular session, it cannot be considered without a direct vote of two-thirds (2/3) of all the members elected to each house with such vote recorded and entered upon the journal. (Art. II § 36)

Any member or member-elect may prefile a bill with the chief clerk commencing twenty (20) days before any session. Prefiled bills

shall be introduced on the first legislative day.

5

6

7

9

10 11

15

16

17 18

19

25

26

27

28 29

30

31

32

33

35

36

37

38 39

40

41

42

43

46 47

48

All bills shall be endorsed with a statement of the title and the name of the member or members introducing the same. The chief clerk shall attach to all bills a substantial cover bearing the title and sponsors and shall number each bill in the order filed. All bills shall be printed unless otherwise ordered by the house.

Any bill introduced at any session during the term shall be 13 eligible for action at all subsequent sessions during the term.

Reading of Bills

Rule 10. Every bill shall be read on three separate days: PROVIDED, That this rule may be temporarily suspended at any time by a two-thirds (2/3) vote of the members present; and that on and after the fifth day prior to the day of adjournment sine die of any 20 session, as determined pursuant to Article II, Section 12 of the state Constitution or concurrent resolution, or on and after the 21 third day prior to the day a bill must be reported from the house as 22 23 established by concurrent resolution, this rule may be suspended by a majority vote.

(A) FIRST READING. The first reading of a bill shall be by title only, unless a majority of the members present demand a reading in full.

After the first reading the bill shall be referred to an appropriate committee.

Upon being reported out of committee, all bills shall be referred to the rules committee, unless otherwise ordered by the house.

The rules committee may, by majority vote, refer any bill in its possession to a committee for further consideration. Such referral shall be reported to the house and entered in the journal under the fifth order of business.

SECOND READING. Upon second reading, the bill number and short title and the last line of the bill shall be read unless a majority of the members present shall demand its reading in full. The bill shall be subject to amendment section by section. amendment shall be considered by the house until it has been sent to the chief clerk's desk in writing, distributed to the desk of each member, and read by the clerk. All amendments adopted during second reading shall be securely fastened to the original bill. amendments rejected by the house shall be passed to the minute clerk, and the journal shall show the disposition of such amendments.

When no further amendments shall be offered, the speaker shall declare the bill has passed its second reading.

- (C) SUBSTITUTE BILLS. When a committee reports a substitute for an original bill with the recommendation that the substitute bill do pass, it shall be in order to read the substitute the first time and have the same printed. A motion for the substitution shall not be in order until the second reading of the original bill.
- (D) THIRD READING. Only the last line of bills shall be read on third reading unless a majority of the members present demand a reading in full. No amendments to a bill shall be received on third reading but it may be referred or recommitted for the purpose of amendment.
- SUSPENSION CALENDAR. Bills may be placed on the second 11 (E) 12 reading suspension calendar by the rules committee if at least two 13 minority party members of the rules committee join in such motion. Bills on the second reading suspension calendar shall not be subject 14 15 to amendment or substitution except as recommended in the committee 16 report. When a bill is before the house on the suspension calendar, 17 the question shall be to adopt the committee recommendations and 18 advance the bill to third reading. If the question fails to receive 19 a two-thirds vote of the members present, the bill shall be referred to the rules committee for second reading. 20
- (F) HOUSE RESOLUTIONS. House resolutions shall be filed with the chief clerk who shall transmit them to the rules committee. If a rules committee meeting is not scheduled to occur prior to a time necessitated by the purpose of a house resolution, the majority leader and minority leader by agreement may waive transmission to the rules committee to permit consideration of the resolution by the house. The rules committee may adopt house resolutions by a sixty percent majority vote of its entire membership or may, by a majority vote of its members, place them on the motions calendar for consideration by the house.
- 31 (G) CONCURRENT RESOLUTIONS. Reading of concurrent resolutions 32 may be advanced by majority vote.

33 Amendments

Rule 11. The right of any member to offer amendments to proposed legislation shall not be limited except as provided in Rule 10(E) and as follows:

- 37 (A) AMENDMENTS TO BE OFFERED IN PROPER FORM. The chief clerk 38 shall establish the proper form for amendments and all amendments 39 offered shall bear the name of the member who offers the same, as 40 well as the number and section of the bill to be amended.
- 41 (B) COMMITTEE AMENDMENTS. When a bill is before the house on 42 second reading, amendments adopted by committees and recommended to 43 the house shall be acted upon by the house before any amendments that 44 may be offered from the floor.

- (C) SENATE AMENDMENTS TO HOUSE BILLS. A house bill, passed by the senate with amendment or amendments which shall change the scope and object of the bill, upon being received in the house, shall be referred to the appropriate committee and shall take the same course as for original bills unless a motion not to concur is adopted prior to the bill being referred to committee.
- 7 (D) AMENDMENTS TO BE GERMANE. No motion or proposition on a 8 subject different from that under consideration shall be admitted 9 under color of amendment; and no bill or resolution shall at any time 10 be amended by annexing thereto or incorporating therein any other 11 bill or resolution pending before the house.
- (E) SCOPE AND OBJECT NOT TO BE CHANGED. No amendment to any bill shall be allowed which shall change the scope and object of the bill. This objection may be raised at any time an amendment is under consideration. The speaker may allow the person raising the objection and the mover of the amendment to provide brief arguments as to the merits of the objection. (Art. II § 38)
- 18 (F) NO AMENDMENT BY REFERENCE. No act shall ever be revised or 19 amended without being set forth at full length. (Art. II § 37)
- 20 (G) TITLE AMENDMENTS. The subject matter portion of a bill 21 title shall not be amended in committee or on second reading. 22 Changes to that part of the title after the subject matter statement 23 shall either be presented with the text amendment or be incorporated 24 by the chief clerk in the engrossing process.

25 Final Passage

38

- Rule 12. Rules relating to bills on final passage are as follows:
- 28 (A) RECOMMITMENT BEFORE FINAL PASSAGE. A bill may be 29 recommitted at any time before its final passage.
- 30 (B) FINAL PASSAGE. No bill shall become a law unless on its 31 final passage the vote be taken by yeas and nays, the names of the 32 members voting for and against the same be entered on the journal of 33 each house, and a majority of the members elected to each house be 34 recorded thereon as voting in its favor. (Art. II § 22)
- 35 (C) BILLS PASSED CERTIFICATION. When a bill passes, it shall 36 be certified to by the chief clerk, said certification to show the 37 date of its passage together with the vote thereon.

Hour of Meeting, Roll Call and Quorum

Rule 13. (A) HOUR OF MEETING. The speaker shall call the house to order each day of sitting at 10:00 A.M., unless the house shall have adjourned to some other hour.

- (B) ROLL CALL AND QUORUM. Before proceeding with business, the 2 roll of the members shall be called and the names of those absent or 3 excused shall be entered on the journal. A majority of all the 4 members elected must be present to constitute a quorum for the 5 transaction of business. In the absence of a quorum, seven members 6 with the speaker, or eight members in the speaker's absence, having chosen a speaker pro tempore, shall be authorized to demand a call of the house and may compel the attendance of absent members in the manner provided in Rule 21(B). For the purpose of determining if a 9 quorum be present, the speaker shall count all members present, 10 (Art. II § 8) whether voting or not. 11
- 12 (C) The house shall adjourn not later than 10:00 P.M. of each 13 working day. This rule may be suspended by a majority vote.

Daily Calendar and Order of Business

- 15 Rule 14. The rules relating to the daily calendar and order of business are as follows: 16
- (A) DAILY CALENDAR. Business of the house shall be disposed of 17 18 in the following order:
- First: Roll call, presentation of colors, prayer, and approval 19 of the journal of the preceding day. 20

Second: Introduction of visiting dignitaries.

22 Third: Messages from the senate, governor, and other state 23 officials.

Fourth: Introduction and first reading of bills, memorials, joint resolutions, and concurrent resolutions. 25

Fifth: Committee reports.

14

21

24

26

27

28

34

46

Sixth: Second reading of bills. Seventh: Third reading of bills.

Eighth: Floor resolutions and motions.

29 Ninth: Presentation of petitions, memorials, and remonstrances 30 31 addressed to the Legislature.

Introduction of visitors and other business to be 32 Tenth: 33 considered.

Eleventh: Announcements.

- (B) UNFINISHED BUSINESS. The unfinished business at which the 35 house was engaged preceding adjournment shall not be taken up until 36 reached in regular order, unless the previous question on such 37 unfinished business has been ordered prior to said adjournment. 38
- (C) EXCEPTIONS. Exceptions to the order of business are as 39 40 follows:

The order of business may be changed by a majority vote of (1)41 42 those present.

43 (2) By motion under the eighth order of business, a bill in the rules committee may be placed on the calendar by the affirmative vote 44 of a majority of all members of the house. 45

(3) House resolutions and messages from the senate, governor,

1 or other state officials may be read at any time.

Motions

3 Rule 15. Rules relating to motions are as follows:

- MOTIONS TO BE ENTERTAINED OR DEBATED. No motion shall be 5 entertained or debated until announced by the speaker and every motion shall be deemed to have been seconded. A motion shall be 7 reduced to writing and read by the clerk, if desired by the speaker or any member, before it shall be debated and by the consent of the house may be withdrawn before amendment or action. 9
- 10 (B) MOTIONS IN ORDER DURING DEBATE. When a motion has been 11 made and seconded and stated by the chair, the following motions are in order, in the rank named:
- 13 (1) Privileged motions: Adjourn Adjourn to a time certain Recess to a time certain 16 17 Reconsider 18 Demand for division 19 Question of privilege 20 Orders of the day
- (2) Subsidiary motions: First rank: Question of consideration 23

25

26

28

30

31

32 33

34

Second rank: To lay on the table

For the previous question Third rank: To postpone to a day certain Fourth rank:

To commit or recommit To postpone indefinitely

Fifth rank: To amend

(3) Incidental motions:

Points of order and appeal Method of consideration Suspension of the rules Reading papers Withdraw a motion

35 Division of a question

- (C) THE EFFECT OF POSTPONEMENT MOTIONS TO POSTPONE OR COMMIT. 36 Once decided, no motion to postpone to a day certain, to commit, or 37 38 to postpone indefinitely shall again be allowed on the same day and at the same stage of the proceedings. When a question has been postponed indefinitely, it shall not again be introduced during the 40 session. The motion to postpone indefinitely may be made at any 41 stage of the bill except when on first reading.
- 43 (D) MOTIONS DECIDED WITHOUT DEBATE. A motion to adjourn, to recess, to lay on the table and to call for the previous question

1 shall be decided without debate.

All incidental motions shall be decided without debate, except that members may speak to points of order and appeal as provided in Rule 22.

A motion for suspension of the rules shall not be debatable except that the mover of the motion may briefly explain the purpose of the motion and one member may briefly state the opposition to the motion.

9 (E) MOTION TO ADJOURN. A motion to adjourn shall always be in 10 order, except when the house is voting or is working under the call 11 of the house; but this rule shall not authorize any member to move 12 for adjournment when another member has the floor.

13 Members Right to Debate

- Rule 16. The methods by which a member may exercise his or her right to debate are as follows:
- 16 (A) RECOGNITION OF MEMBER. When any member desires to speak in 17 debate or deliver any matter to the house, the member shall rise and 18 respectfully address the speaker and pause until recognized.
- 19 (B) ORDER OF SPEAKING. When two or more members arise at once, 20 the speaker shall name the one who is to speak.
- (C) LIMITATION OF DEBATE. No member shall speak longer than ten (10) minutes without consent of the house: PROVIDED, That on and after the fifth day prior to the day of adjournment sine die of any session, as determined pursuant to Article II, Section 12 of the state Constitution or concurrent resolution, or on and after the third day prior to the day a bill must be reported from the house as established by concurrent resolution, no member shall speak more than three (3) minutes without the consent of the house. No member shall speak more than twice on the same question without leave of the house: PROVIDED, That the chair of the committee or the mover of the question may close debate if it is consistent with Rule 18 (Previous Ouestion).

33 Rules of Debate

- 34 Rule 17. The rules for debate in the house are as follows:
- 35 (A) QUESTION OF PRIVILEGE. Any member may rise to a question 36 of privilege and explain a personal matter, by leave of the speaker, 37 but the member shall not discuss any pending question in such 38 explanations.
- 39 (B) WITHDRAWAL OF MOTION, BILL, ETC. After a motion is stated 40 by the speaker or a bill, memorial, resolution, petition, or 41 remonstrance is read by the clerk, it shall be deemed to be in 42 possession of the house, but may be withdrawn by consent of the house

- 1 at any time before decision or amendment.
- 2 (C) READING OF A PAPER. When the reading of any paper is 3 called for and is objected to by any member, it shall be determined 4 by a vote of the house.
- (D) DISTRIBUTION OF MATERIALS. Any materials of any nature distributed to the members' desks on the floor shall be subject to approval by the speaker and shall bear the name of at least one member granting permission for the distribution. This shall not apply to materials normally distributed by the chief clerk.
- 10 (E) ORDER OF QUESTIONS. All questions, whether in committee or 11 in the house, shall be propounded in the order in which they are 12 named except that in filling blanks, the largest sum and the longest 13 time shall be put first.
- (F) DIVISION OF POINTS OF DEBATE. Any member may call for a division of a question which shall be divided if it embraces subjects so distinct that one being taken away a substantive proposition shall remain for the decision of the house; but a motion to strike out and to insert shall not be divided. The rejection of a motion to strike out and to insert one proposition shall not prevent a motion to strike out and to insert a different proposition.
- (G) DECORUM OF MEMBERS. While the speaker is putting the question, no member shall walk across or out of the house; nor when a member is speaking shall any member entertain private discourse or pass between the speaking member and the rostrum.
- 25 (H) REMARKS CONFINED. A member shall confine all remarks to 26 the question under debate and avoid personalities. No member shall 27 impugn the motive of any member's vote or argument.
- (I) EXCEPTION TO WORDS SPOKEN IN DEBATE. If any member be called to order for words spoken in debate, the person calling the member to order shall repeat the words excepted to and they shall be taken down in writing at the clerk's table. No member shall be held in answer or be subject to the censure of the house for words spoken in debate if any other member has spoken before exception to them shall have been taken.
- 35 (J) TRANSGRESSION OF RULES APPEAL. If any member, in speaking or otherwise, transgresses the rules of the house the speaker shall, or any member may, call the member to order, in which case the member so called to order shall immediately sit down unless permitted to explain; and the house shall, if appealed to, decide the case without debate; if there be no appeal, the decision of the chair shall prevail.

If the decision be in favor of the member called to order, the member shall be at liberty to proceed; if otherwise, and the case shall require it, the member shall be liable to the censure of the

45 house.

2 3

5

6

7

8

9

10

11

13

14

15

16

17

18

19

21

22

29

30

31

32

33

34

35 36

39

The previous question may be ordered by a two-thirds (2/3) vote of the members present on all recognized motions or amendments which are debatable.

The previous question is not debatable and cannot be amended. The previous question shall be put in this form: "Representative demands the previous question. As many as are in favor of ordering the previous question will say 'Aye'; as many as are opposed will say 'No'."

The results of the motion are as follows: If determined in the negative, the consideration goes on as if the motion had never been made; if decided in the affirmative it shall have the effect of cutting off all debate and bringing the house to a direct vote upon the motion or amendment on which it has been ordered: HOWEVER, That when a bill is on final passage or when the motion to postpone indefinitely is pending, one of the sponsors of the bill or the chair of the committee may have the privilege of closing debate after the previous question has been ordered.

If an adjournment is had after the previous question is ordered, 20 the motion or proposition on which the previous question was ordered shall be put to the house immediately following the approval of the journal on the next working day, thus making the main question privileged over all other business, whether new or unfinished.

Voting 24

Rule 19. (A) PUTTING OF QUESTION. The speaker shall put the 25 26 question in the following form: "The question before the house is (state the question). As many as are in favor say 'Aye'; and after 27 the affirmative vote is expressed, "as many as are opposed say 'No'." 28

(B) ALL MEMBERS TO VOTE. Every member who was in the house when the question was put shall vote unless, for special reasons, excused by the house.

All motions to excuse a member shall be made before the house divides or before the call for yeas and nays is commenced; and any member requesting to be excused from voting may make a brief and verbal statement of the reasons for making such request, and the question shall then be taken without further debate.

Upon a division and count of the house on the question, only 37 members at their desks within the bar of the house shall be counted. 38

- CHANGE OF VOTE. When the electric roll call machine is 40 used, no member shall be allowed to vote or change a vote after the speaker has locked the roll call machine. When an oral roll call is 41 taken, no member shall be allowed to vote or change a vote after the 42 result has been announced. 43
- (D) PRIVATE INTEREST. No member shall vote on any question 44 which affects that member privately and particularly. A member who 45 has a private interest in any bill or measure proposed or pending

- 1 before the legislature shall disclose the fact to the house of which he is a member, and shall not vote thereon. (Art. II § 30)
- INTERRUPTION OF ROLL CALL. Once begun, the roll call may not be interrupted. No member or other person shall visit or remain at the clerk's desk while the yeas and mays are being called. 5
- YEAS AND NAYS RECORDED VOTES. Upon the final passage of any bill, the vote shall be taken by yeas and nays and shall be recorded by the electric voting system: PROVIDED, HOWEVER, That an 7 oral roll call shall be ordered when demanded by one-sixth (1/6) of 9 the members present. (Art. II § 21) 10

The speaker may vote last when the yeas and nays are called. When the vote is by electric voting machine or by oral roll call on any question, it shall be entered upon the journal of the house. 13 A recorded vote may be compelled by one-sixth (1/6) of the members present. A request for a recorded vote must be made before the vote is commenced.

- TIE VOTE, QUESTION LOSES. In case of an equal division, 17 18 the question shall be lost.
- 19 DIVISION. If the speaker is in doubt, or if division is 20 called for by any member, the house shall divide.

Reconsideration 21

Rule 20. Notice of a motion for reconsideration on the final passage of bills shall be made on the day the vote to be reconsidered was taken and before the house has voted to transmit the bill to the senate.

Reconsideration of the votes on the final passage of bills must be taken on the next working day after such vote was taken: PROVIDED, That on and after the fifth day prior to the day of adjournment sine die of any session, as determined pursuant to Article II, Section 12 of the state Constitution, or concurrent resolution, or on and after the third day prior to the day a bill must be reported from the house as established by concurrent resolution, then reconsideration of votes on the final passage of bills must be taken on the same day as the original vote was taken.

A motion to reconsider an amendment may be made at any time the bill remains on second reading.

Any member who voted on the prevailing side may move for reconsideration or give notice thereof.

A motion to reconsider can be decided only once when decided in the negative.

40 When a motion to reconsider has been carried, its effect shall 41 42 be to place the original question before the house in the exact position it occupied before it was voted upon.

11

12

15 16

22 23

24 25

26

27

28

29 30

31 32

33

35

36

37

39

Rule 21. One-sixth (1/6) of the members present may demand a call of the house at any time before the house has divided or the voting has commenced by yeas and nays.

1

5

6

7

8

9

10

15

16

17

18 19

30

36

- (A) DOORS TO BE CLOSED. When call of the house has been ordered, the sergeant at arms shall close and lock the doors, and no member shall be allowed to leave the chamber: PROVIDED, That the rules committee shall be allowed to meet, upon request of the speaker, while the house stands at ease: AND PROVIDED FURTHER, That the speaker may permit members to use such portions of the fourth floor as may be properly secured.
- 11 (B) SERGEANT AT ARMS TO BRING IN THE ABSENTEES. The clerk 12 shall immediately call a roll of the members and note the absentees, 13 whose names shall be read and entered upon the journal in such manner 14 as to show who are excused and who are absent without leave.

The clerk shall furnish the sergeant at arms with a list of those who are absent without leave, and the sergeant at arms shall proceed to bring in such absentees; but arrests of members for absence shall not be made unless ordered by a majority of the members present.

HOUSE UNDER CALL. While the house is under a call, no 20 business shall be transacted except to receive and act on the report 21 of the sergeant at arms; and no other motion shall be in order except a motion to proceed with business under the call of the house ((or)). 22 23 a motion to excuse absentees, or a motion to dispense with the call 24 of the house. The motion to proceed with business under the call of 25 the house and the motion to excuse absent members shall not be adopted unless a majority of the members elected vote in favor 26 27 28 thereof. The motion to dispense with the call of the house may be adopted by a majority of the members present. 29

Appeal from Decision of Chair

Rule 22. The decision of the chair may be appealed from by any member, on which appeal no member shall speak more than once unless by leave of the house. In all cases of appeal, the question shall be: "Shall the decision of the chair stand as the judgment of the house?"

Standing Committees

Rule 23. The standing committees of the house and the number of members that shall serve on each committee shall be as follows:

14	1.	Agriculture & Ecology	
15	2.	Appropriations	
16	3.	Capital Budget	8
17	4.	Children & Family Services 1	0
18	5.	Commerce & Labor	8
19	6.	Criminal Justice & Corrections	8
20	7.	Economic Development, Housing & Trade 1	2
21	8.	Education	4
22	9.	<u>Finance</u>	2
23	10.	Financial Institutions & Insurance	2
24	11.	Health Care	2
25	12.	Higher Education	8
26	13.	Judiciary	2
27	14.	Local Government	8
28	15.	Natural Resources	2
29	16.	<u>Rules</u>	
30	17.	State Government	8
31	18.	Technology, Telecommunications & Energy 1	4
32	19.	Transportation	8
33	Committee	members shall be selected by each party's caucus. The	le
34	majority p	party caucus shall select all committee chairs.	

Duties of Committees

Rule 24. House committees shall operate as follows:

- (A) NOTICE OF COMMITTEE MEETING. The chief clerk shall make public the time, place and subjects to be discussed at committee meetings. All public hearings held by committees shall be scheduled at least five (5) days in advance and shall be given adequate publicity: PROVIDED, That when less than eight (8) days remain for action on a bill, the Speaker may authorize a reduction of the five-day notice period when required by the circumstances, including but not limited to the time remaining for action on the bill, the nature of the subject, and the number of prior hearings on the subject.
- (B) COMMITTEE QUORUM. A majority of any committee shall constitute a quorum for the transaction of business.

- (C) SESSION MEETINGS. No committee shall sit while the house is in session without special leave of the speaker.
 - (D) DUTIES OF STANDING COMMITTEES.
 - (1) Only such bills as are included on the written notice of a committee meeting may be considered at that meeting except upon the vote of a majority of the entire membership of the committee to consider another bill.
 - (2) A majority recommendation of a committee must be signed by a majority of the entire membership of the committee in a regularly called meeting before a bill, memorial, or resolution may be reported out: PROVIDED, That by motion under the eighth order of business, a majority of the members elected to the house may relieve a committee of a bill and place it on the second reading calendar.

Majority recommendations of a committee can only be "do pass," "do pass as amended," or that "the substitute bill be substituted

therefor and that the substitute bill do pass."

(3) Members of the committee not concurring in the majority report may prepare a written minority report containing a recommendation of "do not pass" or "without recommendation," which shall be signed by those members of the committee subscribing thereto, and submitted with the majority report.

(4) All committee reports shall be spread upon the journal. The journal of the house shall contain an exact copy of all committee reports, together with the names of the members signing such reports.

- (5) Every vote to report a bill out of committee shall be taken by the yeas and nays, and the names of the members voting for and against, as well as the names of members absent, shall be recorded on the committee report and spread upon the journal. Any member may call for a recorded vote, which shall include the names of absent members, on any substantive question before the committee. A copy of all recorded committee votes shall be kept by the chief clerk and shall be available for public inspection.
- (6) All bills having a direct appropriation shall be referred to the appropriate fiscal committee before their final passage. For purposes of this subsection, fiscal committee means the appropriations, capital budget, finance, and transportation ((policy and budget)) committees.

(7) No standing committee shall vote by secret written ballot on

any issue.

 (8) During its consideration of or vote on any bill, resolution, or memorial, the deliberations of any standing committee of the house of representatives shall be open to the public.

(9) A standing committee to which a bill was originally referred shall, prior to voting the bill out of committee, consider whether the bill authorizes rule-making powers or requires the exercise of rule-making powers and, if so, consider:

(a) The nature of the new rule-making powers; and

(b) To which agencies the new rule-making powers would be delegated and which agencies, if any, may have related rule-making powers.

3

5

7

8

9

10

11

12

13

14

15

17

18

19

20

21 22

23

24

25

26

27

28

29

30

31

32

33

34 35

37

38

39

40

42

43

46

47

Rule 25. Regardless of whether the legislature is in session, members of the house may receive from moneys appropriated for the legislature, reimbursement for necessary travel expenses, and payments in lieu of subsistence and lodging for conducting official business of the house.

The standing committees of the house may have the powers of subpoena, the power to administer oaths, and the power to issue commissions for the examination of witnesses in accordance with the provisions of chapter 44.16 RCW. Before a standing committee of the house may issue any process, the committee chairperson shall submit for approval of the executive rules committee a statement of purpose setting forth the name or names of those subject to process. process shall not be issued prior to approval by the executive rules committee. The process shall be limited to the named individuals.

Vetoed Bills 16

Veto messages of the governor shall be read in the Rule 26. house and entered upon the journal. It shall then be in order to proceed to reconsider the bill, refer it, lay it on the table, or postpone its consideration to a day certain.

The merits of the bill may be debated before the vote is taken,

but the vote on a vetoed bill cannot be reconsidered.

In case of a bill containing several sections or items, one or more of which has been objected to by the governor, each section or item so objected to shall be voted upon separately by the house.

Action by the house upon all vetoed bills shall be endorsed upon

the bill and certified by the speaker.

Vetoed bills originating in the house, which have not been passed notwithstanding the veto of the governor, shall remain in the custody of the officers of the house until the close of the term, after which they shall be filed with the secretary of state.

Suspension of Compensation

(1) Any member of the house of representatives convicted and sentenced for any felony punishable by death or by imprisonment in a Washington state penal institution shall, as of the time of sentencing, be denied the legislative salary for future service and be denied per diem, compensation for expenses, office space facilities, and assistance. Any member convicted of a felony and sentenced therefor under any federal law or the law of any other state shall, as of the time of sentencing, be similarly denied such 41 salary, per diem, expenses, facilities, and assistance if either (a) such crime would also constitute a crime punishable under the laws of Washington by death or by imprisonment in a state penal institution, 44 or (b) the conduct resulting in the conviction and sentencing would 45 also constitute a crime punishable under the laws of Washington by death or by imprisonment in a state penal institution. (2) At any time, the house may vote by a constitutional

majority to restore the salary, per diem, expenses, facilities, and assistance denied a member under subsection (1). If the conviction of a member is reversed, then the salary, per diem, and expense amounts denied the member since sentencing shall be forthwith paid, and the member shall thereafter have the rights and privileges of other members.

7 Smoking

Rule 28. Smoking of cigarettes, pipes, or cigars shall not be 9 permitted at any public meeting of any committee of the house of 10 representatives or within House facilities.

"No smoking" signs shall be posted so as to give notice of this

12 rule.

11

17

24

28

13 Parliamentary Rules

Rule 29. The rules of parliamentary practice comprised in Reed's Parliamentary Rules shall govern all cases in which they are not inconsistent with the standing rules and orders of the house.

Standing Rules Amendment

Rule 30. Any standing rule may be rescinded or changed by a majority vote of the members elected: PROVIDED, That the proposed change or changes be submitted at least one day in advance in writing to the members together with notice of the consideration thereof. Any standing rule may be suspended temporarily by a two-thirds (2/3) vote of the members present except as provided in Rule 10.

Rules to Apply for Assembly

Rule 31. The permanent house rules adopted at the beginning of the term are to govern all acts of the house during the course of the term unless amended or repealed.

Legislative Mailings

Rule 32. The house of representatives directs the house executive rules committee to adopt procedures and guidelines to ensure that all legislative mailings at public expense are for legitimate legislative purposes.

33 Liquor

Rule 33. The House of Representatives shall strictly adhere to the liquor laws of the state of Washington, including provisions relating to banquet and special occasion permits. The proper permits 1 must always be obtained before consumption of liquor in any house 2 facility.

APPENDIX TO HOUSE RULES

The House of Representatives of the fifty-sixth legislature, being composed of an equal number of members of each major political party, acknowledges that this extraordinary circumstance requires extraordinary rules of procedure which provide for bipartisan control and responsibility, ensure fairness and promote cooperation.

The following Appendix Rules A-1 through A-6 shall not be operative in the event that a candidate for speaker receives a constitutional majority of the votes of the membership of the House.

12 RULE A-1. HOUSE RULES

Reed's Parliamentary Rules and the Rules of the House of Representatives are hereby superseded to the extent they are inconsistent with the rules set forth in this appendix.

All references to speaker, speaker pro tempore, or chief clerk in Reed's Parliamentary Rules or the House Rules shall be held to refer to the co-speakers, co-speakers pro tempore, and co-chief clerks, respectively.

20 RULE A-2. ELECTION OF OFFICERS

The House shall elect the following officers at the commencement of the fifty-sixth legislature: Co-speakers, who shall be styled democratic speaker and republican speaker, co-speakers pro tempore, who shall be styled democratic speaker pro tempore and republican speaker pro tempore, and co-chief clerks.

In all elections each member shall be allowed one vote and the two candidates receiving the highest number of votes shall be declared elected.

29 RULE A-3. DUTIES OF OFFICERS

30

31

33

34

35

36

37

38

39

40

41

42

43

44

45

46

(A) Co-Speakers - The co-speakers shall jointly perform the duties and responsibilities of the speaker of the House and may represent the entire house in that capacity. The powers of the speaker may not be exercised individually by a co-speaker without the prior agreement of both co-speakers.

The co-speakers shall agree upon a procedure for dividing the duties of the chair and may jointly designate a co-speaker protempore, co-chief clerk, or any member to perform the duties of the chair, but such substitution shall not extend beyond an adjournment. All acts, resolutions, and other documents requiring the signature of the speaker shall be signed by both co-speakers.

Decisions regarding administration and operation of the House of Representatives shall be made jointly by the co-speakers or their designees. These decisions shall include, but not be limited to: Referral of bills to committee; appointment of conference committees; approval of house expenditures; approval of travel; decisions on points of order; employment and removal of employees; and designation

- 1 of persons who shall act as representatives for the public press.
- (B) Co-Chief Clerks The co-chief clerks shall jointly perform the duties and responsibilities of the chief clerk of the House of Representatives. The powers of the chief clerk may not be exercised individually by a co-chief clerk without the prior agreement of both
- 6 co-chief clerks. All acts, resolutions, and other documents
- 7 requiring the signature of the chief clerk shall be signed by both

8 chief clerks.

9

22

23

24

25

26

27

28

30

31

32

33

34

35

36

45

RULE A-4. COMMITTEES

The various standing committees of the House of Representatives 11 shall have co-chairs, a democratic chair named by the democratic 12 caucus and a republican chair named by the republican caucus.

The co-chairs shall jointly perform the duties and 13 responsibilities of the committee chair, including committee 14 administration, staff assignments, and scheduling. The co-chairs 15 shall agree upon a procedure for dividing the duties of presiding at 16 committee meetings. The powers of the chair may not be exercised 17 individually by a co-chair without the prior agreement of both co-18 chairs. Each co-chair shall jointly have the right to close debate 19 as provided in Rules 16(C) and 18. 20

21 RULE A-5. VOTING REQUIREMENTS AND PROCEDURES

Notwithstanding any other provision of the Rules of the House of Representatives, a constitutional majority of the members elected shall be required, for adoption of any motion, resolution, or memorial unless a greater majority is required by the Rules of the House or the Constitution: PROVIDED, That the motions to adjourn, recess, and dispense with the call of the House may be adopted by a majority of the members present: PROVIDED FURTHER, That an oral roll call may be ordered, a division called for, or a call of the House demanded as provided in Rules 19(F), 19(H), and 21 respectively.

A vote by a majority of the membership of the standing committee, as defined in Rule 23 shall be required for adoption of any motion, majority report, resolution or memorial unless a greater majority is required by the Rules of the House or the Constitution: PROVIDED. That the motions to adjourn and recess may be adopted by a majority of the members present: PROVIDED FURTHER. That a roll call may be ordered as provided for in Rule 24(D)(5).

may be ordered as provided for in Rule 24(D)(5).

When the electric roll call machine is used, the members shall

be given at least one and one-half minutes to vote. This time

limitation may be waived by a majority vote of the members elected

41 before the vote is commenced.

42 RULE A-6. HOUSE ADMINISTRATION

All vouchers for payrolls and expenses of the House shall be 44 signed by both co-chief clerks.

All supplies for the use of the House shall be furnished upon

1	requisitions signed by both co-chief clerks.
2 3 4	I hereby certify this to be a true and correct copy of Resolution 4600 adopted by the House of Representatives January 11, 1999.
5 6	Timothy A. Martin, Co-Chief Clerk
7 8	Dean R. Foster, Co-Chief Clerk