

# TABLE OF CONTENTS

---

FOREWORD.....	xxix
DEDICATIONS .....	xxxix
NCSL, ASLCS AND THE COMMISSION .....	xxxiii
LIST OF MOTIONS .....	xxxv
INTRODUCTION.....	1

## PART I

### PARLIAMENTARY LAW AND RULES

#### Chapter 1—Rules Governing Procedure

##### Sec.

1. Necessity for Rules of Procedure.....	9
2. Right to Regulate Procedure.....	11
3. Each House Determines the Rules of Its Own Proceedings.....	12
4. Sources of Rules of Procedure.....	14

#### Chapter 2—Constitutional Provisions Governing Procedure

##### Sec.

6. Legislative Procedure Is Controlled by Constitutional Provisions .....	17
7. Constitutional Requirements Concerning Procedure Must Be Complied With.....	17

#### Chapter 3—Adopted Rules Governing Procedure

##### Sec.

10. Right to Adopt Rules.....	19
11. Joint Rules.....	20
12. Rules Must Conform to Constitutional Provisions .....	21
13. Right to Change Rules .....	21

**Sec.**

14. Rules Can Be Suspended .....23  
 15. Failure of a House of the Legislature to Conform  
     to Its Rules Does Not Invalidate Its Acts .....24  
 16. Fraud Will Invalidate Acts .....25

**Chapter 4—Statutory Provisions Governing Procedure**

**Sec.**

20. Statutory Provisions.....26

**Chapter 5—Adopted Parliamentary Authority**

**Sec.**

30. Parliamentary Authority Is Usually Adopted.....27  
 31. What Parliamentary Authority Contains .....27  
 32. Effect of Adoption of Parliamentary Authority .....28

**Chapter 6—Parliamentary Law**

**Sec.**

35. Parliamentary Law Defined .....29  
 36. Parliamentary Law Not Determined  
     by Any One Legislative Body .....30  
 37. Parliamentary Law Governs When Other Rules  
     Are Not in Effect .....30  
 38. Source of Parliamentary Law .....32  
 39. Precedents and Usages .....33

**Chapter 7—Principles of Parliamentary Law**

**Sec.**

42. There Are Indispensable Requirements  
     for Making Valid Group Decisions .....36  
 43. Indispensable Requirements for Making  
     Valid Group Decisions .....36  
 44. Parliamentary Law Is a Branch  
     of the Common Law.....39  
 45. Parliamentary Law Is Based on Principles .....40  
 46. Differences Between Public Bodies  
     and Private Organizations .....41

## Table Of Contents

---

### Sec.

47. Parliamentary Law Is Applied Differently in Public Bodies and in Private Associations.....	42
48. Limitations on Powers.....	43
49. Right to Act for a Body—Quorum.....	44
50. Majority Control.....	45
51. Delegation of Powers.....	46
52. Equality of Members.....	48
53. There Should Be a Definite Rule.....	48
54. Use of Technical Rules.....	48
55. Most Direct and Simple Procedure Should Be Followed.....	49
56. One Proposition at a Time.....	49
57. The Immediately Pending Question.....	49
58. Precedence of Motions.....	50
59. Application of One Motion to Another.....	51
60. Right to Debate.....	51
61. Interruption of Members Speaking.....	52
62. Seconds Not Required.....	53
63. Debatability of Motions.....	54
64. Amendability of Motions.....	55
65. Finality of Actions.....	55
66. Changing Actions Already Taken.....	56
67. Renewal of Motions.....	57

## Chapter 8—Powers of Courts with Reference to Legislative Procedure

### Sec.

71. Courts Cannot Interfere with Rule-Making Powers of Legislative Bodies.....	59
72. Legislative Policy Is Not Within Control of the Courts ....	60
73. Powers of Courts over Legislative Bodies Generally .....	62

**PART II**  
**DEBATE**

**Chapter 9—What Is Debatable**

**Sec.**

80. Purpose of Debate .....	67
81. What Motions Are Debatable.....	68
82. What Motions Are Not Debatable.....	69
83. Motions That Permit Limited Debate .....	70
84. Motions That Open the Main Question to Debate .....	71
85. Questions or Suggestions Are Not Considered Debate .....	72

**Chapter 10—Right to the Floor**

**Sec.**

90. Right to Debate Questions .....	73
91. Recognition of Members .....	74
92. Interruption of a Member Who Is Speaking .....	76
93. Place of Speaking.....	77
94. Right of Member to Hold the Floor .....	78
95. Yielding the Floor in Debate .....	78
96. Right of Presiding Officer to the Floor .....	79

**Chapter 11—Debate on Question**

**Sec.**

100. There Must Be a Question Before the House to Permit Debate .....	80
101. Debate Is Limited to the Question Before the House .....	81
102. A Member Has a Right to Speak Only Once on a Question .....	83
103. Member Sponsoring a Question Closing Debate .....	84

**Chapter 12—Conduct of Debate**

**Sec.**

110. Addressing Members or Presiding Officer.....	86
111. Reference to Executive, to Other House, or Questions Before the Courts.....	87

**Sec.**

112. Reading Papers .....87  
113. Consideration by Paragraph .....89  
114. Asking Questions of Members.....91

**Chapter 13—Decorum in Debate**

**Sec.**

120. Equality of Members in Debate.....94  
121. Breaches of the Order of the House.....94  
122. Procedure Under Call to Order .....96  
123. Use of Disorderly Words in Debate .....97  
124. Personalities Not Permitted in Debate .....99  
125. Personal Disputes Between Members.....100  
126. Complaints Against the Presiding Officer .....100

**Chapter 14—Closing Debate**

**Sec.**

130. Bringing Question to Vote .....102  
131. Cutting Off Debate.....103  
132. Preventing Debate by Putting Questions  
to Vote Prematurely .....104  
133. Debate Is Closed by Putting Question to Vote .....105

**PART III**  
**RULES GOVERNING MOTIONS**

**Chapter 15—Proposals for Action**

**Sec.**

140. Must Be a Definite Proposal for Consideration.....109  
141. The Moving Element in Proposals.....109  
142. Form of Proposals.....110  
143. How Questions May Come Before the Body .....110  
144. Motions as Presenting Questions.....111  
145. Resolutions, Memorials and Orders.....112  
146. Bills.....113  
147. Committee Reports on Presenting Questions .....114  
148. Communications and Petitions .....115  
149. Appeals, Points of Order, Inquiries .....117  
150. Scope of Terms—“Motions” and “Questions” .....117

**Chapter 16—Presentation of Motions**

**Sec.**

155. Time and Manner of Presenting Motions ..... 119

156. Acceptance of Motions ..... 119

157. Seconds to Motions ..... 122

158. Only Motions Having Higher Precedence May Be  
Received During Consideration of a Question ..... 123

159. Main Question May Be Considered Only Once  
at a Session ..... 124

160. Procedural Motions May Be Renewed ..... 125

161. Main Motions May Not Be Renewed ..... 127

162. Demands by Members ..... 129

163. Submission of Double Motions ..... 130

164. Consideration of Motions at a Future Time ..... 131

165. Motions Not Always Required for Routine Business .... 131

**Chapter 17—Classification of Motions**

**Sec.**

175. Classification of Motions Generally ..... 133

176. Privileged Questions ..... 134

177. Incidental Questions ..... 136

178. Subsidiary Questions ..... 138

179. Main Questions ..... 141

180. Dilatory Motions ..... 142

181. There Are an Unlimited Number of Motions ..... 143

182. Use of Classification of Motions ..... 143

183. Precedence with Reference to Main Motions ..... 144

184. Motions Change Precedence According to Use ..... 145

**Chapter 18—List of Motions**

**Sec.**

187. List of Motions ..... 146

**PART IV**  
**RULES GOVERNING PARTICULAR MOTIONS**

**DIVISION 1. PRIVILEGED MOTIONS**

**Chapter 19—Call of the House**

**Sec.**

190. Right to Compel Attendance of Members .....	155
191. Right of Less Than a Quorum to Compel Attendance.....	156
192. Precedence of Call of the House .....	157
193. Who May Order a Call of the House .....	157
194. Motion or Demand for Call of the House.....	158
195. Bringing in Members Under a Call of the House.....	159
196. Proceedings During a Call of the House.....	160
197. Terminating a Call of the House.....	161

**Chapter 20—Motion to Adjourn**

**Sec.**

200. Precedence of Motion to Adjourn.....	162
201. Adjournment When There Is No Provision for Future Meetings .....	162
202. When Motion to Adjourn Is in Order .....	163
203. Adjournment When Time for Future Meetings Is Not Fixed.....	164
204. Right to Adjourn.....	165
205. Form of Motion to Adjourn .....	165
206. Motion to Adjourn Is Not Debatable .....	166
207. Amendment to Motion to Adjourn .....	166
208. Adjournment by Less Than a Quorum .....	167
209. Renewal of Motion to Adjourn .....	168
210. Absence of Quorum Does Not Adjourn Body.....	169

**Chapter 21—Motion to Recess**

**Sec.**

214. Distinction Between Adjournment and Recess .....	170
215. Precedence of Motion to Recess.....	170

**Sec.**

216. Rules Governing Motion to Recess.....170

**Chapter 22—Questions of Privilege**

**Sec.**

220. What Is a Question of Privilege .....173  
 221. Privilege of the House .....174  
 222. Questions of Personal Privilege.....174  
 223. Questions Not Constituting Personal Privilege.....175  
 224. Personal Explanation .....176  
 225. Precedence of Questions of Privilege .....176  
 226. Manner of Raising a Question of Privilege .....177

**DIVISION 2. INCIDENTAL MOTIONS**

**Chapter 23—Appeals**

**Sec.**

230. When an Appeal Is in Order.....178  
 231. Form of Question on Appeal.....180  
 232. Debate on Appeals .....181  
 233. Amendment—Laying an Appeal  
     on the Table.....182  
 234. Vote on Appeal.....182  
 235. Reconsideration of Appeals.....183

**Chapter 24—Points of Order**

**Sec.**

240. Purpose of Points of Order .....184  
 241. When Point of Order May Be Raised .....185  
 242. Limitations on Use of Points of Order.....186  
 243. Form of Point of Order .....187  
 244. Consideration of a Point of Order .....188  
 245. Submission of Point of Order to the House.....188  
 246. Precedence, Subsidiary Motions  
     and Debate of Point of Order .....190

**Chapter 25—Parliamentary Inquiries and Other Requests for Information**

**Sec.**

250. Purpose of Parliamentary Inquiry .....	191
251. Form of Parliamentary Inquiry .....	192
252. Rules Governing Parliamentary Inquiries .....	192
253. Request for Information from Members .....	193
254. Requests Other Than Parliamentary Inquiries .....	194

**Chapter 26—Orders of the Day and Calendar**

**Sec.**

257. Nature of the Call for Orders of the Day .....	196
258. Precedence of Call for the Regular Order or for Orders of the Day .....	197
259. Debate and Application of Other Motions .....	198
260. Effect of Call or Demand .....	198
261. Consideration of Calendar or File .....	199
262. Preparation of the Calendar .....	200
263. General and Special Orders .....	200
264. Motions to Set Special Orders .....	201
265. Special Orders Set for Same Day or Same Hour .....	203
266. Conflict Between Special Orders Made at Different Times.....	203
267. Postponement of Special Order .....	204
268. Special Calendar .....	204
269. Legislative Day .....	205

**Chapter 27—Withdrawal of Motions**

**Sec.**

272. Right to Withdraw Motions .....	206
273. When Consent to Withdraw Is Required .....	206
274. Request for Leave to Withdraw a Question .....	207
275. Motion for Leave to Withdraw a Question.....	208
276. Effect of Withdrawal of Motions .....	208

**Chapter 28—Suspension of the Rules**

**Sec.**

279. Purpose of Suspension of the Rules .....210

280. Suspension of General Parliamentary Rules  
and Adopted Rules.....211

281. Right of Legislative Bodies to Suspend Rules.....211

282. Motion to Suspend the Rules .....212

283. Suspension of the Rules by Unanimous Consent.....213

284. Suspension of the Rules by Implication .....214

285. Vote Required to Suspend the Rules.....214

286. Business in Order Immediately After Suspension  
of the Rules.....215

**Chapter 29—Objection to the Consideration of Questions**

**Sec.**

293. Purpose of Objection to Consideration .....216

294. To What Can Objection to Consideration  
Be Made .....216

295. Who May Raise Objection to Consideration.....217

296. When Objection May Be Made.....217

297. Form of Question on Objection  
to Consideration.....218

298. Debate and Application of Subsidiary Motions  
to Objection to Consideration .....218

299. Vote Required to Sustain Objection  
to Consideration.....218

300. Effect of Objection to Consideration.....219

**Chapter 30—Order and Manner of Considering Questions**

**Sec.**

302. Order of Considering Questions .....220

303. Manner of Considering Questions .....220

304. Debate and Application of Other Motions  
to Questions of Order or Manner  
of Considering Questions .....221

**Chapter 31—Voting, Nominations and Elections**

**Sec.**

306. Motions Relating to Voting .....223  
307. Procedure Relating to Nominations  
and Elections .....223  
308. Motions Relating to Voting, Nominations  
or Elections.....224

**Chapter 32—Division of Question**

*Demand for Division, When Right Is Given*

**Sec.**

310. Single Subject, When Mandatory .....225  
311. When Division of Question Can Be Required.....226  
312. When Right of Division Can Be Suspended.....226  
313. What Questions Can Be Divided .....226  
314. Precedence and Rules Governing Demand  
for a Division.....228

*Division of Questions Where Single Subject or Separate Vote Rule  
Does Not Exist*

**Sec.**

315. When Questions May Be Divided on Motion .....228  
316. The Motion to Divide a Question .....229

**DIVISION 3. SUBSIDIARY MOTIONS**

**Chapter 33—Motion to Lay on the Table (Postpone  
Temporarily)**

**Sec.**

330. Purpose of Motion to Lay on the Table .....231  
331. Application of Motion to Lay on the Table.....231  
332. When Motion to Lay on the Table Is in Order .....232  
333. Precedence of Motion to Lay on the Table.....233  
334. Form of Motion to Lay on the Table .....233  
335. Debate on Motion to Lay on the Table  
and Application of Subsidiary Motions .....233  
336. Vote Required to Lay Question on the Table .....234

**Sec.**

337. Effect of Laying a Question on the Table.....	234
338. Matters Adhering to Main Question When Laid on the Table .....	235
339. Renewal of Motion to Lay on the Table.....	237
340. The Motion to Lay on the Table May Not Be Reconsidered.....	237
341. Taking Question from the Table .....	237
342. Postpone Temporarily.....	238

**Chapter 34—The Previous Question (Vote Immediately)****Sec.**

345. Use of the Previous Question .....	239
346. Motion or Demand for the Previous Question .....	240
347. Form of the Previous Question.....	241
348. Precedence of the Previous Question .....	242
349. Previous Question—Debate and Subsidiary Motions.....	242
350. Vote on the Previous Question .....	243
351. Effect of the Previous Question .....	243
352. Renewal of the Previous Question and Reconsideration .....	244

**Chapter 35—Motions Closing, Limiting or Extending Limits on Debate****Sec.**

355. Nature of Motions Limiting Debate .....	245
356. Application of Motions Limiting Debate.....	245
357. Form of Motions Limiting or Extending Debate .....	246
358. Motions to Close, Limit or Extend Limits on Debate.....	247
359. Effect of Closing or Limiting Debate.....	248
360. Renewal and Reconsideration of Motions Limiting Debate .....	249
361. Other Means of Preventing or Limiting Debate.....	249

**Chapter 36—Motion to Postpone to a Certain Time or  
Definitely**

**Sec.**

365. Application of Motion to Postpone Definitely .....	251
366. Precedence of Motion to Postpone Definitely .....	251
367. Only Pending Question May Be Postponed .....	251
368. Form of the Motion to Postpone Definitely.....	252
369. Limited Debate Permitted on Motion to Postpone Definitely .....	253
370. Application of Subsidiary Motions to Motion to Postpone Definitely .....	253
371. Vote Required on Motion to Postpone Definitely .....	254
372. Reconsideration and Renewal of Motion to Postpone Definitely .....	255
373. Postponed Question May Become an Order of the Day.....	255
374. Definite Distinguished from Indefinite Postponement.....	256

**Chapter 37—Motion to Refer or Commit**

**Sec.**

378. Purpose of Reference to Committee .....	257
379. Precedence of Motion to Refer .....	258
380. Application of Motion to Refer .....	258
381. Reference of Bills to Committee.....	259
382. Correction of Errors in Reference of Bills .....	259
383. Variation from Rule Regarding Reference of Bills .....	259
384. Re-Reference of Bills .....	260
385. Motions to Take from Calendar and Refer.....	260
386. Form of Motion to Refer.....	261
387. Debate and Application of Subsidiary Motions to Motion to Refer.....	262
388. Vote Required to Refer Question to Committee .....	263

**Sec.**

389. Reconsideration and Renewal of Motion  
to Refer.....263

390. Withdrawing Questions from Committee .....264

**Chapter 38—Motion to Amend**

**Sec.**

395. Test of Amendability of Question.....265

396. What Motions May Be Amended.....265

397. Precedence of Motion to Amend  
and of Amendments .....268

398. Decision on Amendment Is Final .....269

399. Laying Motion to Amend on the Table.....270

400. Form of Amendments .....270

401. Frivolous and Improper Amendments .....271

402. Amendments Must Be Germane .....272

403. Withdrawing Amendments and Accepting  
Modifications.....273

404. Amendment of Bills by Committees.....274

405. Correction of Clerical Errors .....274

406. Amendment of Titles of Bills.....274

407. Amendment of Rules.....275

408. Amendment of Amendments .....275

409. Transposition of Provisions by Amendment.....276

410. Amendment by Inserting Words.....276

411. Amendment by Striking Out Words.....277

412. Amendment by Striking Out  
and Inserting Words .....278

413. Amendment by Striking Out  
or Inserting Paragraphs .....279

414. Substitution of Paragraphs.....280

415. Consolidation and Substitution of Measures .....281

416. Alternative Propositions—Filling Blanks .....282

417. Debate on Amendments.....285

418. Vote Required on Amendments.....285

419. Amendment After Governor's Certificate.....285

420. Equivalent Amendments .....286

**Chapter 39—Motion to Postpone Indefinitely**

**Sec.**

430. Use of Motion to Postpone Indefinitely .....	287
431. Precedence of Motion to Postpone Indefinitely .....	288
432. Form of Motion to Postpone Indefinitely .....	288
433. Motion to Postpone Indefinitely Opens Main Question to Debate .....	288
434. Application of Subsidiary Motions to Indefinite Postponement.....	288
435. Vote Required to Postpone Indefinitely .....	289
436. Renewal and Reconsideration of Motion to Postpone Indefinitely .....	290

**DIVISION 4. MAIN MOTIONS**

**Chapter 40—The Main Motion**

**Sec.**

440. What Are Main Motions .....	291
441. Form of Presenting Main Motions.....	291
442. Precedence of Main Motions .....	294
443. Motion to Ratify .....	294
444. Motion to Expunge .....	295
445. Motion to Adjourn Sine Die .....	295

**Chapter 41—Motion to Reconsider**

**Sec.**

450. Right to Reconsider.....	297
451. What Actions Cannot Be Reconsidered .....	299
452. Vested Rights Cannot Be Affected by Reconsideration—Contracts .....	300
453. Election or Confirmation of Officers .....	300
454. Subject of Reconsideration Must Be Within Control of Body .....	302
455. Reconsideration Cannot Be Used to Defeat Requirement of Notice .....	303

**Sec.**

456. Procedural Motions Generally Are Not Subject to Reconsideration but May Be Renewed.....	303
457. Substantive Propositions Are Subject to Reconsideration but May Not Be Renewed.....	304
458. Consideration of Measures Returned by Executive Veto.....	305
459. Reconsideration in Relation to Actions of the Other House.....	305
460. Regulation of Motion to Reconsideration by Rules.....	306
461. When the Motion to Reconsider May Not Be Made ....	307
462. Precedence of Motion to Reconsider .....	308
463. When the Motion to Reconsider May Be Considered...	309
464. Who May Move to Reconsider.....	310
465. Form of Motion to Reconsider.....	311
466. Withdrawing and Renewing Motion to Reconsider.....	312
467. Effect of Making Motion to Reconsider .....	313
468. Effect of Reconsideration .....	314
469. Precedence of Consideration of Motion to Reconsider .....	314
470. Reconsideration of Amendments After Adoption of Measure .....	315
471. Debate on Motion to Reconsider .....	316
472. Application of Subsidiary Motions to Motion to Reconsider.....	317
473. Vote Required for Reconsideration .....	317

**Chapter 42—Motion to Rescind**

**Sec.**

480. Use of the Motion to Rescind.....	318
481. What Actions Can Be Rescinded.....	319
482. Motion to Rescind .....	319
483. Vote Required to Rescind .....	320

**Chapter 43—Procedural Main Motions**

**Sec.**

488. Procedural Main Motions.....	321
-----------------------------------	-----

Sec.	
489.	Motions Relating to Future Procedure.....321
490.	Procedural Motions with Precedence of Main Motions .....322
491.	Withdrawing Bills from Committee .....323
492.	Motion to Take from the Table.....325
493.	Motion to Take from Desk .....327
494.	Motion to Pass on Calendar, Informally Pass or Temporarily Pass.....327
495.	Motion to Dispense with Constitutional Readings .....328

**PART V**  
**QUORUM, VOTING, ELECTIONS**

**Chapter 44—Quorum**

Sec.	
500.	Quorum Must Be Present.....331
501.	Computing a Quorum .....332
502.	Who May Be Counted in Determining a Quorum.....334
503.	Members Present Constitute the Quorum.....336
504.	Question of No Quorum .....337
505.	Procedure on Absence of a Quorum .....338
506.	Less Than Quorum Can Adjourn.....340

**Chapter 45—Vote Required**

Sec.	
510.	Majority of Legal Votes Is Required.....341
511.	More Than Majority of Legal Votes Cast May Be Required.....343
512.	Two-Thirds Vote .....344
513.	Tie Votes and Casting Votes .....347
514.	When a Casting Vote Is in Order .....349
515.	Presumptions as to Effect of Members Not Voting .....351
516.	Illegal Votes .....352
517.	Action Must Be Within Power or Vote Is Ineffective.....353
518.	A Legislative Body Cannot Delegate Its Powers .....354

**Chapter 46—Rules Governing Voting**

**Sec.**

520. A Vote Is Required to Decide a Question .....355  
 521. Members Must Vote Unless Excused .....355  
 522. Members Voting on Questions in Which They  
     Have a Personal Interest.....356  
 523. Putting the Question to Vote.....357  
 524. Points of Order During Voting.....358  
 525. Announcing the Vote .....358  
 526. Recording the Vote.....360  
 527. Correcting the Vote .....360  
 528. Explanation of Vote.....360

**Chapter 47—Manner of Voting**

**Sec.**

530. Manner in Which Votes May Be Taken .....362  
 531. Determining Manner of Voting.....364  
 532. Voice Vote or Viva Voce Vote.....365  
 533. Voting by Division .....368  
 534. Voting by Tellers.....369  
 535. Voting on Roll Call .....369  
 536. Voting by Ballot .....373  
 537. Unanimous Consent .....374  
 538. Absentee Voting .....375

**Chapter 48—Nominations**

**Sec.**

545. Manner of Making Nominations and Motions  
     Relating to Nominations.....377  
 546. Nominations from the Floor .....378  
 547. Nominations by Committee.....378  
 548. Nominations by the Presiding Officer .....379  
 549. Motion to Close Nominations.....379  
 550. Reopening Nominations .....380

**Chapter 49—Elections**

**Sec.**

552. Manner of Voting in Elections.....	381
553. Majority Vote Required for Election.....	382
554. Effective Date of Election.....	383
555. Declining to Accept Elective Position .....	384
556. Vacancies in Office .....	385

**PART VI**  
**LEGISLATIVE BODIES**

**Chapter 50—Election, Certification and Qualification  
of Members, and Discipline and Expulsion of Members**

**Sec.**

559. Evidence of Election of Membership .....	389
560. Each House of a Legislature Is the Judge of the Election and Qualifications of Its Members .....	389
561. Power of Legislatures to Discipline Members.....	394
562. Right of Legislatures to Expel Members.....	396
563. Courts Have Limited Power Concerning Expulsion of Members .....	398
564. Investigation of Charges Against Members .....	399

**Chapter 51—Privilege of Members from Arrest**

**Sec.**

568. Constitutional Basis of Privilege from Arrest .....	401
569. Present Rule Concerning Privilege from Arrest .....	402
570. When Privilege from Arrest Applies.....	403

**Chapter 52—The Presiding Officer**

**Sec.**

575. Duties of Presiding Officer .....	406
576. Refusal of Presiding Officer to Perform Duties .....	408
577. Emergency Power of Presiding Officer.....	409
578. Limitations on Presiding Officer.....	410
579. Selection of Presiding Officer .....	411
580. Motions Affecting Presiding Officer .....	412
581. Removal of Presiding Officer.....	413

**Sec.**

582. Rights of Presiding Officer to Debate, Vote  
and Introduce Business .....413

**Chapter 53—Legislative Officers**

**Sec.**

584. Chief Legislative Officers.....415  
585. Other Officers.....420  
586. Selection and Removal of Officers .....420  
587. Officers Are Responsible Only to Their House.....421

**Chapter 54—Creation and Selection of Committees**

**Sec.**

600. Manner of Creating and Selecting Committees .....422  
601. Appointment by the Presiding Officer.....423  
602. Authority for Removal of Chairs or Members.....424

**Chapter 55—Officers and Quorum of Committees**

**Sec.**

608. Selection of Committee Chairs and Vice Chairs .....425  
609. Acting Chair.....425  
610. Resignation of Chair .....426  
611. Duties of Committee Chairs .....426  
612. Appointment or Election of Other  
Committee Officers .....427  
613. Quorum of Committees.....427

**Chapter 56—Powers of Legislative Committees**

**Sec.**

615. Committees Are Agencies of the House.....429  
616. Proposing Amendments to Bills .....430  
617. Substitute Bills .....431  
618. Introduction of Bills by Committee.....431  
619. Committees Cannot Discipline Members.....432  
620. Instructions to Committees.....432  
621. Papers and Information for Committees.....433  
622. Committees Functioning During Recess  
or After Adjournment .....434

**Chapter 57—Committee Meetings**

**Sec.**

625. Committees Can Act Only When Properly  
Assembled.....435

626. Calls for Committee Meetings.....436

627. Special Meetings.....437

628. Committee Meetings While House Is in Session .....437

629. Attendance of Members at Committee Meetings.....438

630. Committee Meetings Open to the Public .....439

631. Speech to a Committee; Privileged .....439

**Chapter 58—Procedure in Committees**

**Sec.**

632. Committee Procedure Less Formal .....440

633. Consideration of Measures .....441

634. Reconsideration by Committee .....441

635. Authority of Committee with Reference  
to Measures.....441

636. Recessing and Adjournment of  
Committee Meetings .....442

**Chapter 59—Special Committees**

**Sec.**

639. Definition of Special Committee .....443

640. Creation and Membership of Special Committees .....443

641. Instructions to Special Committees .....444

642. Meeting of Special Committees .....444

643. Procedure in Special Committees .....445

644. Reports of Special Committees.....445

645. Discharge or Dissolution of Special Committees .....446

646. Appointment Should Immediately Follow Reference....447

**Chapter 60—Subcommittees**

**Sec.**

650. Appointment, Powers, Etc. of Subcommittees .....448

**Chapter 61—Joint Committees**

**Sec.**

653. Joint Committees Defined.....	450
654. Chairs of Joint Committees.....	450
655. Quorum of Joint Committees .....	450
656. Instructions to Joint Committees .....	451
657. Reports of Joint Committees.....	451
658. Voting in Joint Committees.....	451
659. Joint Meetings of Standing Committees .....	451

**Chapter 62—Committee Reports**

**Sec.**

663. Preparation of Committee Reports .....	452
664. Form of Committee Reports .....	452
665. Authentication of Committee Reports.....	453
666. Presentation of Committee Reports.....	454
667. Committee Recommendations Concerning Bills.....	455
668. Amendments Proposed by Committees.....	456
669. Consideration of Committee Amendments .....	456
670. Consideration of Committee Reports.....	457
671. Presenting Committee Recommendations .....	458
672. Reports of Committees for Information .....	458
673. Motion to “Adopt” Committee Reports .....	459
674. Minority Committee Reports.....	460
675. Improper Committee Reports .....	461
676. Questioning Validity of Committee Reports.....	461
677. Substitute Measures Proposed by Committee .....	462

**Chapter 63—Committee of the Whole and Informal  
Consideration**

**Sec.**

683. Purpose of Committee of the Whole .....	463
684. Chair of Committee of the Whole.....	463
685. Going into Committee of the Whole .....	464
686. Quorum of Committee of the Whole.....	464
687. Procedure in Committee of the Whole.....	464
688. Limitations on Committee of the Whole.....	466

**Sec.**

689. Returning from Committee of the Whole to Proceeding as Body .....	467
690. Informal Consideration .....	468
691. Meetings of Committee of the Whole Open to the Public .....	468

**Chapter 64—Journals and Records**

**Sec.**

694. Constitutional Requirements Concerning Journal .....	469
695. Journal Record of Proceedings .....	470
696. What May Be Recorded in the Journal .....	472
697. Journal as Showing Passage and Legality of Bills .....	473
698. Reading of the Journal .....	479
699. Manner of Correcting the Journal .....	480
700. Authority to Correct Journal .....	480
701. The Corrected Journal .....	482
702. The Enrolled Bill .....	483
703. The Journal and the Enrolled Bill .....	484

**Chapter 65—The Legislative Chamber**

**Sec.**

705. Admission to Legislative Chambers .....	485
706. Use of Legislative Chambers .....	486

**PART VII**

**CONDUCT OF BUSINESS**

**Chapter 66—General Order of Business**

**Sec.**

710. Usual Order of Business .....	489
711. Motions Relating to Business Under Regular Order .....	490
712. When Certain Motions Are in Order .....	490
713. Taking Up Questions Out of Order .....	491
714. Unfinished Business .....	491

**Chapter 67—Required Reading of Bills**

**Sec.**

720. Bills Must Be Read on Three Separate Days .....	492
721. Suspension of Requirement of Three Readings .....	493
722. Three Readings of Amended Bills.....	494
723. Journal Record of Readings .....	496

**Chapter 68—Procedure on Consideration of Legislation**

**Sec.**

725. Introduction of Legislation.....	499
726. Withdrawal of Bills .....	501
727. Bill Numbers.....	502
728. Titles to Legislation .....	502
729. Enacting Clauses .....	503
730. Emergency Clauses—Legislation	
Immediately Effective .....	504
731. Amendment of Bills .....	505
732. Printing of Bills .....	506
733. First Reading of Bills .....	508
734. Second Reading of Bills.....	509
735. Engrossment of Bills.....	510
736. Third Reading of Bills .....	510
737. Passage of Bills.....	511
738. Enrollment of Bills .....	513
739. Authentication of Passage of Bills .....	514
740. Presentation of Bills to the Governor.....	515
741. Effective Date of Legislation.....	516

**PART VIII**

**RELATIONS WITH THE EXECUTIVE  
AND WITH THE OTHER HOUSE**

**Chapter 69—Relations with the Executive**

**Sec.**

750. Messages from the Governor .....	521
751. Confirmation of Appointments of the Governor .....	521
752. Reference to Executive in Debate .....	522
753. Communications with Executive.....	522

**Sec.**

754. Executive Approval or Rejection of Legislation .....523  
755. Procedure on Veto of Legislation .....526  
756. Recalling Legislation from the Executive .....526  
757. Legislative Oversight of the Executive Branch .....527  
758. Legislative Review of Regulations .....528

**Chapter 70—Relations with the Other House**

**Sec.**

760. The Other House and Its Members .....530  
761. Communications Between the Houses .....531  
762. Request for Return of Bill.....533  
763. Delivery of Messages .....533  
764. Conferences Between the Houses .....535  
765. Coordination Through Committees.....536

**Chapter 71—Conferences Concerning Amendments**

**Sec.**

766. Concurrence in Amendments.....537  
767. Receding from Amendments .....539  
768. Insisting and Adhering in Amendments .....540  
769. Appointment of Conference Committee .....541  
770. Conference Committees.....542  
771. Reports of Conference Committees.....543  
772. Vote on Report of Conference Committee .....545  
773. Free Conference .....546  
774. Journal Records of Conference Procedure.....547  
775. Trends in Conference Procedure .....547

**PART IX**  
**SESSIONS AND MEETINGS**

**Chapter 72—Sessions of State Legislatures**

**Sec.**

780. Calls for Special Sessions .....551  
781. Adjournment of Legislative Sessions .....554  
782. Joint Sessions.....556

**Sec.**

783. Adjournment for More Than a Specified  
 Number of Days .....557

784. Sessions Open to the Public .....557

**PART X**

**INVESTIGATIONS AND PUBLIC ORDER**

**Chapter 73—Investigations by Legislative Bodies**

**Sec.**

795. Right of a Legislative Body to Make Investigations.....561

796. Investigations Respecting Members .....564

797. Limitations on Right of a Legislative Body  
 to Investigate .....566

798. Method of Investigation by a Legislative Body.....567

799. Legislative Investigating Committees.....568

800. Witnesses in Legislative Investigations .....570

801. Compelling Witnesses to Attend and Testify;  
 Power to Punish for Contempt .....572

802. Summons, Subpoenas and Warrants.....574

803. Right of Investigating Committees to Sit  
 Between Sessions .....576

**Chapter 74—Public Order**

**Sec.**

805. Maintaining Order in Legislative Bodies .....578

806. Use of Contempt Power in Maintaining  
 Public Order.....579

807. Procedure in Maintaining Public Order.....579

KEY TO CITATIONS .....581

TABLE OF CASES CITED.....583

ALPHABETICAL INDEX BY SUBJECT .....631