

1 STATE OF OKLAHOMA

2 1st Session of the 52nd Legislature (2009)

3 HOUSE
4 RESOLUTION 1005

By: Bengé

5
6 AS INTRODUCED

7 A Resolution relating to the House Rules;
8 establishing the Rules of the House of
9 Representatives of the 52nd Oklahoma Legislature.

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12 BE IT RESOLVED BY THE HOUSE OF REPRESENTATIVES OF THE 1ST SESSION OF
13 THE 52ND OKLAHOMA LEGISLATURE:

14 RULES OF
15 THE HOUSE OF REPRESENTATIVES
16 OF THE 52ND OKLAHOMA LEGISLATURE
17 STATEMENT OF AUTHORIZATION

18 Pursuant to and under the authority of Article V, Section 30 of
19 the Oklahoma Constitution, the Oklahoma House of Representatives
20 adopts the following rules to govern its operations and procedures.
21 The provisions of these rules shall be deemed the only requirements
22 binding upon the House of Representatives under Article V, Section
23 30 of the Oklahoma Constitution, notwithstanding any other
24 requirements expressed in statute.

1 Order, shall be referred by the Speaker to an appropriate standing
2 or special committee. A bill or resolution may not be referred
3 simultaneously to more than one committee.

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

7 1.4 - Speaker to Sign Bills, Resolutions and Papers

8 (a) The Speaker, or a Member designated by the Speaker, shall
9 sign all bills and joint resolutions passed by the Legislature.
10 Such certifications shall be made while the House is in session and
11 shall be made a matter of record in the House Journal.

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

17 1.5 - Speaker May Authorize Counsel in Lawsuits Affecting the House

18 The Speaker may authorize counsel to initiate, defend, intervene
19 in, or otherwise participate in any lawsuit on behalf of the House,
20 a committee of the House, a Member or former Member of the House in
21 his or her legal capacity as a member, or an officer, employee or
22 agent of the House in their official capacity when the Speaker
23 determines that such lawsuit is of significant interest to the House
24 and that the interest of the House would not otherwise be adequately

1 represented. Expenses incurred for legal services in such
2 proceedings may be paid upon approval of the Speaker.

3 1.6 - Appointment of Liaisons; Authorization of Communications

4 (a) The Speaker may at any time designate a Member or Members
5 to serve as liaison on behalf of the Speaker.

6 (b) The Speaker may communicate with the Senate or the Governor
7 on all such subjects the Speaker deems necessary or expedient.

8 1.7 - Voting Rights of the Presiding Officer

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

12 CHAPTER B. ADMINISTRATIVE DUTIES

13 1.8 - Control of the House

14 (a) The Speaker shall have general control of the Chamber of
15 the House and that part of the Capitol Building assigned to the
16 House.

17 (b) The Speaker shall assign committee rooms to the various
18 standing and special committees.

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

22 1.9 - Committees

23 (a) The Speaker shall create, abolish, and establish the
24 jurisdiction of all committees and subcommittees, in accordance with

1 applicable law. The Speaker shall appoint all committees,
2 subcommittees, chairs, vice-chairs and members of the various
3 committees to report on the subjects named and such other matters as
4 may be referred to them. All chairs, vice-chairs, and members of
5 committees and subcommittees serve at the pleasure of the Speaker.

6 (b) The Speaker shall appoint all special committees and
7 conference committees as the Speaker determines to be necessary.

8 (c) The Speaker shall be an ex officio voting member of all
9 standing and special committees.

10 1.10 - House Employees

11 All House employees work for and serve at the pleasure of the
12 Speaker. The Speaker shall determine their qualifications, hours of
13 work and compensation, including benefits. The Speaker has the
14 right at any time to transfer employees to another department or
15 discharge any employee of the House without cause.

16 RULE TWO

17 DUTIES OF THE SPEAKER PRO TEMPORE

18 2.1 - Convening

19 In the absence of the Speaker, the Speaker Pro Tempore, as
20 Presiding Officer, shall take the Chair each day at the hour to
21 which the House has adjourned, call the House to order and, except
22 in the absence of a quorum, proceed under the Order of Business set
23 forth in these Rules; provided, however, the Speaker Pro Tempore
24 may, in the absence of the Speaker, designate any other Member of

1 the House as Presiding Officer, but such designation shall not last
2 beyond that day's adjournment.

3 2.2 - Duties

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

6 (b) If at any time the office of Speaker becomes vacant because
7 of removal from office, death, resignation or other disability of
8 the person holding that office, then the Speaker Pro Tempore shall
9 become acting Speaker until the disability is removed or a new
10 Speaker is elected.

11 (c) The Speaker Pro Tempore shall not be considered the Speaker
12 within the meaning of Article VI, Section 15 of the Oklahoma
13 Constitution providing for succession to the Governorship.

14 (d) The Speaker Pro Tempore shall be an ex officio voting
15 member of all standing and special committees.

16 RULE THREE

17 DUTIES OF OTHER HOUSE OFFICERS AND EMPLOYEES

18 3.1 - Chief Clerk

19 (a) The Chief Clerk shall have general charge and supervision,
20 under the direction of the Speaker, over the legislative procedure
21 of the House. Under the direction of the Speaker, the Chief Clerk
22 shall be responsible for the official acts of the House staff in
23 indexing the subject matter of bills and resolutions; preparation
24 and publication of a daily Journal; preparation and publication of a

1 daily and interim study Calendar; printing of bills and resolutions;
2 and preparation, indexing and publication of a permanent Journal.

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

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

10 (d) Official copies of all bills and resolutions and other
11 materials as designated by the Speaker shall not be removed from the
12 office of the Chief Clerk for any purpose except upon order of the
13 Speaker.

14 (e) Communications shall be prepared and signed by the Chief
15 Clerk of the House under the direction of and in the name of the
16 Speaker.

17 3.2 - Chief Sergeant At Arms

18 (a) It shall be the duty of the Chief Sergeant at Arms to
19 attend the House during each day's session, to maintain order under
20 the direction of the Presiding Officer, and to execute commands of
21 the House.

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

1 (c) The Chief Sergeant at Arms shall, fifteen (15) minutes
2 before the House is to convene, clear the Chamber, lounge, foyer and
3 reception room of all unauthorized persons, as defined in Rule 5,
4 and shall see that no unauthorized persons enter said areas while
5 the House is in session.

6 3.3 - Parliamentarian

7 The Parliamentarian shall assist the Speaker in the making of
8 parliamentary rulings. The Parliamentarian shall, at the direction
9 of the Speaker, assist the Speaker in publishing a volume of
10 substantive parliamentary rulings.

11 3.4 - Chaplain

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

16 3.5 - Chief of Staff

17 (a) The Chief of Staff, under the direction of the Speaker,
18 shall employ and manage qualified personnel to staff the House.

19 (b) The Chief of Staff shall issue or cause to be issued, under
20 the direction of the Speaker, all warrants and vouchers and shall
21 keep an accurate account of all House expenditures.

22 (c) The Chief of Staff shall promulgate a personnel handbook
23 which shall govern the management of all staff divisions and
24 personnel within the House.

1 3.6 - Pages

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

4 RULE FOUR

5 MEMBERS

6 4.1 - Member Defined

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

9 4.2 - Disclosure of Personal or Private Interest

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

15 4.3 - Absence of Members

16 No Member shall be absent from the session of the House without
17 leave.

18 4.4 - Decorum

19 (a) No Member rising to debate, to give notice, to make a
20 motion, or to present a paper of any kind shall proceed until the
21 Member has addressed the Presiding Officer and has been recognized
22 by the Presiding Officer as entitled to the floor.

23 (b) While a Member is speaking, no other Member shall enter
24 into any private conversation or pass between the speaking Member

1 and the Presiding Officer. The Presiding Officer may enforce the
2 provisions of this subsection by naming the disruptive or disorderly
3 Member after requesting order in the Chamber (3) three times.

4 (c) Profane, obscene or indecent language is prohibited in the
5 House and in all standing or special committees and subcommittees of
6 the House.

7 (d) When the House is in session all Members shall, while in
8 the Chamber, be appropriately dressed, with men in jackets and ties
9 and women in dresses or skirts or pants worn with a jacket or
10 sweater and shall conduct themselves in a manner becoming a Member
11 of the House of Representatives.

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

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

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

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

1 RULE FIVE

2 PRIVILEGES OF THE FLOOR AND ANTEROOMS

3 5.1 - Floor Privileges

4 No persons shall be entitled to privileges of the floor when the
5 House is in session, except Members of the House, Members of the
6 Senate, former Members of the House except as otherwise provided in
7 this rule, the Governor, employees of the House and Senate
8 designated by the Speaker and messengers from the Governor's office,
9 except upon formal invitation by the House. Children or
10 grandchildren of Members who are too young to qualify as pages shall
11 be admitted to the Chamber only for the purpose of introduction from
12 the Member's desk.

13 5.2 - Anterooms of the House Chamber

14 While the House is in session, no persons other than those
15 entitled to privileges of the floor, members of the immediate
16 families of House Members and House employees authorized by the
17 Speaker shall be admitted to the lounge and foyer at the west end of
18 the Chamber or into the reception room at the east end of the
19 Chamber, except at the express invitation of a Member.

20 5.3 - Former Members

21 Except as authorized by the Speaker, no former Member of the
22 House who is an officer or employee in the executive branch of state
23 government or who is registered or required to be registered as a
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1 lobbyist under the Ethics Commission Act shall be entitled to
2 privileges of the floor when the House is in session.

3 RULE SIX

4 BILLS AND RESOLUTIONS

5 6.1 - Definition of the Term "Bill"

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

14 6.2 - Filing Deadlines

15 The filing deadlines for introduction of bills and joint
16 resolutions shall be established in consultation between the House
17 and Senate.

18 6.3 - Numbering

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

23 (b) Simple and concurrent resolutions introduced in the Second
24 Regular Session of a Legislature shall be numbered consecutively

1 with the last simple and concurrent resolution, respectively,
2 introduced in the First Regular Session of the same Legislature.

3 6.4 - Introduction

4 (a) All bills and resolutions shall be accompanied by the name
5 or names of the Member or Members introducing the bill or
6 resolution, shall have a title stating the subject matter contained
7 therein and shall include the request number assigned to the bill or
8 resolution by the staff of the House.

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

13 (c) The provisions of subsection (b) of this section shall not
14 apply to:

- 15 1. bills containing appropriation matters of which the
16 principal author is the Chair of the Appropriations and Budget
17 Committee of the House,
- 18 2. reapportionment bills,
- 19 3. bills introduced for the purpose specified in Section 23.1
20 of Title 75 of the Oklahoma Statutes,
- 21 4. bills introduced for the purpose of disapproving or
22 approving agency rules pursuant to the Administrative Procedures
23 Act,

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1 5. bills introduced for the purpose of implementing the
2 Oklahoma Sunset Law,

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

5 7. bills initially introduced by the principal author in the
6 Senate and for which the House Member is serving as principal author
7 only at the request of the principal author in the Senate,

8 8. simple or concurrent resolutions, and

9 9. any other measure authorized by the Speaker.

10 6.5 - Coauthors

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

13 6.6 - Principal Senate Author of a House Bill or Resolution

14 While a House bill, joint resolution or concurrent resolution is
15 within the physical control of the House, the principal author of
16 the bill or resolution shall have full and complete discretion in
17 determining who the principal Senate author of the bill or
18 resolution shall be. No bill or resolution lacking a principal
19 Senate author shall be scheduled for floor consideration, except
20 that the withdrawal of the principal Senate author, after the bill
21 or resolution is scheduled for floor consideration, shall not
22 preclude the House from considering the bill or resolution.

23 6.7 - Procedures Governing Simple and Concurrent Resolutions

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1 (a) The following classes of simple and concurrent resolutions
2 shall lie over one (1) legislative day after introduction, after
3 which they may be called up for consideration:

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

7 2. resolutions giving rise to debate.

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

10 1. resolutions relating to business immediately before the
11 House,

12 2. resolutions relating to business of the day on which they
13 may be offered, or

14 3. resolutions relating to adjournment or recess.

15 (c) A motion to adopt a simple or concurrent resolution shall
16 be subject to amendment and debate. A motion to amend shall be in
17 order immediately. Debate shall be limited to thirty (30) minutes,
18 equally divided between the proponents and opponents of the
19 resolution, provided that no Member speak for more than ten (10)
20 minutes. Five (5) minutes of the time allocated to the proponents
21 of the resolution shall be reserved to the principal author, and the
22 principal author shall have the right to close the debate.

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1 (d) Coauthors of simple or concurrent resolutions added after
2 introduction shall be indicated on a separate page to be attached to
3 the simple or concurrent resolution.

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

6 6.8 - Final Action

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

9 1. committee recommendation of "Do Not Pass",

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

12 3. if a motion to table the motion to reconsider prevails, or

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

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

19 6.9 - Carry-over Bills and Joint Resolutions

20 Any bill or joint resolution pending in the House at the sine
21 die adjournment of the First Regular Session of a Legislature shall
22 carry over to the Second Regular Session with the same status as if
23 there had been no adjournment; provided, however, that this Rule

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1 shall not apply to bills and joint resolutions pending in a
2 conference committee at the time of sine die adjournment.

3 RULE SEVEN

4 COMMITTEES

5 7.1 - Open Meetings

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

14 7.2 - Notice of Meetings

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

23 (b) A notice shall state the date, time and place of a meeting
24 and shall include a listing and sufficient title for identification

1 of any and all bills to be considered by the committee or
2 subcommittee holding the meeting. The bill author and the members
3 of the committee or subcommittee shall be provided separate notice.

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

7 7.3 - Timing of Meetings

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

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

13 7.4 - Authority of the Chair

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

17 (b) Except as otherwise provided in these Rules, the Chair has
18 all authority necessary to ensure the efficient operation of the
19 committee or subcommittees, including, but not limited to, presiding
20 over the committee or subcommittees, establishing the calendar for
21 the committee or subcommittees, recognition of members or
22 presenters, deciding all questions of order in committee or
23 subcommittees and determining the order in which matters are
24 considered in committee or subcommittees. All standing and special

1 committees and subcommittees shall be governed by the House Rules
2 applicable to committee proceedings.

3 (c) The Chair shall exercise all authority necessary to
4 maintain order and decorum, including the authority to require all
5 persons present to silence all electronic devices and to request the
6 Sergeant at Arms to clear the committee room of a person or persons
7 causing disruption.

8 (d) In case of a Chair's absence, the Vice-Chair shall assume
9 all duties of the Chair until the Chair's return or replacement.

10 7.5 - Procedure

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

13 1. The Chair shall cause to be created an official report
14 recording the ayes and the nays as required by Section 7.7 of this
15 Rule.

16 2. No person shall address the committee or subcommittee unless
17 first recognized by the Chair for that purpose.

18 3. All motions offered in a committee or a subcommittee meeting
19 shall require a second to receive further consideration.

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

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

6 6. The House author shall be given the opportunity to answer
7 questions put by members of the committee or other persons
8 recognized by the Chair.

9 7. The Chair shall provide opportunity for presentation of
10 amendments to the bill or resolution by the House author, any member
11 of the committee, or any other Member of the House, as governed by
12 Section 7.6 of this Rule.

13 8. Amendments shall be considered in the order they appear in
14 the bill or resolution, or in the order they are presented to the
15 committee. The Chair shall resolve any conflict resulting from
16 claimed priority of presentation.

17 9. The author of an amendment shall explain the amendment and
18 be afforded the opportunity to answer questions about the amendment
19 put by members of the committee, the author of the bill or
20 resolution or other persons recognized by the Chair.

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

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

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

10 7.6 - Amendments

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

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

21 (c) Any Member offering an amendment, including a member of the
22 committee or subcommittee, must submit the proposed amendment in
23 electronic form to the Chair by 4:30 p.m. the legislative day before
24 the meeting of the committee or subcommittee. This rule may be

1 suspended for amendments submitted by Members who are not members of
2 the committee or subcommittee by a vote of two-thirds (2/3) of a
3 quorum of the committee or subcommittee. The Chair may, at his or
4 her discretion, waive or set a later deadline than contained in this
5 rule for amendments submitted by members of the committee or
6 subcommittee.

7 (d) Amendments to any bill or resolution under consideration by
8 a committee or subcommittee shall be germane to the subject of the
9 introduced bill or resolution and as approved by any committee shall
10 be incorporated into the printed bill or resolution the same as if
11 included in the introduced bill or resolution.

12 7.7 - Voting

13 (a) All votes in committees or subcommittees shall be conducted
14 in open public meetings of that committee, except that two-thirds
15 (2/3) of the members of any standing or special committee, including
16 ex officio members, may report a bill or resolution out of committee
17 by signing a written report. If a written report is prepared by a
18 member other than the Chair of the committee, a written notice that
19 a report is being prepared shall be given to the Chair prior to the
20 circulation of the report for signatures.

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

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

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

8 7.8 - Committee Recommendations

9 (a) "Do Pass". When any committee returns a bill or resolution
10 with the recommendation of "Do Pass", the same shall be printed and
11 placed on the Calendar in numerical order by bill or resolution
12 number under the heading "Bills on General Order", "Joint
13 Resolutions on General Order", "Bills on Consent Calendar" or "Joint
14 Resolutions on Consent Calendar", as the case may be.

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

18 (c) If a committee does not return a bill or resolution with
19 the recommendation of either "Do Pass" or "Do Not Pass", the bill or
20 resolution remains the property of the committee, unless the bill or
21 resolution is placed directly on the Calendar by the Speaker or is
22 discharged pursuant to Section 7.12.

23 7.9 - Public Hearing

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

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

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

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

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

21 (d) The notice of the date and time of such hearing shall be
22 publicly announced by the Chair. Such time and date shall not be
23 less than three (3) legislative days from the date such request was
24 received by the Chair, unless such time and date would prohibit

1 consideration of the bill or resolution in accordance with Section
2 7.5 or 7.10 of this Rule.

3 7.10 - Consideration of House Bills and Joint Resolutions

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

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

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

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

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

7 7.11 - Bill Summary

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

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

24

1 analysis shall be prepared by the actuary of the Legislative Service
2 Bureau.

3 (c) If any bill of the type delineated in subsections (a) and
4 (b) of this section is scheduled for floor consideration without a
5 bill summary having been prepared, it shall be the right of any
6 Member to raise a point of order on the Floor and the Presiding
7 Officer may, in his or her discretion, order return of the bill to
8 the appropriate committee. The accuracy of a fiscal or actuarial
9 analysis contained within the bill summary shall not be a basis for
10 a point of order under these Rules.

11 7.12 - Discharge from Committee

12 (a) Any bill or resolution may be discharged from any standing
13 committee of the House upon a written request signed by two-thirds
14 (2/3) of the Members of the House.

15 (b) The written request for discharge of a bill or resolution
16 shall be submitted to the Chief Clerk of the House. The Chief Clerk
17 shall determine if the written request contains the necessary
18 signatures as required by this section. If the written request
19 contains the necessary signatures, the Chief Clerk shall forward the
20 written request to the Speaker who shall place the bill or
21 resolution on the appropriate Calendar. The Chief Clerk shall
22 publish the signatures on the House web site.

23 7.13 - Oversight Powers and Responsibilities of Committees and 24 Subcommittees

1 (a) Committees and subcommittees are authorized:

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

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

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

10 4. to complete the interim projects assigned by the Speaker,
11 and

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

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

17 (c) In order to carry out the duties of the committee and its
18 subcommittees, the Chair of each committee with approval of the
19 Speaker may issue subpoenas duces tecum and other necessary process
20 to compel the attendance of witnesses either before the committee or
21 subcommittee or at deposition and the production of any books,
22 letters or other documentary evidence required by such committee.
23 The Chair, Vice-Chair, or a member designated by the Chair or Vice-
24 Chair may administer all oaths and affirmations to witnesses who

1 appear before such committees to testify in any matter requiring
2 evidence.

3 7.14 - Conference Committees

4 (a) The House Chairs, Vice-Chairs and members of a conference
5 committee shall be appointed by the Speaker. Once appointed, the
6 Chair of the committee shall determine its procedures, subject to
7 the provisions of this section.

8 (b) Signatures on conference committee reports may only be
9 solicited by and given to members of the committee, the author or
10 co-author of the bill or resolution, or House staff members.

11 7.15 - Conference Committee Reports

12 (a) A conference committee report shall be considered by the
13 House only when a majority of both the House and Senate members of
14 the committee have signed the report. The House shall consider the
15 report only if it is limited to matters germane to the bill or
16 resolution.

17 (b) Motions to adopt or reject a conference committee report
18 shall be set on a separate conference committee calendar. A motion
19 to adopt or reject a conference committee report shall be subject to
20 debate. Such debate shall be limited to one (1) hour, equally
21 divided between the proponents and the opponents of the motion,
22 provided that no Member may speak for more than ten (10) minutes.

23

24

1 (c) No House conference committee report shall be filed unless
2 it is accompanied by a separate summary of the changes made to the
3 bill or resolution sent to conference.

4 (d) Prior to consideration, a House conference committee report
5 shall lie over twenty-four (24) hours after it is filed. A summary
6 of changes including a fiscal analysis of the conference committee
7 report must be available prior to consideration of the report by the
8 House. No House conference committee report shall be considered for
9 adoption if Members of the House have not been provided a printed or
10 electronically transmitted copy of the report twenty-four (24) hours
11 before consideration of the report. The requirements of this
12 paragraph shall not be applicable on the last two (2) days of any
13 legislative session once the date of sine die adjournment has been
14 established.

15 7.16 - Publication of Records

16 All records required by the provisions of this Rule shall be
17 made available on the House web site at least for the duration of
18 the Session.

19 RULE EIGHT

20 ORDER OF BUSINESS

21 AND

22 LEGISLATIVE PROCESS

23 CHAPTER A. ORDER OF BUSINESS

24 8.1 - Daily Order of Business

- 1 (a) The following Order of Business shall be followed each day:
- 2 1. Roll Call.
- 3 2. Prayer.
- 4 3. Correction of the Previous Day's Journal. (The Journal
- 5 shall be printed and any error appearing therein shall be
- 6 corrected.)
- 7 4. Petitions and Memorials.
- 8 5. Executive Messages or Communications.
- 9 6. Reports of Special Committees.
- 10 7. Reports of Standing Committees.
- 11 8. Reports of Conference Committees.
- 12 9. Reports of Engrossed and Enrolled Bills.
- 13 10. Introduction of Bills and Joint Resolutions.
- 14 11. Senate Bills and Joint Resolutions on First Reading.
- 15 12. House and Senate Bills and Joint Resolutions on Second
- 16 Reading.
- 17 13. Consideration of Simple and Concurrent Resolutions.
- 18 14. Messages from the Senate and Senate Amendments to House
- 19 Bills.
- 20 15. House and Senate Bills and Joint Resolutions on General
- 21 Order.
- 22 16. House and Senate Bills and Joint Resolutions on Third
- 23 Reading.
- 24 17. Consideration of Conference Committee Reports.

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

3 19. Motions and Notices.

4 20. Unfinished business.

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

8 8.2 - "Reading" Defined

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

12 8.3 - Reading of Bills and Joint Resolutions

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

17 8.4 - First and Second Reading

18 (a) After the First Reading of a bill or joint resolution, the
19 bill or joint resolution shall be placed on the House Calendar under
20 "Bills on Second Reading" or "Joint Resolutions on Second Reading",
21 as the case may be.

22 (b) On the Second Reading of a bill, the bill shall be read by
23 Title only, unless otherwise ordered by the House, and shall be
24 referred by the Speaker to an appropriate committee or directly to

1 the House Calendar under the heading "Bills on General Order",
2 "Joint Resolutions on General Order", "Bills on Consent Calendar",
3 or "Joint Resolutions on Consent Calendar", as the case may be.

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

6 CHAPTER B. BILLS AND JOINT RESOLUTIONS ON GENERAL ORDER

7 Rule 8.5 - Reading and Explanation

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

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

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

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

24 Rule 8.6 - Amendments

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

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

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

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

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

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

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

8 (h) The body of a bill or joint resolution shall not be defaced
9 or interlined, but all proposed amendments shall be separately
10 submitted, noting the page and line, and shall be considered timely
11 filed only if the principal author of the amendment has
12 electronically submitted such amendment in completed form to the
13 Chief Clerk's office within the time constraints provided under
14 subsections (b) and (c) of this section.

15 Rule 8.7 - Consideration And Presentation

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

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

1 (c) For the purpose of this Rule, an amendment shall be deemed
2 pending only after its author has been recognized by the Presiding
3 Officer and has moved its adoption.

4 8.8 - Bills Subject to Special Rule

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

9 (b) A Special Rule may limit or prohibit the offering of
10 amendments, may prescribe the time and conditions of debate, may
11 govern floor consideration on third or fourth reading of the bill,
12 or may contain any other provisions deemed appropriate.

13 8.9 - Amendment of General Appropriations Bill

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

20 8.10 - Amendment Summary

21 (a) All proposed amendments to bills or joint resolutions whose
22 adoption will have a fiscal impact, including the affecting of
23 revenues, expenditures or fiscal liability, shall be accompanied by
24 a written summary which shall contain a fiscal analysis upon being

1 filed with the Chief Clerk's Office. The written summary filed with
2 the amendment shall include a statement in dollars of the estimated
3 increase or decrease in revenues or expenditures and the present and
4 future fiscal implications of passage of the amended bill. The
5 summary shall not express comment or opinion relative to the merits
6 of the amendment proposed, but should point out technical or
7 mechanical defects.

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

16 8.11 - Germaneness of House or Senate Amendments

17 (a) The House shall not consider any proposed amendment not
18 germane to the subject of the original bill or resolution. It shall
19 be the duty of the Presiding Officer to enforce this Rule,
20 regardless of whether or not a point of order is raised by a Member.

21 (b) An amendment of an amendment must be germane to both the
22 main amendment and the measure which it purports to amend.

23 8.12 - Amendments Out of Order

24

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

13 8.13 - Reconsideration

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

22 8.14 - Motion to Commit

23

24

1 A motion may be made during the reading or consideration of any
2 bill or joint resolution on General Order to commit the bill to a
3 standing or special committee, with or without instructions.

4 8.15 - Motion to Advance from General Order

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

11 CHAPTER C. BILLS AND JOINT RESOLUTIONS

12 ON

13 THIRD READING OR FOURTH READING

14 8.16 - Consideration and Debate

15 On Third Reading or Fourth Reading of a bill or joint resolution
16 the question shall be put in the following manner: "The Question
17 Before the House is, shall the Bill or Joint Resolution Pass?"
18 Such question shall be decided by recorded vote after the
19 announcement of the question by the Presiding Officer. Before the
20 vote is ordered, such question shall be subject to debate. Debate
21 shall be limited to one (1) hour, equally divided between the
22 proponents and opponents of the question, provided that no Member
23 may speak for more than ten (10) minutes. Five (5) minutes of the
24 time allocated to the proponents of the bill or joint resolution

1 shall be reserved to the principal author, and the principal author
2 shall have the right to close the debate.

3 8.17 - Amendments

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

6 8.18 - Consideration of Emergency Section

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

11 8.19 - Consent Calendar

12 (a) There shall be a Consent Calendar on which shall be entered
13 such bills and resolutions as the committees shall designate on the
14 committee report or which the Speaker shall place on a Consent
15 Calendar. Measures placed on the Consent Calendar shall not be
16 considered by the House of Representatives for four (4) legislative
17 days, including the day that the measure is placed on the Consent
18 Calendar. The measure shall then be scheduled for final
19 consideration on the fifth legislative day.

20 (b) Upon the request of any member in open session during the
21 four (4) legislative days, a bill or resolution shall be removed
22 from the Consent Calendar and placed on General Order. Such request
23 shall be recorded in the House Journal.

24

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

4 RULE NINE

5 CHAMBER PROTOCOL

6 9.1 - Enforcement of Rules

7 The Presiding Officer shall enforce, apply and interpret the
8 Rules of the House in all deliberations.

9 9.2 - Questions of Order and Decorum

10 (a) While in the Chamber, the Presiding Officer shall preserve
11 order and decorum, shall prevent personal reflections or the
12 impugning of the motive of any Member, and shall confine Members in
13 debate to the question under discussion.

14 (b) When two (2) or more Members seek recognition at the same
15 time, the Presiding Officer shall name the one entitled to the
16 floor. The Presiding Officer shall not recognize any Member who has
17 risen or remains standing while another Member is speaking. No
18 Member shall be entitled to be recognized to speak unless the member
19 seeks recognition from the Member's own desk.

20 (c) On all questions relative to the transgression of these
21 Rules, the Presiding Officer shall call the Members to order. In
22 such case the Member so called to order shall sit down and shall not
23 rise except to explain said Member's actions or to proceed in
24 order.

1 (d) Any Member may rise to a point of order against any other
2 Member when, in the Member's opinion, such Member is proceeding out
3 of order. Such point of order shall be decided by the Presiding
4 Officer without debate.

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

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

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

18 (h) When a point of order is called, no Member shall approach
19 the Presiding Officer or the Parliamentarian until after the
20 Presiding Officer has ruled. If requested by the Presiding Officer,
21 the Majority Floor Leader may confer with the Presiding Officer
22 regarding matters not pertaining to the point of order.

23 9.3 - Procedure

24

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

5 (b) The House shall not consider in either session of the
6 current Legislature any bill or resolution, whether the same shall
7 have originated in the House or in the Senate, if said bill or
8 resolution has been amended by the insertion of matter not germane
9 to the purpose of the original bill or resolution. It shall be the
10 duty of the Presiding Officer to enforce this Rule, regardless of
11 whether or not a point of order is raised by a Member.

12 9.4 - Debate

13 (a) Except as otherwise specifically provided in these Rules,
14 when a debatable question is before the House, such debate shall be
15 limited to fifteen (15) minutes, equally divided between the
16 proponents and opponents of the question. Under no circumstances
17 shall a Member debate twice on the same question, nor shall any
18 Member speak longer than ten (10) minutes on the same question.

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

23 (c) No Member debating any question shall be interrupted by
24 questions until said Member has finished the Member's remarks, and

1 all time taken in asking and answering questions shall be deducted
2 from the time allotted to said Member.

3 9.5 - Privileges

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

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

15 9.6 - Voting and Division

16 (a) The electronic voting machine shall be used to record the
17 vote whenever the ayes and nays are required or ordered. The
18 machine shall also be used to determine the presence of a quorum, or
19 to determine the numerical count where a division is requested. In
20 the event the machine is not operating properly, all votes and
21 determinations of quorums may be taken by calling the roll. If a
22 Member's voting device is out of order, the Member shall rise and so
23 announce to the Presiding Officer and cast said Member's vote orally
24 prior to the declaration of the result of the vote. Every Member

1 shall vote providing the Member is in the Chamber at the time the
2 vote is in progress.

3 (b) The electronic voting machine shall be under the control of
4 the Presiding Officer and shall be operated by such Clerk as the
5 Presiding Officer so designates. At a reasonable time prior to any
6 vote being taken, the Presiding Officer shall announce that a vote
7 is about to be taken. When any Member other than the Speaker is
8 presiding, the Member shall direct another Member to activate the
9 roll call switch at said Member's desk in the manner requested by
10 that Member. When the Speaker is not presiding, the Speaker may
11 direct another Member to activate the Speaker's roll call switch in
12 the manner requested by the Speaker. Any Member who is present in
13 the Chamber or is within the view of the Presiding Officer while a
14 vote is in progress may direct another Member to activate said
15 Member's roll call switch in the manner requested by that Member.

16 (c) Each recorded vote for final passage will be held open for
17 at least two (2) minutes or a shorter time if the Presiding Officer
18 determines that all Members recorded as being present have voted.

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

1 (e) The Presiding Officer shall then lock the machine and
2 instruct the Clerk to record the vote. The Clerk shall immediately
3 activate the recording equipment and when the vote is completely
4 recorded, shall advise the Presiding Officer of the result, and the
5 Presiding Officer shall announce the result to the House. No vote
6 may be changed after it has been recorded.

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

14 (g) When a division is requested and ordered, those in the
15 affirmative or the negative, as the case may be, shall cast their
16 votes accordingly and the Clerk shall activate the electronic voting
17 machine so as to reflect the individual ayes and nays and the
18 numerical count, but no permanent record thereof shall be made.
19 When the vote is completed, the Clerk shall advise the Presiding
20 Officer of the result, and the Presiding Officer shall announce the
21 result to the House. In the event the machine is not operating
22 properly, those in the affirmative shall arise from their seats and
23 stand until they are counted aloud by the Clerk, then those voting
24

1 in the negative shall arise and stand until they are counted, and
2 the Presiding Officer shall announce the result.

3 (h) All votes on final passage of bills and resolutions, or the
4 Emergency Section thereof, shall be by recorded votes. Two of the
5 Members present, a quorum being present, may demand a recorded vote
6 on any proposition, or the Presiding Officer may order a recorded
7 vote upon the Presiding Officer's own initiative. All such recorded
8 votes shall be printed in the House Journal.

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

11 9.7 - Conduct During Voting

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

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

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

21 9.8 - Previous Question

22 When a debatable question is before the House, any Member may
23 move the Previous Question. It shall be put in the following form:
24 "The Previous Question has been moved. The Question is, shall the

1 pending Question now be put?" If the motion for the Previous
2 Question passes, the pending question shall be put immediately and
3 no Member shall be heard to debate it further or seek to amend it.

4 9.9 - Motion to Advance Question

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

12 9.10 - Reconsideration

13 (a) The final vote on Third Reading or Fourth Reading on any
14 bill or joint resolution, or on the Emergency Section thereof, or
15 the final vote on adoption of a simple or concurrent resolution, may
16 be reconsidered only if a Member serves notice immediately after
17 such final vote is taken, prior to the consideration of any other
18 business, of said Member's intention to present a motion to
19 reconsider such action, and the Presiding Officer shall afford any
20 Member such opportunity prior to proceeding to consideration of any
21 other business. The motion to reconsider a final vote shall not be
22 presented or considered on the same day that such final vote was
23 taken, except by suspension of this section, or as provided in
24 subsection (d) or (e) of this section. Only one (1) reconsideration

1 of the final vote on a bill, resolution or Emergency Section shall
2 be allowed.

3 (b) For adoption, a motion to reconsider the final vote on a
4 bill, resolution, or Emergency Section must receive a majority of
5 those elected to and constituting the House; provided, however, if
6 such motion to reconsider is not presented and considered within
7 three (3) legislative days after the day on which notice is served,
8 the motion to reconsider shall be considered as having failed of
9 adoption.

10 (c) Except for the last day of the reconsideration period, the
11 motion to reconsider may be presented only by the Member who served
12 notice, or by another Member with said Member's consent. On the
13 last day of the reconsideration period, any Member may present such
14 motion for consideration.

15 (d) During the last three (3) days of consideration of bills or
16 joint resolutions pursuant to the time period specified for Third
17 Reading and final passage for House and Senate measures, all motions
18 to reconsider a vote on a bill or joint resolution shall be disposed
19 of before the close of business on the last day of the time period
20 specified for Third Reading and final passage for House and Senate
21 measures.

22 (e) During the two (2) days prior to the last day of a session,
23 all motions to reconsider a vote on a bill, resolution, or emergency
24 section shall be disposed of before the close of business on the

1 same day that notice was served. On the last day of each session no
2 notice of intention to move to reconsider the final vote on a bill,
3 resolution, or Emergency Section shall be recognized, but any Member
4 may, immediately after a final vote is taken and prior to the
5 consideration of any other business, move to reconsider such final
6 vote, in which event, the motion shall be considered immediately.

7 (f) Except as otherwise specifically provided in these Rules,
8 no question shall be subject to reconsideration in the House.

9 9.11 - Reconsideration of Measures Returned by Executive Veto

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

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

18 9.12 - Quorum

19 (a) If, at any time during the daily sessions of the House, a
20 Member recognized by the Presiding Officer raises a question as to
21 the presence of a quorum, the Presiding Officer shall, without
22 debate, forthwith direct that the electronic voting machine be
23 activated to determine the presence or absence of a quorum, and
24 shall announce the result.

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

8 RULE TEN

9 MOTIONS

10 10.1 - Precedence of Motions

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

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

16 To adjourn (not amendable - not debatable)

17 To recess (amendable - not debatable)

18 Call of the House (not amendable - not debatable)

19 To table (not amendable - not debatable)

20 To order the Previous Question put (not amendable - not
21 debatable)

22 To Advance the Question (not amendable - not debatable)

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

24 To postpone to a time certain (amendable - debatable)

1 To adopt a conference committee report (not amendable -
2 debatable)

3 To commit with instructions (amendable - debatable)

4 To commit without instructions (not amendable - not debatable)

5 To amend (amendable - debatable)

6 10.2 - Incidental Motions

7 The following motions are incidental in nature and may be made
8 at any time as an incident to the consideration of the subject
9 before the House. Such motions shall be amendable or not amendable,
10 debatable or not debatable, as set forth below:

11 Appeals (not amendable - not debatable, except as governed by
12 Section 9.2)

13 Method of consideration (amendable - not debatable)

14 Question of priority (not amendable - not debatable)

15 Question of Quorum (not amendable - not debatable)

16 Reading of papers (not amendable - debatable)

17 Suspension of the Rules (not amendable - not debatable)

18 Withdrawal of motion (not amendable - not debatable).

19 10.3 - Motions in Writing

20 Every motion shall be in writing if the Presiding Officer so
21 desires it, and it shall be read by the Clerk before debate or
22 vote. Oral motions shall be put by the Presiding Officer before
23 debate or vote.

24 10.4 - Vote Required for Adoption of Motions

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

5 10.5 - Withdrawal of Motions

6 Prior to commencement of debate thereon, or prior to action
7 being taken thereon if there be no debate, any motion may be
8 withdrawn by the Member making same. Otherwise, such motion may be
9 withdrawn only upon adoption of a motion to withdraw same.

10 RULE ELEVEN

11 GENERAL PROVISIONS

12 11.1 - Nominations

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

16 (b) Committee reports on nominations shall be combined for
17 consideration by the House. To be approved by the House, the
18 combined report shall be adopted by a majority of the Members of the
19 House. At the request of any Member a nominee shall be separated
20 from the combined report and considered individually by the House.
21 The Majority Floor Leader shall be responsible for preparation and
22 submission of the combined report.

23 11.2 - Impeachments
24

1 No investigating committee formed for the purpose of considering
2 articles of impeachment shall be formed unless first authorized by a
3 resolution of the House or by the Speaker. The resolution shall
4 define the duties and time period during which the committee shall
5 function. Any Member or Members requesting the investigation shall
6 not serve as chair of the committee.

7 11.3 - Call of the House

8 Call of the House may be moved at any time by any Member, but
9 must be seconded by fifteen (15) Members. If such motion prevails,
10 the business pending shall be suspended, the roll shall be taken,
11 and the names of the absentees ascertained. The Chief Sergeant at
12 Arms shall then be directed by the Presiding Officer to compel the
13 attendance of the absent Members. After one (1) hour has expired,
14 the roll shall again be taken and absent Members noted in the
15 Journal, and the business suspended upon the roll call shall
16 proceed. If, however, before the expiration of the hour, all absent
17 Members, not otherwise excused, shall appear, the business pending
18 shall then proceed. If a Call of the House be ordered, a motion to
19 "work under the Call of the House" shall be in order, and if
20 adopted, the House shall proceed with any other business at hand
21 except that interrupted by a Call of the House. The Speaker,
22 seconded by five (5) Members, may move a Call of the House and send
23 for absent members, provided there be not a quorum present. In all
24 cases where an absent Member shall be sent for and fails to attend

1 in obedience to the summons, the report of the Chief Sergeant at
2 Arms shall be entered in the Journal.

3 11.4 - Honorary Appointments

4 No honorary appointments shall be recorded in the House Journal.

5 11.5 - Lobbying

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

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

12 11.6 - Designated Smoking Areas

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

17 11.7 - Members of the Press

18 No persons shall be admitted to the House press gallery except
19 members and staff of the House, members of the press bearing permits
20 signed by the Speaker and the Chairs of the Capitol Press
21 organizations, and guests with the written permission of the Speaker
22 and the Chairs of the Capitol Press organizations.

23 11.8 - Legislative Records

24

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

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

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

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

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

22 11.9 - Technical Corrections

23 (a) The Office of Engrossing and Enrolling is authorized to
24 correct misspelled words, citations, doublets or repeated words when

1 engrossing House bills or joint resolutions, or House amendments to
2 engrossed Senate bills or joint resolutions.

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

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

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

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

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

4 11.10 - Convening Restriction

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

7 RULE TWELVE

8 ADJOURNMENT OR RECESS

9 12.1 - Motion to Adjourn or Recess

10 (a) When a motion to adjourn or recess is adopted, no Member or
11 officer shall leave said Member's or officer's place until the
12 adjournment or recess shall be declared by the Presiding Officer.

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

17 (c) A motion to adjourn or recess shall always be in order when
18 the floor can be obtained for that purpose, and shall be decided
19 without debate; provided, the Previous Question has not been
20 ordered. When a vote is being taken, a motion to adjourn or recess
21 shall not be in order. When it is apparent to the Presiding Officer
22 that the motion to adjourn or recess is being made for the purpose
23 of delay and such motion has been voted in the negative, within the
24 next preceding ten (10) minutes, the Presiding Officer, in the

1 discretion of the Presiding Officer, may rule the motion out of
2 order as being dilatory.

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

5 12.2 - Absence of a Quorum

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

8 12.3 - Sine Die Adjournment

9 The date and time of sine die adjournment of each Regular
10 Session of the Legislature shall be fixed by motion or resolution.
11 Once the date and time so fixed has arrived, no further business
12 shall be conducted by the House and the Presiding Officer shall
13 declare the House adjourned sine die.

14 RULE THIRTEEN

15 INTERIM STUDIES

16 13.1 - Interim Studies

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

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

22 (c) The committees shall meet as often as necessary to transact
23 effectively the business assigned to them and may continue to
24

1 exercise the oversight and investigatory powers granted in Section
2 7.13 of these Rules.

3 13.2 - Requests for Interim Study

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

9 13.3 - Quorum

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

13 13.4 - Meeting Notice

14 During a legislative interim, notice in writing of any interim
15 committee meeting shall be given by mailing notice thereof at least
16 ten (10) days prior to the meeting. The staff of the House shall
17 prepare and mail the meeting notices required by this section. The
18 ten-day notice requirement of this section shall not apply to a
19 committee or subcommittee meeting with a Senate committee or
20 subcommittee on an interim study assigned for joint study.

21 RULE FOURTEEN

22 RULES

23 14.1 - Suspension or Amendment of Rules

24

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

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

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

13 14.2 - Parliamentary Authorities

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

21 14.3 - Rules Effective

22 (a) These Rules shall be in full force and effect for the
23 duration of the 52nd Oklahoma Legislature, unless amended, as
24 provided herein.

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

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