

1 **HOUSE OF REPRESENTATIVES - FLOOR VERSION**

2 STATE OF OKLAHOMA

3 1st Session of the 53rd Legislature (2011)

4 HOUSE
5 RESOLUTION 1008

By: Steele

6
7 AS INTRODUCED

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

11
12 BE IT RESOLVED BY THE HOUSE OF REPRESENTATIVES OF THE 1ST SESSION OF
13 THE 53RD OKLAHOMA LEGISLATURE:

14 HOUSE RULES

15 53RD OKLAHOMA LEGISLATURE

16 STATEMENT OF AUTHORITY

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

1 RULE 1

2 DUTIES AND RIGHTS

3 OF THE SPEAKER

4 1.1 - Convening

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

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

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

16 1.2 - Voting Rights of the Presiding Officer

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

20 1.3 - Preservation of Order and Decorum

21 (a) The Speaker shall preserve order and decorum. In case of
22 any disturbance or disorderly conduct in the Hall of the House of
23 Representatives or in other areas of the Capitol assigned to the

1 House, the Speaker shall have the power to order the same to be
2 cleared or direct any other action necessary to preserve order and
3 decorum.

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

8 1.4 - Referral of Legislation

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

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

16 1.5 - Speaker to Sign Bills, Resolutions and Papers

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

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

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

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

9 1.6 - Authorization of Counsel

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

17 1.7 - Supervision of the House

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

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

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

4 1.8 - Committees

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

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

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

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

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

22 1.9 - Conference Committees
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1 (a) The Speaker shall appoint conference committees as the
2 Speaker determines to be necessary.

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

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

8 RULE TWO

9 SPEAKER PRO TEMPORE

10 2.1 - Convening

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

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

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

23 2.2 - Duties

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

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

5 2.3 - Succession

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

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

18 (c) If the House is not meeting in regular or special session
19 and the office of Speaker becomes vacant because of removal from
20 office, death, resignation or other disability of the person holding
21 that office, then the Speaker Pro Tempore shall be considered the
22 Speaker of the House and shall be authorized to exercise all
23 authority granted to the Speaker of the House under law or by House

1 Rule including, but not limited to, the powers of appointment and
2 inclusion in the line of succession to the Office of Governor as
3 provided by Article VI, Section 15 of the Oklahoma Constitution.

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

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

13 RULE THREE

14 HOUSE OFFICERS AND EMPLOYEES

15 3.1 - Employment by House

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

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

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

23 3.2 - Clerk of the House

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

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

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

8 1. publication of all House calendars and agendas;

9 2. publication of bills, resolutions and amendments;

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

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

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

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

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

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

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

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

13 3.3 - Chief Sergeant At Arms

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

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

21 (c) The Chief Sergeant at Arms shall, fifteen (15) minutes
22 before the House is to convene, clear the House Floor, anterooms of
23 the House Floor and House Lounge of all unauthorized persons, as

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1 defined in Rule 5, and shall see that no unauthorized persons enter
2 said areas while the House is in session.

3 3.4 - Parliamentarian

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

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

10 3.5 - Chaplain

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

15 3.6 - Pages

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

18 Rule Four

19 Members

20 4.1 - Member Defined

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

23 4.2 - Disclosure of Personal or Private Interest

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

6 4.3 - Absence of Members

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

9 4.4 - Decorum

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

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

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

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

22 (e) When the House is in session all members shall, while in
23 the Chamber, be appropriately dressed, with men in jackets and ties

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1 and women in dresses or skirts or pants worn with a jacket or
2 sweater and shall conduct themselves in a manner becoming a member
3 of the House of Representatives.

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

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

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

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

17 4.5 - Service of Process

18 Upon being presented with any service of legal process
19 pertaining to the House of Representatives itself or to an
20 individual member of the House of Representatives in his or her
21 official capacity, the member or employee so approached shall inform
22 the Speaker of the House and the House General Counsel prior to
23 attempting to respond.

1 RULE FIVE

2 PRIVILEGES OF THE FLOOR AND THE ANTEROOMS

3 5.1 - Floor Privileges

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

6 1. members of the House;

7 2. members of the Senate;

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

10 4. the Governor;

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

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

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

19 5.2 - Anterooms of the House Chamber

20 While the House is in session, no persons other than those
21 entitled to privileges of the Floor, members of the immediate
22 families of House members and House employees authorized by the
23 Speaker shall be admitted to the House Lounge and anteroom located

1 at the west end of the House Floor or into the anteroom located at
2 the east end of the House Floor, except at the express invitation of
3 a member.

4 5.3 - Former Members

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

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

16 RULE SIX

17 BILLS AND RESOLUTIONS

18 6.1 - Definition of the Term "Bill"

19 The term "bill", as used in these Rules, shall mean proposed
20 legislation which in order to become law must pass through the
21 Legislature according to the procedures established by the Oklahoma
22 Constitution, including consideration by the Governor. The term
23 shall include proposed laws of a general nature and proposed special

1 or local laws. The procedures of these Rules applicable to the
2 introduction and passage of bills shall also apply to the
3 introduction and passage of joint resolutions.

4 6.2 - Filing Deadlines

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

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

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

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

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

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

1 6.3 - Numbering

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

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

10 6.4 - Introduction

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

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

20 (c) The provisions of paragraph (b) of this section shall not
21 apply to:
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1 1. measures containing budgetary matters of which the principal
2 author is the Chairperson of the Appropriations and Budget Committee
3 of the House;

4 2. redistricting measures;

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

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

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

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

14 7. simple or concurrent resolutions; and

15 8. any other measure authorized by the Speaker.

16 6.5 - Coauthors

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

20 6.6 - Principal Senate Author of a House Bill or Resolution

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

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

8 6.7 - Procedures Governing Simple and Concurrent Resolutions

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

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

16 2. resolutions giving rise to debate.

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

19 1. resolutions relating to business immediately before the
20 House;

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

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

3 4. resolutions relating to adjournment or recess.

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

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

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

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

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

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

23 6.8 - Final Action

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

3 1. committee recommendation of "Do Not Pass";

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

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

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

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

13 6.9 - Carry-over Bills and Joint Resolutions

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

20 6.10 - Special or Local Laws

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

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

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

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

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

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

15 RULE SEVEN

16 COMMITTEES

17 CHAPTER A. STANDING AND SPECIAL COMMITTEES

18 7.1 - Open Meetings

19 All meetings of all committees and subcommittees shall be open
20 to the public, subject to the authority of the chairperson to
21 maintain order and decorum. A chairperson, with the approval of the
22 Speaker, may close a committee or subcommittee meeting or portion
23 thereof, and the record of such meeting may not disclose the

1 identity of the witness appearing before the committee or
2 subcommittee, if necessary to preserve physical security, including
3 the protection of a witness.

4 7.2 - Notice of Meetings

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

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

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

21 (d) Bills or resolutions published on a meeting notice but not
22 considered shall not be taken up in a subsequent committee meeting
23 unless said bills or resolutions are listed on the meeting notice

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1 announcing the items of business to be considered in the later
2 meeting.

3 7.3 - Timing of Meetings

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

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

9 7.4 - Authority of the Chair

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

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

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

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

9 7.5 - Procedure

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

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

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

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

19 4. a committee or subcommittee may only take up bills or
20 resolutions for consideration if a quorum of the committee or
21 subcommittee is present. A quorum is a majority of the members of
22 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 chairperson;

9 7. the chairperson shall provide opportunity for presentation
10 of amendments to the bill or resolution by the House author, any
11 member of the committee, or any other member of the House, as
12 governed by 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 chairperson shall resolve any conflict resulting
16 from 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 chairperson; and

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

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1 (b) The chairperson of a parent committee may refer to a
2 subcommittee or reassign from a subcommittee any legislation,
3 proposal or inquiry; provided, however, no subcommittee shall be
4 permitted to report directly to the House, but rather shall report
5 to the parent 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 chairperson by 4:30 p.m. the legislative day

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

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

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

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

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

22 7.7 - Voting
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1 (a) All votes in committees or subcommittees shall be conducted
2 in open public meetings of that committee, except that two-thirds
3 (2/3) of the members of any standing or special committee, including
4 ex officio members, may report a bill or resolution out of committee
5 by signing a written report. If a written report is prepared by a
6 member other than the chairperson of the committee, a written notice
7 that a report is being prepared shall be given to the chairperson
8 prior to the circulation of the report for signatures.

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

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

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

21 7.8 - Committee Recommendations

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

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

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

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

18 (e) If a committee does not return a bill or resolution with
19 the recommendation of either "Do Pass", "Do Pass as Amended" or "Do
20 Not Pass", the bill or resolution shall remain the property of the
21 committee, unless the bill or resolution is placed directly on the
22 House Calendar by the Speaker or is discharged pursuant to Section
23 7.12.

1 7.9 - Public Hearing

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

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

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

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

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

22 (d) The notice of the date and time of such hearing shall be
23 publicly announced by the chairperson. Such time and date shall not

1 be less than three (3) legislative days from the date such request
2 was received by the chairperson, unless such time and date would
3 prohibit consideration of the bill or resolution in accordance with
4 Section 7.5 or 7.10 of this Rule.

5 7.10 - Consideration of House Bills and Joint Resolutions

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

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

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

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

9 7.11 - Bill Summary

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

20 (b) All bills affecting any retirement system authorized by law
21 shall be accompanied by a bill summary which shall include an
22 estimate of the cost and actuarial analysis of the measure upon
23 being reported favorably by any standing committee unless the

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1 actuarial analysis for the bill is governed by the Oklahoma Pension
2 Legislation Actuarial Analysis Act. The estimate and actuarial
3 analysis shall be prepared by an actuary engaged by the House of
4 Representatives.

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

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

14 7.12 - Discharge from Committee

15 (a) Any bill or resolution may be discharged from any standing
16 committee of the House upon a written request signed by two-thirds
17 (2/3) of the members of the House.

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

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1 appropriate Calendar. The Clerk of the House shall publish the
2 signatures on the House website.

3 7.13 - Oversight Powers and Responsibilities of Committees and
4 Subcommittees

5 (a) Committees and subcommittees are authorized:

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

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

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

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

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

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

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

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

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

9 CHAPTER B. CONFERENCE COMMITTEES

10 7.14 - Appointment of Conference Committees

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

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

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

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

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

7 7.15 - Meetings of Standing Conference Committees

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

11 7.16 - Notice

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

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

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

19 7.17 - Timing of Meetings

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

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

3 7.18 - Voting

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

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

9 7.19 - Conference Committee Reports

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

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

18 7.20 - Consideration of Conference Committee Reports

19 (a) Motions to accept or reject Senate amendments or to adopt
20 or reject conference committee reports may be arranged on a calendar
21 or upon such calendars as may be directed by the Speaker of the
22 House or the Speaker's designee.

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

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

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

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

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

20 7.21 - Transparency in Conference

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

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

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

7 (d) A motion to reject a joint committee report with
8 instructions or a motion to reject a conference committee report
9 with instructions shall not be considered unless said instructions
10 are electronically submitted to the Office of the Clerk prior to the
11 time the author of the measure is initially recognized to present
12 the joint committee report or the conference committee report to the
13 House of Representatives.

14 7.22 - Publication of Records

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

18 RULE EIGHT

19 ORDER OF BUSINESS

20 AND

21 LEGISLATIVE PROCESS

22 CHAPTER A. ORDER OF BUSINESS

23 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 published 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.

1 17. Consideration of Conference Committee Reports.

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

4 19. Motions and Notices.

5 20. Unfinished business.

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

9 8.2 - "Reading" Defined

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

13 8.3 - Reading of Bills and Joint Resolutions

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

18 8.4 - First and Second Reading

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

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

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

9 CHAPTER B. BILLS AND JOINT RESOLUTIONS ON GENERAL ORDER

10 Rule 8.5 - Reading and Explanation

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

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

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

21 (d) In such case where no main floor amendment shall be timely
22 filed as defined in paragraph (b) of Section 8.6 or where no main
23 floor amendments shall be offered except those amendments permitted

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1 under paragraphs (f) and (g) of Section 8.6, such measure shall
2 become eligible for floor consideration upon the expiration of the
3 deadline set forth in paragraph (b) of Section 8.6.

4 Rule 8.6 - Amendments

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

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

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

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

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

21 (f) Beginning on the Monday falling two (2) weeks prior to a
22 Third Reading deadline, amendments to strike the Title or the
23 Enacting or Resolving Clause of a bill or joint resolution shall be

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1 in order only when offered by the principal author of such bill or
2 resolution and upon receiving prior approval from the House Rules
3 Committee. Amendments offered under this paragraph shall not be
4 subject to the time constraints mandated by paragraphs (b) and (c)
5 of this section.

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

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

19 (i) When considering a measure section by section pursuant to
20 8.5, paragraph (a) of this Rule, a motion to strike a section when
21 such section is under individual consideration shall not be subject
22 to the time constraints established by this Rule for consideration
23 of regularly filed floor amendments.

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

5 Rule 8.7 - Consideration And Presentation

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

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

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

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

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

5 8.8 - Bills Subject to Special Rule

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

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

14 8.9 - Amendment of General Appropriations Bill

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

21 8.10 - Amendment Summary

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

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

18 8.11 - Germaneness of House or Senate Amendments

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

23 8.12 - Amendments Out of Order

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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

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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. A
4 motion to commit with instructions shall be electronically submitted
5 to the Office of the Clerk prior to consideration by the House.

6 8.15 - Motion to Advance from General Order

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

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

15 8.16 - Consideration and Debate

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

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

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

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

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

14 8.17 - Amendments

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

17 8.18 - Consideration of Emergency Section

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

22 8.19 - Consent Calendar

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

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

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

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

18 RULE NINE

19 CHAMBER PROTOCOL

20 9.1 - Enforcement of Rules

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

23 9.2 - Questions of Order and Decorum

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

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

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

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

20 (e) Any decision by the Speaker on a point of order is subject
21 to an appeal to the House made in a timely manner by any member
22 should the member or the House be aggrieved by such decision. Such
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1 appeal must be seconded by a minimum of fifteen (15) members.

2 Members desiring to second an appeal shall so signify by rising.

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

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

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

16 9.3 - Procedure

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

21 (b) As governed by Section 6.7, paragraph (e), Section 7.6,
22 paragraph (d), Section 7.20, paragraph (c) and Section 8.11, the
23 House shall not consider in either session of the current

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1 Legislature any measure originating in the House of Representatives
2 if said measure has been amended by the insertion of matter not
3 germane to the subject of the bill or resolution.

4 9.4 - Debate

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

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

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

19 9.5 - Privileges

20 (a) Questions and motions of privilege shall be: First, those
21 affecting the rights of the House collectively, its safety, dignity
22 and the integrity of its proceedings; Second, the right, reputation
23 and conduct of its members individually in their representative

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1 capacity only, and shall have precedence over all other questions,
2 except motions to adjourn.

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

8 9.6 - Voting and Division

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

20 (b) The electronic voting machine shall be under the control of
21 the presiding officer and shall be operated by such clerk as the
22 presiding officer so designates. At a reasonable time prior to any
23 vote being taken, the presiding officer shall announce that a vote

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1 is about to be taken. When any member other than the Speaker is
2 presiding, the member shall direct another member to activate the
3 roll call switch at said member's desk in the manner requested by
4 that member. When the Speaker is not presiding, the Speaker may
5 direct another member to activate the Speaker's roll call switch in
6 the manner requested by the Speaker. Any member who is present in
7 the Chamber or is within the view of the presiding officer while a
8 vote is in progress may direct another member to activate said
9 member's roll call switch in the manner requested by that member.

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

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

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

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

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

22 (h) All votes on final passage of bills and resolutions, or the
23 Emergency Section thereof, shall be by recorded votes. One-

1 fifteenth (1/15) of the members present, a quorum being present, may
2 demand a recorded vote on any proposition, or the presiding officer
3 may order a recorded vote upon the presiding officer's own
4 initiative. All such recorded votes shall be published in the House
5 Journal.

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

8 9.7 - Conduct During Voting

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

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

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

18 9.8 - Previous Question

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

3 9.9 - Motion to Advance Question

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

11 9.10 - Reconsideration

12 (a) The final vote on Third Reading or Fourth Reading on any
13 bill or joint resolution, or on the Emergency Section thereof, or
14 the final vote on adoption of a simple or concurrent resolution, may
15 be reconsidered only if a member serves notice immediately after
16 such final vote is taken and prior to the consideration of any other
17 business.

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

22 (c) A motion to reconsider may be offered immediately or upon
23 the same day the final vote is taken by the member who served

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1 notice, or by another member with said member's consent. On the
2 last day of the reconsideration period, any member may seek
3 recognition for a motion to reconsider.

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

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

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

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

22 9.11 - Measures Vetoed By The Governor
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1 (a) When a bill or joint resolution is returned to the House
2 because of a veto by the Governor, a motion to vote to override the
3 veto shall be in order at any time.

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

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

14 9.12 - Quorum

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

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

5 RULE TEN

6 MOTIONS

7 10.1 - Precedence of Motions

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

12 (a) Privileged Motions

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

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

16 To adjourn (not amendable - not debatable)

17 To recess (amendable - not debatable)

18 Call of the House (not amendable - not debatable; see Section
19 10.5 of this rule)

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

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

23 To table (not amendable - not debatable)

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1 (b) Incidental Motions

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

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

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

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

10 Method of consideration (amendable - not debatable)

11 Question of priority (not amendable - not debatable)

12 Reading of papers (not amendable - debatable)

13 (c) Subsidiary Motions

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

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

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

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

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

19 To amend (amendable - debatable)

20 To postpone indefinitely (not amendable - debatable)

21 (d) Main Motions

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

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

5 To reconsider (not amendable - debatable)

6 To rescind (not amendable - debatable)

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

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

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

13 To commit with instructions (instructions amendable - debatable)

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

16 10.2 - Motions in Writing

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

22 10.3 - Vote Required for Adoption of Motions

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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 10.4 - Withdrawal of Motions

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

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

16 10.5 - Call of the House

17 (a) Call of the House may be moved at any time by any member,
18 but must be seconded by fifteen (15) members. If such motion
19 prevails, the business pending shall be suspended, the roll shall be
20 taken, and the names of the absentees ascertained. The Chief
21 Sergeant at Arms shall then be directed by the presiding officer to
22 compel the attendance of the absent members. After one (1) hour has
23 expired, the roll shall again be taken and absent members noted in

1 the Journal, and the business suspended upon the roll call shall
2 proceed. If, however, before the expiration of the hour, all absent
3 members, not otherwise excused, shall appear, the business pending
4 shall then proceed.

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

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

14 RULE ELEVEN

15 GENERAL PROVISIONS

16 11.1 - Nominations

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

20 (b) Committee reports on nominations shall be combined for
21 consideration by the House. To be approved by the House, the
22 combined report shall be adopted by a majority of the members of the
23 House. At the request of any member, a nominee shall be separated

1 from the combined report and considered individually by the House.
2 The Majority Floor Leader shall be responsible for preparation and
3 submission of the combined report.

4 11.2 - Investigations

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

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

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

17 11.3 - Distribution Within House of Representatives

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

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

5 11.4 - Honorary Appointments

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

7 11.5 - Lobbying

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

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

14 11.6 - Designated Smoking Areas

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

19 11.7 - Members of the Press

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

3 11.8 - Legislative Records

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

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

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

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

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

3 11.9 - Technical Corrections

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

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

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

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

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

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

11 11.10 - Convening Restriction

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

14 11.11 - Security

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

19 RULE TWELVE

20 ADJOURNMENT OR RECESS

21 12.1 - Motion to Adjourn or Recess

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

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

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

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

18 12.2 - Absence of a Quorum

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

21 12.3 - Sine Die Adjournment

22 The date and time of sine die adjournment of each Regular
23 Session of the Legislature shall be fixed by motion or resolution.

1 Once the date and time so fixed has arrived, no further business
2 shall be conducted by the House and the presiding officer shall
3 declare the House adjourned sine die.

4 RULE THIRTEEN

5 INTERIM STUDIES

6 13.1 - Interim Studies

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

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

12 (c) The committees shall meet as often as necessary to transact
13 effectively the business assigned to them and may continue to
14 exercise the oversight and investigatory powers granted in Section
15 7.13 of these Rules.

16 13.2 - Requests for Interim Study

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

22 13.3 - Quorum
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1 During a legislative interim, no committee shall take any final
2 action unless a quorum of the membership of the committee is
3 present.

4 13.4 - Meeting Notice

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

12 RULE FOURTEEN

13 RULES

14 14.1 - Suspension or Amendment of Rules

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

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

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

4 14.2 - Parliamentary Authorities

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

12 14.3 - Rules Effective

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

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

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21 DIRECT TO CALENDAR.
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