

**GENERAL ASSEMBLY OF NORTH CAROLINA  
SESSION 2015**

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**HOUSE RESOLUTION 481  
PROPOSED COMMITTEE SUBSTITUTE H481-PCS10230-TG-6**

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Sponsors:

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Referred to:

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April 1, 2015

1 A HOUSE RESOLUTION ADOPTING THE PERMANENT RULES OF THE HOUSE OF  
2 REPRESENTATIVES FOR THE 2015 GENERAL ASSEMBLY.

3 Be it resolved by the House of Representatives:

4 **SECTION 1.** The permanent rules of the Regular Session of the House of  
5 Representatives of the 2015 General Assembly are:

6 **PERMANENT RULES OF THE HOUSE OF REPRESENTATIVES FOR THE**  
7 **REGULAR SESSION OF THE 2015 GENERAL ASSEMBLY OF NORTH CAROLINA**

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17 **I. Order of Business**

18 **RULE 1. Convening Hour, Limitation on Friday, Night, and Sunday Legislative**  
19 **Sessions.** – The House shall convene each legislative day at the hour fixed by the House. In the  
20 event the House adjourns on the preceding legislative day without having fixed an hour for  
21 reconvening, the House shall convene on the next legislative day at 2:00 P.M. During January  
22 and February of 2015, no sessions may be held on Friday. Without leave of the House, no  
23 session shall continue after 10:00 P.M. on Monday nor after 9:00 P.M. on any other days, and  
24 the Speaker shall adjourn the House without motion at that point, except that a motion may be  
25 made as to the time and day of next convening. No votes shall be held on Sunday, except for  
26 votes on motions to approve the journal and to adjourn.

27 **RULE 1.1. Emergencies.** – In the event of a disaster, natural or otherwise, that  
28 precludes the General Assembly from meeting in the Legislative Building, the members will be  
29 notified by the Speaker where and when the House will convene.

30 **RULE 2. Opening the Session.** – The Sergeant-at-Arms shall clear the House five  
31 minutes before the convening hour. At the convening hour on each legislative day, the Speaker  
32 shall call the members to order and shall have the session opened with prayer. At the convening  
33 hour, the Speaker, or the Speaker's designee, shall lead the members in the Pledge of  
34 Allegiance to the American Flag.

35 **RULE 3. Quorum.** – (a) A quorum consists of a majority of the qualified members  
36 of the House.



1 (b) Should the point of a quorum be raised, the doors shall be closed, and the  
2 Clerk shall call the roll of the House, after which the names of those not responding shall again  
3 be called. In the absence of a quorum, 15 members are authorized to compel the attendance of  
4 absent members and may order that absentees for whom no sufficient excuses are made be  
5 taken into custody wherever they may be found by special messenger appointed for that  
6 purpose.

7 **RULE 4. Approval of Journal.** – (a) The Chair of the Standing Committee on  
8 Rules, Calendar, and Operations of the House shall cause the Journal of the House to be  
9 examined daily before the hour of convening to determine if the proceedings of the previous  
10 day have been correctly recorded.

11 (b) Immediately following the opening prayer and upon appearance of a  
12 quorum, the Speaker shall call for the Journal report by the Chair of the Standing Committee on  
13 Rules, Calendar, and Operations of the House, or by a Representative designated by the Chair,  
14 as to whether the proceedings of the previous day have been correctly recorded. Without  
15 objection, the Speaker shall cause the Journal to stand approved.

16 **RULE 5. Order of Business of the Day.** – After the approval of the Journal of the  
17 preceding day, except by leave of the House, the House shall proceed to business in the  
18 following order:

- 19 (1) The receiving of petitions, memorials, and papers addressed to the General  
20 Assembly or to the House;
- 21 (1a) Messages from the Governor;
- 22 (2) Ratification of bills;
- 23 (3) Reports of standing committees;
- 24 (4) Reports of select committees;
- 25 (6) First reading and reference to committee of bills and resolutions;
- 26 (7) Messages from the Senate;
- 27 (8) Concurrence with Senate amendments or Senate committee substitutes;
- 28 (9) The unfinished business of the preceding day;
- 29 (10) Calendar (each category in accordance with Rule 40 – House bills first):
  - 30 a. Resolutions for adoption
  - 31 b. Conference reports for adoption
  - 32 c. Local bills (roll call), third reading
  - 33 d. Local bills (roll call), second reading
  - 34 e. Local bills, third reading
  - 35 f. Local bills, second reading
  - 36 g. Public bills (roll call), third reading
  - 37 h. Public bills (roll call), second reading
  - 38 i. Public bills and resolutions, third reading
  - 39 j. Public bills and resolutions, second reading;
- 40 (11) Reading of notices and announcements.
- 41 (12) Reading of Representative Statements of Personal Privilege.

## 42 **II. Conduct of Debate**

43 **RULE 6. Duties and Powers of the Speaker.** – The Speaker shall have general  
44 direction of the Hall, subject to more specific provisions of these rules. The Speaker may name  
45 any member to perform the duties of the chair, but substitution shall not extend beyond one  
46 day, except in the case of sickness or by leave of the House. If the Speaker is absent and has not  
47 designated a member or the Principal Clerk to perform the duties of the chair, the Speaker Pro  
48 Tempore shall preside during such absence. In the case of a vacancy in the office of the  
49 Speaker of the House of Representatives, the Principal Clerk shall preside over the House until  
50 the House elects a Speaker.

1           **RULE 7. Obtaining Floor.** – (a) When any member desires recognition for any  
2 purpose, the member shall rise and respectfully address the Speaker. No member shall proceed  
3 until recognized by the Speaker for a purpose.

4           (b) When a member desires to interrupt a member having the floor, the member  
5 shall first obtain recognition by the Speaker and permission of the member occupying the floor,  
6 and when such recognition and permission have been obtained, he or she may propound a  
7 question to the member occupying the floor; but he or she shall not otherwise interrupt the  
8 member having the floor, except as provided in subsection (c) of this rule; and the Speaker  
9 shall, without the point of order being raised, enforce this rule.

10           (c) A member who has obtained the floor may be interrupted only for the  
11 following reasons:

12           (1) A request that the member speaking yield for a question,

13           (2) A point of order,

14           (3) A parliamentary inquiry, or

15           (4) A question of privilege.

16           **RULE 8. Questions of Privilege.** – Upon recognition by the Speaker for that  
17 purpose, any member may speak to a question of privilege for a time not to exceed three  
18 minutes. Questions of privilege shall be those affecting, first, the rights of the House  
19 collectively, its safety, dignity, and the integrity of its proceedings; second, the rights,  
20 reputation, and conduct of members, individually, in their representative capacity only; and  
21 shall have precedence over all other questions, except motions to adjourn. Privilege may not be  
22 used to explain a vote or debate a bill. The Speaker shall determine if the question is one of  
23 privilege and shall, without the point of order being raised, enforce this rule.

24           **RULE 8.1. Statements of personal privilege; explanation of vote.** – Upon  
25 recognition by the Speaker for that purpose, any member may speak to a question of personal  
26 privilege for a time not exceeding three minutes, and may use some or all of that time to  
27 explain to the House a "Representative Statement of Personal Privilege". Upon motion  
28 supported by a majority present and voting, that statement may be spread upon the Journal.  
29 Neither personal privilege nor a Representative Statement of Personal Privilege may be used to  
30 explain a vote, debate a bill, or in any way disrupt the regular business of the House, nor shall  
31 such opportunities be used to solicit support or sponsors for any bill. The format of  
32 Representative Statement of Personal Privilege shall be prescribed by the Chairman of the  
33 Committee on Rules, Calendar, and Operations of the House, but in any case shall speak only  
34 in the voice of the member submitting it. The Speaker shall determine if the question raised is  
35 one of personal privilege and shall, without the point of order being raised, enforce this rule.

36           **RULE 9. Points of Order.** – (a) The Speaker shall decide questions of order and  
37 may speak to points of order in preference to other members arising from their seats for that  
38 purpose. Any member may appeal from the ruling of the chair on questions of order; on such  
39 appeal no member may speak more than once, unless by leave of the House. A three-fifths vote  
40 of the members present shall be necessary to sustain any appeal from the ruling of the chair.

41           (b) When the Speaker calls a member to order, the member shall be seated,  
42 except that a member called to order may clear a matter of fact, or explain, but shall not  
43 proceed in debate so long as the decision stands. If the member appeals from the ruling of the  
44 chair and the decision by a three-fifths vote of the members present be in favor of the member  
45 called to order, the member may proceed; if otherwise, the member shall not; and if the case, in  
46 the judgment of the House requires it, the member shall be liable to censure by the House.

47           **RULE 10. Limitations on Debate.** – (a) No member shall speak on, debate, or  
48 solicit cosponsors for a bill or resolution at its first reading.

49           (b) No member shall speak more than twice on the main question nor longer  
50 than 15 minutes for the first speech and five minutes for the second speech; nor shall the  
51 member speak more than twice upon an amendment or motion to reconsider, re-refer, appeal,

1 or postpone or any motion on concurrence, and then not longer than 10 minutes for the first  
2 speech and five minutes for the second speech.

3 (c) A member may speak only once and for not more than 10 minutes on the  
4 question of the adoption of a minority report.

5 (d) In computing the time allowed for argument, the time consumed in  
6 answering questions should be considered and is taken out of any time allowed that member.

7 (e) The House, by consent of a majority of the members present, may suspend  
8 the operation of subsections (b) through (d) of this rule during any debate on any particular  
9 question before the House.

10 **RULE 11. Reading of Papers.** – When there is a call for the reading of the text of a  
11 paper which has been presented to the House and there is objection to such reading, the  
12 question shall be determined by a majority vote of the members of the House present. Except  
13 for protests permitted by the Constitution, no member may have material printed in the Journal  
14 until said material has been presented to the House and the printing approved by the House, and  
15 said material shall not exceed 1,000 words.

16 **RULE 12. General Decorum.** – (a) The Speaker shall preserve order and decorum.

17 (b) Decency of speech shall be observed and disrespect to personalities carefully  
18 avoided.

19 (c) When the Speaker is putting any question, or addressing the House, no  
20 person shall speak, stand up, walk out of, or cross the House nor, when a member is speaking,  
21 engage in disruptive discourse or pass between the member and the chair.

22 (d) Food or beverages shall not be permitted on the floor of the House during  
23 the first hour of the daily session.

24 (e) The reading of newspapers shall not be permitted on the floor of the House  
25 while the House is in session.

26 (f) The consumption of food or beverages shall not be permitted in the galleries  
27 at any time.

28 (g) Special recitals and performances by musicians or other groups shall not be  
29 permitted on the floor of the House; and special guests of members of the House shall not be  
30 permitted on the floor of the House.

31 (h) Members shall observe appropriate attire, coat and tie for male members and  
32 dignified dress for female members.

33 (i) The use of a mobile device or cellular phone for the purpose of making or  
34 receiving a phone call shall not be permitted in the House Chamber.

35 (j) Placards, stickers, or signs are not permitted in the House Chamber.

### 36 **III. Motions**

37 **RULE 13. Motions Generally.** – (a) Every motion shall be reduced to writing if the  
38 Speaker or any two members request it. No motion relating to a bill shall be in order that does  
39 not identify the bill by its number and short title.

40 (b) When a motion is made, it shall be stated by the Speaker or, if written, it  
41 shall be handed to the chair and read aloud by the Speaker or Clerk before debate.

42 (c) After a motion has been stated by the Speaker or read by the Speaker or  
43 Clerk, it shall be in the possession of the House; but it may be withdrawn before a decision or  
44 amendment, except in case of a motion to reconsider, which motion, when made by a member,  
45 shall be in possession of the House and shall not be withdrawn without leave of the House.

46 **RULE 14. Motions, Order of Precedence.** – When there are motions before the  
47 House, the order of precedence is as follows:

48 To adjourn.

49 To recess.

50 To lay on the table.

51 Previous question.

- 1 To postpone indefinitely.
- 2 To reconsider.
- 3 To postpone to a day certain.
- 4 To re-refer.
- 5 To amend an amendment.
- 6 To amend.
- 7 To pass the bill.

8 No motion to lay on the table, to postpone indefinitely, to postpone to a day certain,  
9 to re-refer, or to make a particular amendment, being decided, shall be again allowed at the  
10 same stage of the bill or proposition.

11 **RULE 15. Motion to Adjourn.** – (a) A motion to adjourn shall be seconded before  
12 the motion is put to the vote of the House.

13 (b) A motion to adjourn shall be decided without debate and shall always be in  
14 order, except when the House is voting or some member is speaking; but a motion to adjourn  
15 shall not follow a motion to adjourn until debate or some other business of the House has  
16 intervened.

17 **RULE 16. Motion to Table.** – (a) A motion to table shall be seconded before the  
18 motion is put to the vote of the House and is in order except when a motion to adjourn or to  
19 recess is before the House.

20 (b) A motion to table shall be decided without debate; however, the proponent  
21 of the matter that is subject of the motion to table shall be given up to two minutes to explain  
22 the matter subject to the motion to table if the proponent has not previously explained the  
23 matter prior to the motion to table.

24 (c) A motion to table a bill shall constitute a motion to table the bill and all  
25 amendments thereto.

26 (d) When the question before the House is the adoption of an amendment to a  
27 bill or resolution, a motion to table the bill is not in order; and a motion to table an amendment  
28 applies to the amendment only, and the motion may not expressly or by implication or  
29 construction be expanded to include a motion to table the bill also.

30 (e) When a question has been tabled, it shall not thereafter be considered, except  
31 on motion to reconsider under Rule 18 or to remove from the table approved by a two-thirds  
32 vote.

33 **RULE 17. Motion to Postpone Indefinitely.** – A motion to postpone indefinitely is  
34 in order except when a motion to adjourn or to lay on the table or for the previous question or  
35 to recess is before the House. However, after one motion to postpone indefinitely has been  
36 decided, another motion to postpone indefinitely shall not be allowed at the same stage of the  
37 bill or proposition. When a question has been postponed indefinitely, it shall not thereafter be  
38 considered, except on motion to reconsider under Rule 18 or to place on the favorable calendar  
39 approved by a two-thirds vote.

40 **RULE 18. Motion to Reconsider.** – (a) When a question has been decided, it is in  
41 order for any member to move for the reconsideration thereof on the same or the succeeding  
42 legislative day; provided that if the vote by which the motion was originally decided was taken  
43 by a recorded vote, only a member of the prevailing side may move for reconsideration.

44 (b) A motion to reconsider shall be determined by a majority vote, except the  
45 following shall require a two-thirds vote: a second or subsequent motion to reconsider and a  
46 motion to reconsider:

- 47 (1) A vote upon a motion to table,
- 48 (2) A motion to postpone indefinitely,
- 49 (3) A motion to remove a bill from the unfavorable calendar,
- 50 (4) A motion that a bill be read twice on the same day, or
- 51 (5) A motion to remove from the table.

1 (c) A motion to reconsider the vote by which a person has been elected as  
2 Speaker or Speaker Pro Tempore shall not be in order. This subsection of this rule cannot be  
3 suspended except by a vote of three-fifths of all the members of the House.

4 **RULE 19. Previous Question.** – (a) The previous question may be called only by:

5 (1) The Chair of the Committee on Rules, Calendar, and Operations of the  
6 House;

7 (1a) The Vice-Chair of the Committee on Rules, Calendar, and Operations of the  
8 House if the Chair is not in the chamber or able to participate in debate;

9 (2) The Majority Leader;

10 (3) The member submitting the report on the bill or other matter under  
11 consideration;

12 (4) The member introducing the bill or other matter under consideration;

13 (5) The member in charge of the measure, who shall be designated by the chair  
14 of the standing committee reporting the same to the House at the time the  
15 bill or other matter under consideration is reported to the House or taken up  
16 for consideration.

17 (b) The previous question shall be as follows: "Shall the main question now be  
18 put?" When the call for the previous question has been decided in the affirmative by a majority  
19 vote of the House, the question is on the passage of the bill, resolution, or other matter under  
20 consideration.

21 (c) The call for the previous question shall preclude all motions, amendments,  
22 and debate, except the motion to adjourn, motion to recess, or motion to table.

23 (d) If the previous question is decided in the negative, the question remains  
24 under debate.

25 (e) After the previous question is ordered by the House on the main question of  
26 second or third reading, the Majority Leader and the Minority Leader may each allocate three  
27 minutes of debate on the question. The Majority Leader and the Minority Leader may each  
28 designate another member to act under this subsection.

#### 29 **IV. Voting**

30 **RULE 20. Use of Electronic Voting System.** – (a) Votes on the following  
31 questions shall be taken on the electronic voting system, and the ayes and noes shall be  
32 recorded on the Journal:

33 (1) The passage as required by Article II, Section 23 of the North Carolina  
34 Constitution on second and third readings of any bill:

35 a. Raising money on the credit of the State,

36 b. Pledging the faith of the State for the payment of a debt,

37 c. Imposing a State tax, or

38 d. Authorizing a county, municipality, or other local governmental unit  
39 to:

40 1. Raise money on its credit,

41 2. Pledge its faith for the payment of a debt, or

42 3. Impose a local tax.

43 (2) All questions on which a call for the ayes and noes under Rule 24(a) and  
44 Article II, Section 19 of the North Carolina Constitution has been sustained.

45 (3) Both second and third readings of bills proposing amendment of the North  
46 Carolina Constitution or ratifying resolutions amending the United States  
47 Constitution.

48 (4) The passage of a bill notwithstanding the Governor's veto thereof pursuant to  
49 Article II, Section 22 of the North Carolina Constitution.

50 (b) Votes on the following questions shall be taken on the electronic voting  
51 system:

1 (1) Second reading of all public bills except resolutions, all amendments to  
2 public bills offered after second reading, third reading if a public bill was  
3 amended after second reading or if the reading occurs on a day or days  
4 following the second reading, all conference reports on public bills, all  
5 motions to lay public bills on the table, and all motions to postpone public  
6 bills indefinitely.

7 (2) Upon a call for division.

8 (3) Any other question upon direction of the Speaker or upon motion of any  
9 member supported by one-fifth of the members present.

10 (c) When the electronic voting system is used, 15 seconds shall be allowed for  
11 voting on the question before the House, unless the Chair shall direct otherwise. Once the  
12 system is locked, the vote shall be recorded and printed.

13 (d) The voting station at each member's desk in the Chamber shall be used only  
14 by the member to which the station is assigned. Under no circumstances shall any other person  
15 vote at a member's station. It is a breach of the ethical obligation of a member either to request  
16 that another person vote at the requesting member's station or to vote at another member's  
17 station. The Speaker shall enforce this rule without exception.

18 (e) When the electronic voting system is used, the Speaker shall state the  
19 question and shall then state substantially the following: "All in favor vote 'aye'; all opposed  
20 vote 'no'; the Clerk will open the vote." In order to have the vote recorded, the member must  
21 vote by the electronic voting system within the time allowed for that vote, unless the voting  
22 station assigned to a member is malfunctioning. The Speaker shall enforce this rule without  
23 exception. After the allotted time for voting has elapsed, the Speaker shall say: "The Clerk will  
24 now lock the machine and record the vote." After the machine is locked and the vote recorded,  
25 the Speaker shall announce the vote and declare the result.

26 (f) One copy of the machine printout of the vote record of all votes taken on the  
27 electronic voting system shall be filed in the office of the Principal Clerk, and two copies shall  
28 be filed in the Legislative Library where the copies shall be open to public inspection. A legible  
29 copy of the bill, amendment, or motion on which the vote was taken shall be filed with the  
30 printout of the vote in the Legislative Library.

31 (g) When the Speaker ascertains that the electronic voting system is inoperative  
32 before a vote is taken or while a vote is being taken on the electronic voting system, the  
33 Speaker shall announce that fact to the House, and any partial electronic voting system voting  
34 record shall be voided. In such a case, if the North Carolina Constitution or the Rules of the  
35 House require a call of the ayes and noes, the Clerk shall call the roll of the House, and the ayes  
36 and noes shall be taken manually and shall be recorded on the Journal. All roll call votes shall  
37 be taken alphabetically. If, after a vote is taken on the electronic voting system, it is discovered  
38 that a malfunction caused an error in the electronic voting system printout, the Speaker shall  
39 direct the Reading Clerk and the Principal Clerk to verify and correct the printout record and so  
40 advise the House.

41 (h) For the purpose of identifying motions on which the vote is taken on the  
42 electronic voting system, the motions are coded as follows:

43 (1) To adjourn.

44 (2) To recess.

45 (3) To lay on the table.

46 (4) Previous question.

47 (5) To postpone indefinitely.

48 (6) To reconsider.

49 (7) To postpone to a day certain.

50 (8) To re-refer.

51 (9) To amend an amendment.

- 1 (10) To amend.  
2 (11) To concur or not concur.  
3 (12) Miscellaneous.

4 **RULE 21. Voice Votes; Stating Questions.** – (a) All other votes except those  
5 required to be taken on the electronic voting system shall be taken by voice vote.

6 (b) When a voice vote is taken, the Speaker shall put the question substantially  
7 as follows: "Those in favor (as the question may be) will say 'aye'," and after the affirmative  
8 voice has been expressed, "Those opposed will say 'no'."

9 (c) No statement, explanation, debate, motion, parliamentary inquiry, or point of  
10 order shall be allowed once the voice vote has begun. Any point of order or parliamentary  
11 inquiry may be raised, however, after the completion of the vote.

12 (d) Except in the event of a State of Emergency, a motion to approve the  
13 Journal, or a motion to adjourn, the House shall take no votes during the week beginning on  
14 April 5, 2015, and ending on April 11, 2015.

15 **RULE 22. Determining Questions.** – (a) Unless otherwise provided by the North  
16 Carolina Constitution or by these rules, all questions shall be determined by a simple majority  
17 of the members present and voting.

18 (b) No member may vote unless the member is in the Chamber when the  
19 question is put. This subsection of this rule cannot be suspended.

20 **RULE 23. Voting by Division.** – Any member may call for a division of the  
21 members upon the question before the result of the vote has been announced. Upon a call for a  
22 division, the Speaker shall cause the number voting in the affirmative and in the negative to be  
23 determined. Upon a division and count of the House on any question, no member away from  
24 the member's seat shall be counted.

25 **RULE 24. Roll Call Vote.** – (a) Before a question is put, any member may call for  
26 the ayes and noes. If the call is sustained by one-fifth of the members present, the question shall  
27 be decided by the ayes and noes upon a roll call vote.

28 (b) Every member who is in the Hall of the House when the question is put shall  
29 vote upon a call of the ayes and noes, unless excused pursuant to Rule 24.1A.

30 (c) No member may change a vote without leave of the House, but such leave  
31 shall not be granted if it affects the result or if the session in which the vote was taken has been  
32 adjourned.

33 **RULE 24.1A. Excuse From Deliberations and Voting on a Bill.** – (a) Any  
34 member shall, upon request, be excused in advance from the deliberations and voting on a  
35 particular bill at any time that the reason for the request arises in the proceedings on the bill.

36 (b) The member may make a brief oral statement of the reasons for making the  
37 request. The member shall provide to the Principal Clerk, on a form provided by the Clerk, a  
38 concise written statement of the reason for the request, and the Clerk shall include this  
39 statement in the Journal.

40 (c) Except as provided in subsection (e) of this section, the member so excused  
41 shall not debate the bill or any amendment to the bill, vote on the bill, offer or vote on any  
42 amendment to the bill, or offer or vote on any motion concerning the bill, in committee or on  
43 the floor of the House at any reading, or any subsequent consideration of the bill.

44 (d) A member may request that his or her excuse from deliberations on a  
45 particular bill be withdrawn.

46 (e) By leave of the House, a member who has been excused from deliberations  
47 and voting on a bill may participate in deliberations and votes on amendments to which that  
48 member does not have any conflict that requires excusal.

49 **RULE 24.1B. Division of Amendments.** – Any member may call for an  
50 amendment to be divided into two or more amendments to be voted on separately, and the  
51 Speaker shall determine whether the amendment admits of such a division.



1           **RULE 25. Voting by Speaker.** – In all elections the Speaker may vote. In all other  
2 instances the Speaker may vote or may reserve this right until there is a tie in which event the  
3 Speaker may vote; but in no instance may the Speaker vote twice on the same question.

#### 4   **V. Committees**

5           **RULE 26. Standing Committees Generally.** – (a) The Speaker shall appoint a  
6 chair, or cochair, of every standing committee and select committee, if any. In the construction  
7 of these rules, the word "chair" as applied to a committee, extends to and includes a cochair of  
8 the committee. The Speaker shall have the exclusive right and authority to establish select  
9 committees, but this does not exclude the right of the House by resolution to establish select  
10 committees.

11           (b) The Speaker shall establish the number of members of each standing  
12 committee and appoint the members in a manner to reflect the partisan membership of the  
13 House, except that the Committee on Ethics shall have an equal number of members of the  
14 majority and minority.

15           (c) Before appointing members of committees, the Speaker shall consult with  
16 the Minority Leader. The Speaker and Minority Leader shall consider members' committee  
17 preferences in making appointments and recommendations.

18           (d) The Speaker may not appoint new members to committees after April 15 of  
19 an odd-numbered year or at any time during an even-numbered year except to fill vacancies  
20 caused by the resignation, death, removal, or inability to serve of a member. As to select  
21 committees established after March 1 of an odd-numbered year or during an even-numbered  
22 year, the Speaker may not appoint new members more than 60 calendar days after the select  
23 committee is established, except to fill vacancies caused by the resignation, death, removal, or  
24 inability to serve of a member.

25           (e) The Speaker may name one or more vice-chairs for any standing committee.

26           (f) Up to two Chairs of the Appropriations Committee are entitled to vote in all  
27 other Appropriations Committees (Capital, Education, General Government, Health and  
28 Human Services, Information Technology, Justice and Public Safety, Agriculture and Natural  
29 and Economic Resources, and Transportation).

30           (g) Either the chair or acting chair, designated by the chair or by the Speaker,  
31 and five other members of the standing committee, or a majority of the standing committee,  
32 whichever is fewer, shall constitute a quorum of that standing committee. A quorum of less  
33 than a majority of all the members must include at least one member of the minority party.

34           (h) In any joint meeting of the Senate and House committees, the House  
35 standing committee reserves the right to vote separately.

36           **RULE 26.1. Mentions of Standing Committee Includes Select Committee.** – Any  
37 reference in these rules to standing committees shall extend to select committees unless the  
38 context requires otherwise.

39           **RULE 27. List of Standing Committees.** – The standing committees thereof are:  
40 Committees

41           Aging

42           Agriculture

43           Alcoholic Beverage Control

44           Appropriations

45           Appropriations, Capital

46           Appropriations, Education

47           Appropriations, General Government

1	Appropriations, Health and Human Services
2	Appropriations, Information Technology
3	Appropriations, Justice and Public Safety
4	Appropriations, Agriculture and Natural and Economic Resources
5	Appropriations, Transportation
6	
7	Banking
8	
9	Children, Youth, and Families
10	
11	Commerce and
12	Job Development
13	
14	Education – K-12
15	
16	Education – Community Colleges
17	
18	Education – Universities
19	
20	Elections
21	
22	Environment
23	
24	Ethics
25	
26	Finance
27	
28	Health
29	
30	Homeland Security, Military, and
31	Veterans Affairs
32	
33	Insurance
34	
35	Judiciary I
36	
37	Judiciary II
38	
39	Judiciary III
40	
41	Judiciary IV
42	
43	Local Government
44	
45	Pensions and Retirement
46	
47	Public Utilities
48	
49	Regulatory Reform
50	
51	Rules, Calendar, and

1 Operations of the House

2  
3 State Personnel

4  
5 Transportation

6  
7 University Board of Governors

8 Nominating

9  
10 Wildlife Resources

11 **RULE 28. Standing Committee Meetings.** – (a) Standing committees shall be  
12 furnished with suitable meeting places pursuant to a schedule established by the Chair of the  
13 Standing Committee on Rules, Calendar, and Operations of the House. Select committees shall  
14 be furnished with suitable meeting places as their needs require by the Chair of the Standing  
15 Committee on Rules, Calendar, and Operations of the House.

16 (b) Subject to the provisions of subsection (c) of this rule, standing committees  
17 shall permit other members of the General Assembly, the press, and the general public to attend  
18 all sessions of said standing committees.

19 (c) The chair or other presiding officer shall have general direction of the  
20 meeting place of the standing committee, and, in case of any disturbance or disorderly conduct  
21 therein, or if the peace, good order, and proper conduct of the legislative business is hindered  
22 by any person or persons, the Chair or presiding officer shall have power to exclude from the  
23 session any individual or individuals so hindering the legislative business.

24 (d) Procedure in the standing committees shall be governed by the rules of the  
25 House, so far as the same may be applicable to such procedure. Before a question is put, any  
26 member may call for the ayes and noes. The Chair shall ask, "Is the call sustained?" If the call  
27 is sustained by one-fifth of the members present and standing, the question shall be decided by  
28 the ayes and noes upon a roll call vote. All roll call votes shall be taken alphabetically and shall  
29 be subject to Rule 21(c).

30 (d1) The committee chair shall set the agenda for each committee meeting. After  
31 April 1, 2015, a committee may, provided there is a written request signed by at least  
32 two-thirds of the members of the committee, place a bill on the committee's agenda for the next  
33 regularly scheduled meeting of the committee.

34 (e) No standing committee shall meet on any day when the House shall not  
35 convene except by permission of the Speaker or by approval of the House by resolution  
36 adopted by a majority vote of the House.

37 (f) No standing committee shall meet during any session of the House. Standing  
38 committees shall meet at their regularly scheduled hour. Standing committees may meet at  
39 other times as authorized by the Chair of the Standing Committee on Rules, Calendar, and  
40 Operations of the House in order to assure the availability of the meeting room and that no  
41 conflicts will exist with the meetings of other bodies. All standing committee meetings shall  
42 adjourn no later than:

43 (1) 15 minutes preceding a regular session of the House, and

44 (2) 10 minutes preceding the hour of the next regularly scheduled standing  
45 committee meeting.

46 Action taken by a committee in violation of this rule is voidable unless taken by  
47 unanimous consent at a meeting at which a majority of all the members of the committee are  
48 present, and at least one member present is of the minority party.

49 (g) Any call or notice of a standing committee meeting between legislative  
50 sessions shall be sent by electronic mail to each member of the standing committee at least five  
51 days prior to such meeting. If a member of the body so requests in writing to the chair of the

1 standing committee, the member shall also be notified of the meetings by mail at a designated  
2 address.

3 (h) During standing committee meetings, the chair may exercise the right to  
4 vote, or may reserve this right until there is a tie, in which event the chair may vote, but in no  
5 instance may the chair vote twice on the same question.

6 **RULE 28.1. Ethics Committee Investigations Into Violations of the Open**  
7 **Meetings Law.** – (a) On its own motion, or in response to signed and sworn complaint of any  
8 individual filed with the Standing Committee on Ethics, the Committee shall inquire into any  
9 alleged violation by members of the House of the Open Meetings Law (Article 33C of Chapter  
10 143 of the General Statutes), as the same may be amended in the future.

11 (b) If, after such preliminary investigation as it may make, the Committee  
12 determines to proceed with an inquiry into the conduct of any individual, the Committee shall  
13 notify the individual as to the fact of the inquiry and the charges against the individual and shall  
14 schedule one or more hearings on the matter. The individual shall have the right to present  
15 evidence, cross-examine witnesses, and be represented by counsel at any hearings.

16 (c) After the Committee has concluded its inquiries into the alleged violations,  
17 the Committee shall dispose of the matter by taking one of the following actions:

18 (1) Dismiss the complaint and take no further action.

19 (2) Issue a private letter of reprimand to the legislator, if the legislator  
20 unintentionally violated the provisions of the Open Meetings Law.

21 (3) Issue a public letter of reprimand if the violation of the Open Meetings Law  
22 was intentional or if the legislator has previously received a private letter of  
23 reprimand. The Chair of the Committee on Ethics shall have the public letter  
24 of reprimand spread on the pages of the House Journal.

25 (4) Refer the matter to the House for appropriate action.

26 **RULE 29. Notice of Standing Committee Meetings and Hearings.** – (a) Notice of  
27 meetings of standing committees that will occur at the regularly scheduled meeting times shall  
28 be given by one or both of the following methods:

29 (1) Notice given openly at a session of the House; or

30 (2) Notice mailed or sent by electronic mail to those who have requested notice,  
31 and to the Legislative Services Office, which shall post the notice on the  
32 General Assembly Web site.

33 (b) Notice of all other meetings shall be given in the House. If the meeting is  
34 scheduled to occur after adjournment, notice shall also be given by electronic mail and posting  
35 on the General Assembly Web site.

36 (c) The chair of the standing committee shall notify or cause to be notified the  
37 sponsor of each bill that is set for hearing or consideration before the standing committee as to  
38 the date, time, and place of that meeting.

39 **RULE 29.1. Public Hearings.** – (a) Requests for a public hearing shall be made in  
40 writing to the chair of the standing committee to which the bill has been referred. The chair of  
41 the standing committee may schedule a public hearing by the standing committee as a whole  
42 after the adjournment of a regular daily House session. Denial of a request made by a House  
43 member may be appealed to the Speaker.

44 Notice shall be given not less than five calendar days prior to public hearings. These  
45 notices shall be issued as information for the press and shall be posted in the places designated  
46 by the Principal Clerk.

47 (b) Persons desiring to appear and be heard at a public hearing shall submit their  
48 requests to the chair of the standing committee. The standing committee chair may designate  
49 one or more members to arrange the order of appearance of interested parties. A brief written  
50 statement of testimony may be submitted without oral presentation and shall be incorporated  
51 into the minutes of the public hearing.

1           **RULE 29.2. Minutes to Legislative Library.** – The chair of a standing committee  
2 shall ensure that written minutes are compiled for each of the body's meetings. The minutes  
3 shall indicate the members present and the actions taken at the meeting. Not later than 10 days  
4 after the adjournment of each session of the General Assembly, the chair shall deliver the  
5 minutes to the Legislative Library. The Speaker of the House may grant a reasonable extension  
6 of time for filing said minutes upon written application of the chair.

7           **RULE 30. Committee of the Whole House.** – (a) A Committee of the Whole  
8 House shall not be formed, except by leave of the House.

9           (b) After passage of a motion to form a Committee of the Whole House, the  
10 Speaker shall appoint a chair to preside in the committee, and the Speaker shall leave the dais.

11           (c) The rules of procedure in the House shall be observed in the Committee of  
12 the Whole House, so far as they may be applicable, except the rule limiting the time of  
13 speaking and the previous question.

14           (d) In the Committee of the Whole House, a motion that the standing committee  
15 rise shall always be in order, except when a member is speaking, and shall be decided without  
16 debate.

17           (e) When a bill is submitted to the Committee of the Whole House, it shall be  
18 read and debated by sections, leaving the preamble to be last considered. The body of the bill  
19 shall not be defaced or interlined, but all amendments, noting the page and line, shall be duly  
20 entered by the Principal Clerk on a separate paper as the same shall be agreed to by the  
21 standing committee and be so reported to the House. After report, the bill shall again be subject  
22 to be debated and amended by sections before a question on its passage be taken.

## 23           **VI. Handling of Bills**

24           **RULE 31. Introduction of Bills and Resolutions.** – (a) All bills and resolutions  
25 shall be introduced by submitting same to the Principal Clerk's office on the legislative day  
26 prior to the first reading and reference thereof according to the following schedule: by 30  
27 minutes after adjournment each Monday; and by 3:00 P.M. each Tuesday, Wednesday,  
28 Thursday, and Friday.

29           (b) Bills shall not become resolutions provided the Senate has a similar rule.  
30 Resolutions shall not become bills. Resolutions are not law but may be used when a law is not  
31 necessary for the purpose contained therein. Resolutions shall not be used to appropriate funds  
32 for any purpose, but may be used to create study commissions or committees or establish  
33 investigative committees, to honor deceased persons, and to adopt House rules and internal  
34 affairs. Resolutions cannot amend, repeal, or modify a statute; nor do they have life beyond the  
35 term of the session during which they are adopted.

36           (c) Every bill or resolution shall be read in regular order of business, except  
37 upon permission of the Speaker or on the report of a standing committee.

38           (d) All bills and resolutions shall show in their captions a brief descriptive  
39 statement of the true substance of same, which captions may thereafter be amended.  
40 Amendments to captions of bills are in order only if the amendment is germane to the bill.  
41 Third reading shall not be had on any bill or resolution on the same day that such caption is  
42 amended.

43           (e) A Substitute Bill shall be covered with the same color jacket as the original  
44 bill and shall be prefaced as follows: "House Committee Substitute for \_\_\_\_."

45           (f) House resolutions need not be read more than twice.

46           (g) All memorializing, celebration, commendation, and commemoration  
47 resolutions, except those honoring the memory of deceased persons, shall be excluded from  
48 introduction and consideration in the House. The mention of a deceased person as a pretext to  
49 honor an institution or a living person is prohibited. Members should utilize a "Representative  
50 Statement of Personal Privilege" as provided in Rule 8.1, as the preferred alternative to House

1 simple resolutions that memorialize, celebrate, commend, and commemorate, other than for  
2 those relating to deceased members of the General Assembly.

3 (h) Any reference in these rules to bills shall extend to resolutions unless the  
4 context requires otherwise.

5 **RULE 31.1. Deadlines on Introduction and Receipt; No Blank Bills; 15-Bill**  
6 **Limit; Single Subject Rule.** – (a) All local bills must be submitted to the Bill Drafting  
7 Division of the Legislative Services Office by 4:00 P.M. on Wednesday, March 18, 2015, and  
8 must be introduced not later than 3:00 P.M. on Wednesday, April 1, 2015.

9 (b) All public bills or resolutions recommended by commissions or standing  
10 committees authorized or directed by act or resolution of the General Assembly (i) to report to  
11 the 2015 Regular Session of the General Assembly, or to report prior to convening of that  
12 session, or (ii) which are recommended to the 2015 Regular Session of the General Assembly  
13 by a commission or committee established directly by Chapter 120 of the General Statutes,  
14 must have been submitted to the Bill Drafting Division of the Legislative Services Office by  
15 4:00 P.M. on Tuesday, February 17, 2015, and must be introduced not later than 3:00 P.M. on  
16 Wednesday, February 25, 2015.

17 (c) All bills prepared to be introduced for departments, agencies, or institutions  
18 of the State must have been submitted to the Bill Drafting Division of the Legislative Services  
19 Office by 4:00 P.M. on Tuesday, March 10, 2015, and must be introduced not later than 3:00  
20 P.M. on Wednesday, March 18, 2015. A bill introduced under this subsection shall be  
21 identified as an Agency Bill after its short title or in the drafting code.

22 (d) All public bills that would not be required to be re-referred to the  
23 Appropriations or Finance Committees under Rule 38 and all joint resolutions and House  
24 resolutions must be submitted to the Bill Drafting Division of the Legislative Services Office  
25 by 4:00 P.M. on Thursday, April 2, 2015, and must be introduced not later than 4:00 P.M. on  
26 Tuesday, April 14, 2015.

27 (e) All public bills which under Rule 38 are required to be re-referred to either  
28 or both of the Appropriations Committee or the Finance Committee must be submitted to the  
29 Bill Drafting Division of the Legislative Services Office by 4:00 P.M. on Thursday, April 2,  
30 2015, and must be introduced not later than 3:00 P.M. on Thursday, April 16, 2015. If any bill  
31 is subject to the deadline under this subsection and the bill is amended so that all the provisions  
32 requiring referral to either or both of those committees under Rule 38 do not remain in the bill,  
33 it is not eligible for further consideration.

34 (f) A bill containing no substantive provisions may not be introduced in the  
35 House.

36 (g) No member may introduce more than 15 public bills. For the purpose of this  
37 subsection, the introducer is the member who is listed as the first sponsor. A member may  
38 assign a portion of this limit to another member electronically using the procedures established  
39 and published by the Principal Clerk. This subsection does not apply to bills or resolutions  
40 recommended by commissions or committees authorized or directed by act or resolution of the  
41 General Assembly (i) to report to the 2015 Regular Session of the General Assembly, or to  
42 report prior to convening of that session, or (ii) that are recommended to the Regular Session of  
43 the General Assembly by a commission or committee established directly by Chapter 120 of  
44 the General Statutes. This subsection does not apply to joint resolutions or House resolutions.

45 (h) In order to be eligible for consideration by the House during the first Regular  
46 Session, all Senate bills other than finance or appropriations bills that would be required to be  
47 re-referred to the Appropriations or Finance Committee under Rule 38 or adjournment  
48 resolutions must be received and read on the floor of the House as a message from the Senate  
49 no later than Thursday, April 30, 2015; provided that a message from the Senate received by  
50 the next legislative day stating that a bill has passed its third reading and is being engrossed

1 shall comply with the requirements of this subsection and provided that the Senate has a similar  
2 rule.

3 (i) Except by motion approved by a majority of members of the House present  
4 and voting, no public House bill other than the Current Operations Appropriations Act or the  
5 Capital Improvement Appropriations Act may contain more than one subject.

6 (j) This rule, other than subsections (f), (g), and (i), does not apply to bills (i)  
7 establishing districts for Congress or State or local entities, (ii) introduced on the report of the  
8 Committees on Appropriations, Finance, or Rules, Calendar, and Operations of the House, or  
9 (iii) ratifying an amendment or amendments to the Constitution of the United States. This rule  
10 does not apply to resolutions adjourning the General Assembly sine die or to a day certain.

11 **RULE 32. Reference to Standing Committees; Serial Referrals.** – Each bill not  
12 introduced on the report of a standing committee shall immediately upon its first reading be  
13 referred by the Speaker to such standing committee or committee of the whole as the Speaker  
14 deems appropriate. The Speaker at the same time may order that, if the bill is reported with any  
15 favorable recommendation or without prejudice, it be re-referred automatically upon the  
16 committee report to another committee designated in the order. Each joint resolution or House  
17 resolution not introduced on the report of a standing committee shall immediately upon its first  
18 reading either be referred by the Speaker to a standing committee or be calendared on the date  
19 designated by the Speaker, as the Speaker deems appropriate.

20 **RULE 33. Papers Addressed to the House.** – Petitions, memorials, and other  
21 papers addressed to the House shall be presented by the Speaker. A brief statement of the  
22 contents thereof may be made orally by the introducer before reference to a committee, but  
23 such papers shall not be debated or decided on the day of their first being read unless the House  
24 shall direct otherwise.

25 **RULE 34. Introduction of Resolutions and Bills.** – (a) House Bills shall be  
26 designated as "H.B.\_\_\_\_." (No. following). A Joint Resolution shall be designated as "H.J.R.  
27 \_\_\_\_." (No. following). A House resolution shall be designated as "H.R.\_\_\_\_." (No. following).

28 Whenever any resolution or bill is filed for introduction, it shall comply with  
29 the procedures established and published by the Principal Clerk.

30 (b) No bill may be filed for introduction if the draft contains names preprinted  
31 on the bill jacket and body of the bill (either as primary sponsors or cosponsors) unless each  
32 such member has signed the jacket.

33 **RULE 35. Public and Local Bills.** – (a) The Legislative Services Officer shall  
34 cause such bills as are introduced to be duplicated in such numbers as may be specified by the  
35 Speaker. Copies shall be placed in the Printed Bills Room and made available to the  
36 committees to which the bill is referred, to individual members on request, and to the general  
37 public.

38 (b) A public bill is a bill affecting 15 or more counties. A local bill is one  
39 affecting fewer than 15 counties.

40 **RULE 35.1. Assessment Reports; Municipal Incorporation Reports.** – (a) Every  
41 bill or resolution proposing the establishment of an occupational or professional licensing board  
42 or a study for the need to establish such a board shall have attached to the jacket of the original  
43 bill or resolution at the time of its consideration on second and third readings by the House or  
44 by any standing committee of the House an assessment report from the Joint Legislative  
45 Commission on Governmental Operations. The assessment report shall not constitute any part  
46 of the expression of legislative intent proposed by the formation of a licensing board.

47 (b) Every legislative proposal introduced in the House or received in the House  
48 from the Senate, proposing the incorporation of a municipality shall have attached to the jacket  
49 of the original bill at the time of its consideration on second or third readings by the House or  
50 by any committee of the House prior to a favorable report, a recommendation from the  
51 Municipal Incorporations Subcommittee of the Joint Legislative Committee on Local

1 Government, established by Article 20 of Chapter 120 of the General Statutes. The  
2 recommendation of the Municipal Incorporations Subcommittee of the Joint Legislative  
3 Committee on Local Government shall be made in accordance with the provisions and criteria  
4 set forth in Article 20 of Chapter 120 of the General Statutes and shall include the findings  
5 required to be made by G.S. 120-166 through G.S. 120-170.

6 **RULE 36. Report by Standing Committee.** – (a) **Reports.** – Bills and resolutions  
7 may be reported from the standing committee to which referred with such recommendations as  
8 the standing committee may desire to make.

9 (b) **Favorable Report.** – When a standing committee reports a bill with the  
10 recommendation that it be passed, the bill shall be placed on the favorable calendar on the day  
11 designated by the Chair of the Standing Committee on Rules, Calendar, and Operations of the  
12 House, but not on the same day that it is reported except by leave of the House, and no later  
13 than the fourth legislative day after submission of the report or Senate message under Rule 43.2  
14 or Rule 43.3(a), unless:

15 (1) The bill is re-referred to the Committee on Appropriations or Committee on  
16 Finance under Rule 38 or was serially referred under Rule 32; or

17 (2) The bill has not yet been placed on the calendar, and the Speaker refers the  
18 bill to another committee.

19 In order to place a bill on the calendar for a legislative day, notice shall be given by the Chair  
20 of the Standing Committee on Rules, Calendar, and Operations of the House orally in the  
21 House or in writing to the Principal Clerk. When a committee substitute is adopted and receives  
22 a favorable report by the committee, the standing committee chair shall submit to the standing  
23 committee the question of an unfavorable report on the original bill. The standing committee's  
24 action, if any, on the original bill shall be reported at the same time the committee substitute is  
25 reported.

26 (b1) **Distribution of Proposed Committee Substitutes.** – Except by leave of a  
27 committee, before a proposed committee substitute may be considered by the committee, the  
28 proposed committee substitute shall have been distributed electronically and no later than 9:00  
29 P.M. of the preceding calendar day to the members of the committee and to the member who is  
30 listed as the first sponsor.

31 (c) **Report Without Prejudice.** – When a standing committee reports a bill  
32 without prejudice, the bill shall be placed on the favorable calendar in the same manner as  
33 provided in subsection (b) of this rule.

34 (d) **Postponed Indefinitely.** – When a standing committee reports a bill with the  
35 recommendation that it be postponed indefinitely and no minority report accompanies it, the  
36 bill shall be placed on the unfavorable calendar.

37 (e) **Unfavorable Report.** – When a standing committee reports a bill with the  
38 recommendation that it not be passed and no minority report accompanies it, the bill shall be  
39 placed on the unfavorable calendar.

40 (f) **Minority Report.** – When a bill is reported by a standing committee with a  
41 recommendation that it not be passed or that it be postponed indefinitely but it is accompanied  
42 by a minority report signed by at least one-fourth of the members of the standing committee  
43 who were present and voting when the bill was considered in standing committee, the question  
44 before the House shall be: "The adoption of the minority report." If the minority report is  
45 adopted by majority vote, the bill shall be placed on the favorable calendar for consideration. If  
46 the minority report fails of adoption by a majority vote, the bill shall be placed on the  
47 unfavorable calendar.

48 **RULE 36.1. Fiscal Notes.** – (a) The Chair or Cochair of the Appropriations  
49 Committee, of the Finance Committee, or of the Standing Committee on Rules, Calendar, and  
50 Operations of the House, upon the floor of the House, may request that a fiscal analysis be  
51 made of a bill, resolution, or an amendment to a bill or resolution which is in the possession of



1 the House and that a fiscal note be attached to the measure, which request shall be allowed  
2 when, in the opinion of the Speaker, the fiscal effects of that measure are not apparent from the  
3 language of the measure. When a request is properly made under this subsection, the bill is  
4 removed from the calendar until such time that the fiscal note is attached to the measure.

5 (b) The fiscal note shall be filed and attached to the bill or amendment within  
6 two legislative days of the request, and a copy shall be sent by electronic mail to each member.  
7 If it is impossible to prepare a fiscal note within two legislative days, the Director of Fiscal  
8 Research shall, in writing, so advise the Speaker, the Principal Clerk, the Majority Leader, the  
9 Minority Leader, and the member introducing or proposing the measure and shall indicate the  
10 time when the fiscal note will be ready.

11 (c) The fiscal note shall be prepared by the Fiscal Research Division on a form  
12 approved by the Chair of the Standing Committee on Rules, Calendar, and Operations of the  
13 House as to content and form and signed by the staff member or members preparing it. If no  
14 estimate in dollars is possible, the fiscal note shall indicate the reasons that no estimate is  
15 provided. The fiscal note shall not comment on the merit but may identify technical problems.  
16 The Fiscal Research Division shall make the fiscal note available to the membership of the  
17 House.

18 (d) A sponsor of a bill or amendment may deliver a copy of the bill or  
19 amendment to the Fiscal Research Division for the preparation of a fiscal note. The sponsor  
20 shall attach the fiscal note to the bill when filed or to the amendment when its adoption is  
21 moved.

22 (e) The sponsor of a bill or amendment to which a fiscal note is attached who  
23 objects to the estimates and information provided may reduce to writing the objections. These  
24 objections shall be appended to the fiscal note attached to the bill or amendment and to the  
25 copies of the fiscal note available to the membership.

26 (f) Subsection (a) of this rule shall not apply to the Current Operations  
27 Appropriations Bill or the Capital Improvement Appropriations Bill. This rule shall not apply  
28 to a bill or amendment requiring an actuarial note under these rules.

29 **RULE 36.2. Actuarial Notes.** – (a) Every bill or resolution proposing any change in  
30 the law relative to any:

- 31 (1) State, municipal, or other retirement system funded in whole or in part out of  
32 public funds; or
- 33 (2) Program of hospital, medical, disability, or related benefits provided for  
34 teachers and State employees, funded in whole or in part by State funds;

35 shall have attached to it at the time of its consideration by any standing committee a brief  
36 explanatory statement or note which shall include a reliable estimate of the financial and  
37 actuarial effect of the proposed change to that retirement or pension system. The actuarial note  
38 shall be attached to the jacket of each proposed bill or resolution which is reported favorably by  
39 any standing committee, shall be separate therefrom, and shall be clearly designated as an  
40 actuarial note. A bill described in subdivision (a)(1) of this rule shall be referred to the  
41 Committee on State Personnel upon its introduction in accordance with G.S. 120-111.3.

42 (b) The sponsor of the bill or resolution shall present a copy of the measure,  
43 with a request for an actuarial note, to the Fiscal Research Division, which shall prepare the  
44 actuarial note as promptly as possible but not later than two weeks after the request is made,  
45 unless an extension of time is agreed to by the sponsor as being necessary in the preparation of  
46 the note. Actuarial notes shall be prepared in the order of receipt of request and shall be  
47 transmitted to the sponsor of the measure. The actuarial note of the Fiscal Research Division  
48 shall be prepared and signed by an actuary.

49 (c) The sponsor of the bill or resolution shall also present a copy of the measure  
50 to the actuary employed by the system or program affected by the measure. Actuarial notes  
51 shall be prepared and transmitted to the sponsor of the measure not later than two weeks after

1 the request is received, unless an extension of time is agreed to by the sponsor as being  
2 necessary in the preparation of the note. The actuarial note shall be attached to the jacket of the  
3 measure. The provisions of this subsection may be waived by the measure's sponsor for a  
4 measure affecting local government retirement or pension plans not administered by the State  
5 or any local government program of hospital, medical, disability, or related benefits for local  
6 government employees not administered by the State.

7 (d) The note shall be factual and shall, if possible, provide a reliable estimate of  
8 both the immediate effect and, if determinable, the long-range fiscal and actuarial effect of the  
9 measure. If, after careful investigation, it is determined that no dollar estimate is possible, the  
10 note shall contain a statement to that effect, setting forth the reasons why no dollar estimate can  
11 be given. No comment or opinion shall be included in the actuarial note with regard to the  
12 merits of the measure for which the note is prepared. Technical and mechanical defects in the  
13 measure may be noted.

14 (e) When any permanent committee reports a measure to which an actuarial  
15 note is attached at the time of permanent committee consideration, with any amendment of  
16 such nature as would substantially affect the cost to or the revenues of any retirement or  
17 pension system, or program of hospital, medical, disability, or related benefits for teachers or  
18 State employees, the chair of the standing committee reporting the measure shall obtain from  
19 the Fiscal Research Division an actuarial note of the fiscal and actuarial effect of the proposed  
20 amendment. The actuarial note shall be attached to the jacket of the measure. An amendment to  
21 any bill or resolution shall not be in order if the amendment affects the costs to or the revenues  
22 of a State-administered retirement or pension system, or program of hospital, medical,  
23 disability, or related benefits for teachers or State employees, unless the amendment is  
24 accompanied by an actuarial note, prepared by the Fiscal Research Division, as to the actuarial  
25 effect of the amendment.

26 (f) The Fiscal Research Division shall make all relevant actuarial notes  
27 available to the membership of the House.

28 **RULE 36.3. Local Legislation Affecting State Highway System.** – A local bill  
29 affecting the State Highway System shall be referred to the Committee on Transportation.

30 **RULE 36.4. Content of Appropriations Bills.** – No provision shall be contained in  
31 any of the following bills unless it pertains to the appropriation of money or the raising or  
32 reducing of revenue: (i) the Current Operations Appropriations Bill; (ii) the Capital  
33 Improvement Appropriations Bill; (iii) any bill generally revising appropriations for the second  
34 fiscal year of a biennium. If a point of order is made against such a provision and is sustained,  
35 the presiding officer shall refer the bill to the committee from which it came, with instructions  
36 for the chair of the committee to immediately report out a substitute or amendment removing  
37 the offending provision.

38 **RULE 37. Removing Bill From Unfavorable Calendar.** – A bill may be removed  
39 from the unfavorable calendar upon motion carried by a two-thirds vote. A motion to remove a  
40 bill from the unfavorable calendar is debatable.

41 **RULE 38. Reports on Appropriation and Revenue Bills.** – (a) All standing  
42 committees, other than the Standing Committees on Appropriations, when favorably reporting  
43 any bill or resolution that:

- 44 (1) Carries an appropriation from the State; or
- 45 (2) Requires or will require in the future substantial additional State monies  
46 from the General Fund or Highway Fund to implement its provisions shall  
47 indicate same in the report, and said bill or resolution shall be referred to the  
48 Standing Committees on Appropriations for a further report before being  
49 acted upon by the House.

50 (b) All standing committees, other than the Standing Committee on Finance,  
51 when favorably reporting any bill that in any way or manner raises revenue, reduces revenue,

1 levies a tax, authorizes the levying of a tax, an assessment, or a fee, or authorizes the issue of  
2 bonds or notes, whether public or local, shall indicate same in the report, and said bill shall be  
3 referred to the Standing Committee on Finance for a further report before being acted upon by  
4 the House. This subsection shall not apply to bills only imposing fines, forfeitures, or penalties.

5 (c) Action on Amendment Before Re-Referral. – If any standing committee  
6 recommends adoption of an amendment or committee substitute of a bill which, under the rules  
7 of the House, must be referred to the Standing Committees on Appropriations or the Standing  
8 Committee on Finance, the amendment or committee substitute shall be considered and, if  
9 adopted, the amendment or substitute engrossed before the bill is re-referred.

10 **RULE 39. Discharge Petition.** – (a) A motion to discharge a committee from  
11 consideration of a bill may be filed with the Principal Clerk by a primary sponsor of that  
12 measure if accompanied by a petition asking that the committee be discharged from further  
13 consideration of the bill. No motion may be filed until 10 legislative days after the bill has been  
14 referred to the committee. No petition may be filed until notice has been given on the floor of  
15 the House that the petition is to be filed and the primary sponsor giving notice has obtained a  
16 fiscal note from the Fiscal Research Division on the bill, which note shall be attached to the  
17 petition. Members may sign the petition only in the office of the Principal Clerk, and when the  
18 signatures of 61 members appear on the petition, the Principal Clerk shall place that motion on  
19 the calendar for the next legislative day as a special order of business. Members may withdraw  
20 their names at any time until 61 names appear. If the motion is adopted by the House, then the  
21 committee to which the bill or resolution has been referred is discharged from further  
22 consideration of the bill, and that bill is placed on the calendar for the next legislative day as a  
23 special order of business. The Principal Clerk shall provide a form for discharge petitions.

24 (b) This rule shall not be temporarily suspended without one day's notice on the  
25 motion given in the House and delivered in writing to the chair of the standing committee, and  
26 to sustain that motion two-thirds of the members shall be required.

27 **RULE 39.2. Re-Referral of Bills From One Standing Committee to Another**  
28 **Standing Committee.** – Upon consent of the sponsor of the bill, the Speaker, the chair of the  
29 standing committee from whom the bill is to be re-referred, and the chair of the standing  
30 committee to whom the bill is to be re-referred, the chair of the standing committee from whom  
31 the bill is to be re-referred, or the Chair of the Standing Committee on Rules, Calendar, and  
32 Operations of the House may move for a re-referral to another standing committee, and the bill  
33 shall be re-referred upon vote of the majority present during a regular session of the House.

34 **RULE 40. Calendars and Schedules of Business.** – The Clerk of the House shall  
35 prepare a daily schedule of business, including the Calendar of Bills and Resolutions for  
36 consideration and debate that day, in accordance with the Order of Business of the Day (Rule  
37 5). The Clerk shall number all bills and resolutions in the order in which they are introduced.  
38 All bills and resolutions shall be taken up as they appear in each category (Rule 5(10)). Except  
39 by leave of the House, the Speaker shall not vary from the order.

40 **RULE 41. Reading of Bills.** – (a) Every bill shall receive three readings in the  
41 House prior to its passage. The first reading and reference to standing committee of a House  
42 bill shall occur on the next legislative day following its introduction. The first reading and  
43 reference to standing committee of a Senate bill shall occur on the next legislative day  
44 following its receipt on messages from the Senate. The Speaker shall give notice at each  
45 subsequent reading whether it is the second or third reading.

46 (b) No bill shall be read more than once on the same day without the  
47 concurrence of two-thirds of the members present and voting; provided, no bill governed by  
48 Article II, Section 23 of the North Carolina Constitution herein shall be read twice on one day  
49 under any circumstance.

50 **RULE 42. Effect of a Defeated Bill.** – (a) Subject to the provisions of subsection  
51 (b) of this rule, after a bill has:

1 (1) Been tabled,  
2 (2) Been postponed indefinitely,  
3 (3) Failed to pass on any of its readings, or  
4 (4) Been placed on the unfavorable calendar,  
5 the contents of that bill or the principal provisions of its subject matter shall not be considered  
6 in any other measure originating in the Senate or originating thereafter in the House. Upon the  
7 point of order being raised and sustained by the chair, that measure shall be laid upon the table,  
8 and shall not be taken therefrom except by a two-thirds vote of the members present and  
9 voting.

10 (b) No local bill shall be held by the chair to embody the contents of or the  
11 principal provisions of the subject matter of any statewide measure which has been laid on the  
12 table, has failed to pass on any of its readings, or has been placed on the unfavorable calendar.

13 **RULE 43. Amendments.** – (a) No amendment to a measure before the House shall  
14 be in order unless the amendment is germane to the measure under consideration. A House  
15 amendment deleting a previously adopted House amendment shall not be in order, except that  
16 this sentence does not apply to amendments adopted under Rule 38(c). No amendment that is  
17 clearly unconstitutional shall be in order.

18 Only one principal (first degree) amendment shall be pending at any one time. If a  
19 subsequent or substitute principal amendment shall be offered, the Speaker shall rule it out of  
20 order. However, any member desiring to offer a subsequent or substitute principal amendment  
21 in opposition to the pending amendment may inform the House by way of argument against the  
22 pending amendment that if it is defeated the member proposes to offer another principal  
23 amendment, and the member may then read and explain such proposed amendment.

24 Perfecting (or second degree) amendments may be offered and considered without  
25 limitation as to number, and in the event of multiple perfecting amendments, they shall be  
26 voted upon in inverse order.

27 (b) The following rules apply when considering: (i) the Current Operations  
28 Appropriations Bill; (ii) the Capital Improvement Appropriations Bill; (iii) any bill generally  
29 revising appropriations for the second fiscal year of a biennium:

- 30 (1) Amendments cannot increase total spending within a committee area beyond  
31 the total for that committee as shown in the committee report.  
32 (2) Amendments can only affect appropriations within the departments,  
33 agencies, or programs within the jurisdiction of the committee.  
34 (3) Amendments cannot increase total spending, from any source, beyond the  
35 total amount shown in the committee report.  
36 (4) Amendments that cause the budget to be unbalanced are not in order.  
37 (5) Amendments cannot spend reversions.  
38 (6) Amendments cannot make nonrecurring reductions to fund recurring items.

39 (c) When offering an amendment, the member shall deliver the signed original  
40 amendment to the Principal Clerk and a copy to the Chair of the Committee on Rules,  
41 Calendar, and Operations of the House.

42 **RULE 43.1. Engrossment.** – Bills and resolutions, except those making  
43 appropriations, which originate in the House and which are amended, shall be engrossed before  
44 being sent to the Senate.

45 **RULE 43.2. House Concurrence in Senate Amendments to House Bills.** – When  
46 the House receives a Senate amendment to a bill originating in the House, it shall be placed on  
47 the calendar in accordance with Rule 36(b).

48 **RULE 43.3. Committee Substitutes Adopted by the Senate to Bills Originating**  
49 **in the House; Procedure for Treatment of Material Amendments Thereto.** – (a) Whenever  
50 the Senate has adopted a committee substitute for a bill originating in the House and has

1 returned the bill to the House for concurrence in that committee substitute, it shall be placed on  
2 the calendar in accordance with Rule 36(b).

3 (b) The Speaker shall rule whether the committee substitute is a material  
4 amendment under Article II, Section 23 of the North Carolina Constitution which reads:

5 "**Revenue bills.** – No law shall be enacted to raise money on the credit of the State, or to  
6 pledge the faith of the State directly or indirectly for the payment of any debt, or to impose any  
7 tax upon the people of the State, or to allow the counties, cities, or towns to do so, unless the  
8 bill for the purpose shall have been read three several times in each house of the General  
9 Assembly and passed three several readings, which readings shall have been on three different  
10 days, and shall have been agreed to by each house respectively, and unless the yeas and nays on  
11 the second and third readings of the bill shall have been entered on the journal."

12 If the committee substitute was referred to standing committee, the standing  
13 committee shall:

14 (1) Report the bill with the recommendation either that the House do concur or  
15 that the House do not concur; and

16 (2) Advise the Speaker as to whether or not that committee substitute is a  
17 material amendment under Article II, Section 23 of the North Carolina  
18 Constitution.

19 (c) If the committee substitute for a bill is not a material amendment, the  
20 question before the House shall be concurrence.

21 (d) If the committee substitute for a bill is a material amendment, the receiving  
22 of that bill on messages shall constitute first reading, and the question before the House shall be  
23 concurrence on second reading. If the motion is passed, the question then shall be concurrence  
24 on third reading on the next legislative day.

25 (e) No committee substitute adopted by the Senate for a bill originating in the  
26 House may be amended by the House.

27 **RULE 44. Conference Standing Committees.** – (a) Whenever the House shall  
28 decline or refuse to concur in amendments put by the Senate to a bill originating in the House,  
29 or shall refuse to concur in a substitute adopted by the Senate for a bill originating in the  
30 House, or whenever the Senate shall decline or refuse to concur in amendments put by the  
31 House to a bill originating in the Senate, or shall refuse to concur in a substitute adopted by the  
32 House for a bill originating in the Senate, a conference committee may be appointed by the  
33 Speaker upon the Speaker's own motion and shall be appointed upon request by the principal  
34 sponsor of the original bill, the chair of the House standing committee that reported the bill, or  
35 the sponsor of the amendment in which the Senate refused to concur; and the bill under  
36 consideration shall thereupon go to and be considered by the joint conferees on the part of the  
37 House and Senate. In appointing members to conference committees, the Speaker shall appoint  
38 no less than a majority of members who generally supported the House position as determined  
39 by the Speaker.

40 (b) The conference report may be made by a majority of the House members of  
41 such conference committee and shall not be amended. If the Senate has a similar rule, only such  
42 matters as are in difference between the two houses shall be considered by the conferees, and  
43 the conference report shall deal only with such matters. If the Senate does not have a similar  
44 rule, a conference committee report which includes significant matters that were not in  
45 difference between the houses, shall be referred to a standing committee for its  
46 recommendation before further action by the House.

47 (c) If the conferees fail to agree or if either house fails to adopt the report of its  
48 conferees, new conferees may be appointed.

49 (d) No vote shall be taken on adoption of a conference report until the next  
50 legislative day following the report, except that no vote shall be taken on adoption of a  
51 conference report on either the Current Operations Appropriations Bill or a bill generally

1 revising the Current Operations Appropriations Act until the third legislative day following the  
2 report.

3 **RULE 44.1. Transmittal of Bills to Senate.** – Unless ordered by the Speaker or  
4 two-thirds vote of the members present and voting, no bill shall be sent from the House on the  
5 day of its passage, except on the last day of the session.

6 **RULE 44.2. Veto Override.** – (a) Other than in a reconvened session, no vote shall  
7 be taken on overriding a gubernatorial veto on a House bill until the second legislative day  
8 following notice of its placement on the calendar.

9 (b) Other than in a reconvened session, no vote shall be taken on overriding a  
10 gubernatorial veto on a Senate bill until the legislative day following notice of its placement on  
11 the calendar.

## 12 **VII. Legislative Officers and Employees**

13 **RULE 45. Elected Officers.** – (a) The House shall elect its Speaker from among its  
14 membership.

15 (b) The House shall elect its Speaker Pro Tempore from among its membership  
16 who shall perform such duties as the Speaker may assign.

17 (c) The House shall elect a Principal Clerk, who shall continue in office until  
18 another is elected. The Speaker may appoint a Reading Clerk and shall appoint a  
19 Sergeant-at-Arms, both of whom shall serve at the Speaker's pleasure. The Principal Clerk,  
20 Reading Clerk, and Sergeant-at-Arms shall have and perform duties and responsibilities, not  
21 inconsistent with these rules, as the Speaker may assign. Unless directed otherwise by the  
22 Speaker on behalf of the House, the Principal Clerk or an employee designated by the Principal  
23 Clerk shall receive House bills not approved by the Governor.

24 **RULE 46. Assistants to Principal Clerk and Sergeant-at-Arms.** – The Principal  
25 Clerk and the Sergeant-at-Arms may appoint, with the approval of the Speaker, such assistants  
26 as may be necessary to the efficient discharge of the duties of their respective offices.

27 **RULE 47. Speaker's Staff; Chaplain; and Pages.** – (a) The Speaker may appoint  
28 one or more staff members to the Speaker, a Chaplain of the House, and pages to wait upon the  
29 sessions of the House.

30 (b) When the House is not in session, the pages shall be under the supervision of  
31 the Supervisor of Pages.

32 (c) The Speaker, at the request of a member, may appoint honorary pages.

33 **RULE 48. Member's Staff.** – (a) Each standing committee shall have a committee  
34 assistant. The committee assistant to a standing committee shall serve as staff to the chair of the  
35 standing committee.

36 (b) Each member shall be assigned a legislative assistant, unless the member has  
37 a committee assistant to serve as legislative assistant.

38 (c) The selection and retention of committee assistants, legislative assistants,  
39 and office assistants shall be the sole prerogative of the individual member or members. Such  
40 staff shall file initial applications for employment with the Principal Clerk and shall receive  
41 compensation as prescribed by the Legislative Services Commission. The employment period  
42 of such staff shall commence not earlier than the convening date of the General Assembly and  
43 shall terminate not later than the final adjournment or recess of the General Assembly unless  
44 employment for an extended period is approved by the Speaker. The committee assistants,  
45 legislative assistants, and office assistants shall adhere to such uniform rules and regulations  
46 not inconsistent with these rules regarding hours and other conditions of employment as the  
47 Legislative Services Commission shall fix by appropriate regulations.

48 **RULE 49. Compensation of Legislative Assistants.** – No clerk, committee  
49 assistant, legislative assistant, office assistant, or other person employed or appointed under  
50 Rules 46, 47, and 48 hereof shall receive during such employment, appointment, or service any  
51 compensation from any department of the State government, and there shall not be voted, paid,

1 or awarded any additional pay, bonus, or gratuity to any of them; but they shall receive only the  
2 pay now provided by law for such duties and services. This rule shall not apply to employment,  
3 appointment, or service, or to the receipt of compensation or additional pay, bonus, or gratuity  
4 from another department of State government between regular sessions of the General  
5 Assembly.

#### 6 **VIII. Privileges of the Hall**

7 **RULE 50. Admittance to Floor.** – No person except members, officers, and  
8 designated employees of the General Assembly who have been issued identification tags as  
9 provided by this rule, and former members of the General Assembly who are not registered  
10 under the provisions of Article 2 of Chapter 120C of the General Statutes, shall be allowed on  
11 the floor of the House during its session, unless permitted by the Speaker or otherwise provided  
12 by law. Employees of the General Assembly shall wear identification tags, approved by the  
13 Legislative Services Officer, when on the floor of the House.

14 **RULE 51. Admittance of Press.** – Reporters wishing to take down debates may be  
15 admitted by the Speaker, who shall assign such places to them on the floor or elsewhere, to  
16 effect this object, as shall not interfere with the convenience of the House. Reporters admitted  
17 to the floor of the House shall observe the same requirements of attire for members contained  
18 in Rule 12(h).

19 **RULE 52. Extending Courtesies.** – Courtesies of the floor, galleries, or lobby shall  
20 be extended at the discretion of the Speaker and only by the Speaker. Requests by members to  
21 extend these courtesies shall be delivered to the Speaker. No member shall orally ask the  
22 Speaker to extend these courtesies during the daily session.

23 **RULE 53. Order in House Chamber, Galleries, and Lobby.** – In case of any  
24 disturbance or disorderly conduct in the House Chamber, galleries, or lobby, the Speaker or  
25 other presiding officer is empowered to order the same to be cleared to the extent they deem  
26 necessary.

#### 27 **IX. General Rules**

28 **RULE 54. Attendance of Members.** – No member or officer of the House shall be  
29 absent from the service of the House without leave, unless from sickness, pregnancy, military  
30 service, or disability.

31 **RULE 55. Documents to Be Signed by the Speaker.** – All acts, addresses, and  
32 resolutions and all warrants and subpoenas issued by order of the House shall be signed by the  
33 Speaker or other presiding officer.

34 **RULE 56. Printing or Reproducing Materials.** – There shall be no printing or  
35 reproducing of paper(s) that are not legislative in essence except upon approval of the Speaker.

36 **RULE 57. Placement or Circulation of Materials.** – Persons other than members  
37 of the House shall not place or cause to be placed any materials on members' desks in the  
38 House Chamber without obtaining approval of the Speaker. Any material placed on members'  
39 desks in the House Chamber, or circulated to House members anywhere in the Legislative  
40 Building or the Legislative Office Building, shall bear the name of the originator.

41 **RULE 58. Rules, Rescission, and Alteration.** – (a) These rules shall not be  
42 permanently rescinded or altered except by House simple resolution passed by a two-thirds  
43 vote of the members present and voting. The introducer of the resolution must on the floor of  
44 the House give notice of intent to introduce the resolution on the legislative day preceding its  
45 introduction.

46 (b) Except as otherwise provided herein, the House upon two-thirds vote of the  
47 members present and voting may temporarily suspend any rule.

48 **RULE 59. Cosponsorship of Bills and Resolutions, Removal of Sponsorship.** –  
49 (a) Except by leave of the primary sponsor, or as provided in subsection (d) of this section, no  
50 member may be listed as an additional primary sponsor on a bill after the bill has been filed.  
51 Except as provided in subsection (d) of this section, any member not listed as a preprinted

1 cosponsor on the computer-generated draft edition who wishes to cosponsor a bill or resolution  
2 which has been introduced may do so by 5:00 P.M. of the calendar day following the  
3 adjournment of the session during which such bill or resolution was first read and referred, but  
4 only electronically under procedures approved by the Principal Clerk.

5 (b) Members wishing to cosponsor legislation prior to preparation of the draft  
6 should indicate such to the drafter at the time the bill is requested and before filing the bill with  
7 the Principal Clerk's office. The names of the members who are the primary sponsors shall be  
8 listed in the order requested by them, followed by the words (Primary Sponsors); and the  
9 remaining names of such members cosponsoring shall follow on the draft edition and first  
10 edition. No more than four members may be listed as primary sponsors. Names of persons  
11 cosponsoring bills thereafter under subsection (a) of this Rule do not appear on subsequent  
12 editions but shall be listed in the bill status system as cosponsors.

13 (c) No member shall permit anyone, other than that member's committee  
14 assistant, legislative assistant, office assistant, or another member, to have possession of and  
15 solicit for bill or resolution sponsorship, the jacket of a bill or resolution.

16 (d) Should any member wish to remove the member's sponsorship of a bill that  
17 is substantially changed by a Senate amendment or a Senate committee substitute, the member  
18 shall notify the House Principal Clerk before the bill is considered for concurrence. If no  
19 sponsors remain on the bill, the House Principal Clerk shall notify the Chairman of the  
20 Committee on Rules, Calendar, and Operations of the House who may request that other  
21 members sponsor the bill. Removal of the first primary sponsor's name from a bill does not  
22 reduce the total number of bills introduced by the member under Rule 38(g), and sponsorship  
23 of a bill after removal of all sponsors is subject to Rule 38(g).

24 **RULE 60. Correcting of Typographical Errors.** – The Legislative Services  
25 Officer may correct typographical errors appearing in House bills or resolutions or House  
26 amendments to Senate bills provided that such corrections are made before ratification and do  
27 not conflict with any actions or rules of the Senate and provided further that such correction be  
28 approved by the Chair of the Standing Committee on Rules, Calendar, and Operations of the  
29 House, the Speaker, or other presiding officer.

30 **RULE 61. Assignment of Seats.** – After initial assignment of seats, a member shall  
31 continue to occupy the seat to which initially assigned until assigned a permanent seat; once  
32 assigned a permanent seat, the member shall occupy it for the entire biennial session. In event  
33 of vacancy, the Speaker or the Chair of the Standing Committee on Rules, Calendar, and  
34 Operations of the House may assign such permanent seats as are necessary to maintain seating.

35 **RULE 61.1. Office Assignments.** – The Chair of the Standing Committee on Rules,  
36 Calendar, and Operations of the House shall assign to each member an office space. When  
37 available, chairs of standing committees shall be assigned an office adjacent to the room in  
38 which the standing committee generally meets if the Chair so desires. The Speaker shall be  
39 assigned an office of his or her choice.

40 **RULE 61.2. Convening and Assigning Seats in the New House.** – (a) The  
41 Principal Clerk of the previous House of Representatives shall convene the House of  
42 Representatives at 9:00 A.M. on the date established by law for the convening of each regular  
43 session and preside over the body until the members elect a Speaker. In the case of a vacancy,  
44 inability, or refusal to so serve, the duty shall devolve upon the Sergeant-at-Arms of the prior  
45 House, and in the case of a vacancy in that office, or inability or refusal to so serve, the duty  
46 shall devolve upon the Reading Clerk of the prior House.

47 (b) It shall be the duty of the Chair of the Standing Committee on Rules,  
48 Calendar, and Operations of the House of the prior House to assign temporary seats to the  
49 members of the House of Representatives in its Chamber. In the case of the inability or refusal  
50 to serve of the Chair of the Standing Committee on Rules, Calendar, and Operations of the  
51 House, the Speaker of the prior House of Representatives shall appoint a person to assign seats



1 to members of the House of Representatives in its Chamber. In the event that the party that had  
2 a majority of members in the prior House will no longer have a majority of members in the new  
3 House, then the duty assigned in this subsection to the Chair of the Committee of the prior  
4 House shall instead be the duty of the person nominated as Speaker by the majority party  
5 caucus for the new House, or some member-elect designated by the Speaker-nominee. In the  
6 event no party will have a majority, then the duty assigned in this subsection to the Chair of the  
7 Committee of the prior House shall instead be the joint duty of one person chosen each by the  
8 caucuses of the two parties having the greatest numbers of members.

9           **RULE 62. Matters Not Covered in These Rules.** – Except as herein set out, the  
10 rules of Mason's Manual of Legislative Procedure, 2010 Edition, shall govern the operation of  
11 the House. Custom and usage may supplement these rules or Mason's Manual, but may not  
12 supercede them.

13           **SECTION 2.** This resolution is effective upon adoption.