

GENERAL ASSEMBLY OF NORTH CAROLINA  
SESSION 2017

H.R. 1103  
Jun 29, 2018  
HOUSE PRINCIPAL CLERK

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HOUSE SIMPLE RESOLUTION DRHR30535-MM-148B

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Sponsors: Representative Blust.

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Referred to:

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1 A HOUSE RESOLUTION PROPOSING MODEL RULES FOR THE HOUSE OF  
2 REPRESENTATIVES.

3 Whereas, it is necessary that every deliberative body be governed by rules of  
4 procedure in order that the will of a majority of its members may be determined and revealed in  
5 an orderly manner; and

6 Whereas, every member of a legislature is presumed to be the equal of each other  
7 member, each has rights that must be respected, and the rights of the minority and the majority  
8 both must be protected; and

9 Whereas, a proper application of the rules of procedure will eliminate controversy,  
10 confusion, and litigation and will make public bodies more efficient in their work and more  
11 pleasant to work in; Now, therefore,

12 Be it resolved by the House of Representatives:

13 **SECTION 1.** The permanent rules of the Regular Sessions of the House of  
14 Representatives of the 2017 General Assembly are:

15 **PERMANENT RULES OF THE REGULAR SESSIONS OF THE HOUSE OF**  
16 **REPRESENTATIVES OF THE 2017 GENERAL ASSEMBLY OF NORTH CAROLINA**

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26 **I. Order of Business**

27 **RULE 1. Convening Hour; Limitation on Friday, Night, and Sunday Legislative**  
28 **Sessions.** – The House shall convene each legislative day at the hour fixed by the House. In the  
29 event the House adjourns on the preceding legislative day without having fixed an hour for  
30 reconvening, the House shall convene on the next legislative day at 2:00 P.M. During January  
31 and February of XXXX, no sessions may be held on Friday. Without leave of the House, no  
32 session shall continue after 10:00 P.M. on Monday nor after 9:00 P.M. on any other days, and  
33 the Speaker shall adjourn the House without motion at that point, except that a motion may be  
34 made as to the time and day of next convening. No votes shall be held on Sunday, except for  
35 votes on motions to approve the journal and to adjourn. The actual time shall govern the  
36 applicability of this rule, and the clock in the chamber shall not be followed if the time on the  
37 clock is not the accurate time.



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

4           **RULE 2. Opening the Session.** – At the convening hour on each legislative day, the  
5 Speaker shall call the members to order and shall have the session opened with prayer. At the  
6 convening hour, the Speaker, or the Speaker's designee, shall lead the members in the Pledge of  
7 Allegiance to the American Flag.

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

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

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

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

24           **RULE 5. Order of Business of the Day.** – (a) After the approval of the Journal of the  
25 preceding day, the House shall proceed to business in the following order:

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

49           (b) This order of business may not be varied unless a particular variance is  
50 requested by the Speaker or another member without objection, and if an objection is made,

1 variance from the order of business must be approved by a two-thirds vote of the members  
2 present.

## 3 **II. Conduct of Debate**

4 **RULE 6. Duties and Powers of the Speaker.** – The Speaker shall enforce, apply,  
5 and interpret the rules of the House in all deliberations of the House and shall enforce the  
6 legislative rules prescribed by statute and the Constitution of North Carolina. The Speaker shall  
7 lay before the House its business in the order indicated by the rules and shall receive propositions  
8 made by members and put them to the House. The Speaker shall have general direction of the  
9 Hall, subject to the more specific provisions of these rules. The Speaker may name any member  
10 to perform the duties of the Chair, but substitution shall not extend beyond one day, except in the  
11 case of sickness or by leave of the House. If the Speaker is absent and has not designated a  
12 member to perform the duties of the Chair, the Speaker Pro Tempore shall preside during such  
13 absence. In the case of a vacancy in the office of the Speaker of the House of Representatives,  
14 the Speaker Pro Tempore shall preside over the House until the House elects a Speaker.

15 **RULE 7. Obtaining Floor.** – (a) When any member desires recognition, the member  
16 shall rise and respectfully address the Speaker. When a member is seeking recognition, the  
17 Speaker may not decline to recognize that member unless a call of the question has been sustained  
18 pursuant to Rule 19 on the question to which the member desires to be recognized. No member  
19 shall proceed until recognized by the Speaker. The Speaker has the right to inquire for what  
20 purpose a member arises to ascertain whether the member proposes business that is in order. It  
21 is the duty of the Speaker to recognize a member for any proper motion or other matter whenever  
22 it is in order. The Speaker may not refuse to recognize a member for a purpose the Speaker rules  
23 is out of order unless the Speaker states the precise reason such recognition would be out of order  
24 under these rules.

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

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

- 33 (1) A request that the member speaking yield for a question,
- 34 (2) A point of order,
- 35 (3) A parliamentary inquiry, or
- 36 (4) A question of privilege.

37 **RULE 8. Privilege; Statements of Personal Privilege.** – (a) Questions of Privilege.  
38 Upon recognition by the Speaker for that purpose, any member may speak to a question of  
39 privilege for a time not to exceed five minutes. Questions of privilege shall be those affecting,  
40 first, the rights of the House collectively, its safety, dignity, and the integrity of its proceedings;  
41 second, the rights, reputation, and conduct of members, individually, in their representative  
42 capacity only; and shall have precedence over all other questions, except motions to adjourn.  
43 Privilege may not be used to explain a vote or debate a bill. The Speaker shall determine if the  
44 question is one of privilege and shall, without the point of order being raised, enforce this rule.

45 (b) Upon recognition by the Speaker for that purpose, any member may speak to  
46 a question of personal privilege for a time not exceeding three minutes and may use some or all  
47 of that time to explain to the House a "Representative Statement of Personal Privilege." Upon  
48 motion supported by a majority present and voting, that statement may be spread upon the  
49 Journal. Neither personal privilege nor a Representative Statement of Personal Privilege may be  
50 used to explain a vote, debate a bill, or in any way disrupt the regular business of the House, nor  
51 shall such opportunities be used to solicit support or sponsors for any bill. The format of a

1 Representative Statement of Personal Privilege shall be prescribed by the Chair of the Committee  
2 on Rules, Calendar, and Operations of the House but in any case shall speak only in the voice of  
3 the member submitting it. The Speaker shall determine if the question raised is one of personal  
4 privilege and shall, without the point of order being raised, enforce this rule. The Speaker may  
5 confine such Points of Personal Privilege until after conclusion of the regular business before the  
6 House, and such recognition shall not extend further than five minutes.

7 **RULE 9. Points of Order.** – (a) It is the duty of the Speaker or other presiding officer  
8 to enforce the rules and orders of the House without delay and without waiting to have the  
9 Speaker's or other presiding officer's attention called to the breach of order. It is also the right of  
10 every member who notices a breach of order or of a rule to insist upon its enforcement through  
11 a point of order.

12 (b) The Speaker shall decide questions of order pursuant to these rules and may  
13 speak to points of order in preference to other members arising from their seats for that purpose.  
14 Any member may appeal from the ruling of the chair on questions of order; on such appeal no  
15 member may speak more than once, unless by leave of the House. A majority vote of the members  
16 present and voting shall be necessary to sustain any appeal from the ruling of the chair.

17 (c) When the Speaker calls a member to order, the member shall be seated, except  
18 that a member called to order may clear a matter of fact, or explain, but shall not proceed in  
19 debate so long as the decision stands. If the member appeals from the ruling of the chair and the  
20 decision by a majority vote of the members present be in favor of the member called to order, the  
21 member may proceed; if otherwise, the member shall not; and if the case, in the judgment of the  
22 House, requires it, the member shall be liable to censure by the House.

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

25 (b) No member shall speak more than twice on the main question nor longer than  
26 15 minutes for the first speech and five minutes for the second speech; nor shall the member  
27 speak more than twice upon an amendment or motion to reconsider, re-refer, appeal, or postpone  
28 or any motion on concurrence, and then not longer than 10 minutes for the first speech and five  
29 minutes for the second speech.

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

32 (d) The House, by consent of a majority of the members present, may suspend the  
33 operation of subsections (b) and (c) of this rule during any debate on any particular question  
34 before the House.

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

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

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

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

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

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

1 (f) Smoking shall not be permitted on the floor of the House or in the galleries at  
2 any time. The consumption of food or beverages shall not be permitted in the galleries at any  
3 time.

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

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

9 (i) The use of wireless telephones shall not be permitted in the House Chamber.

10 (j) Placards, stickers, or signs not approved by the Speaker are not permitted in  
11 the House Chamber.

### 12 III. Motions

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

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

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

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

24 To adjourn.

25 To lay on the table.

26 Previous question.

27 To recess.

28 To postpone indefinitely.

29 To reconsider.

30 To postpone to a day certain.

31 To re-refer.

32 To amend an amendment.

33 To amend.

34 To pass the bill.

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

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

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

44 **RULE 15.1. Motion to Adjourn or Stand in Recess; Standard Stipulations.** – A  
45 motion to adjourn or stand in recess subject to the standard stipulations shall constitute a motion  
46 to adjourn or stand in recess subject to the ratification of bills, messages from the Senate,  
47 committee reports, conference reports, referral and re-referral of bills and resolutions,  
48 appointment of conferees, introduction of bills and resolutions, committee appointments, and the  
49 reading of Representative Statements.

1           **RULE 16. Motion to Table.** – (a) A motion to table shall be seconded before the  
2 motion is put to the vote of the House and is in order except when a motion to adjourn is before  
3 the House.

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

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

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

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

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

23           **RULE 18. Motion to Reconsider.** – (a) When a question has been decided, it is in  
24 order for a member of the prevailing side to move for the reconsideration thereof on the same or  
25 the succeeding legislative day.

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

- 29           (1) A vote upon a motion to table,
- 30           (2) A motion to postpone indefinitely,
- 31           (3) A motion to remove a bill from the unfavorable calendar,
- 32           (4) A motion that a bill be read twice on the same day, or
- 33           (5) A motion to remove from the table.

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

- 35           (1) The Chair of the Committee on Rules, Calendar, and Operations of the House;
- 36           (2) The member submitting the report on the bill or other matter under  
37 consideration;
- 38           (3) The member introducing the bill or other matter under consideration;
- 39           (4) The member in charge of the measure, who shall be designated by the chair  
40 of the standing committee reporting the same to the House at the time the bill  
41 or other matter under consideration is reported to the House or taken up for  
42 consideration;
- 43           (5) The majority leader or a majority whip; or
- 44           (6) The minority leader or a minority whip.

45           (a1) The previous question may only be called after at least three members have  
46 spoken in the affirmative and three members in the negative if there are three or more members  
47 desiring to speak on each side of a question.

48           (b) The previous question shall be as follows: "Call for the previous question  
49 having been made, is the call sustained?" When the call for the previous question has been  
50 decided in the affirmative by a majority vote of the House, the question is on the passage of the  
51 bill, resolution, or other matter under consideration.

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

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

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

#### 9 IV. Voting

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

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

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

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

17 c. Imposing a State tax, or

18 d. Authorizing a county, municipality, or other local governmental unit  
19 to

20 1. Raise money on its credit,

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

22 3. Impose a local tax.

23 (2) All measures affecting a fee imposed by the State or any subdivision thereof.

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

26 (4) Both second and third readings of bills proposing amendment of the North  
27 Carolina Constitution or ratifying resolutions amending the United States  
28 Constitution.

29 (5) The passage of a bill notwithstanding the Governor's veto thereof pursuant to  
30 Section 22 of Article II of the North Carolina Constitution.

31 (b) Votes on the following questions shall be taken on the electronic voting  
32 system:

33 (1) Second reading of all public bills, all amendments to public bills, third reading  
34 if a public bill was amended after second reading or if the reading occurs on a  
35 day or days following the second reading, all conference reports on public  
36 bills, all motions to lay public bills on the table, and all motions to postpone  
37 public bills indefinitely.

38 (2) Upon a call for division.

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

41 (c) When the electronic voting system is used, 15 seconds shall be allowed for  
42 voting on the question before the House, unless the Chair shall direct otherwise. The system shall  
43 be set to close automatically when that time has expired. Once the system is locked, the vote shall  
44 be recorded and printed.

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

50 (e) When the electronic voting system is used, the Speaker shall state the question  
51 and shall then state substantially the following: "All in favor vote 'aye'; all opposed vote 'no'; the

1 Clerk will open the vote." In order to have the vote recorded, the member must vote by the  
2 electronic voting system within the time allowed for that vote, unless the voting station assigned  
3 to a member is malfunctioning. The Speaker shall enforce this rule without exception. After the  
4 allotted time for voting has elapsed, the Speaker shall say: "The Clerk will now lock the machine  
5 and record the vote." After the machine is locked and the vote recorded, the Speaker shall  
6 announce the vote and declare the result.

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

12 (g) When the Speaker ascertains that the electronic voting system is inoperative  
13 before a vote is taken or while a vote is being taken on the electronic voting system, the Speaker  
14 shall announce that fact to the House, and any partial electronic voting system voting record shall  
15 be voided. In such a case, if the North Carolina Constitution or the Rules of the House require a  
16 call of the ayes and noes, the Clerk shall call the roll of the House, and the ayes and noes shall  
17 be taken manually and shall be recorded on the Journal. All roll call votes shall be taken  
18 alphabetically. If, after a vote is taken on the electronic voting system, it is discovered that a  
19 malfunction caused an error in the electronic voting system printout, the Speaker shall direct the  
20 Reading Clerk and the Principal Clerk to verify and correct the printout record and so advise the  
21 House.

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

- 24 (1) To adjourn.
- 25 (2) To lay on the table.
- 26 (3) Previous question.
- 27 (4) To recess.
- 28 (5) To postpone indefinitely.
- 29 (6) To reconsider.
- 30 (7) To postpone to a day certain.
- 31 (8) To re-refer.
- 32 (9) To amend an amendment.
- 33 (10) To amend.
- 34 (11) To concur or not concur.
- 35 (12) Miscellaneous.

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

38 (b) When a voice vote is taken, the Speaker shall put the question substantially as  
39 follows: "Those in favor (as the question may be) will say 'Aye,'" and after the affirmative voice  
40 has been expressed, "Those opposed will say 'No.'"

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

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

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

49 **RULE 23. Voting by Division.** – Any member may call for a division of the members  
50 upon the question before the result of the vote has been announced. Upon a call for a division,  
51 the Speaker shall cause the number voting in the affirmative and in the negative to be determined.



1 The Speaker or other presiding officer may not disregard a timely call for a division by a member.  
2 Upon a division and count of the House on any question, no member away from the member's  
3 seat shall be counted.

4 **RULE 24. Roll Call Vote.** – (a) Before a question is put, any member may call for  
5 the ayes and noes. The Speaker may not disregard a timely request for the ayes and noes. If the  
6 call is sustained by one-fifth of the members present, the question shall be decided by the ayes  
7 and noes upon a roll call vote.

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

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

13 **RULE 24.1A. Excuse From Deliberations and Voting on a Bill.** – (a) Any member  
14 shall, upon request, be excused from the deliberations and voting on a particular bill, but to do  
15 so must make that request before the second reading of the bill and before any motion or vote on  
16 the bill or any amendment thereto. If the reason for the request arises at some point later in the  
17 proceedings, the request may be made at that time.

18 (b) The member must make a brief oral statement of the reasons for making the  
19 request. The member must send forward to the Principal Clerk, on a form provided by the Clerk,  
20 a concise written statement of the reason for the request, and the Clerk shall include this statement  
21 in the Journal.

22 (c) The member so excused shall not debate the bill or any amendment to the bill,  
23 vote on the bill, offer or vote on any amendment to the bill, or offer or vote on any motion  
24 concerning the bill at that reading, any subsequent reading, or any subsequent consideration of  
25 the bill.

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

28 **RULE 24.1B. Division of Amendments and Questions.** – (a) Any member may call  
29 for an amendment to be divided into two or more amendments to be voted on separately. The  
30 motion shall be in writing, must be submitted to the Principal Clerk at the time the motion is  
31 made, and must clearly state how the question is to be divided. The Speaker shall determine  
32 whether the amendment admits of such a division. Upon a majority vote of the members present  
33 and voting, the motion shall be adopted and the body shall debate and vote each amendment  
34 separately.

35 (b) Any member may call for a bill to be divided into two or more propositions to  
36 be voted on separately provided the bill is subject to division into separate parts so that each part  
37 states a separate and distinct proposition capable of standing alone. The motion shall be in  
38 writing, must be submitted to the Principal Clerk at the time the motion is made, and must clearly  
39 state how the question is to be divided. The Speaker shall then determine whether the bill admits  
40 of such a division. Upon a majority vote of the members present and voting, the motion shall be  
41 adopted and there shall be no further amendment or debate as to further division of the distinct  
42 propositions. If the question is divided, the body shall debate and vote each proposition  
43 separately. If any proposition fails, the bill shall be removed from the calendar and re-referred to  
44 the committee from which the bill was reported. If all parts of the divided question pass, the  
45 Speaker shall announce that the entire measure has passed second or third reading.

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

#### 49 **V. Committees**

50 **RULE 26. Standing Committees Generally.** – (a) The party caucus of the political  
51 party which has a majority of the House members (the "majority caucus") shall appoint a chair,

1 cochairs, and vice-chairs of every standing committee and select committee with chairs, cochairs,  
2 vice-chairs and members selected in the same matter as with standing committees, if any. In the  
3 construction of these rules, the word "chair" as applied to a committee extends to and includes a  
4 cochair of the committee. The Speaker shall have the authority to establish select committees,  
5 but this does not exclude the right of the House by resolution to establish select committees.  
6 Chairs, cochairs, vice-chairs, and members of select committees shall be determined in the same  
7 manner as for standing committees.

8 (b) The majority caucus shall appoint the majority party members, and the  
9 minority caucus shall appoint the minority members of all standing committees before the end of  
10 the tenth legislative day of the first regular session. The majority party shall have at least two  
11 more members on each committee than the minority party, except that the Ethics Committee shall  
12 have an equal number of members from the majority and minority parties.

13 (c) The majority party members and the minority party members of each standing  
14 committee shall be appointed by the majority caucus and the minority caucus respectively.

15 (d) The appointments by each caucus shall be in a manner determined by that  
16 caucus, and each caucus shall report its appointments to the Principal Clerk.

17 (e) The majority caucus may name one or more vice-chairs for any standing  
18 committee.

19 (f) Either the chair or acting chair, and five other members of the standing  
20 committee, or a majority of the standing committee, whichever is fewer, shall constitute a quorum  
21 of that standing committee.

22 (g) In any joint meeting of the Senate and House committees, the House standing  
23 committee reserves the right to vote separately.

24 (h) Once a member is appointed to a committee, or is appointed as chair of a  
25 committee, by the member's appointing caucus, the member can only be removed by the  
26 appointing caucus and then only for cause and no additional members may thereafter be  
27 appointed to a committee except to fill a vacancy.

28 (i) Each member of the House, other than the Speaker and Speaker Pro Tempore,  
29 shall be assigned to either the Committee on Finance or one of the Appropriations Committees.

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

33 **RULE 27. List of Standing Committees.** – The standing committees thereof are:  
34 Committees

35  
36 Aging

37  
38 Agriculture

39  
40 Alcoholic Beverage Control

41  
42 Appropriations

43 Appropriations, Capital

44 Appropriations, Education

45 Appropriations, General Government

46 Appropriations, Health and Human Services

47 Appropriations, Information Technology

48 Appropriations, Justice and Public Safety

49 Appropriations, Agriculture and Natural and Economic Resources

50 Appropriations, Transportation  
51

|    |   |
|----|---|
| 1  | Banking   |
| 2  |   |
| 3  | Commerce, Small Business, and Entrepreneurship    |
| 4  |   |
| 5  | Congressional Redistricting                       |
| 6  |   |
| 7  | Education   |
| 8  |   |
| 9  | Election Law and Campaign Finance Reform          |
| 10 |   |
| 11 | Energy and Energy Efficiency                      |
| 12 |   |
| 13 | Environment and Natural Resources                 |
| 14 |   |
| 15 | Ethics  |
| 16 |   |
| 17 | Finance   |
| 18 |   |
| 19 | Financial Institutions                            |
| 20 |   |
| 21 | Health  |
| 22 |   |
| 23 | Health Care Reform                                |
| 24 |   |
| 25 | Homeland Security, Military, and Veterans Affairs |
| 26 |   |
| 27 | Insurance   |
| 28 |   |
| 29 | Judiciary I                                       |
| 30 |   |
| 31 | Judiciary II                                      |
| 32 |   |
| 33 | Judiciary III                                     |
| 34 |   |
| 35 | Judiciary IV                                      |
| 36 |   |
| 37 | Legislative Redistricting                         |
| 38 |   |
| 39 | State and Local Government I                      |
| 40 |   |
| 41 | State and Local Government II                     |
| 42 |   |
| 43 | Marine Resources and Aquaculture                  |
| 44 |   |
| 45 | Mental Health Reform                              |
| 46 |   |
| 47 | Pensions and Retirement                           |
| 48 |   |
| 49 | Public Utilities                                  |
| 50 |   |
| 51 | Rules, Calendar, and Operations of the House      |

1  
2 State Personnel

3  
4 Transportation

5  
6 University Board of Governors Nominating

7  
8 Water Resources and Infrastructure

9  
10 Ways and Means/Broadband Connectivity

11  
12 Wildlife Resources

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

18 (b) Subject to the provisions of subsection (c) of this rule, standing committees  
19 thereof shall permit other members of the General Assembly, the press, and the general public to  
20 attend all sessions of said standing committees. Meetings of standing committees may not be  
21 held on the floor of the House.

22 (c) The Chair or other presiding officer shall have general direction of the meeting  
23 place of the standing committee, subject to the more specific provisions of these rules, and, in  
24 case of any disturbance or disorderly conduct therein, or if the peace, good order, and proper  
25 conduct of the legislative business is hindered by any person or persons, the Chair or presiding  
26 officer shall have power to exclude from the session any individual or individuals so hindering  
27 the legislative business. The Chair shall set the agenda for each committee meeting subject to the  
28 approval of the committee. Upon motion of a member of a committee, a bill may be added to that  
29 committee's agenda; however, consideration of such bill may be delayed until the next meeting  
30 of the committee if the committee agenda so necessitates.

31 (d) Procedure in the standing committees shall be governed by the rules of the  
32 House, so far as the same may be applicable to such procedure. Before a question is put, any  
33 member may call for the ayes and noes. If the call is sustained by one-fifth of the members  
34 present, the question shall be decided by the ayes and noes upon a roll call vote. All roll call votes  
35 shall be taken alphabetically and shall be subject to Rule 21(c). No presiding officer may  
36 disregard a member who timely calls for the ayes and noes or a division on a question before the  
37 committee.

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

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

47 (1) 15 minutes preceding a regular session of the House, and

48 (2) 10 minutes preceding the hour of the next regularly scheduled standing  
49 committee meeting.

50 (g) Any call or notice of a standing committee meeting between legislative  
51 sessions shall be mailed to each member of the standing committee at least five days prior to

1 such meeting. If a member of the body so requests in writing to the chair of the standing  
2 committee the member shall be notified by certified mail of the meetings.

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

6 **RULE 28.1. Ethics Committee Investigations.** – (a) On its own motion, or in  
7 response to a signed and sworn complaint of any individual filed with the Standing Committee  
8 on Ethics, the Committee shall inquire into any alleged violation by members of the House of  
9 any rule, standard of conduct, or law that applies to the conduct of the business of the House or  
10 the conduct of House members.

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 member.

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

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

25 (d) The Ethics Committee shall consider complaints against presiding officers for  
26 violations of these rules if the violation was brought to the attention of the presiding officer in a  
27 timely manner and the presiding officer thereafter failed to immediately redress the violation.

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

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

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

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

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

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

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

49 (b) Persons desiring to appear and be heard at a public hearing shall submit their  
50 requests to the chair of the standing committee. The standing committee chair may designate one  
51 or more members to arrange the order of appearance of interested parties. A brief written

1 statement of testimony may be submitted without oral presentation and shall be incorporated into  
2 the minutes of the public hearing.

3 **RULE 29.2. Minutes to Legislative Library.** – The chair of a standing committee  
4 shall ensure that written minutes are compiled for each of the body's meetings. The minutes shall  
5 indicate the members present and the actions taken at the meeting. Not later than 20 days after  
6 the adjournment of each session of the General Assembly, the chair shall deliver the minutes to  
7 the Legislative Library. The Speaker of the House may grant a reasonable extension of time for  
8 filing said minutes upon written application of the chair.

9 **RULE 30. Committee of the Whole House.** – (a) A Standing Committee of the  
10 Whole House shall not be formed except by leave of the House.

11 (b) After passage of a motion to form a Standing Committee of the Whole House,  
12 the Speaker shall appoint a chair to preside in the standing committee and the Speaker shall leave  
13 the dais.

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

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

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

## 26 **VI. Handling of Bills**

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

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

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

40 (d) All bills and resolutions shall show in their captions a brief descriptive  
41 statement of the true substance of same, which captions may thereafter be amended. Third  
42 reading shall not be had on any bill or resolution on the same day that such caption is 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 those  
2 relating to deceased members of the General Assembly.

3 (h) A bill containing no substantive provisions may not be introduced.

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

6 **RULE 31.1. Deadlines on Introduction and Receipt; No Blank Bills; Single**  
7 **Subject Rule.** – (a) All local bills must be submitted to the Bill Drafting Division of the  
8 Legislative Services Office by 4:00 P.M. on XXXXX and must be introduced not later than 3:00  
9 P.M. on XXXXX.

10 (b) All public bills which would not be required to be re-referred to the  
11 Appropriations or Finance Committees under Rule 38 must be submitted to the Bill Drafting  
12 Division of the Legislative Services Office by 4:00 P.M. on XXXXX and must be introduced not  
13 later than 3:00 P.M. on XXXXX.

14 (c) All public bills, which under Rule 38 are required to be re-referred to either  
15 or both of the Appropriations Committee or the Finance Committee, must be submitted to the  
16 Bill Drafting Division of the Legislative Services Office by 4:00 P.M. on XXXXX and must be  
17 introduced not later than 3:00 P.M. on XXXXX. If any bill is subject to the deadline under this  
18 subsection and the bill is amended so that all the provisions requiring referral to either or both of  
19 those committees under Rule 38 do not remain in the bill, it is not eligible for further  
20 consideration.

21 (d) A bill containing no substantive provisions may not be introduced in the  
22 House.

23 (e) In order to be eligible for consideration by the House during the first Regular  
24 Session, all Senate bills other than finance or appropriations bills which would be required to be  
25 re-referred to the Appropriations or Finance Committee under Rule 38 or adjournment  
26 resolutions must be received and read on the floor of the House as a message from the Senate no  
27 later than XXXXX; provided that a message from the Senate received by the next legislative day  
28 stating that a bill has passed its third reading and is being engrossed shall comply with the  
29 requirements of this subsection and provided that the Senate has a similar rule.

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

33 (g) This rule, other than subsections (d) and (f), does not apply to bills (i)  
34 establishing districts for Congress or State or local entities or (ii) ratifying an amendment or  
35 amendments to the Constitution of the United States.

36 **RULE 32. Reference to Standing Committee; Serial Referrals.** – Each bill not  
37 introduced on the report of a standing committee shall immediately upon its first reading be  
38 referred by the Speaker to the standing committee whose usual jurisdiction most closely relates  
39 to the subject matter of the bill. The Speaker at the same time may order that, if the bill is reported  
40 with any favorable recommendation or without prejudice, it be re-referred automatically upon  
41 the committee report to another committee designated in the order. Each joint resolution or House  
42 resolution not introduced on the report of a standing committee shall immediately upon its first  
43 reading either be referred by the Speaker to a standing committee or be calendared on the date  
44 designated by the Speaker, as the Speaker deems appropriate.

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

50 **RULE 34. Introduction of Resolutions and Bills; Copies Required.** – (a) Whenever  
51 any resolution or bill is introduced, a duplicate copy thereof shall be attached thereto, and the

1 Principal Clerk shall cause said duplicate copy to be numbered as the original resolution or bill  
2 is numbered and shall cause the same to be available at all times to the member introducing the  
3 same.

4 (b) Numbering of House Bills shall be designated as "H.B. \_\_\_\_." (No. following).  
5 A Joint Resolution shall be designated as "H.J.R. \_\_\_\_." (No. following). A House Resolution  
6 shall be designated as "H.R. \_\_\_\_." (No. following).

7 **RULE 35. Duplicating and Availability of Copies of Bills.** – (a) The Legislative  
8 Services Officer shall cause such bills as are introduced to be duplicated in such numbers as may  
9 be specified by the Speaker. The Legislative Services Officer shall cause one copy of each  
10 resolution and public bill for each member to be delivered to the member's committee assistant  
11 or legislative assistant who shall place it in the appropriate notebook on the member's desk. If a  
12 member so requests, a second copy shall be delivered to the member's committee assistant or  
13 legislative assistant who shall place it in the member's office. The remaining copies shall be  
14 placed in the Printed Bills Room and made available to the committees to which the bill is  
15 referred, to individual members on request, and to the general public.

16 (b) A public bill is a bill affecting 15 or more counties. A local bill is one affecting  
17 fewer than 15 counties. No public bill and, upon objection by a member, no local bill may be  
18 considered unless copies of the bill have been made available to the entire membership of the  
19 House.

20 **RULE 35.1. Municipal Incorporation Reports.** – Every legislative proposal  
21 introduced in the House or received in the House from the Senate proposing the incorporation of  
22 a municipality shall have attached to the jacket of the original bill at the time of its consideration  
23 on second or third readings by the House or by any committee of the House prior to a favorable  
24 report a recommendation from the Municipal Incorporations Subcommittee of the Joint  
25 Legislative Committee on Local Government, established by Article 20 of Chapter 120 of the  
26 General Statutes. The recommendation of the Municipal Incorporations Subcommittee of the  
27 Joint Legislative Committee on Local Government shall be made in accordance with the  
28 provisions and criteria set forth in Article 20 of Chapter 120 of the General Statutes and shall  
29 include the findings required to be made by G.S. 120-166 through G.S. 120-170.

30 **RULE 36. Report by Standing Committee.** – (a) **When Reports Required.** – All  
31 House bills and resolutions that have a cumulative total of 60 or more principal sponsors or  
32 cosponsors shall be reported from the standing committee to which referred with such  
33 recommendations as the standing committee may desire to make except in the case where the  
34 principal introducer requests in writing to the chair of the standing committee that the bill not be  
35 considered.

36 (b) **Favorable Report.** – When a standing committee reports a bill with the  
37 recommendation that it be passed, the bill shall be placed on the favorable calendar on second  
38 legislative day following the report unless:

- 39 (1) The bill is re-referred to the Committee on Appropriations or Committee on  
40 Finance under Rule 38 or was serially referred under Rule 32;
- 41 (2) The bill has not yet been placed on the calendar, and the Speaker refers the  
42 bill to another committee, if such referral is approved by a majority vote of  
43 the House; or
- 44 (3) The principal sponsor of the bill requests in writing that the Chair of the  
45 Standing Committee on Rules, Calendar, and Operations of the House delay  
46 the calendaring of the bill for up to five legislative days.

47 In order to delay placing a bill on the calendar for a legislative day, notice shall be given by the  
48 Chair of the Standing Committee on Rules, Calendar, and Operations of the House orally in the  
49 House or in writing to the Principal Clerk.

50 When a committee substitute is adopted and receives a favorable report by the  
51 committee, the standing committee chair shall submit to the standing committee the question of



1 an unfavorable report on the original bill. Except by vote of two-thirds of the committee members  
2 present, no committee substitute may be considered in a committee unless the committee  
3 substitute shall have been sent by electronic mail to each committee member at least one  
4 legislative day prior to its consideration. The standing committee's action, if any, on the original  
5 bill shall be reported at the same time the committee substitute is reported.

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

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

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

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

22 **RULE 36.1. Fiscal Notes.** – (a) The Chair or Cochair of the Appropriations  
23 Committee, of the Finance Committee, or of the Standing Committee on Rules, Calendar, and  
24 Operations of the House, upon the floor of the House, may request that a fiscal analysis be made  
25 of a bill, resolution, or an amendment to a bill or resolution which is in the possession of the  
26 House and that a fiscal note be attached to the measure, which request shall be allowed when, in  
27 the opinion of the Speaker, the fiscal effects of that measure are not apparent from the language  
28 of the measure.

29 (b) Once a request is made for a fiscal note pursuant to subsection (a) of this rule,  
30 the bill, resolution, or amendment shall be removed from the calendar until the requested fiscal  
31 note is attached thereto, at which time the bill, amendment, or resolution shall be placed back on  
32 the calendar. The fiscal note shall be filed and attached to the bill or amendment within two  
33 legislative days of the request. If it is impossible to prepare a fiscal note within two legislative  
34 days, the Director of Fiscal Research shall, in writing, so advise the Speaker, the Principal Clerk,  
35 and the member introducing or proposing the measure and shall indicate the time when the fiscal  
36 note will be ready.

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

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

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

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

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

6 (1) State, municipal, or other retirement system funded in whole or in part out of  
7 public funds; or

8 (2) Program of hospital, medical, disability, or related benefits provided for  
9 teachers and State employees, funded in whole or in part by State funds; shall  
10 have attached to it at the time of its consideration by any standing committee  
11 a brief explanatory statement or note which shall include a reliable estimate  
12 of the financial and actuarial effect of the proposed change to that retirement  
13 or pension system. The actuarial note shall be attached to the jacket of each  
14 proposed bill or resolution, which is reported favorably by any standing  
15 committee shall be separate therefrom, and shall be clearly designated as an  
16 actuarial note. A bill described in subdivision (1) of this subsection shall be  
17 referred to the Committee on Pensions and Retirement upon its introduction  
18 in accordance with G.S. 120-111.3.

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

26 (c) The sponsor of the bill or resolution shall also present a copy of the measure  
27 to the actuary employed by the system or program affected by the measure. Actuarial notes shall  
28 be prepared and transmitted to the sponsor of the measure not later than two weeks after the  
29 request is received, unless an extension of time is agreed to by the sponsor as being necessary in  
30 the preparation of the note. The actuarial note shall be attached to the jacket of the measure. The  
31 provisions of this subsection may be waived by the measure's sponsor for a measure affecting  
32 local government retirement or pension plans not administered by the State or any local  
33 government program of hospital, medical, disability, or related benefits for local government  
34 employees not administered by the State.

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

42 (e) When any standing committee reports a measure to which an actuarial note is  
43 attached at the time of standing committee consideration, with any amendment of such nature as  
44 would substantially affect the cost to or the revenues of any retirement or pension system, or  
45 program of hospital, medical, disability, or related benefits for teachers or State employees, the  
46 chair of the standing committee reporting the measure shall obtain from the Fiscal Research  
47 Division an actuarial note of the fiscal and actuarial effect of the proposed amendment. The  
48 actuarial note shall be attached to the jacket of the measure. An amendment to any bill or  
49 resolution shall not be in order if the amendment affects the costs to or the revenues of a  
50 State-administered retirement or pension system, or program of hospital, medical, disability, or  
51 related benefits for teachers or State employees, unless the amendment is accompanied by an

1 actuarial note, prepared by the Fiscal Research Division, as to the actuarial effect of the  
2 amendment.

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

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

7 **RULE 36.4. Content of Appropriations Bills.** – (a) No provision making substantive  
8 changes to existing law shall be contained in any of the following bills unless the change is  
9 necessary to effectuate a concurrent funding matter that is directly reflected in the Committee  
10 Report or Conference Committee Report that was distributed in the applicable chambers and used  
11 to explain (i) the Current Operations Appropriations Bill; (ii) the Capital Improvement  
12 Appropriations Bill; or (iii) any bill generally revising appropriations for the second fiscal year  
13 of a biennium.

14 (a1) If a point of order is made pursuant to subsection (a) of this rule, the rule shall  
15 be construed strictly and, in case of doubt, in favor of the point of order.

16 (b) No amendment to any bill listed in subsection (a) of this rule shall be in order  
17 if the language is prohibited by that subsection.

18 (c) Notwithstanding subsections (a) and (b) of this rule, any of the bills listed in  
19 subsection (a) of this rule or an amendment to such bill may change existing law if the change:

20 (1) Alters expenditures or salaries;

21 (2) Changes the scope or character of a program which must be reduced,  
22 increased, or changed because of an increase or decrease of funds appropriated  
23 for the program or because of changes in federal law or regulation; or

24 (3) Modifies any function of State government which necessitates a transfer of  
25 funds from one department to another; provided, that for a provision to be in  
26 order under this subsection, it must be recommended to the General Assembly  
27 in a written report adopted by the Appropriations Committee before or at the  
28 same time the bill is reported, or, if such provision is contained in a floor  
29 amendment, the sponsor of the amendment must present to the Principal Clerk  
30 at or before the time the amendment is offered an explanation of the  
31 amendment for distribution to each member of the House.

32 (d) Each individual expenditure or special provision included in the budget shall  
33 be accompanied by the name of a house member (or in the case of the conference report, the  
34 name of the member of the House or Senate) who requested the expenditure, and no such  
35 expenditure shall be placed in the bill unless it was also contained in a separately filed bill.

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

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

42 (1) Carries an appropriation from the State; or

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

48 (b) All standing committees, other than the Standing Committee on Finance,  
49 when favorably reporting any bill which in any way or manner raises revenue, reduces revenue,  
50 levies a tax, authorizes the levying of a tax, an assessment, or a fee, or authorizes the issue of  
51 bonds or notes, whether public, public-local, or private, shall indicate same in the report, and said

1 bill shall be referred to the Standing Committee on Finance for a further report before being acted  
2 upon by the House. This subsection shall not apply to bills only imposing fines, forfeitures, or  
3 penalties.

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

9 **RULE 38.1. Special Rules Relating to the Budget.** – (a) The allocation of  
10 availability among the appropriations committees shall be put to a vote of the membership of the  
11 House for approval at least two legislative days prior to any meeting of an Appropriations  
12 Committee at which a vote on approval of the Current Operations Appropriations Bill takes place.

13 (b) No vote shall be taken on the Current Operations Appropriations Bill on either  
14 second or third reading until at least 10 hours of debate on the bill or on consideration of  
15 amendments to the bill has taken place, unless, prior to expiration of 10 hours, no member of the  
16 House seeks to further debate or offer further amendments.

17 (c) No additional rules on consideration of the Current Operations Appropriations  
18 Act may be enforced unless agreed to by majority vote of the members present and voting. No  
19 additional rule shall prohibit amendments to the Current Operations Appropriations Bill that  
20 transfers funds from one appropriations committee to another committee area.

21 **RULE 39. Recall of Bill From Standing Committee.** – (a) When a House bill has  
22 been introduced and referred to a standing committee, or when a Senate bill has been referred to  
23 a standing committee, if after 10 legislative days the standing committee has failed to act thereon,  
24 then the introducer of the House bill or some member designated by the introducer, or some  
25 House member designated by the introducer of the Senate bill, may, after three legislative days'  
26 public notice given in the House and delivered in writing to the chair of the standing committee,  
27 on motion supported by a vote of a majority of the members of the House, recall the same from  
28 the standing committee to the floor of the House for consideration and such action thereon as a  
29 majority of the members present may direct. The re-referral of a bill to another committee does  
30 not restart the 10-day period after a notice has been given pursuant to this rule.

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

34 **RULE 39.1. Re-Referral of Bills From One Standing Committee to Another**  
35 **Standing Committee.** – Upon consent of the sponsor of the bill, the Speaker, the chair of the  
36 standing committee from whom the bill is to be re-referred, and the chair of the standing  
37 committee to whom the bill is to be re-referred, the chair of the standing committee from whom  
38 the bill is to be re-referred or the Chair of the Standing Committee on Rules, Calendar, and  
39 Operations of the House may move for a re-referral to another standing committee, and the bill  
40 shall be re-referred upon vote of the majority present during a regular session of the House.

41 **RULE 39.3. Discharge Petition.** – A motion to discharge a committee from  
42 consideration of a bill or resolution may be filed with the Principal Clerk if accompanied by a  
43 petition signed by 61 members of the House asking that the committee be discharged from further  
44 consideration of the bill or resolution. No petition may be circulated for signatures until 10  
45 legislative days after the bill has been referred to the committee. No petition may be circulated  
46 for signature until notice has been given on the floor of the House that the petition is to be  
47 circulated. If such a motion accompanied by a valid petition is filed, the Principal Clerk shall  
48 place that motion on the calendar for the next legislative day as a special order of business. If the  
49 motion is adopted, then the committee to which the bill or resolution has been referred is  
50 discharged from further consideration of the bill or resolution, and that bill or resolution is placed  
51 on the calendar for the next legislative day as a special order of business. If the committee had,

1 prior to discharge, adopted any amendment or committee substitute for the bill, it shall be in order  
2 to offer that amendment or substitute on the floor as if it were a committee amendment or  
3 substitute. The Principal Clerk shall provide a form for discharge petitions.

4 **RULE 40. Calendars and Schedules of Business.** – The Clerk of the House shall  
5 prepare a daily schedule of business, including the Calendar of Bills and Resolutions for  
6 consideration and debate that day, in accordance with the Order of Business of the Day (Rule 5).  
7 The Clerk shall number all bills and resolutions in the order in which they are introduced. All  
8 bills and resolutions shall be taken up by the full house as they appear in each category (Rule  
9 5(10)) in the order they were placed on the Calendar under Rule 36(b). The Speaker shall not  
10 vary from the order unless two-thirds of the members present agree to the proposed variance. No  
11 bill shall be eligible for consideration by the House which was not placed on the Calendar of  
12 Bills and Resolutions for the day, unless two-thirds of the members present agree to consideration  
13 of such bill.

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

20 (b) No bill shall be read more than once on the same day without the concurrence  
21 of two-thirds of the members present and voting; provided, no bill governed by Section 23 of  
22 Article II of the North Carolina Constitution or described in Rule 20(a)(2) herein shall be read  
23 twice on one day under any circumstance.

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

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

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

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

42 If the Senate adopts an amendment or committee substitute to a House bill, the House  
43 may refuse to receive the bill on account of lack of germaneness.

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

1 Perfecting or second degree amendments may be offered and considered without  
2 limitation as to number, and in the event of multiple perfecting amendments, they shall be voted  
3 upon in inverse order.

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

7 **RULE 43.2. House Treatment of Senate Amendments to House Bills.** – When the  
8 House receives a Senate amendment to a bill originating in the House, it shall be placed on the  
9 calendar in accordance with Rule 36(b).

10 **RULE 43.3. Committee Substitutes Adopted by the Senate to Bills Originating in**  
11 **the House; Procedure for Treatment of Material Amendments Thereto.** – (a) Whenever the  
12 Senate has adopted a committee substitute for a bill originating in the House and has returned the  
13 bill to the House for concurrence in that committee substitute, it shall be placed on the calendar  
14 in accordance with Rule 36(b); provided, however, that if the Senate committee substitute  
15 contains matters that are not germane to the House bill when it was sent to the Senate, the bill  
16 shall be referred to a standing committee where it can be further amended and returned to the  
17 House floor for action as on other bills.

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

20 "**Sec. 23. Revenue bills.**

21 No law shall be enacted to raise money on the credit of the State, or to pledge the faith of the  
22 State directly or indirectly for the payment of any debt, or to impose any tax upon the people of  
23 the State, or to allow the counties, cities, or towns to do so, unless the bill for the purpose shall  
24 have been read three several times in each house of the General Assembly and passed three  
25 several readings, which readings shall have been on three different days, and shall have been  
26 agreed to by each house respectively, and unless the yeas and nays on the second and third  
27 readings of the bill shall have been entered on the journal."

28 If the committee substitute was referred to the standing committee, the standing  
29 committee shall:

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

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

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

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

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

42 **RULE 44. Conference Standing Committees.** – (a) Whenever the House shall  
43 decline or refuse to concur in amendments put by the Senate to a bill originating in the House, or  
44 shall refuse to concur in a substitute adopted by the Senate for a bill originating in the House, or  
45 whenever the Senate shall decline or refuse to concur in amendments put by the House to a bill  
46 originating in the Senate, or shall refuse to concur in a substitute adopted by the House for a bill  
47 originating in the Senate, a conference committee may be appointed by the Speaker upon the  
48 Speaker's own motion and shall be appointed upon request by the principal sponsor of the original  
49 bill, the chair of the House standing committee which reported the bill, or the sponsor of the  
50 amendment in which the Senate refused to concur; and the bill under consideration shall  
51 thereupon go to and be considered by the joint conferees on the part of the House and Senate. In

1 appointing members to conference committees, the Speaker shall appoint no less than a majority  
2 of members who generally supported the House position as determined by the Speaker.

3 (b) Only such matters as are in difference between the two houses shall be  
4 considered by the conferees, and the conference report shall deal only with such matters. The  
5 conference report may be made by a majority of the House members of such conference  
6 committee and shall not be amended. If any report violates this rule, the Speaker shall refer the  
7 report back to the conference committee. A conference committee report which includes matters  
8 that were not in difference between the houses shall be referred to a standing committee for its  
9 recommendation before further action by the House.

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

12 (d) No vote shall be taken on adoption of a conference report until the second  
13 legislative day following the distribution of the report to the office of each member of the House.  
14 The Conference Report for the Current Operations Appropriations Bill and the Conference  
15 Report on a bill making general revisions in that act for the second fiscal year of a biennium may  
16 not be placed on the calendar for action earlier than the third legislative day after the Conference  
17 is distributed to the office of all members of the House.

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

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

22 **RULE 45. Elected Officers.** – (a) The House shall elect its Speaker from among its  
23 membership. The election of the Speaker shall be by a call of the roll of the members of the  
24 House and may not be done by resolution or be combined with any other matter.

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

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

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

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

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

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

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

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

48 (c) The selection and retention of committee assistants, legislative assistants, and  
49 office assistants shall be the sole prerogative of the individual member or members. Such staff  
50 shall file initial applications for employment with the Principal Clerk and shall receive  
51 compensation as prescribed by the Legislative Services Commission. The employment period of

1 such staff shall commence not earlier than the convening date of the General Assembly and shall  
2 terminate not later than the final adjournment or recess of the General Assembly, unless  
3 employment for an extended period is approved by the Speaker. The committee assistants,  
4 legislative assistants, and office assistants shall adhere to such uniform rules and regulations not  
5 inconsistent with these rules regarding hours and other conditions of employment as the  
6 Legislative Services Commission shall fix by appropriate regulations.

7 **RULE 49. Compensation of Legislative Assistants.** – No clerk, committee assistant,  
8 legislative assistant, office assistant, or other person employed or appointed under Rules 46, 47,  
9 and 48 hereof shall receive during such employment, appointment, or service any compensation  
10 from any department of the State government, and there shall not be voted, paid, or awarded any  
11 additional pay, bonus, or gratuity to any of them; but they shall receive only the pay now provided  
12 by law for such duties and services. This rule shall not apply to employment, appointment, or  
13 service or to the receipt of compensation or additional pay, bonus, or gratuity from another  
14 department of State government between regular sessions of the General Assembly.

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

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

23 **RULE 51. Admittance of Press.** – Reporters wishing to take down debates may be  
24 admitted by the Speaker, who shall assign such places to them on the floor or elsewhere, to effect  
25 this object, as shall not interfere with the convenience of the House. Reporters admitted to the  
26 floor of the House shall observe the same requirements of attire for members contained in Rule  
27 12(h).

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

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

### 35 **IX. General Rules**

36 **RULE 54. Attendance of Members.** – No member or officer of the House shall be  
37 absent from the service of the House without leave, unless from sickness or disability.

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

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

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

48 **RULE 58. Rules, Rescission, and Alteration.** – (a) These rules shall not be  
49 permanently rescinded or altered except by House simple resolution passed by a two-thirds vote  
50 of the members present and voting. The introducer of the resolution must on the floor of the



1 House give notice of intent to introduce the resolution on the legislative day preceding its  
2 introduction.

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

5 **RULE 59. Cosponsorship of Bills and Resolutions.** – (a) Any member wishing to  
6 cosponsor a bill or resolution which has been introduced may do so by appearing in the office of  
7 the Principal Clerk for such purpose within one-half hour following the adjournment of the  
8 session during which such bill or resolution was first read and referred, except as approved by  
9 the Principal Clerk a member may cosponsor the bill electronically not later than one hour  
10 following the adjournment.

11 (b) Members wishing to jointly sponsor legislation should indicate such to the  
12 drafter at the time the bill is requested or upon filing the bill with the Principal Clerk's office.  
13 The names of the members who are the primary sponsors shall be listed in the order requested  
14 by them, followed by the words (Primary Sponsors); and the remaining names of members  
15 cosponsoring shall follow. No more than four members may be listed as primary sponsors.

16 (c) No member shall permit anyone, other than that member's committee  
17 assistant, legislative assistant, office assistant, or another member to have possession of the bill  
18 jacket in order to solicit for cosponsorship.

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

24 **RULE 61. Assignment of Seats.** – The assignment of seats shall be made within each  
25 party caucus, with each member choosing a seat in order of seniority. The Democratic members  
26 shall be seated in the 60 seats to the Speaker's left in the chamber, and the Republican members  
27 shall be seated in the 60 seats to the Speaker's right in the chamber. Except that to the extent that  
28 members of one party are in the majority, the excess shall be seated first in the center aisle seats  
29 on the other side of the chamber, being allocated first, front to rear. After initial assignment of  
30 seats, a member shall continue to occupy the seat to which initially assigned until assigned a  
31 permanent seat; once assigned a permanent seat, the member shall occupy it for the entire biennial  
32 session. In event of vacancy, that member's successor will occupy the seat of the member  
33 replaced for the remainder of the biennial session.

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

41 **RULE 61.2. Convening and Assigning Seats in the New House.** – (a) The Principal  
42 Clerk of the previous House of Representatives shall convene the House of Representatives at  
43 12:00 noon on the date established by law for the convening of each regular session and preside  
44 over the body until the members elect a Speaker. In the case of a vacancy, inability, or refusal to  
45 so serve, the duty shall devolve upon the Sergeant-at-Arms of the prior House, and in the case of  
46 a vacancy in that office, or inability or refusal to so serve, the duty shall devolve upon the Reading  
47 Clerk of the prior House.

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

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

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

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