

TEMPORARY RULES OF THE SENATE
91ST LEGISLATURE 2019-2020

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TEMPORARY RULES OF THE SENATE

91ST LEGISLATURE (2019-2020)

1. PARLIAMENTARY REFERENCE

The rules of parliamentary practice contained in Mason's Manual of Legislative Procedure govern the Senate in all cases in which they are applicable, and in which they are not inconsistent with these rules and orders of the Senate and the joint rules and orders of the Senate and House of Representatives.

2. REPORTING OF BILLS

Every bill, memorial, order, resolution or vote requiring the approval of the Governor must be reported to the Senate on three different days before its passage.

(a) The first report, called the first reading, is made when it has been received for introduction.

(b) The second report, called the second reading, is made when it has been considered by all the necessary standing committees and is ready for debate.

(c) The third report, called the third reading, is made when it is ready for final passage.

3. BILL INTRODUCTION

3.1 Bills, memorials, and concurrent or joint resolutions may be introduced by a member or by a standing committee.

3.2 The name of the author, authors, or committee must be written on the bill, memorial or resolution. The number of authors may not exceed five.

3.3 An original and one copy are required for introduction.

3.4 A member or a committee desiring to introduce a bill, memorial or concurrent or joint resolution shall deliver it to the office of the Secretary, and the Secretary shall promptly deliver all the bills, memorials or concurrent or joint resolutions to the President who shall present them to the Senate.

3.5 A bill may not be considered by a committee or a subcommittee on the day it is introduced.

3.6 During the period between the last day of the session in any odd-numbered year and the first day of the session in the following year, a bill filed with the Secretary for introduction must be given a file number and may be unofficially referred by the President, with the approval of the Chair of the Committee on Rules and Administration, to an appropriate standing committee of the Senate. All bills filed for introduction during this period must be presented to the Senate when it reconvenes and must be referred to the standing committees previously indicated by the President, subject to objection to the referral under Rule 4.10.

4. BILL REFERRAL

2.1
2.2 4.1 The President shall refer each bill without motion to the proper standing committee unless
2.3 otherwise referred by the Senate.

2.4 4.2 A bill or resolution may not be referred to committee or amended until it has been given
2.5 its first reading.

2.6 4.3 A member may not object to a bill or resolution on its introduction.

2.7 4.4 All bills appropriating money, or obligating the state to pay or expend money, or
2.8 establishing a policy which to be effective will require expenditure of money, when referred to and
2.9 reported by any other than the Committee on Finance, must be referred before passage to the
2.10 Committee on Finance.

2.11 4.5 All bills delegating rulemaking to a department or agency of state government and all
2.12 bills exempting a department or agency of state government from rulemaking, when referred to
2.13 and reported by any other than the Committee on State Government Finance and Policy and
2.14 Elections, must be referred before passage to the Committee on State Government Finance and
2.15 Policy and Elections.

2.16 4.6 All bills creating a new commission, council, task force, board, or other body to which
2.17 a member of the legislature will be appointed must be referred before passage both to the Committee
2.18 on State Government Finance and Policy and Elections and to the Committee on Rules and
2.19 Administration.

2.20 4.7 All bills authorizing or increasing a sentence of imprisonment to a state correctional
2.21 institution must be referred before passage to the Committee on Judiciary and Public Safety Finance
2.22 and Policy.

2.23 4.8 All resolutions required to follow the same procedure as bills must be referred before
2.24 passage to the Committee on Rules and Administration.

2.25 4.9 A bill introduced by a committee need not be referred to a standing committee unless a
2.26 question arises. It must lie over one day before being given its second reading.

2.27 4.10 A member may question the reference of a bill during the order of business of first
2.28 reading on the day of introduction. When a member questions the reference of a bill, the bill must
2.29 be referred without debate to the Committee on Rules and Administration to report the proper
2.30 reference. Upon adoption of the report of the Committee on Rules and Administration, the bill must
2.31 be referred accordingly.

5. RECALL FROM COMMITTEE

2.32
2.33 5.1 Before the applicable deadline for committee action on a bill, a majority of the whole
2.34 Senate may recall the bill from a committee and re-refer it to any other committee or place it on
2.35 General Orders. After the committee deadline for action on a bill, 41 affirmative votes of the whole

3.1 Senate may recall the bill from any committee and re-refer it to any other committee or place it on
3.2 General Orders. Recall of a bill under this rule requires the concurrence of the chief author of the
3.3 bill.

3.4 5.2 By a report of the Committee on Rules and Administration adopted by the Senate, the
3.5 Committee on Rules and Administration, on request of the chief author, may remove a bill from
3.6 committee and re-refer it to any other committee or place it on General Orders.

3.7 **6. RESOLUTIONS**

3.8 6.1 Memorial resolutions addressed to the President or the Congress of the United States, or
3.9 a house or member of Congress, or a department or officer of the United States, or a state or foreign
3.10 government, joint resolutions, and resolutions requiring the signature of the Governor must follow
3.11 the same procedure as bills before being adopted.

3.12 6.2 A resolution may not be changed to a bill, and a bill may not be changed to a resolution.

3.13 6.3 Upon the request of a member, a resolution not required to follow the same procedure as
3.14 bills and not offered by the Committee on Rules and Administration must be referred to the
3.15 Committee on Rules and Administration. If the resolution is not referred to the Committee on Rules
3.16 and Administration, the resolution must lie over one calendar day without debate or other action,
3.17 upon the request of a member.

3.18 **7. BUDGET TARGETS**

3.19 7.1 The Committees on Taxes and on Finance must hold hearings as necessary to determine
3.20 state revenues and appropriations for the fiscal biennium.

3.21 7.2 Within 30 days after the last state general fund revenue and expenditure forecast for the
3.22 next fiscal biennium becomes available during the regular session in the odd-numbered year, targets
3.23 for the general fund budget must be publicly announced by the Chair of the Committee on Finance
3.24 or the Chair of the Committee on Rules and Administration. Subsequent adjustments to the targets
3.25 required under this rule shall be made by public announcement of the chair of the Committee on
3.26 Rules and Administration.

3.27 7.3 The omnibus tax and appropriation bills are:

3.28 (1) the omnibus tax bill;

3.29 (2) the agriculture appropriations bill;

3.30 (3) the E-12 education appropriations bill;

3.31 (4) the commerce and consumer protection appropriations bill;

3.32 (5) the energy and utilities appropriations bill;

3.33 (6) the higher education appropriations bill;

- 4.1 (7) the health and human services appropriations bill;
- 4.2 (8) the environment and natural resources appropriations bill;
- 4.3 (9) the jobs and economic growth appropriations bill;
- 4.4 (10) the judiciary and public safety appropriations bill;
- 4.5 (11) the state government appropriations bill;
- 4.6 (12) the transportation appropriations bill;
- 4.7 (13) the veterans and military affairs appropriations bill; and
- 4.8 (14) the omnibus capital investment bill.

4.9 An omnibus appropriation or tax bill may not be divided.

4.10 7.4 An amendment to an omnibus appropriation or tax bill that is a Senate file or an unofficial
4.11 engrossment of a House file is out of order if it will:

4.12 (1) increase net appropriations from a fund for a fiscal biennium, without a corresponding
4.13 increase in net revenue, compared to the bill as it was reported to the floor of the Senate;

4.14 (2) reduce net revenue to a fund for a fiscal biennium, without a corresponding reduction in
4.15 net appropriations, compared to the bill as it was reported to the floor of the Senate;

4.16 (3) change appropriations, transfers, or revenues to an agency that was not in the bill as it
4.17 was reported to the floor of the Senate; or

4.18 (4) create or increase the amount of a tax expenditure by reducing appropriations, transfers,
4.19 or revenues to an agency that was not in the bill as it was reported to the floor of the Senate.

4.20 **8. CONFIRMATIONS**

4.21 8.1 Every gubernatorial appointment requiring the advice and consent of the Senate must be
4.22 referred by the President to the appropriate committee. If a question arises as to the proper committee,
4.23 the appointment must be referred without debate to the Committee on Rules and Administration
4.24 for a report making the proper reference.

4.25 8.2 An appointment referred to committee and not reported to the Senate within 60 legislative
4.26 days after it was referred is withdrawn from committee and placed on the confirmation calendar
4.27 for consideration by the Senate before adjournment of the regular session, unless the appointee's
4.28 term has expired or the appointee is no longer serving.

4.29 8.3 The final question on the appointment is, "Will the Senate, having given its advice, now
4.30 consent to this appointment?" The question must not be put the same day the appointment is received
4.31 or on the day it is reported by committee except by unanimous consent. Confirmation of the
4.32 appointment requires the affirmative vote of a majority of the whole Senate.

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9. STANDING COMMITTEES

The standing committees of the Senate are as follows:

- Agriculture, Rural Development, and Housing Finance
- Agriculture, Rural Development, and Housing Policy
- Capital Investment
- Commerce and Consumer Protection Finance and Policy
- E-12 Education Finance and Policy
- Energy and Utilities Finance and Policy
- Environment and Natural Resources Finance
- Environment and Natural Resources Policy and Legacy Finance
- Family Care and Aging
- Finance
- Health and Human Services Finance and Policy
- Higher Education Finance and Policy
- Human Services Reform Finance and Policy
- Jobs and Economic Growth Finance and Policy
- Judiciary and Public Safety Finance and Policy
- Local Government
- Rules and Administration
- State Government Finance and Policy and Elections
- Taxes
- Transportation Finance and Policy
- Veterans and Military Affairs Finance and Policy

10. APPOINTMENTS TO STANDING COMMITTEES

10.1 The majority and minority groups must each be represented on all standing committees of the Senate substantially in proportion to their numbers in the Senate. The majority group shall assign the number of positions the minority group will hold on each committee. The minority group must be given adequate notice of its positions before the session begins.

10.2 Both the majority and minority groups shall appoint their own members to fill the number of positions each group will hold on each committee. The minority group shall transmit notice of

6.1 its assignments to the majority group within 14 calendar days after receipt of the notice of positions
6.2 available. The minority group may designate a ranking member for each committee. Nothing
6.3 prohibits a member of the minority group from serving as chair or vice chair of a committee,
6.4 subcommittee, or commission. If the minority group for any reason fails to make its appointments
6.5 pursuant to this rule, the majority group may make all the committee assignments.

6.6 10.3 The majority and minority committee assignments are subject to the uniform criteria
6.7 governing committee assignments applicable to both the majority and minority groups. The uniform
6.8 criteria must be adopted by the Committee on Rules and Administration.

6.9 10.4 The Senate resolution establishing representation on all Senate standing committees
6.10 must set forth committee assignments as made by the majority and minority groups.

6.11 10.5 A member may not serve as the chair of the same standing committee or a committee
6.12 with substantially the same jurisdiction for more than three consecutive Senate terms. This limit
6.13 does not apply to the Committee on Rules and Administration.

6.14 10.6 After the organization of the Senate and after consultation with and the approval of the
6.15 minority leader, the Chair of the Committee on Rules and Administration may add members to or
6.16 delete members from a standing committee.

6.17 **11. APPOINTMENTS BY SUBCOMMITTEE ON COMMITTEES**

6.18 11.1 The Committee on Rules and Administration may constitute a standing Subcommittee
6.19 on Committees, the report of which within its jurisdiction has the effect of a report of the Committee
6.20 on Rules and Administration. The subcommittee consists of at least five members, including
6.21 members of the minority group substantially in proportion to their number in the Senate.

6.22 11.2 Unless otherwise provided, the Subcommittee on Committees shall appoint all members
6.23 of commissions or other bodies authorized to be appointed by the Senate and report the appointments
6.24 to the Senate.

6.25 **12. COMMITTEE MEETINGS**

6.26 12.1 (a) All meetings of the Senate, its committees, and subcommittees are open to the public.
6.27 A meeting of a caucus of the members of any of those bodies from the same political party need
6.28 not be open to the public. A caucus of the Hennepin county, Ramsey county, or St. Louis county
6.29 delegation is open to the public. For purposes of this rule, a meeting occurs when a quorum is
6.30 present and action is taken regarding a matter within the jurisdiction of the body.

6.31 (b) During the peacetime emergency declared by the Governor on March 13, 2020, in
6.32 Executive Order 20-01, or during any subsequent peacetime emergency declared by the Governor
6.33 that is related to the infectious disease known as COVID-19, Senate committee and subcommittee
6.34 meetings may be held using alternative means that permit remote participation and voting, subject
6.35 to this rule. Compliance with this rule meets the requirements of Minnesota Statutes, section 3.055.

7.1 The alternative means used to conduct a hearing under this rule must ensure that all members of
7.2 the committee participating in the hearing can see and hear one another, and that all witnesses are
7.3 also visible and audible to the members participating during the witness's testimony, with the ability
7.4 for witnesses to see and hear the members participating during the witness's testimony. Any meeting
7.5 using alternative means must be contemporaneously available electronically to the public. The
7.6 notice provided for the hearing must specify how members of the public may access and monitor
7.7 the meeting. All of the requirements of Senate Rule 12 apply to hearings held under this paragraph
7.8 unless otherwise excepted.

7.9 12.2 Any person may submit to the Chair of the Committee on Rules and Administration a
7.10 complaint that members have violated the open meeting requirements of Minnesota Statutes, section
7.11 3.055. The complaint must be in writing. The Chair of the Committee on Rules and Administration
7.12 shall immediately forward the complaint in writing to the Subcommittee on Ethical Conduct without
7.13 disclosing the identity of the complainant. The complaint must not be further disclosed without the
7.14 consent of the complainant, except to the members against whom the complaint was made, unless
7.15 the complaint was made by a member of the Senate in writing under oath, in which case the
7.16 investigatory procedures of Rule 55 apply.

7.17 12.3 To the extent practical, a committee or subcommittee shall announce each meeting to
7.18 the public at least three calendar days before convening. The notice must state the name of the
7.19 committee or subcommittee, the bill or bills to be considered, and the place and time of meeting.
7.20 The notice must be posted on the Senate's Web site and on all Senate bulletin boards in the Capitol
7.21 and the State Office Building. A notice must be sent to the House of Representatives for posting
7.22 as it deems necessary. If the three-day notice requirement cannot be met, the committee or
7.23 subcommittee shall give simultaneous notice to all of the known proponents and opponents of the
7.24 bill as soon as practicable.

7.25 12.4 A Senate committee or subcommittee shall adjourn no later than midnight each day,
7.26 unless two-thirds of the members present vote to suspend this requirement.

7.27 12.5 Committees and subcommittees may not meet while the Senate is in session without
7.28 permission of the Senate. The names of the members excused shall be printed in the Journal.

7.29 12.6 A majority of its members constitutes a quorum of a committee or subcommittee.

7.30 12.7 Each standing committee of the Senate, including a subcommittee of the committee,
7.31 may at any time sit and act, investigate and take testimony on any matter within its jurisdiction,
7.32 report hearings held by it, and make expenditures as authorized by the Committee on Rules and
7.33 Administration.

7.34 12.8 A standing committee, but not a subcommittee, may require by subpoena or otherwise
7.35 the attendance and testimony of witnesses and the production of correspondence, books, papers,
7.36 and documents, in the manner provided by Minnesota Statutes, section 3.153.

8.1 12.9 Upon the request of a member of a committee or subcommittee to which a bill has been
8.2 referred, or upon the request of the chief author of the bill, a record must be made of the vote on
8.3 the bill or any amendment in the committee or subcommittee.

8.4 12.10 Upon request of three members of the committee before the vote is taken, the record
8.5 of a roll call vote in a standing committee must accompany the committee report and be printed in
8.6 the Journal.

8.7 12.11 A committee report may only be based on action taken at a regular or special meeting
8.8 of the committee. A report in violation of this rule is out of order.

8.9 12.12 No Senate committee or subcommittee shall permit any appointed officer or employee
8.10 of the executive branch, registered lobbyist, or lobbyist principal to be seated at the committee table
8.11 with members of the Senate during an official meeting of a committee of the Senate.

8.12 **13. HOUR OF CONVENING**

8.13 If the Senate adjourns without setting a time to reconvene, the Senate shall convene on the
8.14 next legislative day at 11:00 a.m.

8.15 **14. PRESIDENT**

8.16 14.1 The President shall take the chair at the time to which the Senate adjourned. The President
8.17 shall immediately call the members to order and, on the appearance of a quorum, shall proceed
8.18 with the regular order of business. For the purposes of establishing a quorum, members who have
8.19 informed the President of their intention to vote from a remote location under the provisions of
8.20 Rule 40.7 may be counted for the duration of the legislative day. If a member suggests the absence
8.21 of a quorum at any time during the remainder of the legislative day, the President must confirm
8.22 that each member intending to vote under Rule 40.7 intends to continue voting under Rule 40.7.
8.23 At any time the President announces the presence of a quorum, the President shall announce the
8.24 names of members intending to vote under Rule 40.7.

8.25 14.2 The President may call a member to preside. In the absence of the President, the President
8.26 Pro Tem, the Chair of the Committee on Rules and Administration, or the Chair's designee, shall
8.27 preside over the Senate. In the absence of the President and the Chair, the Senate may select a
8.28 member to perform the duties of the President. Substitutions do not extend beyond adjournment.

8.29 14.3 The President shall preserve order and decorum, may speak on points of order in
8.30 preference to members, and shall also decide all questions of order, subject to an appeal to the
8.31 Senate by a member.

8.32 14.4 An appeal is decided by a majority vote of those present and voting. Upon an appeal
8.33 from the decision of the President, the question is, "Shall the decision of the President be the
8.34 judgment of the Senate?"

9.1 14.5 The President shall sign all acts, memorials, addresses and resolutions. All writs, warrants,
9.2 and subpoenas issued by the Senate must be signed by the President and attested by the Secretary.

9.3 14.6 Upon a finding by the Committee on Rules and Administration that the President refuses
9.4 or is unable to sign any of the documents described in this rule, the Chair of the Committee on
9.5 Rules and Administration, or some other member selected by the committee, shall assume the duties
9.6 of the President under this rule until the President is able to sign the documents described or until
9.7 the Senate elects a new President, whichever occurs first.

9.8 **15. ADMISSION TO SENATE CHAMBER**

9.9 15.1 The Senate Chamber is reserved for Senate use.

9.10 15.2 A person may not be admitted to the Senate Chamber except as provided in these rules.
9.11 A member, an officer, the constitutional officers, ex-Governors of the State of Minnesota, members
9.12 of the House, judges of the trial and appellate courts and members of Congress may be admitted.

9.13 15.3 Past members of Congress or of the state legislature who are not interested in any claim
9.14 or directly in a bill pending before the legislature may be personally admitted by a member of the
9.15 Senate.

9.16 15.4 An employee of either house may be admitted at the request of a member or an officer
9.17 of the Senate.

9.18 15.5 A member of another state, provincial, or national legislative body may be admitted to
9.19 the floor by any member of the Senate. A member of another legislative body who is admitted to
9.20 the floor may be introduced to the Senate by the President.

9.21 15.6 The President may designate and personally admit the person who will provide the
9.22 prayer and the person who will lead the Pledge of Allegiance.

9.23 15.7 When the Senate is not meeting, a person who is not a member may be admitted to the
9.24 floor at the request of a member or an officer.

9.25 15.8 Public hearings may not be held in the Senate Chamber. The Senate Chamber may not
9.26 be used for any commercial purpose.

9.27 15.9 The Retiring Room of the Senate is reserved for the exclusive use of the members of
9.28 the Senate at all times. The Sergeant at Arms shall strictly enforce this rule.

9.29 15.10 When a member-elect is sworn in, the member-elect may request that one guest be
9.30 admitted until the member-elect has been sworn in.

9.31 **16. CREDENTIALS FOR NEWS COVERAGE**

9.32 16.1 (a) The Secretary of the Senate shall provide a reasonable number of spaces on the
9.33 Senate floor and in the Senate gallery for individuals and organizations with credentials and passes
9.34 issued under this rule.

10.1 (b) The Sergeant at Arms may not issue credentials or day passes under this rule to political
10.2 organizations or to individuals affiliated with a political organization. For the purposes of this rule,
10.3 "political organization" means an organization owned or controlled by a registered lobbyist, a
10.4 political caucus, a political party, or any party organization and "individuals affiliated with a political
10.5 organization" means an individual who, during the preceding 24 months, has been employed by or
10.6 received any compensation from a political organization.

10.7 (c) Due to the limited space available for organizations or individuals providing news coverage
10.8 of the Senate, the Senate finds that there is a compelling public interest in limiting credentials issued
10.9 under this rule to organizations or individuals who demonstrate that they provide regular news
10.10 coverage of the legislature. For session credentials, an organization or individual must submit an
10.11 application to the Sergeant at Arms. The Sergeant at Arms must review the application and approve
10.12 or reject it within 14 days after receipt. Upon the request of the Sergeant at Arms, an applicant for
10.13 credentials must provide evidence of the applicant's activities in providing regular news coverage
10.14 of the legislature. Evidence of regular news coverage must include examples of news coverage of
10.15 legislative matters produced by the applicant. The examples must include written, video, or audio
10.16 coverage written or recorded in the past year, and a description of how they were publicly distributed.
10.17 Any opinion expressed in the examples is not subject to review under this rule at any time.

10.18 (d) If an application is rejected, the Sergeant at Arms must state the reason for the rejection
10.19 in writing and notify the applicant, the Secretary of the Senate, the Majority Leader, and the Minority
10.20 Leader in writing.

10.21 (e) An appeal of a denial of credentials must be made in writing to the Secretary of the Senate,
10.22 the Senate Majority Leader, and the Senate Minority Leader. The Committee on Rules and
10.23 Administration shall review and decide the appeal within 14 days after receiving a letter of appeal.

10.24 16.2 The Sergeant at Arms may grant a day pass for access authorized under Rule 16.1,
10.25 paragraph (a). The day pass may be issued for a single day to an individual or organization who
10.26 has not applied for credentials and who is not prohibited from receiving credentials under Rule
10.27 16.1, paragraph (b). The pass may be granted upon the request of a member or the organization or
10.28 individual, and may be renewed from day to day upon request.

10.29 16.3 The Secretary shall compile and distribute to the public a directory of individuals and
10.30 organizations who have been issued credentials under Rule 16.1 to provide news coverage from
10.31 the Senate floor. The directory must include each individual's picture and organization and a brief
10.32 biography.

10.33 16.4 The Secretary must issue each individual or organization with credentials an identification
10.34 badge showing the individual's name and organization. The individual must wear the badge when
10.35 in the Senate Chamber.

11.1 16.5 (a) A credential shall be revoked by the Sergeant at Arms if the Sergeant has received
11.2 credible information indicating that the individual or organization either was not qualified to receive
11.3 the credential when it was given, or no longer qualifies for a credential.

11.4 (b) An appeal of a revocation of credentials must be made in writing to the Secretary of the
11.5 Senate, the Senate Majority Leader, and the Senate Minority Leader. The Committee on Rules and
11.6 Administration shall review and decide the appeal within 14 days after receiving a letter of appeal.

11.7 **17. DECORUM**

11.8 17.1 In case of a disturbance or disorderly conduct in the lobbies or galleries, the President
11.9 may order them cleared.

11.10 17.2 A member may not introduce a visitor or visitors in the galleries from the floor or rostrum
11.11 of the Senate.

11.12 17.3 Smoking is not permitted in the Senate Chamber or galleries, the Retiring Room, hearing
11.13 rooms, offices, or other spaces under the control of the Senate.

11.14 17.4 During floor proceedings, picture taking by persons other than accredited news or
11.15 legislative photographers, picture taking with floodlights or flash units, and visual or audible
11.16 disruptions are prohibited. At all times, demonstrations and food or beverages are prohibited in the
11.17 Senate Chamber and in the galleries.

11.18 17.5 Television recording or broadcasting on the Senate floor is under the direction of the
11.19 Secretary.

11.20 **18. ORDER OF BUSINESS**

11.21 18.1 The order of business is as follows:

11.22 1. Petitions, letters, remonstrances.

11.23 2. Executive and official communications.

11.24 3. Messages from the House of Representatives.

11.25 4. First reading of House bills.

11.26 5. Reports of committees.

11.27 (a) From standing committees.

11.28 (b) From select committees.

11.29 6. Second reading of Senate bills.

11.30 7. Second reading of House bills.

11.31 8. Introduction and first reading of Senate bills.

11.32 9. Motions and Resolutions.

12.1 10. Calendar.

12.2 11. Consent Calendar.

12.3 12. General Orders.

12.4 13. Announcements of Senate interest.

12.5 18.2 Under the order of business of Motions and Resolutions, the Senate may by a majority
12.6 vote of the whole Senate temporarily revert or proceed to any other order of business.

12.7 **19. PETITIONS AND OTHER COMMUNICATIONS**

12.8 19.1 In presenting a petition, memorial, remonstrance or other communication addressed to
12.9 the Senate, a member shall only state the general purpose of it.

12.10 19.2 Every petition, memorial, remonstrance, resolution, bill and report of committee, must
12.11 have an appropriate title, and the name of the member presenting it written on it.

12.12 19.3 Every written communication distributed to members in the Senate Chamber must have
12.13 the name of the member or officer distributing it displayed on it.

12.14 **20. MESSAGES FROM THE HOUSE**

12.15 A message from the House of Representatives that a Senate bill has been amended, and the
12.16 amendment, must be printed and placed on the members' desks before a member may move to
12.17 concur in the House amendment. If the amendment has been printed in the House Journal for a
12.18 preceding day and is available to the members, the Journal copy may serve as the printed copy.

12.19 **21. OBJECTIONS TO COMMITTEE REFERRALS**

12.20 A member may question the proper reference of a bill at the time the bill is reported by a
12.21 standing committee to which it was previously referred. When a member questions the reference
12.22 of a bill, the bill must be referred without debate to the Committee on Rules and Administration to
12.23 report the proper reference. Upon adoption of the report of the Committee on Rules and
12.24 Administration, the bill must be referred accordingly.

12.25 **22. GENERAL ORDERS**

12.26 22.1 The Secretary shall make a list of all bills, resolutions, reports of committees, and other
12.27 proceedings of the Senate that are referred to the Committee of the Whole and number them. The
12.28 lists are called the "General Orders."

12.29 22.2 Items on General Orders may be taken up in the order in which they are numbered, as
12.30 ordered by the Chair of the Committee on Rules and Administration, or as otherwise ordered by a
12.31 majority of the committee.

12.32 22.3 General Orders, together with all bills required to be included on it, must be electronically
12.33 available or printed at least one calendar day before being considered in Committee of the Whole.

13.1 22.4 With the concurrence of the chief author of the bill, a majority of the whole Senate may
13.2 at any time take a bill from the table and place it on General Orders.

13.3 **23. COMMITTEE OF THE WHOLE**

13.4 23.1 All bills, memorials, orders, resolutions and votes requiring the approval of the Governor
13.5 must, after a second reading, be considered in Committee of the Whole before they are finally acted
13.6 upon by the Senate, unless considered on the Consent Calendar or as a Special Order.

13.7 23.2 The President may call a member to the Chair when the Senate resolves itself into the
13.8 Committee of the Whole.

13.9 23.3 The rules observed in the Senate govern, as far as practicable, the proceedings of the
13.10 Committee of the Whole, and the Chair of the Committee of the Whole has the powers of the
13.11 President, as appropriate. However, a member may speak more than twice on the same subject and
13.12 a call for the previous question may not be made.

13.13 23.4 A member may request a roll call vote. The vote must be recorded in the Journal along
13.14 with the amendment.

13.15 23.5 The recommendations of the Committee of the Whole must be reported to the Senate.
13.16 The question is on the adoption or rejection of the report, and no other question may be admitted.
13.17 The question may be divided to permit separate Senate action on the report as to any bill.

13.18 23.6 On adoption of the report of the Committee of the Whole, all bills recommended to pass
13.19 must be placed on the Calendar.

13.20 **24. CALENDAR**

13.21 24.1 The Secretary shall make a Calendar of all bills, resolutions and other matters approved
13.22 by the Committee of the Whole for final action. The Secretary shall place them on the Calendar in
13.23 the order in which they have been acted upon in Committee of the Whole.

13.24 24.2 The Calendar must be electronically available or printed at least one calendar day before
13.25 the matters on it are considered.

13.26 **25. CONSENT CALENDAR**

13.27 25.1 If a committee determines that a bill it recommends to pass is not likely to be opposed,
13.28 the committee may recommend that the bill be placed on the Consent Calendar. If the committee
13.29 report is adopted, the bill must be electronically available or printed and placed on the Consent
13.30 Calendar after its second reading. On the question of adoption of the report, the question of accepting
13.31 the recommendation that the bill be placed on the Consent Calendar may be divided from the
13.32 question of adopting the report in other respects.

13.33 25.2 A majority of the whole Senate, or the Chair of the Committee on Rules and
13.34 Administration, may order a bill on General Orders placed on the Consent Calendar.

14.1 25.3 The Consent Calendar must be electronically available or printed at least one calendar
14.2 day before the matters on it are considered.

14.3 25.4 If a member objects to consideration of a bill on the Consent Calendar at any time during
14.4 its consideration in the Senate before the question on final passage is put, and that objection is
14.5 supported by at least two other members, the bill is referred to the Committee of the Whole, and
14.6 the Secretary shall place it at the bottom of General Orders subject to Rule 22.2, except that it need
14.7 not lie over one calendar day before consideration in the Committee of the Whole.

14.8 **26. SPECIAL ORDERS**

14.9 26.1 The Chair of the Committee on Rules and Administration, or the Chair's designee, may
14.10 designate a special order for a bill that has been given its second reading.

14.11 26.2 A special order may provide that the bill be considered immediately, at a time certain,
14.12 or after specific other business is completed.

14.13 26.3 During consideration of a special order, Rule 36.5 is suspended.

14.14 26.4 As nearly as applicable, debate on the bill and all proceedings including amendments
14.15 and substitutions must be conducted as in the Committee of the Whole.

14.16 26.5 On any question, a member may request a roll call vote, which must be entered in the
14.17 Journal.

14.18 26.6 Unless it is otherwise disposed of, after consideration a bill on Special Orders must
14.19 immediately proceed to its third reading and final passage.

14.20 **27. MOTIONS**

14.21 27.1 A motion or amendment must be written if a member requests. It must identify the
14.22 member or committee offering it.

14.23 27.2 When a motion is made, it must be stated by the President. If it is in writing, it must be
14.24 handed to the Secretary and read to the members.

14.25 27.3 After a motion is stated by the President, or read by the Secretary, it is in possession of
14.26 the Senate, but may be withdrawn by the author at any time before decision or amendment.

14.27 **28. PRECEDENCE OF MOTIONS**

14.28 28.1 When a question is under debate no motion may be made, except:

14.29 1. To adjourn.

14.30 2. To recess.

14.31 3. To reconsider.

14.32 4. To lay on the table.

15.1 5. For the previous question.

15.2 6. To refer.

15.3 7. To postpone to a day certain.

15.4 8. To amend.

15.5 9. To postpone indefinitely.

15.6 28.2 Motions numbered 1, 2, 4 and 5 above are not debatable.

15.7 28.3 These motions have precedence in the foregoing order; but when a motion for the
15.8 previous question has been made, or the main question ordered, a motion to lay on the table is not
15.9 in order.

15.10 28.4 A motion to postpone to a day certain, to refer, to postpone indefinitely, or to amend,
15.11 having been decided, may not again be put on the same day, nor at the same stage of the bill or
15.12 proposition.

15.13 **29. MOTION TO ADJOURN**

15.14 A motion to adjourn or a motion to adjourn to a time certain is always in order. The latter
15.15 motion is debatable solely as to the time. When either motion is rejected, it may not be renewed
15.16 until further business has been transacted.

15.17 **30. MOTION TO RECONSIDER**

15.18 30.1 When a motion or question has been decided, a member who voted with the prevailing
15.19 side may move for reconsideration:

15.20 (1) on the same day on which the vote was taken;

15.21 (2) within the next two calendar days; or

15.22 (3) if after the time provided under clause (1) or (2), on the first day the Senate meets after
15.23 the vote was taken. The motion takes precedence over all other questions except a motion to adjourn
15.24 or recess.

15.25 30.2 When a motion to adjourn is adopted before the disposition of a motion for
15.26 reconsideration, the motion for reconsideration must lie over until the next succeeding day the
15.27 Senate meets except as provided in this rule.

15.28 30.3 When notice of intent to move reconsideration of the final action of the Senate on a
15.29 question is given by a member, the Secretary shall retain the subject of the notice until after the
15.30 expiration of the time during which the motion can be made.

15.31 30.4 A notice of intent to move for reconsideration is not in order after the Tuesday before
15.32 the third Saturday in May, but a motion to reconsider may be made.

16.1 30.5 A motion for reconsideration having been once voted on may not be made again nor
16.2 reconsidered.

16.3 **31. MOTION FOR THE PREVIOUS QUESTION**

16.4 31.1 Unless a motion for the previous question is made specifically applicable to a subsidiary
16.5 motion, it must be in this form: "Shall the main question now be put?" If the motion for the previous
16.6 question is supported by a majority of the members present, its effect is to put an end to all debate
16.7 and bring the Senate to a direct vote upon all pending amendments in their order and then upon the
16.8 main question.

16.9 31.2 On a motion for the previous question, a call of the Senate is in order before the President
16.10 submits the question to the Senate.

16.11 31.3 On a motion for the previous question there is no debate. All incidental questions of
16.12 order, arising after a motion is made for the previous question, and pending the motion, must be
16.13 decided, whether on appeal or otherwise, without debate.

16.14 **32. MOTION TO REFER**

16.15 A bill or resolution may be referred to committee at any time before its passage. If an
16.16 amendment is reported on the referral to any committee other than the Committee of the Whole, it
16.17 must again be read the second time, considered in Committee of the Whole, read the third time and
16.18 placed on final passage. If the referral is to the Committee of the Whole it must be placed at the
16.19 head of General Orders, except when the referral is from the Consent Calendar under Rule 25.4.

16.20 **33. MOTION TO AMEND BILL OR RESOLUTION**

16.21 33.1 A motion to amend must be written if a member requests. It must identify the member
16.22 offering it.

16.23 33.2 In drawing an amendment to a bill or resolution, reference must be made, first to the
16.24 number of the bill, then to the page, and then to the line or lines where language is to be stricken
16.25 or inserted.

16.26 33.3 In filling blanks, the largest sum, the longest time and the greatest distance must be first
16.27 taken.

16.28 33.4 The title to a bill may be amended by the Secretary at any time the bill is amended by
16.29 the Senate.

16.30 33.5 An amendment is not in order to a bill on the Calendar or after third reading without
16.31 the unanimous consent of the Senate unless it:

16.32 (1) fills a blank;

16.33 (2) amends the title;

17.1 (3) is proposed to the chief author of the bill by the Revisor of Statutes to correct technical
17.2 defects found by the Revisor while engrossing earlier amendments to the bill; or

17.3 (4) is proposed to a bill on the Consent Calendar before the bill is given its third reading.

17.4 **34. MOTION TO SUSPEND RULES**

17.5 34.1 A rule may be suspended by a vote of at least two-thirds of the whole Senate.

17.6 34.2 A motion to suspend the rules for the purpose of advancing a bill may be made only
17.7 under the order of business, "Motions and Resolutions".

17.8 **35. GERMANENESS**

17.9 35.1 An amendment proposed to the Senate or to the Committee of the Whole that is not
17.10 germane is out of order.

17.11 35.2 A non-germane amendment includes one that:

17.12 (1) relates to a substantially different subject; or

17.13 (2) is intended to accomplish a substantially different purpose, than that of the original bill
17.14 to which it is proposed.

17.15 35.3 An amendment to insert a constitutional amendment is not germane to a bill that does
17.16 not already include a constitutional amendment.

17.17 35.4 Whether an amendment is germane is to be decided by the President, who may put the
17.18 question to the body if the President chooses.

17.19 35.5 A motion to remove an amendment placed on a House bill under Rule 45.1 is out of
17.20 order if removal of the amendment would make a portion of the House bill not germane to the
17.21 Senate companion for which it was substituted.

17.22 35.6 If a House amendment to a Senate bill is not germane to the Senate bill, a motion to
17.23 concur in the House amendment is out of order.

17.24 **36. DEBATE**

17.25 36.1 When a member is about to speak to the Senate, the member shall rise and respectfully
17.26 address "Madam (or Mr.) President." The member may not proceed to speak further until recognized
17.27 by the President.

17.28 36.2 The member shall speak only to the question under debate and avoid personality.

17.29 36.3 The member may inform the Senate of the Governor's position on a bill and on its status
17.30 in the House of Representatives.

17.31 36.4 In discussing a resolution, each member is limited to ten minutes.

18.1 36.5 A member may not speak more than twice on the same question on the same day without
18.2 permission of the Senate.

18.3 36.6 When a member is speaking, no one may stand between the member speaking and the
18.4 President.

18.5 36.7 A member may not speak without using a microphone.

18.6 36.8 All remarks during debate shall be addressed to the President.

18.7 36.9 When the President puts a question, or addresses the Senate, no one may walk out of or
18.8 cross the Chamber.

18.9 36.10 When a member is called to order, the member shall be silent until it is determined
18.10 whether or not the member is in order. If a member is called to order for words spoken in debate,
18.11 the words excepted to must be taken down in writing by the Secretary immediately.

18.12 36.11 Debate on the report of a conference committee is in order at any time after the report
18.13 has been made available electronically or printed and placed on the desk of each member, or at an
18.14 earlier time agreed to by a majority of the whole Senate.

18.15 **37. ABSENCE OF MEMBERS**

18.16 A member or officer of the Senate may not be absent from a session of the Senate unless
18.17 excused by the Senate. For the purposes of this rule only, a member is present when present in the
18.18 Senate chamber or when voting from a location outside of the chamber, as provided in Rules 40.7
18.19 and 40.8. The name of a member excused must be printed in the Journal.

18.20 **38. CALL OF THE SENATE**

18.21 38.1 A member may impose a call of the Senate requiring the attendance of all members
18.22 before any further proceedings occur except a motion to adjourn.

18.23 38.2 Upon the imposition of a call, a member may request a record of those present and the
18.24 Sergeant at Arms shall bring in the absent members.

18.25 38.3 When the Senate has been placed under call, a member may demand that the doors be
18.26 closed and that no member be permitted to leave the Chamber until the matter or question, if any,
18.27 under consideration at the time of the call is disposed of, or until the call is lifted by a majority of
18.28 the whole Senate, or until the Senate adjourns.

18.29 38.4 A majority of the whole Senate may excuse members not answering the call.

18.30 38.5 A call may not be imposed after voting has commenced.

18.31 **39. DIVISION OF QUESTION**

18.32 39.1 A member may call for a division of the question when the division is possible. A motion
18.33 to strike and insert is indivisible.

19.1 39.2 The defeat of a motion to strike does not preclude an amendment nor a motion to strike
19.2 and insert.

19.3 **40. VOTING**

19.4 40.1 The President shall distinctly state the question before taking the vote. The President
19.5 shall declare the result of the vote. If a member questions the result of a vote, the President shall
19.6 order a division.

19.7 40.2 Except as provided in Rules 40.7 and 40.8, a member may vote on a question or be
19.8 counted on a division only at the member's own seat in the Senate Chamber.

19.9 40.3 At any time before the start of voting on a question, a member may request a roll call
19.10 vote, which must be entered in the Journal, unless at the time the request is made, the Senate is
19.11 taking a roll call vote using the electrical voting system.

19.12 40.4 Unless otherwise ordered, a roll call vote, except upon elections, may be taken by means
19.13 of the electrical voting system under the control of the President.

19.14 40.5 A roll call vote may not be interrupted except: (1) to announce the vote of a member
19.15 voting remotely, as provided in Rule 40.8, and (2) to close the roll as provided in Rule 41.3.

19.16 40.6 A member or other person may not proceed to or remain by the Secretary's desk while
19.17 a roll call or division is being taken.

19.18 40.7 During a peacetime public health emergency, a member may vote on a question from
19.19 a location outside the Senate chamber, in accordance with Rule 40.8. For the purposes of this rule,
19.20 "peacetime public health emergency" means any peacetime emergency declared by the Governor
19.21 in an executive order that relates to the infectious disease known as COVID-19.

19.22 40.8 When permissible under Rule 40.7, a member may authorize a designee chosen by the
19.23 respective caucus leader to vote on the member's behalf while the member is at a location outside
19.24 of the Senate chamber. When a member assigns the member's vote to a designee under this rule,
19.25 the designee shall vote on the member's behalf as directed by the member on each question. The
19.26 Secretary may adopt procedures to ensure the accurate and efficient administration of this rule.

19.27 **41. MEMBERS TO VOTE UNLESS EXCUSED**

19.28 41.1 Every member who is in the Senate Chamber during a roll call, including in the
19.29 Committee of the Whole, shall vote upon the request of another member unless excused by the
19.30 Senate.

19.31 41.2 A motion by a member to be excused from voting must be made before the question is
19.32 put. A member wishing to be excused from voting may make a brief statement of the reason for
19.33 making the request. The question on the motion to excuse must be taken without further debate.

20.1 41.3 When members have had an opportunity to vote and fail to do so, a majority of the
20.2 whole Senate may, by motion, direct the President to close the roll.

20.3 41.4 The vote on a motion to close the roll must be taken without debate. No member is
20.4 required to vote on the motion.

20.5 **42. FINAL PASSAGE**

20.6 The final question on a bill or other matter requiring action by both Houses after its first and
20.7 second reading, and after the consideration in Committee of the Whole, is on its final passage.

20.8 **43. TRANSMITTING BILLS TO THE HOUSE**

20.9 43.1 Except when a motion to reconsider has been made as provided in Rule 30, immediately
20.10 after the passage of a bill or other matter in which the concurrence of the House of Representatives
20.11 is requested, the Secretary shall transmit it to the House.

20.12 43.2 On the concurrence of a bill or other matter of the House by the Senate, or on the
20.13 concurrence or disagreement in a vote of the House, the Secretary shall notify the House.

20.14 **44. ENGROSSING AND ENROLLING OF BILLS**

20.15 44.1 The Secretary and the Engrossing Secretary shall ensure that every bill, memorial, or
20.16 resolution originating in the Senate is carefully engrossed before it is transmitted to the House of
20.17 Representatives for concurrence.

20.18 All engrossing and enrolling of bills shall be done at the direction and under authority of the
20.19 Senate.

20.20 44.2 The Secretary shall ensure that every bill, memorial, or resolution originating in the
20.21 Senate is carefully enrolled by the Revisor of Statutes before it is presented to the Governor or filed
20.22 with the Secretary of State.

20.23 **45. COMPARISON AND SUBSTITUTION OF BILLS**

20.24 45.1 A House bill, after its first reading, must be referred as follows, unless there is a motion
20.25 by the Chair of the Committee on Rules and Administration or a designee of the Chair:

20.26 (a) If there is no Senate companion bill, the House bill must be referred to the appropriate
20.27 standing committee, unless there is objection under Rule 4.10.

20.28 (b) If there is a Senate companion bill, the House bill must be referred to the standing
20.29 committee possessing the Senate companion.

20.30 (c) If the Senate companion bill has been reported to the Senate, the House bill must be
20.31 referred to the Committee on Rules and Administration, which shall report whether the House bill
20.32 is identical to the Senate companion bill. If the bills are identical, the report must recommend that
20.33 the House bill be given its second reading and substituted for the Senate companion bill and the
20.34 Senate companion bill be indefinitely postponed. If the House bill is not identical to the Senate

21.1 companion bill, the report of the committee must recommend an amendment to the House bill that
21.2 when adopted will render the House bill identical to the Senate bill. Upon adoption of a committee
21.3 report containing the proposed amendment, the House bill as amended must be given its second
21.4 reading and substituted for the Senate companion bill and the Senate companion bill must be
21.5 indefinitely postponed.

21.6 45.2 The Secretary shall prepare and submit reports under this rule on behalf of the Committee
21.7 on Rules and Administration.

21.8 45.3 A House bill placed on the Calendar by substitution must not be given its third reading
21.9 on the same day as the substitution.

21.10 **46. CONFERENCE COMMITTEES**

21.11 46.1 The Committee on Rules and Administration may constitute a standing Subcommittee
21.12 on Conference Committees, the report of which within its jurisdiction has the effect of a report of
21.13 the Committee on Rules and Administration. The subcommittee consists of three members, one of
21.14 whom must be a member of the minority group.

21.15 46.2 The Subcommittee on Conference Committees shall appoint all conference committees
21.16 of the Senate and report the appointments to the Senate. In the appointment of members of conference
21.17 committees between the two houses, the Subcommittee on Conference Committees shall appoint
21.18 those who are in accord with the position of the Senate. Whenever practical, the subcommittee shall
21.19 give preference to authors of bills in dispute and to members of standing committees in which the
21.20 bills were considered.

21.21 **47. DISPOSITION OF BILLS ON ADJOURNMENT**

21.22 Adjournment of the regular session in an odd-numbered year to a date certain in the following
21.23 year is equivalent to daily adjournment, except that a bill on the Calendar, Consent Calendar,
21.24 General Orders, or table, other than a bill laid on the table after being vetoed by the governor or
21.25 after its conference committee has been discharged under Joint Rule 3.02, must be returned to the
21.26 standing committee other than the Committee on Rules and Administration from which it was last
21.27 reported to the Senate, unless otherwise provided for by motion before adjournment.

21.28 **48. PRINTING AND DISTRIBUTION OF BILLS**

21.29 48.1 Unless otherwise ordered by the Senate, all Senate bills that have been reported upon
21.30 favorably or without recommendation by a committee must be electronically available or printed
21.31 before consideration by the Senate or the Committee of the Whole.

21.32 48.2 A House bill amended by the Senate must be unofficially engrossed and electronically
21.33 available or printed when placed on General Orders.

21.34 48.3 A bill may be electronically available or printed by order of the Secretary when amended
21.35 after second reading.

22.1 48.4 A bill must be electronically available or printed when ordered by the Senate.

22.2 48.5 Action by the Senate on a bill that has not been printed is a waiver of the printing
22.3 requirement.

22.4 48.6 To the extent practical, the Secretary shall provide a copy of any bill to the public and
22.5 may charge a reasonable fee.

22.6 **49. JOURNAL AND INDEX**

22.7 49.1 The Secretary shall keep a correct Journal of the proceedings of the Senate and shall
22.8 perform other duties assigned to the Secretary.

22.9 49.2 The Secretary shall not permit Journal records, accounts or papers to be taken out of
22.10 the Secretary's custody, other than in the regular mode of business. If a document in the Secretary's
22.11 charge is missing, the Secretary shall report the fact to the President, so that inquiry may be made.

22.12 49.3 The Secretary shall supervise the recording of proceedings in the Journal, the engrossing,
22.13 transcribing and copying of bills and resolutions, and generally perform the duties of Secretary,
22.14 under direction of the Committee on Rules and Administration.

22.15 49.4 The Journal of each day's proceedings is open for correction at any time during the
22.16 session of the next day the Senate meets. Unless corrected on that day, the Journal stands approved.

22.17 49.5 The Secretary shall keep a record of all Senate and House bills showing the status of
22.18 each bill pending, until its final passage.

22.19 **50. ELECTRONIC RECORDINGS**

22.20 50.1 The Secretary shall cause to be recorded on electronic media the proceedings of the
22.21 Senate, the Committee of the Whole, and each standing committee and subcommittee. Each electronic
22.22 record must be clearly labeled to show the name of the body whose proceedings are recorded and
22.23 the dates the proceedings occurred. Each electronic record of the proceedings of the Senate and the
22.24 Committee of the Whole must be accompanied by a log showing the number of each bill considered
22.25 and the places on the record where consideration of the bill occurred.

22.26 50.2 Within two working days after each Senate session, the Secretary shall make a copy of
22.27 the electronic record and corresponding log of proceedings of the Senate and the Committee of the
22.28 Whole available to the Legislative Reference Library.

22.29 50.3 Within one week after each meeting of a standing committee or subcommittee, the
22.30 Secretary shall make the electronic record of the meeting available to the Legislative Reference
22.31 Library, together with an agenda showing bills considered and any action taken on them.

22.32 50.4 Upon completion and approval of the minutes of the meeting of a standing committee
22.33 or subcommittee, the Secretary shall ensure that the completed minutes of the meeting are made

23.1 available to the public. By October 1st of each year, the Secretary shall deliver a copy of minutes
23.2 for each meeting held in that calendar year before October 1st to the Legislative Reference Library.

23.3 50.5 The Secretary shall keep a record of each session of the Senate and the Committee of
23.4 the Whole, each meeting of a Senate standing committee or subcommittee and the date on which
23.5 the electronic record of the session or meeting was made available to the Legislative Reference
23.6 Library. The Library shall keep a similar record of all electronic records to which it has been given
23.7 access.

23.8 50.6 The Library shall provide committee staff with reasonable access to Senate electronic
23.9 records and shall provide the public with convenient facilities to listen to them.

23.10 50.7 The Secretary shall make copies of Senate electronic records available to the public for
23.11 a fee determined by the Secretary to be adequate to cover the cost of preparing the copies. A copy
23.12 must be provided free to a member of the Senate upon request for use in legislative business.

23.13 50.8 The Secretary shall keep the original electronic record and log of each session of the
23.14 Senate and the Committee of the Whole until the end of the period for which the members of the
23.15 existing House of Representatives have been elected, at which time the electronic record may be
23.16 preserved or disposed of as the Secretary sees fit. The Legislative Reference Library shall keep
23.17 electronic records, logs, and minutes forwarded to it until two years after the end of the period for
23.18 which the members of the existing Senate have been elected, at which time they may be preserved
23.19 or disposed of as the Library sees fit.

23.20 50.9 The Senate intends that testimony and discussion preserved under this rule not be
23.21 admissible in any court or administrative proceeding on an issue of legislative intent.

23.22 **51. OTHER DUTIES OF SECRETARY**

23.23 51.1 The Secretary shall not issue a certificate authorizing the payment of money by virtue
23.24 of a motion or resolution, unless the motion or resolution is voted for by a majority of the whole
23.25 Senate on a roll call vote.

23.26 51.2 The Secretary and the Engrossing Secretary shall correct all mistakes in numbering the
23.27 sections and reference to them, whether the errors occur in the original bill or are caused by
23.28 amendments to it.

23.29 51.3 The Secretary is the agent of the Senate for the purchase of supplies and services. The
23.30 Secretary's records on purchase of supplies and services are open for inspection.

23.31 51.4 The Secretary shall adopt administrative controls to ensure that each member is
23.32 accountable for the member's own long distance telephone calls and that Senate telephones are used
23.33 only for Senate business.

24.1 51.5 By the 15th day of April, July, October, and January of each year, the Secretary shall
24.2 submit a detailed report of Senate expenditures during the previous quarter to the Committee on
24.3 Rules and Administration.

24.4 51.6 The Secretary's public records may be inspected during normal business hours.

24.5 **52. SERGEANT AT ARMS**

24.6 The Sergeant at Arms shall:

24.7 (1) execute all orders of the President;

24.8 (2) perform all assigned duties connected with the police and good order of the Senate
24.9 Chamber;

24.10 (3) exercise supervision over the entry and exit of all persons to and from the Chamber;

24.11 (4) see that messages are promptly delivered;

24.12 (5) see that the hall is properly ventilated and the temperature is properly regulated;

24.13 (6) see that the Chamber is open for the use of members of the Senate at least one-half hour
24.14 before the start of a session; and

24.15 (7) perform all other services pertaining to the office of Sergeant.

24.16 **53. BUDGET AND EXPENDITURES**

24.17 53.1 The Committee on Rules and Administration shall adopt an operating budget for the
24.18 Senate and post it on the Senate Web site.

24.19 53.2 All propositions for the appointment and payment of employees of the Senate or for
24.20 expenditures of the legislature, other than those provided by law, must be referred without debate
24.21 to the Committee on Rules and Administration.

24.22 **54. EMPLOYEES**

24.23 54.1 The Committee on Rules and Administration shall establish positions, set compensation,
24.24 appoint employees, and authorize expense reimbursement for employees as it deems necessary to
24.25 carry out the work of the Senate. At the request of any committee member, an action of the committee
24.26 must be submitted as a Senate resolution for adoption by the Senate.

24.27 54.2 The Secretary shall keep a roster of all employees of the Senate, including positions and
24.28 compensation, which must be open for inspection by the public.

24.29 54.3 The Secretary shall post, in a public place in the Capitol or on the Senate Web site, a
24.30 notice of every vacant position on the permanent staff of the Senate. The notice must remain posted
24.31 for at least one week, and no vacancy may be filled until the period of posting has elapsed.

24.32 54.4 Except as otherwise provided in these rules, the Committee on Rules and Administration
24.33 has full and exclusive authority over, and charge of all employees of the Senate both elected and

25.1 appointed. The committee has the sole and exclusive power and authority to assign them to duties
25.2 other than for which they were elected or appointed as the committee may provide.

25.3 54.5 The committee may make employment rules and regulations. In case of violation of an
25.4 order of the committee by an employee, or in case of a violation of a rule or regulation made by
25.5 the committee, or in case of misconduct or omission by an employee, the Committee on Rules and
25.6 Administration may hear complaints and discharge the employee or impose discipline, a fine, or
25.7 other punishment upon the employee. The committee may, by a vote of a majority of the members
25.8 of the committee, discuss an employee disciplinary proceeding under this rule in an executive
25.9 session to which the open meeting requirements of Rules 12.1 to 12.3 do not apply.

25.10 54.6 The Secretary shall supervise the employees under the direction of the Committee on
25.11 Rules and Administration.

25.12 **55. SUBCOMMITTEE ON ETHICAL CONDUCT**

25.13 55.1 The Committee on Rules and Administration shall appoint a Subcommittee on Ethical
25.14 Conduct of the Committee on Rules and Administration consisting of four members, two from the
25.15 majority group and two from the minority group.

25.16 55.2 The subcommittee shall serve in an advisory capacity to a member or employee upon
25.17 written request and shall issue recommendations to the member or employee. A member may
25.18 request the subcommittee to provide its advice on a potential conflict of interest to the member in
25.19 private. If so requested, the subcommittee shall conduct its proceedings on the advisory opinion in
25.20 private. The request, proceedings on the request, and any advice given by the subcommittee in
25.21 response to the request must remain private. The member may not use an advisory opinion from
25.22 the subcommittee as a defense to a complaint under this rule unless the opinion has been adopted
25.23 by the subcommittee at a public meeting.

25.24 55.3 The subcommittee shall investigate a complaint made in writing by a member of the
25.25 Senate under oath. The complaint must be received before adjournment sine die in the last year of
25.26 a senate term or during a special session held after that time regarding improper conduct by a
25.27 member or employee of the Senate. The subcommittee has the powers of a standing committee to
25.28 issue subpoenas under Minnesota Statutes, section 3.153.

25.29 55.4 Within 30 calendar days after receiving a complaint, the subcommittee must meet and
25.30 either make a finding of no probable cause, vote to defer action until a certain time, or proceed with
25.31 its investigation.

25.32 55.5 In order to determine whether there is probable cause to believe that improper conduct
25.33 has occurred, the subcommittee may, by a vote of three of its members, conduct a preliminary
25.34 inquiry in executive session to which the open meeting requirements of Rules 12.1 to 12.3 do not
25.35 apply. The executive session may be ordered by a vote of three of its members whenever the
25.36 subcommittee determines that matters relating to probable cause are likely to be discussed. The

26.1 executive session must be limited to matters relating to probable cause. Upon a finding of probable
26.2 cause, further proceedings on the complaint are open to the public.

26.3 55.6 For complaints alleging any conduct prohibited by the nondiscrimination and
26.4 anti-harassment policy applicable to the Senate, the subcommittee must conduct its proceedings in
26.5 private to determine whether there is probable cause to believe that improper conduct occurred.
26.6 The open meeting requirements of Rule 12.1 or 12.3 do not apply to a meeting held under this rule.
26.7 The parties to the complaint may waive the requirements of this rule by mutual written agreement
26.8 provided to the chair of the Subcommittee on Ethical Conduct before any hearing is commenced.
26.9 The recording required under Senate Rule 50 of any meeting held under this rule must be kept
26.10 private by the Secretary, and no further description or distribution of the recording, including, but
26.11 not limited to, any description or distribution required under Senate Rules 50.2 to 50.9, shall be
26.12 permitted without a vote of three of the members of the subcommittee.

26.13 55.7 The subcommittee may appoint special counsel to provide expert advice on how to
26.14 conduct its proceedings. The subcommittee may appoint a suitable person to conduct the investigation
26.15 and report findings of fact and recommendations for action to the subcommittee.

26.16 55.8 If, after investigation, the subcommittee finds the complaint substantiated by the evidence,
26.17 it shall recommend to the Committee on Rules and Administration appropriate disciplinary action.

26.18 55.9 The subcommittee shall hear an appeal by a member of the Senate from a Senate
26.19 investigation of a complaint made pursuant to the Senate's nondiscrimination and anti-harassment
26.20 policy, within the time limit for appeal provided in that policy. All hearings of appeals under this
26.21 rule must be conducted privately under the terms and conditions provided under Rule 55.6. The
26.22 parties may agree to waive the privacy requirements of Rule 55.6 as provided in that rule. The
26.23 subcommittee may consider information gathered in the course of the Senate investigation that is
26.24 under appeal, but is not bound by any determinations or recommendations from the investigation.
26.25 The subcommittee may take action to gather additional information.

26.26 55.10 To minimize disruption of its public proceedings, the subcommittee may require that
26.27 television coverage be pooled or be provided by Senate media services.

26.28 55.11 If criminal proceedings relating to the same conduct have begun, the subcommittee
26.29 may defer its proceedings until the criminal proceedings have been completed.

26.30 55.12 The Senate intends that proceedings of the Subcommittee on Ethical Conduct not be
26.31 admissible in any criminal proceeding.

26.32 **56. STANDARDS OF ETHICAL CONDUCT**

26.33 56.1 Members shall adhere to the highest standard of ethical conduct as embodied in the
26.34 Minnesota Constitution, state law, and these rules.

