

1 HOUSE RESOLUTION NO. 11
2 BY COMMITTEE ON ADMINISTRATION AND RULES
3 A Resolution relating to permanent rules of the House
4 for the seventy-ninth general assembly.
5 BE IT RESOLVED BY THE HOUSE OF REPRESENTATIVES,
6 That the permanent rules of the House for the ~~seventy-~~
7 ~~eighth~~ seventy-ninth general assembly be as follows:

8 DIVISION I - GENERAL RULES

9 Rule 1

10 Call to Order and Order of Business

11 The speaker shall take the chair at the hour to
12 which the house has adjourned, and shall immediately
13 call the members to order, correct the journal of the
14 previous day's proceedings, and proceed to other
15 business, including, but not limited to, introduction
16 of bills, reports, messages, communications, business
17 pending at adjournment, resolutions and bills on their
18 passage.

19 Rule 2

20 Quorum Call and Time of Convening

21 The house shall convene each Monday at 1:00 p.m.
22 and at 8:45 a.m. on all other legislative days, unless
23 otherwise ordered. The time of convening shall be
24 recorded in the journal. The house shall not convene
25 on Sunday during a regular or special session.

26 The speaker or a member may request a roll call to
27 determine if a quorum is present.

28 Rule 3

29 Absences from the House

30 No member shall be absent without leave while the

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1 house is in session unless the member is sick or
2 unable to attend.

3

Rule 4

4

Preservation of Order

5 The speaker shall preserve order and decorum and
6 speak to points of order in preference to other
7 members. Subject to an appeal to the house by any
8 member, the speaker shall decide questions of order
9 which shall not be debated.

10 The speaker may have the chamber of the house
11 cleared in case of any disturbance or disorderly
12 conduct.

13 Only past legislators, state officials, persons
14 whose presence is deemed by the speaker to be of
15 special significance to the house, and school classes
16 accompanied by teachers and seated in the galleries
17 shall be introduced in the house.

18 The public may take photographs from the galleries
19 at any time. However, the use of flash bulbs or any
20 other artificial lighting is prohibited. The press
21 may photograph from the press section, but may not use
22 artificial lighting except for live television crews
23 who receive permission in advance from the chief clerk
24 of the house or the sergeant-at-arms. Photographic
25 instruments shall not be used on the house floor at
26 any time when the members are voting on a question put
27 before the house. Photographic instruments may be
28 used on the house floor at other times with the
29 consent of the subject or subjects of the photography.

30

Rule 4A

1 Use of Telephonic or Electronic Devices
2 in Chamber Restricted

3 1. In order to prevent the disruption of house
4 deliberations, a person shall not do any of the
5 following in the chamber while the house is in
6 session:

7 a. Allow any audible signal to be continued to be
8 transmitted to or from a telephonic or electronic
9 device under the person's control.

10 b. Disrupt house deliberations by using a
11 telephonic or electronic device to audibly transmit or
12 receive communications.

13 ~~1A~~ 2. A member shall not use a telephonic or
14 electronic device to audibly transmit or receive
15 communications while recognized by the presiding
16 officer to speak in debate.

17 ~~2~~ 3. The speaker or other presiding officer may
18 have the chamber cleared of any person acting in
19 violation of this rule.

20 Rule 5

21 Rules of Parliamentary Practice

22 The rules of parliamentary practice in Mason's
23 Manual of Legislative Procedure shall govern the house
24 in all cases where they are not inconsistent with the
25 standing rules of the house or the joint rules of the
26 senate and house.

27 Rule 5A

28 House Budget

29 The speaker of the house shall annually prepare a
30 proposed budget for the house of representatives for

1 the payment of expenses, salaries, per diems, and
2 other items. The proposed budget shall be submitted
3 on the fourteenth day of each legislative session to
4 the house committee in charge of administration, which
5 shall approve a proposed budget in house resolution
6 form within thirty days of receiving the proposed
7 budget from the speaker. The house shall adopt a
8 budget within thirty days of the introduction of the
9 house resolution.

10

Rule 6

11

The Speaker Pro Tempore

12 The house shall, at its pleasure, elect a speaker
13 pro tempore. When the speaker shall for any cause be
14 absent, the speaker pro tempore shall preside, except
15 when the chair is filled by appointment by either the
16 speaker or the speaker pro tempore. If a vacancy
17 occurs in the office of speaker, the speaker pro
18 tempore shall assume the duties and responsibilities
19 of the speaker until such time as the house shall
20 elect a new speaker. The speaker or the speaker pro
21 tempore shall have the right to name any member to
22 perform the duties of speaker, but such substitution
23 shall not extend beyond the adjournment. The acts of
24 the speaker pro tempore shall have the same validity
25 as those of the speaker. In the absence of both the
26 speaker and the speaker pro tempore, the house shall
27 name a speaker who shall preside over it and perform
28 all the duties of the speaker with the exception of
29 signing bills, until such time as the speaker or
30 speaker pro tempore shall be present, and the person's

1 acts shall have the same force and validity as those
2 of the regularly elected speaker.

3 Rule 7

4 Amendment and Suspension of Rules

5 A motion to change or rescind a standing rule or
6 order of the house requires one day's notice. A
7 motion to suspend a rule, or to table or take from the
8 table a matter, requires an affirmative vote of a
9 constitutional majority. Postponing or changing the
10 order of business requires an affirmative vote of a
11 constitutional majority.

12 Rule 8

13 Violation of House Rules

14 The speaker shall, or any member may, call to order
15 a member who transgresses the rules of the house.
16 With leave of the house, the member called to order
17 may be permitted to explain. If the case requires it,
18 the member shall be subject to censure of the house.

19 Rule 9

20 Referral of Rule Violations

21 The speaker shall, upon complaint of a member, or
22 upon the speaker's own motion, refer any alleged
23 violation of house or joint rules by house members,
24 employees or staff to the house ethics committee upon
25 an initial finding that an investigation is warranted.

26 The ethics committee shall investigate such
27 allegations and report them back to the house with a
28 recommendation.

29 Rule 10

30 Recognition and Decorum in Debate

1 A member who wishes to speak in debate or deliver
2 any matter to the house shall be appropriately
3 attired, with male members wearing coat or tie, shall
4 raise the microphone and, after recognition by the
5 chair, shall respectfully address the presiding
6 officer by saying "Mr. or Madam Speaker", shall
7 confine all remarks to the question under debate, and
8 shall avoid personalities.

9 Rule 11

10 Limit on Debate

11 No member shall speak more than once on the same
12 question, without leave of the speaker, nor more than
13 twice until every member choosing to speak has spoken,
14 except as provided in Rule 81. A member shall be
15 limited to ten minutes debate on a bill being
16 considered prior to its last reading, but may be
17 granted an extension of time by consent of the house.

18 Rule 12

19 Decorum During Debate

20 No member shall leave the house while the speaker
21 is putting a question. No one shall pass between the
22 speaker and a member who is speaking or two members
23 who have been recognized by the speaker.

24 Rule 13

25 Stating the Question

26 When a motion is made, it shall be stated by the
27 speaker. A motion made in writing shall be passed to
28 the desk before it is debated.

29 Rule 14

30 Putting the Question

1 Questions shall be distinctly put in this form:
2 "All those in favor of (the question) shall say
3 'aye';" and after the affirmative voice is expressed,
4 "All those opposed to (the question) shall say 'no'."
5 If the speaker is in doubt or a member of the house
6 requests, a nonrecord roll call vote shall be taken.

7 DIVISION II - EMPLOYEES OF THE HOUSE

8 Rule 15

9 Chief Clerk of the House

10 The chief clerk of the house shall serve as
11 parliamentarian and chief administrative officer of
12 the house under the direction of the speaker of the
13 house. The chief clerk shall supervise the chief
14 clerk's office; be responsible for the custody and
15 safekeeping of all bills, resolutions, and amendments
16 filed, except when they are in the custody of a
17 committee; have charge of the daily journal; have
18 control of all rooms assigned for the use of the
19 house; attest to the accuracy and correctness of text
20 and action on bills and resolutions; process the
21 handling of amendments when filed and during the floor
22 consideration of bills; insert adopted amendments into
23 bills before transmittal to the senate and prior to
24 final enrollment; supervise legislative printing and
25 the distribution of printed material; and perform all
26 other duties pertaining to the office of the chief
27 clerk.

28 Rule 16

29 Reserved

30 Rule 17

1 galleries, and floor of the house.

2 The floor of the house shall consist of that area
3 between the press box, speaker's station, and the
4 south wall behind the last row of desks occupied by
5 representatives, excluding the visitors' galleries.

6 During a legislative day while the house is in
7 session, and one-half hour before the house convenes
8 and one-half hour after the house recesses or
9 adjourns, no person shall be admitted to the floor of
10 the house except:

11 1. Members of the general assembly and authorized
12 house employees in the performance of their duties.

13 2. Former members of the general assembly who are
14 not registered lobbyists.

15 3. A general assembly member's family.

16 4. Representatives of the press, radio, and
17 television who shall go directly to and from the press
18 box.

19 5. Legislative interns approved by the chief clerk
20 who shall go directly to and from the seat of their
21 assigned representative or to be seated in the
22 perimeter seating area.

23 6. Chair, co-chair, and the executive secretary of
24 a political party having members serving in the
25 general assembly.

26 7. Personnel of the Code editor's office,
27 legislative service bureau, legislative fiscal bureau,
28 citizens' aide/ombudsman's office, computer support
29 bureau and administrative rules review committee
30 staff.

1 8. The governor's executive assistants and
2 administrative assistants, members of the state
3 executive council, the lieutenant governor, the
4 attorney general, and the administrative rules
5 coordinator, all of whom shall be confined to the
6 perimeter area.

7 The current status of former members of the general
8 assembly shall govern their access to the floor under
9 these rules.

10 No other persons shall be allowed on the house
11 floor without permission of the presiding officer of
12 the house.

13 No person admitted to the floor of the house,
14 except members of the general assembly, shall, while
15 the house is in session, lobby or attempt to exercise
16 any influence with any member for or against any
17 matter then pending or that may thereafter be
18 considered by the house.

19 Notwithstanding the provisions of this rule
20 regarding admission to the floor of the house, a
21 registered lobbyist shall not be admitted to the floor
22 of the house on any day when the house is in session
23 or committees are scheduled to meet from one-half hour
24 before the house convenes or 8:45 a.m., whichever is
25 earlier, until one-half hour after the house adjourns
26 or until 4:30 p.m., whichever is later. A registered
27 lobbyist or other person may be admitted to the house
28 when the house is not in session to gain access to a
29 committee room.

30 Each lobbyist shall be given a copy of this rule

1 when the lobbyist registers.

2 Each member, employee of the house, and registered
3 lobbyist shall report violations of this rule
4 immediately to the sergeant-at-arms.

5 Any person for cause may be summarily dismissed
6 from the chamber of the house, by action of the house,
7 and shall forfeit that person's right to admission
8 thereafter.

9 Rule 20A

10 Legislative Interns

11 Only one legislative intern per member of the house
12 is allowed on the floor of the house at any one time.

13 Rule 21

14 Distribution of Literature

15 No person except a member or employee of the house
16 of representatives shall generally distribute or cause
17 to be distributed any pamphlets, material, or other
18 printed literature to the members' desks in the house.
19 An employee of the house shall generally distribute or
20 cause to be distributed such literature only on behalf
21 of the employee's office or staff.

22 All copies of pamphlets, material, or printed
23 literature distributed by a member or employee of the
24 house of representatives shall bear the name of the
25 member or employee's office or staff.

26 Other distributions of pamphlets, material, or
27 other printed literature shall bear their source of
28 origin and be distributed through the legislative post
29 office by completing a form containing a member's or
30 the chief clerk's authorization, with the

1 authorization form attached to one copy of the
2 distribution. The copy with the attached
3 authorization form shall be retained for a reasonable
4 time period by the legislative post office.

5 Rule 22

6 Distribution of Materials

7 Printed by the State

8 A member of the house shall not distribute maps,
9 books, and pamphlets such as, but not limited to, How
10 a Bill Becomes Law, which have been printed by the
11 state of Iowa and upon which the name of the member of
12 the house has been affixed unless the member has
13 purchased the materials or unless the member has
14 affixed the words "Paid for by the citizens of Iowa
15 and distributed by representative (member's name)."

16 DIVISION IV - FORMS AND PROCEDURES

17 FOR BILLS AND OTHER DOCUMENTS

18 Rule 23

19 Documents Signed by the Speaker

20 All acts and joint resolutions shall be signed by
21 the speaker, and all writs, warrants, and subpoenas
22 issued by order of the house, shall be signed by the
23 speaker and attested by the chief clerk. The speaker
24 shall cause certificates of recognition or condolence
25 to be issued by the house which shall be signed by the
26 speaker and the chief clerk.

27 Rule 24

28 Presentation of Petitions

29 All petitions, memorials and other papers addressed
30 to the house shall be signed by the member and filed

1 with the chief clerk or the chief clerk's staff.

2

Rule 25

3

Consideration of Resolutions

4 Action on a resolution, except a memorial
5 resolution, or a proposition requesting information
6 from a state official shall not be taken until one day
7 after the resolution has been placed on the members'
8 desks. After the resolution is adopted, the chief
9 clerk shall transmit certified copies and have the
10 resolution printed in the bound journal. A resolution
11 may be printed in the daily journal upon the approval
12 of the speaker after consultation with the minority
13 leader.

14

Rule 26

15

Unanimous Consent Calendar

16 The speaker may, upon the request of three members,
17 place on a unanimous consent calendar any house
18 resolution or concurrent resolution which does not
19 contain an appropriation and which has been laid over
20 under Rule 25.

21 If such resolution is placed on the unanimous
22 consent calendar, it may be removed only upon a
23 written request submitted to the speaker by a member
24 of the house.

25 If not removed after five legislative days, the
26 chief clerk shall call up the resolution and without
27 debate the speaker shall pronounce that it has passed
28 by unanimous consent.

29 If the resolution is removed from the unanimous
30 consent calendar, the speaker may again lay the

1 standing committee. A nullification resolution is
2 debatable, but cannot be amended on the floor of the
3 house.

4 Rule 29

5 Time of Introduction of Bills

6 No bill or joint resolution under individual
7 sponsorship, other than a nullification resolution,
8 shall be read for the first time after 4:30 p.m. on
9 Friday of the 6th week of the first regular session of
10 the general assembly unless a written request for
11 drafting the bill has been filed with the legislative
12 service bureau before that time.

13 After adjournment of the first regular session,
14 bills may be prefiled at any time before the convening
15 of the second regular session. No bill or joint
16 resolution under individual sponsorship, other than a
17 nullification resolution, shall be read for the first
18 time after 4:30 p.m. on Friday of the 2nd week of the
19 second regular session of the general assembly unless
20 a written request for drafting the bill has been filed
21 with the legislative service bureau before that time.

22 However, bills or joint resolutions sponsored by
23 standing committees or the administrative rules review
24 committee, co-sponsored by the majority and minority
25 floor leaders, or companion bills sponsored by the
26 house majority leader and the senate majority leader
27 may be drafted and introduced at any time permissible
28 under Joint Rule 20. House, concurrent, and
29 nullification resolutions may be introduced at any
30 time.

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Rule 30

Introduction and Reading of Bills

All bills and resolutions to be introduced in the house shall be typed in proper form and filed with the chief clerk no later than 4:30 p.m. on the legislative day preceding its introduction.

Every bill shall receive two readings but no bill shall receive its first and last readings on the same day.

A "reading of a bill" as required by these rules shall consist of a reading of the title and enacting clause unless otherwise demanded by a house member.

Rule 31

First Reading, Commitment, and Amendment

31.1. A bill is introduced into the house by an initial or "first reading of the bill".

31.2. When the house is in session the first reading shall consist of a "reading" as provided in Rule 30.

31.3. Upon a first reading of the bill, the speaker shall state that it is ready for commitment or amendment; and the speaker shall commit it to the standing or select committee, or to a committee of the whole house. If to a committee of the whole house, the house shall determine on what day.

31.4. On a day when the house is not in session, the speaker shall cause a statement, which shall consist of the title, enacting clause, bill number and committee to which the bill is referred to be published in the house journal. This publication

1 shall constitute a first reading and commitment and
2 shall contain the notation "read and committed under
3 Rule 31.4".

4 31.5. All amendments offered to bills on file or
5 on the regular calendar shall be accompanied by such
6 copies as the chief clerk shall direct.

7 31.6. Such amendments shall give the number of the
8 bill sought to amend and the chief clerk shall
9 designate each such amendment thus: Amendment to
10 House File _____, or Senate File _____, by
11 _____.

12 31.7. A bill reported out by committee shall go to
13 the speaker who shall direct that the bill be placed
14 on the regular calendar unless it covers subject
15 matter more properly within the jurisdiction of some
16 other standing committee, in which case the speaker
17 shall refer the bill to the proper standing committee.
18 In order to expedite important business and set a
19 definite time for the bill's consideration, the
20 speaker may direct the bill to be placed on the
21 special order calendar.

22 31.8. No amendment to the rules of the house, to
23 any resolution or bill, except technical amendments
24 and amendments to bills substituted for by senate
25 files containing substantially identical title,
26 language, subject matter, purpose and intrasectional
27 arrangement, shall be considered by the membership of
28 the house without a copy of the amendment having been
29 filed with the chief clerk by 4:00 p.m. or within one-
30 half hour of adjournment, whichever is later, on the

1 day preceding floor debate on the amendment. If the
2 house adjourns prior to 2:00 p.m. on Friday, the final
3 deadline is two hours after adjournment. However,
4 committee amendments filed pursuant to the submission
5 of the committee report may be accepted after this
6 deadline. This provision shall not apply to any
7 proposal debated on the floor of the house after the
8 thirteenth week of the first session and the eleventh
9 week of the second session. No amendment or amendment
10 to an amendment to a bill, rule of the house, or
11 resolution shall be considered by the membership of
12 the house without a copy of the amendment being on the
13 desks of the entire membership of the house prior to
14 consideration.

15

Rule 32

16 Commitment of Appropriation and Revenue Bills

17 All bills to appropriate money shall be referred to
18 the appropriations committee, and all bills pertaining
19 to the levy, assessment, or collection of taxes shall
20 be referred to the committee on ways and means.

21

Rule 33

22 Regular Calendar

23 Bills, nullification resolutions, and joint
24 resolutions reported out for passage, or amendment and
25 passage, or without recommendation, by a committee,
26 shall be arranged on a regular calendar by the chief
27 clerk each day at 4:30 p.m. in the order of the file
28 number of the bills and following the preceding
29 legislative day's regular calendar. Priority shall be
30 given to house over senate file numbers and to joint

1 The noncontroversial calendar shall appear under
2 separate heading on the regular calendar.

3 Notwithstanding Rule 34, a bill or joint resolution
4 on the noncontroversial calendar may be called up for
5 debate at any time by the majority leader beginning
6 the third legislative day after it appears on the
7 noncontroversial calendar. A bill or joint resolution
8 shall be stricken from the noncontroversial calendar
9 if a written objection to the bill or joint resolution
10 is filed with the chief clerk prior to the time the
11 bill or joint resolution is called up by the majority
12 leader.

13 Debate on a bill or joint resolution from the
14 noncontroversial calendar shall be limited to ten
15 minutes. If debate exceeds ten minutes, the bill or
16 joint resolution shall be stricken from the
17 noncontroversial calendar.

18 Rule 36

19 Consideration of Committee Amendments

20 After a bill has been referred and reported back,
21 it shall be considered on its first reading after the
22 amendments of the committee have been read.

23 Rule 37

24 Amendments to Special Order Bills

25 All amendments to bills on the special order
26 calendar shall be filed at least three session days
27 prior to the date set for debate. Amendments to an
28 amendment shall be filed at least two session days
29 prior to the date set for debate. However, corrective
30 amendments and amendments sponsored by either the

1 majority floor leader or the minority floor leader may
2 be filed at any time. Rule 31.8 shall not apply to
3 these amendments.

4 A corrective amendment is an amendment which does
5 not substantively change the amendment or the bill.

6 Rule 38

7 Irrelevant Amendments

8 No motion or proposition on a subject different
9 from that under consideration shall be admitted under
10 color of an amendment.

11 Rule 39

12 Consideration of Bills

13 Bills, including committee bills, and nullification
14 resolutions, reported out for passage, for indefinite
15 postponement, for amendment and passage, or without
16 recommendation by the committee, shall not be acted
17 upon until after the second legislative day following
18 the day the report was printed in the journal.

19 Prior to noon or adjournment, whichever is later,
20 on the last legislative day of the week, the majority
21 leader shall prepare a list of bills reported out of
22 committee that week which have not yet appeared on the
23 regular calendar.

24 The reports of the committees shall not be read
25 while the house is in session except as herein
26 provided. The reports shall be printed in the journal
27 immediately after they are filed with the chief clerk.
28 Reports recommending bills for passage, for amendment
29 and passage, or without recommendation shall stand
30 approved unless written objections are filed during

1 the first legislative day following their printing in
2 the journal. If objections are filed, they shall be
3 disposed of as soon as possible. Reports recommending
4 indefinite postponement shall be governed by Rule 44.

5 Upon an affirmative vote of at least a
6 constitutional majority of the members, a report may
7 be read before it is printed in the journal and while
8 the house is in session, and acted upon at once.

9 Rule 40

10 Consideration of Bills Upon Last Reading

11 No amendment, unless by way of correcting an error
12 or omission, shall be received to any bill on its last
13 reading, and no debate shall be allowed on it.

14 Rule 41

15 Printing of Bills and Joint Resolutions

16 Bills and joint resolutions shall be printed in
17 form as provided by law and by rule. Each house may
18 direct the printing of an additional number of its own
19 bills.

20 Legalizing bills of a local or private nature shall
21 be printed in bill form and placed in the files of the
22 members, the same as other bills, in the order of
23 their introduction. The cost of printing shall be
24 deposited with the treasurer of state in advance at a
25 rate to be fixed, and the newspaper publication of the
26 bill shall be without cost to the state. No
27 legalizing act may be introduced until all provisions
28 of law have been complied with.

29 Rule 42

30 Certification of Bills

1 The chief clerk shall certify the passage of each
2 bill and note the date of its passage.

3 Rule 43

4 Rereferral

5 A bill may be rereferred at any time before its
6 passage and after the report of its referral to
7 committee.

8 Rule 44

9 Effect of Indefinite Postponement

10 When a question is indefinitely postponed, it shall
11 not be acted upon again during that session. Any bill
12 which receives a committee recommendation of
13 indefinite postponement shall be disposed of within
14 three legislative days after the printed journal
15 containing the report has been placed upon the desks
16 of the members of the house, or the committee
17 recommendation will be considered adopted.

18 Rule 45

19 Status of Bills Following

20 First Regular Session

21 Except for those bills which have been adopted by
22 both houses in different forms, all bills which have
23 not been withdrawn, defeated or indefinitely
24 postponed, shall be rereferred to committee upon
25 adjournment of the first regular session. Within
26 seven days after the first committee meeting following
27 convening of the second regular session, the committee
28 chair shall submit the bill to the full committee for
29 action or the chair shall reassign the bill to a
30 subcommittee.

1 DIVISION V - COMMITTEE PROCEDURES

2 Rule 46

3 Appointment of Committees

4 All committees shall be appointed by the speaker,
5 unless otherwise especially directed by the house.

6 Rule 47

7 Order on Question of Commitment

8 When a resolution is offered or a motion made to
9 refer any subject, and different committees are
10 proposed, the question shall be taken in the following
11 order: The committee of the whole house; a standing
12 committee; a select committee.

13 Rule 48

14 Study Bills

15 A study bill is any matter which a member of the
16 house wishes to have considered by a standing
17 committee, other than appropriations, and which has
18 not been included in a previously introduced bill.
19 Upon taking possession of a study bill, the committee
20 chair shall notify the speaker and then submit fifteen
21 copies of the bill to the legal counsel's office for
22 numbering.

23 A study bill shall bear the name of the member who
24 wishes to have the bill considered. A study bill
25 submitted by a state agency or board for consideration
26 shall bear the name of the state agency or board. A
27 committee chair may submit a study bill in the name of
28 that committee.

29 Final committee action on a study bill shall not be
30 taken until one day following the notation of the

1 study bill assignment in the house journal.

2 A study bill not prepared by the legislative
3 service bureau may be submitted to a standing
4 committee, but shall not be considered by the full
5 committee unless reviewed and typed in proper form by
6 the legislative service bureau.

7 Rule 49

8 Committee Meetings

9 No committee, except a conference committee or the
10 administrative rules review committee, shall meet
11 while the house is in session without special leave.

12 Rule 50

13 Smoking Prohibited

14 Smoking shall not be permitted in the house or in
15 any area of the capitol building controlled by the
16 house or controlled jointly by the house and senate.

17 Rule 50A

18 Nondegradable Polystyrene Cups

19 The use of nondegradable polystyrene cups shall not
20 be permitted on the floor of the house, at the
21 speaker's station, or in the press boxes.

22 Rule 51

23 Assignments to Subcommittee

24 The chair of the committee shall report to the
25 house the bill number of each bill assigned to
26 subcommittee and the names of the subcommittee
27 members. The report shall be printed in the journal.

28 All bills, prior to consideration by the committee,
29 shall be referred by the chair to a subcommittee,
30 unless acted upon by a committee of the whole.

1 The chair may assign bills to subcommittees without
2 a meeting of the committee, but the membership of the
3 subcommittee so appointed shall be reported at the
4 next meeting of the committee.

5 Rule 52

6 Open Meetings

7 Standing committee meetings shall be open, and
8 voting by secret ballot is prohibited. The committee
9 on administration and rules may close its meetings to
10 evaluate the professional competency of an individual
11 whose appointment, hiring, performance, or discharge
12 is being considered when necessary to prevent needless
13 and irreparable injury to that individual's reputation
14 on the request of the affected individual.

15 Rule 53

16 Quorum and Vote Requirements

17 The committee roll shall be taken at the convening
18 of each meeting to determine the presence of a quorum.
19 A majority of the committee membership shall
20 constitute a quorum.

21 An affirmative vote of a majority of the committee
22 membership is required to report a bill out of
23 committee or to suspend a committee rule.

24 A motion to reconsider may be made only by a
25 committee member who voted on the prevailing side of
26 the question sought to be reconsidered. A motion to
27 reconsider may only be made provided the bill is still
28 in possession of the committee.

29 If a member, who is in the committee room when a
30 question to report a bill out of committee is put, has

1 not asked to be excused prior to commencing to take
2 the vote on the question, the member shall vote aye or
3 nay unless the committee has excused the member for
4 special reasons. However, a member may pass on the
5 first taking of the roll call on the question but
6 shall vote aye or nay when the member's name is called
7 for a second time.

8 Rule 54

9 Committee Attendance Record and Report
10 of Committee Form

11 1. A committee attendance record shall be filed
12 with the chief clerk no later than 10:00 a.m. or two
13 hours after the house convenes, whichever is later, of
14 the legislative day immediately following the day of
15 the committee meeting. The committee attendance
16 record is a public record and may be published in the
17 journal. The committee attendance record shall
18 include the following information:

- 19 a. The time the meeting convened.
20 b. The members present at the meeting.
21 c. The time the meeting adjourned.
22 d. A list of bills receiving final committee
23 disposition.

24 2. A report of committee form shall be filed with
25 the chief clerk no later than 10:00 a.m. or two hours
26 after the house convenes, whichever is later, of the
27 legislative day immediately following the day of the
28 committee meeting for each study bill, numbered bill
29 or resolution receiving final committee disposition.
30 The report of committee form is a public record and a

1 report of committee action shall be printed in the
2 journal. The report of committee form shall include
3 the following information:

4 a. The committee action taken.

5 b. The committee amendment number, if any.

6 c. The roll call vote of the committee on final
7 disposition.

8 d. The minority recommendation, if any.

9 3. Upon final adjournment of the first session and
10 final adjournment of the second session of the general
11 assembly, the chair of each committee shall have
12 placed the committee's book of record containing
13 minutes, roll calls, rules, etc., with the chief clerk
14 for access of any interested person.

15

Rule 55

16

Minority Recommendation

17 The minority of the members of a committee may
18 present its recommendations on the final disposition
19 of a bill to the house by attaching its recommendation
20 to the committee report and the same shall be printed
21 in the journal with the committee report.

22

Rule 56

23

Committee Amendment

24 Whenever a committee amendment is proposed which
25 would amend another committee amendment, the amendment
26 shall be drafted in the form of a substitute amendment
27 and shall be considered as such.

28

Rule 57

29

Committee Notice and Agenda

30 Each committee shall prepare and publish a notice

1 and agenda of each committee meeting at least one
2 legislative day prior to the meeting.

3 The notice shall contain the committee name, the
4 date, time, and location of the meeting.

5 The agenda shall contain the matters to be
6 discussed, including a list of bills, joint
7 resolutions, nullification resolutions, and study
8 bills by number. The agenda should contain the names
9 of individuals who are scheduled to appear before the
10 committee and the organization which they represent.

11 A bill, joint resolution, nullification resolution,
12 or study bill shall not be reported out of committee
13 if the bill was not included in the published notice
14 and agenda unless this rule is suspended by a majority
15 of the total membership of the committee.

16 A committee chair may call a meeting without
17 providing the required notice and agenda upon leave of
18 the house if a notice is placed on the desks of
19 committee members and on the bulletin board.

20 Rule 58

21 Clearing of Committee Room

22 The chair of a committee may clear the committee
23 room in case of any disturbance or disorderly conduct.

24 Rule 58A

25 Use of Telephonic or Electronic Devices

26 in Committee Rooms Restricted

27 1. In order to prevent the disruption of committee
28 deliberations, a person shall not do any of the
29 following in any committee room while a standing
30 committee is in session:

1 a. Allow any audible signal to be continued to be
2 transmitted to or from a telephonic or electronic
3 device under the person's control.

4 b. Use a telephonic or electronic device to
5 audibly transmit or receive communications.

6 2. The chair or acting chair of a standing
7 committee may clear the committee room of any person
8 acting in violation of this rule.

9 Rule 59

10 Committee Amendments

11 All amendments to a bill or resolution adopted in
12 committee shall be incorporated in a single committee
13 amendment or incorporated in a new committee bill.

14 Rule 60

15 Withdrawal of Bills

16 or Nullification Resolutions

17 From Committee

18 A bill or nullification resolution which has been
19 in committee for eighteen legislative days following
20 notation of such referral in the journal may be
21 withdrawn from the committee and placed on the
22 calendar by an affirmative vote of not less than
23 fifty-one members of the house.

24 Rule 61

25 Committee Public Hearings

26 The chair of a committee may call a public hearing
27 for the purpose of receiving public comment on any
28 matter within the purview of the committee.

29 The chair shall call a public hearing upon the
30 written request of committee members according to

1 committee rules, but no more than one-third of the
2 committee members shall be required.

3 A public hearing shall not be called or requested
4 after final action on the bill has been taken by the
5 committee. However, a public hearing called or
6 requested before final action has been taken by the
7 committee may be held after final action on the bill
8 has been taken by the committee.

9 The chair shall designate a time and place for a
10 public hearing and provide public notice at least five
11 days prior to a public hearing.

12 A bill for which a public hearing has been called
13 can be voted to the calendar but cannot be debated
14 until after the public hearing has been held.

15 However, public hearings which have been requested
16 during or after the 9th week of the first session and
17 during or after the 7th week of the second session
18 must be held within four legislative days of the date
19 of the request.

20 Rule 62

21 Limitation on Filing of Claims

22 A claim or claim bill, the subject matter of which
23 has been considered or filed for consideration in the
24 house or any of its committees, in two or more prior
25 sessions of the general assembly, shall not be
26 considered by any committee or by the house unless it
27 has been specifically referred to this session by a
28 prior general assembly. The committee on
29 appropriations is authorized to set a definite date
30 after which it will not receive claims or claim bills

1 for consideration.

2 DIVISION VI - COMMITTEE OF THE WHOLE

3 Rule 63

4 Organization of Committee of the Whole

5 In forming the committee of the whole house, the
6 speaker shall appoint a member to preside in committee
7 and then leave the chair.

8 Rule 64

9 Rules in Committee of the Whole

10 The rules of the house shall be observed in
11 committee of the whole house, so far as they are
12 applicable.

13 Rule 65

14 Bills in Committee of the Whole

15 Bills committed to the committee of the whole house
16 shall first be read in their entirety by the chief
17 clerk or chair and then read again or debated by
18 section, leaving the preamble to be considered last.
19 After report, the bill shall again be subject to
20 debate and amendment before a vote is had on its last
21 reading and passage.

22 Rule 66

23 Amendments by Committee of the Whole

24 All amendments made to a report committed to a
25 committee of the whole house shall be noted and
26 reported as in the case of bills.

27 DIVISION VII - MOTIONS

28 Rule 67

29 Order and Precedence of Motions

30 The following order and precedence of motions shall

1 govern when a question is under debate:

2 11. Adjourn.

3 10. Recess.

4 9. Questions of privilege.

5 8. Lay on the table.

6 7. Previous question.

7 6. Postpone definitely or to a certain time.

8 5. Refer or commit.

9 4. Defer.

10 3. Amend an amendment.

11 2. Amend.

12 1. Postpone indefinitely.

13 These motions are listed in descending order of
14 precedence.

15 A motion to postpone definitely or to a certain time, to
16 refer or commit, or to postpone indefinitely a particular
17 question shall not be considered more than once on the same day.

18 Adoption of a motion to strike the enacting words is equivalent
19 to rejection of the question.

20 Rule 68

21 Order of Consideration of Amendments

22 Amendments shall be considered by earliest position
23 in the bill. Amendments to the same place in the bill
24 shall be considered by the lowest amendment number.

25 An amendment which inserts language after a line and
26 an amendment which inserts language before the
27 succeeding line shall be considered amendments to the
28 same place in the bill.

29 However, an amendment to strike the enacting clause
30 shall always be considered first. An amendment filed

1 by a committee shall have the next highest order of
2 priority, followed by an amendment to strike
3 everything after the enacting clause and insert new
4 language. An amendment to strike language or to
5 strike and insert new language, except an amendment to
6 strike everything after the enacting clause and insert
7 new language, shall not be considered before
8 amendments to perfect all or part of the same portion
9 of the bill.

10

Rule 69

11

Motions Not Debatable

12 The motions to lay on the table, to adjourn, to
13 adjourn to a time certain, for the previous question,
14 to defer, to rerefer, and appeals of a ruling of the
15 presiding officer shall be decided without debate.

16

Rule 70

17

Motion to Adjourn

18 A motion to adjourn shall always be in order,
19 except when a member is speaking or the house is
20 voting.

21

Rule 71

22

Withdrawal of Motions

23 After a motion is stated by the speaker, or read by
24 the chief clerk, it shall be deemed to be in
25 possession of the house, but may be withdrawn by leave
26 of the house.

27

Rule 72

28

Referral and Rereferral

29 Motions and reports may be referred and rereferred
30 at the pleasure of the house.

1 Rule 73

2 Reconsideration

3 1. A motion to reconsider may be made only by a
4 member who voted on the prevailing side of the
5 question sought to be reconsidered.

6 2. A motion to reconsider may be made not later
7 than adjournment on the day following the day of the
8 action sought to be reconsidered. Where the floor
9 manager voted on the prevailing side, the floor
10 manager has the prior right to make the motion, until
11 adjournment on the day of the action sought to be
12 reconsidered. A motion to reconsider a nullification
13 resolution shall be acted upon not later than
14 adjournment on the legislative day following the day
15 of the action sought to be reconsidered.

16 3. A motion to reconsider made following the
17 ninety-seventh calendar day of the first regular
18 session, or the eighty-seventh calendar day of the
19 second regular session, may be taken up when made. A
20 motion made at any other time may be taken up prior to
21 the third day succeeding the day of the action sought
22 to be reconsidered only if called up by the mover, and
23 after the second day succeeding the day of the action
24 sought to be reconsidered if called up by any member.

25 4. The making of a motion to reconsider takes
26 precedence over all other questions.

27 5. No motion to reconsider passage, adoption or
28 failure of any bill, nullification resolution or joint
29 resolution shall prevail unless it obtains a
30 constitutional majority. When passage, adoption or

1 failure is reconsidered, questions on amendments may
2 also be reconsidered and shall be disposed of
3 immediately.

4 6. A motion that the motion to reconsider be laid
5 on the table is in order. The effect of laying the
6 motion to reconsider on the table is to cause the bill
7 or joint resolution to proceed on its regular course
8 immediately.

9 7. In the event that a motion to reconsider is
10 pending at the end of the first session or any
11 extraordinary session of any general assembly, or the
12 general assembly adjourns sine die, and the motion to
13 reconsider has not been voted upon by the house, the
14 motion shall be determined to have failed.

15 DIVISION VIII - VOTING

16 Rule 74

17 Manner of Voting

18 Members present may cast their votes, either by
19 operating the voting mechanism located at their
20 assigned desk or by signaling the speaker from the
21 floor of the house or from the south visitors' gallery
22 if they are unable to vote at their assigned desk.
23 The speaker shall enter the votes of members signaling
24 their votes. Upon direction of the speaker or upon
25 request of two members during the taking of the vote
26 of the house on any question, only those members at
27 their desks and voting shall be counted. Members who
28 are not present shall not cast their votes except:
29 1. Members who have not voted may record their
30 votes on any record roll call vote except quorum calls

1 within ten minutes after the vote has been announced,
2 providing the vote does not change the outcome of the
3 vote on that question. A member may request
4 announcement of the names of members so recorded after
5 the ten-minute period.

6 2. Members meeting in a conference committee or in
7 administrative rules review committee at the time a
8 vote is taken on a question may have their vote
9 recorded within thirty minutes or adjournment,
10 whichever is first of that same legislative day,
11 providing the vote does not change the outcome of the
12 vote on that question.

13 Rule 75

14 Duty of Voting

15 Except as limited in Rule 74, every member who is
16 in the house when a question is put shall vote unless
17 the house has excused that member for special reasons;
18 however, such member must have asked to be excused
19 prior to commencing to take the vote on the main
20 question.

21 Rule 76

22 Limitation on Right to Vote

23 No member shall vote on any question in which that
24 person is financially interested.

25 Rule 77

26 Call of the House

27 Upon written request of five members, the presiding
28 officer shall compel attendance of absent and
29 unexcused members for the consideration of specified
30 bills or resolutions.

1 A call of the house shall specify the propositions
2 to which it is to apply, and must be put into effect
3 before roll call is taken on the proposition. The
4 request may be filed at any time before final action
5 upon the propositions with the chief clerk, who shall
6 notify the house immediately.

7 Rule 78

8 Method of Calling the House

9 Upon a call of the house, the names of the members
10 shall be called by the chief clerk and the absentees
11 noted, after which the names of the absentees shall
12 again be called. The sergeant-at-arms shall be
13 directed by the speaker to compel the attendance of
14 absent members, unless they are previously excused.
15 Any member occupying the member's seat during a call
16 of the house shall be counted by the speaker and that
17 person's name entered in the journal as being present
18 for the purpose of making a quorum.

19 Rule 79

20 Method of Calling the Roll

21 The electrical voting machine shall be used for a
22 call of the house, a quorum call or a roll call vote
23 on any question. If the electrical voting machine is
24 not in operating order when it is necessary to take a
25 record roll call vote, the presiding officer shall
26 order the vote to be taken by calling the roll in
27 alphabetical order, except the name of the presiding
28 officer shall be called last.

29 During the casting of the vote with the voting
30 machine, the individual votes and the vote totals

1 shall be shown on the display boards. Before the
2 voting machine is closed, the presiding officer shall
3 inquire of the house, "Have you all voted?"

4 Rule 80

5 Quorum and Record Roll Call Votes

6 A majority of the members shall constitute a
7 quorum.

8 A record roll call vote shall be ordered upon
9 request of any two members. The names of the members
10 requesting the record roll call shall be entered in
11 the journal.

12 Rule 81

13 Previous Question

14 When a member moves for a previous question, that
15 member shall state whether the motion will apply to
16 the main question, to all the amendments, or to
17 particular amendments. The motion requires an
18 affirmative vote of at least a constitutional majority
19 of the members. If the motion for a previous question
20 is not adopted, the house shall proceed in the same
21 manner as before the motion was made.

22 If the motion is adopted, all debate must end and
23 the house will vote upon the question except:

24 1. If the motion applies to the main question, the
25 member in charge of the measure will have ten minutes
26 to speak for the purpose of closing discussion before
27 the vote on the measure is taken.

28 2. If the motion applies to an amendment, the
29 member proposing the amendment will have five minutes
30 to speak for the purpose of closing discussion before

1 the vote on the amendment is taken.

2 3. If a member has filed a written request with
3 the chief clerk of the house indicating the member's
4 desire to speak on a particular question. The request
5 must be filed before the motion is made by the movant.
6 The request allows a member to speak on a particular
7 question before the closing discussion by the member
8 who is in charge of the measure or who is proposing
9 the amendment.

10

Rule 82

11

Division of the Question

12 Any member may call for a division of the question,
13 which shall be divided if it comprehends questions so
14 distinct that one being taken away, the remainder may
15 stand separately for discussion by the house. A
16 motion to strike out being lost shall not preclude
17 either an amendment or a motion to strike out and
18 insert. A motion to strike out and insert shall be
19 deemed indivisible.

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30

HOUSE RESOLUTION 11

H-1039

1 Amend House Resolution 11 as follows:
2 1. By striking page 22, line 29, through page 23,
3 line 2, and inserting the following:
4 "Rule 42
5 Certification and Engrossment of Bills
6 The chief clerk shall certify the passage of each
7 bill and note the date of its passage.
8 In engrossing a bill, the chief clerk shall correct
9 all obvious typographical, spelling, or other clerical
10 errors and change section subunit numbers and letters
11 and internal references as required to conform the
12 original bill to any amendments which have been
13 adopted. The chief clerk shall report all such
14 corrections or changes in the journal. The engrossed
15 bill shall be placed in the bill file with the
16 original bill and amendments."
17
18
19 CARROLL of Poweshiek

RECEIVED FROM THE SENATE

H-1039 FILED FEBRUARY 6, 2001

2/13/01 (p. 398) adopted

HOUSE RESOLUTION 11

H-1047

1 Amend House Resolution 11 as follows:
2 1. Page 18, line 8, by striking the word
3 "thirteenth" and inserting the following: "~~thirteenth~~
4 fourteenth".
5 2. Page 18, line 8, by striking the word
6 "eleventh" and inserting the following: "~~eleventh~~
7 twelfth".

By CARROLL of Poweshiek

H-1047 FILED FEBRUARY 12, 2001

*Adopted
2/13/01 (p. 397)*