

## Senate Resolution 3

By: Senators Johnson of the 1st, Williams of the 19th and Brown of the 26th

## A RESOLUTION

1 Adopting the Rules of the Senate; and for other purposes.

2 BE IT RESOLVED BY THE SENATE that the following, upon adoption of this resolution,  
3 shall constitute the rules of the Senate for the regular 2007 session and for the duration of this  
4 General Assembly:

5 **RULES OF THE SENATE**6 **SECTION ONE**7 **OFFICERS, SENATORS, EMPLOYEES, AND ETHICS**8 **PART 1: OFFICERS OF THE SENATE**9 **1-1.1 President of the Senate**

10 (a) There shall be a Lieutenant Governor, who shall be elected at the same time,  
11 for the same term, and in the same manner as the Governor. The Lieutenant  
12 Governor shall be the President of the Senate and shall have such executive duties  
13 as prescribed by the Governor and as may be prescribed by law not inconsistent  
14 with the powers of the Governor or other provisions of this Constitution. The  
15 compensation and allowances of the Lieutenant Governor shall be as provided by  
16 law. (Ga. Const., art. V, sec. I, par. III.)

17 (b) The Lieutenant Governor shall, before entering on the duties of office, take an  
18 oath or affirmation as prescribed by law. (Ga. Const. art. V. sec I, par VI).

19 (c) The presiding officer of the Senate shall be called the "President of the Senate".  
20 (Ga. Const., art. III, sec. III, par. I.)

1 (d) As used in these Rules, the term "President of the Senate" refers solely to the  
2 Lieutenant Governor and "President" refers to the Lieutenant Governor, the  
3 President Pro Tempore, or any other Senator who is presiding over the Senate.

4 (e) All Acts and resolutions shall be signed by the President of the Senate and  
5 Secretary of the Senate and all writs, warrants, and subpoenas issued by order of  
6 the Senate shall be signed by the President of the Senate and attested by the  
7 Secretary of the Senate.

8 (f) All Acts shall be signed by the President of the Senate and the Speaker of the  
9 House of Representatives. (Ga. Const., art. III, sec. V, par. X.)

### 10 **1-1.2 President Pro Tempore**

11 (a) A President Pro Tempore shall be elected by the Senate from among its  
12 members by a majority of the Senators voting, provided the total vote constitutes a  
13 quorum. The President Pro Tempore shall act as President in case of the  
14 temporary disability of the President of the Senate. In case of the death,  
15 resignation, or permanent disability of the President of the Senate or in the event of  
16 the succession of the President of the Senate to the executive power, the President  
17 Pro Tempore shall become President of the Senate and shall receive the same  
18 compensation and allowances as the Speaker of the House of Representatives. The  
19 General Assembly shall provide by law for the method of determining disability as  
20 provided in this Paragraph. (Ga. Const., art. III, sec. III, par. I.)

21 (b) Whenever from any cause the President of the Senate shall be absent, the  
22 President Pro Tempore shall preside. If both shall be absent, the Secretary of the  
23 Senate shall call the Senate to order and shall preside until the election of an acting  
24 presiding officer, which said election shall be the first business of the Senate. The  
25 acting presiding officer shall preside until the return of one of the first named  
26 officers, at which time his or her functions shall cease.

27 (c) The President of the Senate may, during a day's session, name the President Pro  
28 Tempore or the designee of the President to perform the duties of the Chair during  
29 any part of that day, but no longer.

1 (d) While presiding, or in the absence of the President of the Senate, the President  
2 Pro Tempore shall have the same powers and duties as the President of the Senate.  
3 (O.C.G.A. 28-1-6)

#### 4 **1-1.3 Voting Rights of a Senator when Presiding**

5 When the President Pro Tempore or any other Senator is presiding, he or she shall  
6 not vote unless the Senate shall be equally divided, or unless his or her vote, if  
7 given to the minority, will make the division equal. The presiding Senator shall  
8 vote in all elections. In all cases where a fixed constitutional vote is required to  
9 pass a bill or measure under consideration, and said bill or measure shall lack only  
10 one vote to pass the same, the presiding Senator shall vote, and his or her vote  
11 shall be counted the same as that of any other member.

#### 12 **1-1.4 Caucus Officers**

13 The Majority Party may, by caucus, elect a Majority Leader and a Majority Whip,  
14 whose names shall be certified to the Secretary of the Senate. The Minority Party  
15 may, by caucus, elect a Minority Leader and a Minority Whip, whose names shall  
16 be certified to the Secretary of the Senate.

#### 17 **1-1.5 Secretary of the Senate**

18 (a) There shall be a Secretary of the Senate elected by the members of the Senate  
19 by recorded vote, and a majority of votes cast is necessary to elect. The term of  
20 office shall be the time for which the members of the Senate are elected and until  
21 their successors are elected. (O.C.G.A. 28-3-20) (Ga. Const. art. III, sec. III, par.  
22 III)

23 (b) The Secretary of the Senate, before entering on the discharge of his or her  
24 duties, shall take an oath before the presiding officer of the Senate to discharge his  
25 or her duties faithfully and to the best of his or her skill and knowledge. Said oath  
26 should be entered in the Journal of the Senate. (O.C.G.A. 28-3-25)

27 (c) The Senate shall be organized by the Secretary of the Senate who shall be the  
28 ex-officio presiding officer until a presiding officer is elected. No question except  
29 one relating to the organization shall be entertained by such officer; and, in

1 deciding such question, he or she shall be governed, as far as practicable, by the  
2 standing rules of the Senate. In the absence of such officer, his or her assistant may  
3 officiate. In the absence of both, the Senate may appoint a chairman whose  
4 powers and duties shall be the same as those of the Secretary. (O.C.G.A. 28-1-3)

## 5 **1-1.6 Sergeant at Arms**

6 (a) The Senate is entitled to a Sergeant at Arms who shall perform such duties as  
7 may be required of him or her, who shall be elected by the Senate and a majority  
8 of votes cast is necessary to elect. He or she shall be compensated as provided by  
9 resolution of the Senate. (O.C.G.A. 28-3-1)

10 (b) It shall be the duty of the Sergeant at Arms to attend to the wants of the Senate  
11 while in session, to aid in the enforcement of order under the direction of the  
12 President, to supervise the doorkeepers, and to execute the demands of the Senate  
13 from time to time, together with all such processes, issued under its authority, as  
14 may be directed to him or her.

15 (c) The President of the Senate shall have power to suspend the Sergeant at Arms  
16 for misconduct or neglect of duty. He or she shall report any such suspension to  
17 the Senate on its next regular business day thereafter for such action as the Senate  
18 may see fit to take.

## 19 **PART 2: SENATORS**

### 20 **1-2.1 Oath of Office**

21 (a) In addition to any other oath prescribed by law, each Senator, before taking the  
22 seat to which elected, shall take the following oath: "I do hereby solemnly swear or  
23 affirm that I will support the Constitution of this state and of the United States and,  
24 on all questions and measures which may come before me, I will so conduct  
25 myself, as will, in my judgment, be most conducive to the interests and prosperity  
26 of this state." (O.C.G.A. 28-1-4a.)

27 (b) In addition, each Senator shall swear that he or she:

28 (i) is not the holder of any unaccounted for public money due this state or  
29 any political subdivision or authority;

1 (ii) is not the holder of any office of trust under the government of the  
 2 United States, any other state, or any foreign state which he or she is by the  
 3 laws of the State of Georgia prohibited from holding;

4 (iii) is otherwise qualified to hold said office according to the Constitution  
 5 and laws of Georgia;

6 (iv) will support the Constitution of the United States and of this state; and

7 (v) has been a resident of his or her district for the amount of time  
 8 established by law or Constitution. (O.C.G.A. 45-3-1)

9 (c) The oath of office may be administered to the members of the General  
 10 Assembly by any Justice of the Supreme Court, Judge of the Court of Appeals,  
 11 judge of the superior courts, or judge of the state courts. Such Justice or judge  
 12 shall be procured by the person organizing each branch. (O.C.G.A. 28-1-4b.)

### 13 **1-2.2 Excused Absence**

14 (a) A motion to excuse a Senator from voting must be made before the Senate  
 15 divides, or before the roll call is commenced, and it shall be decided without  
 16 debate, except that the Senator making the motion must briefly state the reason  
 17 why, in his or her opinion, it should prevail.

18 (b) All Senate Conference Committee members shall be excused from voting  
 19 during meetings of the Conference Committee. The excuse shall be entered in the  
 20 Journal if the Conference Committee member notifies the Secretary of the actual  
 21 time of the meeting before leaving and after returning to the Chamber.

### 22 **1-2.3 Seating in the Senate Chamber**

23 (a) Senators elected to the following offices shall choose their Senate seats in the  
 24 order listed below:

25 President Pro Tempore

26 Majority Leader

27 Minority Leader

28 All Senators who have more than 20 years of continuous service in the  
 29 Senate shall select their seat in the order of seniority.

30 Majority Whip

31 Minority Whip

- 1 Administration Floor Leaders
- 2 Chairman of the Rules Committee
- 3 Two seats chosen by the Majority Whip for Deputy Whips
- 4 One seat chosen by the Minority Whip for Deputy Whip

5 (b) All other Senators shall be seated by district number in ascending numerical  
6 order commencing with the lowest permanently numbered available seat.

7 (c) Only on the first day of the first regular session of a General Assembly and at  
8 no other time, any two members may, by mutual agreement communicated in  
9 writing to the Secretary of the Senate, exchange with each other the seats which  
10 would otherwise be assigned to them under this rule.

#### 11 **1-2.4 Travel and Reimbursement**

12 (a) No member of the Senate shall engage in any travel at State expense outside  
13 the State of Georgia unless such travel is first approved in writing by the  
14 Committee on Administrative Affairs. The person requesting such approval shall  
15 state in writing the places to be visited, the dates, and the purposes, which shall be  
16 directly relevant to legislative duties.

17 (b) Prior to any disbursement by the Legislative Fiscal Officer, there shall be on  
18 file with said Fiscal Officer a copy of the approval by the Senate Administrative  
19 Affairs Committee, and the person requesting reimbursement shall submit an  
20 itemized listing of all expenses claimed hereunder.

### 21 **PART 3: EMPLOYEES OF THE SENATE**

#### 22 **1-3.1 Compensation for Employees**

23 All officers and employees of the Senate shall be paid for their services by the  
24 Legislative Fiscal Officer from funds appropriated to the General Assembly.  
25 (O.C.G.A. 28-4-6)

#### 26 **1-3.2 Travel and Reimbursement**

27 (a) No Senate staff member shall engage in any travel at State expense outside the  
28 State of Georgia unless such travel is first approved in writing by the Committee

1 on Administrative Affairs. The person requesting such approval shall state in  
2 writing the places to be visited, the dates, and the purposes, which shall be directly  
3 relevant to official duties.

4 (b) Prior to any disbursement by the Legislative Fiscal Officer, there shall be on  
5 file with said Fiscal Officer documentation of the approval by the Committee on  
6 Administrative Affairs of all out-of-state travel reimbursement requests, submitted  
7 by the Secretary of the Senate or the directors of the Senate Research, Press, and  
8 Budget and Evaluation offices, and the person requesting reimbursement shall  
9 submit an itemized listing of all expenses claimed hereunder.

### 10 **1-3.3 Conflicts of Interest**

11 A person shall not be paid for services rendered to the Senate in any capacity while  
12 such person is drawing any salary, wages, or other compensation from any other  
13 Department of the State.

## 14 **PART 4: CONDUCT AND ETHICS**

### 15 **1-4.1 Personal Financial Gain**

16 (a) Senators and Senate staff shall refrain from using government positions to  
17 attain personal financial gain.

18 (b) Senators and staff shall not use public resources or personnel for the purpose of  
19 conducting personal or private business activity. Ordinary and necessary  
20 communications which Senators and staff must conduct with their homes and  
21 business interests while serving in their public capacities are permitted.

22 (c) Senators shall not seek, accept, use, allocate, grant, or award public funds for  
23 any purpose other than as approved by law.

24  
25 (d) No Senator shall vote upon any question if the Senator or any member of the  
26 Senator's immediate family has a direct pecuniary interest in the result of such vote  
27 which interest is distinct, unique or peculiar to the Senator or the Senator's  
28 immediate family.

**1 1-4.2 Campaign Contributions**

2 (a) No Senator or staff shall solicit a campaign contribution in a state office  
3 building. Senators shall not operate political campaigns or operate political fund  
4 raising campaigns from state office buildings which have not been leased or rented  
5 for such purposes.

6 (b) Senators shall not agree to, or threaten to withhold, political action or  
7 constituent services as a result of a person's decision to provide or not to provide a  
8 political contribution, charitable contribution, or support.

**9 1-4.3 Conflicts of Interest**

10 (a) Senators and staff shall avoid financial conflicts of interest and close economic  
11 associations where official action or decisions are motivated not by public duty but  
12 by economic self-interest or association. "Financial conflicts of interest and close  
13 economic associations" are defined as those financial interests or interests arising  
14 from close economic associations with other persons or entities which are so  
15 material, direct, distinct, unique, and peculiar to the Senator or staff that it might  
16 reasonably be expected that impartial official judgment could not be exercised.

17 (b) No Senator or staff shall seek, accept, or retain employment which: makes it  
18 unreasonably difficult to fulfill legislative obligations; requires the disclosure or  
19 use of nonpublic or confidential information acquired in the course of legislative  
20 service; requires improper use of government relationships or the prestige  
21 associated with legislative offices; or will require the Senator or staff to  
22 compromise any other ethical or legal duty.

**23 1-4.4 Special Treatment; Acceptance of Things of Value**

24 (a) No Senator or staff, acting as an attorney or representative of another, shall  
25 seek or accept any special treatment not otherwise approved by law or judicial  
26 order because of his or her legislative role.

27 (b) No Senator or staff shall accept anything of value when such thing of value is  
28 offered with the understanding that official action will be taken or withheld by a  
29 Senator or staff in consideration of acceptance of that which is offered. Any offer

1 made which is conditioned upon the taking or withholding of official action shall  
2 immediately be reported in writing to the Chairman of the Ethics Committee.  
3 (O.C.G.A. 16-10-2)

#### 4 **1-4.5 Crimes of Moral Turpitude and Controlled Substances**

5 No Senator or staff shall knowingly commit any crime involving moral turpitude  
6 or knowingly possess, use, manufacture, or distribute any controlled substance,  
7 dangerous drug, marijuana, or alcoholic beverage in violation of any state or  
8 federal law or any county or municipal ordinance. Conviction of any such crime,  
9 the acceptance of a plea of guilty or nolo contendere to any such crime, or  
10 imposition of payment of a criminal or administrative penalty for any such crime  
11 shall constitute a violation of this rule.

#### 12 **1-4.6 Sexual Harassment**

13 (a) The Senate is committed to providing a healthy and appropriate work  
14 environment for legislators, legislative employees, interns, aides, and other state  
15 employees which is free from sexual harassment. Sexual harassment in any  
16 manner will not be tolerated.

17 (b) Senators and staff are expected to discourage sexual harassment in the  
18 workplace and at events, professional meetings, seminars or any activities that  
19 involve legislative business.

20 (c) Sexual harassment includes all conduct prohibited by Federal and state law  
21 and the following unwelcome conduct:

- 22 (i) verbal abuse of a sexual nature,
- 23 (ii) graphic verbal comments about a person's body,
- 24 (iii) physical touching of a sexual nature,
- 25 (iv) sexual advances and propositions,
- 26 (v) sexually degrading words used to describe an individual,
- 27 (vi) display in the work place of any sexually suggestive object or picture,  
28 and
- 29 (vii) any threat or insinuation, either explicitly or implicitly, that a person's  
30 refusal to submit to a sexual advance will adversely affect that person's  
31 employment, evaluation, wages, duties, work shifts, or any other condition  
32 of employment or career advancement.

1 (d) The provisions of this rule apply to Senators, Senate staff, and Senate aides,  
2 interns, and volunteers.

3 (e) Complaints may be brought against Senators, Senate staff, and Senate aides,  
4 interns, and volunteers under the provisions of Rule 1-4.10. Senators, Senate staff,  
5 and Senate aides, interns and volunteers will be subject to sanctions proportionate  
6 to the seriousness of the offense. A supervisor who does not take appropriate  
7 action when the supervisor knows or has reason to suspect that harassment is  
8 occurring is also subject to sanctions proportionate to the seriousness of the  
9 offense.

#### 10 **1-4.7 Discriminatory Harassment**

11 (a) The Senate is committed to providing a working environment free from  
12 discriminatory harassment and intimidation of any kind, including harassment or  
13 discrimination based on race, color, religion, national origin, age, veteran status,  
14 disability or gender. Discriminatory harassment includes any verbal or other  
15 conduct which disparages any individual or group and which creates an offensive,  
16 intimidating, or hostile working environment.

17  
18 (b) All forms of discriminatory harassment are prohibited, whether in the form of  
19 pictures, cartoons, teasing, jokes, e-mail, epithets, slurs, negative stereotyping,  
20 name-calling, offensive gestures, or threatening, intimidating or hostile acts.

21 (c) The provisions of this rule apply to Senators, Senate staff, and Senate aides,  
22 interns and volunteers.

23 (d) Complaints may be brought against Senators, Senate staff, and Senate aides,  
24 interns, and volunteers under the provisions of Rule 1-4.10. Senators, Senate staff,  
25 and Senate aides, interns and volunteers will be subject to sanctions proportionate  
26 to the seriousness of the offense. A supervisor who does not take appropriate  
27 action when the supervisor knows or has reason to suspect that harassment is  
28 occurring is also subject to sanctions proportionate to the seriousness of the  
29 offense.

**1 1-4.8 Standard of Conduct**

2 All contact with constituents, staff, lobbyists, representatives of the media, and  
3 others interested or involved in the process of government shall be conducted in a  
4 courteous, professional, and discreet manner.

**5 1-4.9 Opinions and Advice Regarding the Senate Rules**

6 A Senator or staff member may request in writing the opinion or advice of the  
7 Committee on Ethics with regard to interpretation of any section of Part Four of  
8 Section One. The Committee on Ethics shall expeditiously respond in writing to  
9 such request. All requests for opinions or advice or any opinion or advice given  
10 shall be confidential.

**11 1-4.10 Ethics Complaints**

12 (a) A complaint shall be initiated by the filing of a statement alleging a violation of  
13 any section of Part Four of Section One of these Rules with the Secretary of the  
14 Senate. If a person who is directly supervised by the Secretary of the Senate has a  
15 complaint against the Secretary of the Senate, then such complaint may be filed  
16 with the President Pro Tempore. A complaint may be brought only by any Senator  
17 or Senate staff, aides, interns and volunteers. The complaint shall specifically  
18 describe the nature of the alleged violation and the party or parties involved and  
19 shall be signed by the complainant and verified under oath. The Secretary of the  
20 Senate, or the President Pro Tempore, shall promptly refer the complaint to the  
21 Chairman of the Committee on Ethics, who shall schedule a meeting of the  
22 Committee to investigate the complaint utilizing in-house staff and counsel and  
23 investigators as the Committee deems necessary. If the Chairman of the  
24 Committee on Ethics is the subject of the complaint, then the Chairman shall  
25 recuse himself or herself and such proceedings of the Committee regarding such  
26 complaint shall be overseen in their entirety by the Vice-Chairman of the  
27 Committee. The Committee shall promptly serve the named respondent with a  
28 copy of the complaint. Service of such complaint shall be by personal service or  
29 by certified mail, return receipt requested.

30 (b) The Committee may also initiate an investigation on its own initiative by  
31 majority vote. Within a reasonable time following the Committee's initiation of  
32 such investigation, however, a majority of the Committee shall sign a complaint

1 that specifically describes the nature of the alleged violation and the party or  
2 parties involved. The Committee shall promptly serve the named respondent with a  
3 copy of the complaint and service of such complaint shall be by personal service or  
4 by certified mail, return receipt requested.

5 (c) Any complaint brought by or before the Committee shall remain confidential  
6 until the Committee has determined that substantial cause exists that a violation  
7 occurred. If the Committee determines that substantial cause does not exist that a  
8 violation occurred, the complaint shall remain confidential.

9 (d) Upon completion of an investigation, the individuals conducting the  
10 investigation shall prepare a written report detailing the investigation findings and  
11 shall present such report to the members of the Committee. If the Committee does  
12 not find that evidence exists to provide substantial cause to determine that a  
13 violation has occurred, it shall dismiss the complaint with notice to the  
14 complaining party and the respondent. If the Committee finds substantial cause to  
15 determine that a violation has occurred, the Committee may negotiate a settlement  
16 with the respondent or set the matter for a hearing.

17 (e) Any settlement shall be a matter of public record and shall be filed with the  
18 Secretary of the Senate. If no settlement is reached, the Committee will hold open  
19 hearings, taking any relevant evidence that addresses the charges. The Committee  
20 may require the attendance and testimony of witnesses and the production of  
21 materials which the Committee deems advisable and may administer oaths and  
22 affirmations. The respondent shall receive reasonable notice of any hearing and  
23 shall be entitled to receive within a reasonable time before the hearing copies of all  
24 material before the Committee that is not otherwise exempt from disclosure under  
25 the Georgia Open Records Law; to secure counsel of his or her choosing; and to  
26 examine any witnesses who may be called by the Committee to appear at any  
27 hearing. The respondent shall also have the right to call witnesses and present  
28 evidence at any hearing. The Committee shall assure that all hearings are  
29 recorded. The Committee shall have the burden of proof. Both the Committee and  
30 the respondent shall be entitled to rebuttal. Upon completion of such hearing, the  
31 Committee shall issue a report of its findings and recommendations of action. The  
32 report and recommended action shall be a matter of public record and shall be filed  
33 with the Secretary of the Senate.

34 (f) The Committee on Ethics must find "clear and convincing evidence" in order to

1 conclude that a violation of Part Four of Section One of these Rules has occurred.

2 (g) If the Committee on Ethics finds a Senator in violation of Part Four of Section  
3 One of these Rules, it may recommend a sanction or penalty including a letter of  
4 reprimand, to the Senate. The Senate may independently initiate action against a  
5 Senator pursuant to the Georgia Constitution, art. III, sec. IV, par VII.

6 (h) If the Committee on Ethics finds a Senate staff member, aide, intern or  
7 volunteer in violation of Part Four of Section One of these Rules, it may  
8 recommend a sanction or penalty, up to and including dismissal, to the  
9 Administrative Affairs Committee. The Administrative Affairs Committee may  
10 implement the recommendation of the Committee on Ethics or take alternate  
11 action, including dismissing the complaint, issuing a lesser penalty or issuing a  
12 harsher penalty than that recommended by the Committee on Ethics.

13 (i) Persons who report to the Committee on Ethics regarding an alleged violation  
14 of Part Four of Section One of these Rules, or any other government entity  
15 regarding such violation, shall not be subjected to reprisal, retaliation, harassment,  
16 discrimination, or ridicule by Senators or staff, nor shall the confidentiality  
17 provisions contained herein be abridged.

#### 18 **1-4.11 Distribution of Rules; Educational Seminars**

19 The Secretary of the Senate shall distribute a copy of Senate Rules to all Senators  
20 and staff. The Committee on Ethics shall, when deemed appropriate, conduct  
21 seminars or other educational programs designed to inform Senators, staff, or other  
22 interested parties of the provisions of these Rules, especially Part Four of Section  
23 One, as well as statutes relating to ethical standards and conduct, sexual  
24 harassment, and discrimination.

#### 25 **1-4.12 Joint Legislative Ethics Committee Action**

26  
27 (a) Any report received from the Joint Legislative Ethics Committee summarizing  
28 its activities and recommending legislation shall be distributed to the Committee  
29 on Administrative Affairs and to the members of the Senate Ethics Committee.  
30

31 (b) Any order or report of employment related sanctions issued by the Joint

1 Legislative Ethics Committee against a Senate employee shall be distributed to the  
2 Committee on Administrative Affairs.

3 (c) Any recommendation issued by the Joint Legislative Ethics Committee  
4 concerning an investigation of a member of the Senate shall be given to the  
5 Committee on Administrative Affairs and to the Chair of the Senate Ethics  
6 Committee.

## 7 **Part 5: Public Meetings**

### 8 **1-5.1 Open meetings**

9 (a) All sessions of the Senate and all meetings of Senate committees shall be open  
10 to the public, except by a majority vote of a quorum of a committee or  
11 subcommittee, a meeting may be closed to the public when the committee or  
12 subcommittee is

13 (1) discussing the future acquisition of real estate,

14 (2) discussing the appointment, employment, or dismissal of a public  
15 officer or employee or disciplinary action against such officer or employee,  
16 or

17 (3) hearing complaints or charges brought against public officer or  
18 employee, unless the officer or employee requests that the meeting be open  
19 to the public.

20  
21 (b) All meetings of the Committee on Assignments and the Committee on  
22 Administrative Affairs shall be closed to the public.

23 (c) All meetings of Committees of Conference shall be open to the public. The  
24 Conference Committee may establish rules for the conduct of its meetings not in  
25 conflict with the provisions of this rule.



1	ECONOMIC DEVELOPMENT - 12
2	EDUCATION AND YOUTH - 10
3	ETHICS - 13
4	FINANCE - 10
5	GOVERNMENT OVERSIGHT - 11
6	HEALTH AND HUMAN SERVICES - 13
7	HIGHER EDUCATION - 9
8	INSURANCE AND LABOR - 9
9	INTERSTATE COOPERATION - 5
10	JUDICIARY - 11
11	NATURAL RESOURCES AND THE ENVIRONMENT - 11
12	PUBLIC SAFETY AND HOMELAND SECURITY - 8
13	REAPPORTIONMENT AND REDISTRICTING - 15
14	REGULATED INDUSTRIES AND UTILITIES - 10
15	RETIREMENT - 7
16	RULES - 14
17	SCIENCE AND TECHNOLOGY - 5
18	SPECIAL JUDICIARY - 9
19	STATE AND LOCAL GOVERNMENTAL OPERATIONS - 7
20	STATE INSTITUTIONS AND PROPERTY - 7
21	TRANSPORTATION - 10
22	URBAN AFFAIRS - 12
23	VETERANS AND MILITARY AFFAIRS - 6

24  
 25 (b) The above limitations shall not apply when the President of the Senate appoints  
 26 a Senator to committees if that Senator was duly elected in a special election.

#### 27 **2-1.4 Subcommittees**

28 The President of the Senate may create, in his or her discretion, within any  
 29 standing committee, a subcommittee or subcommittees and appoint the  
 30 membership and officers thereof, provided that the chairperson of a standing  
 31 committee may appoint subcommittees in cases not provided by the President of  
 32 the Senate. Nothing herein contained shall be construed to limit the authority of  
 33 the standing committees or the officers thereof.

## 1 **2-1.5 Committee Powers and Responsibilities**

2 (a) A committee may act upon a bill, resolution, or other matter when the Senate is  
3 in session or during a recess or adjournment after the opening day of a regular  
4 session and prior to the last day of that session. When a committee so acts during  
5 a day of recess or adjournment, the Secretary of the Senate may accept the report  
6 of the committee on such day, and the committee report shall be received and read  
7 by the Senate on the next day when the Senate is in session. A standing committee  
8 may not take official action after the adjournment sine die of a session and prior to  
9 the convening of the next session.

10 (b) No bill shall be reported to the Senate until it has been acted upon by the full  
11 standing committee, and all actions of any subcommittee shall be approved or  
12 disapproved by the standing committee.

13 (c) A committee cannot circumvent the provisions of the rules governing  
14 committees by suspending any rule or part thereof.

15 (d) Committees may establish rules of operation that are not in conflict with Senate  
16 Rules or the most current edition of Mason's Manual of Legislative Procedure.

## 17 **2-1.6 Committee Reports**

18 (a) All reports of a committee shall be in writing, and the minority of a committee,  
19 signed by any member, may make a report in writing, setting forth succinctly the  
20 reasons for their dissent.

21 (b) If the report of a committee is favorable to the passage of a General bill or  
22 resolution, the same shall be given a second reading without question, and any  
23 local bill or resolution shall be placed on the Local Consent Calendar.

## 24 **2-1.7 Committee Meetings**

25 (a) In order to secure adequate quorums, standing committees shall meet at a time  
26 and place scheduled and designated by the Secretary of the Senate and approved  
27 by the Committee on Administrative Affairs; a list of the committee meetings,  
28 stating their time and location, shall be posted by 10:00 a.m. on the Friday  
29 preceding the week of the scheduled meetings. A Chairman may request in writing

1 directed to the Secretary of the Senate additional meetings if the request is made  
2 no later than twenty-four (24) hours prior to the scheduled meeting. A Chairman  
3 may cancel a meeting by notifying the Secretary of the Senate in writing no later  
4 than twenty-four (24) hours prior to the scheduled meeting. However, if no  
5 agenda for the meeting has been posted or distributed, the meeting may be  
6 canceled by notifying the Secretary of the Senate in writing one (1) hour prior to  
7 the meeting; the request will be immediately adjudicated. There shall be no  
8 standing committee meetings in the Senate Chamber except a scheduled public  
9 hearing.

10  
11 (b) The Committee on Assignments and the Committee on Administrative Affairs  
12 shall be exempt from the requirements of paragraph (a). The Committee on Rules  
13 shall also be exempt from the requirements of paragraph (a) except for meetings  
14 where the Committee on Rules is discussing legislation or other legislative matters  
15 referred to it directly by the President of the Senate

16 (c) No standing or interim committee or subcommittee of the Senate shall  
17 officially meet at any place within the State where any citizen of the State is  
18 denied admittance on the basis of religion, race, creed, nationality, or sex or on  
19 property belonging to any private club, organization, or association in which any  
20 citizen is denied membership on the basis of religion, race, creed, nationality, or  
21 sex; except a correctional facility may be exempt if security requirements demand.

22 (d) The chair of each standing committee or subcommittee shall arrange to have  
23 minutes kept of the meetings of the committee or subcommittee and shall see that  
24 proceedings of all meetings are reduced to writing. This record shall show:

- 25 (i) the time and place of each meeting of the committee,
- 26 (ii) the attendance of the committee members,
- 27 (iii) an accurate record of all votes taken,
- 28 (iv) the number of all bills acted upon,
- 29 (v) all motions and results,
- 30 (vi) any appearances by any persons other than members of the  
31 committee,
- 32 (vii) the date and time the committee convened and adjourned,
- 33 (viii) and such additional information as the committee shall  
34 determine.

1 Committee minutes shall be subject to correction only if authorized by a majority  
2 vote of the committee.

3 (e) All committee reports shall be prepared under the direction of the Chairman  
4 and no committee report shall be offered unless signed by the Chairman of the  
5 committee or the person acting as Chairman when the bill was voted upon.

6 (f) Any member may file a statement from the Chairman of a committee whose  
7 meeting he or she (the committee member) is attending to be included in the roll  
8 call portion of the minutes of any other committee meeting held at an overlapping  
9 time that he or she was absent because he or she was attending another standing  
10 committee meeting of which he or she is a member.

### 11 **2-1.8 Committee Quorum**

12 Each standing committee at its first organizational meeting for the term shall set  
13 the number of members required for a quorum; however, the quorum shall not be  
14 set at less than a majority of the membership of the committee. Ex-officio  
15 members shall not be counted in setting the number of members required for a  
16 quorum for any committee but shall count as a voting member for purposes of  
17 establishing a quorum at any given meeting.

### 18 **2-1.9 Attendance and Testimony by Sponsor of Bill**

19 The committee shall not vote on any bill until the author or his or her designee has  
20 been given the opportunity to appear and be heard. Each committee shall provide  
21 in writing the details for carrying out the provisions of this paragraph.

### 22 **2-1.10 Rules Committee; Calendar; Special Rules**

23 (a) The Committee on Rules shall arrange and fix the calendar for each day's  
24 business for the last 35 days of each regular session of the General Assembly. The  
25 Committee shall post the calendar as soon as practicable following the setting of  
26 the calendar.

27 (b) The Committee on Rules may refer any bill or resolution before it back to the  
28 committee which has reported out such bill or resolution or to any other committee  
29 selected by the Committee on Rules.

## 1 **PART 2: COMMITTEE OFFICERS**

### 2 **2-2.1 Appointment of Chair, Vice-Chair and Secretary**

3 The President of the Senate shall appoint as officers a Chairman, a Vice-chairman,  
4 and a Secretary for all standing committees and a Chairman of standing  
5 subcommittees. The President of the Senate may remove a Senator from any  
6 appointed Committee officer position at any time for any reason.

### 7 **2-2.2 Chair, Vice-Chair; Vote**

8 The Chairman or the Senator presiding in the place of the Chairman shall not vote  
9 unless the committee shall be equally divided or unless his or her vote if given in  
10 the minority will make the division equal. In case the vote is equally divided, the  
11 Chairman or the Senator acting in his or her place must vote.

### 12 **2-2.3 Powers of the Chair**

13 The principal duties of the Chair of a committee are:

- 14 (i) To call the committee to order at the time provided by these Rules;
- 15 (ii) To preside over meetings of the committee and recognize members and  
16 speakers;
- 17 (iii) To preserve order and decorum and to have general control of the  
18 committee room;
- 19 (iv) To prepare or supervise the preparation of reports of the committee;
- 20 (v) To decide all questions of order.

### 21 **2-2.4 Vice-Chair's Duties**

22 A Vice-Chairman may preside in the absence of the Chairman if the Chairman is  
23 incapacitated and the Vice-Chairman is directed to preside by the Secretary of the  
24 Senate or if he or she is directed by the Chairman to preside. The presiding officer  
25 of the committee shall be recorded in the Committee Report.

1       **PART 3:     COMMITTEE MEMBERS**

2       **2-3.1 Membership**

3       (a) Each Senator shall be appointed to serve on four committees provided for in  
4       this Rule. Membership on the Committee on Assignments or the Committee on  
5       Administrative Affairs shall not count as one of the four committees. Membership  
6       on the Committee on Ethics, the Committee on Government Oversight, the  
7       Committee on Urban Affairs, and the Committee on Reapportionment and  
8       Redistricting shall not count as one of the four committees, except that the  
9       Chairmen of these two committees shall count the committee as one of his or her  
10      four committees.

11      (b) After the public announcement of the standing committees and subcommittees,  
12      no other Senators shall be placed thereon; except when Senators have been elected  
13      to fill vacancies caused by death or resignation from the Senate.

14      (c) Once a Senator is appointed to a standing committee, except for the Committee  
15      on Rules, he or she shall not be removed from that committee during that term of  
16      office to which he or she was most recently elected unless removed by the  
17      President of the Senate pursuant to Rule 2-3.3. Members of the Committee on  
18      Rules and appointed members of the Committee on Assignments and the  
19      Committee on Administrative Affairs may be removed at any time for any reason  
20      by the President of the Senate.

21      **2-3.2 Ex-officio Members**

22      (a) In addition to the members otherwise provided for on any committee, the  
23      President of the Senate may add one or more ex-officio members to any  
24      committee. Ex-officio members shall count as a voting member for purposes of  
25      determining whether a quorum is present at any given meeting and may vote on  
26      any matter before the committee. The limitations provided by Rules 2-1.3 and 2-  
27      3.1 shall not apply with respect to such ex-officio memberships.

28      (b) Ex-officio members may be removed from a standing committee at any time  
29      for any reason by the President of the Senate.

**1 2-3.3 Attendance**

2 (a) Every member of a committee shall be in attendance during each of its  
3 meetings.

4 (b) Failure to attend three (3) consecutive meetings, unless excused from  
5 attendance in the Senate on those days as provided in these Rules or unless he or  
6 she has filed a statement pursuant to Rule 2-1.7(f), shall be cause for removal from  
7 the committee by the President of the Senate.

**8 PART 4: COMMITTEE VOTING****9 2-4.1 Voting; Call for the Yeas and Nays**

10 Upon the call for the Yeas and Nays, if one-third of the committee members  
11 present sustain the call, the roll call shall be taken and recorded.

**12 2-4.2 Votes by Proxy and Abstentia Prohibited**

13 No member of any committee shall be allowed to vote by proxy. Members may  
14 not abstain from voting unless the member or any member of the Senator's  
15 immediate family has a direct pecuniary interest in the result of such vote which  
16 interest is distinct, unique or peculiar to the Senator or the Senator's immediate  
17 family.

**18 PART 5: COMMITTEE MOTIONS AND PRECEDENCE****19 2-5.1 Motions; How Made**

20 All motions in standing committees shall receive a second before being put by the  
21 presiding officer.

**22 2-5.2 Motions; Do Pass; Do Not Pass; Effect**

23 A "do pass" motion that fails does not automatically give a "do not pass"  
24 recommendation, nor does a "do not pass" motion which fails give an affirmative  
25 recommendation. A "do not pass" motion which passes is considered unfavorably

1 reported by the Committee and may not be taken up by the full Senate.

## 2 **2-5.3 Motions; Precedence**

3 When a bill or resolution is before the committee for consideration, the following  
4 shall be the precedence of the motions:

- 5 1. a motion that a bill do pass;
- 6 2. a motion that a bill do not pass;
- 7 3. a motion to postpone to a time certain;
- 8 4. a motion to refer a bill to a subcommittee.

## 9 **PART 6: COMMITTEE DECORUM AND DEBATE**

### 10 **2-6.1 Committee Testimony; Recording; Transcripts**

11 Testimony before the committee may be recorded at the discretion of the  
12 committee; however, any additional paid personnel to take testimony must be  
13 approved by the Committee on Senate Administrative Affairs. Transcription of  
14 any recorded testimony shall be made or released only upon the written direction  
15 of the committee or the Secretary of the Senate when the Senate is not in session.

### 16 **2-6.2 Appeals**

17 Appeals from the ruling of the Committee Chairman shall be in order if seconded.  
18 Procedure in committee following an appeal which has been properly seconded  
19 shall be the same procedure followed in the Senate.

## 20 **PART 7: COMMITTEE OF THE WHOLE**

### 21 **2-7.1 Process**

22 The Senate may resolve itself into a Committee of the Whole by a majority of  
23 those voting, provided that the total vote constitutes a quorum, on motion of a  
24 member made for that purpose; provided, further, that notice of intention to make  
25 such motion shall be given during the session of the preceding day. Individual

1 speeches on such motion shall be limited to three minutes. If such notice shall not  
2 have been given, the motion shall prevail if it shall receive the affirmative votes  
3 of two-thirds of those voting; provided that the two-thirds shall constitute a  
4 majority of all the members elected to the Senate. Provided, further, that  
5 whenever the Senate, by its own vote, shall commit any bill or resolution to the  
6 Committee of the Whole, and, subsequently, a motion shall be made to resolve  
7 the Senate into a Committee of the Whole to consider such bill or resolution, and  
8 such motion shall be lost, the said motion shall not be again renewed; but it shall  
9 be the duty of the President to require the Secretary of the Senate to read the bill  
10 or resolution again at the following day's session under the order of introduction  
11 of new matter or reading of bills the first time, and to refer such bill or resolution  
12 to the appropriate committee unless otherwise ordered by the Senate.

### 13 **2-7.2 Presiding Officer**

14 In forming a Committee of the Whole the President of the Senate shall leave the  
15 Chair, and the President Pro Tempore or his or her designee shall preside.

### 16 **2-7.3 Quorum**

17 The Committee of the Whole shall not proceed with the business before it  
18 whenever a vote on any question shall disclose the fact that no quorum of the  
19 Senate is present. Whenever it is suggested that a quorum is not present, the  
20 President Pro Tempore or his or her designee shall satisfy himself or herself of the  
21 fact by actual count of the Committee and shall report the same to the Committee;  
22 and the President Pro Tempore or his or her designee shall, on his or her own  
23 motion, order that the Committee immediately rise, and he or she shall report the  
24 fact of the absence of a quorum to the Senate.

### 25 **2-7.4 Reading of Bills; Order of Debate**

26 In the Committee of the Whole, bills shall be first read throughout by the Secretary  
27 of the Senate, and then again be read or debated by clauses, or sections, leaving the  
28 preamble to be last considered, unless otherwise ordered.

### 29 **2-7.5 Applicability of Senate Rules; Limitations; Powers**

30 (a) The Rules of the Senate shall be observed by the Committee of the Whole, so

1 far as they may be applicable, except that the Committee of the Whole cannot  
2 refer a matter to any other committee; it cannot adjourn; the previous question  
3 cannot be enforced; a motion to lay on the table or indefinitely postpone shall not  
4 be in order; a member may speak as often as he or she may obtain the floor; no call  
5 of the Senate shall be in order; and no votes shall be taken by yeas and nays.

6 (b) While in the Committee of the Whole, any papers in the possession of the  
7 Senate may be called for by any member, and read by the Secretary of the Senate  
8 for the information of the Committee, unless the Committee shall otherwise order.

9 (c) During any meeting of the Committee of the Whole, the President Pro Tempore  
10 or his or her designee shall have power to have the galleries or lobbies cleared in  
11 case of any disorderly conduct therein.

12 (d) A Committee of the Whole cannot punish disorderly conduct of its members,  
13 but must report the same to the Senate for action thereon.

#### 14 **2-7.6 Voting Responsibilities of Members**

15 In the Committee of the Whole all members shall vote on all questions before the  
16 Committee, unless excused.

#### 17 **2-7.7 Limits on Debate**

18 If, at any time in the Committee of the Whole, it shall be desired to close the  
19 debate, or to limit the time to be allowed members for speaking, the Committee  
20 may rise and report its desire to the Senate, and the Senate shall take such action  
21 thereon as it may see fit, by a resolution. Said resolution shall apply only to the  
22 subject matter before said Committee. When said resolution has been agreed to or  
23 refused by the Senate, the action of the Senate shall be deemed the sense of the  
24 Committee, and the Senate may then, on motion, again resolve itself into a  
25 Committee of the Whole and continue the consideration of the subject.

#### 26 **2-7.8 Motion to Rise, Report Progress, and Ask Leave to Sit Again**

27 (a) In the event that a Committee of the Whole at any sitting, for want of time,  
28 shall fail to complete any matter under consideration, it may, on motion, at any

1 time, rise, report progress, and have leave to sit again, generally, or at a day  
2 certain.

3 (b) A motion "that the Committee rise, report progress, and ask leave to sit again"  
4 may be made at any time, when the Senator making such motion can legitimately  
5 obtain the floor, and shall take precedence over all other motions, and shall be  
6 decided without debate. When the motion prevails, the Committee shall  
7 immediately rise. When the regular hour for adjournment of the Senate arrives,  
8 the Committee shall automatically rise, and the President of the Senate shall  
9 assume the Chair.

#### 10 **2-7.9 Report of a Committee of the Whole**

11 (a) When the Committee of the Whole has disposed of bills, resolutions, or other  
12 measures before it, by motion and question, it shall arise, and the President Pro  
13 Tempore or his or her designee shall be instructed to report the action of the  
14 Committee to the Senate. At this point the President of the Senate shall resume his  
15 or her seat, and the President Pro Tempore or his or her designee shall return to the  
16 floor and shall state in substance as follows: "Mr. President, the Committee of the  
17 Whole Senate has had under consideration (naming what) and has instructed me,  
18 as its Chairman, to report the same back to the Senate, with the recommendation  
19 that the same 'do pass,' 'do pass by substitute,' or 'do pass as amended,' or 'do not  
20 pass,'" as the case may be.

21 (b) The President shall receive this report and repeat the same, and the matter shall  
22 then be before the Senate for action, just as though reported by any other  
23 committee.

#### 24 **2-7.10 Amendments by a Committee of the Whole**

25 (a) Amendments offered to an amendment in the Committee of the Whole shall not  
26 be reported to the Senate, but the report shall contain only the result of the  
27 Committee's action on the bill, resolution, or measure under its consideration.

28 (b) Amendments proposed by the Committee of the Whole may be amended or  
29 rejected by the Senate, and matters stricken out by the Committee may be restored  
30 by the Senate.

**1 2-7.11 Recording of Proceedings**

2 The proceedings of the Committee of the Whole shall not be recorded in the  
3 Journal of the Senate, except so far as reported to the Senate by the Chairman of  
4 said Committee.

**5 PART 8: COMMITTEE OF CONFERENCE****6 2-8.1 Membership**

7 Whenever any member moves that a Committee of Conference be appointed, on  
8 disagreeing votes or other matters of the two Houses, and said motion prevails, the  
9 President shall appoint three (3) members for the Committee, who voted in the  
10 majority on the position assumed by the Senate, if such vote has been had.

**11 2-8.2 Powers**

12 The Committee of Conference may consider the whole subject matter embraced in  
13 a bill, resolution, or other matter before it, and may recommend recision by either  
14 House, new amendments, new bills and resolutions, or other germane changes,  
15 unless instructed otherwise by the Senate on motion, before the members of the  
16 Committee of Conference are appointed.

**17 2-8.3 Reports; Approval; Distribution; Time of Consideration**

18 (a) A report of a Committee of Conference must be approved by a majority vote of  
19 the entire membership of the Committee before the report may be transmitted to  
20 either the Senate or the House.

21 (b) All Committee of Conference reports shall be printed and distributed to the  
22 Senators one hour prior to consideration of the same, except that after the thirty-  
23 ninth (39th) day of any regular session the same may be dispensed with by a two-  
24 thirds (2/3) vote of all the members elected to the Senate.

**25 2-8.4 Time Limit; Discharge; Appointment of New Members**

26 After a Committee of Conference has been in existence for five (5) days and has

1 failed to make a report to the Senate on the question under consideration, the  
2 Senate, on motion and by a majority vote of all members elected to the Senate,  
3 may discharge the Senate conferees and appoint new conferees, instruct said  
4 Senate conferees, or make any other motion not contrary to the Rules of the  
5 Senate. Provided, that during the last five (5) days of the session, the above  
6 motions may be made and passed at any time, but not more often than every  
7 twenty-four hours.

## 8 **2-8.5 Germaneness of Reports**

9 The President, upon point of order being made, shall decide whether in his or her  
10 opinion a Conference Committee report is germane to the original bill or  
11 resolution, and such nongermane Conference Committee report shall be ruled out  
12 of order. The effect of such ruling if not appealed from or if appealed from and the  
13 appeal not sustained, shall be the same as a vote of the Senate to reject, and as such  
14 the Secretary shall so report it to the House. Such point of order shall take  
15 precedence over a motion to adopt.

## 16 **2-8.6 Final Passage**

17 Any Conference Committee report must be adopted by the vote required to pass  
18 the bill, resolution, or matter under consideration.

# 19 **SECTION THREE**

## 20 **BILLS, RESOLUTIONS, AND CONFIRMATIONS**

### 21 **PART 1: GENERAL BILLS AND RESOLUTIONS**

#### 22 **3-1.1 Form of Bills**

23 (a) All bills and resolutions shall have the name of the Senator or Senators  
24 introducing the same, as well as the district or districts represented, endorsed in ink  
25 on the bill back of the bill. There shall also appear on the back of the bill, the title  
26 or a brief summary thereof.

1 (b) No bill shall pass which refers to more than one subject matter or contains  
2 matter different from what is expressed in the title thereof. (Ga. Const., art. III, sec.  
3 V, par. III.)

4 (c) No law, or section of the Code shall be amended or repealed by mere reference  
5 to its title or to the number of the section of the Code; but the amending or  
6 repealing Act shall distinctly describe the law or Code Section to be amended or  
7 repealed as well as the alteration to be made. (Ga. Const., art. III, sec. V, par. IV.)

### 8 **3-1.2 Introduction of Bills**

9 (a) No bill or resolution requiring the concurring vote of the House for passage  
10 shall be introduced unless the same shall have been filed in the office of the  
11 Secretary before 4:00 p.m. on the previous day.

12 (b) No general bill or resolution, including any House bill or resolution, having the  
13 effect of law shall be introduced or read the first time and referred to any  
14 committee after thirtieth (30<sup>th</sup>) day of any regular session. The provisions of this  
15 paragraph shall in no case be suspended except by a two-thirds (2/3) vote of the  
16 members to which the Senate is entitled.

17 (c) All bills for raising revenue, or appropriating money, shall originate in the  
18 House of Representatives. (Ga. Const., art. III, sec. V, par. II.)

19 (d) All resolutions which may appropriate money out of any funds shall be treated  
20 in all respects, in the manner of introduction and procedure, as bills; they shall  
21 originate in the House of Representatives, and shall receive three readings previous  
22 to their passage, but the Senate may propose or concur in amendments.

23 (e) To introduce a bill or resolution, a member shall file an original and one copy  
24 with the Secretary of the Senate. All original and duplicate bills and resolutions  
25 shall show an "01" and "02" respectively stamped in red on the back side of the  
26 last page.

### 27 **3-1.3 Distribution of Bills**

28 The Secretary of the Senate shall, as soon as possible after any bill or resolution is

1 filed in his or her office, print for distribution and release a copy thereof to the  
2 internet. Whenever any such bill or resolution of general application shall be  
3 reported back by the committee to which it was referred with the recommendation  
4 that it do pass as amended, the Secretary of the Senate shall print for distribution  
5 and release a copy thereof to the internet. No bill or resolution of general  
6 application shall be placed for passage unless copies of the same and any  
7 committee amendments shall have been printed and placed in each Senator's  
8 calendar book prior to consideration for passage. The Senate may at any time by  
9 the vote of a majority of those voting, provided the total vote constitutes a quorum,  
10 suspend action upon any pending bill or resolution of general application until all  
11 amendments offered on the floor of the Senate shall have been printed and  
12 distributed to the Senators.

### 13 **3-1.4 Fiscal Notes**

14 (a) Any general bill having a significant impact on the anticipated revenue or  
15 expenditure level of any state agency, authority, board, council, committee,  
16 bureau, or commission must be introduced no later than the twentieth day of the  
17 session. The sponsor of such legislation must request a fiscal note from the Office  
18 of Planning and Budget and the Department of Audits and Accounts by November  
19 1. Members-elect must request a fiscal note by December 1. (O.C.G.A. 28-5-42)

20 (b) Failure to request a fiscal note by November 1 or December 1 will preclude  
21 consideration by the Senate unless the committee to which a bill is assigned  
22 determines, on a specific motion, for waiver, that the bill has a significant impact,  
23 waives the November 1 or December 1 deadline, requests a fiscal note from the  
24 director of the Office of Planning and Budget and the state auditor and the chair of  
25 the committee suggests a preferred order of completion to guide the director of the  
26 Office of Planning and Budget. (O.C.G.A. 28-5-42)

27 (c) If any bill having a significant fiscal impact is introduced after the twentieth  
28 day, it shall not be considered or acted upon by the Senate. The President of the  
29 Senate shall decide whether a bill which is introduced falls within this category.  
30 (O.C.G.A. 28-5-42)

31 (d) Fiscal notes shall include a reliable estimate in dollars of the anticipated change  
32 in revenue or expenditures under the provisions of the bill. It shall also include a  
33 statement as to the immediate effect and, if determinable, the long-range effect of

1 the measure. The fiscal note shall not express opinion relative to the merits of the  
2 measure, but may identify technical or mechanical defects. (O.C.G.A. 28-5-42)

3 (e) No substitute or amendment to any bill shall be offered which changes the  
4 version of the bill on which the most recent fiscal note was submitted until a new  
5 fiscal note covering the provisions of the substitute or amendment is supplied to  
6 the Secretary of the Senate and made available to all members.

7 (f) No bill shall be put upon its passage, nor shall any House amendment, House  
8 substitute or Conference Committee report to a bill, if said Conference Committee  
9 report changes the bill from its version as passed by the Senate, be adopted, until  
10 an adequate fiscal note covering the bill, or covering the House amendment, House  
11 substitute or Conference Committee report is supplied to the Secretary of the  
12 Senate and made available to all members.

13 (g) The provisions of this rule that are not in conflict with the Georgia Fiscal Note  
14 Act may be suspended by a two-third's vote of the members elected to the Senate  
15 by a roll-call vote.

### 16 **3-1.5 Receipt of House Bills on the 30th day**

17 When a general bill or resolution is received from the House during a period when  
18 the Senate is in recess on the thirtieth (30<sup>th</sup>) day of a regular session, the bill or  
19 resolution may be read and referred to a standing committee by the President of the  
20 Senate during such period of recess. The Secretary of the Senate shall maintain a  
21 public listing of all bills so read and referred. Any Senator who desires to move to  
22 engross any such bill or resolution must serve written notice of his or her intention  
23 to do so by delivering such written notice to the Secretary before midnight of that  
24 thirtieth (30<sup>th</sup>) day. When notice is so given, further proceedings on a motion to  
25 engross shall be as provided in Rule 6-9.1(b), except as otherwise provided in this  
26 rule.

### 27 **3-1.6 Possession of Bills**

28 (a) The original of any bill or resolution shall be for the exclusive use of the Senate  
29 and the committee to which it is assigned and shall be the official bill or resolution  
30 of the Senate, and shall not be subject to any other use. The duplicate of any bill  
31 shall be retained by the Secretary of the Senate, subject to use for information.

1 (b) The engrossed copies of all bills and of all resolutions intended to have the  
 2 effect of law passed by either house of the General Assembly shall be preserved by  
 3 the Secretary of the Senate and the Clerk of the House of Representatives and  
 4 deposited in the office of the Secretary of State. The enrolled copies of all bills  
 5 and of all resolutions intended to have the effect of law, which, when signed by the  
 6 Governor, become enrolled Acts, shall be deposited in the office of the Secretary  
 7 of State. The Secretary of State shall provide for the publication of such Acts.  
 8 (O.C.G.A. 28-1-11)

9 (c) No Committee or Senator shall amend a bill, resolution, or other paper by  
 10 writing on or defacing the paper, but shall report any amendment recommended,  
 11 on a separate paper, noting the section, page, or line to which said amendment  
 12 relates.

### 14 **3-1.7 Withdrawal of Bills**

15 Any bill or resolution may be withdrawn by the primary author at any stage thereof  
 16 by consent of the Senate by majority vote.

### 17 **3-1.8 Failed Bills; Prohibition Against Being Proposed Again**

18 No bill or resolution intended to have the effect of law which shall have been  
 19 rejected by either house shall again be proposed during the same regular or special  
 20 session under the same or any other title without the consent of two-thirds of the  
 21 house by which the same was rejected. (Ga. Const., art. III, sec. V, par. XII.)

## 22 **PART 2: LOCAL BILLS**

### 23 **3-2.1 Local Bills; General**

24 (a) The term "local bill" means any bill for which a notice of intention to introduce  
 25 a local bill has been advertised as provided for in Code Section 28-1-14, and every  
 26 resolution intended to have the effect of local law. The term "local bill" shall not  
 27 include any bill listed in paragraphs (1) through (6) of subsection (c) of Code  
 28 Section 28-1-15, relating to population bills.

1 (b) No local bill shall become law unless notice of the intention to introduce such  
2 bill shall have been advertised in the newspaper in which the sheriff's  
3 advertisements for the locality affected are published one time before the bill is  
4 introduced. Such advertisement must be not more than 60 days prior to the  
5 convening date of the session at which the bill is introduced. After the  
6 advertisement has been published the bill may be introduced at any time during  
7 that session unless the advertisement is published during the session, in which  
8 event the bill may not be introduced before Monday of the calendar week  
9 following the week in which the advertisement is published. A copy of the notice  
10 as it was advertised and an affidavit stating that the notice has been published as  
11 provided by this Code section shall be attached to the bill and shall become a part  
12 of the bill. Such affidavit shall be made by the author of the bill. (O.C.G.A.  
13 28-1-14)

14 (c) A local bill may be assigned to the Committee on State and Local  
15 Governmental Operations or any other committee as local legislation or general  
16 legislation. If assigned as local legislation, upon the favorable report of the  
17 Committee to which it was assigned, the bill shall be placed on a Local Consent  
18 Calendar, but not before the second day after introduction.

### 19 **3-2.2 Approval by Local Delegation**

20 (a) In order for local legislation to be favorably reported by the State and Local  
21 Governmental Operations Committee, such legislation must be signed by a  
22 majority of the Senators representing the political subdivision affected by such  
23 legislation. If an even number of Senators representing multi-member political  
24 subdivisions are equally divided on any local bill or resolution, the legislation may  
25 be considered by the State and Local Governmental Operations Committee on its  
26 merits, and the committee may report the legislation to the Senate with the  
27 recommendation that it "do pass" or "do not pass."

28 (b) For the purpose of determining which Senator or Senators represent a political  
29 subdivision, the Senator's district must include all or a portion of the geographical  
30 area of the political subdivision affected by the local legislation. Annexation bills  
31 shall be assumed to affect other municipalities and the county in which they are  
32 located. If an annexation bill affects more than one senatorial district, the bill must  
33 be signed by the Senate delegation representing all the affected counties and  
34 municipalities.

1 (c) Approval of local legislation shall be evidenced by a Senator's signature and  
2 senatorial district in the designated place on the legislation. Once a bill has been  
3 signed the signature is permanent and cannot be removed; however, any Senator  
4 retains the right to object under the provisions of Senate Rule 4-2.9.

## 5 **PART THREE: CONFIRMATIONS**

### 6 **3-3.1 Confirmations; Procedure**

7 (a) Upon receiving nominations by the Governor that require Senate confirmation,  
8 the President of the Senate shall immediately refer such nominations to one or  
9 more standing Committees and shall instruct the Secretary of the Senate to notify  
10 the Senate that such nominations have been received. However, no nominations  
11 may be considered by the Senate until the expiration of seventy-two (72) hours  
12 after receipt thereof by the President of the Senate, or until the expiration of forty-  
13 eight (48) hours after being referred to the committee. The Secretary of the Senate  
14 shall make such nominations available for review by any Senator. The Chair of  
15 the Committee or Committees to which the nominations were assigned shall cause  
16 such nomination or nominations to be considered by the Committee within a  
17 reasonable period of time after receiving the nomination or nominations. The  
18 Chair of the Committee or Committees to which the nominations were assigned  
19 shall then report the Committee's recommendations to the full Senate.

20 (b) Rule 3-3.1 may be suspended by a majority vote of the Senate during the last  
21 ten (10) days of the session.

22 (c) Upon the request of any Committee to which a nomination was assigned, any  
23 nominee must furnish to the Senate a resume of all business transactions that he or  
24 she has had with the State of Georgia during the period of the two years before the  
25 appointment.  
26

**SECTION FOUR****ORDER OF BUSINESS AND CALENDAR****PART 1: CALENDAR AND SCHEDULE****4-1.1 Sessions of the Senate**

The Senate and the House of Representatives shall organize each odd-numbered year and shall be a different General Assembly for each two-year period. The Senate shall meet in regular session on the second Monday in January of each year and may continue in session for no longer than 40 days in the aggregate each year.

The Senate shall convene daily at 10:00 A.M. unless otherwise ordered by the Senate. The Senate shall meet at the state capitol. (Ga. Const., art. 3, sec. 4, par. 1; O.C.G.A. 28-1-2)

**4-1.2 Adjournment of Both Houses**

(a) Neither house shall adjourn during a regular session for more than three days or meet in any place other than the state capitol without the consent of the other. Following the fifth day of a special session, either house may adjourn not more than twice for a period not to exceed seven days for each such adjournment. In the event either house, after the thirtieth day of any session, adopts a resolution to adjourn for a specified period of time and such resolution and any amendments thereto are not adopted by both houses by the end of the legislative day on which adjournment was called for in such resolution, the Governor may adjourn both houses for a period of time not to exceed ten days. (Ga. Const., art. III, sec. IV, par. I(b).)

(b) By concurrent resolution, the General Assembly may adjourn any regular session to such later date as it may fix for reconvening. Separate periods of adjournment may be fixed by one or more such concurrent resolutions.

(c) If an impeachment trial is pending at the end of any session, the House shall adjourn and the Senate shall remain in session until such trial is completed. (Ga. Const., art. III, sec. IV, par. I(a), (c).)

1 **PART 2: Order of Business**

2 **4-2.1 Daily Order of Business**

- 3 1. Report of the Committee on the Journal.  
 4 2. Reading of the Journal.  
 5 3. Motions to Reconsider.  
 6 4. Confirmation of the Journal.  
 7 5. Introduction of Bills and Resolutions.  
 8 6. First Reading and Reference of Senate Bills and Resolutions.  
 9 7. First Reading and Reference of House Bills and Resolutions, which shall also  
 10 be in order at any later time when no other business is pending.  
 11 8. Reports of Standing Committees.  
 12 9. Second Reading of General Bills and Resolutions.  
 13 10. Call of the Roll.  
 14 11. Recitation of the Pledge of Allegiance.  
 15 12. Prayer of the Chaplain.  
 16 13. Unanimous Consents.  
 17 14. Points of Personal Privilege.  
 18 15. Adoption of Privileged Resolutions.  
 19 16. Motions to withdraw bills or resolutions from one committee and commit to  
 20 another committee.  
 21 17. Passage of Local Uncontested Bills and Resolutions.  
 22 18. Consideration of Local Contested Bills and Resolutions.  
 23 19. General Consent Calendar for Commemorative Resolutions.  
 24 20. Motions to Engross.  
 25 21. Third Reading and Consideration of General Bills and Resolutions.

26 **4-2.2 Reports of the Committee on Rules; Messages**

- 27 (a) The report of the Committee on Rules shall be in order at any time, and  
 28 messages from the Governor or from the House may be received under any order  
 29 of business. Messages may be received at any time while the door is open, except  
 30 while a question is being put or a ballot or a voice vote is being taken.
- 31 (b) When a message is sent to the Senate, it shall be respectfully communicated in  
 32 any written form to the Chair and all Senators by the Secretary of the Senate.

**1 4-2.3 Reading of the Journal**

2 (a) It shall be the duty of the Chairman of the Committee on Rules or his or her  
3 designee to read the Journal of each day's proceedings, and report to the Senate  
4 that the same is correct before the Journal is read by the Secretary.

5 (b) The reading of the Journal shall not be dispensed with, except by a vote of a  
6 majority of the members voting or by unanimous consent.

**7 4-2.4 Reading of Bills and Joint Resolutions**

8 (a) The title of every general bill and of every resolution intended to have the  
9 effect of general law or to amend this Constitution or to propose a new  
10 Constitution shall be read three times and on three separate days in each house  
11 before such bill or resolution shall be voted upon; and the third reading of such bill  
12 and resolution shall be in their entirety when ordered by the presiding officer or by  
13 a majority of the members voting on such question in either house. (Ga. Const.,  
14 art. III, sec. V, par. VII)

15 (b) Before reading any bill or resolution the second or third time, the Secretary of  
16 the Senate shall distinctly state its number and the name of the Senator(s) by whom  
17 introduced. Provided, that the General Appropriations Bill shall have precedence  
18 on third reading over all other matters, even Special Orders, until final disposition  
19 of the said Bill.

20 (c) The General Assembly may provide by law for the procedure for considering  
21 local legislation. The title of every local bill and every resolution intended to have  
22 the effect of local law shall be read at least once before such bill or resolution shall  
23 be voted upon; and no such bill or resolution shall be voted upon prior to the  
24 second day following the day of introduction. (Ga. Const., art. III, sec. V, par.  
25 VIII)

**26 4-2.5 Reference of Bills**

27 Upon the introduction of any bill or resolution or other matter, requiring reference  
28 to a committee, the President of the Senate, shall as a matter of course and without  
29 debate, report the reference of the bill to the proper committee  
30

1 **4-2.6 Order for Second (2nd) Reading; Second Reading After the 35th Day**

2 Any general bill or resolution shall be automatically passed to a second reading on  
3 the legislative day following the day the bill or resolution is reported by the  
4 committee to which it was referred. Except that after the thirty-fifth (35<sup>th</sup>) day of  
5 any regular session, every bill and resolution shall be read a second time on the  
6 same legislative day that the bill or resolution is reported by the committee to  
7 which it was referred. No debate shall be admitted upon any bill at the first or  
8 second reading.

9 **4-2.7 Roll Call**

10 (a) The electronic roll call system shall be used to call the roll of the Senators, who  
11 shall use the Yea switch to signify their presence.

12 (b) The roll call at the opening of each session of the Senate shall not be dispensed  
13 with, except by a majority vote of the Senators voting or by unanimous consent.

14 **4-2.8 General Consent Calendar for Commemorative Resolutions**

15 (a) All general commemorative resolutions shall be placed on a General Consent  
16 Calendar for Commemorative Resolutions. As used in this rule, the term  
17 "commemorative resolutions" means all resolutions that name or rename roads,  
18 streets, highways, parks, bodies of water, bridges, institutions, buildings,  
19 structures, and any other geographic landmark within one senatorial district. If the  
20 proposal involves naming or renaming such geographic landmark that extends  
21 beyond one senatorial district, the resolution is not appropriate for this calendar.

22 (b) The General Consent Calendar for Commemorative Resolutions must be  
23 placed on each Senator's desk at the time of the third reading and shall be read a  
24 third time by title and then put to the Senate for a vote on the electronic roll-call  
25 system as a group at the time provided in the order of business; and the question  
26 shall be whether all resolutions of the General Consent Calendar for  
27 Commemorative Resolutions shall pass.

28 (c) Before the time the General Consent Calendar for Commemorative Resolutions  
29 is put to a vote, if a member of the Senate objects in writing to the inclusion of any

1 bill on the General Consent Calendar for Commemorative Resolutions, the general  
2 resolution on which the objection is made shall then be placed at the bottom of the  
3 calendar of bills of general application then in order for a third reading.

#### 4 **4-2.9 Local Consent Calendar**

5 (a) All local bills on the Local Consent Calendar, which must be placed on each  
6 Senator's desk no less than one hour before the time of convening, shall be put to  
7 the Senate for a vote on the electronic roll call system as a group at the time  
8 provided in the order of business, and the question shall be whether all bills on the  
9 Local Consent Calendar shall pass.

10 (b) Before the time the Local Consent Calendar is put to a vote, if three members  
11 of the Senate, one of whose district is directly affected, object (in writing on forms  
12 furnished by the Secretary of the Senate) to the inclusion of any local bill on the  
13 Local Consent Calendar, the local bill on which the objection is made shall then be  
14 placed on the Calendar for "Local Contested Bills" which is next in the order of  
15 business.

16 (c) The number, authors, and title of each bill on the Local Contested Calendar  
17 shall be read, considered and voted on as provided in the rules for general  
18 legislation, except that the proponents and opponents shall each be limited to ten  
19 (10) minutes.

#### 20 **4-2.10 Third Reading and Consideration**

21 (a) All bills and resolutions shall be called in the order in which they appear on the  
22 Rules calendar. On the days on which there is no Rules calendar, bills shall be  
23 called in numerical order. No general Senate bill or resolution having the effect of  
24 law shall be read the third time and put upon its passage or adoption after the  
25 thirtieth (30th) day of any regular session. No general House bill or resolution  
26 having the effect of law shall be read the third time and put upon its passage or  
27 adoption after the thirty-ninth (39th) day of any regular session except that this  
28 prohibition shall not apply to a bill or resolution which was laid on the table on the  
29 thirty-ninth (39th) day. The provisions of this paragraph shall in no case be  
30 suspended except by a two-thirds' (2/3) vote of the members to which the Senate is  
31 entitled.

1 (b) The Committee on Rules shall arrange and fix the calendar for each day's  
2 business for the last thirty-five (35) days of each regular session of the General  
3 Assembly. Such calendar shall be a standing and continuing special order during  
4 said period. No matter shall be taken up or acted on otherwise than in the order  
5 and manner fixed by such calendar, except by a three-fourths vote of those voting,  
6 provided such three-fourths constitutes a majority of the members elected to the  
7 Senate. This rule may not be suspended by a two-thirds vote of the Senate.

8 (c) All bills and resolutions shall be called in the order in which they appear on the  
9 Rules calendar. The President shall not recognize any Senator at any time for the  
10 purpose of asking unanimous consent to read any bill or resolution the second  
11 time, or to place any local bill or resolution on its passage. The President shall  
12 entertain but one unanimous consent at one time.

#### 13 **4-2.11 Bills Placed on Desk; Calendar Changes**

14 No General bill or resolution shall be put for final passage unless the same has  
15 been put on a calendar and placed on each Senator's desk no less than one hour  
16 prior to the time of convening on the date of passage. The Secretary of the Senate  
17 shall put all bills which appear on the prepared calendar and which may be  
18 considered that day in order on the Senators' desks. The calendar can be changed  
19 by a vote of two-thirds of the Senators voting, provided such two-thirds constitutes  
20 a majority of the members elected to the Senate. Nothing in this Rule shall apply to  
21 local bills or local resolutions.

#### 22 **4-2.12 Reference to More Than One Committee; Effect**

23 When a bill or a resolution has been referred to and reported by more than one  
24 committee or has been reported by and then committed to the same committee, the  
25 last committee report shall be acted on by the Senate; and in all cases the report of  
26 the Committee of the Whole shall be first acted on by the Senate.

#### 27 **4-2.13 Disagreement with Committee Report on Third Reading**

28 When a bill or resolution, favorably reported by a committee is on its third, or last  
29 reading, if the report of the committee is disagreed to by the Senate, the bill or  
30 resolution shall be lost, unless the action of the Senate in disagreeing to the

1 committee report is reconsidered within the proper time.

#### 2 **4-2.14 Transmittal to the House**

3 No bill or resolution shall be transmitted to the House on the day of passage  
4 thereof unless two-thirds of the Senators voting, provided the total vote constitutes  
5 a quorum, shall so order. Provided, during the last three legislative days of any  
6 regular session, any bill, resolution or other matter which requires action by the  
7 House shall be immediately transmitted to the House by the Secretary of the  
8 Senate. The Secretary shall also immediately transmit Senate Bills and Resolutions  
9 requiring House action on the thirtieth (30th) legislative day after any notice to  
10 reconsider is disposed of.

#### 11 **4-2.15 Fixed Hour of Adjournment**

12 Whenever the hour of adjournment, as fixed by a prior resolution, shall arrive  
13 while the electronic vote of the Senate is being taken, the session shall continue  
14 until the vote is announced. If said fixed hour of adjournment shall arrive while  
15 the Senate is acting on the main question, after a motion for the previous question  
16 has been sustained, and before the voting machine is unlocked, the Senate shall  
17 stand adjourned by virtue of said prior resolution.

### 18 **SECTION FIVE**

#### 19 **VOTING**

#### 20 **5-1.1 Votes Required for Passage**

21 (a) No bill shall become law unless it shall receive a majority of the votes of all the  
22 members to which each house is entitled, and such vote shall so appear on the  
23 Journal of each house. (Ga. Const., art. III, sec. V, par. V.)

24 (b) In the event no specific vote is provided in these Rules for the passage of any  
25 Senate amendment, motion or procedural matters and on all other matters not  
26 otherwise provided for in these Rules, the vote for passage or adoption thereof  
27 shall be a majority of those voting, provided the total vote constitutes a quorum.

1 (c) As to all resolutions not otherwise provided for in these Rules, the vote for  
2 adoption shall be by a majority of the votes of all the members to which the Senate  
3 is entitled.

#### 4 **5-1.2 Quorum**

5 (a) A majority of the members to which the Senate is entitled shall constitute a  
6 quorum to transact business. A smaller number may adjourn from day to day and  
7 compel the presence of its absent members. (Ga. Const., art. III, sec. IV, par. III.)

8 (b) The power to compel the attendance of Senators, in order to keep or secure a  
9 quorum, shall be vested in the President, and to this end he or she may have the  
10 doors of the Senate closed. When the doors are so closed, no Senator shall be  
11 allowed to retire from the Senate without first obtaining leave from the Senate.

12 (c) The Sergeant at Arms of the Senate on order of the President may arrest any  
13 absentees and bring them before the Senate when necessary to secure a quorum.

#### 14 **5-1.3 Voting, General**

15 (a) No Senator shall be permitted to cast his or her vote on any motion, resolution,  
16 amendment, bill, or other question, until the question is put to the Senate by the  
17 President by voice vote, or division of the Senate, or until after the roll call has  
18 begun.

19

20 (b) The President's method of stating the question on any motion for a voice vote  
21 shall be as follows: "All those who favor the motion shall rise, stand and be  
22 counted"; after a count is had by the Secretary of the Senate, he or she shall call  
23 upon the Senators to "Reverse your position," and the President shall announce the  
24 result.

25 (c) In either house, when ordered by the presiding officer or at the desire of  
26 one-fifth of the members present or a lesser number if so provided by the rules of  
27 either house, a roll-call vote on any question shall be taken and shall be entered on  
28 the Journal. (Ga. Const., art. III, sec. V, par. VI.)

1 (d) Any Senator or the presiding officer may call for a division on any matter  
2 before the Senate, and the presiding officer may order a roll call or any Senator  
3 may call for the Yeas and Nays; if the call for the Yeas and Nays is sustained by  
4 five (5) of the members voting, the vote shall be taken by the Yeas and Nays and  
5 so entered on the Journal. A motion for the call of the Yeas and Nays shall be  
6 decided without debate.

7 (e) Whenever on any question the Yeas and Nays shall have been ordered, the  
8 Secretary shall also enter on the Journal the names of those members not voting.

#### 9 **5-1.4 Final Passage**

10 (a) On the final passage of all bills and resolutions having the effect of law, the  
11 adoption of all Committee on Conference reports, or any action that would have  
12 the effect of finalizing the Senate's action on any general bill or resolution or  
13 confirmation, there shall be a recorded vote.

14 (b) The yeas and nays in the Senate shall be recorded and entered on the Journal  
15 upon the passage or rejection of any bill or resolution appropriating money and  
16 whenever the Constitution requires a vote of two-thirds of either or both houses for  
17 the passage of a bill or resolution. (Ga. Const., art. III, sec. V, par. VI.)  
18

#### 19 **5-1.5 Electronic Roll Call System**

20 (a) In all instances where the Rules, statutes or Constitution provide for the Yeas  
21 and Nays or a roll call, the electronic roll call system shall be used. The system  
22 shall be set so that it automatically locks and records the vote sixty (60) seconds  
23 after it is activated. When the presiding officer ascertains that the electronic roll  
24 call system is inoperative, he or she shall order the Secretary of the Senate to call  
25 the roll and the voice votes of each Senator recorded.

26 (b) The official roll call shall be printed by the electronic roll call system, and shall  
27 never in any way be altered or the votes recorded thereon changed.

28 (c) When the electronic roll call system is used, the voting procedure shall be: after  
29 the main question is put, the presiding officer shall state, "The question is on  
30 (designating the matter to be voted upon), all in favor vote Yea, and all opposed,  
31 Nay; the Secretary will unlock the machine"; after the machine is electronically

1 locked and records the vote, the presiding officer shall announce the vote and  
2 declare the results.

### 3 **5-1.6 Debate Prohibited During Voting**

4 During a vote on any question, no debate shall be had.

### 5 **5-1.7 Verification of Vote; Change of Vote**

6 (a) On the call of the Yeas and Nays by voice vote, the Secretary of the Senate  
7 shall read the names of the Senators after they have been called, and no Senator  
8 shall be permitted to change his or her vote, unless he or she, declares that he or  
9 she voted by mistake of the question. When the electronic roll call system is used,  
10 this Rule shall be inoperative.

11 (b) When the electronic roll call system is used, no verification of the roll call is  
12 required, but when a roll call vote is taken, it shall be verified unless suspended by  
13 unanimous consent. No Senator shall be permitted to change his or her vote for  
14 any reason.

### 15 **5-1.8 Voting Prohibitions**

16 (a) No Senator or person shall vote for or attempt to vote for another Senator on  
17 any questions. Violation of this Rule shall be deemed to be disorderly behavior  
18 and subject to punishment as provided by the Constitution and Rules of the  
19 Senate. This Rule cannot be suspended by unanimous consent.

20 (b) No pairing of members shall be recognized or allowed as an excuse for not  
21 voting.

22 (c) In every case where the seat of a Senator is being contested, the sitting Senator  
23 and the contestant shall both retire from the Senate before the vote is taken.

24 (d) No Senator shall vote upon any question if the Senator or any member of the  
25 Senator's immediate family has a direct pecuniary interest in the result of such vote  
26 which interest is distinct, unique or peculiar to the Senator or the Senator's  
27 immediate family.

**1 5-1.9 Explanation of Vote**

2 No member shall be permitted to explain his or her vote during a roll call;  
3 however, on all questions, except such as are not debatable, any Senator shall be  
4 permitted to explain his or her vote by reducing his or her explanation to writing in  
5 no more than two hundred-fifty (250) words. The writing shall not impugn the  
6 motives of any other Senator, and if filed with the Secretary of the Senate before  
7 the confirmation of the Journal on the day next succeeding such vote, shall be  
8 entered on the Journal of that day.

**9 5-1.10 No Quorum Present**

10 (a) Whenever the result of a vote taken shall disclose the fact that no quorum of the  
11 Senate is present, or when the President shall officially state the fact to the Senate,  
12 it shall be in order for any Senator to make a motion for a call of the Senate. When  
13 such motion is made, the President shall state the question as follows: "Shall the  
14 motion for the call of the Senate prevail?" and if five of the Senators present shall  
15 vote in the affirmative, the President shall order the Secretary of the Senate to call  
16 the roll of Senators, and the absentees shall be noted. The doors shall then be  
17 closed, after which the names of the absentees shall again be called. Those who do  
18 not appear, and who are absent without leave, may, by order of the majority of the  
19 Senators present, be sent for and arrested wherever they may be found by officers  
20 to be appointed by the Sergeant at Arms for that purpose, and their attendance  
21 secured, and the Senate shall determine upon what conditions they shall be  
22 discharged.

23 (b) When less than a quorum vote on any subject under consideration by the  
24 Senate, the President may order the doors of the Senate be closed and the roll of  
25 Senators called by the Secretary, or recorded on the electronic roll call system. If  
26 it is ascertained that a quorum is present, either by answering to their names or by  
27 their presence in the Senate, the refusal of any Senator present to vote, unless  
28 excused, shall be deemed a contempt of the Senate.



## 1 **PART TWO: MOTION TO ADJOURN**

### 2 **6-2.1 Timing of Motion**

3 (a) A motion to adjourn may be made at any time when the Senator making such  
4 motion can legitimately obtain the floor.

5 (b) A motion to adjourn may be made after the motion for the previous question  
6 has been sustained. But when the Senate has voted that the "main question shall  
7 be now put," no motion to adjourn is in order, nor shall any motion to adjourn be  
8 in order after the Secretary has called the first name of the Yeas and Nays and a  
9 vote of one Senator has been given, or after the electronic roll call system is  
10 unlocked for voting, or after a division of the Senate has been had on a vote and  
11 the vote is in process of being counted and announced.

### 12 **6-2.2 Motion Not Debatable**

13 A motion to adjourn is not debatable, nor shall said motion be made a second time  
14 until further progress has been made in the business before the Senate. A motion to  
15 adjourn in its simple form shall not be amended.

### 16 **6-2.3 Motion to Adjourn to a Particular Day**

17 A motion to adjourn to a particular day, if made when the Senate is not actually  
18 engaged in other business, is debatable, and is amendable as to the day or time  
19 proposed. Debate is confined strictly to the proposition to postpone and to show  
20 why one day or time is preferred over another.

### 21 **6-2.4 Simple Motion to Adjourn**

22 When a motion to adjourn in its simple form prevails, it adjourns the Senate to the  
23 next fixed sitting day or time.

**1 PART THREE: MOTION TO TABLE****2 6-3.1 Effect of Motion**

3 If the motion to lay on the table prevails, it removes from the consideration of the  
4 Senate the measure, together with all the amendments attached to it at the time it is  
5 so removed.

**6 6-3.2 Timing of Motion**

7 (a) A motion to lay on the table may be made after the motion for the previous  
8 question has been sustained; but, when the Senate has voted that the "main  
9 question shall be now put," no motion to lay on the table is in order.

10 (b) A motion to lay on the table or to take from the table may be renewed from  
11 time to time when new business has intervened.

**12 6-3.3 Measures that Cannot be Tabled**

13 (a) Nothing may be legitimately laid on the table excepting what may be taken up  
14 again.

15

16 (b) A motion to lay on the table shall not itself be subject to being laid on the table.

17 (c) No motion to lay an amendment on the table shall be in order.

**18 6-3.4 Motion not Debatable**

19 Neither the motion to lay on the table nor the motion to take from the table is  
20 debatable or amendable.

**21 6-3.5 Removing Measures from the Table**

22 (a) When the proposition is taken from the table, it stands before the Senate in the  
23 exact form, with all the amendments pertaining to it, that it did at the time the  
24 motion to lay on the table prevailed.

25 (b) Any bill or resolution taken from the table shall take its place at the foot of the

1 calendar of bills then in order for a third reading.

2 (c) A majority of a quorum voting may take from the table at any time when the  
3 Senate is not engaged on any other measure, any bill, resolution, or paper which  
4 has been ordered to lie on the table.

5

## 6 **PART FOUR: MOTION TO INDEFINITELY POSTPONE**

### 7 **6-4.1 Effect of Motion**

8

9 When a bill, resolution, or other measure is under consideration on the final  
10 reading thereof, a motion to indefinitely postpone, if decided in the affirmative by  
11 a majority of those voting, provided the total vote constitutes a quorum, thereby  
12 disposes of said bill, resolution, or other measure. A motion to indefinitely  
13 postpone, if passed, is subject to immediate reconsideration.

### 14 **6-4.2 Precedence and Applicability of Motion**

15 While the motion to indefinitely postpone takes precedence over a motion to  
16 postpone to a day certain, or to commit or to amend, yet this motion cannot be  
17 applied to said motions, nor can it be applied to incidental questions, such as  
18 questions of order, reading of papers, withdrawal of a motion, and suspension of a  
19 rule.

### 20 **6-4.3 Motion is Debatable**

21 The motion to indefinitely postpone lays open the whole question for debate, but  
22 the motion cannot be amended.

### 23 **6-4.4 Motion Not Renewable**

24 No motion to indefinitely postpone shall be renewed on any bill, resolution, or  
25 other measure after the same has once been voted down.

## 26 **PART FIVE: MOTION TO POSTPONE**

**1 6-5.1 Applicability**

2 A motion to postpone to a day certain cannot be applied to subordinate or  
3 incidental questions, but only to the whole measure. It is amendable by substituting  
4 one day for another. If a day proposed is known to be beyond the limits of the  
5 session, the motion shall be treated as one to indefinitely postpone.

**6 6-5.2 Debate on Motion**

7 On a motion to postpone a question to a day certain it is not in order to debate the  
8 merits of the question. Debate may be allowed, but it shall be confined strictly to  
9 the proposition to postpone and to show why one day is preferred to another. This  
10 motion cannot be renewed or made a second time to the same measure on the same  
11 day.

12

**13 6-5.3 When in Order**

14 No motion shall be in order to postpone a bill or resolution on the daily or rules  
15 calendar until the bill or resolution has been read a third time.

**16 6-5.4 Effect of Motion; Return to General Calendar**

17 Any bill or resolution postponed to a day certain shall take its place at the bottom  
18 of the calendar under which the Senate is operating on the day to which it was  
19 postponed; except that after the fifth day of any regular session, a bill or resolution  
20 postponed for the second time shall be placed on the General Calendar for the day  
21 to which it was postponed.

**1 PART SIX: MOTION TO COMMIT****2 6-6.1 Applicability**

3 (a) Motions to commit may be made to refer a bill, resolution, or other measure to  
4 a standing or special committee, or Committee of the Whole Senate.

5 (b) No motion shall be in order to commit a bill or resolution on the Rules calendar  
6 until the bill or resolution has been read a third time.

**7 6-6.2 Precedence**

8 A motion to commit to a standing committee takes precedence over a motion to  
9 commit to a special committee, and shall be voted on first. If a motion is made  
10 that a bill, resolution, or other measure be committed to the Committee of the  
11 Whole Senate, this motion shall be put before either of the above named motions.

**12 6-6.3 Debate of Motion**

13 On a motion simply to commit to a committee or to withdraw a bill or resolution  
14 from one committee and commit to another, the Senator making such motion shall  
15 be allowed three (3) minutes to explain his or her motion and one Senator shall be  
16 allowed three (3) minutes to oppose the motion. However, where instructions are  
17 added, the merits of the question may be debated.

**18 6-6.4 Timing**

19 No motion to withdraw a bill or resolution from one committee and commit to  
20 another shall be in order except at the time provided for in the order of business.

**21 6-6.5 Amendable**

22 A motion to commit may be amended by adding instructions, or by substituting  
23 another committee for the one named by the Senator making the motion.

**24 6-6.6 Vote Required for Passage**

25 Any proposition that has been referred to any committee, either standing or

1 special, may, on motion, be committed to the same or any other committee by a  
2 majority of those voting, provided the total vote constitutes a quorum.

### 3 **PART SEVEN: RECONSIDERATION**

#### 4 **6-7.1 Timing and Notice**

5 (a) Before any action can be reconsidered, notice of intention to so move must be  
6 given to the Senate during the legislative day on which the action sought to be  
7 reconsidered took place. The notice cannot be withdrawn and any Senator can  
8 move for reconsideration the following legislative day.

9 (b) When the Journal of the preceding day is read, any Senator may move for  
10 reconsideration of any matter therein contained, except such matter that has been  
11 previously reconsidered or transmitted to the House of Representatives.

12 (c) A notice of motion to reconsider a bill or resolution shall take precedence over  
13 a motion to transmit and shall have the effect of defeating the motion to transmit;  
14 except on the thirtieth (30th) day and during the last three (3) days of any regular  
15 session, a Senator must give notice immediately of his or her intention to move to  
16 reconsider, and the President or the designee of the President shall set a time  
17 during the day when the motion will be entertained, so stating the time to the  
18 Senate; the time shall be at the discretion of the President or the designee of the  
19 President, but not less than ten minutes. If the Senate is considering any other  
20 business at the time the motion to reconsider has been set to be entertained, the  
21 motion will be taken up upon conclusion of that business.

#### 22 **6-7.2 Debate of Motion**

23 On a motion to reconsider a bill or resolution, the debate is limited to three (3)  
24 minutes in support of such motion and three (3) minutes in opposition to such  
25 motion.

#### 26 **6-7.3 Reconsideration of Amendments**

27 The action of the Senate upon an amendment may be reconsidered at any time

1 before final action upon the section, bill, or resolution to which it relates.

## 2 **6-7.4 Limitations**

3 No matter shall be reconsidered more than once. A motion to reconsider shall not  
4 itself be subject to reconsideration.

## 5 **6-7.5 Effect of Motion; Return to General Calendar**

6 All bills and resolutions reconsidered shall take their place at the foot of the  
7 calendar of bills then in order for a third reading; however, during the last  
8 thirty-five (35) legislative days of each session, a reconsidered bill or resolution  
9 which was passed or adopted shall take its place at the foot of the Rules Calendar,  
10 and a reconsidered bill or resolution which was defeated shall be placed on the  
11 General Calendar.

## 12 **6-7.6 Vote Required for Passage**

13 A motion to reconsider shall be decided by a majority of those voting, provided the  
14 total vote constitutes a quorum.

## 15 **PART EIGHT: MOTION FOR THE PREVIOUS QUESTION**

### 16 **6-8.1 How Made; Precedence; Motion not Debatable**

17 The motion for the previous question shall be decided without debate, and shall  
18 take precedence over all other motions except motions to adjourn or to lay on the  
19 table. When it is moved, the first question shall be, "Shall the motion for the  
20 previous question be sustained?". If this is decided by a majority of those voting,  
21 provided the total vote constitutes a quorum, the motions to adjourn or to lay on  
22 the table, may still be made, but they must be made before the next question,  
23 to-wit: "Shall the main question be now put?" is decided in the affirmative. After  
24 said last question is affirmatively decided by a majority of those voting, provided  
25 that the total vote constitutes a quorum, said motions will be out of order, and the  
26 Senate cannot adjourn until the previous question is exhausted, the regular hour of  
27 adjournment arrives, or the Senate reconsiders its action.

**1 6-8.2 When Motion is not in Order**

2 No motion to reconsider the action of the Senate in ordering the main question  
3 shall be in order after the Secretary of the Senate has called the first name on call  
4 of the Yeas and Nays and the vote of any member has been given, or after the  
5 electronic roll call system is unlocked for voting, or after a division of the Senate  
6 has been had on the vote and the vote is in process of being counted and  
7 announced; in such cases the roll call shall be completed, the vote counted, and  
8 the result finally announced.

**9 6-8.3 Applicability**

10 The previous question may be called and ordered upon a single motion, or on an  
11 amendment, or it may be made to embrace all authorized motions or amendments,  
12 and include the entire bill.

**13 6-8.4 Division of the Question**

14 (a) If a question contains two or more separate and distinct propositions, any  
15 Senator may demand that the question be divided into separate propositions.

16 (b) The Senator calling for a division must state what definite parts, and how  
17 many, he or she would have the question divided into. Each part of the divided  
18 proposition must be so distinct that if taken away the remainder can stand by itself  
19 as a consistent and entire unit.

**20 6-8.5 Effect; Time for Debate of Main Question; Minority Reports**

21 (a) When the previous question has been ordered, the Senate shall then proceed to  
22 act on the main question without debate, except that before the main question is  
23 put, ten minutes shall be allowed to close the debate to the committee whose report  
24 of the bill or other measure is under consideration.

25 (b) In all cases where a minority report has been submitted on any matter, if the  
26 previous question is ordered, there shall be ten minutes allowed to the member  
27 whose name is first signed to said minority report, or to such member or members  
28 as he or she may indicate, for the time so allowed, or any part of it, before the ten  
29 minutes allowed to the Chairman submitting the majority report.

1 (c) A call of the Senate shall not be in order after the previous question is ordered,  
2 unless it shall appear upon an actual count by the President that a quorum is not  
3 present.

#### 4 **6-8.6 Order of Business after Main Question is Ordered**

5 (a) All incidental questions of order arising after a motion is made for the previous  
6 question, and pending such motion, shall be decided, whether on appeal or  
7 otherwise, without debate.

8 (b) The effect of the order that the "main question be now put," is to bring the  
9 Senate to a vote on pending questions in the order in which they stood before it  
10 was moved.

#### 11 **6-8.7 Reconsideration after Main Question is Ordered**

12 After the main question has been ordered, a motion to reconsider this action will, if  
13 adopted, have the effect to repeal the ordering of both the main question and the  
14 previous question, and will leave the pending measure again open to debate and  
15 amendment. The motion to reconsider the ordering of the main question can be  
16 made only once, and if lost, or if the main question is again subsequently ordered  
17 on the pending measure, no second motion to reconsider the ordering of the main  
18 question shall be entertained.

### 19 **PART NINE: OTHER MOTIONS**

#### 20 **6-9.1 Motion to Engross**

21 (a) A motion to engross a bill or resolution may be made only at the times and in  
22 the manners prescribed in this rule and not at any other time or in any other  
23 manner.

24 (b) When the bill or measure is read for the first time, any member may orally  
25 serve notice that he or she intends to move to engross such measure. When such  
26 notice is served, the presiding officer shall suspend assignment of such measure to  
27 committee until the motion is disposed of as provided in this rule. When such  
28 notice has been served, any member may at the proper time make a motion to

1 engross the measure. The proper time for such motion shall be immediately before  
2 the commencement of the third reading and consideration of general bills and  
3 resolutions. When a motion to engross is made, the motion shall be debatable.  
4 The debate is limited to ten minutes in support of such motion and ten minutes in  
5 opposition to such motion. No bill or resolution shall be engrossed except upon  
6 the affirmative vote of a majority of the members to which the Senate is entitled.  
7 In case of engrossment of a measure, the entry thereof shall be made by the  
8 Secretary of the Senate, and the measure shall not be amended or changed by the  
9 Senate in any manner thereafter. When the motion to engross has been disposed  
10 of, or if no motion is made at the proper time after service of notice, the President  
11 shall then proceed to refer the measure to the proper committee.

12 (c) Any member may make a motion to engross a bill or resolution regardless of  
13 whether notice has been served when the bill or resolution is read for the first time  
14 as described in paragraph (b). The proper time for such motion shall be  
15 immediately before the commencement of the third reading and consideration of  
16 general bills and resolutions. When a motion to engross is made the motion shall  
17 be debatable. The debate is limited to ten minutes in support of such motion and  
18 ten minutes in opposition to such motion. A majority vote of the members to  
19 which the Senate is entitled is required to engross the bill or resolution. The effect  
20 of a motion to engross which has been passed is that no amendments to the bill or  
21 resolution shall be introduced or attached during the debate of such bill or  
22 resolution by the Senate.

23 (d) Any House amendment to any bill or resolution engrossed by the Senate shall  
24 also be considered engrossed in the Senate such that the Senate may not introduce  
25 or attach amendments to such House amendments but may only agree or disagree  
26 to the House amendment.

### 27 **6-9.2 Motion to Take Up Out of Order; Special Orders**

28 (a) Every motion or request to take up general bills or resolutions out of their  
29 regular order and every motion or request for special orders shall be decided by a  
30 two-thirds' (2/3) vote of the members to which the Senate is entitled.

31 (b) Upon a motion by any Senator, a Special Order or a Special Order Resolution  
32 may be taken up by the Senate at any time following the conclusion of the current  
33 business before the Senate.

1 (c) Motions to change the order of business are not debatable.

2 **6-9.3 Suspension of Rules**

3

4 (a) The rules of the Senate shall in no case be suspended or changed or the order of  
5 business changed except by two-thirds of the members voting, if such two-thirds  
6 constitute a majority of the members elected to the Senate, unless prohibited by  
7 any other rule of the Senate.

8 (b) Any request for unanimous consent to suspend the Rules shall be decided  
9 without debate.

10 **6-9.4 Motions Containing New Matters**

11 Any motion not privileged, containing new matters, shall lie at least one day on the  
12 table.

13 **6-9.5 Call of the Senate**

14 Upon the call of the majority of Senators, ordinary and extraordinary, the names of  
15 the absentees shall be noted by the Secretary of the Senate, and shall appear in the  
16 Journal with a notation of those previously excused.

17 **SECTION SEVEN**

18 **AMENDMENTS**

19 **7-1.1 General Form; Notice; Manner of Consideration**

20 (a) There are three ways in which a proposition may be amended:

21 1st. By inserting or adding.

22 2nd. By striking out.

23 3rd. By striking out and inserting.

24 (b) All motions to amend any matter before the Senate must be in writing. They  
25 must plainly and distinctly set forth the amendment desired and the part of the bill  
26 or resolution where said amendment shall be inserted or added.

27 (c) Where blanks occur in any proposition, they must be filled first before any

1 motion is made to amend.

2 **7-1.2 Germaneness**

3 (a) No motion on a subject different from that under consideration shall be  
4 admitted under the pretext that it is an amendment.

5 (b) Any irrelevant amendment or amendment obviously offered for the purpose of  
6 delay shall be ruled out of order by the President.

7 **7-1.3 Timing**

8 (a) After referral of a bill, and report thereof to the Senate, it may be amended  
9 before the report of the committee is agreed to by the Senate; but the amendments,  
10 if any, reported by the committee, shall be disposed of before any other  
11 amendment be considered, unless it be an amendment to a committee amendment.

12 (b) A substitute offered by a committee must be disposed of before any other  
13 substitute can be considered. No substitute can be offered to another substitute.

14 (c) An amendment cannot be offered after the report of the committee to which the  
15 bill or resolution under consideration was referred has been agreed to by the  
16 Senate, unless said action of the Senate, in so agreeing to said report of said  
17 committee, shall first be reconsidered.

18 **7-1.4 Precedence of Amendments**

19 On all questions, whether in committee or in the Senate, the first amendment, the  
20 most distant day, and the largest sum shall be put first.

21 **7-1.5 Amendments to Amendments**

22 An amendment is itself subject to be amended, in all three of the ways above  
23 mentioned, but it is not permissible to amend an amendment to an amendment.

**1 7-1.6 Substitutes**

2 (a) When a bill or resolution is before the Senate for consideration, and  
3 amendments are pending thereto, and a substitute shall be offered for said bill or  
4 resolution, and an amendment shall be offered to said substitute, it shall be in order  
5 for the Senate to perfect first the original bill or resolution, and then perfect the  
6 substitute. The question before the Senate shall be on agreeing to the substitute as  
7 amended, if it be amended; and, if decided in the affirmative, the question shall be:  
8 "Shall this bill pass," or "resolution be adopted," as the case may be, "by  
9 substitute."

10 (b) However, when the Senate adopts a substitute to any bill or resolution other  
11 than one offered by the committee from which the bill was last reported, passage  
12 of the bill shall be suspended at that time. The bill shall then be placed at the top  
13 of the General Calendar of the next meeting day of the Senate, at which time the  
14 previously adopted substitute shall stand automatically reconsidered and the  
15 substitute and the bill shall be before the Senate for consideration and passage. On  
16 and after the fifth (5<sup>th</sup>) legislative day of any regular session, the adopted substitute  
17 and bill shall be placed on the General Calendar, subject to being placed on the  
18 Rules Calendar by the Rules Committee. Any amendment offered by a Senator  
19 which contains more than three pages or is more than one-half the length, by lines  
20 or words, of the document which it amends (whichever is less) shall be treated as a  
21 substitute for the purposes of this subsection.

22 (c) A substitute shall be treated as an amendment in these Rules unless it is clearly  
23 indicated otherwise. Provided, however, for the purpose of amending a Senate  
24 substitute, a substitute shall not be treated as an amendment.

**25 7-1.7 Amendments to the Title of a Bill or Resolution**

26 The title of a bill or resolution shall not be considered or amended until the  
27 measure has been perfected.

**28 7-1.8 Amendment by Paragraph**

29 (a) When a motion is made to amend by striking out a paragraph, any amendment  
30 offered to perfect the paragraph shall be put first before the question is put for

1 striking it out. If a motion be made to strike out a part of a bill or resolution, a  
2 motion to amend the part proposed to be stricken out shall have precedence.

3 (b) When a motion is made to amend by striking out and inserting, the Secretary of  
4 the Senate shall read the amendment into the record.

5 (c) When a proposition consisting of several sections or resolutions is on a final  
6 reading, and the Senate shall agree to a motion to consider the same by sections or  
7 paragraphs, the Secretary of the Senate, in reading the same, shall pause at the end  
8 of each section or resolution; and the amendments thereto shall be offered as the  
9 several sections or resolutions are read. But the amendments offered by the  
10 committee to which said bill or resolution was referred shall be read by the  
11 Secretary without any motion being made. When a section or resolution shall have  
12 been considered, it is not in order to recur and amend it, unless first reconsidered.

### 13 **7-1.9 Amendments to Appropriations Bills**

14 Any amendment to the amount of an appropriation in an appropriations bill must  
15 include both the "reduction" and "addition" so that the total expenditure for the  
16 entire bill shall be unchanged.

### 17 **7-1.10 House Amendments to Senate Bills**

18 (a) The questions which arise before the Senate respecting amendments by the  
19 House to a Senate bill or resolution are, in order of precedence:

20 1st- A motion to agree to the House amendment as amended by the Senate.  
21 This motion shall be considered to be out of order if the bill or resolution has been  
22 engrossed by the Senate pursuant to 6-9.1.

23 2nd- A motion to agree to the House amendment.

24 3rd- A motion to disagree with the House amendment.

25 4th- A motion to recede from the Senate's disagreement or amendment.

26 5th- A motion to insist on the Senate's disagreement or amendment.

27 6th- A motion to adhere to the Senate's disagreement or amendment.

28 (b) The President, upon point of order being made, shall state that in his or her  
29 opinion a House amendment to a Senate bill is not germane, and such amendment  
30 shall be ruled out of order. The effect of such ruling if not appealed from or if

1 appealed from and the appeal not sustained, shall be the same as a vote of the  
2 Senate to disagree, and as such the Secretary shall so report it to the House. Such  
3 point of order shall take precedence over a motion to agree.

4 (c) When any bill or resolution which originated in the Senate has been amended  
5 in the House, and is before the Senate for action on the House amendment, one  
6 amendment may be offered in the Senate to the House amendment unless the bill  
7 or resolution has been engrossed by the Senate pursuant to Rule 6-9.1. A proposed  
8 Senate amendment to the House amendment may itself be subject to one  
9 amendment, and in this respect Rule 7-1.5 shall not apply.

10 (d) A House amendment to a Senate bill or resolution must be adopted by the vote  
11 required to pass the bill or resolution.

## 12 SECTION EIGHT 13 DEBATE

### 14 8-1.1 Recognition to Speak

15 When any Senator is about to speak in debate or deliver any matter to the Senate,  
16 he or she shall rise from his or her seat and respectfully address himself or herself  
17 to "Mr. or Madam President." The President shall not recognize any Senator  
18 unless he or she shall address the Chair from his or her seat; provided, that the  
19 President shall not put a question or take any other action which would foreclose  
20 debate if any Senator, not at his or her seat, shall signify to the Chair that he or she  
21 wishes to be recognized, and shall immediately proceed to his or her seat for that  
22 purpose.

### 23 8-1.2 Presiding Officer's Power of Recognition

24 When two or more Senators shall rise at the same time, the President shall name  
25 the Senator entitled to proceed.

**1 8-1.3 Interruptions; When Allowed**

2 No Senator shall address the Senate, or interrogate a Senator who is speaking,  
3 except through the President. Should the Senator speaking decline to be  
4 interrupted, the President shall cause the Senator desiring to interrogate to be  
5 silent.

**6 8-1.4 Private Conversations**

7 During any session of the Senate, the members of the Senate shall refrain from  
8 audible private conversation that disrupts the business of the Senate.

**9 8-1.5 Reference to Private Conversations and Referral by Name Prohibited**

10 (a) No Senator shall refer in debate to any private conversation had with another  
11 Senator.

12 (b) Senators speaking shall not call other Senators by name but may designate  
13 them by their position on the floor or by the district they represent.

**14 8-1.6 Senator Speaking; Rights and Prohibitions**

15 (a) No Senator shall, after debating any question, and before yielding the floor, be  
16 allowed to submit any motion, the effect of which would prevent further debate.

17 (b) No Senator shall be allowed to address himself or herself to any question, and  
18 then move to table the bill, resolution, or motion, or move the previous question  
19 thereon, without relinquishing the floor.

**20 8-1.7 Limitation on Speaking**

21 (a) Any Senator shall be confined to matter in debate and shall not speak more  
22 than twice on any subject or more than once until every member choosing to speak  
23 shall have spoken.

24 (b) All individual speeches on bills and resolutions shall be limited to thirty

1 minutes unless extended by a majority of those voting, provided the total vote  
2 constitutes a quorum. In computing the thirty minutes, the time consumed in  
3 asking questions will be considered. If a Senator consents to questions, the time  
4 consumed by the interruption will be included as part of the thirty minutes allotted  
5 that member.

6 (c) On all points of personal privilege, individual speeches shall be limited to five  
7 minutes.

#### 8 **8-1.8 Priority of Business**

9 All questions as to priority of business to be acted on shall be decided by the  
10 President without debate unless otherwise provided for in these Rules.

#### 11 **8-1.9 Control of Debate**

12 The President shall, at his or her discretion, suspend irrelevant debate and  
13 command silence whenever he or she may deem it necessary.

#### 14 **8-1.10 Usage of Audio-Visual Equipment**

15 The President shall, at his or her discretion and subject to any guidelines as he or  
16 she might require, allow the author (first signer) of a bill or the Chair of the  
17 Committee which favorably reported a bill to use audio-visual presentations which  
18 are not disruptive to the business of the Senate during debate on such bill. Such  
19 usage shall be considered part of the matter of debate and shall count toward any  
20 limitations on speaking detailed in Rule 8-1.7. All presentations shall be presented  
21 with dignity and shall be presented in a manner to ensure decorum.

#### 22 **8-1.11 Roll Call**

23 The President may at any time order the roll called electronically on any question.

#### 24 **8-1.12 Appeals**

25 (a) All appeals from the decisions of the President shall be made immediately  
26 before the next item of business is taken up. A motion of appeal of the decision of  
27 the President shall be decided immediately by a vote of the majority of the

1 members to which the Senate is entitled.

2 (b) If a ruling is appealed, the question shall be: Shall the ruling of the President  
3 be sustained. The Ruling of the President shall be sustained unless a majority of  
4 the members to which the Senate is entitled vote against sustaining the ruling.

5 (c) On all appeals on questions of order of a personal character there shall be no  
6 debate.

### 7 **8-1.13 Protests**

8 Any Senator may have entered on the Journal a protest in writing against the action  
9 of the Senate. Said protest shall clearly and succinctly set forth the grounds of  
10 such protest. It shall not impugn the motive of the Senate or of any members  
11 thereof.

### 12 **8-1.14 Questions of Privilege**

13 Questions of privilege shall be, first, those affecting the rights of the Senate  
14 collectively, its safety, dignity, and the integrity of its proceedings; second, the  
15 right, reputation, and conduct of Senators individually, in their representative  
16 capacity only. Questions of privilege shall have precedence over all other  
17 questions. Provided, that when any matter is pending before the Senate, no  
18 question of personal privilege shall be acted on until the pending question is  
19 disposed of.

## 20 **SECTION NINE**

### 21 **DECORUM**

#### 22 **9-1.1 Senatorial Conduct**

23 When the Senate is in session, Senators shall conduct themselves at all times with  
24 dignity and in a manner to insure decorum in the deliberations of the body and  
25 shall be called to order by the President for activities to the contrary, including  
26 unnecessary conversation which is disruptive to the business of the session and  
27 inappropriate dress.

28

## 1 **9-1.2 Contempt; Disorderly Conduct**

2 (a) The Senate may punish by imprisonment, not extending beyond the session,  
3 any person not a member who shall be guilty of contempt by any disorderly  
4 behavior in its presence or who shall rescue or attempt to rescue any person  
5 arrested by order of either House. (Ga. Const., art. III, sec. IV, par. VIII.)

6 (b) The Senate shall be the judge of the election, returns, and qualifications of its  
7 members and shall have power to punish them for disorderly behavior or  
8 misconduct by censure, fine, imprisonment, or expulsion; but no member shall be  
9 expelled except by a vote of two-thirds of the members of the house to which such  
10 member belongs. (Ga. Const., art. III, sec. IV, par. VII.)

11 (c) If any Senator, in speaking or otherwise, transgresses the Rules of the Senate,  
12 the President shall call him or her to order, in which case said Senator shall  
13 immediately sit down, unless permitted to explain. The Senate shall, if appealed to,  
14 decide whether to confirm the President's action. If the transgressor refuses to  
15 submit to the decision of the Senate calling him or her to order, for the first offense  
16 he or she shall be reprimanded; for the second offense he or she shall be fined in a  
17 sum not exceeding one hundred dollars; and if he or she continues to transgress the  
18 rules of the Senate, he or she may be expelled from the Senate by a two-thirds vote  
19 of the Senators, which vote shall be taken by Yeas and Nays.

20 (d) If any Senator shall be called to order for words spoken, the words excepted to  
21 shall be taken down in writing by the Secretary of the Senate and read back to the  
22 Senate. The words excepted to shall then be admitted, denied, or explained by the  
23 Senator who spoke them. Thereupon the questions of order shall be decided and  
24 such other proceedings taken as the Senate may deem proper in regard thereto.  
25 Provided, that if, at the time, the Senate is acting under the previous question, such  
26 question of order, and other proceedings referred to, shall not be taken up for  
27 decision until after the previous question and the main question have been  
28 disposed of, or until such future time as may then be ordered by the Senate.

## 29 **9-1.3 Introductions and Addresses to the Senate**

30 (a) At any time during a regular session the presiding officer may introduce the  
31 Governor or any member of the Georgia Congressional Delegation.

1 (b) No person or group, other than the Governor or any member of the Georgia  
 2 Congressional Delegation, shall be allowed to address the Senate except at the  
 3 will of the President.

4 (c) Senators may introduce or recognize persons or groups at any time before the  
 5 Third Reading and Consideration of General Bills and Resolutions unless  
 6 otherwise decided by the President.

7 (d) The President may permit Senators to bring persons on the floor of the Senate  
 8 for recognition or photographs at his or her discretion and under any terms as he or  
 9 she shall decide. Senators wishing to bring persons on the floor for recognition  
 10 shall notify the Secretary of the Senate as soon as possible. The Secretary of the  
 11 Senate shall develop, at the direction of the President of the Senate, policies and  
 12 forms to implement this paragraph.

#### 13 **9-1.4 Persons Entitled to Admission to the Senate During Session**

14 (a) No person shall be allowed to enter upon the floor of the Senate when the  
 15 Senate is in session except:

- 16 (1) Senators and officers thereof,
- 17 (2) Members of the House and House officers,
- 18 (3) The Governor of the State,
- 19 (4) The Lieutenant Governor,
- 20 (5) Staff members of the Secretary of the Senate, Clerk of the House,  
 21 and the Office of Legislative Counsel,
- 22 (6) Former Senators, except those registered as lobbyists or who are  
 23 presently employed by the State,
- 24 (7) Staff members of the Office of the Lieutenant Governor, the Office  
 25 of the President Pro Tempore, the Office of the Majority Leader, the  
 26 Officer of the Minority Leader, the Senate Budget and Evaluation  
 27 Office, the Senate Research Office, and the Senate Press Office,
- 28 (8) Such others as permitted by the President.

29 (b) No person shall be admitted on the floor of the Senate or in the South  
 30 Anteroom who is engaged in lobbying or who is attempting to influence  
 31 legislation.

1 (c) No person shall be admitted on the floor of the Senate who is engaged in  
2 lobbying or who is attempting to influence legislation during the 15 minutes prior  
3 to the time of convening and during the 15 minutes after adjournment and during  
4 any period of recess.

#### 5 **9-1.5 Doorkeepers**

6 Not more than twelve (12) Doorkeepers shall be employed during each day in  
7 which the Senate is in session. All doorkeepers shall wear their assigned uniform  
8 each day in which the Senate is in session and shall strictly enforce all Rules  
9 relating to admittance on the floor of the Senate or in the Senate Anterooms.  
10

#### 11 **9-1.6 Secretaries, Interns and Aides**

12 (a) Secretaries and aides shall be admitted on the floor of the Senate for the  
13 purpose of delivering and receiving communications to and from Senators. They  
14 shall not remain on the Senate floor to perform work for any Senator, block the  
15 aisles, nor be seated in the Senate Chamber. They shall communicate only with  
16 the Senator for whom they work or with whom they have official business.

17 (b) Each Senator may select an aide (not paid by the Senate) by designating in  
18 writing his or her name to the Secretary of the Senate; this aide shall not be  
19 changed during the session except by permission of the Committee on  
20 Administrative Affairs. No intern may be designated as an aide by a Senator. The  
21 aide provided for in this paragraph shall be issued an identifying badge, but shall  
22 not come on the floor of the Senate while the Senate is in session.

23 (c) One intern shall be stationed in the rear of the Senate Chamber for the  
24 convenience of the Senators. The rotation of the interns shall be the duty of the  
25 Intern Coordinator.

#### 26 **9-1.7 Appropriations Bills**

27 On the final or third reading and consideration of any bill appropriating money, the  
28 Senate may, by invitation of the Chairman of the Standing Committee on  
29 Appropriations or by the vote of a majority of those voting, provided the total vote  
30 constitutes a quorum, allow persons on the floor of the Senate for the purpose of

1 explaining or answering any questions concerning the bill.

2 **9-1.8 Pages**

3 (a) No person shall be employed as a page that is under the age of twelve years.

4 (b) Each Senator shall be allowed to name no more than twenty (20) pages to be  
5 paid by the Senate during any regular session.

6 (c) The Lieutenant Governor shall be allowed to name no more than forty (40)  
7 pages during the regular session.

8 (d) There shall be no more than thirty (30) pages per day.

9 (e) Each Senator and the Lieutenant Governor desiring to name a page for any  
10 particular day of the session shall file with the Director of Pages the name of each  
11 person he or she wishes to serve as his or her page and the date of proposed  
12 service. Such notice shall be filed at least three days prior to the date the proposed  
13 page desires to serve. The Director of Pages shall select the thirty (30) pages who  
14 shall serve on each day of the session in the order in which such notices are filed.  
15 Each Senator can assign his or her pages or page days to another Senator. There  
16 shall be no pages except as herein provided.

17 (f) The President of the Senate shall establish a program of familiarization with  
18 state government, its procedures and those duties and responsibilities which will be  
19 required of pages. The Director of Pages shall require each page to attend a  
20 training session prior to his or her service as a page during which the page will  
21 become acquainted with his or her duties and responsibilities.

22 **9-1.9 Media**

23 (a) While the Senate is in session, representatives of the media, including print,  
24 radio and television shall be allowed on the floor of the Senate only in the area in  
25 the rear of the Chamber designated for them.

26 (b) While the Senate is in session, there shall be no more than two (2) media  
27 photographers or videographers on the Chamber floor at any one time. They shall

1 not block the aisles, be seated, or impede the vision of any Senator at any time or  
2 remain on the Senate floor when not taking pictures. No additional lights or flash  
3 bulbs shall ever be allowed in the Chamber when the Senate is in session, nor shall  
4 any tripods be allowed except in the press area in the rear of the Chamber. The  
5 Senate Photographer and one additional photographer from the Senate Press Office  
6 shall be allowed on the Chamber floor at all times.

#### 7 **9-1.10 Spouses, Families, and Visitors**

8 (a) Spouses and families of Senators may be seated in the left front (facing the  
9 rostrum) of the Senate Chamber in chairs provided for them.

10 (b) Any Senator may bring a person in the rear alcove (between the main door and  
11 the rail) of the Senate Chamber for a period of not more than five minutes if the  
12 Senator remains with him or her during that time. Aides and staff shall not loiter in  
13 this area.

#### 14 **9-1.11 North Anteroom of the Chamber**

15 From 8 A.M. until adjournment each day, Senators, the Governor, the Lieutenant  
16 Governor, and the staff of the Lieutenant Governor and President Pro Tempore  
17 **ONLY** shall be allowed in the North Anteroom of the Chamber.

#### 18 **9-1.12 Senator's Seats**

19 No one shall ever sit in a Senator's seat when the Senate is in session except with  
20 permission of the Senator who is assigned that seat.

#### 21 **9-1.13 Smoking, Eating, Use of Cellular Phones Prohibited**

22 There shall be no smoking, eating, use of cellular telephones, or reading of  
23 newspapers and other materials not pertinent to legislation in the Senate Chamber  
24 while the Senate is in session.

#### 25 **9-1.14 Use of Computers on the Senate Floor**

26 A Senator shall use his or her computer only for legislative business, provided that  
27 this shall not prohibit the Senator from using the computer at such times for

1 purposes of ordinary and necessary communications with his or her home and  
2 business. Maintenance and repair of Senators' computers shall not be conducted on  
3 the floor of the Senate while the Senate is in session.

#### 4 **9-1.15 Etiquette in the Chamber**

5 (a) No person shall pass between the Chair and a Senator while he or she is  
6 speaking in the well.

7 (b) No one other than a member of the Senate may use the center aisle while the  
8 Senate is in session unless permitted by the Sergeant at Arms.

#### 9 **9-1.16 Gallery**

10 The President shall have power to cause the galleries and lobbies of the Senate  
11 cleared by the Sergeant at Arms in case of disturbance or disorderly conduct  
12 therein, and to cause any person or persons so offending to be arrested and brought  
13 before the bar of the Senate to be dealt with for contempt of the Senate.

### 14 **SECTION TEN**

#### 15 **CONSTRUCTION AND WAIVER OF RULES**

#### 16 **10-1.1 Circumvention of Rules**

17 No Senator or staff shall knowingly circumvent the clear purpose or intent of laws  
18 or any Senate Rule.

#### 19 **10-1.2 Waiver and Suspension of Rules**

20 The rules may be suspended by unanimous consent or with the consent of  
21 two-thirds (2/3) of the members to which the Senate is entitled without referral to  
22 the Committee on Rules, when not prohibited by the law or the Constitution.

#### 23 **10-1.3 Changes in Rules**

24 (a) The Committee on Rules must report changes or additions to Senate Rules

1 submitted to it immediately after the confirmation of the Journal on the day  
2 following the introduction in the Senate of the proposed change or addition. A  
3 failure to so report such proposed change or addition to these rules within two days  
4 shall automatically bring said proposed change or addition before the Senate for  
5 consideration.

6 (b) Senate Rules shall be adopted at the beginning of any two-year term of the  
7 General Assembly. Adoption of the Senate Organizational Rules resolution shall  
8 require an affirmative vote of a majority of the members to which the Senate is  
9 entitled. All subsequent resolutions introduced to change or amend the Senate  
10 Rules shall be assigned to the Rules Committee and would require a two-thirds'  
11 (2/3) affirmative vote of the members to which the Senate is entitled for adoption.

12 (c) No change in or addition to these rules shall be made, unless such proposed  
13 change or addition is first referred in writing to the Committee on Rules and  
14 reported back to the Senate.

#### 15 **10-1.4 General**

16 When any question arises which is not provided for in these rules, the same shall  
17 be controlled by the most current edition of Mason's Manual of Legislative  
18 Procedure.