RULES OF
THE GEORGIA SENATE

2023-2024 BIENNIUM

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RULES OF THE GEORGIA SENATE
TABLE OF CONTENTS

SECTION ONE

OFFICERS, SENATORS, EMPLOYEES, AND ETHICS

PART 1: OFFICERS OF THE SENATE
1-1.1 .....President of the Senate .....Page 1
1-1.2 .....President Pro Tempore .....Page 2
1-1.3 .....Voting Rights of a Senator When Presiding .....Page 3
1-1.4 .....Caucus Officers .....Page 3
1-1.5 .....Secretary of the Senate .....Page 3
1-1.6 .....Sergeant at Arms .....Page 4

PART 2: SENATORS
1-2.1 .....Oath of Office .....Page 4
1-2.2 .....Excused Absence .....Page 5
1-2.3 .....Seating in the Senate Chamber .....Page 5
1-2.4 .....Travel and Reimbursement .....Page 6
1-2.5 .....Senate Offices .....Page 6

PART 3: EMPLOYEES OF THE SENATE
1-3.1 .....Compensation for Employees .....Page 7
1-3.2 .....Travel and Reimbursement .....Page 7
1-3.3 .....Conflicts of Interest .....Page 8

PART 4: CONDUCT AND ETHICS
1-4.1 .....Definitions .....Page 8
1-4.2 .....Personal Financial Gain .....Page 8
1-4.3 .....Campaign Contributions .....Page 8
1-4.4 .....Conflicts of Interest .....Page 9
1-4.5 .....Special Treatment; Acceptance of Things of Value .....Page 9
1-4.6 .....Crimes of Moral Turpitude and Controlled Substances .....Page 9
1-4.7 .....Sexual Harassment .....Page 10
1-4.8 .....Discriminatory Harassment .....Page 11
1-4.9 .....Standard of Conduct .....Page 11
1-4.10 .....Committee on Ethics .....Page 11
1-4.11 .....Ethics Complaints .....Page 13
1-4.12 .....Distribution of Rules; Educational Seminars .....Page 19
1-4.13 .....Distribution and Advice Regarding the Senate Rules .....Page 19

PART 5: PUBLIC MEETINGS
1-5.1 .....Open Meetings; Closure under Certain Circumstances .....Page 19

SECTION TWO

COMMITTEES

PART 1: COMMITTEES: ORGANIZATION, DUTIES, AND RESPONSIBILITIES
2-1.1 .....Committee on Assignments .....Page 21
2-1.2 .....Committee on Administrative Affairs .....Page 21
2-1.3 .....Standing Committees; Number of Members .....Page 21
2-1.4 .....Subcommittees .....Page 22
2-1.5 .....Committee Powers and Responsibilities .....Page 23
2-1.6 .....Committee Reports .....Page 23
2-1.7 .....Committee Meetings .....Page 24
2-1.8 .....Committee Quorum .....Page 25
2-1.9 .....Attendance and Testimony by Author of Bill .....Page 25
2-1.10 .....Rules Committee; Calendar; Special Rules .....Page 25
2-1.11 .....Audit Subcommittee of Rules .....Page 26
2-1.12 .....Enrolling and Journals Subcommittee of the Senate .....Page 26
2-1.13 .....Committee of Conference on Appropriations Acts- Appointees .....Page 26

PART 2: COMMITTEE OFFICERS
2-2.1 .....Appointment of Chair, Vice-chair and Secretary .....Page 26
2-2.2 .....Chair, Vice-chair; Vote .....Page 26
2-2.3 .....Powers of the Chair .....Page 27
2-2.4 .....Vice-chair's Duties .....Page 27

PART 3: COMMITTEE MEMBERS
2-3.1 .....Membership .....Page 27
2-3.2 .....Ex-officio Members .....Page 28
2-3.3 .....Attendance .....Page 28

PART 4: COMMITTEE VOTING
2-4.1 .....Voting; Call for the Yeas and Nays .....Page 29
2-4.2 .....Voting in Committee; Duty to Vote; Exceptions .....Page 29

PART 5: COMMITTEE MOTIONS AND PRECEDENCE
2-5.1 .....Motions; How Made .....Page 29
2-5.2 .....Motions; Do Pass; Do Not Pass; Effect .....Page 30
2-5.3 .....Motions; Precedence .....Page 30

PART 6: COMMITTEE DECORUM AND DEBATE

2-6.1 .....Committee Testimony; Recording; Transcripts .....Page 30
2-6.2 .....Appeals .....Page 30

PART 7: COMMITTEE OF THE WHOLE

2-7.1 .....Process .....Page 31
2-7.2 .....Presiding Officer .....Page 31
2-7.3 .....Quorum .....Page 31
2-7.4 .....Reading of Bills; Order of Debate .....Page 31
2-7.5 .....Applicability of Senate Rules; Limitations; Powers .....Page 32
2-7.6 .....Voting Responsibilities of Members .....Page 32
2-7.7 .....Limits on Debate .....Page 32
2-7.8 .....Motion to Rise, Report Progress, and Ask Leave to Sit Again .....Page 32
2-7.9 .....Report of a Committee of the Whole .....Page 33
2-7.10 .....Amendments by a Committee of the Whole .....Page 33
2-7.11 .....Recording of Proceedings .....Page 34

PART 8: COMMITTEE OF CONFERENCE

2-8.1 .....Membership .....Page 34
2-8.2 .....Powers .....Page 34
2-8.3 .....Reports; Approval; Distribution; Time of Consideration .....Page 34
2-8.4 .....Time Limit; Discharge; Appointment of New Members .....Page 35
2-8.5 .....Germaneness of Reports .....Page 35
2-8.6 .....Final Passage .....Page 35

SECTION THREE

BILLS, RESOLUTIONS, AND CONFIRMATIONS

PART 1: GENERAL BILLS AND RESOLUTIONS

3-1.1 .....Form of Bills .....Page 36
3-1.2 .....Introduction of Bills .....Page 36
3-1.3 .....Distribution of Bills; Printing Amendments .....Page 37
3-1.4 .....Fiscal Notes .....Page 38
3-1.5 .....Receipt of House Bills on the Crossover Day .....Page 39
3-1.6 .....Possession of Bills .....Page 39
3-1.7 .....Withdrawal of Bills .....Page 40
3-1.8 .....Failed Bills; Prohibition Against Reintroduction .....Page 40

PART 2: LOCAL BILLS

3-2.1 .....Local Bills; General Provisions .....Page 40
3-2.2 .....Approval by Local Delegation .....Page 41

PART 3: CONFIRMATIONS

3-3.1 .....Confirmations; Procedure .....Page 41

SECTION FOUR

ORDER OF BUSINESS AND CALENDAR

PART 1: CALENDAR AND SCHEDULE

4-1.1 .....Sessions of the Senate .....Page 43
4-1.2 .....Adjournment of Both Houses .....Page 43

PART 2: ORDER OF BUSINESS

4-2.1 .....Daily Order of Business .....Page 44
4-2.2 .....Reports of the Committees on Rules and State
And Local Governmental Operations (Local); Messages .....Page 45
4-2.3 .....Reading of the Journal .....Page 45
4-2.4 .....Reading of General Bills and Resolutions .....Page 45
4-2.5 .....Reference of Bills .....Page 46
4-2.6 .....Order for Second Reading; Second Reading after the 35th Day .....Page 46
4-2.7 .....Roll Call .....Page 46
4-2.8 .....Local Consent Calendar; Local Contested Calendar .....Page 46
4-2.9 .....Third Reading and Consideration; Rules Calendar .....Page 47
4-2.10 .....Bills Placed on Desk; Calendar Changes .....Page 48
4-2.11 .....Reference to More Than One Committee; Effect .....Page 48
4-2.12 .....Disagreement with Committee Report on Third Reading .....Page 48
4-2.13 .....Transmittal to the House .....Page 48
4-2.14 .....Fixed Hour of Adjournment.....Page 48

SECTION FIVE

VOTING

5-1.1 .....Votes Required for Passage .....Page 49
5-1.2 .....Quorum .....Page 49
5-1.3 .....Voting; General .....Page 50
5-1.4 .....Final Passage .....Page 50
5-1.5 .....Electronic Roll Call System .....Page 51
5-1.6 .....Debate Prohibited During Voting .....Page 51
5-1.7 .....Verification of Vote; Change of Vote .....Page 51
5-1.8 .....Voting Prohibitions .....Page 52
5-1.9 .....Explanation of Vote .....Page 52
5-1.10 .....No Quorum Present; Call of the Senate;
Members Required to Vote .....Page 52

SECTION SIX

MOTIONS AND PRECEDENCE

PART 1: MOTIONS GENERALLY

6-1.1 .....Motions; How Made, Withdrawn .....Page 54
6-1.2 .....Motions; Precedence .....Page 54

PART 2: MOTION TO ADJOURN

6-2.1 .....Timing of Motion .....Page 55
6-2.2 .....Motion Not Debatable .....Page 55
6-2.3 .....Motion to Adjourn to a Particular Day .....Page 55
6-2.4 .....Simple Motion to Adjourn .....Page 55

PART 3: MOTION TO TABLE

6-3.1 .....Effect of Motion .....Page 56
6-3.2 .....Timing of Motion .....Page 56
6-3.3 .....Measures That Cannot be Tabled .....Page 56
6-3.4 .....Motion not Debatable .....Page 56
6-3.5 .....Removing Measures From the Table .....Page 56

PART 4: MOTION TO INDEFINITELY POSTPONE

6-4.1 .....Effect of Motion .....Page 57
6-4.2 .....Precedence and Applicability of Motion .....Page 57
6-4.3 .....Motion is Debatable .....Page 57

6-4.4 .....Motion Not Renewable .....Page 57

PART 5: MOTION TO POSTPONE
6-5.1 .....Applicability .....Page 57
6-5.2 .....Debate on Motion .....Page 58
6-5.3 .....When in Order .....Page 58
6-5.4 .....Effect of Motion; Return to General Calendar .....Page 58

PART 6: MOTION TO COMMIT
6-6.1 .....Applicability .....Page 58
6-6.2 .....Precedence .....Page 58
6-6.3 .....Debate of Motion .....Page 59
6-6.4 .....Timing .....Page 59
6-6.5 .....Amendable .....Page 59
6-6.6 .....Vote Required for Passage .....Page 59

PART 7: RECONSIDERATION
6-7.1 .....Timing and Notice .....Page 59
6-7.2 .....Debate of Motion .....Page 60
6-7.3 .....Reconsideration of Amendments .....Page 60
6-7.4 .....Limitations .....Page 60
6-7.5 .....Effect of Motion; Return to General Calendar .....Page 61
6-7.6 .....Vote Required for Passage .....Page 61

PART 8: MOTION FOR THE PREVIOUS QUESTION
6-8.1 .....How Made; Precedence; Motion not Debatable .....Page 61
6-8.2 .....When Motion is Not in Order .....Page 61
6-8.3 .....Applicability .....Page 62
6-8.4 .....Division of the Question .....Page 62
6-8.5 .....Effect; Time for Debate of Main Question; Minority Reports .....Page 62
6-8.6 .....Order of Business After Main Question is Ordered .....Page 62
6-8.7 .....Reconsideration After Main Question is Ordered .....Page 63

PART 9: OTHER MOTIONS
6-9.1 .....Motion to Engross Upon First Reading or Third Reading .....Page 63
6-9.2 .....Motions Containing New Matters .....Page 64
6-9.3 .....Motion to Resolve Debate .....Page 64

SECTION SEVEN

AMENDMENTS

7-1.1 .....General Form; Notice; Manner of Consideration .....Page 65
7-1.2 .....Germaneness .....Page 65
7-1.3 .....Timing .....Page 65
7-1.4 .....Precedence of Amendments .....Page 66
7-1.5 .....Amendments to Amendments .....Page 66
7-1.6 .....Substitutes .....Page 66
7-1.7 .....Amendments to the Title of a Bill or Resolution .....Page 67
7-1.8 .....Amendment by Paragraph .....Page 67
7-1.9 .....Amendments to Appropriations Bills .....Page 68
7-1.10 .....Special Action Procedures .....Page 68

SECTION EIGHT

DEBATE

8-1.1 .....Recognition to Speak .....Page 69
8-1.2 .....Presiding Officer's Power of Recognition .....Page 70
8-1.3 .....Interruptions; When Allowed .....Page 70
8-1.4 .....Private Conversations .....Page 70
8-1.5 .....Reference to Private Conversations and Referral by Name Prohibited .....Page 70
8-1.6 .....Senator Speaking; Rights and Prohibitions .....Page 70
8-1.7 .....Limitation on Speaking .....Page 70
8-1.8 .....Priority of Business .....Page 71
8-1.9 .....Control of Debate .....Page 71
8-1.10 .....Usage of Audio-visual Equipment; Visual Aids .....Page 71
8-1.11 .....Roll Call .....Page 71
8-1.12 .....Appeals .....Page 72
8-1.13 .....Protests .....Page 72
8-1.14 .....Questions of Privilege .....Page 72

SECTION NINE

DECORUM

9-1.1 .....Senatorial Conduct .....Page 73
9-1.2 .....Contempt; Disorderly Conduct .....Page 73
9-1.3 .....Introductions and Addresses to the Senate .....Page 74
9-1.4 .....Persons Entitled to Admission to the Senate During Session .....Page 74
9-1.5 .....Doorkeepers .....Page 75
9-1.6 .....Secretaries, Interns, and Aides .....Page 75
9-1.7 .....Appropriations Bills .....Page 76
9-1.8 .....Pages .....Page 76
9-1.9 .....Media .....Page 77
9-1.10 .....Spouses, Families, and Visitors .....Page 77
9-1.11 .....North Anteroom of the Chamber .....Page 78
9-1.12 .....Senator's Seats .....Page 78
9-1.13 .....Smoking, Eating, Use of Cellular Phones Prohibited .....Page 78
9-1.14 .....Use of Computers on the Senate Floor .....Page 78
9-1.15 .....Etiquette in the Chamber .....Page 78
9-1.16 .....Gallery and Senate Environs .....Page 78
9-1.17 .....Third Party Communications and Decorum .....Page 79
9-1.18 .....Legislative Privilege and Decorum .....Page 79

SECTION TEN

CONSTRUCTION AND WAIVER OF THE RULES

10-1.1 .....Circumvention of Rules .....Page 80
10-1.2 .....Waiver and Suspension of Rules .....Page 80
10-1.3 .....Changes in Rules .....Page 80
10-1.4 .....General .....Page 81
10-1.5 .....Consideration of Legislation Pursuant to Specific Statute .....Page 81

RULES OF THE GEORGIA SENATE

SECTION ONE

OFFICERS, SENATORS, EMPLOYEES, AND ETHICS

PART 1: OFFICERS OF THE SENATE

1-1.1 President of the Senate

(a) There shall be a Lieutenant Governor, who shall be elected at the same time, for the same term, and in the same manner as the Governor. The Lieutenant Governor shall be the President of the Senate and shall have such executive duties as prescribed by the Governor and as may be prescribed by law not inconsistent with the powers of the Governor or other provisions of this Constitution. The Lieutenant Governor as an officer of the General Assembly shall have such legislative duties and engage in such legislative activities as necessary to fulfill such duties delineated herein and in the Georgia Constitution and in the Official Code of Georgia Annotated. The compensation and allowances of the Lieutenant Governor shall be as provided by law. (Ga. Const., art. V, sec. I, par. III.)

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

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

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

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

(f) All Acts shall be signed by the President of the Senate and the Speaker of the House of Representatives. (Ga. Const., Article. III, Section V, Paragraph X.)

1-1.2 President Pro Tempore

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

(b) Whenever from any cause the President of the Senate shall be absent, the President Pro Tempore shall preside. If both shall be absent, and no presiding officer shall have been designated pursuant to paragraph (c) of this Rule, the Secretary of the Senate shall call the Senate to order and shall preside until the election of an acting presiding officer, which said election shall be the first business of the Senate. The acting presiding officer shall preside until the return of one of the first named officers, at which time his or her functions shall cease.

(c) The President of the Senate may, during a day's session, name the President Pro Tempore or, in the absence of the President Pro Tempore, a Senator to perform the duties of the chair during any part of that day, but no longer.

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

(e) The term of office shall be the time for which the members of the Senate are elected and until their successors are elected.

(f) In the event the President Pro Tempore publicly announces an intention to run for an elected office other than his or her State Senate seat, files a declaration of intention to accept campaign contributions for such office, or

qualifies to run for such office, the office of the President Pro Tempore shall be deemed vacant and the Secretary of the Senate shall assume the administrative duties of the office of President Pro Tempore until the next convening of the Senate, at which time the Senate shall elect from among its members a new President Pro Tempore of the Senate.

1-1.3 Voting Rights of a Senator When Presiding

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

1-1.4 Caucus Officers

The majority party may, by caucus, elect a Majority Leader and a Majority Whip, whose names shall be certified to the Secretary of the Senate. The minority party may, by caucus, elect a Minority Leader and a Minority Whip, whose names shall be certified to the Secretary of the Senate.

1-1.5 Secretary of the Senate

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

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

(c) The Senate shall be organized by the Secretary of the Senate who shall be the ex-officio presiding officer until a presiding officer is elected. No question except one relating to the organization shall be entertained by such officer; and, in deciding such question, he or she shall be governed, as far as practicable, by the standing Rules of the Senate. In the absence of such

officer, his or her assistant may officiate. In the absence of both, the Senate may appoint a chairman whose powers and duties shall be the same as those of the Secretary. (O.C.G.A. § 28-1-3.)

1-1.6 Sergeant at Arms

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

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

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

PART 2: SENATORS

1-2.1 Oath of Office

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

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

(1) Is not the holder of any unaccounted for public money due this state or any political subdivision or authority;

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

(3) Is otherwise qualified to hold said office according to the Constitution and laws of Georgia;

(4) Will support the Constitution of the United States and of this state; and

(5) Has been a resident of his or her district for the amount of time established by law or Constitution. (O.C.G.A. § 45-3-1.)

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

1-2.2 Excused Absence

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

(b) All Senate conference committee members shall be excused from voting during meetings of the conference committee. The excuse shall be entered in the Journal if the conference committee member notifies the Secretary of the actual time of the meeting before leaving the chamber.

1-2.3 Seating in the Senate Chamber

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

(1) President Pro Tempore;
(2) Majority Leader;
(3) Minority Leader;
(4) All Senators who have more than 20 years of continuous service in the Senate shall select their seat in the order of seniority;
(5) Majority Whip;
(6) Minority Whip;
(7) One Administration Floor Leader;
(8) Chairman of the Committee on Rules;
(9) Four seats chosen by the Majority Whip for Deputy Whips;

(10) Two seats chosen by the Minority Whip for Deputy Whip.

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

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

(d) If a Senator listed in paragraph (a) of this Rule resigns his or her position or loses his or her title, the successor to such position or title shall assume that member's seat in the chamber for the duration of the term at the sole option of such successor.

1-2.4 Travel and Reimbursement

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

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

1-2.5 Senate Offices

(a) Except for those offices designated in paragraph (b) of this Rule, the Secretary of the Senate shall assign office space to each Senator on the basis of seniority at the beginning of the term after the leadership positions are determined. The Committee on Administrative Affairs shall adopt policies and procedures that the Secretary shall follow in performing this function. In the event a vacancy occurs in the Senate during the interim, the newly elected Senator shall occupy the office space of his or her predecessor in office for the remainder of the term.

(b) Members of the Senate who are elected or appointed to the following offices are entitled to occupy designated office space in the capitol as follows:

(1) President Pro Tempore	Room 321 Suite
(2) Majority Leader	Room 236
(3) Majority Leadership Suite	Rooms 421 A-F
(4) Minority Leader Suite	Rooms 121 A-B
(5) Chair, Committee on Rules	Room 453
(6) Chair, Committee on Appropriations	Room 234

(c) The Committee on Administrative Affairs may authorize the Secretary to deviate from the procedures set forth in this paragraph as circumstances warrant.

PART 3: EMPLOYEES OF THE SENATE

1-3.1 Compensation for Employees

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

1-3.2 Travel and Reimbursement

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

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

1-3.3 Conflicts of Interest

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

PART 4: CONDUCT AND ETHICS

1-4.1 Definitions

For purposes of this Part:

(a) "Committee" shall mean the Senate Committee on Ethics.

(b) "Senate staff" or "staff" shall mean any person who is not an officer or member of the Senate, who is employed by the Senate, receives compensation from the Senate, or who volunteers their services to the Senate.

1-4.2 Personal Financial Gain

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

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

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

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

1-4.3 Campaign Contributions

(a) No Senator or staff shall solicit a campaign contribution in a state office building. Senators shall not operate political campaigns or operate political

fund-raising campaigns from state office buildings which have not been leased or rented for such purposes.

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

1-4.4 Conflicts of Interest

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

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

1-4.5 Special Treatment; Acceptance of Things of Value

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

(b) No Senator or staff shall accept anything of value when such thing of value is offered with the understanding that official action will be taken or withheld by a Senator or staff in consideration of acceptance of that which is offered. Any offer made which is conditioned upon the taking or withholding of official action shall immediately be reported in writing to the Secretary of the Senate. (O.C.G.A. § 16-10-2.)

1-4.6 Crimes of Moral Turpitude and Controlled Substances

No Senator or staff shall knowingly commit any crime involving moral turpitude or knowingly possess, use, manufacture, or distribute any controlled substance, dangerous drug, marijuana, or alcoholic beverage in

violation of any state or federal law or any county or municipal ordinance. Conviction of any such crime, the acceptance of a plea of guilty or nolo contendere to any such crime, or imposition of payment of a criminal or administrative penalty for any such crime shall constitute a violation of this Rule.

1-4.7 Sexual Harassment

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

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

(c) "Sexual harassment" means making unwelcome sexual advances, requesting sexual favors, or other verbal or physical conduct of a sexual nature when:

(1) Submission to such conduct is made explicitly or implicitly a term or condition of an individual's employment;

(2) Submission to or rejection of such conduct by an individual is used as a basis for employment decisions affecting the employee; or

(3) Such conduct interferes with the employee's work performance or creates an intimidating, hostile, or offensive work environment.

(d) The provisions of this Rule apply to Senators, officers of the Senate, and Senate staff.

(e) Senate staff are required to report any conduct that they believe violates this Rule to their supervisor or the General Assembly's Director of Human Resources. A supervisor who receives such report shall notify the General Assembly's Director of Human Resources of the report. A supervisor who does not take appropriate action when the supervisor knows or has reason to suspect that harassment is occurring is also subject to sanctions proportionate to the seriousness of the offense.

1-4.8 Discriminatory Harassment

(a) The Senate is committed to providing a healthy and appropriate work environment for legislators, legislative employees, interns, aides, and other state employees which is free from discriminatory harassment. Discriminatory harassment will not be tolerated.

(b) "Discriminatory harassment" means unwelcome conduct that is based on race, color, religion, sex (including pregnancy), national origin, age (40 or older), disability, or genetic information where:

(1) Enduring the offensive conduct becomes a condition of continued employment; or

(2) The conduct is severe or pervasive enough to create a work environment that a reasonable person would consider intimidating, hostile, or abusive.

(c) The provisions of this Rule apply to Senators, officers of the Senate, and Senate staff.

(d) Senate staff are required to report any conduct that they believe violates this Rule to their supervisor or the General Assembly's Director of Human Resources. A supervisor who receives such report shall notify the General Assembly's Director of Human Resources of the report. A supervisor who does not take appropriate action when the supervisor knows or has reason to suspect that harassment is occurring is also subject to sanctions proportionate to the seriousness of the offense.

1-4.9 Standard of Conduct

No member of the Senate, officer of the Senate, or Senate staff shall engage in improper conduct which may reflect negatively upon the Senate, is a violation of the law, or is a violation of the Standards of Conduct and Ethics under part 3 or 4 of Section One of the Rules of the Senate.

1-4.10 Committee on Ethics

(a) Purpose: The Committee on Ethics (the Committee) is a committee created by the Senate and shall be construed to function in furtherance of the powers conferred upon the Senate by Article III, Section IV, Paragraph VII of the Constitution of this state. As a committee of the Senate, neither it nor any staff or material in its possession shall be deemed to be a public office

or records of a public office: provided however, the Committee may by rule provide for the release of information or documents received by it in the course of the performance of its duties.

(b) Authority to Take Official Action: The Committee is authorized to meet and to take official action on matters within its jurisdiction at any time including during the periods after adjournment sine die and prior to the convening of the next legislative session.

(c) Jurisdiction: The Committee is authorized to:

(1) Investigate any matter referred to it by the Senate and report its findings and recommendations, if any, to the Senate;

(2) Receive and investigate any properly filed complaint alleging that a Senator or officer of the Senate engaged in improper conduct that may reflect negatively upon the Senate, violated the law, or violated any rule under Part 3 or 4 of Section One of the Rules of the Senate;

(3) Initiate an inquiry on its own initiative of improper conduct that is within the jurisdiction of the Committee;

(4) Recommend, when appropriate, disciplinary action against a member of the Senate or officers of the Senate;

(5) Recommend to the Senate rules or policies that may be necessary to ensure appropriate Senate standards of conduct;

(6) Report violations of law to appropriate law enforcement authorities; and

(7) Render advisory opinions on the application of Parts 3 and 4 of Section One of the Rules of the Senate.

(d) Membership and Quorum: The Committee shall be composed of the President Pro Tempore, the Majority Leader, the Majority Whip, the Minority Leader, the Minority Whip, and eight other members appointed by the Committee on Assignments. The President Pro Tempore, the Majority Leader, the Majority Whip, the Minority Leader, the Minority Whip shall be ex-officio members of the Committee. The quorum of the Committee shall be a majority of its regular members, not including the ex-officio members. However, the ex-officio members may be counted for purposes of determining the existence of a quorum.

(e) Disqualification and Recusal: A member of the Committee shall be ineligible to participate in any Committee proceeding, preliminary inquiry, or adjudicatory review of a matter which he or she filed or to which he or she is the respondent. A member of the Committee may recuse himself or herself from a matter before the Committee at any time. Either the complainant or the respondent may petition the Committee to disqualify a member of the Committee from participating in proceedings related to the complaint. Such petition shall be granted if the Committee believes, by a majority vote, that good cause is shown for disqualification. In the event a member of the Committee is disqualified or recused, the Committee on Assignments shall appoint a member of the Senate to the Committee to serve during the period of such disqualification or recusal. Such appointee shall be a member of the same party as that of the disqualified or recused member.

1-4.11 Ethics Complaints

(a) Complaints Initiated by Individuals:

(1) Any person may file a complaint alleging that any Senator, officer of the Senate, or member of the Senate staff has engaged in improper conduct that reflects negatively upon the Senate, violated the law, or violated any Senate Rule under Part 3 or 4 of Section One of these Rules, provided that no complaint shall be filed against any person more than four years after the alleged conduct occurred or for conduct that was not prohibited by Rule or law when the alleged conduct occurred.

(2) All complaints against a member of the Senate, an officer of the Senate, or a member of the Senate staff shall be filed according to this Rule. A complaint shall be initiated by filing it with the Secretary of the Senate who shall ensure that the complaint is properly completed before it is accepted for filing. The Secretary shall retain the original complaint and all related documents as confidential material until such time as the committee or the Senate has released such information. The Secretary shall prescribe a form for such complaints and shall provide for instructions necessary to properly submit a complaint. Failure to adhere to these Rules may result in the dismissal of the complaint. The complaint shall:

(A) Specifically describe the nature of the alleged violation and the party or parties involved;

(B) Include a statement by the complainant that he or she will abide by the Rules of the Senate and the rules of the Committee, including the rules related to confidentiality; and

(C) Be signed by the complainant and verified under oath.

(3) Upon the filing of a complaint, the Secretary of the Senate shall promptly refer the complaint as follows:

(A) If the complaint is against a member of the Senate or an officer of the Senate, to the Chairman of the Committee on Ethics. A copy of the complaint shall be provided to the President of the Senate. If the subject of the complaint is the Chairman of the Committee, such complaint shall be delivered to the Vice-chairman of the Committee who shall oversee all matters pertaining to such complaint and shall act as Chairman of the Committee for such complaint. If the complaint is against the Secretary of the Senate, such complaint shall be filed with the President Pro Tempore of the Senate; and

(B) If the complaint is against a member of the Senate staff, the Secretary of the Senate shall promptly deliver a copy of the complaint to the department director who supervises the respondent and to the General Assembly's Director of Human Resources. After initiation, any complaints against members of the Senate staff shall be addressed administratively in accordance with applicable policies of the Senate or General Assembly and not through the Committee and shall not be subject to the balance of the procedures provided herein.

(4) Conduct of Preliminary Inquiry: After referral of a complaint against a Senator, the committee shall proceed as follows:

(A) Service on Respondent: Upon receipt of the complaint, the Chairperson of the Committee shall promptly serve the named respondent with a copy of the complaint by personal service, by certified mail return receipt requested, or electronically, if agreed to by the respondent in writing;

(B) Answer of Respondent: The respondent shall respond to the complaint in writing and verified under oath within 30 days from service of the complaint;

(C) The Committee shall delegate to its Preliminary Inquiry Subcommittee the authority to conduct a preliminary inquiry to determine whether probable cause exists that a violation within the jurisdiction of the Committee has occurred. The "probable cause" standard is met where there is a reasonable amount of suspicion, supported by circumstances and/or evidence to justify a cautious and prudent person to believe that certain facts are probably true;

(D) The Preliminary Inquiry Subcommittee of the Committee shall be made up of the Chairperson, the President Pro Tempore of the Senate, the Majority Leader, the Majority Whip, the Minority Leader, and the Minority Whip;

(E) After receipt of the initial complaint and the respondent's response, the Chairperson shall promptly convene a meeting of the Preliminary Inquiry Subcommittee to begin its inquiry. The Preliminary Inquiry Subcommittee may use all appropriate means of determining the facts of the matter under inquiry. The subcommittee may meet by teleconference. Meetings of the subcommittee shall not be open to the public, and all information and documents in possession of the subcommittee shall remain confidential except as provided by subsection (d) of this Rule;

(F) Upon completion of its preliminary inquiry, the subcommittee shall prepare a written report and make one of the following findings:

(i) The Committee does not have jurisdiction over the complaint, in which case the Preliminary Inquiry Subcommittee shall dismiss the complaint and all records and information related to such complaint shall remain confidential;

(ii) No probable cause exists to believe that a violation occurred, in which case the Preliminary Inquiry Subcommittee shall dismiss the complaint and all records and information related to such complaint shall remain confidential; or

(iii) There is probable cause to believe that a violation occurred, in which case the complaint shall proceed to

the adjudicatory phase for consideration by the full Committee;

(G) For the findings of the report to be binding, the report shall be adopted by a majority vote of the Preliminary Inquiry Subcommittee's members, one vote of which shall be from a member of the minority party. If the report is adopted by the subcommittee and the report finds that either there is no jurisdiction or that no probable cause exists, the subcommittee shall dismiss the complaint and forward a copy of its report to the Committee. If the report is adopted by the subcommittee and the report finds that there is probable cause, the subcommittee shall forward a copy of its report and any documentation to the Committee so that the Committee can proceed to adjudicatory phase. If the report fails to be adopted, the subcommittee shall forward a copy of its report and any documentation to the Committee so that the Committee can proceed to adjudicatory phase; and

(H) Any report of the subcommittee shall remain confidential except as provided by subsection (d) of this rule. The subcommittee shall provide a copy of any report to both the complainant and the respondent.

(b) Complaints Initiated by the Committee:

(1) The Committee may initiate an ethics investigation on its own initiative by majority vote of the Committee after the Committee has determined that there is probable cause that a violation has occurred within the jurisdiction of the Committee.

(2) If the Committee files a complaint, it shall do so within a reasonable time following the Committee's initiation of such investigation by a majority of the Committee signing a complaint that specifically describes the nature of the alleged violation and identifies the party or parties involved.

(3) The Committee shall promptly serve the respondent with a copy of the complaint and service of such complaint shall be by personal service, by certified mail return receipt requested, or electronically, if agreed to by the respondent in writing.

(c) Adjudication of Complaints by the Committee:

(1) Once the Committee or the Preliminary Inquiry Subcommittee has determined that there is probable cause, the Committee shall proceed to conduct an adjudicatory hearing or hearings. Prior to conducting any adjudicatory hearing, the Committee may negotiate a settlement with the respondent. Any negotiated settlement shall be a matter of public record and shall be filed with the Secretary of the Senate. If a negotiated settlement is not reached, the Committee shall proceed to the adjudicatory hearing phase.

(2) Adjudicatory Hearing: If the Committee proceeds to the adjudicatory hearing phase, it can consider any relevant evidence that addresses the allegations of the complaint. In the event the Committee votes to proceed to an adjudicatory hearing and no negotiated settlement is reached, the Chairman shall set the matter for an adjudicatory hearing which shall be open to the public unless the Committee decides by a majority vote to hold part or all of the adjudicatory hearing in executive session. The Committee may require the attendance and testimony of material witnesses and the production of documents and materials which the Committee deems advisable and may administer oaths and affirmations. The complainant and respondent shall receive reasonable notice of any hearing and shall be entitled to receive within a reasonable time before the hearing access to all relevant material before the Committee that is not otherwise exempt from disclosure under Article 4 of Chapter 18 of Title 50 of the O.C.G.A.

(3) The complainant and respondent shall be entitled to secure counsel of his or her choosing and to examine any witnesses who may be called by the Committee to appear at any hearing. The complainant and respondent shall also have the right to call witnesses and present evidence at any adjudicatory hearing. The Committee shall assure that all hearings are recorded.

(4) Upon completion of such hearing, the Committee shall issue a report of its findings and recommendations of action. The Committee's report and recommended actions shall be a matter of public record and shall be filed with the Secretary of the Senate.

(5) The Committee shall base its findings on that more likely than not a violation within the jurisdiction of the Committee has occurred.

(6) If the Committee finds that a violation within the jurisdiction of the Committee has occurred, it may recommend to the Senate any appropriate sanction authorized by these Rules or by the Georgia Constitution under Article III, Section IV, Paragraph VII.

(7) Any person who reports to the Committee or offers any relevant evidence regarding an alleged violation, or any other government entity regarding such violation, shall not be subjected to reprisal, retaliation, harassment, discrimination, or ridicule by Senators or staff.

(d) Confidentiality:

(1) Preliminary Inquiry: Any complaint brought by or before the Committee and the Preliminary Inquiry Subcommittee and all records and information related to such complaint shall remain confidential until the Committee or the Preliminary Inquiry Subcommittee has determined that probable cause exists to believe that a violation within the jurisdiction of the committee has occurred. The Committee, by a majority vote of those present at any proceeding, may waive the confidentiality requirements of this subparagraph upon the request of both the respondent and complainant or on its own initiative. Once probable cause has been found by either the Committee or the Preliminary Inquiry Subcommittee, any requirements of confidentiality are vitiated.

(2) Settlement: Any settlement reached between the Committee and the respondent shall be a matter of public record and filed with the Secretary of the Senate.

(3) Adjudicatory Hearing: Any adjudicatory hearing to determine whether a violation within the jurisdiction of the Committee has occurred shall be open to the public.

(4) Access to Confidential Information: Each member of the Committee and other persons as authorized by the Committee shall have access to all confidential information and materials. The Committee shall establish such procedures as may be appropriate and necessary to prevent the unauthorized disclosure of such confidential information and material. Such procedures may include the designation of a secure location at which members of the Committee and others as authorized by the Committee can review confidential information and materials.

(5) The Committee may investigate all alleged breaches of confidentiality under this subparagraph.

1-4.12 Distribution of Rules; Educational Seminars

The Secretary of the Senate shall distribute a copy of Senate Rules to all Senators and staff. The Committee on Ethics shall, when deemed appropriate, conduct seminars or other educational programs designed to inform Senators, staff, or other interested parties of the provisions of these Rules, especially Part 4 of Section One, as well as statutes relating to ethical standards and conduct, sexual harassment, and discrimination.

1-4.13 Distribution and Advice Regarding the Senate Rules

A member of the Senate, an officer of the Senate, or an employee of the Senate may request in writing the opinion or advice of the Committee with regard to interpretation of any section of Part 4 of Section One of these rules. The Committee shall respond expeditiously in writing to such request. All requests for opinions, or advice given, or any opinion or advice shall be confidential.

PART 5: PUBLIC MEETINGS

1-5.1 Open meetings

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

(1) Discussing the future acquisition of real estate;

(2) Discussing the appointment, employment, or dismissal of a public officer or employee; or disciplinary action against such officer or employee;

(3) Hearing complaints or charges brought against a public officer or employee, unless such officer or employee requests that the meeting be open to the public or a hearing is required to be open pursuant to paragraph (g) of Rule 1-4.11; or

(4) Discussing matters the public disclosure of which would compromise security against sabotage or criminal or terrorist acts and the nondisclosure of which is necessary for the protection of life, safety, or public property, which shall be limited to the following:

(A) Security plans and vulnerability assessments for any public utility, technology infrastructure, building, facility, function, or activity in effect at the time of the meeting or pertaining to a plan or assessment in effect at such time. As used in this division, the term "activity" means deployment or surveillance strategies, actions mandated by changes in the federal threat level, motorcades, contingency plans, proposed or alternative motorcade routes, legislative and dignitary protection, planned responses to criminal or terrorist actions, after-action reports still in use, and proposed or actual plans and responses to bioterrorism;

(B) Any plan for protection against terrorist or other attacks that depends for its effectiveness in whole or in part upon a lack of general public knowledge of its details;

(C) Any information relating to the existence, nature, location, or function of security devices designed to protect against terrorist or other attacks that depend for their effectiveness in whole or in part upon a lack of general public knowledge;

(D) Any information regarding a plan, blueprint, or other material which if made public could compromise security against sabotage, criminal, or terrorist acts; and

(E) Any government sponsored programs concerning training relative to governmental security measures which would identify persons being trained or instructors or would reveal information described in divisions (1) through (4) of this subparagraph.

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

(c) All meetings of Committees of Conference shall be open to the public. The conference committee may establish rules for the conduct of its meetings not in conflict with the provisions of this Rule**.**

SECTION TWO

COMMITTEES

PART 1: COMMITTEES: ORGANIZATION, DUTIES, AND RESPONSIBILITIES

2-1.1 Committee on Assignments

The Committee on Assignments shall be composed of the President of the Senate, the President Pro Tempore of the Senate, the Majority Leader, and two Senators appointed by the President of the Senate. The President of the Senate or his designee shall serve as chair of the committee. The chair shall vote only to break a tie. Actions of this committee shall be reported to the Senate by the committee chairperson as necessary. The committee is authorized to meet and take official action after adjournment sine die of a session and prior to the convening of the next session. The meetings of this committee shall be closed to the public.

2-1.2 Committee on Administrative Affairs

There shall be a Committee on Administrative Affairs composed of the President of the Senate, the President Pro Tempore, the Majority Leader, the Minority Leader, the Secretary of the Senate, and three members appointed by the President of the Senate. This committee shall have the responsibility of employing, supervising, disciplining, and setting the compensation of all aides, secretaries, and other personnel for the Senate, including the Senate Budget and Evaluation, Senate Press and Senate Research offices. The committee shall supervise the purchase and allotment of supplies for the Senate. This committee shall also supervise and approve all out-of-state travel of members of the Senate and staff. The committee shall be chaired by the President Pro Tempore or his or her designee. The committee is authorized to meet and take official action after adjournment sine die of a session and prior to the convening of the next session.

2-1.3 Standing Committees; Number of Members

(a) The Committee on Assignments shall appoint the members of standing committees and the maximum number of Senators which may serve on that committee as follows:

Agriculture and Consumer Affairs 9
Appropriations 30
Banking and Financial Institutions 10
Children and Families 9
Economic Development and Tourism 12
Education and Youth 10
Ethics 13
Finance 11
Government Oversight 11
Health and Human Services 14
Higher Education 9
Insurance and Labor 9
Interstate Cooperation 5
Judiciary 10
Natural Resources and the Environment 11
Public Safety 8
Reapportionment and Redistricting 15
Regulated Industries and Utilities 11
Retirement 7
Rules 14
Science and Technology 5
State and Local Governmental Operations 7
State Institutions and Property 7
Transportation 10
Urban Affairs 11
Veterans, Military, and Homeland Security 8

(b) The above limitations shall not apply when the Committee on Assignments appoints a Senator to committees if that Senator was duly elected in a special election.

2-1.4 Subcommittees

The Committee on Assignments may create within any standing committee a subcommittee or subcommittees and appoint the membership and officers thereof, provided that the chairperson of a standing committee may appoint subcommittees in cases not provided by the Committee on Assignments. Nothing herein contained shall be construed to limit the authority of the standing committees or the officers thereof.

2-1.5 Committee Powers and Responsibilities

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

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

(c) A committee cannot circumvent the provisions of the Senate Rules governing committees by suspending any Rule or part thereof.

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

2-1.6 Committee Reports

(a) All reports of a committee shall be in writing and signed by the chairman or the person presiding at the meeting at which the committee took action.

(b) The minority of a committee, signed by any member of the committee, may make a report in writing, setting forth succinctly the reasons for their dissent. The names of those members of the committee who concur with the minority report may be included in the report. Notice of a minority report must be given when the majority report is read and shall be recorded in the Journal of the Senate. A minority report must be filed with the Secretary of the Senate before the third reading and consideration of the bill or resolution dissented to and shall also become a part of the official archives of the Senate.

(c) If the report of a committee is favorable to the passage of a bill or resolution, the same shall be given a second reading without question, provided that any local bill or resolution assigned as local legislation and favorably reported shall be placed on the Local Consent Calendar.

2-1.7 Committee Meetings

(a) In order to secure adequate quorums, standing committees shall meet at a time and place scheduled and designated by the Secretary of the Senate and approved by the Committee on Administrative Affairs; a list of the committee meetings, stating their time and location, shall be posted by 10:00 A.M. on the Friday preceding the week of the scheduled meetings. A chairman may request in writing directed to the Secretary of the Senate additional meetings if the request is made no later than twenty-four (24) hours prior to the scheduled meeting. A chairman may cancel a meeting by notifying the Secretary of the Senate in writing no later than one (1) hour prior to the meeting. There shall be no standing committee meetings in the Senate Chamber except a scheduled public hearing.

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

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

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

(1) The time and place of each meeting of the committee;
(2) The attendance of the committee members;
(3) An accurate record of all votes taken;
(4) The number of all bills and resolutions acted upon;
(5) All motions and results;
(6) Any appearances by any persons other than members of the committee;
(7) The date and time the committee convened and adjourned; and
(8) Such additional information as the committee shall determine.

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

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

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

2-1.8 Committee Quorum

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

2-1.9 Attendance and Testimony by Author of Bill

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

2-1.10 Rules Committee; Calendar; Special Rules

(a) The Committee on Rules shall arrange and fix the calendar for each day's business after the fifth (5th) legislative day of each regular session of the General Assembly. The committee shall post the calendar as soon as practicable following the setting of the calendar.

(b) The Committee on Rules may refer any bill or resolution on the General Calendar back to the committee which has reported out such bill or resolution or to any other committee selected by the Committee on Rules.

2-1.11 Audit Subcommittee of Rules

The Senate Committee on Rules shall designate in writing an audit subcommittee to examine and review, not less than once every two months, legislative expenditures, including all vouchers submitted by members of the Senate, as provided for in subsection (e) of Code Section 28-1-8, for which the members have received payment. The subcommittee is authorized to issue reports of its examination and review.

2-1.12 Enrolling and Journals Subcommittee of the Senate

The Senate Committee on Rules shall be the subcommittee of the Senate on Enrolling and Journals and shall certify by signature of the chairman that all engrossed and enrolled Senate legislation has been properly prepared.

2-1.13 Committee of Conference on the General Appropriations Act and the Amended General Appropriations Act

The Committee of Conference on the General Appropriations Act and the Amended General Appropriations Act shall be composed of the President Pro Tempore, the Majority Leader, and the Chairman of the Committee on Appropriations.

PART 2: COMMITTEE OFFICERS

2-2.1 Appointment of Chair, Vice-chair, and Secretary

The Committee on Assignments shall appoint as officers a chairman, a vice-chairman, and a secretary for all standing committees and a chairman of standing subcommittees. The Committee on Assignments may remove a Senator from any appointed committee officer position at any time for any reason.

2-2.2 Chair, Vice-chair; Vote

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

2-2.3 Powers of the Chair

The principal duties of the chair of a committee are:

(1) To call the committee to order at the time provided by these Rules;

(2) To preside over meetings of the committee and recognize members and speakers;

(3) To preserve order and decorum and to have general control of the committee room;

(4) To prepare or supervise the preparation of reports of the committee;

(5) To decide all questions of order.

2-2.4 Vice-chair's Duties

A vice-chairman may preside in the absence of the chairman if the chairman is incapacitated and the vice-chairman is directed to preside by the Secretary of the Senate or if he or she is directed by the chairman to preside. The presiding officer of the committee shall be recorded in the committee report.

PART 3: COMMITTEE MEMBERS

2-3.1 Membership

(a) Each Senator shall be appointed to serve on four standing committees provided for in this Rule and no more; except that:

(1) Membership on the Committee on Assignments or the Committee on Administrative Affairs shall not count as one of the four committees.

(2) Membership on the Committee on Ethics, the Committee on Urban Affairs, the Committee on Reapportionment and Redistricting, and the Committee on Interstate Cooperation (which is created by law) shall not count as one of the four committees; except that the chairmen of these committees shall count the committee as one of his or her four committees; and

(3) Membership on a non-standing committee shall not count as one of the four committees.

(b) After the public announcement of the standing committees and subcommittees, no other Senators shall be placed thereon; except when a Senator has been elected to fill a vacancy caused by death or resignation from the Senate. In such case, the incoming Senator may be assigned to any standing committee and other Senators, with their consent, may be reassigned by the Committee on Assignments.

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

2-3.2 Ex-officio Members

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

(b) Ex-officio members may be removed from a committee at any time for any reason by the Committee on Assignments.

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2-3.3 Attendance

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

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

PART 4: COMMITTEE VOTING

2-4.1 Voting; Call for the Yeas and Nays

Upon the call for the yeas and nays, if one-third of the committee members present sustain the call, the roll call shall be taken and recorded.

2-4.2 Voting in Committee; Duty to Vote; Prohibitions; Exceptions

(a) No member of any committee shall be allowed to vote by proxy.

(b) No member of any committee shall be permitted to pair his or her vote with another member.

(c) No member of any standing committee shall be permitted to participate in a committee meeting or cast a vote via video conference or teleconference; provided, however, that the chair of a standing committee may permit a member who is prevented from attending a committee meeting in person due to military service to participate and vote via video conference or teleconference.

(d) The chair of an interim special committee to study a specific issue is authorized, at his or her discretion, to permit a member of such committee to participate and to vote via video conference or teleconference.

(e) The chair of a committee may not authorize participation or voting via video conference or teleconference in any meeting, or portion of a meeting, that is closed to the public.

(f) No member of any committee may abstain from voting unless the member or any member of the Senator's immediate family has a direct pecuniary interest in the result of such vote which interest is distinct, unique or peculiar to the Senator or the Senator's immediate family.

PART 5: COMMITTEE MOTIONS AND PRECEDENCE

2-5.1 Motions; How Made

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

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

A “do pass” motion that fails does not automatically give a “do not pass” recommendation, nor does a “do not pass” motion which fails give an affirmative recommendation. A “do not pass” motion which passes is considered unfavorably reported by the committee and may not be taken up by the full Senate.

2-5.3 Motions; Precedence

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

1st A motion that a bill do pass;
2nd A motion that a bill do not pass;
3rd A motion to postpone to a time certain;
4th A motion to refer a bill to a subcommittee.

PART 6: COMMITTEE DECORUM AND DEBATE

2-6.1 Committee Testimony; Recording; Transcripts

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

2-6.2 Appeals

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

PART 7: COMMITTEE OF THE WHOLE

2-7.1 Process

The Senate may resolve itself into a Committee of the Whole by a majority of those voting, provided that the total vote constitutes a quorum, on motion of a member made for that purpose; provided further, that notice of intention to make such motion shall be given during the session of the preceding day. Individual speeches on such motion shall be limited to three minutes. If such notice shall not have been given, the motion shall prevail if it shall receive the affirmative votes of two-thirds of those voting, provided that the two-thirds shall constitute a majority of all the members elected to the Senate. Provided further, that whenever the Senate, by its own vote, shall commit any bill or resolution to the Committee of the Whole, and subsequently, a motion shall be made to resolve the Senate into a Committee of the Whole to consider such bill or resolution, and such motion shall be lost, the said motion shall not be again renewed; but it shall be the duty of the President to require the Secretary of the Senate to read the bill or resolution again at the following day's session under the order of introduction of new matter or reading of bills the first time, and to refer such bill or resolution to the appropriate committee unless otherwise ordered by the Senate.

2-7.2 Presiding Officer

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

2-7.3 Quorum

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

2-7.4 Reading of Bills; Order of Debate

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

2-7.5 Applicability of Senate Rules; Limitations; Powers

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

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

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

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

2-7.6 Voting Responsibilities of Members

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

2-7.7 Limits on Debate

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

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

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

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

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

2-7.9 Report of a Committee of the Whole

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

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

2-7.10 Amendments by a Committee of the Whole

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

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

2-7.11 Recording of Proceedings

The proceedings of the Committee of the Whole shall not be recorded in the Journal of the Senate, except so far as reported to the Senate by the chairman of said committee.

PART 8: COMMITTEE OF CONFERENCE

2-8.1 Membership

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

2-8.2 Powers

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

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

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

(b) All Committee of Conference reports shall be printed and distributed to the Senators on the legislative day prior to consideration of the same during the first thirty-six (36) days of any regular session. During the thirty-seventh (37th) through the fortieth (40th) days of any regular session, such reports shall be printed and distributed to the Senators at least two (2) hours prior to consideration of the same; provided that this two (2) hour requirement may be suspended by the affirmative vote of a majority of the members to which the Senate is entitled.

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

After a Committee of Conference has been in existence for five (5) days and has failed to make a report to the Senate on the question under consideration, the Senate, on motion and by a majority vote of all members elected to the Senate, may discharge the Senate conferees and new conferees shall be appointed as provided in Rule 2-8.1, instruct said Senate conferees, or make any other motion not contrary to the Rules of the Senate; provided that, after the thirty-fifth (35th) legislative day, the above motions may be made and passed at any time, but not more often than every twenty-four hours.

2-8.5 Germaneness of Reports

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

2-8.6 Final Passage

(a) Under no condition, including suspension of the Rules, may the Senate alter or amend the conference committee report, but the Senate must adopt, or refuse to adopt, the report in the form submitted.

(b) Any conference committee report must be adopted by the vote required to pass the bill, resolution, or matter under consideration.

SECTION THREE

BILLS, RESOLUTIONS, AND CONFIRMATIONS

PART 1: GENERAL BILLS AND RESOLUTIONS

3-1.1 Form of Bills

(a) All bills and resolutions shall have the name of the Senator or Senators introducing the same, as well as the district or districts represented, endorsed in ink on the bill back of the bill. The Senator whose name appears first on the bill back shall be the primary author. Any Senator, except the primary author, may remove his or her name from a bill or resolution in accordance with procedures established by the Secretary of the Senate. A primary author may remove his or her name from a bill only with consent of the Senate provided that another Senator is willing to become the primary author. There shall also appear on the back of the bill, the title or a brief summary thereof.

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

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

3-1.2 Introduction of Bills

(a) No bill or resolution requiring the concurring vote of the House for passage shall be introduced unless the same shall have been filed in the office of the Secretary before 4:00 P.M. on the previous business day; provided that the same shall be filed before 2:00 P.M. on Fridays.

(b) No general Senate bill or resolution having the effect of law shall be introduced after the thirty-ninth (39th) day of any regular session. The provisions of this paragraph shall in no case be suspended except by a two-thirds (2/3) vote of the members to which the Senate is entitled.

(c) No general House bill or resolution, having the effect of law shall be accepted by the Secretary of the Senate for first reading and referral to committee after a day agreed upon by the Senate and the House of Representatives which shall not be later than the twenty-seventh (27th) day of any regular session, which shall be known as the crossover day. If no agreement can be reached by the Senate and House of Representatives by the twenty-fifth (25th) legislative day, the crossover day shall be the twenty-seventh (27th) legislative day. Referral of House legislation received on the crossover day may be made during the Order of Business of First Reading and Reference of House Bills and Resolutions on the next legislative day following such crossover day. The provisions of this paragraph shall in no case be suspended except by a two-thirds (2/3) vote of the members to which the Senate is entitled; provided that this rule may be suspended by a majority vote on general and supplemental appropriations bills.

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

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

(f) To introduce a bill or resolution, a member shall file an original and one duplicate original with the Secretary of the Senate. All original and duplicate bills and resolutions shall show an “01” and “02” respectively stamped in red on the back side of the last page.

3-1.3 Distribution of Bills; Printing Amendments

(a) The Secretary of the Senate shall, as soon as possible after any bill or resolution is filed in his or her office, print for distribution and release a copy thereof to the internet. Whenever any such bill or resolution of general application shall be reported back by the committee to which it was referred with the recommendation that it do pass as amended, the Secretary of the Senate shall print for distribution and release a copy thereof to the internet.

(b) The Senate may at any time by the vote of a majority of those voting, provided the total vote constitutes a quorum, suspend action upon any pending bill or resolution of general application until all amendments offered on the floor of the Senate shall have been printed and distributed to the Senators.

3-1.4 Fiscal Notes

(a) Any bill having a significant impact on the anticipated revenue or expenditure level of any state department, bureau, board, council, committee, commission, or other state agency must be introduced no later than the twentieth day of any session. The sponsor of such legislation must request a fiscal note from the Office of Planning and Budget and the Department of Audits and Accounts by November 1 of the year preceding the annual convening of the General Assembly in which the bill is to be introduced. Members-elect must request a fiscal note by December 1. (O.C.G.A. 28-5-42.)

(b) Failure to request a fiscal note by November 1 or December 1 will preclude consideration by the Senate unless the committee to which a bill is assigned in the chamber in which it is introduced:

(1) Determines, on a specific motion for waiver, that the bill has a significant impact, waives the November 1 or December 1 deadline, requests a fiscal note from the director of the Office of Planning and Budget and the state auditor and the chair of the committee suggests a preferred order of completion to guide the director of the Office of Planning and Budget; or

(2) Determines on a specific motion that such bill will not have a significant impact as described in O.C.G.A. § 28-5-42.

(c) In the event a Senate bill having a significant impact is introduced not later than the twentieth day of any session, the chairperson of the committee to which such bill is referred shall request the director of the Office of Planning and Budget and the state auditor to submit any such fiscal note as to the fiscal effect of any such bill. The chairperson shall make such request after the bill has been referred to committee. The chairperson shall not be required to make such request with respect to any bill for which:

(1) A fiscal note has been requested by the sponsor of the bill and the chairperson has been duly notified in writing of such request by such sponsor; or

(2) The director of the Office of Planning and Budget and the state auditor have previously submitted a fiscal note pursuant to a request under paragraph (a).

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

(e) Fiscal notes shall include a reliable estimate in dollars of the anticipated change in revenue or expenditures under the provisions of the bill. It shall also include a statement as to the immediate effect and, if determinable, the long-range effect of the measure. The fiscal note shall not express opinion relative to the merits of the measure, but may identify technical or mechanical defects. (O.C.G.A. § 28-5-42.)

3-1.5 Receipt of House Bills on the Crossover Day

When a general bill or resolution is received from the House during a period when the Senate is in recess on the crossover day, the bill or resolution may be read and referred to a standing committee by the President of the Senate during such period of recess. The Secretary of the Senate shall maintain a public listing of all bills so read and referred. Any Senator who desires to move to engross any such bill or resolution must serve written notice of his or her intention to do so by delivering such written notice to the Secretary before midnight of that crossover day. When notice is so given, further proceedings on a motion to engross shall be as provided in Rule 6-9.1(b), except as otherwise provided in this Rule**.**

3-1.6 Possession of Bills

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

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

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

3-1.7 Withdrawal of Bills

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

3-1.8 Failed Bills; Prohibition Against Reintroduction

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

PART 2: LOCAL BILLS

3-2.1 Local Bills; General Provisions

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

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

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

3-2.2 Approval by Local Delegation

(a) In order for local legislation to be favorably reported by the Committee on State and Local Governmental Operations, such legislation must be signed by a majority of the Senators representing the political subdivision affected by such legislation. For the purpose of determining which Senator or Senators represent a political subdivision, the Senator's district must include all or a portion of the geographical area of the political subdivision affected by the local legislation. If an even number of Senators representing multi-member political subdivisions are equally divided on any local legislation, the legislation may be considered by the Committee on State and Local Governmental Operations on its merits, and the committee may report the legislation to the Senate with the recommendation that it "do pass" or "do not pass."

(b) Annexation bills shall be assumed to affect other municipalities and the county in which they are located. If an annexation bill affects more than one senatorial district, the bill must be signed by a majority of Senators representing all the affected counties and municipalities.

(c) Approval of local legislation as appropriate to proceed onto the Local Consent Calendar shall be evidenced by a Senator's signature and senatorial district in the designated place on the bill back that is inserted for the purpose of recording the signatures of those Senators affected who agree with placing the local legislation on the Local Consent Calendar. Once the approval signature is made, it is permanent and cannot be removed; however, any Senator retains the right to object under the provisions of Senate Rule 4-2.8**.**

PART 3: CONFIRMATIONS

3-3.1 Confirmations; Procedure

(a) Upon receiving the name of any person whose appointment to public office requires Senate confirmation, the President of the Senate shall refer such appointments to the Committee on Assignments. Such referral shall be made no later than the legislative day after receipt. The Committee on

Assignments shall consider such appointments and may refer such appointments to one or more standing committees and shall instruct the Secretary of the Senate to notify the Senate that the names of such appointees have been received. Except for appointments to the Judicial Qualifications Commission which shall be submitted pursuant to statute, no appointees shall be considered for confirmation by the Senate unless the names of such appointees are received by the President of the Senate prior to the tenth (10th) legislative day. However, no appointments may be considered by the Senate until the expiration of seventy-two (72) hours after receipt thereof by the President of the Senate, or until the expiration of forty-eight (48) hours after being referred to the Committee on Assignments. The Secretary of the Senate shall make the names of appointees submitted to the Senate for confirmation available for review by any Senator. The chair of the standing committee or committees to which the appointment may have been referred shall cause such appointment or appointments to be considered by the committee within a reasonable period of time after receiving the referral. The chair of the standing committee or committees to which the appointments may have been referred shall then report the committee's recommendations to the Committee on Assignments which shall report its recommendations to the full Senate.

(b) Rule 3-3.1 may be suspended by a majority vote of the Senate after the thirty-fifth (35th) legislative day.

(c) Upon the request of any committee to which an appointment was referred, such appointee must furnish to the Senate a resume of all business transactions that he or she has had with the State of Georgia during the period of the two years before the appointment.

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 General Assembly 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. III, sec. IV, par. I; 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. (Ga. Const., art. III, sec. IV, par. I (a).)

(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 (c).)

PART 2: ORDER OF BUSINESS

4-2.1 Daily Order of Business

(a) The following shall be the daily Order of Business:

1. ..... Report of the Committee on the Journal.
2. ..... Reading of the Journal.
3. ..... Motions to reconsider.
4. ..... Confirmation of the Journal.
5. ..... Introduction of bills and resolutions.
6. ..... First reading and reference of Senate bills and resolutions.
7. ..... First reading and reference of House bills and resolutions, which shall also be in order at any later time when no other business is pending.
8. ..... Reports of standing committees.
9. ..... Second reading of general bills and resolutions.
10. ..... Call of the roll.
11. ..... Recitation of the Pledge of Allegiance to the Flag of the United States.
12. ..... Recitation of the Pledge of Allegiance to the Flag of Georgia.
13. ..... Prayer of the chaplain.
14. ..... Unanimous consents.
15. ..... Points of personal privilege.
16. ..... Adoption of privileged resolutions.
17. ..... Motions to withdraw bills or resolutions from one committee and commit to another committee.
18. ..... Passage of local uncontested bills and resolutions, which shall also be in order at any later time when no other business is pending.
19. ..... Consideration of local contested bills and resolutions, which shall also be in order at any later time when no other business is pending.
20. ..... Motions to engross.
21. ..... Third reading and consideration of general bills and resolutions.

(b) The order of business shall in no case be changed except by two-thirds (2/3) vote of the members to which the Senate is entitled, unless prohibited by any other Rule of the Senate.

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

4-2.2 Reports of the Committees on Rules and State and Local Governmental Operations (Local); Messages

(a) The reports of the Committee on Rules and the Committee on State and Local Governmental Operations for local legislation shall be in order at any time, and messages from the Governor or from the House may be received under any order of business. Messages may be received at any time while the door is open, except while a question is being put or a ballot or a voice vote is being taken.

(b) When a message is sent to the Senate, it shall be respectfully communicated in writing to the President and all Senators by the Secretary of the Senate.

4-2.3 Reading of the Journal

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

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

4-2.4 Reading of General Bills and Resolutions

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

(b) Before reading any bill or resolution the second or third time, the Secretary of the Senate shall distinctly state its number and the name of the Senator or Senators by whom introduced; provided, that the general appropriations bill and any supplemental appropriations bills shall have precedence on third reading over all other matters, even special orders, until final disposition of the said bills; and further provided, that appropriations bills shall be exempt from the previous day distribution requirement of paragraph (b) of Rule 2-8.3 and the notice provision of paragraph (b) of Rule 7-1.10.

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

4-2.5 Reference of Bills

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

4-2.6 Order for Second Reading; Second Reading After the 35th Day

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

4-2.7 Roll Call

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

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

4-2.8 Local Consent Calendar; Local Contested Calendar

(a) All local bills on the Local Consent Calendar, which must be placed on each Senator's desk no less than one hour before the time of convening, shall be put to the Senate for a vote on the electronic roll call system as a group at the time provided in the order of business**,** and the question shall be whether all bills on the Local Consent Calendar shall pass. The "one hour before convening" provision of this Rule shall not apply to a Supplemental Local Calendar after the thirty-seventh (37th) legislative day.

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

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

4-2.9 Third Reading and Consideration; Rules Calendar

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

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

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

4-2.10 Bills Placed on Desk; Calendar Changes

No general bill or resolution shall be put for final passage unless the same has been put on a calendar and placed on each Senator's desk no less than one hour prior to the time of convening on the date of passage. The Secretary of the Senate shall put all bills which appear on the prepared calendar and which may be considered that day in order on the Senators' desks. The calendar can be changed by a vote of two-thirds of the Senators voting, provided such two-thirds constitutes a majority of the members elected to the Senate.

4-2.11 Reference to More Than One Committee; Effect

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

4-2.12 Disagreement with Committee Report on Third Reading

When a bill or resolution, favorably reported by a committee is on its third, or last reading, if the report of the committee is disagreed to by the Senate, the bill or resolution shall be lost, unless the action of the Senate in disagreeing to the committee report is reconsidered within the proper time.

4-2.13 Transmittal to the House

No bill or resolution shall be transmitted to the House on the day of passage thereof unless two-thirds of the Senators voting, provided the total vote constitutes a quorum, shall so order; provided, however, that, after the thirty-seventh (37th) legislative day of any regular session, any bill, resolution, or other matter which requires action by the House shall be immediately transmitted to the House by the Secretary of the Senate. The Secretary shall also immediately transmit Senate bills and resolutions requiring House action on the crossover day after any notice to reconsider is disposed of.

4-2.14 Fixed Hour of Adjournment

Whenever the hour of adjournment, as fixed by a prior resolution, shall arrive while the electronic vote of the Senate is being taken, the session shall continue until the vote is announced. If said fixed hour of adjournment shall arrive while the Senate is acting on the main question, after a motion for the

previous question has been sustained, and before the voting machine is unlocked, the Senate shall stand adjourned by virtue of said prior resolution.

SECTION FIVE

VOTING

5-1.1 Votes Required for Passage

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

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

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

5-1.2 Quorum

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

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

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

5-1.3 Voting; General

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

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

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

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

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

5-1.4 Final Passage

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

(b) The yeas and nays in the Senate shall be recorded and entered on the Journal upon the passage or rejection of any bill or resolution appropriating money and whenever the Constitution requires a vote of two-thirds of either

or both houses for the passage of a bill or resolution. (Ga. Const., art. III, sec. V, par. VI.)

5-1.5 Electronic Roll Call System

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

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

(c) When the electronic roll call system is used, the voting procedure shall be: after the main question is put, the presiding officer shall state, "The question is on (designating the matter to be voted upon), all in favor vote yea, and all opposed, nay; the Secretary will unlock the machine"; after the machine is electronically locked and records the vote, the presiding officer shall announce the vote and declare the results.

5-1.6 Debate Prohibited During Voting

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

5-1.7 Verification of Vote; Change of Vote

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

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

5-1.8 Voting Prohibitions

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

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

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

(d) No Senator shall vote upon any question if the Senator or any member of the Senator's immediate family has a direct pecuniary interest in the result of such vote which interest is distinct, unique, or peculiar to the Senator or the Senator's immediate family. Unanimous consent to be excused under this Rule should be moved verbally.

5-1.9 Explanation of Vote

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

5-1.10 No Quorum Present; Call of the Senate; Members Required to Vote

(a) Whenever the result of a vote taken shall disclose the fact that no quorum of the Senate is present, or when the President shall officially state the fact to the Senate, it shall be in order for any Senator to make a motion for a call of the Senate. When such motion is made, the President shall state the question as follows: "Shall the motion for the call of the Senate prevail?" and if five of the Senators present shall vote in the affirmative, the President shall order the Secretary of the Senate to call the roll of Senators, and the absentees shall be noted in the Journal with a notation of those previously excused. The doors shall then be closed, after which the names of the absentees shall again be called. Those who do not appear, and who are absent without leave, may, by order of the majority of the Senators present, be sent for and arrested

wherever they may be found by officers to be appointed by the Sergeant at Arms for that purpose, and their attendance secured, and the Senate shall determine upon what conditions they shall be discharged.

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

SECTION SIX

MOTIONS AND PRECEDENCE

PART 1: MOTIONS GENERALLY

6-1.1 Motions; How Made; Withdrawn

(a) After a motion is stated by the President, or read by the Secretary of the Senate, it shall be deemed to be in the possession of the Senate, but may be withdrawn by unanimous consent or when approved by a majority of a quorum at any time before decision.

(b) A motion made by any Senator need not be seconded.

(c) No Senator may make more than one motion at a time. While the motion is being put to the Senate he or she must resume his or her seat, and he or she is not entitled to the floor again unless recognized again by the President.

6-1.2 Motions; Precedence

When any subject is before the Senate for consideration, or under debate, no motion shall be received except the following, to-wit:

1st Motion to adjourn;
2nd Motion to lay on the table;
3rd Motion for the previous question;
4th Motion to resolve debate;
5th Motion to adjourn to a time definite;
6th Motion to indefinitely postpone;
7th Motion to postpone to a day certain;
8th Motion to commit;
9th Motion to amend;
10th Motion to print;

Said motions shall have precedence in the order named.

PART 2: MOTION TO ADJOURN

6-2.1 Timing of Motion

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

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

6-2.2 Motion Not Debatable

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

6-2.3 Motion to Adjourn to a Particular Day

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

6-2.4 Simple Motion to Adjourn

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

PART 3: MOTION TO TABLE

6-3.1 Effect of Motion

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

6-3.2 Timing of Motion

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

(b) A motion to lay on the table or to take from the table may be renewed after progress in debate or further business has intervened.

6-3.3 Measures That Cannot be Tabled

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

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

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

6-3.4 Motion not Debatable

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

6-3.5 Removing Measures from the Table

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

(b) Any bill or resolution taken from the table shall take its place at the foot of the calendar of bills then in order for a third reading.

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

PART 4: MOTION TO INDEFINITELY POSTPONE

6-4.1 Effect of Motion

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

6-4.2 Precedence and Applicability of Motion

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

6-4.3 Motion is Debatable

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

6-4.4 Motion Not Renewable

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

PART 5: MOTION TO POSTPONE

6-5.1 Applicability

A motion to postpone to a day certain cannot be applied to subsidiary or incidental questions, but only to the whole measure. It is amendable by substituting one day for another. If a day proposed is known to be beyond the

limits of the session, the motion shall be treated as one to indefinitely postpone.

6-5.2 Debate on Motion

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

6-5.3 When in Order

No motion shall be in order to postpone a bill or resolution on the daily or Rules Calendar until the bill or resolution has been read a third time.

6-5.4 Effect of Motion; Return to General Calendar

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

PART 6: MOTION TO COMMIT

6-6.1 Applicability

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

(b) No motion shall be in order to commit a bill or resolution on the Rules Calendar until the bill or resolution has been read a third time. When a motion is made to recommit legislation carried over from an odd-numbered year which is on the consideration calendar for the first day of the even-numbered year, there is no third reading requirement.

6-6.2 Precedence

Unless otherwise provided by statute, a motion to commit to a standing committee takes precedence over a motion to commit to a special committee,

and shall be voted on first. If a motion is made that a bill, resolution, or other measure be committed to the Committee of the Whole Senate, this motion shall be put before either of the above named motions.

6-6.3 Debate of Motion

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

6-6.4 Timing

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

6-6.5 Amendable

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

6-6.6 Vote Required for Passage

Any proposition that has been referred to any committee, either standing or special, may, on motion, be committed to the same or any other committee by a majority of those voting, provided the total vote constitutes a quorum.

PART 7: RECONSIDERATION

6-7.1 Timing and Notice

(a) Before a bill or resolution can be reconsidered upon its initial passage or loss, notice of intention to so move must be given to the Senate during the legislative day on which the action sought to be reconsidered took place. The notice cannot be withdrawn and any Senator can move for reconsideration the following legislative day.

(b) When the Journal of the preceding day is read, any Senator may move for reconsideration of any matter therein contained, except such matter that has been previously reconsidered or transmitted to the House of Representatives. If no motion is made after service of notice or a motion to reconsider being made is lost, legislation having passed the Senate shall be immediately transmitted to the House of Representatives.

(c) A notice of motion to reconsider a bill or resolution shall take precedence over a motion to transmit and shall have the effect of defeating the motion to transmit; except on the crossover day and on legislative days thirty-eight (38) through forty (40) of any regular session, a Senator must give notice immediately of his or her intention to move to reconsider, and the President or the designee of the President shall set a time during the day when the motion will be entertained, so stating the time to the Senate; the time shall be at the discretion of the President or the designee of the President, but not less than ten minutes. If the Senate is considering any other business at the time the motion to reconsider has been set to be entertained, the motion will be taken up upon conclusion of that business.

(d) A motion to reconsider actions listed in Section 7-1.10 is in order only when the motion is adopted by the requisite majority of votes, and must be made immediately upon the passage of said motion. A motion that fails need not be reconsidered as the failure to receive the requisite majority of votes results in no action by the Senate.

6-7.2 Debate of Motion

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

6-7.3 Reconsideration of Amendments

The action of the Senate upon an amendment may be reconsidered at any time before final action upon the section, bill, or resolution to which it relates.

6-7.4 Limitations

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

6-7.5 Effect of Motion; Return to General Calendar

All bills and resolutions reconsidered shall take their place at the foot of the calendar of bills then in order for a third reading; however, after the fifth (5th) legislative day of each session, a reconsidered bill or resolution which was passed or adopted shall take its place at the foot of the Rules Calendar, and a reconsidered bill or resolution which was defeated shall be placed on the General Calendar.

6-7.6 Vote Required for Passage

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

PART 8: MOTION FOR THE PREVIOUS QUESTION

6-8.1 How Made; Precedence; Motion Not Debatable

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

6-8.2 When Motion is Not in Order

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

6-8.3 Applicability

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

6-8.4 Division of the Question

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

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

(c) Division of a question may not be used to secure separate votes on separate parts of a bill, substitute, or conference committee report under consideration.

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

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

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

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

6-8.6 Order of Business After Main Question is Ordered

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

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

6-8.7 Reconsideration After Main Question is Ordered

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

PART 9: OTHER MOTIONS

6-9.1 Motion to Engross Upon First Reading or Third Reading

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

(b) When the bill or measure is read for the first time, any member may orally serve notice that he or she intends to move to engross such measure. When such notice is served, the presiding officer shall suspend assignment of such measure to committee until the motion is disposed of as provided in this Rule. When such notice has been served, any member may at the proper time make a motion to engross the measure. The proper time for such motion shall be immediately before the commencement of the third reading and consideration of general bills and resolutions. When a motion to engross is made, the motion shall be debatable. The debate is limited to ten minutes in support of such motion and ten minutes in opposition to such motion. No bill or resolution shall be engrossed except upon the affirmative vote of a majority of the members to which the Senate is entitled. In case of engrossment of a measure, the entry thereof shall be made by the Secretary of the Senate, and the measure shall not be amended or changed by the Senate in any manner thereafter. When the motion to engross has been disposed of, or if no motion is made at the proper time after service of notice, the President shall then proceed to refer the measure to the proper committee.

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

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

6-9.2 Motions Containing New Matters

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

6-9.3 Motion to Resolve Debate

(a) The motion to resolve debate shall be decided without debate, and shall take precedence over all other motions except motions to adjourn, motions to lay on the table, or motions for the previous question. The motion is in order whenever any Senator can obtain the floor during debate. Upon a motion to resolve debate being made, the Secretary of the Senate shall cease accepting proposed amendments until such motion is disposed of. If the motion is sustained, no further amendment shall be in order. If the motion fails or is reconsidered, the Secretary of the Senate may accept amendments in the normal course.

(b) When the motion to resolve debate has been sustained by a majority of those voting, provided that the total vote constitutes a quorum, the debate shall be resolved in the following manner: the President shall recognize no more than three Senators wishing to debate the bill for no more than five (5) minutes each; then, in the event amendments that have not been addressed during the debate are pending, the author of any previously unaddressed amendment for a period of no more than two (2) minutes per amendment; then, in the event a minority report has been filed, the member whose name is first signed to said minority report for a period of not more than ten (10)

minutes; then, the chair of the committee whose report of the bill or other measure is under consideration or the primary author or Senate sponsor for no more than ten (10) minutes to close the debate.

(c) Upon the resolution of the debate as described in this Rule, the main question shall be in order and only motions to reconsider the resolution of debate, to lay on the table, or to adjourn shall be in order prior to considering the main question.

SECTION SEVEN

AMENDMENTS

7-1.1 General Form; Notice; Manner of Consideration

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

(1) By inserting or adding.
(2) By striking out.
(3) By striking out and inserting.

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

(c) Where blanks occur in any proposition, they must be filled first before any motion is made to amend.

7-1.2 Germaneness

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

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

7-1.3 Timing

(a) After referral of a bill, and report thereof to the Senate, it may be amended before the report of the committee is agreed to by the Senate; but the

amendments, if any, reported by the committee, shall be disposed of before any other amendment be considered, unless it be an amendment to a committee amendment.

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

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

7-1.4 Precedence of Amendments

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

7-1.5 Amendments to Amendments

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

7-1.6 Substitutes

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

(b) However, when the Senate adopts a substitute to any bill or resolution other than one offered by the committee from which the bill was last reported, passage of the bill shall be suspended at that time. The bill shall then be placed at the top of the calendar of the next meeting day of the Senate, at which time the previously adopted substitute shall stand automatically reconsidered and the substitute and the bill shall be before the Senate for consideration and passage. On and after the fifth (5th) legislative day of any regular session, the adopted substitute and bill shall be placed on the General

Calendar, subject to being placed on the Rules Calendar by the Committee on Rules. Any amendment offered by a Senator which contains more than three pages or is more than one-half the length, by lines or words, of the document which it amends (whichever is less) shall be treated as a substitute for the purposes of this subsection. The amendment length provisions listed above shall not apply to either the Supplemental or General Appropriations Bills or Special Action motions as listed in Rule 7-1.10.

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

(d) An amendment or series of amendments offered "in the nature of a substitute" for the purpose of circumventing paragraph (b) of this Rule shall be out of order. This determination shall be made by the President. The provisions of this Rule shall not apply to either the Supplemental or General Appropriations Bills.

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

Whenever amendments are prepared to a bill or resolution that call for amendments to the title, the amendments must contain the necessary title amendments.

7-1.8 Amendment by Paragraph

(a) When a motion is made to amend by striking out a paragraph, any amendment offered to perfect the paragraph shall be put first before the question is put for striking it out. If a motion be made to strike out a part of a bill or resolution, a motion to amend the part proposed to be stricken out shall have precedence.

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

(c) When a proposition consisting of several sections or resolutions is on a final reading, and the Senate shall agree to a motion to consider the same by sections or paragraphs, the Secretary of the Senate, in reading the same, shall pause at the end of each section or resolution; and the amendments thereto shall be offered as the several sections or resolutions are read. But the amendments offered by the committee to which said bill or resolution was referred shall be read by the Secretary without any motion being made. When

a section or resolution shall have been considered, it is not in order to recur and amend it, unless first reconsidered.

7-1.9 Amendments to Appropriations Bills

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

7-1.10 Special Action Procedures

(a) The questions which arise before the Senate respecting actions taken by the House are, in order of precedence:

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

(2) A motion to agree to the House amendment;

(3) A motion to disagree with the House amendment;

(4) A motion to recede from the Senate's amendment or disagreement to the House amendment;

(5) A motion to insist on the Senate's amendment or disagreement to the House amendment;

(6) A motion to adhere to the Senate's amendment or disagreement to the House amendment and appoint a Committee of Conference.

(b) Upon a motion by any Senator, a special order or a Special Order Resolution may be taken up by the Senate at any time following the conclusion of the current business before the Senate; provided, that, during the first thirty-five (35) days of any regular session, before any motion specified in paragraph (a) of this Rule may be made respecting action taken by the House which requires a recorded vote for passage, notice of intention to so move must have been given to the Senate during the previous legislative day.

(c) When the Senate passes a bill or resolution and sends it to the House, parliamentary procedures that extend the amendment process possibilities include:

(1) The House amends the bill or resolution and returns it to the Senate (first degree amendment).

(2) The Senate then may offer an amendment (which itself is amendable one time and in this case Rule 7-1.5 shall not apply) to amend the amendment adopted by the House, unless the bill or resolution had been engrossed in the Senate, and return the bill or resolution to the House (second degree amendment.)

(d) The President, upon point of order being made, shall state his or her opinion whether a House amendment to a Senate bill is germane. If in the opinion of the President the House amendment is not germane, it shall be ruled out of order. The effect of such ruling if not appealed from or if appealed from and the appeal not sustained, shall be the same as a vote of the Senate to disagree, and as such the Secretary shall so report it to the House. Such point of order shall take precedence over a motion to agree.

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

SECTION EIGHT

DEBATE

8-1.1 Recognition to Speak

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

8-1.2 Presiding Officer's Power of Recognition

When two or more Senators shall rise at the same time, the President shall name the Senator entitled to proceed; provided, however, the President shall recognize the President Pro Tempore, the Majority Leader, and the Minority Leader, in that order of precedence, should any of them rise to speak, prior to recognizing any other Senator.

8-1.3 Interruptions; When Allowed

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

8-1.4 Private Conversations

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

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

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

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

8-1.6 Senator Speaking; Rights and Prohibitions

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

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

8-1.7 Limitation on Speaking

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

(b) All individual speeches on bills and resolutions shall be limited to thirty minutes unless extended by a majority of those voting, provided the total vote constitutes a quorum. In computing the thirty minutes, the time consumed in asking questions will be considered. If a Senator consents to questions, the time consumed by the interruption will be included as part of the thirty minutes allotted that member.

(c) On all points of personal privilege, individual speeches shall be limited to five minutes, except that after the 20th day of a session individual speeches shall be limited to three minutes.

8-1.8 Priority of Business

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

8-1.9 Control of Debate

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

8-1.10 Usage of Audio-visual Equipment; Visual Aids

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

(b) Printed visual aids, such as graphs and charts, may be used in the well by the Senator who has been recognized to speak. All visual aids shall be consistent with the dignity and decorum of the Senate, and shall be removed from the well and not displayed further in the Senate chamber after the Senator has relinquished the floor.

8-1.11 Roll Call

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

8-1.12 Appeals

(a) All appeals from the decisions of the President shall be made immediately before the next item of business is taken up. A motion of appeal of the decision of the President shall be decided immediately by a vote of the majority of the members to which the Senate is entitled.

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

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

8-1.13 Protests

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

8-1.14 Questions of Privilege

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

SECTION NINE

DECORUM

9-1.1 Senatorial Conduct

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

9-1.2 Contempt; Disorderly Conduct

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

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

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

(d) If any Senator shall be called to order for words spoken, the words excepted to shall be taken down in writing by the Secretary of the Senate and read back to the Senate. The words excepted to shall then be admitted, denied, or explained by the Senator who spoke them. Thereupon the questions of order shall be decided and such other proceedings taken as the

Senate may deem proper in regard thereto. Provided, that if, at the time the Senate is acting under the previous question, such question of order, and other proceedings referred to, shall not be taken up for decision until after the previous question and the main question have been disposed of, or until such future time as may then be ordered by the Senate.

9-1.3 Introductions and Addresses to the Senate

(a) At any time during a regular session, the presiding officer may introduce the Governor or any member of the Georgia congressional delegation.

(b) No person or group, other than the Governor or any member of the Georgia congressional delegation, shall be allowed to address the Senate except at the will of the President.

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

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

9-1.4 Persons Entitled to Admission to the Senate During Session

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

(1) Senators and officers thereof;
(2) Members of the House and House officers;
(3) The Governor of the state;
(4) The Lieutenant Governor;
(5) Staff members of the Secretary of the Senate, Clerk of the House, and the office of Legislative Counsel;
(6) Former Senators, except those registered as lobbyists or who are presently employed by the state;
(7) Staff members of the office of the Lieutenant Governor, the office of the President Pro Tempore, the office of the Majority Leader, the office of the Minority Leader, the Senate

Budget and Evaluation Office, the Senate Research Office, and the Senate Press Office,

(8) Such others as permitted by the President.

(b) No person shall be admitted on the floor of the Senate or in the south anteroom who is engaged in lobbying or who is attempting to influence legislation.

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

(d) All persons entering the Senate chamber shall be dressed in attire appropriate to the Senate. No person shall be admitted on the floor of the Senate bearing a placard, display, banner, or sign unless authorized by the President. All buttons, signs, or articles of clothing that promote a candidate for public office are prohibited.

9-1.5 Doorkeepers

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

9-1.6 Secretaries, Interns, and Aides

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

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

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

9-1.7 Appropriations Bills

On the final or third reading and consideration of any bill appropriating money, the Senate may, by invitation of the chairman of the standing Committee on Appropriations or by the vote of a majority of those voting, provided the total vote constitutes a quorum, allow persons on the floor of the Senate for the purpose of explaining or answering any questions concerning the bill.

9-1.8 Pages

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

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

(c) The Lieutenant Governor may name unlimited pages during any regular session.

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

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

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

9-1.9 Media

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

(b) While the Senate is in session, the presiding officer may upon his or her discretion permit no more than two (2) media photographers or videographers on the chamber floor at any one time. They shall not block the aisles, be seated, or impede the vision of any Senator at any time or remain on the Senate floor when not taking pictures. No additional lights or flash bulbs shall ever be allowed in the chamber when the Senate is in session, nor shall any tripods be allowed except in the press area in the rear of the chamber. The Senate Photographer and one additional photographer from the Senate Press Office shall be allowed on the chamber floor at all times.

(c) Properly credentialed representatives of the media may not enter the chamber press area until thirty (30) minutes before the beginning of the session and must leave when the chamber is secured after adjournment unless otherwise determined by the Committee on Administrative Affairs.

(d) The Committee on Administrative Affairs shall issue media credentials, and the Secretary of the Senate shall certify such credentials and issue identification badges as appropriate. The Sergeant at Arms, with the assistance of the Director of the Senate Press Office, is specifically charged with enforcing this Rule. Credentials may be revoked at any time for failure to observe the Rules of the Senate.

(e) It is the intention of this Rule to allow access by the media to members of the Senate while minimizing distractions and disruptions of the Senate while in session. The President of the Senate may prescribe such other limitations as are deemed appropriate under the circumstances.

9-1.10 Spouses, Families, and Visitors

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

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

9-1.11 North Anteroom of the Chamber

From 8:00 A.M. until adjournment each day, Senators, the Governor, the Lieutenant Governor, and the staff of the Lieutenant Governor and President Pro Tempore only shall be allowed in the north anteroom of the chamber.

9-1.12 Senator's Seats

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

9-1.13 Smoking, Eating, Use of Cellular Phones Prohibited

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

9-1.14 Use of Computers on the Senate Floor

A Senator shall use his or her computer only for legislative business, provided that this shall not prohibit the Senator from using the computer at such times for purposes of ordinary and necessary communications with his or her home and business. Maintenance and repair of Senators' computers shall not be conducted on the floor of the Senate while the Senate is in session.

9-1.15 Etiquette in the Chamber

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

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

9-1.16 Gallery and Senate Environs

(a) Expressions of approval or disapproval are not permitted in the Senate gallery or the Senate environs. The Senate environs include the chamber, anteroom, and the cloakroom.

(b) Applause, hisses, shouting, or other disruptive noise in the gallery or the Senate environs during any legislative proceeding shall be promptly

suppressed. Placards, banners, and signs in these areas are prohibited and shall be removed promptly.

(c) The use of cameras, including cell phone cameras and similar devices, is prohibited in the Senate gallery unless expressly authorized by the President of the Senate.

(d) The President of the Senate shall take any action deemed necessary to maintain decorum in the Senate gallery and the Senate environs. Such actions shall include, but shall not limited to, causing these areas to be cleared by any authorized agent of the President of the Senate, including, but not limited to, the Sergeant at Arms in the case of disturbance or disorderly conduct therein in case of disturbance or disorderly conduct therein.

(e) These rules supplement any rights afforded by Code Section 16-11-34.1 to the General Assembly to prevent any disruption of session or other meetings of its members within the state capitol or certain Capitol Square buildings.

(f) The Committee on Administrative Affairs may establish guidelines addressing appropriate conduct and activity in the Senate gallery and environs.

9-1.17 Third Party Communications and Decorum

Members are not expected or required to be experts on every issue. In furtherance of the public good, members may consult with and rely on non-legislators concerning the drafting, proposal, formulation, and passage of legislation. Such communications with non-legislators are considered a routine and legitimate part of the legislative process.

9-1.18 Legislative Privilege and Decorum

When engaged in legitimate legislative activity, a member's speech and conduct is shielded by legislative privilege. (Ga. Const. art. III, sec. IV, par. IX.) Legislative privilege is deeply rooted in the history of our nation and state and is essential to our democratic representative form of government. Each member has the responsibility to protect the sanctity and integrity of the General Assembly by prudently exercising their legislative privilege and respecting the privilege of other members.

SECTION TEN

CONSTRUCTION AND WAIVER OF RULES

10-1.1 Circumvention of Rules

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

10-1.2 Waiver and Suspension of Rules

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

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

10-1.3 Changes in Rules

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

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

(c) The Committee on Rules must report changes or additions to Senate Rules submitted to it immediately after the confirmation of the Journal on the legislative day following the introduction in the Senate of the proposed change or addition. A failure to so report such proposed change or addition to these Rules within two legislative days shall automatically bring said proposed change or addition before the Senate for consideration.

10-1.4 General

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

10-1.5 Consideration of Legislation Pursuant to a Specific Statute

Any legislation which is introduced pursuant to statutory requirements of the Official Code of Georgia Annotated shall be considered by the Senate under the guidelines of the statute.

GEORGIA SENATE
INDEX TO THE RULES OF THE SENATE

ADJOURNMENT	**RULES**
Impeachment Trial; Senate remains in session	4-1.2 (c)
Main Question Ordered; motion to adjourn not in order	6-2.1 (b)
Previous Question Ordered; motion to adjourn in order	6-2.1 (b); 6-8.1
Resolution to Adjourn Not Adopted by Both Houses; Governor's powers to adjourn	4-1.2 (a)
Resolution to Adjourn to a Later Date; joint resolutions	4-1.2 (b)
Votes Required for Adjournment; less required to adjourn from day to day	5-1.2 (a)
Voting on Measures; when hour of adjournment arrives	4-2.14

ADMINISTRATIVE AFFAIRS; COMMITTEE ON	**RULES**
Aides; Senator's personal assistant; approval of change	9-1.6 (b)
Composition of; oversight and duties	2-1.2
Fiscal Office; approval of travel on record on file	1-3.2 (b)
Gallery and Senate Environs; establish decorum guidelines	9-1.16 (e)
Meetings; not open to public	1-5.1 (b)
Meetings; not subject to scheduling notice	2-1.7 (b)
Meetings; standing committee schedule approval	2-1.7 (a)
Membership on; not counted against appointment limits	2-3.1 (a)
Senators' Travel Expenses; approval of out of State	1-2.4 (a)
Staff Travel Expenses; approval of out of State	1-3.2 (a)
Testimony; payment of additional personnel	2-6.1

AMENDMENTS (ALSO SEE SUBSTITUTES)	**RULES**
Format	
Appropriations Bills; Amendments to; cuts and adds	7-1.9
Insert or Add - Strike Out - Strike Out and Insert	7-1.1 (a)
Multiple Amendments; circumvent rule, rule of chair	7-1.6 (d)
Verbiage; certain amount treated as substitute; suspends action	7-1.6 (b)

Order for Consideration of Amendments	**RULES**
Amendment by Paragraph	7-1.8 (a)
Committee and Floor Amendments	7-1.3 (a)
Conflicting or Multiple Amendments	7-1.4
Consideration by Section	7-1.8 (c)
Reading of Paragraphs	7-1.8 (c)
Reconsideration of amendment; before final action on section or bill	6-7.3
Substitute as amended; adoption of	7-1.6 (a)

Order of Consideration for Bill or Resolution With Amendments	**RULES**
Perfect the Original Bill; substitute	7-1.6 (a)

Title of Bill or Resolution; when amended, to contain title amendments 7-1.7

Out of Order **RULES**
Amending or Repealing Code Section; by name only ..... 3-1.1 (c)
Blank Spaces ..... 7-1.1 (c)
Irrelevant Amendment Offered ..... 7-1.2 (b)
New Amendments; out of order after "Report of Committee Agreed to" ..... 7-1.3 (c)
Subjects Different From That Under Consideration ..... 7-1.2 (a)
Third Degree Amendment 7-1.5

Special Action Procedures **RULES**
Engrossed Bills in Senate; House amendments to; not amendable ..... 6-9.1 (d); 7-1.10 (c)
Germaneness; effect of ruling on House amendment ..... 7-1.10 (d)
House Actions; procedure in Senate 7-1.10
House Actions; serve notice of intentions, first 35 days ..... 7-1.10 (b)
Precedence of Special Action Motions ..... 7-1.10 (a)
Reconsideration of Action; immediate ..... 6-7.1(d)
Senate Amendment to House Amendment; subject to amendment ..... 7-1.10 (c)
Special Action; adopted by same vote to pass bills ..... 7-1.10 (e)

Rules of the Senate **RULES**
Amending Resolutions; procedures for consideration 10-1.3

APPEALS **RULES**
Form of question ..... 8-1.12 (b)
Protesting a Senate Action; procedure, form 8-1.13
Questions of Order After Motion for Previous Question; no debate ..... 6-8.6 (a)
Questions of Order of Personal Character; no debate ..... 8-1.12 (c)
Rulings of Committee Chair; appeals require a 2nd and majority vote to overturn 2-6.2
Rulings of the President; appeals made immediately ..... 8-1.12 (a)
Rulings of the President; sustained unless 29 members vote to overturn ..... 8-1-12 (b)
Transgressions Against the Senate; Senator's rights ..... 9-1.2 (c)

APPROPRIATIONS PROCESS **RULES**
Calendar; General and Supplemental Appropriations Bills have precedence over all matters ..... 4-2.4 (b)
Compensation Resolutions, Claims Against State; originate in House ..... 3-1.2 (e)
Crossover Day; appropriations bill subject to; suspension of rule ..... 3-1.2 (c)
Legislation Raising Revenue; introduction in House; receives three readings ..... 3-1.2 (d)
Questions Concerning Appropriations Bills; persons invited to explain or answer 9-1.7
Voting on Bills Appropriating Money; Journal entry ..... 5-1.4 (b)

ARREST **RULES**
Compelling Attendance of Senators; to secure a quorum ..... 5-1.2 (b); 5-1.10 (a)
Contempt of the Senate; disorderly conduct in galleries, lobbies ..... 9-1.16 (d); 9-1.2 (a)

ASSIGNMENTS; COMMITTEE ON **RULES**
Appointment Powers:
Committees, subcommittees and officers ..... 2-1.1; 2-1.3 (a, b); 2-1.4
Removal of Members; standing committees..... 2-3.1 (c); 2-3.3 (b)
Removal of Officers; standing committees..... 2-2.1
Removal of members of Committee on Rules; at any time ..... 2-3.1 (c)
Composition of..... 2-1.1
Confirmation of Appointments; referral and consideration of..... 3-3.1 (a)
Meetings; not open to public..... 1-5.1 (b); 2-1.1
Meetings; not subject to scheduling notice ..... 2-1.7 (b)
Membership on; not counted against appointment limits ..... 2-3.1 (a)

BILLS AND RESOLUTIONS **RULES**
Calendar Scheduling **(SEE CALENDARS)** ..... Section 2; 4-2.9
Committee Process **(SEE COMMITTEES)** ..... Section 2
Disposition of Engrossed, Enrolled Copies ..... 3-1.6 (b)
Introductory Process; 39th and crossover day cutoffs; suspension provision ..... 3-1.2 (b) & (c)
File Original and copy with Secretary of the Senate ..... 3-1.2 (f)
Official Bill; original (01) used by Senate ..... 3-1.6 (a)
Signatures of Senator(s) Introducing on Bill Back ..... 3-1.1 (a)
Time: 4:00 P.M. on the previous day; exception ..... 3-1.2 (a)
Printing and Distribution; as introduced and committee versions; hard copy and internet 3-1.3
Reading of General Bills; Title read three times before vote ..... 4-2.4 (a)
Reading of Local Legislation; assignment to committee..... 4-2.5
Reading of Local Legislation; introduced; voted upon on 2nd day..... 3-2.1 (c)
Rejected Bills; provisions for reintroduction 3-1.8
Revenue Bills; originate in House ..... 3-1.2 (d)
Signatures of Officers of both Houses before sent to Governor ..... 1-1.1 (f)
Voting for Passage or Rejection of General Bills; recorded votes ..... 5-1.4 (a)
Withdrawal of Bill or Resolution; by primary author at any stage by consent of Senate 3-1.7

CALENDARS **RULES**

Business, Order of..... 4-2.1
Questions; priority of business decided by President 8-1.8

Calendar (Before Rules - Days 1 – 5) ..... 4-2.9 (a)
Changing Order of ; 2/3rds of members 4-2.10
Order and Consideration of Bills on Calendar; numerically ..... 4-2.9 (a)
Order of Business; change to take up general bills; vote necessary; no debate..... 4-2.1 (b, c)

Local Consent Calendar **RULES**
Consideration of; authority of General Assembly to determine ..... 4-2.4 (c)
Consideration of; calendar placement on desks, one vote ..... 4-2.8 (a)
Objection Process; placement of legislation objected to on Contested Calendar..... 4-2.8 (b)

Order of business 4-2.1
Passage; not before 2nd day following day of introduction ..... 3-2.1 (c)
Procedures for Passage of General Legislation; not applicable to Local Legislation..... 4-2.10
Supplemental Local Consent Calendar; last three days of regular session..... 4-2.8 (a)

Local Contested Calendar
Consideration of; as general legislation; debate limited to 10 minutes each..... 4-2.8 (c)
Order of Business..... 4-2.1

General Calendar
Floor Substitute, Certain Amendments; adoption of suspends action; placement..... 7-1.6 (b)
Postponed Legislation; 2nd time after 5th leg. day; bills to General Calendar 6-5.4
Reconsideration; after 5th day; lost legislation reconsidered; to General Calendar..... 6-7.5
Rules Committee Sets Calendar After 5th Legislative Day; Suspension of rule..... 2-1.10 (a); 4-2.9 (b)

Rules Calendar;
Commitment; third reading before recommitting ..... 6-6.1 (b)
Committee on Rules; sets calendar after the 5th legislative day..... 2-1.10 (a); 4-2.9 (b)
General and Supplemental Appropriations Bills; may be taken up out of order ..... 4-2.4 (b)
Order of Business..... 4-2.1
No Calendar on 40th Day; exception..... 4-2.9 (a)
Re-ordering the Rules Calendar; vote required..... 4-2.9 (a)
Reconsideration; before 5th day, bills reconsidered go to foot of calendar..... 6-7.5
Taken from Table; bills placed on foot of calendar ..... 6-3.5 (b)

CAUCUS OFFICERS (SEE ORGANIZATION OF THE SENATE)

CENSURE (SEE DECORUM)

COMMITTEE OF THE WHOLE SENATE **RULES**
Amendments Offered; may be amended or rejected by Senate ..... 2-7.10 (b)
Amendments Offered; report only perfected amendments to Senate ..... 2-7.10 (a)
Care of Bills, Resolutions, Amendments ..... 3-1.6 (c)
Chairman; President Pro Tempore or designee..... 2-7.2
Debate; Senate may limit by resolution 2-7.7
Disorderly Conduct by Members; report to Senate for action ..... 2-7.5 (d)
Disorderly Conduct in Gallery; powers of the chairman ..... 2-7.5 (c)
Motion to Commit to; applicability; precedence over all other committees..... 6-6.1, 6-6.2
Motion to Rise and Ask Leave to Sit Again; takes precedence over all motions ..... 2-7.8 (b)
Proceedings; shall not be recorded in Journal; recommendation only 2-7.11
Quorum Requirement; procedures to report lack thereof 2-7.3
Reading of Bills and Resolutions; order of debate 2-7.4
Reading of Papers; in order unless otherwise ordered..... 2-7.5 (b)
Report of Committee; considered 1st if bill was committed more than once..... 4-2.11
Report of Committee; places matter before Senate ..... 2-7.9 (b)
Report of Committee; to the Senate with recommendation by chairman ..... 2-7.9 (a)
Resolving Into; process for; vote required; notice; debate limits; renewability 2-7.1
Rules of Senate Apply; exceptions; motion; obtaining floor; recorded votes ..... 2-7.5 (a)
Testimony Concerning Appropriations Bills; not necessary to resolve into 9-1.7

Time Expiration; failure to complete matter; 'ask leave to sit again' ..... 2-7.8 (a)
Voting; required by all members on all questions unless excused 2-7.6

COMMITTEES; SPECIAL **RULES**

Administrative Affairs; Committee on 2-1.2
Aides; Senator's personal assistant; approval of change ..... 9-1.6 (b)
Composition of; oversight and duties 2-1.2
Meetings; not open to public..... 1-5.1 (b)
Meetings; not subject to scheduling notice ..... 2-1.7 (b)
Meetings; standing committee schedule approval ..... 2-1.7 (a)
Membership on; not counted against appointment limits ..... 2-3.1 (a)
Senators' Travel Expenses; approval of out-of-state ..... 1-2.4 (a)
Staff Travel Expenses; approval of out-of-state ..... 1-3.2 (a)
Testimony; payment of additional personnel..... 2-6.1
Travel Approval; on record with Fiscal Office ..... 1-3.2 (b)

Assignments, Committee on 2-1.1
Appointment Powers:
Committees, subcommittees and officers ..... 2-1.1; 2-1.3 (a, b); 2-1.4
Removal of Members; standing committees..... 2-3.1 (c); 2-3.3 (b)
Removal of Officers; standing committees..... 2-2.1
Removal of Rules Committee Members; at any time ..... 2-3.1 (c)
Composition of; President of Senate or designee as chairman 2-1.1
Meetings; not open to public..... 1-5.1 (b); 2-1.1
Meetings; not subject to scheduling notice ..... 2-1.7 (b)
Membership on; not counted against appointment limits ..... 2-3.1 (a)

COMMITTEES; STANDING: **RULES**

Standing Committees; organization
Appointments: limited to 4 committees each; exceptions ..... 2-3.1 (a)
Removal From; not during term without consent; absentee exception; Rules exception. 2-3.1 (c); 2-3.3 b)
Removal of Ex officio members ..... 2-3.2 (b)
Removal of Members; standing committees..... 2-3.1 (c); 2-3.3 b)
Removal of Officers; standing committees..... 2-2.1
Removal of Rules Committee Members; at any time ..... 2-3.1 (c)
Standing Committees; names and number of members; ex officio members..... 2-1.3 (a), 2-3.2
Subcommittees; appointment of officers, members..... 2-2.1, 2-1.4

Standing Committees; powers of **RULES**
Commitment; legislation to subcommittee 2-1.4
Confirmation of Appointments; furnish business transactions with State upon request .. 3-3.1 (c)
Meeting During Recess or Adjournment; reading of reports..... 2-1.5 (a)
Postpone Consideration; to time certain 2-5.3
Powers of Chair..... 2-2.3
Rules; may establish own when not in conflict with Senate Rules..... 2-1.5 (d)
Subcommittee Actions; approval by standing committee before presentation to Senate. 2-1.5 (b)
Suspension of Rules; restrictions ..... 2-1.5 (c)

<u>Standing Committees</u>; meetings **RULES**
Absent Members; vote by proxy or abstention prohibited, teleconference exceptions 2-4.2
Absent Members; excusals; removal from committee ..... 2-1.7 (f); 2-3.3
Agendas; posting of; cancellation restriction ..... 2-1.7 (a)
Agendas; posting of; not applicable to certain committees ..... 2-1.7 (b)
Appeals from rulings of the chair 2-6.2
Chair; shall not vote; exceptions 2-2.2
Chamber; no standing committees meetings held in ..... 2-1.7 (a)
Meetings; not scheduled where public is denied admission; exception ..... 2-1.7 (c)
Meetings; open to public, exceptions ..... 1-5.1 (a, b)
Presiding Officer; when vice-chairman may preside 2-2.4
Quorum; Majority; ex officio voting members not counted to set; counted to attain..... 2-1.8
Roll Call and Votes; recorded in minutes ..... 2-1.7 (d)
Scheduling of Meetings; approval of master list ..... 2-1.7 (a)
Subcommittee Limitation; bill must be reported by standing committee to reach floor .. 2-1.5 (b)
Testimony; appearance of author or designee 2-1.9
Testimony; recording and transcripts 2-6.1
Vote Required for Recorded Vote in Committee; 1/3rd members present 2-4.1

<u>Standing Committee</u>; minutes **RULES**
Minutes; subject to correction; approved by vote of committee ..... 2-1.7 (d)
Records of Committees; required information; staff duties ..... 2-1.7 (d)
Signature; Chairman or Secretary on all reports, documents ..... 2-1.7 (e)

<u>Standing Committee</u>; motions **RULES**
Form and Precedence of; Do pass, Do not pass, Postpone, Refer to subcommittee 2-5.3
Motions that Fail; do not give opposite recommendation 2-5.2
Second; all motions must receive 2-5.1

<u>Standing Committees</u>; reports **RULES**
Amendments or Substitutes by Committee; distribution of; hard copy and internet 3-1.3
Amendments or Substitutes by Committee; form of; no defacing bill ..... 3-1.6 (c)
Amendments or Substitutes by Committee; take precedence ..... 7-1.3 (a, b)
Debate Time Allocated Between majority and Minority Reports ..... 6-8.5 (a)
Disagreement to Committee Report on Third Reading; effect of 4-2.12
Favorable Report; 2nd reading automatic after ..... 2-1.6 (c)
Legislation Reported by More Than One Committee; last report considered 4-2.11
Local Bills; signed by majority of local delegation; favorably reported ..... 3-2.2 (a)
Minority Reports; procedure for issuing ..... 2-1.6 (a); 6-8.5
Order of Business; for "Reading of Reports" 4-2.1
Recommendations; Do pass, Do not pass, Postpone, Refer to subcommittee 2-5.3
Report of Committee on Rules; in order at any time ..... 4-2.2 (a)
Signature; chairman or vice-chairman on all reports, documents ..... 2-1.7 (e)
State and Local Governmental Operations (local) Report; in order at any time ..... 4-2.2 (a)
Subcommittee Actions; must go through full committee to reach floor ..... 2-1.5 (b)

<u>COMPENSATION RESOLUTIONS</u> ..... 3-1.2 (e)

CONFERENCE COMMITTEES ..... **RULES**
Conference Committee; reporting options; instruction 2-8.2
Failure to Resolve Question After 5 days; dissolution; discharge; instruct; 29 votes 2-8.4
Reports of the Conference Committee 2-8.3
Conferee Signatures; majority of each committee required ..... 2-8.3 (a)
Printing and Distribution of; two hours prior to consideration; suspension ..... 2-8.3 (b)
Reports Ruled Not Germane; effect of ruling 2-8.5
Vote; required for adoption ..... 2-8.6; 5-1.4 (a)
Voting; conferees excused when meeting ..... 1-2.2 (b)

CONSTITUTIONAL AMENDMENTS **RULES**
Vote Required for Adoption; two-thirds; recorded votes ..... 5-1.4 (b)

CONVENING OF SESSIONS **RULES**
Adjournment and Reconvening; by concurrent resolution ..... 4-1.2 (b)
Certify and Affirm election returns of own members ..... 9-1.2 (b)
Hour of convening 4-1.1
Majority and Minority Leaders; election of; certified to Secretary 1-1.4
Meeting; time limit; no longer than 40 days; organize on odd numbered years 4-1.1

DEADLINE DATES **(SEE INSIDE BACK COVER PAGE)**

DEBATE **RULES**
Addressing Chair to be Recognized; obtaining well to speak 8-1.1
Addressing the Senate; through presiding officer only 8-1.3
Audio-visual Equipment; visual aids; usage of 8-1.10
Center Aisle; not used during debate ..... 9-1.15 (b)
Conversation During Debate; no audible 8-1.4
Irrelevant Debate; suspension by President 8-1.9
Members; shall not pass between chair and Senator in well ..... 9-1.15 (a)
Minority Report; 1st member to sign; debate time ..... 6-8.5 (b)
Personal Character; questions of; not debatable ..... 8-1.12 (c)
Priority of Business; decided by President; no debate 8-1.8
Private Conversation; no disruption of Senate business 8-1.4
Private Conversations; no reference to in debate ..... 8-1.5 (a)
Recognition of Members; presiding officer decides; order of precedence 8-1.2
Speakers; shall not call other Senators by name but by district number ..... 8-1.5 (b)
Motions; how made, withdrawn 6-1.1
Motions; none made by speaker before yielding the floor 8-1.6
Visual Aids in the Well; limitations 8-1.10

Time Limits
Committee of the Whole; speech on motion to resolve into; 3 minutes 2-7.1
Engrossment Upon 1st Reading; 10 minutes per side ..... 6-9.1 (b)
Engrossment Upon 3rd Reading; 10 minutes per side ..... 6-9.1 (c)
Legislation; individual speeches on; limit on number of per subject ..... 8-1.7 (a)
Legislation; individual speeches; 30 minutes with questions unless extended ..... 8-1.7 (b)
Local Contested Calendar; 10 minutes per side on bill moved to ..... 4-2.8 (c)

Points of Personal Privilege; speeches; limit to 5 minutes; 3 minutes after 20th day ..... 8-1.7 (c)
Previous Question Ordered; 10 minutes minority report and 10 minutes to close ..... 6-8.5 (a) & (b)
Reconsideration; bill or resolution; ; 3 minutes per side 6-7.2
Withdraw and Commit; motion to; 3 minutes per side 6-6.3
Words Spoken in Debate; exception to; Senator called to order ..... 9-1. 2(d)

Questions Decided Without Debate **RULES**
1st or 2nd Reading, no debate 4-2.5, 4-2.6
Call for Yeas and Nays
Constitutional provision; 1/5th of members present ..... 5-1.3 (c)
Rules provision; 5 members ..... 5-1.3 (d)
Change Order of Business; no debate ..... 4-2.1 (c)
Incidental Question of Order; after motion for previous question, no debate ..... 6-8.6 (a)
Motion; adjourn simple 6-2.2
Motion; excuse ..... 1-2.2 (a)
Motion; previous question 6-8.1
Motion; table or take from table 6-3.4
Personal Character; questions of ..... 8-1.12 (c)
Previous Question Ordered; proceed main question without debate; exceptions ..... 6-8.5 (a)
Priority of Business; questions decided by President 8-1.8
Roll Call Vote; no debate during 5-1.6
Rules; request for unanimous consent to suspend ..... 10-1.2 (b)

DECORUM **RULES**
Center Aisle; not used during debate ..... 9-1.15 (b)
Computers, Laptops or Notebooks; Legislative business only 9-1.14
Disorderly Conduct; non-members; Senate authority ..... 9-1.2 (a)
Disorderly Conduct; Senators; fines; sanctions ..... 9-1.2 (b)
Inappropriate Dress; misconduct; no disruption of business 9-1.1
Obstructing View; of another Senator while speaking 9-1.15
Reading Materials Not Pertinent; prohibited 9-1.13
Senators' Seats; no one to use unless invited 9-1.12
Smoking, Eating, Using Cellular Telephones; forbidden in chamber 9-1.13
Voting or Attempting to Vote for another Senator; punishment ..... 5-1.8 (a)

Floor Privileges **RULES**
Addressing Senate; only Governor or congressional delegation ..... 9-1.3 (b)
Budget Office Staff; upon invitation of Appropriations Chairman 9-1.7
Doorkeepers; number to accommodate session 9-1.5
Entrance Onto Floor of Senate; while in session; limitations 9-1.4
Family Members; seating ..... 9-1.10 (a)
Gallery and Senate Environs; clearing of ..... 9-1.16 (d)
Guest of Senator; rear alcove; time limitation ..... 9-1.10 (b)
Interns; furnished by Senate; one on floor during session ..... 9-1.6 (c)
Interns; selection of one personal aide; no floor privileges ..... 9-1.6 (b)
Introductions of Governor, congressional delegation members ..... 9-1.3 (a)
Lobbyists; not allowed ..... 9-1.4 (b)(c)
North Anteroom; restrictions 9-1.11
Pages; limitations on number per day ..... 9-1.8 (d)

Photographers; Senate staff; media restrictions; use of flash, tripods ..... 9-1.9 (b)
Press; in designated area 9-1.9
Secretaries and Aides; special purposes only; no loitering ..... 9-1.6 (a)
Senators' Seats; forbidden to use unless invited by Senator 9-1.12
Sergeant at Arms; duties; enforcement of order ..... 1-1.6 (b)
South Anteroom; restrictions ..... 9-1.4 (b)
Standing Committee Meetings; prohibited; except for public hearings ..... 2-1.7 (a)

DIVISION OF QUESTION **RULES**
Division; of question into definite parts 6-8.4

ELECTIONS ..... **RULES**
Contested Seats; members to leave chamber ..... 5-1.8 (c)
Elections; Senate to be judge of qualifications and returns of its members ..... 9-1.2 (b)

Officers of the Senate
President Pro Tempore 1-1.2
Secretary of the Senate 1-1.5
Sergeant at Arms 1-1.6
Presiding Senator; shall vote in all elections 1-1.3
Voting; Majority of a quorum for elections ..... 1-1.2 (a); 1-1.5 (a)

EMPLOYEES OF THE SENATE **RULES**
Administrative Affairs; Committee on; responsibility of 2-1.2
Campaign Contributions; solicitation of; restrictions ..... 1-4.3 (a)
Circumvention; laws and Senate Rules; forbidden 10-1.1
Crimes; moral turpitude or violation of controlled substances 1-4.6
Doorkeepers; number to accommodate session 9-1.5
Employment Outside Senate; restrictions ..... 1-4.4 (b)
Ethics Complaints; filing; investigation; remedies; penalties 1-4.11
Ethics; advisory opinion in writing; confidentiality 1-4.13
Financial Conflicts of Interest; definition; avoid ..... 1-4.4 (a)
Fiscal Office; payment of employees and members; travel approval on record ..... 1-3.2 (b)
Floor Privileges; Chamber admittance; restrictions **(SEE DECORUM)** ..... Section 9
Harassment; discrimination; policies 1-4.8
Harassment; sexual; policies 1-4.7
Interns; furnished by Senate; one on floor during session ..... 9-1.6 (c)
Interns, Personal; Senator may select one; no floor privileges ..... 9-1.6 (b)
Pages; numbers allowed per day ..... 9-1.8 (c, d, e)
Personal Financial Gain; refrain from using position for ..... 1-4.2 (a)
Persons Paid by State Departments; not eligible for wages from Senate 1-3.3
Photographers; Senate staff; media restrictions; use of flash, tripods ..... 9-1.9 (b)
Public Resources or Personnel; not used for private business activity ..... 1-4.2 (b)
Senate Rules; distribution to staff by Secretary of Senate 1-4.12
Sergeant at Arms; duties; enforcement of order ..... 1-1.6 (b)
Special Treatment; when acting as attorney; restrictions ..... 1-4.5 (a)
Staff Travel Expenses; approval for out-of-state 1-3.2
Standard of Conduct; define 1-4.9

Testimony; payment of additional personnel 2-6.1
Valuable Consideration; no acceptance where expectation of effecting official action ... 1-4.5 (b)

ENGROSSMENT OF BILLS OR RESOLUTIONS **RULES**
Definition; appropriate times for motion 6-9.1
Engrossed Copies; disposition of ..... 3-1.6 (b)
Engrossed in Senate; House amendments considered engrossed; not amendable ..... 6-9.1 (d); 7-1.10
6-9.1 (b)

Engrossment; Upon 1st Reading; notice; proper time; debatable; debate time; vote: 29 votes needed ..... 6-9.1 (b)
Motions to Engross; order of business 4-2.1
Motions to Engross Late House Bills on Crossover Day; written notice 3-1.5
6-9.1 (c)
Engrossment; Upon 3rd Reading; procedures; proper time; debate time; vote: 29 ..... 6-9.1 (c)

ENROLLING OF BILLS OR RESOLUTIONS **RULES**
Acts; signed by Lieutenant Governor and Speaker of the House ..... 1-1.1 (f)
Acts and Resolutions; signed by Lieutenant Governor and Secretary of Senate ..... 1-1.1 (e)
Enrolling and Journals; Committee on Rules, certify by signature 2-1.12
Preservation of Enrolled Copies ..... 3-1.6 (b)

ETHICS AND STANDARDS OF CONDUCT **RULES**
Campaign Contributions; solicitation of; restrictions 1-4.3
Censure, Expulsion of Members; enforcement powers of Senate ..... 9-1.2 (b, c)
Circumvention of Laws and Senate Rules; forbidden 10-1.1
Conflicts of Interest; financial ..... 5-1.8(d); 1-4.4
Crimes; moral turpitude or violation of controlled substances 1-4.6
Employment Outside Senate; restrictions ..... 1-4.4 (b)
Ethics Complaints; filing; investigation; remedies; penalties 1-4.11
Ethics; advisory opinion by Committee on Ethics; confidentiality 1-4.13
Financial Conflicts of Interest; definition; avoid ..... 1-4.4 (a)
Gifts; definition of, limitations and compliance ..... 1-4.5 (b)
Harassment; sexual; policies 1-4.7
Applicability ..... 1-4.7 (d)
Complaint process ..... 1-4.7 (e); 1-4.11
Definitions of ..... 1-4.7 (c)
Mission Statement ..... 1-4.7 (a, b)
Sanctions and Penalties for Violations; supervisors' reporting responsibility 1-4.7(e); 9-1.2
Harassment; discriminatory; policies 1-4.8
Applicability ..... 1-4.8 (e)
Complaint process ..... 1-4.7 (e); 1-4.11
Definitions of ..... 1-4.8 (b)
Mission Statement ..... 1-4.8 (a)
Sanctions and Penalties for Violations; supervisors' reporting responsibility ..... 1-4.8 (d);9-1.2
Personal Financial Gain; refrain from using position for ..... 1-4.2 (a)
Persons Paid by State Departments; not eligible for wages from Senate 1-3.3
Public Resources; not used for personal, private business activity ..... 1-4.2 (b)
Sanctions and Penalties; ethics violations ..... 9-1.2 (b)
Senate Ethics; jurisdiction; procedures; confidentiality 1-4.10; 1-4.11

Senate Rules; distribution to staff by Secretary of Senate 1-4.12
Special Treatment; when acting as attorney; restrictions ..... 1-4.5 (a)
Standard of Conduct; define 1-4.9
Valuable Consideration; no acceptance where expectation of effecting official action ... 1-4.5 (b)

EXCUSED ABSENCE **RULES**
Conferees; notify Secretary of Senate ..... 1-2.2 (b)
Conflict of Interest; financial; unanimous consent to be excused given verbally ..... 5-1.8 (d)
Time of Motion ..... 1-2.2 (a)

EXPENDITURES; LEGISLATIVE **RULES**
Disbursements by Fiscal Office; vouchers; prior approval in writing ..... 1-2.4 (b)
Persons Paid by Other State Departments; not eligible for wages 1-3.3
Senate Committee on Administrative Affairs; management and approval of 2-1.2
Travel Out-of-State; prior permission required ..... 1-2.4 (a)

FISCAL NOTES **RULES**
Committee Waiver of Deadline; chairman may request ..... 3-1.4 (b)
Deadline to Introduce General Bills with Fiscal Impact; request fiscal note from OPB .. 3-1.4 (a)
Fiscal Impact of Bill Introduced after Deadline; to be assessed by President ..... 3-1.4 (d)
Format and Content ..... 3-1.4 (e)

GERMANENESS; QUESTIONS **RULES**
Amendments, Substitutes; different subject matter not germane ..... 7-1.2 (a)
Definition of; only one subject matter ..... 3-1.1 (b)
Ruling on Conference Committee Reports; President 2-8.5
Ruling on House Amendments, Substitutes to Senate Bills; President ..... 7-1.10 (d)

GOVERNOR **RULES**
Access to Senate Floor 9-1.4
Adjournment; power in regard to ..... 4-1.2 (a)
Appointments; confirmation of 3-3.1
Appointments; appointees to furnish business transaction with State upon request ..... 3-3.1 (c)
Appointments; referral to Committee on Assignments; notice to Senate ..... 3-3.1 (a)
Introduction in Senate; at any time ..... 9-1.3 (a)
Messages From, receipt of ..... 4-2.2 (a)
Signature on Enrolled Copies; become Acts ..... 3-1.6 (b)

IMPEACHMENT **RULES**
Trial Pending at End of Session; Senate to remain in session ..... 4-1.2 (c)

INTRODUCTIONS AND PRESENTATION OF GUESTS **(SEE DECORUM)** ... 9-1.4

JOURNAL, OFFICIAL RECORD OF PROCEEDINGS **RULES**
Committee on Rules; duty to verify previous day ..... 4-2.3 (a)
Daily Report; order of business 4-2.1
Reading of Journal; may be dispensed with ..... 4-2.3 (b)
Record of Committee of the Whole; what is reported to Senate by chairman 2-7.11
Record of Oath of Office of Secretary ..... 1-1.5 (b)

Record of Protests against a Senate action..... 8-1.13

Record of Votes Taken; entry required:
Appropriations Bills, Constitutional amendments, homestead exemptions..... 5-1.4 (b)
Bill Passages; majority of votes of both Houses..... 5-1.1 (a)
Final Passages; general legislation..... 5-1.4 (a)
Roll Call Votes; ordered by presiding officer or upon motion ..... 5-1.3 (d)
Roll Calls; excused conferees recorded ..... 1-2.2 (b)
Roll Calls; explanation of vote; 250 words or less 5-1.9

LEGISLATION: ENACTMENT OF LAWS **RULES**
Acts Signed; by President of Senate and Speaker of House ..... 1-1.1 (f)

LIEUTENANT GOVERNOR (Also See President of the Senate) **RULES**
Appointment Powers:
Committee on Administrative Affairs; appoints three members 2-1.2
Committee on Assignments; appoints two member 2-1.1
Administrative Affairs; member of..... 2-1.2
Admission to Senate floor..... 9-1.4
Assumption of Office; after oath of office in joint session..... 1-1.1 (b)
Duties of the Chair; President Pro Tempore to assume ..... 1-1.2 (b, c)
Irrelevant Debate; suspension by President 8-1.9
Page Program ..... 9-1.8 (f)
Pages; allowed per session..... 9-1.8 (c)
President of the Senate..... 1-1.1 (a, c, d)
Referral of Bills and Resolutions to Committees..... 4-2.5
Vacancy in Office of Lieutenant Governor; succession ..... 1-1.2 (a), 1-1.2 (d)

LOBBYISTS **RULES**
Not Allowed on Floor of the Senate, South Anteroom While in Session..... 9-1.4 (b) (c)

LOCAL LEGISLATION; defined ..... 3-2.1 (a)
Advertisement of; notice of intention to introduce; attach affidavit..... 3-2.1 (b)
Annexation Bills; majority of all Senators from affected districts necessary for report... 3-2.2 (b)
Approval of; signature and district; not to be removed ..... 3-2.2 (c)
Committee Referral; procedures ..... 3-2.1 (c)
Committee Report Favorable; case of evenly divided delegation; procedures..... 3-2.2 (a)
Placement on Calendar; automatic after favorable report..... 2-1.6 (c)
Political Subdivision; representation of defined ..... 3-2.2 (a)
State and Local Governmental Operations (Local) Report; in order at any time 4-2.2

MASON'S MANUAL APPLIES WHEN QUESTION NOT IN RULES 10-1.4

MESSAGES TO THE SENATE **RULES**
Receipt of message; timing..... 4-2.2 (a)
Written Notice; Secretary to provide Senators ..... 4-2.2 (b)

	RULES
MINORITY REPORTS FROM A COMMITTEE	
First Member to Sign; allotted debate time after motion for previous question	6-8.5 (b)
Right of Member to File; format; should be filed at time of majority report	2-1.6 (a)

MOTIONS	**RULES**
Precedence of	6-1.2
New Matters To Lay on Table One Day, Motions Not Privileged	6-9.2
Number of Motions; limited to one at a time	6-1.1 (c)
Second; motions from floor do not need	6-1.1 (b)
Withdrawal of; by unanimous consent; majority of quorum	6-1.1 (a)

ADJOURN, MOTION TO	**RULES**
Adjourn Simple; not amendable or debatable; renewable	6-2.2
Adjourn to a Day Definite; amendable and debatable; only as to day	6-2.3
Effect of Motion to Adjourn Simple	6-2.4
Main Question Ordered; motion out of order after	6-2.1 (b)
Order of Precedence	6-1.2
Recorded Vote; Senate cannot adjourn during	4-2.14
Timing of	6-2.1 (a)

COMMIT, MOTIONS TO	**RULES**
Amendable; substituting one committee for another, instructions may be added	6-6.5
Applicability; what can be committed	6-6.1 (a)
Committee of the Whole Senate; precedence; limitations	6-6.2
Commitment by Committee of the Whole; out of order	2-7.5 (a)
Commitment from Calendar; after third reading	6-6.1 (b)
Commitment to; precedence of motions	6-6.2
Debate; limits; not on merits; exception	6-6.3
Order of Precedence	6-1.2
Rules Committee; legislation read 2nd time; back to committee; authority	2-1.10 (b)
Subcommittees of Standing Committees; commitment to	2-5.3
Withdraw from / Recommit to Committee; timing	6-6.4
Vote; required for passage of motion	6-6.6

IMMEDIATE TRANSMITTAL, MOTION FOR	**RULES**
Day of Passage; vote required; certain days; exceptions	4-2.13
Notice of Motion to Reconsider; precedence over motion to transmit	6-7.1 (c)
Notice or Motion to Reconsider; exceptions to transmittal	6-7.1 (b)

MAIN QUESTION; MOTION FOR	**RULES**
Call of the Senate; not in order after previous question ordered; exception	6-8.5 (c)
Call for the Main Question; language	6-8.1
Debate; act on main question without debate after previous question is ordered	6-8.1
Debate; all incidental questions of order decided without debate	6-8.6 (a)
Division; of question into definite parts	6-8.4
Effect of Ordering; vote on measures then in order	6-8.6 (b)
Motion for the Previous Question; language	6-8.1
Motions to Adjourn and Table; out of order after main question is ordered	6-8.1

Reconsider Ordering of Main Question; not after vote has begun 6-8.2
Reconsideration; ordering main question; opens measure to amend and debate..... 6-8.7
Vote Required; majority of quorum to order main question..... 6-8.1

POSTPONE TO DAY CERTAIN, MOTION TO **RULES**
After 5th Legislative Day; motion made 2nd time; bill to General Calendar..... 6-5.4
Amendable; treated as indefinite if day beyond limits of session 6-5.1
Debatable/Renewable; not merits of legislation, once on same measure same day 6-5.2
Order of Precedence..... 6-1.2
Timing; only upon third reading 6-5.3

POSTPONE INDEFINITELY; MOTION TO **RULES**
Applicability; what can be indefinitely postponed 6-4.2
Debate of Motion; cannot be amended 6-4.3
Effect of Motion; disposes of bill 6-4.1
Order of Precedence..... 6-1.2
Postpone, Motion to; indefinite postponement if day beyond limits of session 6-5.1
Reconsideration; only if motion had passed 6-4.1
Renewability; out of order if motion voted down..... 6-4.4

PREVIOUS QUESTION; MOTION FOR **RULES**
Applicability; made on single motion, amendment or all motions, amendments.... 6-8.3
Call for the Previous Question; language 6-8.1
Debate; motion decided without debate..... 6-8.1
Debate; none on questions of order after motion for previous question made ..... 6-8.6 (a)
Debate; precedence after ordering of previous question..... 6-8.5 (a)
Debate; closing debate, minority report..... 6-8.5
Division of the Question; any Senator may call for..... 6-8.4
Minority Report Submitted; debate time ..... 6-8.5 (b)
Order of Precedence..... 6-1.2
Precedence of Motion; motions to adjourn and table still in order..... 6-8.1
Reconsideration; ordering main question; opens measure to amend and debate..... 6-8.7
Senator Called to Order; no decision until after previous and main question ..... 9-1.2 (d)

PRINT; MOTION TO **RULES**
Order of Precedence..... 6-1.2
Vote to Print Amendments; suspends action 3-1.3

PRIVILEGE **RULES**
Motion Not Privileged With New Matters; to lay on table one day 6-9.2
Personal Privilege; individual speeches; time allotted..... 8-1.7 (c)
Questions of Privilege; defined..... 8-1.14

RECONSIDER, MOTION TO **RULES**
Amendments; before final action on section or legislation 6-7.3
Automatic; when certain floor substitute or floor amendment adopted ..... 7-1.6 (b)
Debatable; time limits..... 6-7.2
Effect on Lost and Passed Bills; placement on calendars..... 6-7.5
Main Question/Previous Question; motion to reconsider the ordering of 6-8.2; 6-8.7

Notice; intention to move for reconsideration ..... 6-7.1 (a, c)
Notice of Intention to Move for Reconsideration; defeats motion to transmit ..... 6-7.1 (c)
Notice of Motion to Reconsider; crossover day and last 3 days of session ..... 6-7.1 (c)
Renewability; times a bill may be reconsidered; not subject to reconsideration 6-7.4
Special Actions: motions that fail result in "no action" by Senate ..... 6-7.1 (d)
Special Actions; motions that pass reconsidered immediately ..... 6-7.1 (d)
Vote Required 6-7.6

RESOLVE DEBATE, MOTION TO **RULES**
Amendments; cease acceptance ..... 6-9.3 (a)
Amendments; in order if motion fails ..... 6-9.3 (a)
Debate; motion decided without debate ..... 6-9.3 (a)
Main question; upon resolution of debate ..... 6-9.3 (c)
Order of Precedence ..... 6-9.3 (a)
Resolve Debate; procedure ..... 6-9.3 (b)
Resolve Debate; when motion is in order ..... 6-9.3 (a)
Vote Required ..... 6-9.3 (b)

TABLE, MOTION TO **RULES**
Applicability; what can be tabled 6-3.3
Consideration of; legislation tabled on 39th day ..... 4-2.9 (a)
Debate; not debatable or amendable 6-3.4
Effect of; removes measure from consideration 6-3.1
Order of Precedence 6-1.2
Renewability; when in order ..... 6-3.2 (b)
Timing; may be made after motion for previous question sustained ..... 6-3.2 (a)

TABLE, REMOVE FROM; MOTION TO **RULES**
Effect of; measure placed at foot of calendar ..... 6-3.5 (b)
Removal From Table; on 40th day; consideration of ..... 4-2.9 (a)
Renewability; when in order ..... 6-3.2 (b)
Status of Measure Removed; as before tabling ..... 6-3.5 (a)
Timing; when in order; vote required ..... 6-3.5 (c)

OATHS **RULES**
Administration by; justice or judge; list ..... 1-2.1 (c)
Lieutenant Governor; assumption of office after oath in joint session ..... 1-1.1 (b)
Secretary of the Senate Oath ..... 1-1.5 (b)
Senators' Oaths 1-2.1

OPEN MEETINGS **RULES**
Conference Committee Meetings; open to public ..... 1-5.1 (c)
Meetings; open to the public; exceptions 1-5.1
Meetings; subject to scheduling notice; exceptions ..... 2-1.7 (b)
Meetings; not scheduled where public is denied admission; exception ..... 2-1.7 (c)

ORDER OF BUSINESS **RULES**
Appropriations Bills, General and Supplemental; may be taken up out of order ..... 4-2.4 (b)
Change Order of Business Decided Without Debate; 2/3rds of members ..... 4-2.1 (c, b)

Daily Standing Order; list of actions 4-2.1
House Bills and Resolutions; first reading of; in order at any later time 4-2.1 (7)
House Messages; in order at any time; written notice to Senators ..... 4-2.2 (b)
Priority of Business; decided by President without debate 8-1.8
Privilege; questions of 8-1.14
Report of Committee on Rules; in order at any time ..... 4-2.2 (a)
State and Local Governmental Operations (Local) Report; in order at any time ..... 4-2.2 (a)

ORGANIZATION OF THE SENATE **RULES**
Committee on Administrative Affairs **(SEE ADMINISTRATIVE AFFAIRS)** 2-1.2
Committee Meetings **(SEE COMMITTEES, STANDING)** ..... Section 2
Committee on Assignments **(SEE ASSIGNMENTS, COMMITTEE ON)** 2-1.1
Elections **(SEE ELECTIONS)** .....
Contested Seats; sitting Senator and contestant to leave chamber 5-1.8 (c)
Initial Organization; Secretary of Senate presides ..... 1-1.5 (c), 1-1.2 (b)

Officers:
Majority Leader; certification of 1-1.4
Minority Leader; certification of 1-1.4
President of the Senate; Lt. Governor **(SEE LIEUTENANT GOVERNOR)** .... 1-1.1 (a)
President Pro Tempore **(SEE PRESIDENT PRO TEMPORE)** .. 1-1.2
Secretary of the Senate (**SEE SECRETARY OF SENATE)** ..... 1-1.5 (a)
Sergeant at Arms **(SEE SERGEANT AT ARMS)** 1-1.6
Rules of the Senate; organizational resolution ..... 10-1.3 (a)
Seating Order; Senators in chamber; first day exchange provisions 1-2.3

Session; time and place
Adjournment and Reconvening; by concurrent resolution ..... 4-1.2 (b)
Hour of convening 4-1.1
Meeting; time limit; no longer than 40 days; organize on odd numbered years 4-1.1

Staff
Aides, Secretaries 9-1.6
Conduct of Staff; definition of staff ..... 1-4.1 (b)
Director of Pages 9-1.8
Doorkeepers 9-1.5
Intern Coordinator ..... 9-1.6 (c)

PAGES OF THE GENERAL ASSEMBLY
Age limits; scheduling process 9-1.8
Legislative Page Program ..... 9-1.8 (f)

PAIRING FOR VOTING PROHIBITED ..... 5-1.8 (b); 2-4.2(b)

PAPERS AND DOCUMENTS ..... **RULES**
Committees; care of Bills and Resolutions ..... 3-1.6 (c)
Committee of the Whole; may call for reading of ..... 2-7.5 (b)

Engrossed and Enrolled Bills and Resolutions; duties for preservation of ..... 3-1.6 (b)
Originals; exclusive of the Senate ..... 3-1.6 (a)
Papers, Reading of; not subject to indefinite postponement 6-4.2

PERSONAL PRIVILEGE **RULES**
Order of Business 4-2.1
Questions of Privilege; defined 8-1.14
Time Limits; speeches; five minutes; three minutes after 20th day ..... 8-1.7 (c)

PREFILING OF PROPOSED BILLS AND RESOLUTIONS ..... O.C.G.A. 28-1-17

PRESIDENT (Presiding officer) **RULES**
Addressing the Senate; through presiding officer only 8-1.3
Committee of Conference; president appoints conferees; President on germaneness. 2-8.1, 2-8.5
Committee of the Whole; duties; presiding; no quorum; reporting 2-7.1; 2-7.2; 2-7.3; 2-7.9
Compel a Quorum; President to ..... 5-1.2 (b); 5-1.10 (a)
Doorkeepers and Sergeant at Arms; supervision of ..... 1-1.6 (b); 5-1.2 (c)
Germaneness; rulings of President ..... 2-8.5; 7-1.2; 7-1.10 (d)
Introduction of Guests 9-1.3; 9-1.4
Irrelevant Debate; suspension by the President 8-1.9
President; presiding officer ..... 1-1.1 (d); 1-1.2 (c)
President Pro Tempore; act as President, disability of President of Senate ..... 1-1.2 (a, b)
Power of Recognition; presiding officer 8-1.2
Referral of Bills and Resolutions; to committee 4-2.5; 1-1.2
Secretary of Senate, preside ..... 1-1.2 (b)
Unanimous Consent; not used to alter order of readings ..... 4-2.9 (c)
Voting Rights/Duties When Presiding 1-1.3
Yeas and Nays; call for; Constitutional provision 1/5th members present ..... 5-1.3 (c);8-1.11
Yeas and Nays; call for; Constitutional provision 1/5th members present ..... 5-1.3 (d);8-1.11

PRESIDENT PRO TEMPORE **RULES**
Compensation and Allowances ..... 1-1.2 (a)
Election and Nomination of ..... 1-1.2 (a) & (b)
Duties of the Chair; President Pro Tempore to assume ..... 1-1.2 (b); 1-1.2 (c)
Committee on Assignments; member of 2-1.1
President ..... 1-1.1 (d)
Vacancy in Office of Lieutenant Governor; succession ..... 1-1.2 (a) & (b)

PRINTING, POSTING TO INTERNET; DISTRIBUTION OF LEGISLATION **RULES**
Calendar; list of bills for consideration 4-2.10
Committee Meetings; master list for session ..... 2-1.7 (a)
Conference Committee Reports; exceptions before consideration ..... 2-8.3 (b)
Motion to Print; precedence of motion 3-1.3
Versions; as introduced and committee action; to members and public 3-1.3

QUORUM RULES
Committees; quorum set by committee; effect of ex officio members 2-1.8
Compelling; powers of President ..... 5-1.2 (b)
Defined; 29 Senators; quorum on all matters before Senate ..... 5-1.2 (a)
Determined; by roll call of Senators ..... 5-1.10 (b)
Format; language used for a call of the Senate; procedures ..... 5-1.10 (b)

READING OF BILLS AND RESOLUTIONS RULES
Constitutional Amendments and General Bills; title read on three separate days ..... 4-2.4 (a)
Deadline for accepting general House bills ..... 3-1.2 (c)
Deadline for introduction; general Senate bills; Day 39 ..... 3-1.2 (b)
Deadline for third reading of general House bills; Day 39; exception ..... 4-2.9 (a)
Deadline for third reading; general Senate bills ..... 4-2.9 (a)
First and Second Reading; no debate allowed 4-2.5, 4-2.6
First Reading; distinct bill number and Senator's name read ..... 4-2.4 (b)
Local Legislation; title read at least once before passage ..... 4-2.4 (c)
Second reading same day as reported by committee; automatic on Days 36-40 ..... 4-2.6
Third and Final Reading; motion to consider by sections in order ..... 7-1.8 (c)

REPEALING OR AMENDING LAW OR CODE SECTION RULES
Bill Must Distinctly Describe; that which is to be amended or repealed, alterations ..... 3-1.1 (c)

RULES RULES
Circumvention of prohibited 10-1.1
Organizational Resolution; simple majority to adopt ..... 10-1.3 (a)
Resolutions to Amend Rules; referred to Committee on Rules ..... 10-1.3 (a)
Resolutions to Amend; reported by Committee on Rules within two days ..... 10-1.3 (c)
Suspension of Rules; affirmative vote of 2/3rds of members ..... 10-1.2 (a)
Suspension of Rules; request by unanimous consent; not debatable ..... 10-1.2 (b)

RULES CALENDAR **(SEE CALENDARS)**

RULES COMMITTEE RULES
Amending Resolutions to Senate Rules; must be referred to committee ..... 10-1.3 (a, b)
Amending Resolutions to Senate Rules; must report out within 2 days of referral ..... 10-1.3 (c)
Arrange and Fix Calendar; after 5th legislative day of session ..... 2-1.10 (a); 4-2.9 (b)
Audits Subcommittee; duties of, examination and reporting of 2-1.11
Committal; legislation read 2nd time; back to committee; authority ..... 2-1.10 (b)
Daily Report on Journal; duties to verify ..... 4-2.3 (a)
Enrolling and Journals; Senate Committee on Rules, certify by signature 2-1.12
Members; may be removed from committee by Committee on Assignments ..... 2-3.1 (c)
Report of the Committee on Rules; in order at any time ..... 4-2.2 (a)

SEATING IN SENATE CHAMBER
Family Members; seating ..... 9-1.10 (a)
Seating Order; Senators in chamber; first day exchange provisions ..... 1-2.3 (c)
Senators Seats; prohibitions and exceptions 9-1.12

SECRETARY OF THE SENATE	**RULES**
Administrative Affairs Committee Member; oversight and duties	2-1.2
Bills; file original and copy with	3-1.2 (f)
Bills for Introduction; received by 4:00 P.M. daily; exception	3-1.2 (a)
Bills from House; received during recess and on crossover day; list maintained	3-1.5
Calendar Preparation; on desks at least one hour prior to convening	4-2.10
Confirmation of Appointments; distribution to Senate	3-3.1
Election of; 2-year term by majority of votes cast	1-1.5 (a)
Engrossed, Enrolled Copies; disposition of	3-1.6 (b)
Engrossed Upon First Reading; entry into record	6-9.1 (b)
Ethics Complaints; filed with; settlements	1-4.11 (a)
Immediate Transmittal; bills to the House	4-2.13
Local Consent Calendar; objection forms	4-2.8 (b)
Majority and Minority Leaders; election of certified to	1-1.4
Messages; from House; written notice to Senators	4-2.2 (b)
Oath of Office	1-1.5 (b)
Presiding Officer; organization of the Senate	1-1.5 (c); 1-1.2 (b)
Seating Order; Senators in chamber; first day exchange provisions	1-2.3 (c)
Senate Rules; distribution to staff by	1-4.12
Voice Vote; duties of to verify	5-1.7
Voting; duties to record electronic votes in Journal	5-1.10
Voting; explanation filed with	5-1.9

SERGEANT AT ARMS	**RULES**
Absentee members; may bring before Senate upon call of President	5-1.2 (c)
Center Aisle; not used during debate; authority	9-1.15 (b)
Election of; duties	1-1.6 (a)(b)
Suspension of; misconduct or neglect of duty	1-1.6 (c)

SESSIONS OF THE SENATE	**RULES**
Adjournment and Reconvening; by concurrent resolution	4-1.2 (b)
Hour of Convening; 10:00 A.M. unless otherwise provided	4-1.1
Meeting; time limit; no longer than 40 days; organize on odd numbered years	4-1.1
Order of Business; standing order	4-2.1

SUBSTITUTES (SEE AMENDMENTS)	**RULES**
Adoption of Floor Substitute or Certain Floor Amendment; suspends passage	7-1.6 (b)
Amendments to; perfection of	7-1.6 (a)
Committee and Floor Substitutes; precedence of consideration	7-1.3 (b)
Multiple Amendments; circumvent rule, rule of chair	7-1.6 (d)
Substitute; perfected; voted on before bill as introduced	7-1.6 (a)
Substituting a Substitute; out of order	7-1.3 (b)

TITLE OF BILLS AND RESOLUTIONS	**RULES**
Consideration of Preamble or Title; order of debate	2-7.4, 7-1.7
First Reading of General Legislation; title read three times on three separate days	4-2.4 (a)
Local Legislation; title read at least once before passage	4-2.4 (c)
Subject Matter; must be expressed in	3-1.1 (b)

Title; reference to alone not sufficient for amending or repealing laws ..... 3-1.1 (c)

TRAVEL OUT-OF -STATE **RULES**
Audits Subcommittee; duties of, examination and reporting of 2-1.11
Senators' Travel Expenses; approval of out-of-state ..... 1-2.4 (a)
Staff Travel Expenses; approval of out-of-state ..... 1-3.2 (a)

UNANIMOUS CONSENTS **RULES**
Order of Business 4-2.1
Prohibited Use of ..... 4-2.9 (c)
Withdrawal of Motion by Unanimous Consent; any time before decision ..... 6-1.1 (a)

VISITORS AND GUESTS; SENATE CHAMBER (SEE DECORUM) 9-1.4

VOTING (In Senate: 2/3 = 38 votes; 3/4 = 42 votes; Majority of Senate = 29 votes) **RULES**
Adjournment Motion; out of order when Senate is voting 6-2.1; 4-2.14
Amendments; adoption requires a majority of quorum ..... 5-1.1 (b)
Bills and Resolutions; votes required to pass ..... 5-1.1 (a)
Call for Recorded Vote ..... 5-1.3 (c, d); 5-1.4 (a); 8-1.11
Casting Vote for Another Senator; shall be disorderly conduct; punishable ..... 5-1.8 (a)
Changing of Vote; under mistake of a question; limitations ..... 5-1.7 (a)
Changing of a Recorded Vote; not allowed ..... 5-1.7 (b)
Committee on Assignments; Pro Tempore vote to break tie 2-1.1
Committees;
- Call for Yeas and Nays; call sustained by 1/3rd members present 2-4.1
- Direct Pecuniary Interest; excuse ..... 5-1.8 (d)
- Presiding Committee Chairman or Senator; when must vote 2-2.2
- Senator Excused; with note from other chairman; notice ..... 2-1.7 (f)

Contested Seats; sitting Senator and contestant excused ..... 5-1.8 (c)
Elections; President must vote 1-1.3
Electronic Roll Call Machine; mandatory use ..... 5-1.5 (a)
Electronic Voting Machine Inoperative; call for voice vote ..... 5-1.5 (a)
Electronic Voting Machine Inoperative; verification necessary ..... 5-1.7 (a, b)
Excused Absences ..... 1-2.2 (a)
Excused Conferees ..... 1-2.2 (b)
Excused From; direct pecuniary interest ..... 5-1.8 (d)
Explanation of Vote; filing written explanation; timing; Journal entry 5-1.9
Expulsion of a Member; 2/3rds vote ..... 9-1.2 (b)

Journal Entry; recorded votes
- Appropriations Bills, Constitutional Amendments, Homestead Exemptions ..... 5-1.4 (b)
- Bill Passages; majority of votes of both Houses ..... 5-1.1 (a)
- Final Passages; general legislation ..... 5-1.4 (b)
- Roll Call Votes; ordered by presiding officer or upon motion ..... 5-1.3 (c, d); 8-1.11

Method of Stating the Question
- Hand votes ..... 5-1.3 (b)

Recorded votes ..... 5-1.5 (c)
4-2.7 (b)

Morning Roll Calls; recorded vote, dispensing with .....
Electronic System Used; Senators vote Yea switch ..... 4-2.7 (a)
Names of Absentees; noted in Journal ..... 5-1.10 (a)
Official Roll Call; not altered or changed ..... 5-1.5 (b)
Pairing of Members; prohibited ..... 5-1.8 (b)
Presiding Officer; may order ..... 8-1.11, 5-1.3 (d)
Presiding Senator; must vote in certain circumstances 1-1.3
Quorum; call of Senate ..... 5-1.10 (b)
Quorum Call; President may secure ..... 5-1.2 (b)
Reconsideration of Main Question; limitations 6-8.2
Refusal of Senator Present, Unless Excused; contempt ..... 5-1.10 (b)
Results of, President shall announce ..... 5-1.3 (b)
Time for Voting; restrictions ..... 5-1.3 (a)
Where No Rule Specifies Vote; majority of quorum ..... 5-1.1 (b)
Yeas and Nays; call for; Constitutional provision 1/5th members present ..... 5-1.3 (c), 8-1.11
Yeas and Nays; call for; Senate Rule; 5 members ..... 5-1.3 (d), 8-1.11

WITHDRAWAL OF A BILL OR RESOLUTION FROM CONSIDERATION 3-1.7

WRITS, WARRANTS, SUBPOENAS ISSUED BY ORDER OF SENATE ..... 1-1.1 (e)

APPENDIX OF STATUTES BEGINS NEXT PAGE

APPENDIX OF STATUTES

RESEARCH REFERENCES; SELECTED CITATIONS OF OFFICIAL CODE OF GEORGIA ANNOTATED.

ACTS — **OCGA**

Effective date of legislative Acts 1-3-4
Effective date for general Acts requiring increases in compensation of county officials 1-3-4.1
Local referenda on abolishing offices; shortening/lengthening terms of office..... 1-3-11

ADMINISTRATIVE REGULATIONS; LEGISLATIVE REVIEW POWERS — **OCGA**

Mailing of annual reports to General Assembly members 45-6-4
Rule-making procedure..... 45-20-3.1
Procedural requirements for adoption, amendment, or repeal of rules; emergency rules; limitation on action to contest rule; legislative override..... 50-13-4

AGRICULTURE COMMISSIONER — **OCGA**

Local regulation of pesticides prohibited; variances from rule or regulation of Commissioner of Agriculture 2-7-113.1
Annual Report, Ga. State Nutrition Assistance (SNAP) Program..... 2-17-5

APPORTIONMENT; QUALIFICATIONS; SENATE AND HOUSE ..... — **OCGA**

Constitutional Provisions..... Art. III, Sec. I, Par. I
Statutory Provisions..... 28-1-1; 28-2-2

APPROPRIATIONS, CLAIMS AND FINANCE — **OCGA**

Appropriations Act; continuation; supplementary Acts 45-12-80
Award of Grants in Appropriations Act..... 28-5-120 thru 28-5-127
Budget Message and Report From Governor 5 Days After Convening 45-12-74
Budget Units Submit Annual Estimates, Periodic Work Programs to OPB..... 45-12-78
Office of Planning and Budget 45-12-74, 78, 85
Senate and House Budget offices 28-5-6
Legislative Budget Analyst..... 45-12-110;45-12-111
Compensation for State Officials; Fiscal Impact Note 28-5-1; 28-5-2
Emergencies..... 45-12-77
Federal Assistance Projects; Analysis to General Assembly..... 45-12-111
Fiscal Affairs Subcommittees 28-5-20
Fiscal Bills Generally..... 28-5-53
Fiscal Impact Upon Local Governments 28-5-47.1
Limitations 45-12-76
Powers of General Assembly Regarding Appropriations..... Art. III, Sec. IX, Par I-VII

BOARDS, COMMISSIONS, ETC.: ELECTION OF MEMBER(S) BY SENATE

Agriculture Commodities Commissions; Committee on Agriculture elects..... 2-8.4; 2-.8-50; 2-8.90; 2-8.120; 2—8-201
State Election Board; Elector Elected by the Senate..... 21-2-30

BOARDS, COMMISSIONS, ETC.; SUBJECT TO SENATE CONFIRMATION

Note: *Professional Boards are not listed.*

Atlantic States Marine Fisheries Commission 27-4-210
Board of Public Safety..... 35-2-1
Georgia Board of Health Care Workforce..... 49-10-1
Judicial Qualification Commission 15-2-21

COMMITTEES; LEGISLATIVE COMMITTEES CREATED BY STATUTE

Agricultural Exposition Authority Overview Committee 12-3-500
Audit Subcommittee of the Senate Committee on Rules ..... 28-1-8 (e)
Aviation Hall of Fame Overview Committee..... 50-12-75
Code Revision Commission 28-9-2
Constitutional Amendments Publication Board 50-12-100
Fiscal Affairs Subcommittee 28-5-22
Georgia Halls of Fame Authority Overview Committee..... 12-3-550
Georgia Lottery Corporation Legislative Oversight Committee..... 50-27-34
Georgia Technology Authority Overview Committee 50-25-2
High School Athletics Overview Committee 20-2-2100
Jekyll Island State Park Authority Overview Committee 12-3-234
Legislative Services Committee 28-4-1
MARTA Overview Committee 32-9-14
OneGeorgia Authority Overview Committee..... 50-34-17
Public Defender Council Legislative Oversight Committee 17-12-10.1
Rail Passenger Authority Overview Committee 28-10-1
Recreational Authorities Overview Committee 12-3-20
Regulatory Agencies; Assignment to Standing Committee 43-2-3
Streamlined Sales Tax Governing Board 48-8-167
World Congress Center Authority Overview Committee 10-9-20
Zell Miller Monument Committee 50-3-120

COMMUNICATIONS **OCGA**

Confidentiality between Office of Legislative Counsel and Certain Persons..... 50-18-75

COMPENSATION RESOLUTIONS..... **OCGA** 28-5-80 & 81

Small Claims Procedural Rules 28-5-54

CONFIRMATION OF APPOINTMENTS; BOARDS, COMMISSIONS SUBJECT TO SENATE CONFIRMATION See Board, Commissions etc.

CONSTITUTIONAL AMENDMENTS PUBLICATION BOARD ..... Art. X, Sec. I, Par. I

CONSTITUTIONAL BOARDS AND COMMISSIONS Art. IV, Sec. I thru VIII

Confirmation of Governor's Appointments by the Senate:

Section I Public Service Commission
Section II State Board of Pardons and Paroles
Section III State Personnel Board
Section IV State Transportation Board

Section V Veterans Service Board
Section VI Board of Natural Resources
Section VII Qualifications, compensation, removal from office and Powers and Duties of Members of Constitutional Boards and Commissions
Section VIII Georgia Citizens Commission on Compensation of Public Officials

DEPARTMENT OF AUDITS AND ACCOUNTS **OCGA**
Election of State Auditor by General Assembly 50-6-1
Duties; request for special examinations..... 50-6-4

ELECTIONS **OCGA**
Inauguration of Governor 45-12-2
Joint Resolution Sets Ceremony Date During First Week..... 45-12-2
Oath of Office 28-1-4; 45-3-1
Inauguration Recorded in House Journal..... 45-12-3
Lt. Governor; oath of office; assumes office after 45-12-4
Officers of the Senate..... 28-1-3
Constitutional Officers Elections Board 21-2-498
Certify Returns on Tuesday Following General Election..... 21-2-498(a)
Nominations of Certain State Officers..... 28-1-12
Election by Senate of Members to Certain State Boards, Commissions: See Boards, ... Commissions etc.
State Election Board 21-2-30
State Auditor 50-6-1
State Transportation Board 32-2-20
Votes Recorded for All Elections ..... Art. III, Sec. IV, Par. X

GENERAL ASSEMBLY; ORGANIZATION OF LEGISLATIVE BRANCH **OCGA**
The State Constitution; Legislative Branch ..... Art. III, Sec. I, II, III, IV
Exercise of Powers, State Constitution..... Art. III, Sec. VI Par. II
Elections..... 28-1-1; 28-2-2
Loyalty Oath ..... 45-3-1 and 11
Qualification of Members; Age and Residency..... Art. III, Sec. II, Par. III
Resignations..... 45-5-5
Legislative Services Committee; Supervision of Operations ..... 28-4-1 thru 28-4-9
Members; Daily Expense Allowance..... 28-1-8; 45-7-4; 45-7-21

HEALTH INSURANCE BENEFIT BILLS **OCGA**
Review Prior to Enactment; Duty of Secretary of Senate to Deliver 33-24-62

LEGISLATIVE COUNSEL, OFFICE OF **OCGA**
Powers and Duties 28-4-3

LEGISLATIVE SERVICES COMMITTEE **OCGA**
Authority, Jurisdiction over Rooms, Chambers, Offices, Employees ..... 28-4-1 thru 28-4-9

Employment of Legislative Fiscal Office and Budget Analyst 28-4-6
Office of Legislative Counsel 28-4-4
Determines Daily Expense Allowance for Members..... 28-1-8; 45-7-4; 45-7-21-(b)

OVERVIEW COMMITTEES, DESIGNATION OF ..... **OCGA** 50-12-76; 50-12-79

MUNICIPALITIES; INCORPORATION OR ANNEXATION BILLS .... **OCGA** 36-31-5; 36-36-6; 36-36-21; 36-36-32; 36-36-57; 28-1-14

POPULATION BILLS; RESTRICTIONS..... Art. III, Sec. VI, Par. I
OCGA § 28-1-15

PRIVATIZATION; EXECUTIVE BRANCH CONTRACTS; **OCGA**
Notice to President of the Senate 50-4-5

PROFESSIONS OR BUSINESSES, BILLS TO LICENSE OR CERTIFY OCGA 43-1A-5

PROHIBITED ACTS **OCGA**
Influencing of Legislative Action 16-10-4
Acceptance of Office or Employment 16-10-9
Acceptance of Contributions During Legislative Sessions..... 21-5-35
Contingent Compensation for Lobbyists 28-7-3
Presence of Certain Persons on Floor of Senate 28-7-4; 21-5-4
Preventing or Disrupting General Assembly 16-11-34.1
Receipt of Remuneration in Regard to Inmates 42-5-12; 42-9-17
Restriction on Number of Offices Nominated Prior to Election..... 21-2-136
Unlawful Compensation in Connection With Claims 28-5-62
Engaging in Bail Bond Business……. 45-11-8

PUBLIC OFFICIALS..... **OCGA** 28-3-20

REGULATORY AGENCIES ASSIGNED TO STANDING COMMITTEES..... **OCGA** 43-2-3

RETIREMENT LEGISLATION **OCGA**
Generally..... 47-20-30 and 31
Introduction and Consideration; Procedural Rules 47-1-10
Non-Fiscal and Fiscal Bills..... 47-20-30 and 31
Regulates and Restricts Enactment of Bills 47-20-1

SENATE RECORDS, JOURNALS **OCGA**
Duties of Secretary of the Senate..... Art. III, Sec. V, Par. I
Duties of Secretary of State; Original Acts; Preservation of Records 45-13-20
Distribution of Legislative Information 28-3-24.1
Records in Electronic Format; Georgia Technology Authority..... 50-25-1
Official Record of Proceedings..... Art. III, Sec. V, Par. I

STATE AGENCIES; ANNUAL REPORT; LEGISLATIVE REVIEW.... **OCGA** 45-6-4; 45-20-3.1

STATE FINANCING & INVESTMENT COMMISSION
Georgia State Financing and Investment Commission; duties ..... Art. VII, Sec. IV, Par. VII

STATE PROPERTIES COMMISSION **OCGA**
Conveyances of Public Real Estate; Submit Proposal to General Assembly..... 50-16-34
Public Competitive Bidding Procedures 50-16-39

SUSPENSION, REMOVAL OF OFFICIALS UPON FELONY INDICTMENT..... Art. II, Sec. III

VETOED LEGISLATION; TRANSMISSION ORIGINATING HOUSE .... Art. III, Sec. V, Par. XIII

VOTING ..... Art. III, Sec. V, Par. V & VI

IMPORTANT DATES IN THE LEGISLATIVE PROCESS

Introduction - Last day to file and/or 1st Read in Senate.

TBD - last day to accept General House bills and resolutions. [Rule 3-1.2 (c)]
39th day - last day to introduce General Senate bills and resolutions. [Rule 3-1.2 (b)]

*__Note__: Senate bills and resolutions must be filed with the Secretary before 4:00 P.M. (2:00 P.M. on Fridays) to be 1st read on the next legislative day.

DEADLINES FOR PASSAGE IN CURRENT YEAR

Committee Report Deadlines - Last day to read report. Report submitted to Secretary by convening.
TBD - General Senate bills and resolutions. (2 days before crossover day)
38th day - Local Senate bills and resolutions.
38th day - General House bills and resolutions.
40th day - Local House bills and resolutions.

Calendar Management
Calendar in numerical order after 2nd reading of legislation; days 1-5. [Rule 4-2.9 (a)]
Rules Committee sets the calendar for days 6 - 40. [Rule 4-2.9(b)]

General Senate Bills and Resolutions
TBD- File with Secretary of the Senate. [Rule 3-1.2 (a)] (4 days before crossover day)
TBD - 1st Reading and referral to committee. [Rule 3-1.2 (b)] (3 days before crossover day)
TBD - Committee report read upon convening. (2 days before crossover day)
TBD - 2nd Reading. [Rule 4-2.6] (1 day before crossover day)
TBD- Passage [Rule 4-2.9 (a)] and immediate transmittal to House. [Rule 4-2.13] (Crossover day)

Local Senate Bills and Resolutions
35th day - File with Secretary of the Senate. [3-1.2 (a)]
36th day - 1st Reading and referral to committee. (Cannot pass for 2 days.) [Rule 4-2.4 (c)]
38th day - Favorable report by committee, passage and immediate transmittal to the House. [Rule 4-2.13]
39th day - 2nd Reading in House.
40th day - Favorable report and passage in House.

General House Bills and Resolutions
TBD Crossover day TBD: Transmitted from House and received by Secretary.
TBD 1st Reading and referral to committee. [Rule 3-1.2 (c)] (Day after crossover day)
38th day - Favorable report upon convening and 2nd reading. (Applies to days 36 - 38) [Rule 4-2.6]
39th day - Passage. [Rule 4-2.9 (a)]
40th day - Passage of bills or resolutions tabled day 39; removed from the table on day 40. [Rule 4-2.9 (a)]

Local House Bills and Resolutions
39th day - 1st Reading and referral to committee.
40th day - Favorable report by committee and passage.

* **Note**: On the crossover day and on the last three days of session, bills and resolutions needing action from the House are automatically immediately transmitted. [Rule 4-2.13]