

GENERAL ASSEMBLY OF NORTH CAROLINA
SESSION 2017

H.R. 1103
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HOUSE PRINCIPAL CLERK

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HOUSE SIMPLE RESOLUTION DRHR30535-MM-148B

Sponsors: Representative Blust.

Referred to:

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

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

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

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

12 Be it resolved by the House of Representatives:

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

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

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26 **I. Order of Business**

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



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

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

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

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

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

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

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

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

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

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

3 **II. Conduct of Debate**

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

12 III. Motions

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

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

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

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

24 To adjourn.

25 To lay on the table.

26 Previous question.

27 To recess.

28 To postpone indefinitely.

29 To reconsider.

30 To postpone to a day certain.

31 To re-refer.

32 To amend an amendment.

33 To amend.

34 To pass the bill.

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

9 IV. Voting

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

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

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

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

17 c. Imposing a State tax, or

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

20 1. Raise money on its credit,

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

22 3. Impose a local tax.

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

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

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

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

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

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

38 (2) Upon a call for division.

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

49 V. Committees

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

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

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

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

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

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

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

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

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

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

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

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

35
36 Aging

37
38 Agriculture

39
40 Alcoholic Beverage Control

41
42 Appropriations

43 Appropriations, Capital

44 Appropriations, Education

45 Appropriations, General Government

46 Appropriations, Health and Human Services

47 Appropriations, Information Technology

48 Appropriations, Justice and Public Safety

49 Appropriations, Agriculture and Natural and Economic Resources

50 Appropriations, Transportation
51

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

1
2 State Personnel

3
4 Transportation

5
6 University Board of Governors Nominating

7
8 Water Resources and Infrastructure

9
10 Ways and Means/Broadband Connectivity

11
12 Wildlife Resources

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

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

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

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

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

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

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

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

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

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

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

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

11 (b) If, after such preliminary investigation as it may make, the Committee
12 determines to proceed with an inquiry into the conduct of any individual, the Committee shall
13 notify the individual as to the fact of the inquiry and the charges against the individual and shall
14 schedule one or more hearings on the matter. The individual shall have the right to present
15 evidence, cross-examine witnesses, and be represented by counsel at any hearings.

16 (c) After the Committee has concluded its inquiries into the alleged violations,
17 the Committee shall dispose of the matter by taking one of the following actions:

18 (1) Dismiss the complaint and take no further action.

19 (2) Issue a private letter of reprimand to the member.

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

26 **VI. Handling of Bills**

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

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

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

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

43 (e) A Substitute Bill shall be covered with the same color jacket as the original
44 bill and shall be prefaced as follows: "House Committee Substitute for _____".

45 (f) House Resolutions need not be read more than twice.

46 (g) All memorializing, celebration, commendation, and commemoration
47 resolutions, except those honoring the memory of deceased persons, shall be excluded from
48 introduction and consideration in the House. The mention of a deceased person as a pretext to
49 honor an institution or a living person is prohibited. Members should utilize a "Representative
50 Statement of Personal Privilege," as provided in Rule 8.1, as the preferred alternative to House

1 simple resolutions that memorialize, celebrate, commend, and commemorate, other than for those
2 relating to deceased members of the General Assembly.

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

20 (1) Alters expenditures or salaries;

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

21 **VII. Legislative Officers and Employees**

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

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

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

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

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

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

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

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

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

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

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

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

15 **VIII. Privileges of the Hall**

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

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

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

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

35 **IX. General Rules**

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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