
STANDING RULES OF THE ASSEMBLY

2015–16 Regular Session

House Resolution No. 1 (Gordon)
(Adopted December 1, 2014, Assembly Journal, p. 56)

**STANDING RULES OF THE ASSEMBLY
2015–16 REGULAR SESSION**

I. LEGISLATIVE ORGANIZATION

Assembly General Officers

1. (a) The general officers of the Assembly are the following:

- (1) Speaker
- (2) Speaker pro Tempore
Assistant Speaker pro Tempore
Majority Floor Leader
Minority Floor Leader
- (3) Chief Clerk
Sergeant at Arms
Chaplain

(b) Except for the officers listed in paragraph (2) of subdivision (a), each officer listed in subdivision (a) shall be elected by a majority vote of the duly elected and qualified Members.

(c) The Chief Clerk, subject to the approval of the Committee on Rules, shall determine the names and titles that shall appear on the front page of all publications.

Hours of Meeting

2. The Speaker, or, in his or her absence, the Speaker pro Tempore, shall determine the time for convening the session, unless otherwise ordered by a majority vote of the Members present and voting.

Speaker to Call Assembly to Order

3. The Speaker, or, in his or her absence, the Speaker pro Tempore, shall, at the hour appointed for meeting, call the Assembly to order.

Rollcall and Quorum

4. Before proceeding with the business of the Assembly, both of the following shall be completed:

(1) The roll of the Members shall be called, and the names of those present shall be entered in the Journal. Forty-one Members constitute a quorum.

(2) The presiding officer shall announce the names of all Members who will be absent from that day's session and the reason for their absence.

Organization of Assembly

5. For the purposes of the organization of any regular session of the Assembly pursuant to Section 9023 of the Government Code, the person who was the Speaker when the previous regular session adjourned sine die, if he or she is reelected to the Assembly, shall be deemed to be the senior member elect.

II. RULES

Adoption of Standing Rules

6. The adoption of the Standing Rules requires an affirmative recorded vote of a majority of the duly elected and qualified Members. When once adopted, the Standing Rules shall remain in effect unless suspended or amended as provided in these rules.

Suspension of Rules

7. Unless specified otherwise in these rules, any Standing Rule of the Assembly not requiring more than a majority vote, except Rule 8, may be suspended temporarily by a vote of a majority of the Members of the Assembly. A rule requiring a two-thirds vote may be temporarily suspended by a two-thirds vote of the Members of the Assembly. A temporary suspension applies only to the matter under immediate consideration, and in no case may it extend beyond an adjournment.

Amending Standing Rules

8. A standing rule of the Assembly may not be amended except by a resolution adopted by an affirmative recorded vote of a majority of the duly elected and qualified Members.

Mason's Manual

10. In all cases not provided for by the California Constitution, by the Assembly Rules, by the Joint Rules of the Senate and Assembly, or by statute, the authority is the latest edition of Mason's Manual.

III. ORGANIZATION OF COMMITTEES**Standing Committees**

11. Thirty-one standing committees of the Assembly are hereby created, upon the several subjects, and titled respectively, as follows:

Accountability and Administrative Review
 Aging and Long-Term Care
 Agriculture
 Appropriations
 Arts, Entertainment, Sports, Tourism, and Internet Media
 Banking and Finance
 Budget
 Business and Professions
 Education
 Elections and Redistricting
 Environmental Safety and Toxic Materials
 Governmental Organization
 Health
 Higher Education
 Housing and Community Development
 Human Services
 Insurance
 Jobs, Economic Development, and the Economy
 Judiciary
 Labor and Employment
 Local Government
 Natural Resources
 Privacy and Consumer Protection
 Public Employees, Retirement, and Social Security
 Public Safety
 Revenue and Taxation
 Rules
 Transportation
 Utilities and Commerce
 Veterans Affairs
 Water, Parks, and Wildlife

Open Meetings

11.3. (a) Except as otherwise provided in this rule, all meetings of the Assembly or a committee thereof shall be open and public, and all persons shall be permitted to attend the meetings. As used in this rule, “meeting” means a gathering of a quorum of the Members of the Assembly or a committee in one place for the purpose of discussing legislative or other official matters within the jurisdiction of the Assembly or committee. As used in this rule, “committee” includes a standing committee, joint committee, conference committee, subcommittee, select committee, special committee, research committee, or any similar body.

(b) Any meeting that is required to be open and public pursuant to this rule, including any closed session held pursuant to subdivision (c), may be held only after full and timely notice to the public as provided by the Joint Rules of the Assembly and Senate.

(c) The Assembly or a committee thereof may hold a closed session solely for any of the following purposes:

(1) To consider the appointment, employment, evaluation of performance, or dismissal of a public officer or employee, to consider or hear complaints or charges brought against a Member of the Legislature or other public officer or employee, or to establish the classification or compensation of an employee of the Assembly.

(2) To consider matters affecting the safety and security of Members of the Legislature or its employees, or the safety and security of any buildings and grounds used by the Legislature.

(3) To confer with, or receive advice from, its legal counsel regarding pending or reasonably anticipated litigation, or whether to initiate litigation, when discussion in open session would not protect the interests of the Assembly or committee regarding the litigation.

(d) A caucus of the Members of the Assembly that is composed of members of the same political party may meet in closed session.

(e) A closed session may be held pursuant to paragraph (3) of subdivision (c) under any of the following circumstances:

(1) An adjudicatory proceeding before a court, administrative body exercising its adjudicatory authority, hearing officer, or arbitrator, to which the Assembly or a committee, Member, or employee thereof is a party, has been initiated formally.

(2) Based on existing facts and circumstances, a point has been reached where, in the opinion of the Assembly or a committee thereof, on the advice of its legal counsel, litigation against the Assembly or a committee, Member, or employee thereof is reasonably anticipated.

(3) Based on existing facts and circumstances, the Assembly or a committee thereof has decided to initiate, or is deciding whether to initiate, litigation.

(4) To confer with, or receive advice from, its legal counsel and negotiator prior to the purchase, sale, exchange, or lease of real property by or for the Assembly or a committee thereof regarding the price and terms of payment for the purchase, sale, exchange, or lease.

(f) Prior to holding a closed session pursuant to paragraph (3) of subdivision (c), the presiding officer of the Assembly or the chair of

the committee, as appropriate, shall state publicly which paragraph of subdivision (e) is applicable. If the closed session is held pursuant to paragraph (1) of subdivision (e), the presiding officer or chair shall state the title of or otherwise specifically identify the litigation to be discussed, unless the presiding officer or chair states that to do so would jeopardize the ability to effectuate service of process upon one or more unserved parties, or that to do so would jeopardize the ability of the Assembly or the committee to conclude existing settlement negotiations to its advantage. If the closed session is held pursuant to paragraph (4) of subdivision (e), the notice of the closed session shall identify the real property that the negotiations may concern and the person with whom the negotiations may take place.

(g) The legal counsel for the Assembly or the committee shall prepare and submit to the Assembly or the committee a memorandum stating the specific reasons and legal authority for the closed session. If the closed session is held pursuant to paragraph (1) of subdivision (e), the memorandum shall include the title of or other identification of the litigation. If the closed session is held pursuant to paragraph (2), (3), or (4) of subdivision (e), the memorandum shall set forth the existing facts and circumstances on which the closed session is based. The legal counsel shall submit the memorandum to the Assembly or the committee prior to the closed session, if feasible, or, in any case, not later than one week after the closed session. The memorandum is exempt from disclosure under the Legislative Open Records Act contained in Article 3.5 (commencing with Section 9070) of Chapter 1.5 of Part 1 of Division 2 of Title 2 of the Government Code.

(h) For purposes of paragraph (3) of subdivision (c), “litigation” includes any adjudicatory proceeding, including eminent domain, before a court, administrative body exercising its adjudicatory authority, hearing officer, or arbitrator.

(i) For purposes of this rule, all expressions of the lawyer-client privilege other than those provided in this rule are hereby abrogated. This rule is the exclusive expression of the lawyer-client privilege for the purposes of conducting closed-session meetings pursuant to this rule.

(j) Disclosure of a memorandum required under this rule shall not be deemed a waiver of the lawyer-client privilege provided for under Article 3 (commencing with Section 950) of Chapter 4 of Division 8 of the Evidence Code.

Conference Committee Meetings

11.4. A Member may not participate in a meeting of a conference committee considering any bill that is not open to the public.

Assembly Investigating Committees

11.5. (a) The standing committees of the Assembly created pursuant to Rule 11, with the exception of the Committee on Rules, are hereby constituted Assembly investigating committees and are authorized and directed to conduct oversight hearings and to ascertain, study, and analyze all facts relating to any subjects or matters which the Committee on Rules shall assign to them upon request of the Assembly or upon its own initiative.

(b) Each of the Assembly investigating committees consists of the members of the standing committee on the same subject as most recently constituted. The chairperson and vice chairperson is the chairperson and vice chairperson of the standing committee. Vacancies occurring in the membership of the committee shall be filled by the appointing authority.

(c) Each committee and any subcommittee, and its members, have and may exercise all the rights, duties, and powers conferred upon investigating committees and their members by law and by the Joint Rules of the Senate and Assembly and the Standing Rules of the Assembly as they are adopted and amended from time to time, which rules are incorporated herein and made applicable to the committee or subcommittee and their members.

(d) In order to prevent duplication and overlapping of studies between the various investigating committees herein created, a committee may not commence the study of any subject or matter not specifically authorized herein or assigned to it unless and until prior written approval thereof has been obtained from the Committee on Rules.

(e) The Committee on Rules shall provide for the expenses of the above committees and their members and for any charges, expenses, or claims they may incur under this rule, to be paid from the Assembly Operating Fund and disbursed, after certification by the Chairperson of the Committee on Rules or his or her authorized representative, upon warrants drawn by the Controller upon the State Treasury.

Membership of Standing Committees

12. The Speaker shall determine the size, and appoint the membership and the chairperson and vice chairperson, of all standing committees and subcommittees. In appointing Members to serve on committees, the Speaker shall consider the preferences of the Members.

Committee on Rules

13. There is a Committee on Rules, which acts as the executive committee of the Assembly. No regular member of the Committee on Rules may simultaneously serve as a chairperson of any standing committee. All meetings of the Committee on Rules that are required to be open and public shall be held in a room of appropriate size, and audio or video transmission of those meetings shall be provided.

Organization of Party Caucuses

13.1. Within two days after the general election held in November of each even-numbered year, the caucus of the political party having the greatest number of Members in the Assembly, and the caucus of the political party having the second greatest number of Members, each shall meet for the purpose of selecting their officers for the next regular session. The rules and procedures of each caucus shall be determined by that caucus, but may not be inconsistent with these rules.

Powers of the Committee on Rules

14. (a) The Committee on Rules has the following powers:

(1) To refer each bill and resolution to a committee, as provided by these rules.

(2) To appoint all employees of the Assembly not otherwise provided for by statute. It has authority to terminate, to discipline, to establish, and to modify the terms and conditions of employment of, or to suspend, with or without pay, any employee of the Assembly.

(3) To make studies and recommendations designed to promote, improve, and expedite the business and procedure of the Assembly and of the committees thereof, and to propose any amendments to the Rules deemed necessary to accomplish these purposes.

(4) To adopt additional policies or requirements regarding the use of cameras and other recording equipment at committee hearings or Assembly floor sessions.

(5) To contract with other agencies, public or private, as it deems necessary for the rendition and affording of those services, facilities, studies, and reports to the committee that will best assist it to carry out the purposes for which it is created.

(6) To cooperate with and secure the cooperation of county, city, city and county, and other local law enforcement agencies in investigating any matter within the scope of these rules and to direct the sheriff of any county to serve subpoenas, orders, and other process issued by the committee.

(7) To report its findings and recommendations to the Legislature and to the people from time to time and at any time.

(8) To do any and all other things necessary or convenient to enable it fully and adequately to exercise its powers, perform its duties, and accomplish the objects and purposes of these rules.

(9) To make available to the Assembly, or to any Assembly or joint committee, or to any Member of the Assembly assistance in connection with the duties of the committee or other legislative matters as the personnel under direction of the committee or its other facilities permit.

(10) To make available to and furnish to the Assembly, and to Assembly investigating committees created at this session and to each of the members thereof, clerical, secretarial, and stenographic help as may be reasonably necessary for the Assembly to carry out its work, and for the committees and each of the members thereof, to make and carry on the studies and investigations required by or of them by the resolutions creating the committees, and for these purposes to employ additional stenographic and secretarial assistants as may be necessary, assign, reassign, and discharge these assistants and prescribe amounts, times, and methods of payment of their compensation. The committee shall allocate annually an amount for the operation of each investigating committee, which shall constitute the annual budget of the committee.

(b) During the times as the Assembly is not in session, the committee is authorized and directed to incur and pay expenses of the Assembly not otherwise provided for that the committee determines are reasonably necessary, including the repair, alteration, improvement, and equipping of the Assembly Chamber and the offices provided for the Assembly in the State Capitol and the Capitol Annex.

(c) The committee shall allocate sufficient moneys from the Assembly Operating Fund to support the Assembly's share of joint operations.

(d) The Chairperson of the Committee on Rules shall appoint a Chief Administrative Officer of the Assembly, subject to the ratification of

the Committee on Rules, who has duties relating to the administrative, fiscal, and business affairs of the Assembly that the committee shall prescribe. The Chairperson of the Committee on Rules or a majority of the membership of the Committee on Rules may terminate the services of the Chief Administrative Officer at any time. Notwithstanding the foregoing, the Speaker may appoint a temporary chief administrative officer for up to 90 days following the beginning of the session.

(e) The Committee on Rules shall provide for the publication of a compilation of the photographs of accredited press representatives.

(f) The Committee on Rules may delegate powers to the Speaker by a majority vote of the membership of the committee.

Subcommittee on Sexual Harassment Prevention and Response

14.5. (a) The Subcommittee on Sexual Harassment Prevention and Response is created as a subcommittee of the Committee on Rules. The subcommittee is composed of a total of six members, with the following four members appointed by the Chairperson of the Committee on Rules: two members of the Committee on Rules from the political party having the greatest number of Members in the Assembly and two members of the Committee on Rules from the political party having the second greatest number of Members. The two members from the political party having the second greatest number of Members shall be appointed from a list of nominees that the vice chairperson of the committee provides to the chairperson. The co-chairs of the Assembly Legislative Ethics Committee also shall be members of the subcommittee. The Chairperson of the Committee on Rules shall designate one of the members of the subcommittee to serve as chair of the subcommittee.

(b) The subcommittee shall periodically review procedures for the handling of complaints of sexual harassment lodged against a Member of the Assembly or an Assembly employee and submit any recommendations to the Committee on Rules for consideration.

(c) Following the submission of the recommendations pursuant to subdivision (b), the chair of the subcommittee may cause the subcommittee to convene to review and recommend further changes in procedures as subsequent events may require.

Committee on Rules

15. The Committee on Rules shall continue in existence during any recess of the Legislature and after final adjournment and until the convening of the next regular session, and shall have the same powers and duties as while the Assembly is in session. In dealing with any matter within its jurisdiction, the committee and its members have and may exercise all of the rights, duties, and powers conferred upon investigating committees and their members by the Joint Rules of the Senate and Assembly as they are adopted and amended from time to time, which rules are incorporated herein and made applicable to the Committee on Rules and its members.

Operating Fund Report

15.5. The Committee on Rules shall annually prepare a report to the public of expenditures as required by Section 9131 of the Government Code.

Independent Audit of Operating Funds

15.6. The Committee on Rules shall contract for an independent audit of the revenues and expenditures, for each fiscal year, from the Assembly Operating Fund. The organization performing the audit shall be selected by a majority of the membership of the Committee on Rules. The contract for the audit shall be awarded through a competitive bidding procedure. The audit shall be prepared in a manner and form to be determined by the organization performing the audit, and shall be consistent with generally accepted accounting principles.

The audit shall be completed and made available to the public within 180 calendar days following the completion of the fiscal year for which the audit is performed.

Performance Audit

15.7. In addition to the annual financial audit required by Rule 15.6, the Committee on Rules shall contract for an audit of the administrative operations of the Assembly. The administrative departments to be audited shall be determined by the Committee on Rules. An organization performing an audit pursuant to this rule shall be selected by a majority of the membership of the Committee on Rules. A contract for an audit shall be awarded through a competitive bidding procedure. Audits shall be prepared in a manner and form to be determined by the organization performing the audit, and shall be consistent with generally accepted accounting principles.

All findings and recommendations reported by an auditing firm shall be made available to Members and to the public.

Rules Committee Resolutions

16. The Committee on Rules, acting unanimously by appropriate resolution, on behalf of and in the name of the Assembly, may extend congratulations, commendations, sympathy, or regret to any person, group, or organization, and may authorize the presentation of suitably prepared copies of these resolutions to the persons concerned and to their relatives.

Assembly Operating Fund

17. The Committee on Rules is the committee identified in Section 9127 of the Government Code. The balance of all money in the Assembly Operating Fund, including money now or hereafter appropriated, except the sums that are made available specifically for the expense of designated committees or for other purposes, is hereby made available to the Committee on Rules for any charges or claims it may incur in carrying out the duties imposed upon it by these rules or by Assembly or concurrent resolution. The money made available by this rule includes the unencumbered balances of all sums heretofore made available to any Assembly or joint committee by the Assembly, upon the expiration of that committee, and shall be expended as provided in these rules.

Expenditures

18. A Member or committee may not incur any expense except as authorized pursuant to these rules or the Joint Rules of the Senate and Assembly, or as authorized by the Assembly or the Committee on Rules.

The Committee on Rules shall provide, by rules and regulations, for the manner of authorizing expenditures by Members, committees, officers, and employees of the Assembly that are not otherwise authorized by law, these rules, or the Joint Rules of the Senate and Assembly. These rules and regulations shall incorporate a provision whereby construction, alteration, improvement, repair, or maintenance of real or personal property, and the purchase of supplies and equipment, shall be governed by competitive bidding. Further, the rules and regulations shall provide for the payment of expenditures, as authorized by these rules and regulations, from the Assembly Operating Fund upon certification of claims therefor to the Controller by the Committee on Rules or its authorized representative.

A Member may not be reimbursed for travel outside the State of California without prior approval of the Speaker or the Committee on Rules.

Rules and Regulations Governing Committees

20. All claims for expenses incurred by investigating committees of the Assembly shall be approved by the Committee on Rules, or its authorized representative, before the claims are presented to the Controller.

All proposed expenditures, other than expenditures of the funds of an investigating committee, shall be approved by the Committee on Rules or its authorized representative before the expenses are incurred, unless the expenditure is specifically exempted from this requirement by the resolution authorizing it.

No warrant may be drawn in payment of any claim for expenses until the approval of the Committee on Rules, or its authorized representative, has been obtained in accordance with this rule.

The Committee on Rules shall adopt rules and regulations governing the awarding of any contract by an investigating committee, and rules and regulations limiting the amount, time, and place of expenses and allowances to be paid to employees of Assembly investigating committees or other Assembly committees.

These rules may provide for allowances to committee employees in lieu of actual expenses.

Mileage is an allowance to a committee employee in lieu of actual expenses of travel. When travel is by private conveyance, mileage may be allowed only to the operator of, and not to passengers in, a private vehicle. Claims for mileage by private conveyance must be accompanied by the license number of the vehicle and the names of state officers and employees riding as passengers.

Copies of all rules and regulations adopted pursuant to this rule shall be distributed to the chairperson of every investigating committee and of any other Assembly committee that has employees.

Fees for Witnesses

21. Each witness summoned to appear before the Assembly or any of its committees shall be reimbursed at a rate set by the Committee on Rules.

Assembly General Research Committee

22. (a) The Assembly General Research Committee is hereby continued as a permanent factfinding committee pursuant to Section 11 of Article IV of the California Constitution. The committee is allocated all subjects within the scope of legislative regulation and control, but may not undertake any investigation that another committee has been specifically requested or directed to undertake. The Assembly General Research Committee may act through subcommittees appointed by the Speaker in consultation with the Committee on Rules, and each of these subcommittees may act only on the particular study or investigation assigned by the Speaker in consultation with the Committee on Rules to that subcommittee. Each subcommittee shall be known and designated as a select committee. The Speaker is the Chairperson of the Assembly General Research Committee and may be a voting member of any subcommittee. Each member of the Assembly General Research Committee is authorized and directed to receive and investigate requests for legislative action made by individuals or groups, and to report thereon to the full committee. The Committee on Rules is authorized to allocate to any subcommittee from the Assembly Operating Fund those sums that the Committee on Rules deems necessary to complete the investigation or study conferred upon that subcommittee. The Committee on Rules shall further allocate, from time to time, to the Assembly General Research Committee from the Assembly Operating Fund those sums that are necessary to permit the Assembly General Research Committee and the members thereof to carry out the duties imposed on them. The committee has continuous existence until the time that its existence is terminated by a resolution adopted by the Assembly, and the committee is authorized to act both during and between sessions of the Legislature, including any recess.

(b) The committee and its members shall have and exercise all the rights, duties, and powers conferred upon investigating committees and their members by the Joint Rules of the Senate and Assembly and the Standing Rules of the Assembly as they are adopted and amended from time to time at this session, which provisions are incorporated herein and made applicable to the committee and its members.

(c) The committee has the following additional powers and duties:

(1) To contract with other agencies, public or private, for the rendition and affording of services, facilities, studies, and reports to the committee as the committee deems necessary to assist it to carry out the purposes for which it is created.

(2) To cooperate with and secure the cooperation of county, city, city and county, and other local law enforcement agencies in investigating any matter within the scope of this rule and to direct the sheriff of any county to serve subpoenas, orders, and other process issued by the committee.

(3) To report its findings and recommendations to the Legislature and the people from time to time.

(4) To do any and all other things necessary or convenient to enable it fully and adequately to exercise its powers, perform its duties, and accomplish the objects and purposes of this rule.

Assembly Legislative Ethics Committee

22.5. (a) The Assembly Legislative Ethics Committee is hereby created. The committee shall consist of six Members of the Assembly, appointed by the Speaker. Notwithstanding any other rule of the Assembly, three members of the committee shall be from the political party having the greatest number of Members in the Assembly and three members shall be from the political party having the second greatest number of Members. Any temporary or permanent vacancy on the committee shall be filled within 10 days by a member from the same political party. All appointments, including appointments to fill permanent or temporary vacancies, of members from the political party having the second greatest number of Members in the Assembly shall be made from a list of nominees that the Minority Floor Leader provides to the Speaker. The Speaker shall designate one member of the committee from the political party having the greatest number of Members in the Assembly and one member of the committee from the political party having the second greatest number of Members to serve as co-chairs of the committee. The Speaker shall designate one of the co-chairs to serve as the presiding officer at any meeting or hearing conducted by the committee.

If a verified complaint is filed against a member of the committee, the Speaker shall temporarily replace the member with a Member from the same political party, who shall serve until the complaint is dismissed or the Assembly takes final action on the complaint, whichever occurs first.

(b) The provisions of this rule, and of Rule 11.5 related to investigating committees, apply to the committee and govern its proceedings.

Prior to the issuance of any subpoena by the committee with respect to any matter before the committee, it shall, by a resolution adopted by the committee pursuant to a vote in accordance with subdivision (n), define the nature and scope of its investigation in the matter before it.

(c) Funds for the support of the committee shall be provided from the Assembly Operating Fund in the same manner that those funds are made available to other committees of the Assembly.

(d) (1) The committee has the power, pursuant to this rule and Article 3 (commencing with Section 8940) of Chapter 1 of Part 1 of Division 2 of Title 2 of the Government Code, to investigate and make findings and recommendations concerning violations by Members of the Assembly of any provision of Article 2 (commencing with Section 8920) of Chapter 1 of Part 1 of Division 2 of Title 2 of the Government Code or of any other provision of law or legislative rule that governs the conduct of Members of the Assembly, hereafter collectively referred to as "standards of conduct."

(2) The committee may, on its own action pursuant to a vote in accordance with subdivision (n), initiate an investigation of a Member of the Assembly.

(e) Any person may file with the committee a verified complaint in writing, which shall state the name of the Member of the Assembly alleged to have violated any standard of conduct, and which shall set forth the particulars thereof with sufficient clarity and detail to enable the committee to make a determination. The person filing the complaint thereafter shall be designated the complainant.

If a verified complaint is filed with the committee, the committee promptly shall send a copy of the complaint to the Member of the Assembly alleged to have committed the violation complained of, who thereafter shall be designated the respondent.

A complaint may not be filed with the committee after the expiration of 12 months from the date the alleged violation is discovered or three years from the date of the alleged violation, whichever occurs first.

(f) (1) If the committee determines that the verified complaint does not allege facts, directly or upon information and belief, sufficient to constitute a violation of any standard of conduct, it shall dismiss the complaint and so notify the complainant and respondent.

(2) (i) If the committee determines that the verified complaint does allege facts, directly or upon information and belief, sufficient to constitute a violation of any standard of conduct, the committee promptly shall investigate the alleged violation and if, after this preliminary investigation, the committee finds that reasonable cause exists for believing the allegations of the complaint, it shall fix a time for a hearing in the matter, which shall be not more than 30 days after that finding. The committee may, however, seek an extension of this period, not to exceed an additional 30 days, which may be granted by a majority vote of the Committee on Rules.

(ii) If, after preliminary investigation, the committee does not find that reasonable cause exists for believing the allegations of the complaint, the committee shall dismiss the complaint. In either event, the committee shall notify the complainant and the respondent of its determination.

(3) The committee shall make its determination under paragraph (1) or (2) of this subdivision, pursuant to a vote in accordance with subdivision (n), not later than 90 days after first receiving a complaint that satisfies subdivision (e). The committee may, however, seek an extension, not to exceed 30 days, which may be granted by a majority vote of the membership of the Committee on Rules. If the committee has requested a law enforcement agency to investigate the complaint or if the committee knows the complaint is being investigated by a law enforcement agency, the time limits set forth in this subdivision shall be tolled until the investigation is completed.

(4) The committee's determination under paragraph (1) or (2) of this subdivision shall be stated in writing, with reasons given therefor, and shall be provided to the Assembly, and, in any case concerning an alleged violation of Article 2 (commencing with Section 8920) of Chapter 1 of Part 1 of Division 2 of Title 2 of the Government Code, shall be provided to the appropriate law enforcement agency. This written determination is a public record and is open to public inspection.

(5) Any deliberations of the committee from the time of receipt of a complaint until it decides to dismiss the complaint or to set a hearing shall not be open to the public unless the respondent requests a public meeting.

(g) After the complaint has been filed, the respondent shall be entitled to examine and make copies of all evidence in the possession of the committee relating to the complaint.

(h) If a hearing is held pursuant to subdivision (f), the committee,

before the hearing has commenced, shall issue subpoenas and subpoenas duces tecum at the request of any party in accordance with Chapter 4 (commencing with Section 9400) of Part 1 of Division 2 of Title 2 of the Government Code. All of the provisions of that chapter, except Section 9410 of the Government Code, shall apply to the committee and the witnesses before it.

(i) At any hearing held by the committee:

(1) Oral evidence shall be taken on oath or affirmation.

(2) Each party shall have these rights: to be represented by legal counsel; to call and examine witnesses; to introduce exhibits; and to cross-examine opposing witnesses.

(3) The hearing shall be open to the public.

(j) Any official or other person whose name is mentioned at any investigation or hearing of the committee, and who believes that testimony has been given that adversely affects him or her, shall have the right to testify or, at the discretion of the committee, to testify under oath relating solely to the material relevant to the testimony regarding which he or she complains.

(k) The committee shall have 15 days following the hearing within which to deliberate and reach its final determination on the matter as follows:

(1) If the committee finds that the respondent has not violated any standard of conduct, it shall order the action dismissed, shall notify the respondent and complainant thereof, and, in cases concerning an alleged violation of Article 2 (commencing with Section 8920) of Chapter 1 of Part 1 of Division 2 of Title 2 of the Government Code, shall transmit a copy of the complaint and the fact of dismissal to the appropriate law enforcement agency. The complaint and the fact of dismissal transmitted pursuant to this paragraph are public records and open to public inspection.

(2) If the committee finds that the respondent has violated any standard of conduct, it shall state its findings of fact and submit a report thereon to the Assembly. This report shall be accompanied by a House Resolution, authored by the committee, which shall be introduced at the Chief Clerk's desk and then referred by the Committee on Rules to the Ethics Committee. The House Resolution shall include a statement of the committee's findings and the committee's recommendation for disciplinary action. Within seven days, the committee shall adopt the final form of the House Resolution and report it to the Assembly for placement on the Daily File. The committee also shall send a copy of those findings and report to the complainant and respondent, and, in cases concerning an alleged violation of Article 2 (commencing with Section 8920) of Chapter 1 of Part 1 of Division 2 of Title 2 of the Government Code, shall report thereon to the appropriate law enforcement agency. The report submitted pursuant to this paragraph is a public record and open to public inspection.

After the receipt of a copy of the committee's final report and House Resolution, the Assembly expeditiously shall take appropriate action with respect to the respondent.

(l) The filing of a complaint with the committee pursuant to this

rule suspends the running of the statute of limitations applicable to any violation of any standard of conduct alleged in the substance of that complaint while the complaint is pending.

(m) The committee shall maintain a record of its investigations, inquiries, and proceedings. All records, complaints, documents, and reports filed with or submitted to or made by the committee, and all records and transcripts of any investigations, inquiries, or hearings of the committee under this rule shall be deemed confidential and shall not be open to inspection, without the express permission of the committee, by any person other than a member of the committee, or an employee of the committee or other state employee designated to assist the committee, except as otherwise specifically provided in this rule. The committee may, by adoption of a resolution, authorize the release to the Attorney General or a district attorney of the appropriate county of any information, records, complaints, documents, reports, and transcripts in its possession that are material to any matter pending before the Attorney General or that district attorney. All matters presented at a public hearing of the committee and all reports of the committee stating a final finding of fact pursuant to subdivision (k) shall be public records and open to public inspection. Any employee of the committee who divulges any matter that is deemed to be confidential by this subdivision shall be subject to discipline by the Committee on Rules.

(n) The committee may take any action authorized by this rule only upon the vote of not less than two members from the registered political party having the greatest number of Members in the Assembly and two members from the registered political party having the second greatest number of Members. Any vacancy on the committee does not reduce the votes required to take action.

(o) The committee may render advisory opinions to Members of the Assembly with respect to the standards of conduct and their application and construction. The committee may secure an opinion from the Legislative Counsel for this purpose or issue its own opinion. Any committee advisory opinion shall be prepared by committee members or staff and shall be adopted by the committee pursuant to subdivision (n).

(p) The committee shall conduct, at least semiannually, an orientation course on the relevant statutes and regulations governing official conduct. The curriculum and presentation of the course shall be established by the Committee on Rules. At least once each biennial session, each Member of the Assembly and each employee of the Assembly shall attend one of these courses.

(q) Pursuant to Section 8956 of the Government Code, the committee shall do each of the following:

(1) Conduct, at least semiannually, an orientation course on the relevant ethical issues and laws relating to lobbying.

(2) Impose fees on lobbyists for attending the course specified in paragraph (1) at an amount that will permit the participation of lobbyists to the fullest extent possible.

Printing of Committee Reports

23. All requests for the printing of reports of Assembly committees shall be referred to the Committee on Rules. The Committee on Rules

shall determine the number of copies needed, whether the report shall be printed in the Journal, and whether the report shall be distributed electronically. The Committee on Rules shall authorize the distribution of reports electronically whenever possible.

Assembly Employees

24. Every employee who works for a committee of the Assembly or a subcommittee of a committee, for a Member of the Assembly, for the Chief Clerk's office, or for the Sergeant at Arms, is an employee of the Assembly. All employees of the Assembly serve at the pleasure of the Assembly and the terms and conditions of their employment may be modified, or their employment may be terminated at will, at any time and without notice, by the Committee on Rules.

Every applicant for employment by the Assembly shall prepare a formal application for employment on forms prescribed by the Committee on Rules. The application shall include a statement of his or her present employment, his or her employment during the preceding two years, and other pertinent information that the Committee on Rules may require. The application shall be certified under penalty of perjury, and any willful false statement or omission of a material fact shall be punishable as perjury. If the application discloses any fact that indicates that the applicant has a personal interest that would conflict with the faithful performance of his or her duties, the applicant shall not be employed. All applications shall be retained in the records of the committee.

Every employee shall complete the Assembly ethics course in the first six months of his or her employment. Thereafter, every employee shall take the course in the first six months of every legislative session.

Every employee shall, within the first six months of every legislative session, take a course on sexual harassment prevention. The content of the course shall be determined by the Committee on Rules and shall include the Assembly's policy on sexual harassment prevention and response.

An employee may not engage in any outside business activity or outside employment that is inconsistent, incompatible, or in conflict with his or her functions or responsibilities as an employee of the Assembly. Any employee who engages in any outside business activity or employment that is in any way related to his or her functions or responsibilities as an employee shall promptly notify the Committee on Rules of that business activity or employment.

Assembly Proceedings

25. Accredited press representatives may not be excluded from any public legislative meeting or hearing and may not be prohibited from taking photographs of, televising, or recording the committee or house hearings, subject to the following conditions:

- (1) This rule shall extend to all public legislative meetings.
- (2) Lights shall be used only when cameras are filming, and, when possible, proceedings in hearing rooms and the Chamber shall be filmed without lights.
- (3) Every effort should be made to set up filming equipment before hearings or sessions begin.

(4) The committee chairperson or the Speaker shall be notified, as far in advance of the proceedings as possible, that recordings and television cameras will be present and filming.

(5) To the extent practical, flash cameras shall not be used.

(6) Photographs shall be taken in an orderly and expeditious manner so as to cause the least possible inconvenience to the committee or to the Members in the Chamber.

IV. ASSEMBLY FUNCTIONS

A. Duties of Assembly Officers

Duties of the Speaker

26. (a) The Speaker possesses the powers and shall perform the duties prescribed as follows:

(1) To preserve order and decorum; he or she may speak to points of order in preference to the other Members, rising from his or her chair for that purpose.

(2) To decide all questions of order subject to appeal to the Assembly by any Member. On every appeal, the Speaker shall have the right to assign the reason for his or her decision.

(3) To name any Member to perform the duties of the Speaker, except that any substitution may not extend beyond adjournment.

(4) To have general direction over the Assembly chamber and rooms set aside for the use of the Assembly, including the rooms for use by Members as private offices.

(5) To allocate funds, staffing, and other resources for the effective operation of the Assembly.

(6) To appoint the membership of all standing and special committees, including the Committee on Rules, and their respective chairpersons and vice chairpersons. The Speaker has approval power over the appointment of subcommittees of standing and special committees, except as otherwise provided in Rule 14.5. The Committee on Rules consists of the Chairperson, Vice Chairperson, and other Members who shall be appointed by the Speaker in accordance with the process for appointing the membership of standing committees pursuant to this rule. Two alternate members of the Committee on Rules shall be appointed in accordance with the process for appointing members to the Committee on Rules. Members and alternates so appointed shall remain in office until their successors are selected as provided for in these rules. The Speaker may designate any member in lieu of or in addition to the alternate member to fill a temporary vacancy. An alternate member may serve when a committee member is absent.

(7) To establish a schedule of meetings of standing committees or subcommittees and to approve special meetings at a time different from the scheduled time.

(8) To have general control and direction over the Journals, papers, and bills of the Assembly and to establish a procedure in accordance with Assembly Rule 118 for admitting employees of the Legislature to the Assembly Chambers, including the Lobby in the rear of the chambers and any hallway or area of the floor that is adjacent to the desks occupied by the assistants to the Chief Clerk.

(9) To act as Chairperson of the Committee of the Whole.

(10) To order the Lobby and Gallery cleared whenever he or she deems it necessary.

(11) To authenticate by his or her signature, when necessary or required by law, all bills, memorials, resolutions, orders, proceedings, writs, warrants, and subpoenas issued by order of the Assembly.

(b) The Speaker is an ex officio member of all Assembly and joint committees with all of the rights and privileges of that membership, except the right to vote. In counting a quorum of any of those committees, the Speaker shall not be counted as a member.

(c) The Speaker shall, at each regular session, appoint a Member of the Assembly to serve on the Judicial Council pursuant to Section 6 of Article VI of the California Constitution.

Funerals and Other Ceremonies and Events

27. The Speaker may designate any one or more of the Members of the Assembly as the representatives of the Assembly to attend funerals and other ceremonies and events in appropriate circumstances. The Members so designated shall receive their expenses as provided in Joint Rule 35.

Selection of Officers

28. (a) The Speaker shall appoint all nonelected officers of the Assembly except the Minority Floor Leader.

(b) The Minority Floor Leader shall be selected by the caucus of the political party having the second greatest number of Members in the Assembly.

Duties of the Speaker pro Tempore

29. The Speaker pro Tempore shall perform those duties assigned by the Speaker, including the responsibility of presiding over sessions of the Assembly and advising the Members on parliamentary procedures of the house.

Duties of the Assistant Speaker pro Tempore

29.5. The Assistant Speaker pro Tempore shall perform those duties assigned by the Speaker or Speaker pro Tempore, including the responsibility of presiding over sessions of the Assembly and advising the Members on parliamentary procedures of the house.

Majority Floor Leader

30. It is the duty of the Majority Floor Leader to make those appropriate motions, points of order, or other arrangements that may be necessary to expedite the proceedings of the Assembly, and he or she is responsible for the presentation of all matters that relate to the order of business, and to the promotion of harmony among the membership.

Caucus Chairpersons

31. The chairperson of the caucus of the political party having the greatest number of Members in the Assembly, and the chairperson of the caucus of the political party having the second greatest number of Members in the Assembly, shall perform those duties that are prescribed by their respective party caucuses.

Chief Clerk

32. The Chief Clerk of the Assembly has the following duties, powers, and responsibilities:

(a) To keep the bills, papers, and records of the proceedings and actions of the Assembly and to have charge of the publication and distribution of those publications related thereto.

(b) To supervise Assembly employees who are engaged in duties related to subdivision (a).

(c) To act as Parliamentarian of the Assembly and to advise the officers of the Assembly and the Committee on Rules on parliamentary procedure and the Rules of the Assembly when called upon to do so.

(d) To prepare all bills, resolutions, histories, journals, and related publications for printing.

(e) To refuse to permit any bills, papers, or records to be removed from his or her office or out of his or her custody, except upon duly signed receipts from persons authorized.

(f) To send to each Member, upon the request of the Speaker or the Committee on Rules, before the commencement of each regular session of the Legislature, a blank form on which the Member may indicate his or her committee preferences. After the receipt of the forms, all those communications shall be held by the Chief Clerk of the Assembly and the information contained in the forms shall be forwarded to the Speaker.

(g) To perform other duties that are prescribed by law or the Committee on Rules.

(h) To make technical changes in measures and amendments pending before the Assembly. The Chief Clerk shall notify the Speaker and the author of the measure of any such change.

(i) To compare all bills, ordered or considered engrossed by the Assembly, with the engrossed copies thereof; before they pass out of the possession of the Assembly, to see that each engrossed bill is a true copy of the original, with those amendments that may have been made thereto; and to see that all engrossed bills are reported back in the order in which they were ordered engrossed.

(j) To assist the Committee on Rules, upon its request, in recommending the reference of bills to the appropriate standing committee.

The Assistant Chief Clerk shall have the powers and perform the duties of the Chief Clerk during his or her absence.

Sergeant at Arms

33. The Sergeant at Arms has the following duties, powers, and responsibilities:

(a) To attend the Assembly during its session, preserve order, announce all official messengers, and serve all process issued by authority of the Assembly and directed by the Speaker; the Sergeant at Arms shall receive actual expenses for himself or herself, or for an assistant, incurred in executing any process.

(b) To see that no person is admitted to the Assembly Chamber except in accordance with these rules.

(c) To have general supervision over the Assistant Sergeants at Arms and be responsible for their official acts and their performance of and regular attendance upon their duties.

(d) To execute all commands of the Speaker.

(e) To perform all other duties pertaining to his or her office as prescribed by law or Assembly rule.

The Chief Assistant Sergeant at Arms shall have the powers and perform the duties of the Sergeant at Arms during his or her absence.

Filling Interim Vacancies—Assembly Elected Officers

34. In the event a vacancy in any office, except Speaker, elected by the membership of the Assembly occurs during joint recesses, the Committee on Rules shall fill the office until the session reconvenes. If a vacancy occurs in the office of the Speaker during a joint recess, the Committee on Rules shall notify the membership within 15 days from the time the vacancy occurs and shall call a caucus of the membership of the Assembly for the purpose of filling the vacancy. This caucus shall be held at the State Capitol within 30 days from the time the vacancy occurs. Notice of the caucus shall be in writing and shall be mailed not less than 10 days prior to the meeting of the caucus. If the Committee on Rules fails to act within 15 days from the time the vacancy in the office of Speaker occurs, the Chief Clerk of the Assembly shall act in its place, following the procedure set forth in this rule. Any person selected to fill any vacancy pursuant to this rule holds the office until the session reconvenes.

An affirmative recorded vote of a majority of the duly elected and qualified Members is required for the selection by the Assembly caucus of a person to fill a vacancy pursuant to this rule. The procedure for selecting the Speaker at the caucus is the same as the procedure required for the election of the Speaker at a session.

B. Printing

Authority for Printing

35. The State Printer may not charge any printing or other work to the Assembly other than as provided by law or Assembly rule, except upon a written order signed by the Chief Clerk of the Assembly or the Chief Administrative Officer of the Assembly. All invoices for printing furnished to the Assembly shall be itemized and rendered by the State Printer within 30 days after completion of the printing. When necessary, the Chief Clerk of the Assembly or the Chief Administrative Officer of the Assembly may order certain printed matter completed in advance of its regular order by the issuance of a rush order.

Ordering of Printing

36. The Chief Clerk is authorized to order, and is responsible for ordering, the printing of bills, resolutions, journals, daily files, histories, and related documents.

The Chief Clerk of the Assembly, or the Chief Administrative Officer of the Assembly, shall order other printing as directed or authorized by the Committee on Rules, and the written order for that printing shall be countersigned by the Speaker or a person designated by the Speaker. The Chief Clerk of the Assembly or the Chief Administrative Officer of the Assembly shall also order other printing as directed or authorized by resolution or motion of the Assembly.

Printing Assembly History and Legislative Handbook

37. During the session, the Chief Clerk shall cause to be printed and placed upon each Member's desk, prior to convening on Monday of each week, a complete history showing all actions taken upon each measure up to and including the legislative day preceding its issuance. For each legislative day intervening between the issuance of each Weekly History, there shall be printed a Daily Supplemental History showing only actions taken upon any measure since the issuance of the preceding Weekly History.

The Chief Clerk of the Assembly shall, as soon as practicable, in each even-numbered year, commence to compile a legislative manual or handbook, pursuant to Section 9740 of the Government Code.

Transmittal of Assembly Joint Resolutions

37.5. Whenever the Chief Clerk is directed to transmit copies of an Assembly Joint Resolution to Members of the Legislature or Members of Congress, the Chief Clerk may do one or both of the following:

(a) Transmit the copies to the designated Members by electronic means.

(b) Transmit one physical copy to the appropriate administrative or legislative officer of the designated body.

V. LEGISLATIVE PROCEDURE**Order of Business**

40. (a) The order of business of the Assembly shall be as follows:

1. Rollcall
2. Prayer by the Chaplain
3. Reading of the Previous Day's Journal
4. Presentation of Petitions
5. Introduction and Reference of Bills
6. Reports of Committees
7. Messages From the Governor
8. Messages From the Senate
9. Motions and Resolutions
10. Business on the Daily File
11. Announcements
12. Adjournment

(b) With the exception of Special Orders of Business, the Speaker may determine that a different order of business will result in a more expeditious processing of the business of the Assembly by ordering resolutions honoring an individual or an organization, introductions, and adjournments in memory of individuals to be taken up in a different order than that listed in subdivision (a).

Pledging of Allegiance to the Flag

41. At each session, following the prayer by the Chaplain, the Members of the Assembly and its officers and employees present in the Assembly Chamber shall pledge their allegiance to the Flag of the United States of America. The Speaker shall invite guests present in the Assembly Chamber to join in the pledge of allegiance to the Flag of the United States of America.

Reading and Correcting Journals

42. (a) The reading of the Journal of the previous day may be dispensed with, on motion, by a majority vote of the Members present and voting.

(b) All journals of the Assembly shall be corrected by the Minute Clerk and delivered to the Chief Clerk.

(c) A motion to correct any day's Journal or to print a letter in the Journal shall always be in order and shall require a majority vote of the Members present and voting.

Presentation of Petitions

43. Whenever petitions, memorials, or other papers are presented by a Member, a brief statement of the contents thereof may be made verbally by the introducer. Petitions are not debatable and shall be filed, or referred to a committee as the Speaker shall determine. Receipt of that presentation and its disposition shall be noted in the Journal.

Upon receipt of a petition for the impeachment of any person subject to impeachment by the Legislature, the Speaker shall, without comment or debate, forthwith refer the petition to committee.

Messages From the Governor

44. Messages from the Governor shall be delivered to the Chief Clerk or an assistant, and shall be read and ordered printed in the Journal unless otherwise ordered by an affirmative recorded vote of 54 or more Members.

Messages From the Senate

45. Messages from the Senate shall be delivered to the Chief Clerk or an assistant, and shall be read and ordered printed in the Journal. The Committee on Rules shall refer each bill to a committee, unless upon a motion the Assembly, by an affirmative recorded vote of 41 or more Members, refers it to some other committee. The action to refer a bill is not debatable. The reference shall be entered in the Journal. Assembly bills that have been passed without amendment by the Senate shall be ordered to enrollment.

An Assembly bill amended by the Senate shall be placed upon the unfinished business file but shall not be eligible to be acted upon until it is on the unfinished business file for one calendar day, except that when the Assembly bill is placed upon the unfinished business file during the last two legislative days preceding (1) the January 31 bill passage deadline specified by Section 10 of Article IV of the California Constitution, (2) the scheduled commencement of the interim study recess, or (3) the scheduled commencement of the final recess as specified by the Joint Rules of the Senate and Assembly, it may be acted upon immediately.

Presentation of Guests or Memorials in the Assembly

45.5. These rules do not prohibit the Speaker or Speaker pro Tempore from permitting the introduction of a special guest or guests. A request that a session of the Assembly adjourn in memory of a person shall be made in writing. The request shall be read by the presiding officer immediately prior to adjournment.

A. Bills and Resolutions**Bills Defined**

46. (a) The word “bill,” as used in these rules, includes a constitutional amendment, a concurrent resolution, and a joint resolution, except as otherwise specifically provided.

(b) A concurrent resolution and a joint resolution, other than a resolution ratifying proposed amendments to the United States Constitution and a resolution calling for a constitutional convention, shall be treated in all respects as a bill except as follows:

(1) It shall be given only one formal reading.

(2) It shall not be deemed a bill within the meaning of subdivision (a) of Section 8 of Article IV of the California Constitution.

Introduction and Reference of Bills

47. (a) Each bill shall be signed by each Member who is an author or coauthor of the bill before it is introduced. If any bill is introduced that does not contain the signature of its author or coauthor, the bill, on motion of the Member whose name appears thereon without that signature, shall be stricken from the file by an affirmative recorded vote of 41 or more Members.

(b) After the introduction of preprinted bills, and subject to the provisions of the Joint Rules of the Senate and Assembly, any Member desiring to introduce a bill, constitutional amendment, or concurrent or joint resolution may at any time during a session send the same to the Chief Clerk’s desk.

(c) When received at the Chief Clerk’s desk each bill shall, under the proper order of business, be numbered, read the first time, printed, and referred to a standing committee, and a copy thereof shall be placed upon the desk of each Member before final passage.

All bills and constitutional amendments introduced before the standing committees of the Assembly are appointed shall be referred to committee, the references to take effect when the committees are appointed.

(d) The Committee on Budget may introduce a bill germane to any subject within the jurisdiction of the committee in the same manner as any Member. Any other standing committee may introduce a total of five bills in each year of a biennial session that are germane to any subject within the proper consideration of the committee.

(e) No committee, except the Committee on Budget, may introduce or author a House Resolution, Concurrent Resolution, or Joint Resolution.

(f) A committee bill may not be introduced unless it contains the signatures of a majority of all of the members, including the chairperson, of the committee. If all of the members of a committee sign the bill, at the option of the committee chairperson the committee members’ names need not appear as authors in the heading of the printed bill.

(g) Subdivision (d) or (e) of this rule may be suspended with respect to a particular bill or resolution by approval of the Committee on Rules.

Bills Authored by a Former Member

47.1. Whenever the author of a bill in the Assembly is no longer a Member of the Legislature, upon a request of a committee or current Member of the house in which the bill was introduced, the Assembly

Committee on Rules may authorize that committee or Member to be the author of that bill. Absent that authorization, an action may not be taken by a committee or the Assembly with respect to a bill authored by a former Member.

Limitation on the Introduction of Bills

49. (a) A Member may introduce not more than 40 bills in the regular session. As used in this rule, “bills” includes constitutional amendments.

(b) Notwithstanding subdivision (a) of this rule, a Member may introduce not more than five resolutions in the regular session. As used in this rule, “resolutions” include House, Concurrent, and Joint Resolutions, but do not include resolutions introduced by a Member for the specific purpose of organizing a session that is convened pursuant to Article IV, Section 3(a) of the State Constitution or resolutions introduced by the Speaker as part of a session honoring a retiring Assembly Member.

(c) This rule may be suspended with respect to a particular bill or resolution by approval of the Committee on Rules.

Reference of Bills to Committee

51. Except as otherwise provided in this rule, the Committee on Rules shall refer each bill to a committee by a majority vote of the membership of the committee, unless upon a motion the Assembly, by an affirmative recorded vote of 41 or more Members, refers it to some other committee. A motion to refer a bill is not debatable, except as to the propriety of the motion, and it may not open the main question to debate.

The Committee on Rules may require that, if a bill is reported out of the committee to which it has been referred, it shall be re-referred to another committee that shares jurisdiction of the subject matter of the bill.

Spot Bills

51.5. A bill that upon introduction makes no substantive change in or addition to existing law, and would not otherwise affect the ongoing operations of state or local government, except a bill stating legislative intent to make necessary statutory changes to implement the Budget Bill, may not be referred to a committee by the Committee on Rules. If the author subsequently proposes to the Committee on Rules to make substantive changes in the bill as introduced, the Committee on Rules may refer the bill to a committee, together with the proposed changes for consideration as author’s amendments. A vote on passage of the bill may not be taken, however, until the bill with its amendments, if adopted, has been in print for at least 15 days.

Delivery of Bills to State Printer

52. After introduction and first reading, all bills shall be delivered to the State Printer.

Resolutions

53. All resolutions shall be numbered and may be referred to the appropriate committee by the Committee on Rules.

Each resolution shall be signed by each Member who is an author or coauthor of the resolution before it is introduced.

Resolutions by Member

54. A concurrent resolution or a house resolution may be introduced relating to a present or former state or federal elected official or a member of his or her immediate family. Other resolutions for the purpose of commendation or congratulation of any person, group, or organization, or for the purpose of expressing sympathy, regret, or sorrow on the death of any person, shall be prepared as a Rules Committee Resolution and presented to the committee for appropriate action.

The Committee on Rules may approve exceptions to this rule for house resolutions. The Chief Clerk may not accept for introduction any house resolution that is contrary to this rule unless it is accompanied by the approval of the Committee on Rules.

B. Standing Committee Functions**Standing Committee Rules**

55. Subject to the Joint Rules of the Senate and Assembly, the Rules of the Assembly shall govern the conduct of all committee and subcommittee meetings.

Meetings of Standing Committees and Subcommittees

56. All standing committees and subcommittees shall meet at the hour and place provided by the schedule established by the Speaker, unless permission for a different hearing time is granted by the Speaker. A committee or subcommittee may not meet during any session of the Assembly, nor may any Member of the Assembly attend a conference committee meeting on any bill during any session of the Assembly without first obtaining permission from the Assembly.

When an unscheduled meeting of a standing committee or subcommittee has been so ordered, the meeting shall convene in an area that is readily accessible to the public and the Assembly shall take care that every effort is made to inform the public that a meeting has been called. An unscheduled meeting of a committee or subcommittee may not be held in the Assembly Chamber.

No bill may be set for hearing, nor may any notice thereof be published by any Assembly committee or subcommittee, until the bill has been referred to the committee or subcommittee. Nothing in this paragraph shall prevent a committee or subcommittee from acting with regard to a bill referred to it where the only action taken is to cause the bill to be reported to the Assembly with the recommendation that amendments be adopted and the bill be reprinted as amended and re-referred to the committee or subcommittee.

The several standing committees and subcommittees and their chairpersons may adopt a procedure under which bills are scheduled for hearing on the basis of like subject matter groupings.

Setting and Hearing Bills in Committee

56.1. All bills referred to a standing committee pursuant to Rule 51 shall be set and heard, if requested by the author, as specified by the Joint Rules. If the analysis of an author's amendment that is subsequently adopted pursuant to Rule 68 discloses that the amendment makes a substantial substantive change to the original bill as referred by the Rules Committee, the bill as amended shall either be set and heard by

the committee having jurisdiction of the bill as amended or re-referred to the Committee on Rules pursuant to the Assembly Rules.

Committee Analyses

56.5. Except as otherwise provided in this rule, each standing committee and subcommittee shall prepare an analysis of every bill it has set for hearing, which shall be available to the public in the office of the committee or subcommittee one working day prior to the date on which the hearing is to be held. In the case of a special meeting, or a meeting of the Committee on Appropriations or the Committee on Budget, or their subcommittees, the analysis shall be available to the public at the beginning of the hearing. No question concerning a committee's compliance with this rule with regard to any bill shall be in order following a vote on passage of the bill in that committee. As used in this rule, a "working day" is any day on which a house file is published.

A copy of each committee analysis shall be transmitted by the committee secretary to the Assembly Floor Analysis Unit at the same time it is made available to the public.

Committee Consultants: Floor Analyses

56.6. Except as otherwise provided in this rule, the consultants of a standing committee or subcommittee are responsible for monitoring bills assigned to their respective committee or subcommittee throughout the entire legislative process. Except for resolutions and bills on the Consent Calendar, a consultant of the appropriate standing committee shall prepare, in a timely fashion, an analysis of every bill on third reading or the unfinished business file, and of any amendment to a bill that is on the Assembly floor, as directed by the Assembly Floor Analysis Unit.

The committee consultant who prepares the analysis shall transmit a copy of the completed analysis to the Assembly Floor Analysis Unit. The Assembly Floor Analysis Unit is responsible for final editing for grammar and format of all floor analyses.

Consent Calendar

56.7. If the chairperson of a committee or subcommittee, in advance of a hearing, proposes to recommend any bills for consideration on the Consent Calendar without hearing testimony on those bills in committee, a list of those bills shall be made available to the public at the same time as the committee analysis required under Rule 56.5.

Committee Quorum

57. Except as otherwise provided in this rule, a majority of the membership of any standing committee constitutes a quorum for the transaction of its business, including the decision to recommend the adoption of any amendments to any bill. A majority of the membership of the committee, or a subcommittee thereof, is required to report a bill out of the committee or subcommittee, respectively. Any vacancy on a standing committee shall not reduce the votes required to take action on a bill in that committee.

Whenever a member is disqualified pursuant to Joint Rule 44 or the Political Reform Act of 1974 (Title 9 (commencing with Section 81000) of the Government Code) from voting or taking any other action

related to the passage, defeat, or amendment of a bill in committee, that disqualification shall be treated the same as a vacancy. The member shall advise the chairperson of a disqualification, and the chairperson shall announce which members are so disqualified at the commencement of the hearing on the bill.

Reconsideration

57.1. After a committee has voted on a bill, reconsideration may be granted only one time. Pursuant to subdivision (a) of Joint Rule 62, reconsideration may be granted within 15 legislative days or prior to the interim study joint recess, whichever occurs first. A vote on reconsideration may not be taken without the same notice required to set a bill for hearing unless that vote is taken at the same meeting at which the vote to be reconsidered was taken and the author is present. An action taken by a committee may not be reconsidered except by a majority vote of the membership of the committee.

Bills Reported Back to Assembly

58. All committees shall act upon bills referred to them as soon as practicable, and when acted upon each bill shall be reported back to the Assembly forthwith; the chairperson of each committee is charged with the observance of this rule. The chairperson of each committee shall, insofar as practicable, report back bills in the same order as they were acted upon by the committee.

Appropriations Suspense File

58.2. The Committee on Appropriations may maintain a suspense file, to which bills may be referred by vote of a majority of the members of the committee present and voting, pending further consideration by the committee. A bill may be taken off the suspense file and heard, upon two days' notice published in the file, by a vote of a majority of the members of the committee present and voting. A bill removed from the suspense file for the purpose of amendment only, pursuant to Rule 68, shall be re-referred to the committee and shall be placed on the suspense file pending further consideration by the committee.

Voting in Committee

58.5. When a standing committee or subcommittee takes action on a bill, including reconsideration, the vote may be by rollcall vote only. All rollcall votes taken in a standing committee or subcommittee shall be recorded by the committee secretary on forms provided by the Chief Clerk of the Assembly. The record of a rollcall vote shall show, for each proposal voted upon: all votes for and against, all members absent, and all members not voting. The chairperson of each standing committee or subcommittee shall promptly transmit a copy of the record of the rollcall votes to the Chief Clerk of the Assembly, who shall cause the votes to be published in an appendix to the Journal on a monthly basis.

The committee secretary of each standing committee or subcommittee shall promptly transmit a copy of the record of the rollcall votes to the Assembly Floor Analysis Unit.

A member may submit a written explanation of his or her vote, absence, or failure to vote on any bill or resolution, and that explanation

shall be printed in the appendix to the Journal in the appropriate place, provided that no explanation may exceed 50 words in length.

At the request of the author or any member of the committee, the committee shall hold the roll open on any bill until the adjournment of the committee meeting. At no time may a bill be passed out by a committee without a quorum being present.

This rule does not apply to any of the following:

- (a) Adoption of author's amendments to a bill.
- (b) Withdrawal of a bill from a committee calendar at the request of an author.
- (c) Return of bills to the house where the bills have not been voted on by the committee.
- (d) Votes of subcommittees of the Committee on Budget when considering the Budget Bill.
- (e) Votes of the Committee on Rules when referring bills to committees.

Subject Matter of Bill Recommended for Interim Study

59. Whenever it is the decision of a standing committee that a bill referred to that committee shall not be given a do-pass recommendation, but that the subject matter of the bill should be referred for study, that standing committee shall retain the bill in its possession and report its recommendation to the Assembly that the subject matter of the bill be referred to the Committee on Rules for that committee's assignment of the subject matter to an appropriate committee.

Nothing in this rule shall be construed to prohibit a committee from subsequently reporting the bill to the Assembly with a do-pass or do-pass as amended recommendation or from reporting it out of committee without further action on the final day of the session.

Committee Chairperson as Author

60. A chairperson of a standing committee may not preside at a committee hearing to consider a bill of which he or she is the sole author or the lead author, except that the Chairperson of the Committee on Budget may preside at the hearing of the Budget Bill by the Committee on Budget.

Reports of Committees

61. Specially prepared reports of standing and special committees shall be delivered to the Chief Clerk or an assistant, and shall be read and ordered printed in the Journal unless otherwise ordered by the Speaker or a majority vote of the Members present and voting.

When a report of a joint legislative committee is delivered to the Assembly Desk, the Speaker shall refer it to a standing committee for review and appropriate action.

Constitutional Amendments

62.5. All constitutional amendments shall be referred to the policy standing committee having jurisdiction of that subject matter and, upon being reported out of that committee, shall be re-referred to the committee having constitutional amendments within its jurisdiction.

C. Passage of Bills**Daily File**

63. There shall be printed an Assembly Daily File for each legislative day. The following listing shall constitute the order of business on the Daily File:

1. Special Orders of the Day
2. Second Reading, Assembly Bills
3. Second Reading, Senate Bills
4. Unfinished Business
5. Third Reading, Assembly Bills
6. Third Reading, Senate Bills

All bills on the Daily File shall be called for consideration, provided that Rule 58 has been complied with in the order of their listing. All scheduled committee hearings, together with the list of bills to be heard, shall be published in the Daily File.

Copies of Bills for Action on Floor

64. A bill may not be considered or acted upon on the floor of the Assembly unless and until a copy of the bill as introduced, and a copy of each amended form of the bill, has been distributed to the desk of each Member in hard copy or in portable document format (PDF) via computer.

Second Reading of Bills

66. All bills shall be read by title the second time in the order of their appearance upon the second reading file. Upon second reading, Assembly bills reported without amendments shall be ordered engrossed, and Senate bills reported without amendments shall be ordered to third reading. All bills reported out of committee shall be placed on the second reading file for the next legislative day, and may not be read a second time until the next legislative day under that order of business. As used in this rule, "bill" does not include a joint or concurrent resolution, but does include a constitutional amendment.

Bills Requiring General Fund Appropriation

66.6. Until the Budget Bill has been enacted, the Assembly may not send to the Governor for consideration any bill appropriating funds for expenditure during the fiscal year for which the Budget Bill is to be enacted, except emergency bills recommended by the Governor or appropriations for the salaries and expenses of the Legislature.

Passage of Budget Bill

66.7. The Budget Bill may not be voted upon for final passage on the floor of the Assembly unless it complies with subdivision (g) of Section 12 of Article IV and Sections 1.3 and 20 of Article XVI of the California Constitution.

Committee Amendments

67. Committee amendments reported with bills shall be considered upon their second reading, and the amendments may be adopted by majority vote of the Members present and voting. Assembly and Senate bills amended on second reading by committee amendment shall be

ordered reprinted and returned to the second reading file. Assembly bills so amended shall be engrossed after printing.

Committee amendments reported with bills shall be prepared, or approved as to form, by the Legislative Counsel. Five copies of the committee amendments to Assembly bills and five copies of the committee amendments to Senate bills shall be delivered to the Chief Clerk's desk.

The Chief Clerk shall cause to be transmitted to the Assembly Floor Analysis Unit a copy of each committee report and committee amendment, unless the committee report or committee amendment is relative to a joint, concurrent, or house resolution.

Adoption of amendments to any bill in the Assembly prior to third reading, other than by a rollcall, shall not preclude subsequent consideration in committee, or on the third reading by the Assembly, of the bill, those amendments, or any part thereof.

Author's Amendments

68. Upon request of the author of a bill, the chairperson of the committee to which the bill has been referred may, by his or her individual action taken independently of any committee meeting, cause the bill to be reported to the Assembly with the recommendation that amendments submitted by the author be adopted and the bill be reprinted as amended and re-referred to the committee.

Notwithstanding any other rule, a bill to be amended pursuant to this rule may not be placed on the second reading file for the adoption of those amendments.

Vote on Passage of Bill as Amended

68.5. Except as otherwise provided in this rule, a vote on passage of any bill in a standing committee or subcommittee shall be taken only when the bill is in print, including any previously adopted amendments to the bill. A vote on passage of an amended bill, when the amended form of the bill is not in print, may be taken only if the sole effect of the amendment is to add coauthors to the bill or if the committee determines that the effect of the amendment upon the bill can be readily understood by all of the members and audience present at the hearing. In that circumstance, any member may require that the amendments be in writing at the time of their adoption.

Bill Analysis Prior to Third Reading

68.6. A bill, concurrent resolution, or joint resolution may not be considered on third reading unless and until an analysis of the measure has been distributed by the Assembly Floor Analysis Unit and placed upon the desks of the Members, unless otherwise ordered by the Speaker.

Analysis of Conference Committee Amendments

68.7. A report of a conference committee on any bill, other than the Budget Bill, that recommends the substantive amendment of a bill may not be considered unless and until an analysis of the proposed amendment has been distributed by the Assembly Floor Analysis Unit and placed upon the desks of the Members, unless otherwise ordered by the Speaker.

Printing of Conference Committee Reports

68.8. A conference report may not be heard by the Assembly until it has been in print for two days prior to being taken up by the house.

Conference Committee: Substantial Policy Change

68.9. (a) A conference committee on any bill, other than the Budget Bill or a bill that is making statutory changes to implement the Budget Bill, may not approve any substantial policy change in any bill if that substantial policy change has been defeated in a policy committee of the Assembly within the current legislative session. For purposes of this rule, the most recent action of a policy committee with regard to a substantial policy change is deemed the only action taken when the policy committee has taken inconsistent actions with respect to a substantial policy change.

(b) For purposes of subdivision (d) of Joint Rule 29.5, the term “heard” means that a printed bill with substantially similar language was before the appropriate committee and taken up at a regular or special hearing of the committee during the current legislative session; or that an amendment, which was drafted and given a request number or approved as to form by the Legislative Counsel, was before the committee and taken up at a regular or special hearing of the committee.

Amendments From the Floor

69. (a) Any Member may move to amend a bill during its second or third reading, and that motion to amend may be adopted by a majority vote of the Members present and voting.

Amendments to a bill offered from the floor, except committee amendments reported with bills, amendments offered with a motion to amend and re-refer a bill to committee, amendments deleting any number of words, or amendments previously printed in the Journal, are not in order unless and until a copy of the proposed amendments has been placed upon the desks of the Members. A copy of a bill that has been amended only to add coauthors to the bill is not required to be placed upon the desks of the Members if both the Speaker and Minority Leader grant an exemption.

Amendments offered from the floor during a bill’s second or third reading shall be prepared, or approved as to form, by the Legislative Counsel.

Before debate five copies of the proposed amendment to Assembly bills, and five copies of the proposed amendments to Senate bills, shall be delivered to the Chief Clerk’s desk. One copy of the proposed amendment shall be transmitted by the Chief Clerk to the Assembly Floor Analysis Unit. Bills so amended upon second or third reading shall be reprinted and re-engrossed. The Chief Clerk shall order printed as many copies of all amended bills as he or she may determine to be necessary.

(b) (1) Amendments from the floor during a bill’s second or third reading that would make a substantive change in the bill shall be submitted to the Chief Clerk’s desk by 5:00 p.m. or the time of adjournment, whichever is later, the business day before the start of session on the legislative day at which they are to be considered.

(2) Upon receipt of the proposed amendments by the Chief Clerk, an analysis shall be prepared by the committee of origin in conjunction with the Assembly Floor Analysis Unit, and a copy of that analysis shall be distributed to each Member's desk prior to the beginning of debate on adoption of the proposed amendments, unless otherwise ordered by the Speaker.

(3) As used in this subdivision, "bill" does not include a joint or concurrent resolution, but does include a constitutional amendment.

(c) Paragraph (1) of subdivision (b) does not apply to (1) amendments to a bill taken up without reference to file, (2) amendments to a bill to add or delete an urgency clause, (3) amendments to a bill that are identical to other amendments submitted to the Chief Clerk's desk in accordance with the requirements of this rule, (4) amendments to the Budget Bill or to a bill that is making statutory changes necessary to implement the Budget Bill, or (5) amendments to a bill to make the bill contingent upon the enactment of another bill, or to incorporate one or more statutory amendments proposed in another bill to avoid superseding those amendments.

(d) Any bill amended on the second or third reading file shall be ordered reprinted and returned to the third reading file, and may not be acted on by the Assembly until the bill, as amended, has been on the Daily File for one calendar day. This subdivision does not apply to a bill that is amended to add or delete an urgency clause or to a bill that is amended to make statutory changes to implement the Budget Bill.

(e) A motion to amend a bill on the second or third reading file, other than committee amendments reported pursuant to Rule 57, is not in order on (1) the last two legislative days preceding the January 31 bill passage deadline specified by Section 10 of Article IV of the California Constitution or (2) the last seven days preceding the scheduled commencement of the interim study recess or the scheduled commencement of the final recess as specified by the Joint Rules of the Senate and Assembly. This subdivision may be suspended temporarily by two-thirds vote of the Members present and voting. This subdivision does not apply to amendments to a bill pursuant to Joint Rule 23.5, amendments to a bill to add or delete an urgency clause, or amendments to a bill to incorporate one or more statutory amendments proposed in another bill to avoid superseding those amendments.

Consideration of Political Reform Act Bills

69.1. Pursuant to Section 81012 of the Government Code, any bill that would amend the Political Reform Act of 1974 (Title 9 (commencing with Section 81000) of the Government Code) may not be passed until, 12 days prior to being considered for passage, the bill in its final form has been delivered by the Chief Clerk to the Fair Political Practices Commission for distribution to the news media and to every person who has requested the commission to send a copy of any such bill to him or her.

Consideration of Bills Amending the California Stem Cell Research and Cures Act

69.2. Pursuant to Section 8 of the California Stem Cell Research and Cures Act (Proposition 71 of the November 2, 2004, statewide general election), the following requirements apply to a bill that would amend the provisions of that act:

(a) The bill may not be passed until, 14 days prior to the date of passage, copies of the bill in its final form are made available by the Chief Clerk to the public and the news media.

(b) Passage of the bill requires the affirmative votes of 56 Members.

Electronic Distribution of Bills, Conference Reports, Amendments, and Analyses

69.5. Any requirement that bills, conference reports, amendments, or an analysis be placed on the desks of the Members is satisfied by electronic distribution of the same information in portable document format (PDF) via computer to the desk of the Members through the Assembly Floor System, unless otherwise ordered by the Speaker.

Consideration of Bills Re-referred to Committee

70. Whenever a bill that has been amended and re-referred to committee is reported out by that committee, it shall be placed on the second reading file and may not be transferred therefrom to the third reading file until the following day.

Uncontested Bills

71. A bill may not be placed on the Assembly Consent Calendar unless it has met the requirements of Joint Rule 22.1 with respect to each Assembly standing committee to which the bill has been referred.

Consideration of Concurrent and Joint Resolutions

73. A concurrent or joint resolution may be amended by a majority vote of the Members present and voting. The ayes and noes may not be called upon the adoption of concurrent resolutions, except those authorizing expenditures of money, unless regularly demanded, or required by statute or the California Constitution.

Adoption of Resolutions

74. Any resolution upon which a rollcall vote is demanded requires an affirmative recorded vote of 41 or more Members for adoption.

The adoption of any resolution authorizing the expenditure of money requires an affirmative recorded vote of 41 or more Members.

Printing of Resolutions

75. When any previously printed house resolution is before the Assembly for adoption, it may be printed in the Journal only if amendments to it have been adopted, in which case it shall be printed as amended. In the absence of those amendments, house resolutions before the Assembly for adoption shall be referred to by day and page of the Journal as printed upon introduction. For the purposes of this rule, the adding of a coauthor shall not be deemed an amendment.

Concurrence in Senate Amendments

77. Concurrence in any Senate Amendment to an Assembly bill requires the same affirmative recorded vote as the vote required by the

California Constitution for the passage of the bill. A vote on concurrence may not be taken until the bill has been on the unfinished business file for one calendar day, except that when the bill is placed upon the unfinished business file during the last two legislative days preceding (1) the January 31 bill passage deadline specified by Section 10 of Article IV of the California Constitution, (2) the scheduled commencement of the interim study recess, or (3) the scheduled commencement of the final recess as specified by the Joint Rules of the Senate and Assembly, it may be acted upon immediately. The vote on concurrence shall be deemed the vote upon final passage of the bill.

Senate amendments to Assembly bills may not be concurred in unless and until an analysis of the measure has been distributed by the Assembly Floor Analysis Unit and a copy placed upon the desks of the Members, unless otherwise ordered by the Speaker. As used in this rule, "bill" does not include a joint or concurrent resolution, but does include a constitutional amendment.

Digest of Bills Amended in Senate

77.1. Whenever the Senate amends and passes an Assembly bill, the Legislative Counsel shall, within one day after the bill is passed by the Senate, prepare and transmit to the Chief Clerk and the Speaker a brief digest summarizing the effect of the Senate amendment. Upon receipt from the Legislative Counsel, the Chief Clerk shall cause the digest to be printed in the Daily File immediately following any reference in the file to the bill covered by the digest.

Substantially Amended Bills

77.2. If the analysis of an amendment adopted on the floor discloses that the amendment makes a substantial substantive change to a bill as passed by the last committee of reference, the bill, as amended, may be referred by the Speaker to the appropriate committee.

A bill that was previously reported from a policy or fiscal committee of reference in compliance with Joint Rule 61 is not subject to the deadlines in Joint Rule 61 if the bill is subsequently referred to a policy or fiscal committee pursuant to this rule.

If the digest to an Assembly Bill that has been returned to the Assembly by the Senate for concurrence in Senate amendments discloses that the Senate has made a substantial substantive change in the bill as first passed by the Assembly, the bill may be referred by the Speaker to the appropriate committee.

Inactive File

78. Whenever a bill has been passed twice on the third reading file on two successive legislative days, it shall be placed forthwith upon a special file to be known as the inactive file. A bill also may be placed on the inactive file at the request of the author. When a bill has been placed on the inactive file, it may be returned to the third reading file by request of the author. Notice of the request to return the bill to the third reading file shall be published one day in advance in the Assembly File. The bill, when returned to the third reading file, shall then be placed at the foot of the third reading file.

When a bill, placed on the inactive file from the second reading file or the unfinished business file, is removed from the inactive file, it shall be returned to the foot of the second reading file or the unfinished business file, respectively, in the next published Daily File.

Engrossing and Enrolling Bills

79. The Engrossing and Enrolling Clerk shall engross and enroll all bills that come to his or her hands for that purpose, in compliance with the provisions of Section 9503 of the Government Code, and in the order of time in which the same shall be acted upon by the Assembly.

After final passage by both houses, any Assembly bill not amended by the Senate shall be ordered by the Speaker forthwith to be enrolled, as provided in Sections 9508 and 9509 of the Government Code. The Chief Clerk shall report both the day and hour each enrolled bill is presented to the Governor, which report shall be entered in the Journal.

VI. PARLIAMENTARY PROCEDURE

A. Motions and Questions

Precedence of Motions During Debate

80. When a question is under debate or before the Assembly, no motions shall be received but the following, which shall take precedence in the order named:

- First—To adjourn;
- Second—To recess to a time certain;
- Third—To lay on the table;
- Fourth—For the previous question;
- Fifth—To set as a special order;
- Sixth—To postpone indefinitely;
- Seventh—To refer to or to re-refer;
- Eighth—To amend.

Questions of Order Decided Without Debate

81. All incidental questions of order, arising after a motion is made for any of the questions named in Rule 80 and pending that motion, shall be decided by the Speaker without debate, whether on appeal or otherwise.

Appeal From Decision of the Speaker

82. Any Member may appeal from a decision of the Speaker without waiting for recognition by the Speaker, even though another Member has the floor. An appeal is not in order when another is pending, or when other business has been transacted by the Assembly prior to the appeal being taken. Upon the appeal being seconded, the Speaker may give his or her reasons for the decision, and the Member making the appeal may give his or her reasons for the appeal, and the Speaker forthwith shall put one of the following questions to the Assembly:

- (1) "Shall the decision of the Speaker be sustained?"
- (2) "Shall the decision of the Speaker be overruled?"

An appeal may not be amended and yields only to a motion to recess or adjourn, or to lay on the table, or a question of personal privilege.

If an appeal is laid on the table, that action shall have no effect on the pending question.

An appeal may not be debated when relating to indecorum, the transgression of rules, or the priority of business. A majority vote of the Members present and voting decides any appeal. In the event of a tie vote, the appeal is lost.

Speaker Explains Order of Business

83. The Speaker may, on his or her own motion or the motion of any Member, explain the order of business when the motion pending before the Assembly is not debatable. That explanation may not consume more than two minutes.

To Adjourn

84. A motion to adjourn is not debatable and may not be amended, and is always in order, except: (a) when another Member has the floor; (b) when the Assembly is voting; or (c) during a call of the Assembly. The name of any Member moving an adjournment, and the hour at which the motion was made and adjournment taken, shall be entered in the Journal. A motion to adjourn shall be adopted by a majority vote of the Members present and voting.

When a motion to adjourn is made and seconded, it shall be in order for the Speaker, before putting the question, to permit any Member to state to the Assembly any fact relating to the condition of the business of the Assembly which would seem to render it improper or inadvisable to adjourn. That statement may not occupy more than two minutes and is not debatable.

An affirmative recorded vote of a majority of the duly elected and qualified Members is required to adjourn any session of the Assembly sine die.

To Recess to a Time Certain

85. A motion to recess to a time certain is treated the same as a motion to adjourn, except that the motion is debatable when no business is before the Assembly, and can be amended as to the time and duration of the recess. It yields only to a motion to adjourn.

To Lay on the Table

86. A motion to lay on the table is not debatable and may not be amended.

A motion to table a bill, constitutional amendment, or concurrent or joint resolution is adopted by an affirmative recorded vote of 41 or more Members.

Any motion to lay on the table, if carried by 41 or more votes, carries with it the main question and everything that adheres to it, except that a motion to lay an amendment on the table, if adopted, does not carry with it a bill, constitutional amendment, or concurrent, joint, or house resolution.

A motion to lay an amendment on the table is adopted by a majority vote of the Members present and voting.

A motion to lay on the table may not be applied with respect to reconsideration.

The Previous Question

87. The previous question shall be put only when demanded by five Members, and its effect, when sustained by a majority vote of the Members present and voting, shall be to put an end to all debate and bring the Assembly to a vote only on the question then pending, except that the proponent of the matter pending shall be allowed not more than five minutes to close the debate.

Motion to Set Special Order

88. A motion to set any matter before the Assembly as a special order of business is adopted by an affirmative recorded vote of 54 or more members. The motion is debatable only as to the propriety of setting the main question as a special order of business, and may be amended only as to the time.

Motion to Postpone to a Time Certain

89. A motion to postpone to a time certain is deemed and treated as a motion to set as a special order.

Motion to Postpone Indefinitely

90. The making of a motion to postpone indefinitely any bill, motion, or amendment opens the main question to debate. If the motion to postpone indefinitely prevails by an affirmative recorded vote of 41 or more Members, the main question may not be acted upon again during the session.

Motion to Amend

91. A motion to amend may itself be amended, but an “amendment to an amendment” may not be amended. A motion to substitute is deemed to be a motion to amend and is considered the same as an amendment.

Only one substitute is in order when an amendment is pending. A motion to amend or to substitute is debatable, except where the main question to be amended is not debatable. Any motion to amend may be adopted by a majority vote of the Members present and voting.

A motion to amend that is decided in the negative is not again in order on the same day, or at the same stage of proceeding. The fact that a motion to amend by striking out certain words is decided in the negative does not preclude a motion to amend by adding words, or a motion to amend by striking out and inserting words, except that in no case may a further amendment be substantially the same as the one rejected.

Subject to the above provisions of this rule and Rule 69, a motion to amend is in order during the second or third reading of any bill.

Amendment To Be Germane

92. An amendment to any bill, other than a bill stating legislative intent to make necessary statutory changes to implement the Budget Bill, whether reported by a committee or offered by a Member, is not in order when the amendment relates to a different subject than, is intended to accomplish a different purpose than, or requires a title essentially different than, the original bill.

A motion or proposition on a subject different from that under consideration may not be admitted as an amendment.

An amendment is not in order that changes the original number of any bill.

A Member may not be added or deleted as an author or coauthor of a bill or resolution without his or her consent.

Consideration of Motions

93. A motion, whether oral or written, may not be adopted until it is seconded and distinctly stated to the Assembly by the Speaker.

Motions in Writing

94. Upon request of the Speaker, all motions shall be reduced to writing and shall be read to the Assembly by the Speaker before being acted upon.

Withdrawal of Motions

95. After a motion is stated by the Speaker, or a bill, resolution, or petition is read by the Chief Clerk, it is in the possession of the Assembly.

Motion to Withdraw or Re-refer Bills

96. (a) A motion to withdraw a bill or resolution from committee, or to re-refer a bill or resolution from one committee to another committee, may be made during the regular order of business. A motion to re-refer may be debated only as to the propriety of the reference, and shall require an affirmative recorded vote of 41 or more Members.

(b) A bill or resolution may not be withdrawn from committee and placed upon the file, unless a motion to withdraw has been heard by, and has been approved by a majority vote of, the Committee on Rules. This subdivision does not apply to a bill in a fiscal committee that has been amended so as not to require its reference to a fiscal committee, as indicated by the Legislative Counsel's Digest.

(c) A motion to continue a motion to withdraw a bill or resolution from committee requires a majority of those members present and voting. A motion to withdraw a motion to withdraw is not in order.

Re-reference of Measures on File

97. A motion to re-refer a bill or resolution that is on the Assembly Daily File to committee may be made during the regular order of business. The motion is debatable only as to the propriety of that reference and shall require an affirmative recorded vote of 41 or more Members.

Bills Stricken From File

98. A motion to strike from the file any bill or resolution requires an affirmative recorded vote of 41 or more Members. That bill or resolution may not be acted upon again during the session.

Motion to Rescind Action or Expunge Record

99. Previous to the approval of the Journal by the Assembly, any action may be rescinded and its record ordered expunged by the affirmative recorded vote sufficient to take that action originally, except that an action may not be rescinded and the record expunged by a vote less than an affirmative recorded vote of 41 or more Members. A motion to rescind the action and expunge the record may not be made twice on the same proposition.

A motion to rescind is not in order on any matter upon which a vote to reconsider has previously been taken in the Assembly.

Whenever any action of the Assembly is rescinded and its record ordered expunged, the record of the action expunged may not appear in any form whatsoever, except that the record of the proceedings on the motion to rescind and expunge shall appear in the Journal as and when printed.

Reconsideration of Vote

100. (a) A motion to reconsider a vote on the next legislative day shall be made on the same day the vote to be reconsidered was taken. A motion to reconsider may not be adopted unless it receives an affirmative recorded vote of 41 or more Members. A motion to reconsider may be voted on without a second.

A motion to reconsider a vote shall be made by a Member voting on the question, and takes precedence over all motions, except a motion to adjourn. Upon that motion being made, the matter to be reconsidered forthwith shall be placed upon the unfinished business file, and further action may not be taken prior to the next legislative day. When a motion to reconsider has once been made, the motion is the property of the Assembly. When reconsideration is granted, the matter to be reconsidered shall be before the Assembly in the same status it had prior to the vote being reconsidered.

(b) (1) Interim Study Recess:

No motion to reconsider the vote whereby amendments are concurred in on Assembly bills, the vote whereby a Senate bill is passed and returned to the Senate, or the vote whereby a conference committee report is adopted is in order on the last two legislative days preceding the interim study recess.

A motion to reconsider the vote whereby amendments are refused concurrence on Assembly bills, the vote whereby Senate bills are refused passage, or the vote whereby a conference committee report is refused adoption is in order on the last legislative day preceding the interim study recess. The motion may be taken up before the end of that legislative day.

As used in this paragraph, "bill" does not include a joint or concurrent resolution.

(2) January 31—Even-numbered Year:

A motion to reconsider the vote whereby an Assembly bill is passed to the Senate is not in order on the last two legislative days preceding January 31 of the even-numbered year.

A motion to reconsider the vote whereby an Assembly bill is refused passage on its third reading is in order on the last legislative day preceding January 31 of the even-numbered year. The motion must be taken up before the end of that legislative day.

As used in this paragraph, "bill" does not include a Senate bill, a constitutional amendment, or a joint or concurrent resolution.

(3) Spring or Summer Recess:

A motion to reconsider the vote whereby a bill is passed is not in order on the last two legislative days preceding the Spring or Summer Recess as established by the Joint Rules of the Senate and Assembly.

(4) **Deadline for Passage by House:**

A motion to reconsider the vote whereby an Assembly bill is passed to the Senate is not in order on the last two legislative days preceding the last day for the Assembly to pass a bill introduced in the Assembly, as set forth in the Joint Rules of the Senate and the Assembly.

As used in this paragraph, "bill" does not include a Senate bill, a constitutional amendment, or a joint or concurrent resolution.

(5) **Final Recess:**

A motion to reconsider the vote whereby a bill is passed is not in order on the last two legislative days preceding the final recess.

A motion to reconsider the vote whereby a bill is defeated is in order on the day of the final recess. The motion must be taken up before the end of that legislative day.

(c) Any Member voting on any matter may move to take up on the same day the motion, previously made by another Member, to reconsider the vote on that matter. A motion to take up on the same day a motion to reconsider the vote on a bill requires an affirmative recorded vote of at least 41 Members. A motion to take up on the same day a motion to reconsider the vote on any motion, amendment, Assembly resolution, or proposition other than a bill requires an affirmative vote of a majority vote of the Members present and voting. The motion to take up the reconsideration on the same day takes precedence over the motion to reconsider and, upon demand of any Member, the motion to take up the reconsideration on the same day shall be put to an immediate vote. If the motion to take up the reconsideration on the same day is adopted, the motion to reconsider is the next order of business before the Assembly.

(d) A second motion to reconsider the same question is not in order, nor is a motion to reconsider reconsideration in order.

(e) A motion to continue a motion to reconsider requires a majority vote of those Members present and voting.

Call of Assembly

101. After the roll has been called, and prior to the announcement of the vote, any Member may move a call of the Assembly. The Members present may order a call of the Assembly by a majority vote of the Members present and voting, and the Speaker shall immediately order the Sergeant at Arms to lock all doors and direct the Chief Clerk to prepare a list of absentees as disclosed by the last rollcall. The list of absentees shall be furnished to the Sergeant at Arms, whereupon no Members shall be permitted to leave the Assembly Chamber except by written permission of the Speaker, and a person may not be permitted to enter except Members, Senators, or officers, or employees of the Legislature in the official performance of their duties.

Each Member who is found to be absent, and for whom a leave of absence has not been granted, shall be forthwith taken into custody wherever found by the Sergeant at Arms, his or her assistants, or any person designated by the Sergeant at Arms, including members of the California Highway Patrol, and sheriffs or their deputies, and brought to the Assembly Chamber.

A recess or adjournment may not be taken during a call of the Assembly. Additional business may be conducted and calls placed regardless of the number of calls in effect. A call of the Assembly may be dispensed with at any time upon a majority vote of the Members present, that action to become effective upon the completion of the rollcall and the announcement of the vote upon the matter for which the call was ordered, unless, prior to the announcement of the vote, the call is continued by a majority vote of the Members present.

Division of Question

102. Any Member may call for a division of the question, and the Speaker shall order the question divided if it comprehends propositions in substance so distinct that, one being taken away, a substantive proposition would remain for the decision of the Assembly. This rule does not apply to an individual bill or resolution.

B. Voting

Members Voting

104. Every Member in the Assembly Chamber when a rollcall is required shall record his or her vote openly and without debate, unless the Assembly excuses that member by a majority vote of the Members present and voting.

A Member may not operate the voting switch of any other Member, except that a Member presiding at the time of a rollcall, who is not the Speaker or the Speaker pro Tempore, may direct another Member on the floor to operate the voting switch of the presiding Member, and any Member so presiding, including the Speaker and the Speaker pro Tempore, may also operate the voting switches at the rostrum of the Speaker and the Speaker pro Tempore, at their direction.

The name of any Member who refuses to vote as required by this rule, after being requested by the Speaker to do so, shall be entered in the Journal, together with a statement that he or she was present and did so refuse to vote. Any Member who refuses so to vote may, if he or she so desires, and immediately after the announcement of the vote, submit a written explanation of the failure to vote and that explanation shall be printed in the Journal, provided that no explanation may exceed 50 words in length.

In addition to the entry of his or her name in the Journal, any Member who refuses so to vote when required, and who has not been excused from doing so, may, immediately after the announcement of the vote, at the discretion of the Speaker or upon demand of any Member, be summoned to appear before the bar of the Assembly for public censure by the Speaker or by any Member designated by the Speaker. Censure of a Member as provided by this rule does not constitute a bar to proceedings for his or her expulsion from the Assembly pursuant to Section 5 of Article IV of the California Constitution.

A Member may submit a written explanation of his or her vote on any bill or house resolution, and that explanation shall be printed in the Journal immediately following the vote, provided that no explanation may exceed 50 words in length.

A Member, prior to adjournment on the same legislative day, in the absence of any objection, may instruct the Chief Clerk to add his or her vote to any previously announced vote that had been taken during his or her absence, so long as the outcome of the vote is not thereby changed. The Chief Clerk shall record any vote additions or vote changes in the order signed by the Members at the Clerk's desk.

Ayes and Noes

105. The ayes and noes shall be recorded by the electrical voting system on the final passage of all bills, when an affirmative recorded vote of 41 Members or any vote above that number is required, when demanded by three Members, or when ordered by the Speaker. The names of the Members so voting shall be entered in the Journal.

Voting and Vote Changes

106. When once begun, voting may not be interrupted, except that, before the vote is announced, any Member may have the total pending vote flashed on the visible vote recorder. Prior to the announcement of the vote, the presiding officer shall instruct the Chief Clerk to record verbal votes from Members not at their desks. Any Member may move a call of the Assembly after the completion of the roll. A Member, prior to adjournment on the same legislative day, and in the absence of any objection, may instruct the Chief Clerk to change his or her recorded vote after the vote is announced, so long as the outcome of the vote is not thereby changed. The Chief Clerk may record any vote change only after the Member making the change has announced it to the Assembly.

Tie Vote

107. In case of an equal division, or tie vote, the question shall be lost.

VII. MEMBERS' DECORUM AND PRIVILEGES

Order in Speaking to Questions

108. When a Member desires to address the Assembly, the Member shall rise from his or her seat and respectfully address himself or herself to "Mr. Speaker" or "Madame Speaker." Upon being recognized, the Member may speak, confining himself or herself to the question under consideration. When two or more Members rise at the same time, the Speaker shall designate the Member who is entitled to the floor.

A Member may not speak more than once during the consideration of any one question on the same day and at the same stage of proceeding, except that the author of a bill or resolution or the mover of a question has the right to open and close the debate thereon. A Member may not be allowed to speak more than five minutes to open and five minutes to close the debate on any question, including amendments, and no Member other than the author or the mover of the question may be allowed to speak more than five minutes thereon. A Member may not yield to any other Member the time for which he or she is entitled to speak on any matter.

Rules of Decorum

108.1. (a) In accordance with Rule 10, Members of the Assembly shall conduct themselves in accordance with the rules of decorum specified in Sections 120 to 126, inclusive, of Mason's Manual of Legislative Procedure.

(b) Notwithstanding subdivision (a), the Committee on Rules may adopt additional rules of decorum by majority vote of the membership of the committee.

Motions

109. When a Member desires to make a motion, the Member shall obtain recognition as provided in Rule 108. Upon being recognized, the Member shall open by stating his or her motion, except in the case of a nomination, and in any other case may not speak to the merits of the motion at that time, but shall confine his or her remarks to those necessary to explain the motion. If the motion is in order and is seconded, it shall be stated to the Assembly by the Speaker. If the motion is debated, the Member who made it shall then be entitled to recognition to open the debate on the motion.

When a Member obtains the floor during debate upon any question that is pending before the Assembly and addresses the Assembly regarding the merits of the pending question, the Member may not be permitted to conclude his or her debate by making any motion or by demanding the previous question.

Leave of Absence

110. A Member may not absent himself or herself from attendance at any session of the Assembly without leave of the Assembly. A Member may not obtain that leave of absence or be excused for nonattendance except by a vote of 54 or more Members or by unanimous consent. A Member who obtains a leave of absence for personal business, or is excused for nonattendance for personal business, thereby waives his or her per diem allowance for attendance upon any session of the Legislature for which he or she secures that leave of absence or excuse. A Member may not obtain a leave of absence for legislative business or be excused for nonattendance for legislative business unless the Member has filed with the Speaker a statement of the legislative business for which he or she seeks that leave of absence or excuse. That statement shall be printed in the Journal.

If a Member is not recorded on the attendance roll within 30 minutes after the scheduled start of the session, the Member shall stand up before the Assembly and explain the reason he or she is late before he or she is recorded on the rollcall for any vote. If a Member does not explain his or her reason for being late, any other Member may raise a point of order under this rule, whereupon the tardy Member's vote may not be recorded until an explanation is made.

Personal Privilege

111. Any Member may rise to explain a matter of personal privilege. A matter of personal privilege is a matter involving the Member's integrity, dignity, or honor. Upon rising to explain such a matter, the

Member forthwith shall be recognized by the Speaker, but may not discuss a question in that explanation. Matters of personal privilege yield only to a motion to recess or adjourn.

Objection to Reading of Any Paper

112. Any Member, upon recognition by the Speaker, may object to the reading of any paper before the Assembly. When that objection is made, the question of reading shall be determined without debate by a majority vote of the Members present and voting, upon a brief statement by the Speaker of the substance of the objection.

Members at Chief Clerk's Desk

113. A Member or other person may not be allowed at the Chief Clerk's desk while the ayes and noes are being recorded or the votes counted.

Members Called to Order for Transgressing Rules

114. If any Member transgresses the Rules of the Assembly, the Speaker shall, or any Member may, call the offending Member to order. The Member so called to order immediately shall take his or her seat, until the Speaker, without debate, has determined whether the Member is in order. That decision by the Speaker shall be subject to an appeal to the Assembly.

If any Member is called to order for offensive words spoken in debate, the person calling him or her to order shall state to the Assembly the words to which exception is taken. No Member may be held to answer, or be subject to censure by the Assembly, for language used in debate if other business has been transacted by the Assembly prior to exception being taken to the words spoken.

VIII. MISCELLANEOUS

Committee of the Whole

115. The Assembly may resolve itself into a Committee of the Whole at any time by a majority vote of the Members present and voting. While sitting as that committee, persons other than Members may address the committee. The Speaker of the Assembly, or any Member named by the Speaker, shall preside as Chairperson of the Committee of the Whole.

A motion that the Committee of the Whole "do now rise and report back to the Assembly," shall always be in order and shall be decided without debate. All actions of the Committee of the Whole shall be reported to the Assembly by the chairperson, but may not be entered in the Journal except upon motion and a majority vote of the Members present and voting.

Use of Assembly Chamber

116. The Assembly Chamber may not be used for any public or private business, other than legislative matters, except upon approval of the Speaker or the Chair of the Committee on Rules.

Use of Assembly Facilities: Smoking

117. The smoking of tobacco products is prohibited within any building, or portion of a building, occupied or used by Assembly

Members or employees if the building or portion of the building is under the jurisdiction or control of the Assembly. This smoking prohibition shall apply to any outdoor area within five feet of an entrance or exit to any building or portion of a building subject to this rule. This smoking prohibition shall apply to the Assembly Chamber, Assembly hearing rooms, and Assembly offices, and to hallways, stairways, and bathrooms within any building or portion of a building subject to this rule.

Telephones and Text Messages

117.5. While on the floor of the Assembly during any session of the Assembly, or while serving on a committee during any hearing of that committee, a Member may not do either of the following:

- (a) Use a cellular telephone to make or receive calls.
- (b) Send text messages to, or receive text messages from, any lobbyist.

Meeting of the Assembly: Firearms

117.7. A person, except a peace officer acting within the scope of his or her employment, may not carry or possess a firearm on the floor of the Assembly during any session of the Assembly or in a committee hearing room during any meeting of a committee or subcommittee.

Persons Admitted to Floor of the Assembly

118. A person other than Members of the Legislature, officers, employees of the Legislature, accredited members of the press, and guests may not be admitted to the floor of the Assembly during any session of the Assembly. A guest of any Member may be admitted only upon presentation of a guest card of the Member countersigned by the Speaker. A guest card is valid only on the legislative day for which it is issued. A lobbyist, as defined by Section 82039 of the Government Code, may not, under any circumstances, be admitted to the Assembly Chamber while the Assembly is in session.

Persons admitted to the Assembly Chamber, other than Members, may not be permitted to stand in the Lobby in the rear of the Assembly Chamber while the Assembly is in session, but shall be required to occupy the seats provided for them.

Guests may be seated only in the chairs in the back of the rail in the rear of the Assembly Chamber, and may not be permitted to sit at the desks of the Members. No person other than an accredited newspaper representative may be permitted to sit at the press desks. A special section in the balcony may be reserved for those holding guest cards. Neither any person mentioned in this rule nor any other person, except a Member of the Legislature, may engage in influencing the passage or defeat of legislation in the Assembly Chamber.

A person other than a Member of the Legislature, the Sergeant at Arms or his or her assistants, the Chief Clerk or his or her assistants, or the Legislative Counsel or his or her representatives, may not be permitted in the area of the floor of the chamber which is occupied by the desks of the Members.

Floor Attire

118.1. Notwithstanding any other provision of these Rules, Members of the Legislature, officers or employees of the Legislature, accredited members of the press, or any other persons may be restricted from admission to the floor of the Assembly during any session if they are inappropriately attired. The Committee on Rules may, as necessary, adopt policies to implement this rule.

Qualifications and Elections of Members

119. An affirmative vote of 41 or more Members shall be required to determine the qualifications and election of any Member pursuant to Section 5 of Article IV of the California Constitution. A motion to disqualify a Member is not in order at the convening of a legislative session until a Speaker has been elected in accordance with Section 9023 of the Government Code.

Compensation and Expenses of Member Convicted of Felony

120. If a Member of the Assembly is convicted of a felony by a superior court, his or her right to further compensation or expenses is thereupon suspended, and his or her membership on any committee is thereupon suspended. If the conviction becomes final, the right of the Member to further compensation or expenses shall terminate and any compensation or expenses withheld shall be forfeited to the state. If the conviction is reversed by an appellate court or a motion for a new trial is granted, and the Member is thereafter found not guilty or the charges against him or her are dismissed, the amounts of the withheld compensation or expenses shall be paid to the Member and the suspension of his or her committee membership shall terminate.

Whenever a Member is convicted of a felony in the superior court, the Committee on Rules shall give written notice thereof to the Controller, directing him or her to discontinue any further payments to the Member unless and until the Committee on Rules notifies the Controller that the Member has been found not guilty or that the charges against him or her are dismissed. The Controller may not draw any warrant payable to that Member except as provided in this rule.

The Seal of the Assembly

121. The Seal of the Assembly may be used only by or on behalf of a Member of the Assembly, or when specifically authorized by the Committee on Rules.

Agency Reports: Electronic Copies

122. Pursuant to Section 9795 of the Government Code, any report required or requested by law to be submitted by a state or local agency to the Members, or to the Legislature generally, shall be submitted as an electronic copy to the Chief Clerk.

INDEX TO STANDING RULES OF THE ASSEMBLY

A

	Rule
ABSENCE OF MEMBERS	
announcement of names at session	4(2)
call of the Assembly	101
explanation of, in committee	58.5
leaves of absence	110
ADJOURNMENT	
in memory—	
determined by Speaker	40(b)
read by Presiding Officer	45.5
to be made in writing	45.5
motion	84
not while under call of Assembly	84, 101
order of business	40(a)(12)
precedence of motion	80
sine die	84
speaking on condition of file	84
suspension of Rules may not extend beyond	7
AGENCY REPORTS	
electronic copies shall be transmitted to Chief Clerk	122
AMENDMENTS	
adoption—	
by rollcall vote	67, 69(a)
committee amendments, on second reading,	
bill returns to second reading	67
on second reading, bill ordered to third reading	69(d)
on third reading, bill returns to third reading	69(d)
appropriations suspense file	58.2
author's amendments	58.5(a), 68
bills—	
in print for passage	68.5
spot bills	51.5
to be on file one calendar day as amended prior to	
consideration	69(d)
to be on file one calendar day as amended prior to	
consideration does not apply to—	
add or delete an urgency clause, amendments to	69(d)
budget bill or budget implementation bills,	
amendments to	69(d)
change number of bill, amendment not in order	92
coauthor—	
add or delete	92
added and not required to be on Members' desks	69(a)
added to house resolution, not an amendment	75

AMENDMENTS—Continued

committee amendments, transmitted to Assembly Floor	
Analysis Unit	67
concurrent and joint resolutions	73
conference committee reports not subject to amendment.	
<i>See</i> JOINT RULE 29.	
constitutional. <i>See</i> CONSTITUTIONAL AMENDMENTS.	
copies, required number to Chief Clerk.....	69(a)
deadline to submit floor amendments to Chief Clerk	69(b)(1)
electronic distribution of.....	69.5
floor amendments	69(a)
adopted on second reading	69(a), 69(d)
adopted on third reading	69(a), 69(d)
analysis, copies placed on Members' desks	69(b)(2)
Assembly Floor Analysis Unit receives.....	69(b)(2)
copies of, placed on Members' desks	69(a)
deadline, motion to amend.....	69(e)
deadline, motion to amend does not apply to—	
add or delete an urgency clause, amendments to	69(e)(2)
“chaptering out,” amendments to avoid.....	69(e)(2)
Joint Rule 23.5, amendments pursuant to.....	69(e)(2)
deadline to submit floor amendments to Chief Clerk	69(b)(1)
deadline to submit floor amendments to Chief Clerk	
does not apply to—	
add or delete urgency clauses, amendments to.....	69(c)(2)
budget bill or budget implementation bills,	
amendments to.....	69(c)(4)
“chaptering out,” amendments to avoid.....	69(c)(5)
“double jointing” amendments	69(c)(5)
identical amendments submitted to Desk by deadline	69(c)(3)
resolutions, concurrent or joint.....	69(3)
without reference to file, bills taken up	69(c)(1)
delivered to Chief Clerk, number of copies required to be.....	69(a)
germane, must be	92
house resolutions	75
lay on table.....	86
motion to amend	91
not in order—	
change of bill number	92
seven days prior to specified Joint Rules deadlines	69(e)(2)
two days prior to specified constitutional deadline.....	69(e)(1)
number of copies required to be delivered to Chief Clerk.....	69(a)
precedence of motion to amend.....	80
prepared or approved as to form by Legislative Counsel	69(a)
printed	67
recommended by majority of the membership	
of the committee	57, 67

AMENDMENTS—Continued

- second reading, committee amendments adopted on 67
- second reading, floor amendments adopted on..... 69(a), 69(d)
- Senate amendments to Assembly bills.
 - See also* JOINT RULES 25–28..... 77, 77.1, 77.2
 - analysis by Assembly Floor Analysis Unit..... 77
 - bills containing amendments ordered to unfinished
 - business file 45
 - concurrence in..... 77
 - nonconcurrence in. *See* JOINT RULE 28.
 - standing rules, amending 8, 14(a)(3)
 - substantial—
 - Assembly floor amendments 77.2
 - in other house. *See also* JOINT RULE 26.5 77.2
 - substantially the same 91
 - substitute 91
 - table, lay on..... 86
 - technical changes, Chief Clerk may make..... 32(h)
 - third reading, adopted on 69
 - vote in committee printed in Journal Appendix.
 - See also* JOINT RULE 62(c) 58.5

ANALYSES

- Assembly Floor Analysis Unit to edit and distribute..... 56.6, 68.6
- committee analyses..... 56.5
- conference committee..... 68.7
- electronic distribution of..... 69.5
- floor amendments 69(b)(2)
- prepared by committee consultants 56.6
- prior to third reading..... 68.6

ANNOUNCEMENTS..... 40(a)(11)

APPEAL FROM DECISION OF SPEAKER..... 26(2), 82

APPROPRIATIONS COMMITTEE

- suspense file. *See also* JOINT RULE 10.5 58.2

ASSEMBLY BILLS. *See* BILLS.

ASSEMBLY CHAMBER. *See* CHAMBER.

ASSEMBLY FLOOR ANALYSIS UNIT

- committees—
 - amendments and reports transmitted to 67
 - analyses transmitted to..... 56.5, 56.6
 - conference committee, analysis of amendments 68.7
 - distribution of Senate amendments..... 77
 - vote transmitted to 58.5

ASSEMBLY OPERATING FUND 17

ASSEMBLY SEAL..... 121

ASSISTANT CHIEF CLERK

- acting for Chief Clerk 32
- duties and powers 32

ASSISTANT SPEAKER PRO TEMPORE

appointed by Speaker.....	28(a)
duties	29.5
general officer	1(a)(2)
performs duties assigned by Speaker.....	29.5

AUDIT

independent audit of Assembly Operating Fund	15.6
performance audit of Assembly Finances and Operations	15.7

AUTHOR'S AMENDMENTS58.5(a), 68

AYES AND NOES. <i>See also</i> VOTE.....	105
concurrent resolutions, not called upon adoption.....	73
persons not allowed at Chief Clerk's desk while recorded or counted	113

B

BILLS

adoption of conference report.

See JOINT RULES 29, 29.5, 30, and 30.5.

amended. *See also* AMENDMENTS.

and re-referred to committee	70
author's amendments	58.5(a), 68
by recommendation of the majority of the membership of the committee	57, 67
in Senate. <i>See also</i> AMENDMENTS—Senate amendments to Assembly bills	77, 77.1, 77.2
analysis by Assembly Floor Analysis Unit	77
on Assembly floor, procedure re.....	69, 77.2
on second reading, procedure re	67, 69
amendments. <i>See</i> AMENDMENTS.	
analyses, committee.....	56.5
analysis prior to third reading.....	56.6, 68.6
appropriation— General Fund	66.6
reference of bill to fiscal committee. <i>See</i> JOINT RULE 10.5.	
author's amendments	58.5(a), 68
budget bill, passage of	66.7
coauthor— add or delete.....	92
added and not required to be on Members' desks	69(a)
added to house resolution, not an amendment.....	75
sign, authors shall	47(a)
committee— action by committee rollcall vote only. <i>See also</i> JOINT RULE 62(c)	58.5
amendments recommended by the majority of the membership.....	67
introduced by committee, majority must sign	47(f)
may introduce	47(d)

BILLS—Continued

concurrency in Senate amendments one legislative day
 on unfinished business file 45, 77

consent calendar, list of 56.7

consideration of bills on Daily File 63

copies of bills placed on Members' desks 47(c), 64, 69(a), 69.5

Daily File, consideration of bills on 63

deadlines. *See* JOINT RULE 61.

defined46(a), 66, 69(b)(3), 77, 100(b)

digest, amended 77.1

electronic distribution of..... 69.5

engrossment of.....32(i), 66, 67, 69(a), 79

enrollment of..... 45, 79

first reading—
 introduction.....47(c)
 order of business 40(a)(5)
 Senate bills..... 45

former Members, bills authored by 47.1

General Fund appropriation..... 66.6

hearing and setting of bills referred by Rules Committee 56.1

hearings—
 published in Daily File. *See also* JOINT RULE 62(a) 63
 subject matter groupings..... 56

inactive file, placed on and removed from..... 78

interim study, subject matter recommended for 59

introduction of—
 by committees..... 47(d)
 deadline exclusion. *See* JOINT RULE 54.
 limitation 47(d)
 suspension of rules re 47(g)
 signatures of Members required for, number of 47(f)

 by Members 47(b), 49(a)
 limitation49(a)
 suspension of rules re49(c)
 sign, authors shall47(a)

 deadline. *See* JOINT RULE 54.
 limitation..... 47(d), 49(a)
 suspension of rules re 47(g), 49(c)

 order of business 40(a)(5)

 procedure re 47

 sign, authors shall47(a)

lay on table..... 86

limitation on introduction of..... 47(d), 49(a)
 suspension of rules re 47(g), 49(c)

Members' names as authors47(a)

Members, procedure for authoring bills introduced by former 47.1

nonconcurrency in Senate amendments. *See* JOINT RULE 28.

BILLS—Continued

- passage by—
 - Assembly 77, 105
 - committee 57, 68.5
- passed by Senate 45
- Political Reform Act bills, consideration of 69.1
- postpone—
 - indefinitely 90
 - to time certain 89
- preprint bills—
 - introduction during session 47(b)
 - ordered by Speaker, Committee on Rules, or subject matter committee during joint recess. *See* JOINT RULE 54(d).
 - reference to committee during joint recess. *See* JOINT RULE 54(d).
- printing of—
 - after introduction 52
 - amendments 67, 68, 68.5
 - authority for 36
 - before action taken in committee 68.5
 - before action taken on floor 64
 - bill, as amended 67, 68, 68.5
 - Chief Clerk—
 - to order 36
 - to prepare for 32(d)
 - delivery after introduction 52
 - rush orders on 35
- read first time 47(c)
- reconsideration of vote 57.1, 58.5, 100
- reference—
 - before committees appointed 47(c)
 - to committee 14(a)(1), 45, 47(c), 51, 77.2
 - to fiscal committee. *See* JOINT RULE 10.5.
 - to suspense file 58.2
- reported—
 - back to Assembly from committee 58, 70
 - out of committee, vote required. *See also* JOINT RULE 62 57, 58.5
- re-reference—
 - from file to committee 97
 - from one committee to another 96(a)
- rescind action and expunge record 99
- return to second reading after amendment on second reading 67
- return to third reading after amendment on third reading 69(d)
- rollcall vote on final passage 105
- second reading—
 - committee amendments adopted on 67
 - Daily File, order of business on 63

BILLS—Continued

second reading—continued

- defined 66
- floor amendments adopted on 69
- on Daily File 63
- ordered to third reading after amendment on second 69
- reported from committee and placed on 66, 70
- resolutions excluded 66
- return to second reading after amendment on second reading 67
- return to second reading when placed on inactive from 78

Senate amendments to Assembly bills.

- See also* AMENDMENTS—Senate amendments to Assembly bills..... 77, 77.1, 77.2

Senate, first reading and reference of 45

- sign, authors shall47(a)
- special order, set for..... 88
- spot bills..... 51.5
- Stem Cell Research and Cures Act..... 69.2
- strike from file—
 - if without Member’s signature.....47(a)
 - motion to..... 98
- subject matter of bill, referred for interim study..... 59
- table, lay on..... 86
- technical changes, Chief Clerk may make..... 32(h)
- third reading—
 - analysis required prior to consideration on..... 68.6
 - floor amendments 69
 - deadline to submit to Chief Clerk.....69(b)(1)
 - not in order prior to specified deadlines69(e)
 - order of business on Daily File63(5), 63(6)
 - return from inactive file, 1-day notice 78
 - return to third reading after amendment on third..... 69(d)
- uncontested 71
- vote. *See also* VOTE.
 - in committee, procedure re.
 - See also* JOINT RULE 62(c) 57, 58.5
 - on passage of bill as amended 68.5
- withdraw from committee,
 - Rules Committee approval required 96(b)

BUDGET BILL, PASSAGE OF 66.7

- no consideration unless specified requirements met..... 66.7

BUSINESS ATTIRE. *See* FLOOR ATTIRE.

C

CALL OF ASSEMBLY

- may not adjourn during..... 84, 101
- moved, continued, and dispensed with 101
- prior to announcement of vote 106

CALL OF COMMITTEE. <i>See</i> JOINT RULE 62(d).	
CAUCUS, ASSEMBLY	
vacancy in office of Speaker filled by caucus during joint recess	34
CAUCUS, PARTY	
chairpersons	31
closed session	11.3(b)
convenes caucus to select officers.....	13.1
Minority Floor Leader selected, procedure re	28(b)
organization	13.1
CELLULAR TELEPHONES	117.5
CHAMBER. <i>See also</i> FLOOR, ASSEMBLY.	
admission to	118
attire, floor	118.1
cellular telephones	117.5
desks, assignment of Members'	26(a)(4)
firearms, possession of prohibited	117.7
guests in	118
influencing legislation in.....	118
press representatives, admitted to	118
smoking prohibited	117
text messaging in	117.5
use of Chamber for other than legislative matters	116
CHAPLAIN	1(a)(3)
CHIEF ADMINISTRATIVE OFFICER	
appointed by Rules Committee.....	14(d)
duties	14(d)
printing, authorized by.....	35, 36
temporary appointment by Speaker	14(d)
CHIEF ASSISTANT SERGEANT AT ARMS	
acting for Sergeant at Arms	33
duties and powers	33
CHIEF CLERK.....	1(a)(3)
Assistant Chief Clerk shall act for Chief Clerk	32
bills—	
amendments from floor delivered to.....	69
amendments transmitted to Assembly Floor Analysis Unit	69
numbered and read by.....	47
prepares for printing and distributes	32(d)
preprint bills, orders. <i>See</i> JOINT RULE 54(d).	
Senate amendments, digest printed in file	77.1
committee—	
amendments transmitted to Assembly Floor Analysis Unit	67
preferences forwarded to Speaker	32(f)
reports delivered to	61
reports, restrictions on acceptance of. <i>See</i> JOINT RULE 61.	
reports transmitted to Assembly Floor Analysis Unit	67
rollcall votes, responsible for printing in Journal Appendix	58.5

CHIEF CLERK—Continued

determines names to appear on all publications	1(c)
duties, powers, and responsibilities	32
employees, supervision of	32(b)
Engrossing and Enrolling Clerk	79
File, Daily, compile and print	36
general officer	1(a)(2)
Histories, Daily and Weekly, compile and print	32(a), 36, 37
joint resolutions, transmits electronic or physical copy to Members of Legislature or Congress	
as directed	37.5(a), 37.5(b)
Journals, Daily—	
corrected by Minute Clerk delivered to Chief Clerk	42(b)
compile and print	32(a), 36
Legislative Handbook, compile and print	32(a), 36, 37
messages from—	
Governor, delivered to	44
Senate, delivered to	45
notify Senate—	
concurrence in Senate amendments. <i>See</i> JOINT RULE 26.	
nonconcurrence in Senate amendments and appointment of conference committee. <i>See</i> JOINT RULE 28.	
parliamentarian	32(c)
Political Reform Act bills, delivers to Fair Political Practices Commission	69.1
printing—	
amended bills, orders	69(a)
authorized by	35, 36
orders as directed by Rules Committee	36
prepares for and distributes	32(a), 32(d)
preprint bills, orders. <i>See</i> JOINT RULE 54(d).	
rollcall votes, names added by	104
state and local agency reports shall be transmitted	
electronically to	122
technical changes in amendments, Chief Clerk may make	32(h)
vacancy in office filled during joint recess	34
votes—	
in committees, responsible for printing of rollcall votes. <i>See also</i> JOINT RULE 62(c)	58.5
recording verbal votes	106
rollcall votes, names added by	104
CHIEF CLERK'S DESK	
Members not allowed at Desk during rollcall votes	113
CLOSED SESSIONS	11.3(b)–(g)
COAUTHORS	
adding coauthors to house resolutions, not an amendment	75

COAUTHORS—Continued

bills—	
added and not required to be on Members' desks	69(a)
Member added or deleted	92
sign, authors shall	47(a)
resolutions—	
adding coauthors to house resolutions, not an amendment	75
Rules Committee approval, when required.	
<i>See</i> JOINT RULE 9.	
sign, authors shall	53
COMMITTEE OF THE WHOLE	115
Journal, when actions entered in.....	115
Speaker to act as a Chairperson of.....	26(a)(9), 115
COMMITTEE ROLLCALL VOTES. <i>See also</i> JOINT RULE 62(c).	
bills and amendments, rollcall vote only	58.5
printed as appendix to Journal	58.5
transmitted to Assembly Floor Analysis Unit	58.5
COMMITTEES	
amendments, adoption recommended by	57
amendments transmitted to Assembly Floor Analysis Unit	67
analyses, preparation of	56.5, 56.6
analysis of conference committee amendments	68.7
appointments by Speaker	26(a)(6)
bills—	
introduction by committee.....	47(d)
introduction deadline exclusion. <i>See</i> JOINT RULE 54.	
reference of bills to	14(a)(1), 45, 47(c), 51, 77.2
signatures required for introduction	47(f)
uncontested in committee	71
concurrent resolutions, reference to committee.....	14(a)(1), 53
conference committees. <i>See also</i> JOINT RULES 28, 28.1,	
29, 29.5, 30, 30.5, and 30.7.	
analysis re amendments	68.7
hearings re substantial policy change	68.9(b)
meetings of conference committees considering any bill,	
Members prohibited from participating unless public.	
<i>See also</i> JOINT RULE 29.5	11.4
no meeting during session	56
policy change	68.9(a)
printing of report.....	68.8
reports—	
amendment, not subject to. <i>See</i> JOINT RULE 29.	
electronic distribution of.....	69.5
printing of	68.8
conflict of interest	57
constitutional amendments, reference to committee	62.5
consultants, responsibilities of.....	56.6

COMMITTEES—Continued

employees of..... 24

expenses of..... 14(b), 18, 20

file notice. *See* JOINT RULE 62(a).

general research 22

 subcommittees (select committees) of.....22(a)

hearings. *See also* COMMITTEES—meetings.

 file notice. *See* JOINT RULE 62(a).

 oversight 11.5

 setting bills..... 56.1

 subject matter groupings..... 56

house resolutions, reference to committee..... 14(a)(1), 53

investigating—

 contracts, awarding of..... 20

 employees 18, 20

 expense claims approved by Rules Committee 20

 membership, same as standing committee 11.5(b)

 rules and regulations governing. *See also* JOINT RULE 36 20

joint legislative committee reports referred by Speaker to 61

joint resolutions, reference to committee 14(a)(1), 53

Legislative Ethics Committee 22.5

meetings. *See also* COMMITTEES—hearings.

 approval of special meetings..... 26(a)(7), 56

 conference committee..... 11.4

 during session 56

 file notice. *See* JOINT RULE 62(a).

 open 11.3

 rules governing. *See also* JOINT RULE 62(a) 55, 56

 schedule of 26(a)(7)

 special meetings approved by Speaker 26(a)(7), 56

 unscheduled 56

membership appointed by Speaker..... 12, 26(a)(6)

oversight hearings 11.5

preprint bills, reference to committees. *See* JOINT RULE 54(d).

press photographers, rules governing 25

quorum. *See also* JOINT RULE 62(c)..... 11.3(a), 26(b), 57, 58.5

reconsideration of vote in 57.1, 58.5

reports of..... 40(a)(6), 61

reports with committee amendments transmitted to

 Assembly Floor Analysis Unit..... 67

resolutions—

 limitations on introduction of47(e)

 reference to committee 14(a)(1), 53

Rules Committee. *See also* RULES COMMITTEE.

 appointments..... 13, 26(a)(6)

 executive committee of the Assembly 13

 hearing and setting of bills by..... 56.5

COMMITTEES—Continued

Rules Committee—continued

interim study, subject matter of bill recommended for.....	59
powers of	14
resolutions.....	16
select committees.....	22(a)
size of committees, change in.....	12

Speaker—

appoints Members to all committees	12, 26(a)(6)
ex officio Member.....	26(b)
special reports of.....	61
standing committees	11
amendments recommended by the majority of the	
membership of	67
appointment of Members by Speaker to	12
bills, reference to committee	14(a)(1), 45, 47(c), 51, 77.2
bills, report out of committee	57, 58, 68.5
call of. <i>See</i> JOINT RULE 62(d).	
chairperson may not preside when author of bill being	
considered	60
concurrent resolutions, reference to committee.....	14(a)(1), 53
constitutional amendments, reference to	
committee.....	14(a)(1), 45, 47(c), 51, 62.5, 77.2
creation and number of	11
joint resolutions, reference to committee	14(a)(1), 53
meetings.....	26(a)(7), 56
approval of special meetings	26(a)(7), 56
closed sessions.....	11.3(b)–(g)
notice of hearings (applies to subcommittees).	
<i>See also</i> JOINT RULE 62(a)	56
open	11.3
quorum. <i>See also</i> JOINT RULE 62(c) ..	11.3(a), 26(b), 57, 58.5
rules governing. <i>See also</i> JOINT RULE 62(a).....	55, 56
schedule of.....	26(a)(7)
unscheduled	56
Members—	
appointed by Speaker to all committees.....	12, 26(a)(6)
preference of appointments	12, 32(f)
membership of	12
open meetings	11.3
closed sessions.....	11.3(b)–(g)
quorum. <i>See also</i> JOINT RULE 62(c) ..	11.3(a), 26(b), 57, 58.5
rules governing. <i>See also</i> JOINT RULE 62.....	55, 56
unscheduled	56
reports of.....	23, 61, 67
rules for. <i>See also</i> JOINT RULE 62	20, 55
subject matter referred for study.....	59
suspense file.....	58.2

COMMITTEES—Continued

- standing committees—continued
 - vote on bills in print 68.5
 - subcommittee meetings 26(a)(7), 56
 - vacancy, quorum requirements re 57
 - votes—
 - reconsideration of vote in 57.1, 58.5
 - transmitted to Assembly Floor Analysis Unit 58.5
 - transmitted to Chief Clerk. *See also* JOINT RULE 62(c) 58
 - voting in 57, 58.5
 - Whole, Committee of the 115
 - witnesses, fees and expenses 21
- COMPETITIVE BIDDING 15.6, 15.7, 18
- CONCURRENCE. *See also* JOINT RULES 26 and 27 77
 - measures on unfinished business file one calendar day
 - prior to vote 45, 77
- CONCURRENT RESOLUTIONS. *See also* RESOLUTIONS.
 - adoption of 73, 74
 - amendments to 73
 - defined 46, 66
 - elected officials, resolutions relative to current or former
 - state or federal. *See also* JOINT RULE 34.2 54
 - introduction of—
 - by committee, prohibition 47(e)
 - exception 47(e)
 - suspension of rules re 47(g)
 - by Member, limitation 49(b)
 - suspension of rules re 49(c)
 - sign, authors shall 53
 - printing of 32(d), 36
 - read but once 46(b)(1), 66
 - reference to committee 14(a)(1), 53
 - relative to current or former elected official 54
 - rollcall vote when required 73, 74
 - second reading, excluded 66
 - sign, authors shall 53
- CONDITION OF FILE 84
- CONFERENCE COMMITTEE. *See also* JOINT RULES 28, 28.1, 29, 29.5, 30, 30.5, and 30.7.
 - amendments, analysis of 68.7
 - meetings—
 - during session, prohibited 56
 - open to the public 11.4
 - Members prohibited from participating in meeting considering
 - any bill unless public. *See also* JOINT RULE 29.5 11.4
 - policy change 68.9
 - printing of reports 68.8

CONFERENCE COMMITTEE—Continued	
reports—	
amendment, not subject to. <i>See</i> JOINT RULE 29.	
electronic distribution of.....	69.5
not subject to amendment. <i>See</i> JOINT RULE 29.	
printing of	68.8
CONFLICT OF INTEREST	57
CONSENT CALENDAR	
list to public	56.7
uncontested bills. <i>See also</i> JOINT RULE 22.1.....	71
CONSTITUTIONAL AMENDMENTS	
bill, treated as. <i>See also</i> JOINT RULE 4	46(a), 49(a)
deadline exclusion. <i>See</i> JOINT RULE 61.	
defined	46, 66
introduction of—	
bill, treated as.....	49(a)
deadline exclusion. <i>See</i> JOINT RULE 54.	
limitation.....	47(d), 49(a)
suspension of rules re	47(g), 49(c)
procedure re	47
reference to committee	14(a)(1), 45, 47(c), 51, 62.5, 77.2
second reading of.....	66
sign, authors shall	47(a)
votes taken in committee printed in Journal Appendix.	
<i>See also</i> JOINT RULES 4 and 62.....	58.5
CONTINGENT FUND. <i>See</i> OPERATING FUND.	
CONTRACTS	
allocating funds by Rules Committee.....	14(b)
authorizing contracts, by investigating committees.....	20
CONVENING	
hours for meeting set by Speaker.....	2
D	
DAILY FILE	
bills set for hearing published in. <i>See also</i> JOINT RULE 62(a)....	63
concurrence measures on unfinished business file	
one calendar day prior to vote.....	45, 77
digest of Assembly bills amended in Senate printed in.....	77.1
inactive file.....	78
order of business, Assembly	40(a)(10)
order of business on	63
printing of	36
second reading file—	
amendments on	67, 68, 69, 70
author’s amendments may not be placed on	68
bills	66, 70
floor amendments	69
order of business on Daily File	63(2), 63(3)

DAILY FILE—Continued

second reading file—continued

- resolutions excluded 66
- return to second reading after amendment on..... 67
- return to second reading from inactive file 78

strike bills and resolutions from file 98

- bills without signature47(a)

suspense file, 2-day notice 58.2

third reading file—

- analysis required prior to consideration on..... 68.6
- floor amendments 69
 - not in order prior to specified deadlines69(e)
- order of business on Daily File63(5), 63(6)
- return after amendment on third reading 69
 - to be on file one calendar day as amended prior to
 - consideration..... 69(d)
- return from inactive file, 1-day notice 78

unfinished business file—

- concurrence measures on unfinished business file
 - one calendar day prior to vote..... 45, 77
- order of business on Daily File 63(4)
- reconsideration of vote placed on, motion for100(a)
- return from inactive file 78
- vote, motion to reconsider placed on100(a)

withdraw from committee..... 96(b)

DAILY HISTORY

- contents 37
- printing..... 32(d), 36, 37

DEBATE

- appeal from decision of the Speaker..... 82
- division of question..... 102
- incidental questions of order decided without 81
- may not be concluded with motion..... 109
- may not yield time 108
- motions seconded and stated before consideration..... 93
- objection to reading of any paper 112
- offensive words used in debate, censure for 114
- order in speaking to question..... 108
- postpone indefinitely, motion to 90
- precedence of motion during debate..... 80
- presentation of petitions..... 43
- previous question, demand for..... 87, 109
- time allowed..... 108
- time may not be yielded..... 108
- transgressing Rules 114

DECORUM..... 108.1

- Speaker shall preserve 26(a)(1)

DEMAND FOR PREVIOUS QUESTION.

See PREVIOUS QUESTION.

DESKS

- Chief Clerk's, Members not allowed at during rollcall votes 113
- Members' 26(a)(4)
- press representatives' 118

DIGESTS OF BILLS

- amended by Senate, printed in Daily File..... 77.1

DIVISION OF QUESTION..... 102

E

ELECTRICAL VOTING SYSTEM 105

ELECTRONIC DISTRIBUTION 69.5

ELECTRONIC TRANSMITTAL OF STANDING

- COMMITTEE REPORTS 23

ELECTRONIC TRANSMITTAL OF STATE AND LOCAL

- AGENCY REPORTS 122

EMPLOYEES

- applications for employment 24
- appointment 14(a)(2)
- conflict of interest 24
- ethics training course 22.5, 24
- outside employment..... 24
- supervision..... 32(b), 33(c)
- suspension..... 14(a)(2)
- travel expenses, etc. 20

ENGROSSING AND ENROLLING

- duties, Chief Clerk 32(i)
- engrossment of bills 66, 67, 69(a), 79
- enrollment of bills..... 45, 79
- reports on presentation of bills to Governor 79

ETHICS COMMITTEE.

See LEGISLATIVE ETHICS COMMITTEE.EXECUTIVE SESSIONS. *See* CLOSED SESSIONS.

EXPENDITURES

- audit of Assembly Operating Fund..... 15.6
- competitive bids 18
- operating fund expenditures, report to public of 15.5
- performance audit of..... 15.7

EXPENSES

- approval of Rules Committee required 20
- funerals and other ceremonies and events 27
- investigating committees 20
- Member convicted of felony 120
- Member or committee 18
- when not in session..... 14(b)

EXPLANATION OF VOTE 58.5, 104

EXPUNGE RECORD..... 99

F

FEES, WITNESSES 21

FELONY, MEMBER CONVICTED OF..... 120

FILE. *See* DAILY FILE.

FIREARMS, PROHIBITION ON POSSESSION..... 117.7

FIRST READING OF BILLS

 Assembly bills47(c)

 introduction.....47(c)

 Senate bills..... 45

 order of business 40(a)(5)

FISCAL COMMITTEE. *See* JOINT RULE 10.5.

FLOOR AMENDMENTS.

See AMENDMENTS—floor amendments.

FLOOR, ASSEMBLY. *See also* CHAMBER.

 attire 118.1

 firearms possession prohibited..... 117.7

 smoking prohibited 117

 telephones (cellular) 117.5

FLOOR ATTIRE..... 118.1

FLOOR LEADERS

 Majority—

 appointed by Speaker.....28(a)

 duties..... 30

 general officer 1(a)(2)

 Minority—

 exemption for coauthors added on Members’ desks69(a)

 general officer 1(a)(2)

 selected by caucus 28(b)

FUNERALS AND OTHER CEREMONIES AND EVENTS 27

G

GENERAL RESEARCH COMMITTEE 22

 subcommittees (select committees) of.....22(a)

GERMANE AMENDMENT..... 92

GOVERNOR

 enrolled bills presented to 79

 messages from—

 order of business40(a)(7)

 printed in Journal 44

GUESTS

 admitted to Chamber 118

 introduction of 45.5

 determined by Speaker 40(b)

H

HANDBOOK, LEGISLATIVE 37

HEARINGS. *See also* COMMITTEES—hearings and
COMMITTEES—meetings.

HEARINGS—Continued	
conference committees, substantial policy change	68.9
file notice. <i>See</i> JOINT RULE 62(a).	
oversight	11.5
setting bills.....	56, 56.1
subject matter groupings.....	56
HISTORY. <i>See</i> DAILY HISTORY.	
HOURS OF MEETING.....	2
HOUSE RESOLUTIONS. <i>See also</i> RESOLUTIONS.	
adoption of.....	74
coauthor added to house resolution, not an amendment.....	75
elected officials, resolutions relative to current or former state or federal. <i>See also</i> JOINT RULE 34.2	54
introduction of—	
by committee, prohibition.....	47(e)
exception	47(e)
suspension of rules re	47(g)
by Member, limitation	49(b)
suspension of rules re	49(c)
sign, authors shall	53
printing of	32(d), 36, 75
reference to committee	14(a)(1), 53
sign, authors shall	53
I	
IMPEACHMENT PETITIONS	43
INACTIVE FILE.....	78
INTERIM STUDY	
subject matter recommended for	59
INTRODUCTION OF BILLS. <i>See</i> BILLS—introduction of.	
INTRODUCTION OF GUESTS	45.5
determined by Speaker	40(b)
INVESTIGATING COMMITTEES. <i>See also</i> JOINT RULE 36... 11.5	
expenses.....	20
rules re	20
J	
JOINT RESOLUTIONS. <i>See also</i> RESOLUTIONS.	
adoption of.....	74
amendments to	73
defined	46, 66
introduction of—	
by committee, prohibition.....	47(e)
exception	47(e)
suspension of rules re	47(g)
by Member, limitation	49(b)
suspension of rules re	49(c)
sign, authors shall	53

JOINT RESOLUTIONS—Continued

printing of 32(d), 36
 read but once46(b)(1), 66
 reference to committee 14(a)(1), 53
 rollcall vote when required 74
 second reading, excluded..... 66
 sign, authors shall 53

JOURNAL

appendix containing committee rollcalls.
 See also JOINT RULE 62(c) 58.5
 corrected by Minute Clerk and delivered to Chief Clerk..... 42(b)
 entered, noted, or printed in—
 absence for legislative business 110
 adjournment motion, hour made and taken 84
 ayes and noes 105
 names of Members when rollcall vote demanded 105
 Committee of the Whole, actions of 115
 committee reports 61
 committee rollcalls, Journal Appendix.
 See also JOINT RULE 62(c) 58.5
 enrollment reports 79
 excuse for nonattendance for legislative business 110
 explanation of vote..... 104
 explanation of vote in committee..... 58.5
 expunging of record 99
 letters42(c)
 messages from Governor 44
 messages from Senate 45
 name of Member refusing to vote..... 104
 petitions, memorials, papers, receipt of 43
 reports of committee 61
 rescinding of record 99
 rollcall and quorum..... 4(1)
 rollcall votes..... 105
 names of Members when rollcall vote demanded 105
 Senate bills, reference to committee..... 45
 house resolutions 75
 printing of 32(d), 36
 reading of previous day’s—
 dispensed with42(a)
 order of business, Assembly 40(a)(3)
 Speaker has general control of Journal 26(a)(8)
 JUDICIAL COUNCIL
 Member appointed by Speaker26(c)

L

LAY ON TABLE	86
appeal from Speaker's decision	82
precedence of motion.....	80
LEAVE OF ABSENCE. <i>See also</i> ABSENCE OF MEMBERS.....	110
LEGISLATIVE COUNSEL	
amendments prepared by	67, 69(a)
digest of bills amended in Senate	77.1
LEGISLATIVE ETHICS COMMITTEE	
committee deliberations not open to public.....	22.5(f)(5)
complaint against Member of committee and	
replacement of Member	22.5(a)
determinations open to public inspection	22.5(f)(4)
dismissal of actions upon finding of no violation.....	22.5(k)(1)
filing complaints	22.5(e)
finding of violation	22.5(k)(2)
findings and recommendations	22.5(d)(1)
investigations	11.5, 22.5(b)
membership	22.5(a)
orientation course	22.5(p)
records	22.5(m)
standards of conduct	22.5(d)(1)
advisory opinions.....	22.5(o)
statute of limitations on filing complaints	22.5(e)
LEGISLATIVE HANDBOOK	37
LEGISLATIVE ORGANIZATION	1

M

MAJORITY FLOOR LEADER.	
<i>See also</i> FLOOR LEADERS—Majority	1(2), 30
MASON'S MANUAL	
parliamentary authority, applicability of.....	10
rules of decorum	108.1
MEETINGS. <i>See</i> COMMITTEES—meetings <i>and</i>	
COMMITTEES—hearings.	
MEMBERS	
absent from attendance	110
addressing Assembly	108
attire, business appropriate	118.1
called to order for transgressing Rules	114
censured—	
for not voting	104
for offensive words in debate.....	114
coauthor—	
added, but bill not required to be on Members' desks.....	69(a)
added or deleted as	92

MEMBERS—Continued
 committees, standing—
 expenses..... 14(b)
 membership on 12
 preferences..... 12, 32(f)
 quorum. *See also* JOINT RULE 62(c)..... 26(b), 57
 compensation of Member when convicted of felony..... 120
 conduct, specified in Mason’s Manual 108.1
 conference committee meetings on bills, Members prohibited
 from participating unless public.
 See also JOINT RULE 29.5 11.4
 debate, limitations on..... 108
 disqualification of 119
 expenses..... 18
 former Members, bills authored by 47.1
 objection to reading of paper 112
 order in speaking to question..... 108
 personal privilege..... 111
 qualification and election..... 119
 Senior Member defined 5
 vote changes, announcement of..... 106
 voting 104, 105, 106
 voting switch restrictions 104

MESSAGES
 Governor’s 44
 order of business 40(a)(7)
 Senate..... 45
 order of business..... 40(a)(8)

MILEAGE
 investigating committees 20
 witnesses 21

MINORITY FLOOR LEADER.
 See also FLOOR LEADERS—Minority..... 28(b)

MINUTE CLERK
 Journals corrected by and delivered to Chief Clerk..... 42(b)

MOTIONS 109
 adjourn 84
 adjournment in memory..... 45.5
 determined by Speaker 40(b)
 to be made in writing 45.5
 amend..... 69, 73, 91
 call of Assembly 101, 106
 consideration of 93
 continuing motions—
 call of the Assembly 101
 reconsider, motion to 100(e)
 withdraw from committee, motion to 96(c)

MOTIONS—Continued

correct Journal	42(c)
debate may not be concluded with motion	109
expunge records	99
lay on table.....	86
order of business	40(a)(9)
possession of Assembly	95
postpone—	
indefinitely	90
to time certain	89
precedence during debate	80
previous question	87, 109
print letter in Journal.....	42(c)
procedure for making.....	109
recess to time certain	85
reconsideration.	
<i>See also</i> RECONSIDERATION OF VOTE.....	57.1, 58.5, 100
continued	100(e)
immediately take up.....	100(c)
precedence of motion.....	100(a)
re-refer to committee	96, 97
rescind action	99
seconded and stated before consideration.....	93
Speaker explains order of business	83
special order.....	88
strike bills and resolutions from file	98
without Member's signature	47
substitute	91
table, lay on.....	86
withdraw from committee.....	96(b)
withdrawal of motion.....	95
writing, request to be in	94

N

NEWSPAPER CORRESPONDENTS.

See PRESS REPRESENTATIVES.

NONCONCURRENCE IN SENATE AMENDMENTS.

See JOINT RULES 26, 27, and 28.

O

OFFICERS	1
appointment of nonelected officers by Speaker.....	28(a)
election of	1(b)
vacancies, filling interim.....	34
OPEN MEETINGS. <i>See also</i> COMMITTEES—meetings,	
COMMITTEES—hearings and PUBLIC MEETINGS....	11.3
closed sessions	11.3(b)–(g)

OPERATING FUND 17
 audit of 15.6
 expenditures from 18
 expenditures, report to public re 15.5
 funeral expenses to be paid from 27
 Rules Committee to have charge of 17
 ORDER IN SPEAKING TO QUESTIONS..... 108
 ORDER OF BUSINESS, ASSEMBLY 40
 different order determined by Speaker 40(b)
 explained by Speaker 83
 ORDER OF BUSINESS, DAILY FILE..... 63
 ORDER, POINT OF
 Majority Floor Leader to make 30
 Speaker to decide 26(a)(1), 81
 ORDER, SPECIAL
 motion to set 88
 precedence of motion 80
 order of business on Daily File 63(1)
 Speaker does not determine different order 40(b)
 ORGANIZATION OF ASSEMBLY 5, 119
 ORGANIZATION OF PARTY CAUCUSES 13.1

P

PAPER
 Member’s objection to reading 112
 PARLIAMENTARIAN 32(c)
 PARLIAMENTARY AUTHORITY, MASON’S MANUAL
 applicability of 10
 rules of decorum 108.1
 PARTY CAUCUSES. *See also* CAUCUS, PARTY 13.1
 PER DIEM. *See* JOINT RULES 35, 36.1.
 PERFORMANCE AUDIT 15.7
 PERSONAL PRIVILEGE 111
 PETITIONS
 presentation of 43
 order of business 40(a)(4)
 receipt of petition noted in Journal 43
 PHOTOGRAPHERS 25
 PLEDGE OF ALLEGIANCE TO FLAG 41
 POINT OF ORDER
 Majority Floor Leader to make 30
 Speaker to decide 26(a)(1), 81
 POLITICAL REFORM ACT 69.1
 POSTPONE
 indefinitely 90
 precedence of motion 80
 to time certain 89

PRAYER	40(a)(2)
PREPRINT BILLS. <i>See also</i> JOINT RULE 54(d)	47(b)
ordered prepared by Chief Clerk during joint recess.	
<i>See</i> JOINT RULE 54(d).	
reference to committee during joint recess by Speaker and Senate Committee on Rules. <i>See</i> JOINT RULE 54(d)(3).	
PRESS REPRESENTATIVES. <i>See also</i> JOINT RULE 32 14(e), 25	
admitted to the floor.....	118
attire, business appropriate	118.1
photographers at public meetings, rules re	25
PREVIOUS QUESTION	87, 109
precedence of motion.....	80
PRINTING	
amended bills	67, 68, 68.5, 69(d)
in print before passage by committee	68.5
authority for	35, 36
bills.....	36, 52
charges	35
committee reports, request for	23
digest of bills, amended	77.1
File, Daily	36
History, Daily and Weekly.....	36, 37
house resolutions	75
invoices rendered within 30 days.....	35
Journal, Daily.....	32(d), 36
Legislative Handbook	37
ordering of	36
preparation of.....	32(d)
preprint bills ordered by Chief Clerk during joint recess.	
<i>See</i> JOINT RULE 54(d).	
rush orders on	35
PUBLIC MEETINGS. <i>See also</i> COMMITTEES—meetings, COMMITTEES—hearings <i>and</i> OPEN MEETINGS.	
closed meetings.....	11.3
conference committee meeting, Members prohibited from participating unless public. <i>See also</i> JOINT RULE 29.5 ...	11.4
photographers, rules re	25
Q	
QUALIFICATIONS AND ELECTIONS OF MEMBERS.....	119
QUESTION	
division of	102
order in speaking to	108
previous question	87
QUESTIONS OF ORDER.....	26(a)(2), 81
QUORUM	
Assembly	4, 11.3
committee. <i>See also</i> JOINT RULE 62(c)	11.3, 26(b), 57, 58.5

R

READING	
Journal, previous day's	40(a)(3), 42(a)
paper	112
RECESS, JOINT	
Rules Committee continues in existence during.....	15
vacancies, filling of.....	34
RECESS TO TIME CERTAIN	
not while under call of Assembly	85
precedence of motion.....	101
precedence of motion.....	80
RECONSIDERATION OF VOTE	
continued	57.1, 58.5, 100
immediately take up.....	100(e)
in committee	100(c)
in committee	57.1, 58.5
precedence of motion.....	100(a)
RECORDS	
custody and charge of records by Chief Clerk.....	32
REFER OR RE-REFER.....	
14(a)(1), 45, 47, 51, 53, 77.2, 96, 97	
precedence of motion.....	80
REFERENCE TO COMMITTEE	
before committees appointed.....	47(c)
bills.....	14(a)(1), 45, 47(c), 51, 77.2
preprint bills. See JOINT RULE 54(d)(3).	
resolutions.....	14(a)(1), 53
to fiscal committee. See JOINT RULE 10.5.	
REPORTS	
committee	23, 61
conference committee.....	68.7
joint committee	61
Legislative Ethics Committee.....	22.5(k)(2)
operating fund, report to public re	15.5
order of business	40(a)(6)
standing and special committee reports, transmitted to	
Chief Clerk.....	61
state and local agency reports submitted to Chief Clerk	
electronically.....	122
submitted electronically.....	23, 122
RESCIND ACTION	
	99
RESOLUTIONS	
adoption of.....	73, 74
amendment of	73
authorizing expenditure of money	73
concurrent. See CONCURRENT RESOLUTIONS.	
defined	46
elected officials, relative to	54
exceptions to order of business determined by Speaker.....	40(b)
house. See HOUSE RESOLUTIONS.	
joint. See JOINT RESOLUTIONS.	

RESOLUTIONS—Continued

limitation on introduction of resolutions	47(e), 49(b)
order of business	40(a)(9)
printing	32(d), 36
reference to committee	14(a)(1), 53
report, Legislative Ethics Committee	22.5(k)(2)
re-refer	96, 97
rollcall vote when required	73, 74
Rules Committee. <i>See</i> RULES COMMITTEE RESOLUTIONS.	
strike from file.....	98

ROLLCALL

before proceeding with business.....	4
call of Assembly during.....	101, 106
demand for, by three Members	105
establishing quorum of the Assembly	4(1)
Members not allowed at Chief Clerk's desk during	113
not to be interrupted.....	106
order of business	40(a)(1)
quorum of the Assembly.....	4(1)
voting in committee	58.5

RULES COMMITTEE

bills—

authoring bills introduced by former Members,	
procedure re	47.1
introduction, suspension of rules re	47(g), 49(c)
reference to committees by	14(a)(1), 45, 51
chairperson, selection of	26(a)(6)
Chamber, consent for use by Chair of Rules Committee	116
Chief Administrative Officer	14(d)
committee reports, printing authorized by	23
continued when not in session	15
contract for services, etc., authority to.....	14(a)(5)
creation	13
decorum, additional rules of	108.1
delegate powers.....	14(f)
employees, appointed by	14(a)(2), 24
executive committee of the Assembly	13
existence continued.....	15
expenditures, authorized by	18
expenses, authority to pay.....	14(b)
funeral expenses to be certified by Speaker.....	27
house resolutions referred by.....	14(a)(1), 51, 53
interim study, subject matter recommended for, referred to.....	59
investigating committees—	
expenses approved by Rules Committee	20
rules and regulations governing investigating committees,	
adopted by Rules Committee	20

RULES COMMITTEE—Continued

Members of Rules Committee not eligible to serve as chair of
 standing committee 13
membership appointed by Speaker 26(a)(6)
motion to withdraw bills from committees,
 Rules Committee approval required 96(b)
notifies Controller of Member convicted of felony 120
operating fund available to 17
 independent audit of fund 15.6
 report to public re fund 15.5
performance audit 15.7
powers of 14
preprint bills ordered by. *See* JOINT RULE 54(d).
Rules Committee resolutions 16, 54
seal of the Assembly, authorization of use by 121
setting and hearing of bills referred by 56.1
spot bills not referred 51.5
subcommittee on sexual harassment prevention and response 14.5
subject matter assigned for study by 59
vacancies, Rules Committee 26(a)(6)
vacancy in offices elected by Assembly 34
vice chairperson, selection of 26(a)(6)
voting in committee 58.5
withdraw bills from committees, Rules Committee
 approval required 96(b)
witnesses, reimbursement rate set by 21

RULES COMMITTEE RESOLUTIONS 16, 54
 contents 54
 procedures re 54

RULES, STANDING
adoption of 6
amending, procedure re 8, 14(a)(3)
committee meetings governed by. *See also* JOINT RULE 62 55
parliamentary authority, applicability of Mason’s Manual 10
suspension of 7
 suspension may not extend beyond adjournment 7
transgression of Rules by Member 114

S

SEAL OF ASSEMBLY 121
SECOND READING OF BILLS. *See also* BILLS—second reading
 and DAILY FILE—second reading file 66
amendments on 67, 68, 69, 70
order of business on Daily File 63(2), 63(3)
resolutions excluded, concurrent and joint 66

SELECT COMMITTEES 22(a)

SENATE

Assembly bills amended in.

- See also* JOINT RULES 25–28..... 77, 77.1, 77.2
- analysis of Senate amendments distributed by
 - Assembly Floor Analysis Unit..... 77
- concurrence in amendments, by Assembly 77
- nonconcurrence in amendments, by Assembly.
 - See* JOINT RULE 28.
- ordered to unfinished business file..... 45
- bills, first reading and reference of 45
- messages 45
- order of business 40(a)(8)

SENIOR MEMEBER-ELECT

Speaker at previous regular session deemed to be..... 5

- SERGEANT AT ARMS 1(a)(3), 33
- Chief Assistant Sergeant at Arms acting for..... 33(e)
- duties, powers, and responsibilities 33
- election of 1(b)
- Members taken into custody under call of Assembly..... 101
- supervision over Assistant Sergeants at Arms 33(c)
- vacancy filled during joint recess..... 34

SESSIONS

- absence from..... 4(2)
- convening, time for, set by Speaker 2

SEXUAL HARASSMENT PREVENTION AND RESPONSE,

SUBCOMMITTEE ON..... 14.5

SMOKING 117

SPEAKER

- appeal from decision of 82
- appoints—
 - all nonelected officers of Assembly, except
 - Minority Floor Leader 28(a)
 - Assembly Member to Judicial Council 26(c)
 - Members to conference committees.
 - See* JOINT RULES 28 and 28.1.
 - Members to select committees 22(a)
 - Members to standing and special committees, including
 - Committee on Rules and respective Chair, Vice Chair... 26(a)(6)
 - Speaker pro Tempore 28(a)
- approves special meetings of standing committees and
 - subcommittees 26(a)(7), 56
- Assistant Speaker pro Tempore performs duties assigned by 29.5
- ayes and noes, may order recording of 105
- bills, orders enrolled 79
- call of Assembly, excuses Members when under 101

SPEAKER—Continued

calls to order—
 Assembly 3
 Members 114
 censure Member who fails to vote, may 104
 Chamber, approves use of..... 116
 Committee of Whole, presides over 115
 committee schedule established and changed by..... 56
 conference committee members appointed by.
 See JOINT RULES 28 and 28.1.
 decorum and protocol26(a), 108.1, 118, 118.1
 division of question ordered by 102
 election of 1(b)
 ex officio Member of all committees..... 26(b)
 excuses for legislative business filed with 110
 exemption for coauthors added to be on Members’ desks.....69(a)
 explains order of business..... 83
 funerals and ceremonies, designates representatives to attend 27
 general officer 1(a)(1)
 guest cards, countersigns 118
 guests, introduction of 45.5
 hours of meeting determined by 2
 motions—
 stated by Speaker, before consideration 93, 109
 to be in writing when ordered by 94
 offices assigned by 26(a)(4)
 order of business—
 discretion to determine 40(b)
 explained by 83
 paper, recognizes objection to reading of 112
 petitions, filed or referred to committee by 43
 powers and duties 26
 preprint bills ordered by. *See* JOINT RULE 54(d).
 printing order countersigned by..... 36
 protocol and decorum26(a), 108.1, 118, 118.1
 questions of order decided by 26(a)(2), 81
 refers—
 bills to committee. *See also* JOINT RULES 26.5 and 54(d) ... 77.2
 petitions, files or refers 43
 reports of joint legislative committees to committee 61
 Senior Member-elect 5
 Speaker pro Tempore performs duties assigned by 29
 speaking, time allowed 108
 technical changes in amendments..... 32(h)
 temporary appointment of Chief Administrative Officer 14(d)
 vacancy in office during joint recesses 34
 votes, verbal 106

SPEAKER PRO TEMPORE	
appointed by Speaker.....	28(a)
calls Assembly to order in absence of Speaker	3
duties.....	29
general officer	1(a)(2)
guests, introduction of	45.5
meeting time determined by, in absence of Speaker.....	2
performs duties assigned by Speaker.....	29
SPECIAL ORDER	
motion to set	88
order of business on Daily File.....	63(1)
precedence of motion.....	80
Speaker does not determine different order	40(b)
SPOT BILLS	51.5
STANDING COMMITTEES.	
<i>See</i> COMMITTEES—standing committees.	
STANDING RULES. <i>See</i> RULES, STANDING.	
STATE AND LOCAL AGENCY REPORTS	
submitted electronically to Chief Clerk.....	122
STATE PRINTER	
authority for printing	35
bills delivered to.....	52
itemize printing charges.....	35
STEM CELL RESEARCH AND CURES ACT	69.2
STRIKE FROM FILE	
bill without Member's signature.....	47(a)
motion to strike, bills and resolutions from file.....	98
SUBCOMMITTEES, GENERAL RESEARCH COMMITTEE ...	22, 56
select committees.....	22
SUBJECT MATTER STUDY	59
SUBSTITUTE MOTION	91
SUSPEND STANDING RULES	7
SUSPENSE FILE, COMMITTEE	58.2
SUSPENSION OF RULES	7
T	
TABLE, LAY ON	86
appeal from Speaker's decision	82
precedence of motion.....	80
TELEPHONES, CELLULAR	117.5
TEXT MESSAGING	117.5
THIRD READING OF BILLS. <i>See also</i> BILLS—third reading file	
<i>and</i> DAILY FILE—third reading file.	
amendments. <i>See also</i> AMENDMENTS <i>and</i> BILLS—amended	
adoption—	
by rollcall vote.....	69(a)
on third reading, bill returns to third reading	69(d)

THIRD READING OF BILLS—Continued

amendments—continued	
deadline to submit floor amendments to Chief Clerk	69(b)(1)
delivered to Chief Clerk, number of copies required to be.....	69(a)
electronic distribution of.....	69.5
floor amendments.	
<i>See also</i> AMENDMENTS—floor amendments	69(a)
not acted on for one legislative day as amended	69(d)
lay on table.....	86
not in order—	
seven days prior to specified Joint Rules deadlines.....	69(e)(2)
two days prior to specified constitutional deadline	69(e)(1)
number of copies required to be delivered to Chief Clerk.....	69(a)
prepared or approved as to form by Legislative Counsel	69(a)
substantially amended.....	77.2
analysis required prior to consideration on.....	56.6, 68.6
inactive file, 1-day notice to return from	78
order of business on Daily File	63(5), 63(6)
return from inactive file, 1-day notice	78
TIE VOTE.....	82, 107
TIME	
allowed to debate, to open, or to close.....	108
convening session, for.....	2
may not yield in debate.....	108
time certain—	
recess to	80, 85
postpone to	90
TRANSMITTAL OF ASSEMBLY JOINT RESOLUTIONS	37.5
U	
UNCONTESTED BILLS	71
UNFINISHED BUSINESS FILE	
Assembly bills amended in Senate	45, 77
concurrence measures on unfinished business file	
one calendar day prior to vote.....	45, 77
order of business on Daily File	63(4)
reconsideration motion placed on	100(a)
return from inactive file	78
URGENCY CLAUSES	
amendments to add or delete urgency clause, exempt from	
deadlines and waiting period	69(c), 69(d), 69(e)
V	
VACANCIES	
Assembly officers during joint recess.....	34
in committee, effect on quorum requirement	57
Rules Committee Members	26
VETO. <i>See</i> JOINT RULE 58.5.	

VOTE

added to rollcall	104
adjourn—	
may not during	84
sine die	84
ayes and noes demanded.....	105
by electrical system or voice rollcall vote	105
censure of Member refusing to	104
changes, announcement of.....	106
explanation of vote printed in Journal	58.5, 104
Member not allowed at clerk's desk during.....	113
Member shall vote when rollcall required	104
Members operating voting switch	104
Members, qualification and election of	119
no change after vote announced	106
not to be interrupted.....	106
reconsideration of vote	57.1, 58.5, 100
required—	
adjourn	84
amend, motion to	91
amendments, adoption of.....	67, 68.5, 69, 73
appeal from decision of chair	82
call of Assembly	101
continue	101
dispense with	101
change hour of meeting of session	2
committee, in	57, 58.5
print rollcalls in Journal Appendix.	
<i>See also</i> JOINT RULE 62(c)	58.5
Committee of Whole, to convene	115
conference report, adoption of.	
<i>See</i> JOINT RULES 29, 29.5, 30, and 30.5.	
failure to agree upon by conference committee.	
<i>See</i> JOINT RULE 30.7.	
consideration of bills on file, out of order	63
excuse Members from attending session	110
excuse Members from vote.....	104
expunge record.....	99
Journal—	
approve corrected	42(b), 42(c)
dispense with reading of previous day's.....	42(a)
print letter in Journal	42(c)
lay on table.....	86
Members, qualification and election re.....	119
messages from Governor ordered not printed.....	44
outcome not to be changed	104, 106
paper, objection to reading of	112

VOTE—Continued

required—continued

- postpone, indefinitely..... 90
 - to time certain..... 89
- previous question..... 87
- print letter in Journal.....42(c)
- recess..... 85
- reconsideration of vote..... 57.1, 58.5, 100
 - continue motion.....100(e)
 - immediately take up.....100(c)
- refer to committee other than as referred by
 - Rules Committee..... 45, 51
- re-refer from one committee to another.....96(a)
- re-refer to committee from file..... 97
- report bill out of committee. *See also* JOINT RULE 62.... 57, 58.5
- rescind action..... 99
- resolutions—
 - amended by..... 73
 - authorizing expenditure of money, adoption of resolution..... 74
 - upon which rollcall demanded..... 73, 74
- Rules Committee, reference of bills to
 - committee by.....14(a)(1), 45, 47(c), 51, 77.2
- Rules, Standing. *See also* RULES, STANDING.
 - adopt..... 6
 - amend, procedure re..... 8
 - suspend..... 7
- Senate amendments to Assembly bills, concurrence in..... 77
 - nonconcurrence in. *See* JOINT RULE 28.
- Speaker, election during joint recess..... 34
- special order, set..... 88
- strike from file..... 98
 - bill without Member’s signature.....47(a)
- withdraw from committee and place on file..... 96(b)
 - continue motion.....96(c)
- rollcall demanded by three Members..... 105
- tie, effect of..... 107

W

WITHDRAW

- bills from committee..... 96
 - Rules Committee approval required..... 96(b)
- motions..... 95
- resolutions, from committee..... 96

WITNESSES..... 21

Y

YIELD

- may not yield time in debate..... 108

