

RULES OF THE HOUSE OF REPRESENTATIVES  
103rd GENERAL ASSEMBLY

Adopted January 14, 2025

TIME OF MEETING

Rule 1. The time of meeting by the House, unless otherwise ordered, shall be 10:00 a.m.

ORDER OF BUSINESS

Rule 2. (1) *Administrative Order of Business.* The first of each day, after the House is called to order, shall be employed as follows unless otherwise ordered by the House:

- (a) Introduction of petitions, memorials, remonstrances, and resolutions.
- (b) Introduction and first reading of House Joint Resolutions.
- (c) Introduction and first reading of House Bills.
- (d) First reading of Senate Joint Resolutions and Bills.
- (e) Second reading of House Bills, Joint Resolutions, and Concurrent Resolutions.
- (f) Second reading of Senate Bills, Joint Resolutions, and Concurrent Resolutions.
- (g) Reports of regular standing committees.
- (h) Reports of special standing committees.
- (i) Messages from the Senate.

(2) *Regular Order of Business.* At the close of the administrative order of business, the Speaker or any member may call for the regular order of business. The administrative order of business may be dispensed with by unanimous consent of the House at any time. The regular order of business shall be employed as follows unless otherwise ordered by the House:

- (a) Prayer.
- (b) Pledge of Allegiance to the American Flag.
- (c) Reading and approval of the Journal of the previous day's session.
- (d) Bills, reports, and other business on the table.
- (e) House Joint Resolutions to be perfected and printed.
- (f) House Bills to be perfected and printed.
- (g) Third reading of House Joint Resolutions and Concurrent Resolutions.
- (h) Third reading of House Bills.
- (i) Messages from the Senate.
- (j) Third reading of Senate Joint Resolutions and Concurrent Resolutions.
- (k) Third reading of Senate Bills.
- (l) Adoption of petitions, memorials, remonstrances, and resolutions.
- (m) Reports of subcommittees.
- (n) Such other orders of business as deemed necessary pursuant to law.

HEADINGS ON HOUSE CALENDAR

Rule 3. The House may keep calendars for organizational purposes and to facilitate the consideration of

legislation. Calendars may be created as deemed necessary by the Speaker.

#### FIRST AND SECOND READING OF BILLS

Rule 4. A bill shall be read the first time by journal entry of the title of the bill on the legislative day of its filing. It shall be second read on the following legislative day by journal entry of the title of the bill. The reading of a bill by its title shall be deemed sufficient reading unless the further reading be called for. If the further reading be called for and no objection made, the bill shall be read at length; if, however, objection be made, the question shall be determined by the majority of the members present.

#### ORDERS OF THE DAY

Rule 5. Upon recess or adjournment, the Majority Floor Leader shall advise the entire membership of the business anticipated to be conducted during the remainder of the legislative day and during the next legislative day.

#### ELECTION OF OFFICERS GENERALLY

##### Election; Oath; Compensation

Rule 6. The House shall elect the following officers at the commencement of the first regular session of each general assembly: its presiding officer, who shall be called Speaker of the House, a Speaker Pro Tem, a Chief Clerk, a Sergeant-at-Arms, a Doorkeeper, and a Chaplain, who shall hold office during all sessions until the convening of the succeeding General Assembly, unless sooner removed by a vote of the majority of the members. Each shall receive such compensation as may be provided for by law. Each shall take an oath to support the Constitution of the United States and of this State and to faithfully demean himself or herself in office and to keep the secrets of the House. Such oath shall be administered to the Speaker and Speaker Pro Tem by a Judge of the Supreme Court, Court of Appeals, or a Circuit Court and by the Speaker to the other officers. All other officers of the House shall be appointed by, and serve at the pleasure of, the Speaker and receive such compensation as provided by law.

#### SPEAKER

##### Speaker to Call Members to Order

Rule 7. The Speaker shall take the chair at the hour to which the House has been adjourned and immediately call the members to order and, on the appearance of a quorum, shall cause the Journal of the preceding day to be read unless otherwise ordered by the House, which may then be corrected by the House.

##### Parliamentary Rulings; Referral to Parliamentary Committee

Rule 8. Parliamentary rulings may be made only by the Speaker or the Speaker Pro Tem. At his or her option or at the request from a member of the Parliamentary Committee, he or she may refer points of

order to the Parliamentary Committee for an advisory opinion. In the absence of the Speaker or the Speaker Pro Tem, rulings shall be made by a parliamentary committee. The Committee on Parliamentary Procedure shall be composed of the Speaker, the Majority Floor Leader, and the Minority Floor Leader or their member designees. No member who is temporarily in the chair may rule on points of order, except the Speaker or Speaker Pro Tem, until and unless the Parliamentary Committee has been called and ruled. It shall be the duty of the temporary Speaker to call such Parliamentary Committee at the time the point of order is raised and before any discussion on such point of order takes place. It shall be at the Speaker's discretion whether members may speak on points of order. The Speaker or the Speaker Pro Tem may take points of order under advisement; provided that, he or she rules on the point of order before any other motion to amend is entertained.

#### Speaker May Speak on Points of Order

Rule 9. The Speaker may speak on points of order in preference to any other member, arising from his or her seat for that purpose, and shall decide questions of order, subject to an appeal to the House. No member shall inquire of another member nor debate with other members on points of order but shall address his or her remarks only to the chair.

#### Appeal from a Ruling of the Chair

Rule 10. Should there be an appeal from any ruling of the chair, the question, "Shall the chair be sustained?" shall be immediately put and determined before the House proceeds to other business.

#### Speaker Has General Supervision of Hall

Rule 11. The Speaker shall have general direction and supervision of the House and shall preserve decorum and order in the Hall.

#### Supervision of House Employees

Rule 12. The Speaker shall have general supervision and control over all employees of the House. The Speaker may hire special counsel to assist committees in extraordinary circumstances. The Speaker may make a temporary appointment to fill a vacancy in the office of the Chief Clerk until such time as the House adopts a resolution to fill the vacancy on a permanent basis.

#### Speaker May Substitute Member to Perform Duties

Rule 13. The Speaker may substitute any member to perform the duties of the chair if the Speaker Pro Tem is absent or otherwise engaged.

#### Speaker Shall Sign Bills

Rule 14. The Speaker shall sign all bills, and perform all other duties in relation thereto, as required by the Constitution. He or she shall also sign all joint resolutions and addresses; and all writs, warrants, and subpoenas issued by order of the House shall be under his or her hand, attested by the Chief Clerk.

## Speaker May Clear Hall

Rule 15. In case of disturbance or disorderly conduct in the lobbies or galleries, the Speaker, temporary Speaker, or Chair of the Committee of the Whole House shall have power to order the same cleared. He or she shall not, however, have the power to remove members from the floor of the House, except by a majority vote of those present.

## Manner of Putting Questions

Rule 16. The Speaker shall rise to state and put questions. Questions shall be in the following form: "All those in favor (if by electronic roll call) vote 'Aye'. All those opposed (if by electronic roll call) vote 'No'". If by voice vote say "Aye" or "No". If the Speaker doubts on a voice vote, voting shall be ordered by electronic device. The Speaker may require a recorded vote on any motion.

## OTHER OFFICERS

### Speaker Pro Tem

Rule 17. The Speaker Pro Tem shall perform the duties of Speaker during the sickness or absence of the Speaker, except while some member is discharging such duties as a substitute under Rule 13.

### Chief Clerk

Rule 18. It shall be the duty of the Chief Clerk to serve also as Chief Administrator of the House and to attend the House during its sittings. The Chief Clerk, under the direction of the Speaker, shall prepare and keep the House Journal and seasonably record the proceedings of the House; keep regular files of House papers; attest all writs, warrants, and subpoenas issued by order of the House; keep an account of all fines imposed by the House; maintain a record of the members' attendance; keep an account of the traveling and expense allowances of all the members; transmit to the Senate messages, communications, copies, and documents of the House; keep a docket of proceedings on all bills, resolutions, and acts; and execute the commands of the House from time to time. The Assistant Chief Clerk shall perform the duties of the Chief Clerk in his or her sickness or absence, or upon the Chief Clerk's resignation.

### Sergeant-at-Arms; Doorkeeper; Chaplain

Rule 19. (1) *Sergeant-at-arms*. It shall be the duty of the Sergeant-at-Arms to attend the House during its sittings; to execute the commands of the House from time to time, together with such process issued by authority thereof as shall be directed to him or her by the Speaker; and to oversee the security of the areas within the capitol under the control of the House of Representatives. He or she shall preserve order during committee hearings and in the galleries and lobby and control entry into the Hall and onto the floor during the session of the House. The sergeant-at-arms shall have all powers granted to law enforcement officers in this state to apprehend and arrest persons for violations of Article III, Section 18 of the Constitution of Missouri, and may carry firearms when necessary for the proper discharge of his or her duties. The sergeant-at-arms may employ additional staff to assist him or her in the performance of his or her duties. The sergeant-at-arms and any such additional employees shall maintain a valid

peace officer license for the duration of their employment.

(2) *Doorkeeper.* It shall be the duty of the Doorkeeper, subject to the orders of the Speaker, to attend the sittings of the House. The Doorkeeper shall allow no person to come or remain within the Hall or galleries except as are admitted by the rules or orders of the House. He or she shall execute the commands of the Speaker in relation to his or her duties and shall obey such other orders as may be made by the House.

(3) *Chaplain.* It shall be the duty of the Chaplain, or a member, former member, or employee of the House, as designated by the Speaker, to attend at the commencement of each day's sitting of the House, to open the sessions thereof with a prayer, visit any member who may be sick, and to preach in the Hall of the House of Representatives whenever requested by a vote of the House.

### Employees

Rule 20. The House may employ, and the Speaker appoint, such employees as are necessary to perform the duties of the House. No person shall be initially hired by the House who is related to any member of the House within the fourth degree, by consanguinity or by affinity.

## COMMITTEES

### By Whom Appointed; Composition of Membership

Rule 21. (1) All regular standing, select, conference, interim, and statutory committees shall be appointed by the Speaker who, when appointing a committee, shall designate a member thereof as chair, designate another member as vice chair, and designate the total number of members to serve on each committee, except the minority members of each regular standing committee shall be appointed by the Minority Floor Leader. The vice chair or a designee of the chair shall preside at all committee meetings in the absence of the chair.

(2) The Speaker of the House, the Speaker Pro Tem, the Majority Floor Leader, the Assistant Majority Floor Leader, the Majority Whip, the Minority Floor Leader, the Assistant Minority Floor Leader, and the Minority Whip shall be ex-officio members of all committees of the House, the chair and the vice chair of the Committee on Budget and one member of the committee designated by the Minority Floor Leader shall be ex-officio members of all subcommittees of the Committee on Budget, and the chair of each regular and special standing committee shall be an ex-officio member of each subcommittee of such regular or special standing committee for the purpose of a quorum and inquiry but shall have no vote unless they are duly appointed members of the committee.

(3) The membership of all regular standing committees and all other committees and commissions, unless otherwise provided by the act or resolution creating them, shall be composed as nearly as may be, of majority and minority party members in the same proportion as the number of majority and minority party members in the House bears to the total elected membership of the House, except for the Ethics Committee. The Ethics Committee shall consist of an equal number of members from the majority and minority party.

(4) The Speaker may appoint such special standing committees as he or she deems necessary. Any special standing committee shall have the authority and duties of a regular standing committee if so designated by the Speaker. The Minority Floor Leader may make recommendations to the Speaker regarding minority membership of special standing committees.

(5) The Speaker may dissolve or discharge the members of any conference, interim, or special standing committee at any time and reappoint the members thereof.

### Time of Sitting

Rule 22. No committee shall meet except during those times so designated by the Speaker. No committee shall sit during the session of the House without leave of the House, except for during the administrative order of business.

### The Regular Standing Committees Enumerated

Rule 23. The regular standing committees of the House shall be as follows:

- (1) Administration and Accounts.
- (2) Agriculture.
- (3) Budget.
- (4) Children and Families.
- (5) Commerce.
- (6) Consent and Procedure.
- (7) Conservation and Natural Resources.
- (8) Corrections and Public Institutions.
- (9) Crime and Public Safety.
- (10) Economic Development.
- (11) Elections.
- (12) Elementary and Secondary Education.
- (13) Emerging Issues.
- (14) Ethics.
- (15) Financial Institutions.
- (16) Fiscal Review.
- (17) General Laws.
- (18) Government Efficiency.
- (19) Health and Mental Health.
- (20) Higher Education and Workforce Development.
- (21) Insurance.
- (22) Judiciary.
- (23) Legislative Review.
- (24) Local Government.
- (25) Pensions.
- (26) Professional Registration and Licensing.
- (27) Rules - Administrative.
- (28) Rules - Legislative.
- (29) Transportation.
- (30) Utilities.
- (31) Veterans and Armed Forces.
- (32) Ways and Means.

## Duties of the Regular Standing Committees

Rule 24. (1) *Duties Generally.* Regular standing committees, and appropriations subcommittees established under Rule 24(4)(c) according to the provisions under Rule 25, shall have the authority to consider bills and resolutions that have been referred to them and:

(a) Report the bill or resolution "Do Pass", "Without Recommendation", or "Do Pass - Consent" to the Speaker.

(b) Report the bill or resolution "Do Pass with recommended committee amendment" to the Speaker.

(c) Report the bill or resolution as a "House Committee Substitute - Do Pass" or "House Committee Substitute - Without Recommendation" to the Speaker.

(2) *Administration and Accounts.*

(a) *Duties generally.* The Committee on Administration and Accounts shall superintend and have sole and complete control of all financial obligations and business affairs of the House except those employees appointed by or assigned to the Speaker, or assigned to the Budget Committee Chair, the Speaker Pro Tem, the Majority Floor Leader, the Minority Floor Leader, and the Officers of the House. The committee shall provide for the receiving and receipt of all supplies, equipment, and furnishings purchased from the account of the House and shall further provide for the use and distribution thereof.

(b) *Funds for operation of member's individual offices.* The committee shall also prescribe rules governing the expenditure of funds allotted to individual members for the operation of their offices. Such rules shall be applied equally to, and shall require the equal treatment of, all members with regard to the expenditure of such funds. Subject to such rules, each member shall have discretion to expend such funds, for the use of his or her office, without the approval of the committee.

(c) *Allotment of offices, chamber seats, and parking spaces.* Each member shall be allotted his or her own office, chamber seat, and parking assignment. The committee shall assign all offices, chamber seats, and parking spaces under its control and reserved for members. The committee may make assignments to the party conference or caucus for the conference or caucus to assign to their respective members. The House officers, the floor leaders and assistant floor leaders of each party, the Budget Committee Chair, and the chair and ranking minority member of the Administration and Accounts Committee, without respect to the seniority of those members, shall have priority with respect to such assignments within their respective conference or caucus.

(d) *Duties of the Chief Clerk in Respect to Committee.* The Chief Clerk of the House may be authorized to act for the committee, but only in the manner and to the extent as may have been previously authorized by the committee. Such authorization shall be entered in the minutes of the committee. The Chief Clerk shall maintain financial records for the House in accordance with generally accepted accounting principles. The Chief Clerk of the House shall keep a detailed accounting of all transactions and shall furnish each member of the committee and the Speaker with a copy of such account on a quarterly basis.

(e) *Recognition of Caucuses.* The committee may approve and prescribe for the recognition of caucuses. Any group of five or more House members may seek designation as a caucus for the purpose of identifying and collaborating on issues within a common sphere of public interest. The committee shall post the names of all recognized caucuses on the House website.

(3) *The Committee on Agriculture.* The Committee on Agriculture may consider and report upon bills and matters referred to it relating to the protection, promotion, and encouragement of agriculture in this state.

(4) *The Committee on Budget.*

(a) The Chair of the Committee on Budget shall have the sole responsibility of filing all appropriations bills. The Committee on Budget shall have the responsibility for any other bills, measures, or questions referred to it pertaining to the appropriation and disbursement of public moneys.

(b) *Other duties.* The committee may consider and report upon any bill or resolution referred to it which, in the opinion of the Speaker, merits special consideration. The committee may also consider and report upon bills and matters referred to it relating to the reorganization, consolidation, and abolition of boards, bureaus, commissions, and other offices and buildings of the state, including the Division of Facilities Management, Design and Construction, the capitol grounds, and the state and legislative libraries. The committee is empowered to study and investigate the efficiency and economy of all branches of government, including the possible existence of fraud, misfeasance, malfeasance, collusion, mismanagement, incompetence, corruption, waste, conflicts of interest, and the improper expenditure of government funds in transactions, contracts, and activities of the government or government officials and employees. The committee is authorized to hold hearings, sit, and act at any time or place within the state of Missouri during the recess and adjournment periods of the House, administer oaths, and take testimony, either orally or by sworn written statement. If the committee, after hearing and upon findings incorporated in a report, deems that a particular activity, bureau, agency, committee, commission, department, or any other entity of state government should be discontinued, it shall report such finding to the House for further action by the House.

(c) The Committee on Budget shall have the following subcommittees:

a. *The Subcommittee on Appropriations - Agriculture, Conservation, Natural Resources, and Economic Development.*

b. *The Subcommittee on Appropriations - Education.*

c. *The Subcommittee on Appropriations - General Administration.*

d. *The Subcommittee on Appropriations - Health, Mental Health, and Social Services.*

e. *The Subcommittee on Appropriations - Public Safety, Corrections, Transportation, and Revenue.*

f. Other subcommittees designated by the Speaker.

(d) The Committee on Budget may place a limitation on the time of floor debate for appropriations bills. If a time limitation is imposed, such time shall be divided equally between and controlled by the floor handler of the bill and the floor leader of the political party other than that of the floor handler or their respective designees.

(5) *The Committee on Consent and Procedure.*

(a) The Committee on Consent and Procedure may consider and report upon bills and matters referred to it which, in the opinion of the Speaker, merit special consideration.

(b) If a bill is automatically referred to the Committee on Consent and Procedure with a recommendation that it "Do Pass - Consent", the committee shall review the bill for the purpose of determining whether it should have consent status. The committee may decide, by a majority of those present, whether to place the bill on the appropriate consent calendar. If the committee declines to place the bill on the appropriate consent calendar, it may consider whether to report the bill to the House with a "Do Pass" recommendation without consent status.

(c) The Committee on Consent and Procedure may perform all duties relating to the issuance of courtesy resolutions. A courtesy resolution is a noncontroversial resolution in the nature of congratulations on the birth of a child, celebration of a wedding anniversary, congratulations on an outstanding citizen achievement, or a similar event which is in the practice and procedure of the House



to consider as a courtesy resolution and shall require action by the House as provided for by the House Rules. The Chief Clerk, under the direction of the committee, shall maintain a list of all courtesy resolutions issued under this rule for inspection. Any resolution that is not a courtesy resolution shall require action by the House as provided for by the House Rules.

(d) The Committee on Consent and Procedure shall formulate and present for consideration the rules of the House and shall consider and report upon all propositions to amend or change the rules, which propositions shall stand referred without reading or consideration and without discussion, explanation, or debate to the Committee on Consent and Procedure.

(e) The Chief Clerk, under the direction of the committee, shall supervise the printing of all bills ordered perfected and printed, assuring that procedures are followed in which all amendments to every such bill are incorporated therein before the bill is printed and that the printed copies of the bill provided to the members are true and accurate copies of the bill as ordered perfected and printed. The committee shall also supervise the printing of all bills which are truly agreed to and finally passed, assuring that procedures are followed in which every bill is a true copy of the bill as passed with clerical errors corrected.

(6) *The Committee on Children and Families.* The Committee on Children and Families may consider and report upon bills and matters referred to it relating to the Department of Social Services, the Department of Health and Senior Services, and other matters relating to the fostering and promotion of children, families, and persons with disabilities in this state.

(7) *The Committee on Commerce.* The Committee on Commerce may consider and report upon bills and matters referred to it relating to commercial interests of the state.

(8) *The Committee on Conservation and Natural Resources.* The Committee on Conservation and Natural Resources may consider and report upon bills and matters referred to it relating to the functions and operations of the Department of Conservation and the Department of Natural Resources and all powers thereto conferred upon by the Missouri constitution and statutes.

(9) *The Committee on Corrections and Public Institutions.* The Committee on Corrections and Public Institutions may consider and report upon bills and matters referred to it relating to adult and juvenile penal and correctional problems, the administration of correctional institutions, and the state penitentiary.

(10) *The Committee on Crime and Public Safety.* The Committee on Crime and Public Safety may consider and report upon bills and matters referred to it relating to criminal laws, law enforcement, and public safety matters.

(11) *The Committee on Economic Development.* The Committee on Economic Development may consider and report upon bills and matters referred to it relating to commerce, industrial growth, expansion, and development.

(12) *The Committee on Elections.* The Committee on Elections may consider and report upon bills and matters referred to it relating to elections and election contests involving members of the House and on the qualifications and terms of elected officials.

(13) *The Committee on Elementary and Secondary Education.* The Committee on Elementary and Secondary Education may consider and report upon bills and matters referred to it relating to elementary and secondary education and life-long learning in this state, including teachers, financing, property, indebtedness, and curriculum.

(14) *The Committee on Emerging Issues.* The Committee on Emerging Issues may consider and report upon bills and matters referred to it relating to general or miscellaneous issues as determined by the Speaker.

(15) *The Committee on Ethics.* The Committee on Ethics may consider and report upon complaints referred to it relating to a member of the House involving the commission of a crime, misconduct, willful neglect of duty, corruption in office, or other complaints relating to the ethical conduct of a member. The committee is authorized to sit and act at any time or place within the State of Missouri during the recess and adjournment periods of the House, administer oaths, and take testimony, either orally or by sworn written statement.

(16) *The Committee on Financial Institutions.* The Committee on Financial Institutions may consider and report upon bills and matters referred to it relating to banks, banking, savings and loans, credit unions, and other financial institutions.

(17) *The Committee on Fiscal Review.*

(a) The Committee on Fiscal Review shall consider any bill which requires net additional expenditures of state money in excess of \$250,000 or which reduces net state revenue by more than \$250,000 in any of the three fiscal years immediately following the effective date or at full implementation of the bill. The following bills, excluding appropriations bills, shall be automatically referred to the Committee on Fiscal Review:

a. Any House bill after perfection and before third reading that requires net additional expenditures of state moneys in excess of \$250,000 or that reduces net state revenue by more than \$250,000 in any of the three fiscal years immediately following the effective date or at full implementation of the bill.

b. Any House bill returned with Senate amendments before its consideration.

c. Any Senate bill upon placement on the third reading calendar that requires net additional expenditures of state moneys in excess of \$250,000 or that reduces net state revenue by more than \$250,000 in any of the three fiscal years immediately following the effective date or at full implementation of the bill.

d. Conference committee reports for all House bills and Senate bills upon submission and distribution.

(b) Any Senate or House bill amended so as to increase net expenditures or reduce net revenues shall, upon timely motion adopted by the members, be referred to the Committee on Fiscal Review.

(c) The primary sponsor or, in the case of a Senate bill, the floor handler of a bill referred to the Committee on Fiscal Review shall be entitled to a hearing on the bill but such hearing shall be limited to the reception of testimony by the primary sponsor or floor handler, as the case may be, in person and none other, without leave of the committee chair.

(d) For the purposes of this rule, "net" is defined as the sum of revenues and expenditures, after reductions and increases brought about by a bill have been calculated.

(e) The Committee on Fiscal Review may, with the consent of the House sponsor or floor handler, amend an effective date, emergency clause, or sunset provision onto any bill referred to the Committee prior to its third reading.

(f) If the chair of the Committee on Fiscal Review or any member with approval by a majority vote of the standing committee requests clarifying questions or supplemental information from the director of the oversight division of the Committee on Legislative Research, such clarifications may be given to the Committee or to the member in the form of an appendix to the fiscal note.

(18) *The Committee on General Laws.* The Committee on General Laws may consider matters referred to it relating to general or miscellaneous issues as determined by the Speaker.

(19) *The Committee on Government Efficiency.* The Committee on Government Efficiency may consider and report upon bills and matters referred to it relating to the efficiency of state government

and its programs.

(20) *The Committee on Health and Mental Health.* The Committee on Health and Mental Health may consider and report upon bills and matters referred to it relating to the health care of the citizens of the State, including mental health, the Department of Health and Senior Services, and the Department of Mental Health. The committee may also consider and report on bills and matters referred to it relating to Medicaid and related matters.

(21) *The Committee on Higher Education and Workforce Development.* The Committee on Higher Education and Workforce Development may consider and report upon bills and matters referred to it relating to higher education, including matters relating to financing, facilities, staff, curriculum, and related matters, and matters relating to the regulation and administration of state policies regarding the attraction, training, retention, and safety of the workforce.

(22) *The Committee on Insurance.* The Committee on Insurance may consider and report upon bills and matters referred to it relating to insurance, insurance companies, and the Department of Commerce and Insurance.

(23) *The Committee on Judiciary.* The Committee on Judiciary may consider and report upon bills and matters referred to it relating to the judicial branch of the state and the practices and procedures of the courts of this state, on matters pertaining to civil and administrative laws and procedures, and on matters relating to the ethics of public officials.

(24) *The Committee on Legislative Review.* The Committee on Legislative Review may consider and report upon bills referred to it. The committee shall review bills in its possession to determine whether proposed amendments or substitutes are appropriate and whether bills are technically correct. House bills and resolutions and Senate bills and resolutions may, on amendable calendars, be committed by motion to the Committee on Legislative Review after the bill has lain upon the calendar for one legislative day. Bills may be committed before or after amendment, but not after third reading. The committee may then make a recommendation to the House in the form of a house substitute.

(25) *The Committee on Local Government.* The Committee on Local Government may consider and report upon bills and matters referred to it relating to counties, cities, towns, villages, other political subdivisions of the state, and local government generally.

(26) *The Committee on Pensions.* The Committee on Pensions may consider and report upon bills and matters referred to it relating to the regulation and administration of state policies conferred upon any agency or governmental unit pursuant to the Missouri constitution and statutes of publicly financed or publicly supported pension systems.

(27) *The Committee on Professional Registration and Licensing.* The Committee on Professional Registration and Licensing may consider and report upon bills and matters referred to it relating to the licensing of professionals in this state.

(28) *The Committees on Rules.*

(a) There shall be a Committee on Rules - Administrative and a Committee on Rules - Legislative. Each Committee on Rules shall have the same duties and shall consider and report upon all matters referred to it.

(b) *Duties generally.*

a. If a committee reports a bill, except an appropriations bill, consent bill, or a bill or measure reported from the Committee on Ethics, with a recommendation that it "Do Pass" or "Without Recommendation", the bill shall be referred to a Committee on Rules by the Speaker within ten legislative days of receipt. The committee is hereby authorized to:

(i) Report the bill "Do Pass" to the House without a limitation on time of debate on the bill or

amendments.

(ii) Report the bill "Do Pass" to the House with a limitation on the time of debate.

(iii) Send the bill back to the originating committee in the form as originally referred by the Speaker. If a Committee on Rules sends the bill back to the originating committee, that committee may amend the bill and report the bill again without the need to reconsider the initial vote by which the committee voted the bill "Do Pass".

b. If a bill is referred to a Committee on Rules with a recommendation that it "Do Pass - Federal Mandate", the committee shall review the bill for the purpose of determining whether it should have federal mandate status. The committee may decide, by a majority of those present, whether to place the bill on the appropriate federal mandate calendar. If the committee declines to place the bill on the appropriate federal mandate calendar, it may consider whether to report the bill to the House with a "Do Pass" recommendation without federal mandate status. The authority of the committee with respect to limiting debate shall apply to bills reported by it as "Do Pass - Federal Mandate".

c. If a Committee on Rules shall place a limitation on the time of floor debate on a bill or on amendments, such time shall be divided equally between and controlled by the floor handler of the bill and the floor leader of the political party other than that of the floor handler or their respective designees. The floor handler shall have the right to have the final one minute of designated time. If time has been allocated and unused by either side and no member from that side is seeking recognition, the Speaker may declare additional time waived and recognize the members of the other side to complete the use of their time.

d. In reviewing bills referred to it from another committee, a Committee on Rules may, but is not required to, take such testimony as it deems appropriate to make its decisions. The committee shall not amend any bill that was not initially referred to a Committee on Rules.

e. If a committee has reported a bill "Do Pass" with committee amendments, a Committee on Rules shall take such action as it deems proper on the entire package of the bill with committee amendments as though the committee amendments were already incorporated into the bill.

f. If a Committee on Rules is the original committee to which a bill is referred, the committee may take any action on such bill that is permissible under the authority given to regular standing committees under Rule 24(1) above.

(29) *The Committee on Transportation.* The Committee on Transportation may consider and report upon bills and matters referred to it relating to the Department of Transportation, motor vehicles, traffic regulations, and all means of transportation, including roads, highways, bridges, ferries, airports, and railroads.

(30) *The Committee on Utilities.* The Committee on Utilities may consider and report upon bills and matters referred to it relating to the development, use, and regulation of utilities, communications, and technology and the development, use, and conservation of energy and other energy-related concerns, environmental impact, pollution, and public health and safety as it relates to the issue of energy.

(31) *The Committee on Veterans and Armed Forces.* The Committee on Veterans and Armed Forces may consider and report upon bills and matters referred to it relating to terrorism and security against terrorism, veterans affairs, the armed forces, the promotion and strengthening of states' rights, and military and naval affairs of the State.

(32) *The Committee on Ways and Means.* The Committee on Ways and Means may consider and report upon bills and matters referred to it relating to the taxes of the state, tax credits, revenue and public debt of the state, and the interest thereon, and the administration of taxation and revenue laws. The committee may also inquire into and suggest to the House such changes, if any, that should be made

in respect to existing sources of revenue and such new sources of revenue, if any, that in the judgment of the committee should be considered by the House. The committee may also inquire into and suggest to the House such changes, if any, that should be made in respect to eliminating any existing sources of revenue, if any, that in the judgment of the committee should be considered by the House.

### Subcommittees

Rule 25. (1) *Establishment and Membership.* The Speaker may establish a subcommittee of a regular or special standing committee. A subcommittee shall consist of no more than one-half of the number of members of its regular or special standing committee. Appropriations subcommittees may consist of members who are not members of the Committee on Budget. Members of the subcommittee shall be appointed by the Speaker, except the minority members of the subcommittee shall be appointed by the Minority Floor Leader. The membership of all subcommittees shall be composed, as nearly as may be, of majority and minority party members in the same proportion as the number of majority and minority party members in the House bears to the total elected membership of the House. When establishing a subcommittee, the Speaker shall designate a member of the subcommittee as chair and may designate another member as vice chair.

(2) *Duties.* Subcommittees shall consider all issues or matters referred to them by their respective regular or special standing committee and shall report upon such issues or matters to their respective regular or special standing committee. No bill or substitute shall be taken up for consideration by any subcommittee, except appropriations subcommittees established under Rule 24(4)(c) may consider all bills referred to them by the Speaker and report upon such bills to the Committee on Budget as "Do Pass", "Without Recommendation", or "Do Pass with recommended committee amendment". Appropriations subcommittees shall not report a bill as a House Committee Substitute. Subcommittees, except for appropriations subcommittees, shall be authorized to hold hearings, sit, and act only during the hearing times allocated for their respective regular or special standing committees, unless otherwise granted by the Speaker. Subcommittees shall be authorized to administer oaths and take testimony, either orally or by sworn written statement.

(3) *Reports.* Subcommittees may report to the House upon issues or matters referred to them. The Majority Floor Leader may call for reports from subcommittees at any time during the administrative order of business or during the regular order of business. A quorum of the House need not be present to receive a report from a subcommittee. Reports from subcommittees shall not be amended, no vote shall be taken, and no other motion shall be in order during receipt of a subcommittee report. After receipt of a report from a subcommittee, debate and inquiry shall be allowed, but no member shall be allowed to speak or inquire for more than five minutes, except by leave of the Speaker.

### Duties of Committee Chair; Committee Organization

Rule 26. (1) *Duty to preside.* It is the duty of the chair to preside at all sessions of the committee. In the absence of the chair, the vice chair of the committee or a designee of the chair shall preside.

(2) *Duty to maintain minute book.* The chair shall see that a minute book is kept for his or her committee. The minute book shall contain the attendance and voting records of the committee members, a brief statement of the business that comes before the committee, the names and signed witness forms of the persons and witnesses appearing before the committee and what side of a proposition they appeared on behalf of at the committee hearing, or if the appearance was informational

in nature and neither for or against the proposition. The Chief Clerk shall be the repository of the minute book after each session of the general assembly and shall submit the same to the Secretary of State prior to the next regular session.

(3) *Duty to preserve order.* The chair shall preserve order and decorum in and adjacent to the committee room and shall conduct all hearings in accordance with the Rules of the House including the provisions that relate to decorum, debate, and dress code. The chair may punish breaches of order and decorum by censure and exclusion from the hearings.

(4) *Bills, reports, and other documents.* The chair shall have custody of all bills, papers, and other documents referred to the committee and shall make reports authorized by the committee and submit the same to the House without delay.

(5) *When a bill fails.* Whenever a motion that a bill "Do Pass" shall fail, or if there be an even division on the question, the chair shall report such bill back to the House "Do Not Pass" unless such bill is otherwise disposed of by another motion.

(6) When a motion has been decided by a committee, any member voting on the prevailing side may move to reconsider the vote provided that:

(a) The chair still has possession of the bill; and

(b) The motion to reconsider is made on the same day on which the motion was decided or within the next three occurrences in which the committee convenes with a quorum present at a properly scheduled meeting at which the original motion would be in order. A majority of the members appointed to the committee is required to sustain any motion to reconsider. The motion to reconsider shall be a recorded vote.

(7) *Training requirement.* All committee chairs shall be required to attend committee chair training.

## Committee Hearings

Rule 27. (1) All bills afforded a committee hearing shall be considered by giving the sponsor or handler, the proponents, the opponents, and those testifying for informational purposes a reasonable opportunity to be heard. Persons addressing the committee shall keep their remarks to the point and avoid repetition and are subject to call to order by the chair for failure to do so. In the discretion of the committee chair, the length of time allowed one speaker or questioner may be limited. If the sponsor or handler is unable to attend the hearing, the sponsor may request in writing that another member appear on his or her behalf, which request shall be approved by the committee chair.

(2) A committee may allow for remote public testimony via telephone or video conferencing in the event of an emergency or if special accommodations are necessary with the approval of the committee chair and the Speaker. If a committee is to consider remote testimony for specific legislation, that information shall be included on the committee notice so that individuals who desire to testify remotely may request to do so. In order to allow remote testimony, the committee shall approve a remote testimony schedule, which shall include the length of time allowed for such testimony and any division of such time among proponents, opponents, and those who wish to testify for information purposes. Only individuals who submit a completed, signed witness form shall be allowed to do so.

(3) Written testimony may be submitted online through the House website.

## Quorum

Rule 28. A majority of all committees of thirty or less, and fifteen members of all committees consisting of more than thirty members, shall constitute a quorum for the transaction of business. A committee may meet with less than a quorum to hear testimony.

#### Meetings - How Announced

Rule 29. (1) Announcement of all meetings of committees shall include a statement of all matters to be considered at the meeting, shall include the bill or resolution numbers to be considered and shall be entered in the Journal prior to the day on which the meeting is to take place. Such journal entry shall reflect the date, time, and location of the meeting.

(2) The chair of each committee shall give written notice of the time, date, place, and agenda of the meetings, including executive sessions, of his or her committee and each committee having matters pending before it shall hold a meeting at such time, date, and place unless excused by the Speaker. Notice shall be given at least one legislative day in advance of the committee meeting. Notice may be reduced to twenty-four hours by unanimous consent of all members of the committee, whether in attendance or not. Notice shall never be less than twenty-four hours. All notices shall include posting of the notice outside the Speaker's office.

(3) No bill or resolution shall be considered in an executive session by the committee of initial referral unless the committee meeting notice required under subdivision (2) of this rule lists the bill or resolution for executive session, except when excused from such notice requirement by leave of the Speaker, and unless a public hearing has been held on the bill or resolution.

(4) Committees shall comply with the requirements of the statutes pertaining to open meetings.

#### Committee Substitutes

Rule 30. No bill or substitute may be offered in the committee of initial referral unless such bill or substitute shall have been distributed to the members of the committee at least one legislative day and twenty-four hours in advance of such consideration. Electronic distribution shall be an acceptable form of distribution. This rule may be waived by unanimous consent of all members of the committee, whether in attendance or not. Failure to take the bill up for consideration at the designated time requires that one legislative day and twenty-four hours' notice be given again before it is taken up for consideration.

#### House Committee Bills

Rule 31. (1) Any regular or special standing committee shall have the authority to introduce upon report a House Committee Bill. The chair of the committee or his or her designee shall be the handler of the bill. No committee shall introduce upon report any House Committee Bill after April 1. The number of House Committee Bills allowed to be introduced by a regular or special standing committee shall be limited by the Speaker. The total number of House Committee Bills allowed to be introduced by all regular and special standing committees shall not exceed three times the number of regular standing committees.

(2) No House Committee Bill shall be taken up for consideration by a committee unless a draft of such bill shall have been distributed to the members of the committee at least one legislative day and twenty-four hours in advance of such consideration. Such drafts shall be made available online

immediately upon distribution. Electronic distribution shall be an acceptable form of distribution.

(3) The chair of the committee or his or her designee, the proponents, opponents, or persons testifying for informational purposes may be called to testify during the hearing to draft the House Committee Bill; any input or testimony provided shall be based on the subject matter contained in the draft that was distributed in advance as provided in subdivision (2) of this rule.

(4) Upon motion, the committee is authorized to report that the draft House Committee Bill be introduced. After being read a first and second time, the House Committee Bill shall be referred to a Committee on Rules.

(5) The Committee on Rules is hereby authorized to report the bill "Do Pass" to the House or send the bill back to the originating committee. If a Committee on Rules sends the bill back to the originating committee, that committee may amend the bill and report the bill again without the need to reconsider the initial vote. In reviewing bills referred to it from another committee, a Committee on Rules may conduct a hearing and take such testimony as it deems appropriate to make its decisions. The Committee on Rules shall not amend any House Committee Bill.

#### Other Duties

Rule 32. Each committee, in addition to the duties above prescribed, shall perform such other duties as may be required by the House. If it shall become necessary to compel the presence of any person before a committee, the production of records or documents, or to receive sworn testimony before a committee, a subpoena may be issued under the hand of the Speaker as provided by law. The chair of the committee shall be authorized to administer oaths and take testimony, either orally or by sworn written statement. Any person who knowingly testifies falsely upon such oath or affirmation may face criminal penalties for perjury or other offenses as provided by law.

#### Attendance

Rule 33. The secretary of each committee shall keep a record of the attendance of each committee meeting in the minute book of the committee, which shall be available to any person upon request. Any member of a committee absent, without good cause, from three consecutive meetings of the committee, as shown by the records of the committee, may be dropped therefrom by a statement to that effect entered into the House Journal by the Speaker. The roll shall be recorded by the chair or secretary of a committee at each meeting.

#### Minority Views

Rule 34. The minority of a committee may not make a report or present to the House an alternative report, but has the right to file views to accompany the report.

#### Committee Relieved of Bill - When

Rule 35. No bill shall be taken away from any regular standing committee or special standing committee, as provided by the Constitution, until after ten legislative days have expired after referral to the committee by the Speaker. Pursuant to the Constitution, one-third of the members of the House shall have the power to relieve a committee of any bill. Such power may be exercised by filing a petition to



that effect with the Chief Clerk. Upon receipt of such petition containing the signatures of at least fifty-five members, the Chief Clerk shall publish such petition in the Journal and place the discharged bill upon the formal calendar.

### Election Contest

Rule 36. Whenever there shall be filed with the Speaker a notice of contest of the election of a member of the House, he or she shall refer the same, without discussion, either to the regular standing Committee on Elections or a special standing committee appointed to hear the matter. Such committee shall examine the timeliness and sufficiency of the notice, the depositions, and other documents submitted and report to the House its recommendations, whereupon the House shall act by resolution to sustain or reject the committee recommendations.

### Ethics Committee

#### Complaints of Ethical Misconduct

Rule 37. (1) (a) The Speaker shall appoint a Committee on Ethics and name the committee's chair. The Minority Floor Leader shall name the committee's vice chair and minority members. The committee shall have an equal number of members of the majority and minority party.

(b) The committee may consider and report upon complaints referred to it relating to a member of the House involving the commission of a crime, misconduct, willful neglect of duty, corruption in office, or other complaints relating to the ethical conduct of a member, which may include actions that occurred prior to the current general assembly. The committee is authorized to sit and act at any time or place within the State of Missouri during the recess and adjournment periods of the House, administer oaths, and take testimony, either orally or by sworn written statement.

(c) No later than January 31st of the first regular session of each general assembly, the Committee on Ethics shall adopt Rules of Procedure for the investigation of complaints of ethical misconduct referred to it involving a member of the House. The proposed Rules of Procedure shall be filed by the committee in the form of a House Resolution with the Clerk of the House, reported in the Journal, and automatically placed on the House Resolutions Calendar without further referral.

(d) Upon receipt of a complaint, in writing and under oath, of ethical misconduct by a member of the House made by another member, the Speaker shall refer the same, within fourteen calendar days, without discussion, to the Committee on Ethics. Upon referral of a complaint to the committee, the Speaker shall deliver a memorandum to the Clerk of the House documenting the date of referral. The complaint shall be confidential. The Committee shall examine the sufficiency of the complaint pursuant to the Committee's Rules of Procedure.

(e) At the conclusion of the investigation, the Committee shall report its findings, conclusions, and recommendations to the House. If the committee recommends any disciplinary action, the House shall act by resolution to sustain or reject the Committee recommendations. The Committee may recommend that the House expel, or otherwise punish, the member as provided in Article III, Section 18 of the Missouri Constitution.

(f) All rules that pertain to regular or special standing committees shall apply to the Committee on Ethics to the extent consistent with this rule and any rules of procedure adopted pursuant to this rule.

(2) In any instance of a complaint of sexual harassment made either by or against a member, the

Chief Clerk of the House shall contract with outside legal counsel for the purpose of investigating the complaint. All complaints shall be kept confidential. The Chief Clerk shall ensure the complaint and any results of an investigation shall be referred within fourteen calendar days of receipt of the complaint to the chair and ranking vice chair of the Committee on Ethics; except that, the fourteen-day referral requirement may be extended for good cause for a period no longer than thirty days. The Committee on Ethics Rules of Procedure and the House policy handbook shall be harmonized with the Rules of the House for the investigation of sexual harassment complaints.

(3) Unfinished business before or reported from the Committee on Ethics of a previous general assembly may be resumed during a subsequent general assembly.

## BILLS

### Referral

Rule 38. The Speaker shall refer all bills and resolutions to a committee. The Speaker may re-refer any bill or resolution previously referred to a committee prior to a public hearing being held on the bill.

### Introduced - Manner of Setting Forth New and Old Material

Rule 39. (1) *When*. Bills may be introduced only on the report of a committee or by any member of the House, in the administrative or regular order of business. No member shall file a bill, other than an appropriation bill, after March 1, without leave of the House. No committee shall introduce upon report any House Committee Bill after April 1.

(2) *Manner of Printing*. Any bill shall have the matter which is being repealed from current law enclosed in bold-faced brackets and the matter which is being added to the law underscored when typewritten and in bold-faced type when printed. In addition, the Chief Clerk may adjust the formatting of printed bills in the House in order to increase readability. A footnote shall be annexed to the first page of each bill which contains material enclosed in bold-faced brackets to the following effect:

"EXPLANATION - Matter enclosed in bold-faced brackets in the above bill is not enacted and is intended to be omitted from the law. Matter in bold-face type in the above bill is proposed language."

Where a section is completely rewritten, the existing section shall be set forth in small type in bold-faced brackets in a note following the new section but the changes need not be distinguished. Any House bill or substitute thereof which does not comply with this rule shall not be placed upon the calendar.

(3) *Numbering of Bills*. The Chief Clerk shall number bills in the order of their filing, reserving numbers for appropriations bills.

(4) *Withdrawal*. Any bill may be withdrawn by the sponsor before the bill has been referred to any regular or special standing committee.

### Number of Copies Printed

Rule 40. The Chief Clerk shall print such number of copies of all House Bills and House Joint Resolutions as he or she shall deem appropriate.

## Federal Mandate Calendar

Rule 41. (1) When a federal mandate bill is reported from the appropriate committee with recommendation that it "Do Pass" or "Without Recommendation", it shall go upon the calendar of the House.

(2) No bill shall be placed on a Federal Mandate Calendar unless it is federally mandated, immediate in nature, and reduces revenues or savings if not enacted. A federal mandate bill may only contain subject matter concerning the federal mandate. A member wishing for his or her bill to be considered for placement on the Federal Mandate Calendar shall request in writing to the chair of the committee where such bill has been referred. The written request shall state the deadline by which the state must comply with the federal mandate and what will happen if the state fails to take action by such date. A copy for each committee member of the federal statute or regulation mandating such action shall accompany the request. After the committee has voted "Do Pass" on a bill with such a request, it shall take a second recorded vote on whether to recommend that it be placed on the Federal Mandate Calendar. If said bill is reported "Do Pass" by a regular standing committee with a recommendation that same be placed on the Federal Mandate Calendar, the chair of the committee shall submit to the Speaker a copy of the original written request, along with a copy of the federal statute or regulation mandating State action. If the Speaker concurs with the committee that the bill complies with the requirements of this rule, he or she shall advise the Chief Clerk to place same on the Federal Mandate Calendar. If the Speaker does not concur, he or she may place the bill on the Perfection Calendar. Each bill placed upon the Federal Mandate Calendars shall have attached thereto a copy of the federal statute or regulation that mandates the bill, along with a copy of the request to place the bill on the Federal Mandate Calendar and shall be distributed to all members at least twenty-four hours prior to consideration by the entire House.

## Revision Bills

Rule 42. Any bill denominated as a revision bill by the appropriate committee shall contain only that subject matter approved by the committee on legislative research, and additional material may not be amended thereto, unless needed as a technical correction.

## Motion To Place On Calendar

Rule 43. If any bill is reported from committee with the recommendation that it "Do Not Pass" it shall not go on the calendar of the House unless ordered by a constitutional majority. At the same time the bill is reported to the House, the committee chair shall notify the sponsor or handler of the bill that such report is being made. A motion to have a bill placed upon the calendar shall be made within three legislative days after the bill is reported and when the sponsor of the bill is present or the motion is made by a member upon the sponsor's written request. If no such action is taken within such time, the bill shall lie on the table. If such a motion is sustained, the bill shall be referred to a Committee on Rules for further action thereon.

## Timing of Placement on Calendar

Rule 44. No House bill shall be taken up for initial consideration by the House unless it has been upon the calendar for at least one legislative day.

## Bills Laid Over Informally

Rule 45. When a bill is reached, in its order, to be perfected and printed, or to be third read and finally passed, it may, upon the request of the Majority Floor Leader or the sponsor or handler thereof if a House Bill, or upon the request of its handler in the House if a Senate Bill, hold its place on the calendar or be laid over informally and thereafter be called up at any time when otherwise in order.

## To Appear In Order

Rule 46. All bills laid over informally and not taken up and disposed of the same day shall appear in order upon the calendar for the next legislative day following.

## Ten Day Rule

Rule 47. If a bill laid over informally is not taken up for further consideration within ten legislative days after being laid over, it shall lie on the table and be dropped from the calendar of the House without further action of the House.

## Consent Calendar

Rule 48. (1) *Which Bills May Be Placed on the Consent Calendar.* Each regular standing committee, after a favorable vote on a bill, may further determine by a second and affirmative vote of every member present whether such bill is of a noncontroversial nature and qualifies for consent status. Bills that specifically authorize an easement or right-of-way involving state property shall qualify for consent status. A bill shall not be considered for consent status if it:

- (a) Is of a controversial nature;
- (b) Makes a substantial policy change;
- (c) Increases net expenditures of the state;
- (d) Reduces net revenue of the state; or
- (e) Creates or expands a penalty provision.

If it has been determined by the regular standing committee that such bill is of a noncontroversial nature and meets all consent requirements, the regular standing committee shall report the bill to the Committee on Consent and Procedure as "Do Pass - Consent". The Committee on Consent and Procedure may decide by a majority affirmative vote of those present whether to place the bill on the appropriate consent calendar.

(2) *Procedure on House Bills.* If the regular standing committee shall so determine, the appropriate committee report shall include a request that a bill be placed on the House Consent Calendar for Perfection. Any bill so reported shall automatically be referred to the Committee on Consent and Procedure. Any bill reported by the Committee on Consent and Procedure with the recommendation that it be placed on the House Consent Calendar for Perfection may be placed on that calendar if the Speaker concurs with the recommendation. If the Speaker does not concur, he or she may place the bill on the Perfection Calendar. After such bill has remained on the House Consent Calendar for Perfection for five legislative days, it shall be ordered perfected and advanced to the House Consent Calendar for Third Reading and Final Passage without further action of the House, unless five members, with at least

two from each political party, have filed written objection with the Chief Clerk. If such objections are filed, the bill shall be placed on the House Bills to be Perfected and Printed Calendar. An objection made by five members under this rule cannot be rescinded.

(3) *Senate Bills - Consent.* When the Senate passes a bill by its procedure for consent bills, such bill shall be considered for treatment as a consent bill by the House committee without further request; provided however, that the same committee procedures, votes, and requirements for House Bills being considered for consent shall be applied to Senate Bills being considered for consent. A Senate Bill may be considered by the committee for consent even if it was not a consent bill in the Senate.

(4) *Procedure on Senate Bills.* Senate Bills passed out of the appropriate House regular standing committee and the Committee on Consent and Procedure with the request that the bill be placed on the Senate Bills for Third Reading and Final Passage - Consent Calendar are subject to the five member objection provision of this rule.

(5) *Deadline for Placing Senate Consent Bills on the Calendar.* No Senate consent bills shall be placed on the consent calendar after April 15.

(6) *Amendments.* House bills may be considered for consent after they are amended in committee but may not be amended on the floor of the House.

Senate consent bills may be amended in committee but not on the floor of the House unless the Senate Rules allow amendment of House consent bills on the floor of the Senate, in which case Senate consent bills may be amended on the floor of the House. House committee amendments to Senate consent bills shall be deemed adopted on the fifth legislative day.

## AMENDMENTS AND SUBSTITUTES

Rule 49. (1) *In Writing and Distributed in Advance.*

(a) Proposed amendments shall be reduced to writing.

(b) Every amendment shall be distributed in advance of the time the bill is initially taken up for consideration. An amendment shall be considered to have been distributed if it has been either transmitted electronically and made available on each member's chamber laptop computer and a copy in paper form placed on the desk of the Majority Floor Leader and Minority Floor Leader or placed on the members' desks in paper form, except for the desk of any member who has waived receipt of amendments. An amendment to a House Substitute shall be considered timely if it is distributed prior to the motion being made to adopt the House Substitute.

(c) The sponsor of an amendment that has been distributed may make technical corrections at the time the amendment is offered or under consideration. Any technical corrections shall be read in full by the clerk. Technical corrections shall be subject to a point of order that they are not truly technical in nature.

(d) The sponsor of an amendment shall not otherwise amend or substitute his or her own amendment.

(e) Every proposed amendment to the amendment and substitute amendment may be offered after the time a bill is initially taken up for consideration but shall be distributed prior to the offeror inquiring or speaking on the underlying amendment.

(f) Amendments shall be prepared by House Research or House Appropriations and filed with the Chief Clerk.

(2) *What Amendments and Substitute Amendments are in Order.* When a bill, motion, or

proposition is under consideration, a motion to amend and a motion to amend that amendment shall be in order, and it also shall be in order to offer a further amendment by way of substitute for the original motion to amend, to which one amendment may be offered.

(a) It shall not be in order to offer a substitute amendment to an amendment to an amendment.

(b) When an amendment is offered, a substitute for that amendment is offered, and an amendment to the substitute is offered, it shall not be in order to offer a substitute for the amendment to the substitute.

(c) Any proposed amendment in the third degree shall be out of order.

(d) Any motion to adopt an amendment may be withdrawn by the sponsor before decision thereon.

(e) Once a bill has been amended, it shall be in the possession of the House.

(f) If a proposed amendment has been defeated, the same amendment shall not be proposed again. An amendment identical to one previously decided on the same bill is not in order, except for amendments to appropriations bills.

(3) *Committee Substitutes Treated as Original.* A House Committee Substitute shall be considered as an original bill for purposes of amendment.

(4) *House Substitute.* No House Substitute will be in order except those reported from the House Committee on Legislative Review. No House amendment which, in the opinion of the Speaker, is effectually replacing the underlying bill or committee substitute will be in order.

(a) A bill may be sent to the Committee on Legislative Review prior to the adoption of any House Committee Substitute; prior to the bill's perfection, if a House bill; or prior to third reading, if a Senate bill.

(b) A House Substitute shall take the form of an original bill and is subject to floor amendments, except that it shall not be subject to an amendment by a subsequent House Substitute.

(c) Any House Substitute reported from the Committee on Legislative Review shall lie on the calendar at least one legislative day in advance of consideration on the House floor.

(d) A House Substitute reported from the Committee on Legislative Review shall not be offered on the House floor in the form of an amendment.

(5) *When Federal Mandate Bills can be Amended.* Amendments to House and Senate bills-Federal Mandate are permitted only within the scope of the federal mandate. Perfecting amendments are permitted to make technical amendments.

(6) *Appropriations Bills.*

(a) No amendment to the appropriations bills of the state budget shall be in order if it increases the total amount of general revenue or general revenue equivalent appropriated in the House appropriations bills. Any amendment that increases the amount of general revenue or general revenue equivalent appropriated in the House appropriations bills shall be required to be submitted with a separate amendment that makes an equal reduction in general revenue or general revenue equivalent in the same bill or any other of the bills still pending. If the reduction is in another bill, the decreasing amendment shall be taken up first, and the increasing amendment may be taken up only if the decreasing amendment is adopted. When a pair of amendments is submitted, the decreasing amendment shall be required to clearly identify the corresponding increasing amendment.

(b) If a member's decreasing amendment is adopted and the same member's increasing amendment is defeated, the decreasing amendment's adoption is moot.

(c) The offering and adoption of an amendment decreasing the amount of general revenue or general revenue equivalent appropriated without a balancing increase creates no right of another

member to offer an increasing amendment in any amount up to the amount of the decrease effected by the decreasing amendment, and no member may be recognized for the purpose of making such an amendment.

(d) For the perfection of the House appropriations bills of the state budget only, it shall be permissible to amend any line item as often as the House pleases, as long as prior adopted amendments to the line item are taken into account.

(e) Notwithstanding any rule to the contrary, neither substitute amendments nor amendments to amendments shall be in order for any appropriations bill other than technical corrections under Rule 49(1).

#### Committee Substitute Printed

Rule 50. When a committee recommends a substitute for a bill, the original bill will accompany the substitute. The substitute shall be handled on the floor of the House by the committee chair or any member designated by the committee chair. The Chief Clerk shall have an appropriate number of copies of the substitute printed. No committee substitute shall be called from the calendar of the House until the printed copies have been distributed for at least one legislative day. Amendments, if any, may be offered to the substitute before the vote on the motion to adopt the substitute is taken. If the substitute is defeated, the original bill shall be before the House for perfection and shall be considered and shall be handled on the floor by the original sponsor of the bill. Notwithstanding the provisions of this rule, the Speaker may, at any time, change the House handler of any bill or substitute unless the sponsor of the House bill objects.

#### Order of Amendments

Rule 51. When amendments to any bill, motion, or proposition are pending, they shall be voted on in the following order:

(1) Amendments to the amendment are disposed of before the substitute is taken up. Only one amendment to the amendment is in order at one time; but as rapidly as one is disposed of by rejection or incorporation as a part of the amendment, another is in order as long as any member desires to offer one.

(2) Amendments to the substitute are next voted on, and may be offered, one at a time, and as rapidly as one is disposed of by rejection or incorporation as a part of the substitute amendment, another is in order as long as any member desires to offer one, until the substitute amendment is adopted.

(3) The substitute amendment, as amended, is next voted on. If the substitute amendment is adopted, the underlying amendment to which it was offered shall not be voted upon, but the substitute amendment shall become part of the bill.

(4) The amendment is voted on last. If any substitute has not been agreed to, the vote comes on the amendment as amended.

(5) The House Committee Substitute is next voted upon, after opportunity for amendment. If the House Committee Substitute is adopted, there shall be an additional vote for the perfection of the bill, as amended.

(6) If there is no House Committee Substitute, or if the House Committee Substitute is not adopted, the original House Bill is next voted upon, after opportunity for amendment.

#### Amendments Incorporated In Bill

Rule 52. All amendments adopted by the House to a bill originating in the House shall be incorporated in the bill as perfected, and the bill, as thus perfected, shall be printed for the use of the members before its final passage, provided that the bill shall be subject to a titling amendment before the vote on perfection is taken. For purposes of this rule, a titling amendment shall not count against the Rule 87 prohibition on speaking twice on the same question. The perfecting and printing shall be done under the supervision of the Chief Clerk who shall assure that the bill is truly perfected and the printed copies furnished to the members are correct.

## BILLS AND JOINT RESOLUTIONS

### Ayes and Noes Taken

Rule 53. When a bill shall have passed the House and been returned from the Senate with amendments, such amendments may be concurred in collectively by a constitutional majority, unless objection be made, in which case the vote shall be taken severally, and no amendment or amendments shall be concurred in by the House except by a constitutional majority and the names of those voting for and against recorded upon the Journal of the House.

### Repassage

Rule 54. When all Senate amendments to House Bills have been concurred in by a constitutional majority of the House, the question shall then be put: "Shall the bill as amended be truly agreed to and finally passed?". On this question the ayes and noes shall be called for, and as on first passage, a constitutional majority shall be necessary to the final passage of the bill.

### Majority to Perfect

Rule 55. A quorum being present, a majority of those voting aye and no shall be sufficient to perfect a bill and order it printed.

### Amending After Perfection; Perfecting Amendments

Rule 56. No bill shall be amended after being perfected and printed without a reconsideration of the vote by which it was ordered perfected and printed and if such bill be amended, it shall again be perfected and printed, except that a perfecting amendment to make technical corrections is in order after the bill has been ordered perfected and printed and before it has been read the third time.

### Motion for Passage

Rule 57. When the Chief Clerk presents a bill as perfected and printed, it shall go upon the calendar to be agreed to and passed. When the bill is taken up in its order, the question shall then be: "Shall the bill be third read and passed?". It shall require a constitutional majority to sustain the question.

### Course After Passage



Rule 58. When a bill or joint or concurrent resolution passes the House, it shall be certified by the Chief Clerk, noting the day of its passage at the foot thereof.

#### Perfecting Amendments on Bills Returned From the Senate

Rule 59. No bill or joint or concurrent resolution that has been returned from the Senate may be further amended without placing the bill in conference.

#### Conference Reports

Rule 60. (1) *Signatures on a Conference Report.* All conference committees shall be composed of five conferees from each chamber. No conference report shall be submitted to either chamber unless approved by a majority vote of the full committee with not less than three conferees from the House and two conferees from the Senate signing the report.

(2) *Review for Correctness.* Before a conference report is referred to the Regular Standing Committee on Fiscal Review, it shall be reviewed for the technical correctness of the report and of any amendments, bill, or substitute the report recommends for passage by the House.

(3) *Notice Requirements.* No conference committee report shall be taken up and considered unless the same has been distributed to the members at least one legislative day prior to consideration.

(4) *Exceeding the Differences.* Unless authority is granted by the House to exceed the differences, the conferees shall confine themselves to matters that are within the scope of the differences between the House position and the Senate position. When a report is offered for adoption, the point of order that the conferees have exceeded the differences shall be in order. The Speaker may rule on the point of order or may place the question of whether the conferees have exceeded the differences before the House for a vote. A majority of members voting prevails on the question.

### RESOLUTIONS

#### Joint and Concurrent Resolutions

Rule 61. All joint and concurrent resolutions designed to submit to the qualified voters of the state amendments to the Constitution of the State of Missouri, to be voted upon by such voters, shall be read on three separate days, and shall be reported upon by the committee of the House, and shall otherwise be proceeded upon in like manner as a bill.

#### Resolutions of Congress

Rule 62. All joint and concurrent resolutions of the Congress of the United States designed to submit to the legislature an amendment to the Constitution of the United States shall be submitted as a Concurrent Resolution and read on three separate days, shall be reported upon by a committee, shall be adopted only by a constitutional majority and shall otherwise be proceeded upon in like manner as a bill. The text of the amendment as proposed by the Congress of the United States shall not be amended.

#### Reference of Resolutions, etc. Stand Referred

Rule 63. (1) All petitions, memorials, remonstrances, resolutions, and other papers offered shall stand referred, without reading, consideration, discussion, explanation, or debate, to the Committee on Consent and Procedure unless timely referred to some other appropriate committee by the Speaker. Resolutions informing the Governor or the Senate that the House has convened, taken some action, or adjourned, resolutions to elect officers of the House, resolutions expressing the appreciation of the House to public officials, resolutions to adopt temporary rules, and concurrent resolutions to convene joint sessions may be adopted by the House upon introduction without referral to committee. Those papers that are favorably recommended by the committee for adoption by the House shall be listed in the Journal and placed upon a resolutions calendar.

(2) Joint courtesy resolutions shall be allowed if established by the rules of the Senate.

(3) Any resolution offered to request an investigation of a state official for the purposes of impeachment shall be referred to any committee designated by the Speaker. Articles of impeachment shall only be introduced by the committee designated to investigate the matter and shall be read on three separate days by journal entry.

## SENATE BILLS

### Referral

Rule 64. Each Senate Bill shall, upon second reading, be referred to the appropriate committee of the House.

### Go Upon The Calendar

Rule 65. When a Senate Bill is reported from the committee to which it was referred with the recommendation that it "Do Pass", or "Without Recommendation", it shall be referred to a Committee on Rules. When a Senate Bill is reported from a Committee on Rules with the recommendation that it "Do Pass", or "Without Recommendation", it shall go upon the House Calendar for the third reading and final passage, provided that no Senate Bill shall be taken up for initial consideration by the House unless it has been upon the Calendar for at least one legislative day.

### Senate Bills Reported "Do Not Pass"

Rule 66. If a Senate Bill is reported from the committee to which it was referred with the recommendation that it "Do Not Pass" it shall not go upon the calendar of the House for third reading and final passage, unless so ordered by a constitutional majority of the House. In such case, the motion to place the bill on the calendar shall be made within three legislative days of the report and by a member who has been requested by the Senate sponsor of the bill. If such a motion is sustained, the bill shall be referred to a Committee on Rules for further action thereon.

### Amendments

Rule 67. Senate Bills may be amended by the House when placed upon third reading and final passage, and any Senate bill so amended shall be subject to a titling amendment before the final vote is taken thereon.

## BILLS NOT TO BE PASSED ON PREVIOUS ROLL CALL

Rule 68. No bill shall be passed by any roll call previously taken on another bill, nor shall more than one bill be passed on any one roll call.

## MOTIONS, DEBATE, and FLOOR PROCEEDINGS

### Shall Be Read or Stated Before Debate

Rule 69. When a motion is made, it shall be stated by the chair before being debated.

### When In Possession of the House

Rule 70. When a motion is stated by the Speaker, it shall be deemed to be in possession of the House. The motion may be withdrawn by the author at any time before a decision.

### To Be Reduced to Writing

Rule 71. Every motion shall be reduced to writing if the Speaker or any member demands it.

### Shall Be Germane

Rule 72. All motions pertaining to a bill, including amendments, substitute amendments, and amendments to the amendment, must be germane to the subject of the bill. All amendments to amendments and substitute amendments must be germane to the underlying amendment.

### Privileged

Rule 73. When a question is under debate, no motion shall be entertained but to adjourn; to take a recess; to lay on the table; for the previous question; to postpone to a certain day; to recommit to committee; to postpone indefinitely; or to consider a veto or withhold override; which several motions shall have precedence in the order herein set forth.

### Dilatory

Rule 74. When any motion has been made and lost, no similar motion shall be entertained until some other business is transacted by the House.

### Privileged Motions In Order - When

Rule 75. Except as otherwise limited herein, and except when a member is speaking or the roll is being called, the privileged motions set forth in Rule 73 are always in order, and pending the result of such a motion, no member shall leave his or her seat in the House.

### Previous Question

Rule 76. Any member may move the previous question. The motion shall be restated by the Speaker in this form: "Shall the question under immediate consideration be now put?". It may be moved like any other question but it shall only prevail when supported by a constitutional majority and until decided shall preclude amendments and debate. If the motion is sustained, the proponent of the matter under consideration shall be allowed one minute in which to make a closing statement before the House votes on the question. A failure to sustain the motion shall not take the matter under consideration from further consideration of the House; but the House shall proceed as if the motion had not been made.

#### Not Debatable

Rule 77. Motions to adjourn and for the previous question shall be decided without debate; provided however, that a motion to adjourn is subject to a request by five members for a roll call vote. All other privileged motions are debatable.

#### Division of Questions

Rule 78. Any member may have, as a personal right, a division of the question where the sense will admit of it. The question shall be divided into clearly separate and distinct propositions. The Speaker may take a division of the question under advisement; provided that, he or she rules on the division before any other action on the question. When the question having been divided is a Senate Bill for Third Reading, each part of the bill shall be voted upon separately and a subsequent separate vote shall be taken on the entire bill. When a bill is divided for consideration, the title and enacting clause shall be considered a separate part and shall, unless otherwise amended, be technically changed to reflect any amendments or deletions to the bill. No House Bill shall be subject to a division of the question after its perfection. No Senate Bill shall be subject to a division of the question unless the bill has been amended.

#### Indefinite Postponement

Rule 79. When a question is postponed indefinitely, the same shall not be acted upon again during the session.

#### Question Laid on the Table - How Taken Up

Rule 80. When a question has been laid on the table, the same cannot be taken up again without a vote of two-thirds of the members present.

#### Motion to Recommit to Committee

Rule 81. Any member may make a motion, at any time prior to the time such bill is third read and passed, that a bill be recommitted to the committee from which it was reported or that a bill be committed to another specifically named committee in the original form of the bill as it was referred to the committee of origin, which shall be sustained if a majority of the members present vote in the affirmative.

## Motion to Reconsider - Shall Be Made Within Three Days

Rule 82. When a motion that a bill be perfected and printed, or that a bill be agreed to, read a third time, and placed upon its passage fails, or when any other question is decided by the House, any member voting on the prevailing side may move to reconsider the vote, provided that the motion to reconsider is made within three legislative days after the day on which the vote was taken.

### Procedure for Motion to Reconsider

Rule 83. A constitutional majority is required to sustain any motion to reconsider. If the motion to reconsider is sustained, the House shall proceed to the original question or motion immediately before proceeding to other questions; whereupon the original question shall be voted upon before any other business of the House is transacted. This shall not preclude further debate or amendment of the proposition, if otherwise appropriate. Any motion to reconsider having failed once shall not be reconsidered again, except to reconsider the vote by which an appropriation bill failed to pass. In the case of an appropriation bill, the motion to reconsider may be considered as many times as the House chooses.

### On Speaking

Rule 84. When any member is about to speak in a debate or deliver a matter to the House, he or she shall rise from his or her seat and respectfully address himself or herself to "Mr. Speaker" or "Madam Speaker". The member shall refer, as appropriate, to other members as "Lady", "Gentleman" or "Representative". The member shall confine himself or herself to the questions under debate and avoid personality and derogatory personal comments. If any member violates the rules of the House, the Speaker, or any member, may call him or her to order. Any member called to order shall immediately sit down, unless permitted to explain, and the House shall, if appealed to, decide the case.

### Appeals

Rule 85. If there is no appeal, the decision of the Speaker is final. If the decision of the Speaker is in favor of the member called to order, he or she may proceed; if otherwise, and the case requires it, he or she shall be liable to the censure of the House.

### Member to Rise or Seek Recognition

Rule 86. The Speaker shall not recognize any member desiring to speak unless such member arises or appropriately seeks recognition at or near his or her desk. When two or more members seek recognition at the same time, the Speaker shall name the member who is to speak first, the other members having the preference next to speak.

### Member May Speak - How Often

Rule 87. No member shall speak more than twice on the same question without leave of the House, nor more than once until all other members desiring to speak have spoken. Except when reporting a bill or

resolution from a committee, no member may speak or inquire for more than fifteen minutes unless by unanimous consent of the House. When the question is to third read and pass a House Bill or House Joint Resolution, no member may speak or inquire for more than five minutes unless by unanimous consent of the House. When the question is to third read and pass a House Consent Bill or a Senate Consent Bill, the floor handler of the bill and the ranking committee member from the party not the same as the bill handler shall not speak or inquire for more than ten minutes. Other members shall not speak or inquire for more than five minutes on such bills. The provisions of this rule shall not take precedence over any limitations set pursuant to Rule 24 (28).

#### No Member Shall Name Another Member in Debate

Rule 88. No member shall name another member in debate, but shall refer to the member by district number or county.

#### Members Not to Use Profanity

Rule 89. No member may use profanity either while speaking on the floor or in committee.

#### Members Not to Walk Across House - When

Rule 90. While the Speaker is putting any question or addressing the House, no one shall walk out of or cross the House. When a member is speaking, no member shall engage in any private conversation; nor while a member is speaking shall anyone pass between him or her and the Speaker. No member shall walk between two members who are engaged in debate or inquiries in the Hall of the House.

#### Order of Questions

Rule 91. Except as otherwise set forth in these rules, all questions shall be propounded in the order in which they are moved except privileged questions, which shall be propounded as stated in Rule 73.

#### CONSTITUTIONAL MAJORITY AND QUORUM

Rule 92. The term "constitutional majority", as used herein, shall mean eighty-two members of the House. A quorum shall be required at any time bills are considered, motions are made, or votes are taken.

#### Voting

Rule 93. (1) Every member shall be present within the Hall of the House during its sittings, unless excused or necessarily prevented, and shall vote on each question put, unless he or she has a direct personal or pecuniary interest in such question. No member shall be recorded as voting when he or she was not present when the vote was taken. Nothing herein contained shall prohibit a member from voting "Present" on a question, and such vote shall be recorded in the Journal. In the case of equal division, the question shall be lost. In the event that a member's vote or absence is incorrectly recorded in the Journal, he or she shall file with the Chief Clerk an affidavit stating that he or she was in the chamber at

the time the vote was taken, that he or she did in fact vote, that the vote or absence was incorrectly recorded, and the correct vote that should have been recorded. In addition to any other penalty provided by rule or law, the filing of a false affidavit shall subject that member to censure by the House.

(2) A member may not authorize any other person to cast his or her vote or record his or her presence. No other person may cast a member's vote or record a member's presence. A vote by a member of a committee with respect to any measure or matter may not be cast by proxy.

#### Verification of the Roll

##### Members Not to Interrupt Calling of Ayes and Noes; Changing Vote

Rule 94. Except as otherwise specifically allowed by these rules, no member shall be permitted to interrupt a roll call, and no member shall be allowed to vote or change his or her vote, except to have his or her vote correctly recorded, after a verification has begun or after the final vote is announced.

#### Demand for Verification

Rule 95. Any five members may demand a verification of the roll call if such is made at any time prior to the time the voting has ended; which, in the event of electronic voting, shall be when the Speaker orders the voting board closed. A demand for verification and a call for absentees are the only reasons for which a member may interrupt a roll call vote.

#### Bell to Signal Recorded Vote

Rule 96. At a reasonable time prior to the beginning of calling the ayes and noes on any question, a bell notifying the members of a roll call shall be sounded. After the votes are registered, the absentees shall be noted and upon demand of any member, another bell signifying that a call of absentees is being taken shall be sounded and a reasonable time shall be allowed after the sounding of the bell before the voting is closed.

#### Roll Call Votes

Rule 97. In all cases where a rule of the House of Representatives refers to the "calling of the names of the members" or "calling of the ayes or noes" or "calling of the roll", such reference shall be understood to refer also to the "taking" of the vote by electronic roll call system. There shall be a taking of the vote by electronic roll call system on the motion of any one member which is seconded by four other members immediately standing. A vote by electronic roll call shall be limited to thirty minutes, except in the cases of quorum calls. In the event that the electronic roll call system is inoperable, the taking and recording of such vote shall be done by calling the name of each member and recording the respective aye, no, or present votes. Any member not responding when his or her name is called shall be recorded as absent.

#### Dress Code

Rule 98. At all times when the House is seated, proper attire for gentlemen shall be business attire,

including coat, tie, dress trousers, and dress shoes or boots. Proper attire for women shall be business attire, including jackets worn with dresses, skirts, or slacks, and dress shoes or boots. For the purposes of this rule, "jacket" shall include blazers, cardigans, and knit blazers. This rule shall apply to all members and staff on the floor of the House and lower gallery.

#### Eating, Smoking, Distracting Activities

Rule 99. No food, newspapers, props, or other items or activities distractive to House deliberations shall be permitted on the floor of the House while the House is in session. Smoking is prohibited in House space, except for in designated locations.

#### Electronic Devices

Rule 100. The use of electronic devices for still photography or for audio or visual recording or broadcasting by any person other than the House photographer or his or her designee is:

- (1) Prohibited on the floor of the House unless permission has been granted by the Speaker and notice has been given to the body;
- (2) Prohibited on the side galleries of the House except by current credentialed members of the press corps unless permission has been granted by the Speaker and notice has been given to the body.

Nothing contained in this rule shall prevent any member from using a portable laptop computer or any electronic wireless communications device; except no such devices shall be used for still photography, recording or broadcasting, or for audible communications.

#### Ascending the Dais

Rule 101. No person shall ascend to the dais without first being recognized to do so by the Speaker. The Speaker may invite any person to ascend the dais.

#### Chamber Desks

Rule 102. No person, except a member or employee of the House, shall distribute or cause to be distributed any pamphlets, materials, or other printed literature to the members' desks or mailboxes in the House. House employees shall only distribute such literature if instructed to do so by a member or by the Chief Clerk. All copies of pamphlets, materials, or printed literature distributed by a member or employee of the House shall bear the name of the person causing the copy to be distributed and its source of origin, and shall be approved by the Chief Clerk prior to distribution.

#### Personal Privilege

Rule 103. Any member may, as a matter of personal privilege, speak for a period not longer than five minutes upon such matters as may collectively affect the House, its rights, its dignity, and the integrity of its proceedings or the rights, reputation, and conduct of its individual members in their respective capacities only. No member shall be permitted to utilize personal privilege to debate any motion, bill, resolution, memorial, or other business pending before the House.



## Subpoena Power

Rule 104. (1) Subpoenas for witnesses and the production of records or documents may be issued at the request of any member of the House. All process awarded by the House, and subpoenas and other process for witnesses whose attendance is required by the House, shall be under the hand of the Speaker and attested by the Chief Clerk and shall be executed by the sergeant-at-arms or by a special messenger appointed for that purpose.

(2) Any person who without adequate excuse fails to obey a subpoena served upon the person under subdivision (1) of this rule may be held in contempt.

(3) The House may enforce any issued subpoenas as otherwise provided by law.

## INTERIM PROCEDURE

### Bills - End of First Regular Session

Rule 105. All House Bills or House Joint and Concurrent Resolutions in possession of the House and not finally acted upon shall, at 5:59 p.m. on the first Friday following the second Monday in May in odd-numbered years, be laid on the Speaker's desk. All Senate Bills and Senate Joint and Concurrent Resolutions in possession of the House and not finally acted upon shall, at 5:59 p.m. on the first Friday following the second Monday in May in odd-numbered years, be laid on the President Pro Tem's desk.

### Bills - Pre-Filing

Rule 106. A member or member-elect of the House of Representatives may file a bill or joint resolution by mail or in person with the Chief Clerk of the House at any time during the period beginning on December first and ending on the day before a regular session begins which next precedes the session at which the bill or joint resolution is to be considered. No committee shall file a House Committee Bill during this pre-filing period. Upon receiving a bill or joint resolution filed during the pre-filing period preceding a regular session of the General Assembly in odd-numbered years, the Chief Clerk of the House shall immediately date, number, and have the bill or joint resolution printed in the most economical manner as approved by the Committee on Consent and Procedure and made available according to the rules and practices of the General Assembly next preceding that for which the bill or joint resolution is filed and those bills and joint resolutions received during the filing period preceding a regular session in an even-numbered year shall be printed and made available according to the then effective rules of that General Assembly. All bills or joint resolutions that are pre-filed shall be deemed filed on the day the House begins its regular session.

### Interim Committees

Rule 107. All regular or special standing committees may meet to consider bills or perform any other necessary legislative function during the interim, if approved by the Speaker. The Speaker may appoint special interim committees or subcommittees to consider bills or perform other necessary legislative duties. Members of each of the committees, or any subcommittee thereof, shall be reimbursed for their necessary and actual expenses incurred while attending meetings of the committee or subcommittee, if approved by the Speaker.

## CALL OF THE HOUSE

### Names of Absentees to Be Called

Rule 108. A call of the House may be made at any time on motion seconded by ten members and sustained by a majority of those present; (names of members may be called orally or by electronic roll call) and under a call of the House a majority of those present may send for and compel the attendance of absent members; and a majority of all the members present shall be a sufficient number to adjourn.

### Absent Members May Be Sent For

Rule 109. Upon the call of the House, the names of those members present shall be recorded and the absentees noted, and those whose names do not appear may be sent for and taken into custody wherever found by the Sergeant-at-Arms or special messenger appointed.

### Prohibited While Voting In Progress

Rule 110. No call of the House shall be made after the Speaker has directed the clerk to open the electronic voting device to record the names of the members and until the vote be announced.

### Majority Not Under Arrest May Censure And Fine Delinquent Members

Rule 111. The majority of those present, not under arrest, may make an order for the censure or fine of delinquent members and prescribe the terms under which they shall be discharged.

### Release from Custody

Rule 112. When a member shall have been discharged from custody and admitted to his or her seat, the House shall decide whether such discharge shall be with or without fees; and, in like manner, whether a delinquent member, taken into custody by a special messenger shall defray the expense of such special messenger.

## COMMITTEE OF WHOLE HOUSE

### When Permitted

Rule 113. On motion, the House may resolve itself into a Committee of the Whole House for consideration of any business which may properly come before it.

### Chair Appointed by Speaker

Rule 114. In forming a Committee of the Whole House, the Speaker shall leave his or her chair, and a Chair preside in the Committee, who shall be appointed by the Speaker.

### Procedure upon Bills

Rule 115. Upon a bill being committed to a Committee of the Whole House, the same shall be read and debated by clauses or sections, as determined by the committee, leaving the preamble to be last considered. After report, the bill shall again be subject to debate and amendment before being perfected and printed.

#### Chief Clerk Shall Keep and Record Proceedings

Rule 116. The Chief Clerk shall keep and record the proceedings of the Committee of the Whole House and shall include its proceedings in the Journal of the House when appropriate.

#### Amendments Shall Be Noted

Rule 117. All amendments made to reports, resolutions, or other matters committed to a Committee of the Whole House shall be noted and reported, as in case of bills.

#### Rules of Proceedings

Rule 118. Rules and proceedings of the House shall be observed in Committee of the Whole House, as far as they are applicable.

#### Quorum

Rule 119. A majority of the members elected shall be a quorum to do business, and if, at any time, a sufficient number shall not be present in Committee of the Whole House, and the Committee shall arise, and the Speaker shall resume the chair and the chair report the cause of the rising of the Whole Committee.

#### VETO AND WITHHOLD OVERRIDE PROCEDURES

Rule 120. *Veto Procedures.* Any bill, or item or portion of an item in an appropriations bill, vetoed by the Governor and returned to the House by the Governor or received from the Senate shall stand as reconsidered and such action shall be taken as prescribed by the Constitution and the rules contained herein. Upon receipt, the message containing the Governor's actions may be read and shall be entered into the Journal. Consideration of a vetoed bill, or item or portion of an item in an appropriations bill, shall be in order at any time during sessions of the House. Consideration of a vetoed bill, or item or portion of an item in an appropriations bill, shall have priority of business and shall have precedence over and may supersede the order of business, but shall not interrupt a calling of the roll.

Rule 121. *Withhold Override Procedures.*

(1) Any appropriation for which the rate of expenditure of allotments is not equal quarterly allotments, the sum of which shall be equal to the amount of the appropriation, shall stand as reconsidered with respect to such allotments and such action shall be taken as prescribed by the Constitution and the rules contained herein. Upon receipt, any proclamation issued by the Governor relating to such allotments may be read and shall be entered into the Journal. Reconsideration of the allotments of any appropriation shall be in order at any time during sessions of the House.

Reconsideration of the allotments of any appropriation shall have priority of business and shall have precedence over and may supersede the order of business, but shall not interrupt a calling of the roll.

(2) Any appropriation for which the Governor reduces the expenditures of the state or any of its agencies below their appropriations shall stand as reconsidered with respect to such reductions and such action shall be taken as prescribed by the Constitution and the rules contained herein. Upon receipt, any proclamation issued by the Governor relating to such reductions may be read and shall be entered into the Journal. Reconsideration of the reduction of any appropriation shall be in order at any time during sessions of the House. Reconsideration of the reduction of any appropriation shall have priority of business and shall have precedence over and may supersede the order of business, but shall not interrupt a calling of the roll.

## ADMISSION TO HALL

### Definitions

Rule 122. The space between the granite columns shall be known as the floor of the House and the space beyond the granite columns on either side shall be known as the lower gallery, and the space on the upper floor of the House shall be known as the upper gallery.

### Admission to House Floor

Rule 123. No person shall be admitted to the floor of the House or the House East Gallery other than the officers and members of the House and the staffs of the Speaker, Speaker Pro Tem, Majority and Minority Floor Leaders, Assistant Majority and Minority Floor Leaders, Majority and Minority Whips, and Chair of the Budget Committee and, at the request of the Speaker, technical support staff needed to maintain data processing equipment and other equipment. Other persons may be admitted to the floor and East Gallery with the consent of the House. For the purposes of this rule, the Chief Clerk's staff, the Assistant Chief Clerk, any doormen, sergeant-at-arms and House Photographer are considered officers of the House. Guests may upon written request, submitted five days in advance and with the consent of the Speaker, address the House from the dais at the beginning or adjournment of a daily legislative session or any recess thereof.

### Admission to Lower Gallery

Rule 124. No person shall be admitted to the lower gallery of the House except members of the General Assembly, spouses of members, employees of the General Assembly, Joint Committee staff, the Governor, the Lieutenant Governor, the Secretary of State, the State Auditor, the State Treasurer, the State Attorney General, Judges of the Supreme Court, Clerk of the Supreme Court, Judges of the Courts of Appeal or Circuit Courts, Members of Congress, the Governor's Chief of Staff and former members of the General Assembly who are not registered lobbyists or who do not lobby for an individual or organization, and physically disabled persons. No official or other person, except current members of the General Assembly, otherwise allowed to enter the lower gallery by this rule shall engage in any activity supporting or opposing any bill or resolution before the House from the lower gallery. Other persons may be admitted to the gallery by the Speaker upon special request of any Representative when the House is in session. Members of the press may enter the lower galleries while the House is in

session for the purpose of interviewing members of the House. The Speaker may, at any time, restrict or limit admission of guests to the lower gallery.

#### Admission to Upper Gallery

Rule 125. The gallery at the front of the chamber above the Speaker's dais shall be reserved for members of the Missouri Capitol News Association holding valid credentials issued by the Speaker and any other member of the press issued credentials by the Speaker. All other upper galleries shall be open to the public.

### HOUSE RECORDS

Rule 126. (1) Members may keep constituent case files, and records of a party conference or caucus that contain conference or caucus strategy, confidential. Constituent case files include any correspondence, written or electronic, between a member and a constituent, or between a member and any other party pertaining to a constituent's grievance, a question of eligibility for any benefit as it relates to a particular constituent, or any issue regarding a constituent's request for assistance.

(2) All records obtained by a committee operating in an oversight or investigative capacity shall be open records unless closed by the committee pursuant to the Constitution of Missouri, House Rule, regulations, or other law.

### RULES

#### May Be Rescinded or Amended - How

Rule 127. Any motion or resolution purporting to rescind or change the standing rules of the House or to introduce a new rule shall stand without reading or consideration and without discussion, explanation, or debate to the Committee on Consent and Procedure. Such motions or resolutions as shall be favorably recommended by such committee for adoption by the House shall, upon such recommendation, be printed in the Journal and shall be placed upon a Resolutions Calendar. A constitutional majority shall be required to pass such a resolution. Nothing herein shall prohibit a member from offering substitute rules or amendments to rules recommended by the committee.

#### May Be Dispensed With

Rule 128. Rules 73, 82, 83, and this rule of the House shall not be suspended or dispensed with, unless by unanimous consent or unless two-thirds (2/3) of the elected members concur therein. No other standing rule or order of the House shall be dispensed with, except by unanimous consent or unless a constitutional majority concurs therein and motions for that purpose shall be limited to the question or proposition under consideration.

### JEFFERSON'S MANUAL

Rule 129. The rules of parliamentary practice comprised in "Jefferson's Manual" and the "Rules of the House of Representatives of the United States", and the official collection of precedents and

interpretations of the rules by parliamentary authorities of the United States House of Representatives shall govern the House in all cases in which they are applicable and not inconsistent with the standing rules and orders of the House and the joint rules of the Senate and House of Representatives. The Chief Clerk, the Speaker, the Speaker Pro Tem, the Majority Floor Leader, the Assistant Majority Floor Leader, the Minority Floor Leader, and the Assistant Minority Floor Leader will make available copies of these documents in their offices to any member who so requests. Three copies of these documents shall be available during sessions of the House: one copy shall be at a location determined by the majority party and one copy shall be at a location determined by the minority party and one copy shall be in the possession of the Chief Clerk or his or her designee. If digital copies exist, links shall be available on the House intranet. The documents shall be purchased by the House and shall be the property of the House and not of the individual holding office. The Manual, Rules, precedents, and interpretations above referred to shall be taken as authority in deciding questions not otherwise provided for in these rules. The House may additionally consult "Robert's Rules of Order" and "Mason's Manual of Legislative Procedure" as supplemental authority, to the extent consistent with the standing rules and orders of the House and the joint rules of the Senate and House of Representatives.

#### CAUCUS OR CONFERENCE DESIGNATION

Rule 130. For purposes of these rules, the terms "caucus" and "conference" shall have the same meaning as the term "caucus" is defined in state statute.