

**GENERAL ASSEMBLY OF NORTH CAROLINA**

**SESSION 1997**

**H**

**Simple  
Resolution  
Adopted**

**HOUSE RESOLUTION 1**  
Amended and Adopted 1/29/97

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Sponsors: Representative Daughtry.

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Referred to:

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January 29, 1997

1 A HOUSE RESOLUTION ADOPTING THE PERMANENT RULES OF THE  
2 REGULAR SESSIONS OF THE NORTH CAROLINA HOUSE OF  
3 REPRESENTATIVES OF THE 1997 GENERAL ASSEMBLY.

4 Be it resolved by the House of Representatives:

5 Section 1. The permanent rules of the Regular Sessions of the House of  
6 Representatives of the 1997 General Assembly are:

7 **RULES OF THE REGULAR SESSIONS OF THE HOUSE OF**  
8 **REPRESENTATIVES OF THE 1997 GENERAL ASSEMBLY OF NORTH**  
9 **CAROLINA**

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**I. ORDER OF BUSINESS**

1  
2           **RULE 1. Convening Hour, Limitation on Friday, Night, and Sunday**  
3 **Legislative Sessions.** – The House shall convene each legislative day at the hour fixed by  
4 the House. In the event the House adjourns on the preceding legislative day without  
5 having fixed an hour for reconvening, the House shall convene on the next legislative day  
6 at 1:30 p.m. During January and February of 1997, no sessions may be held on Friday.  
7 No session shall continue after 10:00 p.m. on Monday nor after 9:00 p.m. on any other  
8 days, and the Speaker shall adjourn the House without motion at that point, except that a  
9 motion may be made as to the time and day of next convening. No session shall be held  
10 on Sunday.

11           **RULE 2. Opening the Session.** – At the convening hour on each legislative  
12 day, the Speaker shall call the members to order and shall have the session opened with  
13 prayer. At the convening hour on the first day of each legislative week the Speaker, or  
14 his designee, shall lead the members in the Pledge of Allegiance to the American Flag.

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

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

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

27           (b) Immediately following the opening prayer and upon appearance of a  
28 quorum, the Speaker shall call for the Journal report by the Chair of the Standing  
29 Committee on Rules, Calendar, and Operations of the House or by a Representative  
30 designated by the Chair as to whether the proceedings of the previous day have been  
31 correctly recorded. Without objection, the Speaker shall cause the Journal to stand  
32 approved.

33           **RULE 5. Order of Business of the Day.** – After the approval of the Journal of  
34 the preceding day, the House shall proceed to business in the following order:

35           (1) The receiving of petitions, memorials, and papers addressed to the  
36 General Assembly or to the House;

37           (1a) Messages from the Governor;

38           (2) Ratification of bills;

39           (3) Reports of standing committees and permanent subcommittees;

40           (4) Reports of select committees;

41           (5) Reports of referral by standing committee Chairs of bills to permanent  
42 subcommittees;

43           (6) First reading and reference to committee of bills and resolutions;

- 1 (7) Messages from the Senate;
- 2 (8) Concurrence with Senate amendments or Senate committee substitutes;
- 3 (9) The unfinished business of the preceding day;
- 4 (10) Calendar (each category in accordance with Rule 40):
  - 5 (a) Local bills (roll call) third reading
  - 6 (b) Local bills (roll call) second reading
  - 7 (c) Local bills third reading
  - 8 (d) Local bills second reading
  - 9 (d1) Public bills and resolutions consent calendar:
    - 10 1. (roll call) third reading
    - 11 2. (roll call) second reading
    - 12 3. third reading
    - 13 4. second reading
  - 14 (e) Public bills (roll call) third reading
  - 15 (f) Public bills (roll call) second reading
  - 16 (g) Public bills and resolutions, third reading
  - 17 (h) Public bills and resolutions, second reading;
- 18 (11) Reading of Notices and Announcements; but messages and motions to
- 19 elect officers shall always be in order.

## 20 II. CONDUCT OF DEBATE

21 **RULE 6. Duties and Powers of the Speaker.** – The Speaker shall have  
22 general direction of the Hall. The Speaker may name any member to perform the duties  
23 of the Chair, but substitution shall not extend beyond one day, except in the case of  
24 sickness or by leave of the House.

25 **RULE 7. Obtaining Floor.** – (a) When any member desires recognition for  
26 any purpose, the member shall rise and respectfully address the Speaker. No member  
27 shall proceed until recognized by the Speaker for a purpose.

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

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

- 36 1. A request that the member speaking yield for a question,
- 37 2. A point of order,
- 38 3. A parliamentary inquiry, or
- 39 4. A question of privilege.

40 **RULE 8. Questions of Privilege.** – Upon recognition by the Speaker for that  
41 purpose, any member may speak to a question of privilege for a time not to exceed three  
42 minutes. Questions of privilege shall be those affecting, first, the rights of the House  
43 collectively, its safety, dignity, and the integrity of its proceedings; second, the rights,

1 reputation, and conduct of members, individually, in their representative capacity only;  
2 and shall have precedence of all other questions, except motions to adjourn. Privilege  
3 may not be used to explain a vote or debate a bill. The Speaker shall determine if the  
4 question is one of privilege and shall, without the point of order being raised, enforce this  
5 rule.

6         **RULE 9. Points of Order.** – (a) The Speaker shall decide questions of order  
7 and may speak to points of order in preference to other members arising from their seats  
8 for that purpose. Any member may appeal from the ruling of the Chair on questions of  
9 order; on such appeal no member may speak more than once, unless by leave of the  
10 House. A two-thirds (2/3) vote of the members present shall be necessary to sustain any  
11 appeal from the ruling of the Chair.

12         (b) When the Speaker calls a member to order, the member shall be seated  
13 except that a member called to order may clear a matter of fact, or explain, but shall not  
14 proceed in debate so long as the decision stands. If the member appeals from the ruling  
15 of the Chair and the decision by a two-thirds (2/3) vote of the members present be in  
16 favor of the member called to order, the member may proceed; if otherwise, the member  
17 shall not; and if the case, in the judgment of the House, requires it, the member shall be  
18 liable to censure by the House.

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

21         (b) No member shall speak more than twice on the main question, nor  
22 longer than 20 minutes for the first speech and 10 minutes for the second speech; nor  
23 shall the member speak more than twice upon an amendment or motion to reconsider,  
24 commit, appeal, or postpone, and then not longer than 10 minutes for the first speech and  
25 five minutes for the second speech.

26         (c) A member may speak only once and for not more than 20 minutes on  
27 the question of the adoption of a minority report.

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

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

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

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

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

1 (d) Food or beverages shall not be permitted on the floor of the House  
2 during the first two hours of the daily session.

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

5 (f) Smoking or the consumption of food or beverages shall not be permitted  
6 in the galleries at any time.

7 (g) Special recitals, performances by musicians or other groups shall not be  
8 permitted on the floor of the House; and special guests of members of the House shall not  
9 be permitted on the floor of the House.

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

12 (i) The use of cellular telephones shall not be permitted in the House  
13 Chamber.

### 14 III. MOTIONS

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

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

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

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

27 To adjourn

28 To lay on the table

29 Previous question

30 To postpone indefinitely

31 To reconsider

32 To postpone to a day certain

33 To re-refer

34 To amend an amendment

35 To amend

36 To substitute

37 To pass the bill

38 No motion to lay on the table, to postpone indefinitely, to postpone to a day  
39 certain, to commit or to make a particular amendment, being decided, shall be again  
40 allowed at the same stage of the bill or proposition.

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

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

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

8 (b) A motion to table shall be decided without debate.

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

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

15 (e) When a question has been tabled, it shall not thereafter be considered  
16 except on motion to reconsider under Rule 18, or to remove from the table approved by a  
17 two-thirds (2/3) vote.

18 **RULE 17. Motion to Postpone Indefinitely.** – A motion to postpone  
19 indefinitely is in order except when a motion to adjourn or to lay on the table or for the  
20 previous question is before the House. However, after one motion to postpone  
21 indefinitely has been decided, another motion to postpone indefinitely shall not be  
22 allowed at the same stage of the bill or proposition. When a question has been postponed  
23 indefinitely, it shall not thereafter be considered except on motion to reconsider under  
24 Rule 18, or to place on the favorable calendar approved by a two-thirds (2/3) vote.

25 **RULE 18. Motion to Reconsider.** – (a) When a question has been decided, it  
26 is in order for any member to move for the reconsideration thereof, on the same or the  
27 succeeding legislative day; provided that if the vote by which the motion was originally  
28 decided was taken by a recorded vote, only a member of the prevailing side may move  
29 for reconsideration.

30 (b) A motion to reconsider shall be determined by a majority vote, except  
31 the following shall require a two-thirds (2/3) vote: a second or subsequent motion to  
32 reconsider, and a motion to reconsider:

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

38 (c) A motion to reconsider the vote by which a person has been elected as  
39 Speaker or Speaker Pro Tempore shall not be in order. This subsection of this rule  
40 cannot be suspended.

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

- 1 (1) The chair of the Committee on Rules, Calendar, and Operation of the  
2 House;
- 3 (2) The majority leader;
- 4 (3) The member submitting the report on the bill or other matter under  
5 consideration, by the member introducing the bill or other matter under  
6 consideration; or
- 7 (4) The member in charge of the measure, who shall be designated by the  
8 Chair of the standing committee or permanent subcommittee reporting  
9 the same to the House at the time the bill or other matter under  
10 consideration is reported to the House or taken up for consideration.
- 11 (b) The previous question shall be as follows: "Shall the main question  
12 now be put?" When the call for the previous question has been decided in the affirmative  
13 by a majority vote of the House, the "main question" is on the passage of the bill,  
14 resolution, or other matter under consideration.
- 15 (c) The call for the previous question shall preclude all motions,  
16 amendments, and debate, except the motion to adjourn or motion to table.
- 17 (d) If the previous question is decided in the negative, the main question  
18 remains under debate.

#### 19 IV. VOTING

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

- 23 (1) The passage as required by Article II, Section 23 of the Constitution of  
24 North Carolina, on second and third readings of any bill:
- 25 a. Raising money on the credit of the State,  
26 b. Pledging the faith of the State for the payment of a debt,  
27 c. Imposing a State tax, or  
28 d. Authorizing a county, municipality, or other local governmental  
29 unit to
- 30 1. Raise money on its credit,  
31 2. Pledge its faith for the payment of a debt, or  
32 3. Impose a local tax.
- 33 (2) All measures affecting a fee imposed by the State or any subdivision  
34 thereof.
- 35 (3) All questions on which a call for the ayes and noes under Rule 24(a) and  
36 Article II, Section 19 of the Constitution of North Carolina has been  
37 sustained.
- 38 (4) Both second and third readings of bills proposing amendment of the  
39 Constitution of North Carolina or ratifying resolutions amending the  
40 Constitution of the United States.
- 41 (5) The passage of a bill notwithstanding the Governor's veto thereof  
42 pursuant to Article II, Section 22 of the Constitution of North Carolina.

1 (b) Votes on the following questions shall be taken on the electronic voting  
2 system:

3 (1) Second reading of all public bills, all amendments to public bills offered  
4 after second reading, third reading if a public bill was amended after  
5 second reading or if the reading occurs on a day or days following the  
6 second reading, all conference reports on public bills, all motions to lay  
7 public bills on the table, and all motions to postpone public bills  
8 indefinitely.

9 (2) Upon a call for division.

10 (3) Any other question upon direction of the Speaker or upon motion of any  
11 member supported by one-fifth (1/5) of the members present.

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

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

22 (e) When the electronic voting system is used, the Speaker shall state the  
23 question and shall then state substantially the following: "All in favor vote 'aye'; all  
24 opposed vote 'no'; the Clerk will open the vote." In order to have the vote recorded, the  
25 member must vote by the electronic voting system within the time allowed for that vote,  
26 unless the voting station assigned to a member is malfunctioning. The Speaker shall  
27 enforce this rule without exception. After the allotted time for voting has elapsed, the  
28 Speaker shall say: "The Clerk will now lock the machine and record the vote." After the  
29 machine is locked and the vote recorded, the Speaker shall announce the vote and declare  
30 the result.

31 (f) One copy of the machine printout of the vote record of all votes taken  
32 on the electronic system shall be filed in the office of the Principal Clerk, and one copy  
33 shall be filed in the Legislative Library where it shall be open to public inspection. A  
34 legible copy of the bill, amendment, or motion on which the vote was taken shall be filed  
35 with the printout of the vote in the Legislative Library.

36 (g) When the Speaker ascertains that the electronic voting system is  
37 inoperative before a vote is taken or while a vote is being taken on the electronic system,  
38 the Speaker shall announce that fact to the House and any partial electronic system voting  
39 record shall be voided. In such a case, if the Constitution of North Carolina or the Rules  
40 of the House require a call of the ayes and noes, the Clerk shall call the roll of the House,  
41 and the ayes and noes shall be taken manually and shall be recorded on the Journal. All  
42 roll call votes shall be taken alphabetically. All other votes shall be taken by voice vote.  
43 If, after a vote is taken on the electronic system, it is discovered that a malfunction caused



1 an error in the electronic system printout, the Speaker shall direct the Reading Clerk and  
2 the Principal Clerk to verify and correct the printout record and so advise the House.

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

- 5 1. To adjourn
- 6 2. To lay on the table
- 7 3. Previous question
- 8 4. To postpone indefinitely
- 9 5. To reconsider
- 10 6. To postpone to a day certain
- 11 7. To re-refer
- 12 8. To amend an amendment
- 13 9. To amend
- 14 10. To substitute
- 15 11. To concur or not concur
- 16 12. Miscellaneous

17 **RULE 21. Voice Votes; Stating Questions.** – (a) When the electronic voting  
18 system is not used, the Speaker shall rise and put a question.

19 (b) The question shall be put in this form, namely, "Those in favor (as the  
20 question may be) will say 'Aye'", and after the affirmative voice has been expressed,  
21 "Those opposed will say 'No'".

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

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

28 (b) No member may vote unless the member is in the chamber when the  
29 question is put. This subsection of this rule cannot be suspended.

30 **RULE 23. Voting by Division.** – Any member may call for a division of the  
31 members upon the question before the result of the vote has been announced. Upon a call  
32 for a division, the Speaker shall cause the number voting in the affirmative and in the  
33 negative to be determined. Upon a division and count of the House on any question, no  
34 member away from the member's seat shall be counted.

35 **RULE 24. Roll Call Vote.** – (a) Before a question is put, any member may  
36 call for the ayes and noes. If the call is sustained by one-fifth (1/5) of the members  
37 present, the question shall be decided by the ayes and noes upon a roll call vote.

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

40 **RULE 24.1A. Excuse From Deliberations and Voting on a Bill.** – (a) Any  
41 member shall, upon request, be excused from the deliberations and voting on a particular  
42 bill, but to do so must make that request after the second reading of the bill and before

1 any motion or vote on the bill or any amendment thereto. If the reason for the request  
2 arises at some point later in the proceedings, the request may be made at that time.

3 (b) The member may make a brief oral statement of the reasons for making  
4 that request. The member may send forward to the Principal Clerk, on a form provided  
5 by the Clerk, a concise written statement of the reason for the request, and the Clerk shall  
6 include this statement in the Journal.

7 (c) The member so excused shall not debate the bill or any amendment to  
8 the bill, vote on the bill, offer or vote on any amendment to the bill, or offer or vote on  
9 any motion concerning the bill at that reading, any subsequent reading, or any subsequent  
10 consideration of the bill.

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

13 **RULE 24.1B. Division of Amendments.** – Any member may call for an  
14 amendment to be divided into two or more amendments to be voted on separately, and  
15 the Speaker shall determine whether the amendment admits of such a division.

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

## 20 V. COMMITTEES

21 **RULE 26. Standing Committees and Permanent Subcommittees**  
22 **Generally.** – (a) The Speaker shall appoint a Chair, or Cochairs, of every standing  
23 committee and select committee, if any. In the construction of these rules, the word  
24 "Chair" as applied to a standing committee extends to and includes a Cochair of the  
25 standing committee. The Speaker shall have the exclusive right and authority to establish  
26 select committees, but this does not exclude the right of the House by resolution to  
27 establish select committees.

28 (b) All permanent subcommittees of each standing committee shall be  
29 appointed by the Speaker and the members appointed, along with the Chair of the  
30 standing committee, shall constitute the standing committee of which the permanent  
31 subcommittee is a part. The Speaker shall appoint all members of permanent  
32 subcommittees at the beginning of the first regular session in a manner to reflect the  
33 partisan membership of the House.

34 (c) The Speaker shall appoint the members of all standing committees  
35 having no permanent subcommittees, at the beginning of the first regular session in a  
36 manner to reflect the partisan membership of the House.

37 (d) The first member announced on each permanent subcommittee shall be  
38 the Chair. The Speaker may designate one or more Vice-Chairs.

39 (e) Each Chair of a permanent subcommittee shall be a Vice-Chair of the  
40 standing committee of which it is a permanent subcommittee. The Speaker may name  
41 other members as Vice-Chairs of the standing committee. The Speaker may name one or  
42 more Vice-Chairs for any standing committee not having permanent standing  
43 subcommittees.

1 (f) The Chair of the standing committee shall be a voting member of each  
2 permanent subcommittee of the standing committee.

3 (g) Either the Chair or Acting Chair, designated by the Chair or by the  
4 Speaker, and five other members of the standing committee or permanent subcommittee,  
5 or a majority of the standing committee or permanent subcommittee, whichever is fewer,  
6 shall constitute a quorum of that standing committee or permanent subcommittee. For  
7 purposes of determining a quorum, the Speaker Pro Tempore, Majority Leader, and  
8 Majority Whip, when serving only as ex officio members under subsection (i) of this rule,  
9 shall be counted among the membership of the committee or subcommittee only when  
10 present.

11 (h) In any joint meeting of the Senate and House committees or  
12 subcommittees, the House standing committee or permanent subcommittee reserves the  
13 right to vote separately.

14 (i) The Speaker Pro Tempore, Majority Leader, and Majority Whip are ex  
15 officio members of every standing committee and permanent subcommittee, with the  
16 right to vote.

17 **RULE 27. List of Standing Committees and Permanent Subcommittees. –**  
18 The standing committees and permanent subcommittees thereof are:

19 Committee	20 Subcommittees
21 Agriculture	22 (None)
23 Appropriations	24 -Capital and Budget 25 -Education 26 -General Government 27 -Human Resources 28 -Justice and Public Safety 29 -Natural and Economic Resources 30 -Transportation
31 Commerce	32 -Business and Labor 33 -Financial Institutions 34 -Public Utilities 35 -Travel and Tourism
36 Congressional Redistricting	37 (None)
38 Education	39 -Community Colleges 40 -Pre-School, Elementary and 41 Secondary Education 42 -Universities
43 Election Law and Campaign Reform	(None)

1		
2	Environment	(None)
3		
4	Ethics	(None)
5		
6	Finance	-Local, Regional, and
7		State Revenues
8		
9	Human Resources	-Aging
10		-Families
11		
12	Insurance	-Health
13		
14	Judiciary I	(None)
15		
16	Judiciary II	(None)
17		
18	Local and Regional Government I	(None)
19		
20	Local and Regional Government II	(None)
21		
22	Pensions and Retirement	(None)
23		
24	Public Employees	(None)
25		
26	Rules, Calendar, and	
27	Operations of the House	(None)
28		
29	State Government	-Military, Veterans, and Indian
30		Affairs
31		-State Parks, Facilities, and
32		Property
33		
34	Technology	(None)
35		
36	Transportation	(None)
37		
38	UNC Board of Governors	(None)
39		
40	Ways and Means	(None)
41		
42	Welfare Reform	(None).

**RULE 28. Standing Committee and Permanent Subcommittee Meetings. –**

(a) Standing committees and permanent subcommittees of standing committees shall be furnished with suitable meeting places pursuant to a schedule adopted by the Standing Committee on Rules, Calendar, and Operations of the House. Select committees shall be furnished with suitable meeting places as their needs require by the Chair of the Standing Committee on Rules, Calendar, and Operations of the House.

(b) Subject to the provisions of subsection (c) of this rule, standing committees and permanent subcommittees thereof shall permit other members of the General Assembly, the press, and the general public to attend all sessions of said standing committees or permanent subcommittees.

(c) The Chair or other presiding officer shall have general direction of the meeting place of the standing committee or permanent subcommittee and, in case of any disturbance or disorderly conduct therein, or if the peace, good order, and proper conduct of the legislative business is hindered by any person or persons, the Chair or presiding officer shall have power to exclude from the session any individual or individuals so hindering the legislative business.

(d) Procedure in the standing committees and permanent subcommittees shall be governed by the rules of the House, so far as the same may be applicable to such procedure. Before a question is put, any member may call for the ayes and noes. If the call is sustained by one-fifth (1/5) of the members present, the question shall be decided by the ayes and noes upon a roll call vote. All roll call votes shall be taken alphabetically and shall be subject to Rule 21(c).

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

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

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

(2) 10 minutes preceding the hour of the next regularly scheduled standing committee or permanent subcommittee meeting.

(g) Any call or notice of a standing committee or permanent subcommittee meeting between legislative sessions shall be mailed to each member of the standing committee or permanent subcommittee at least five days prior to such meeting. If a member of the body so requests in writing to the Chair of the standing committee or permanent subcommittee, the member shall be notified by certified mail of the meetings.

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

5 **RULE 28.1. Ethics Committee Investigations Into Violations of the Open**  
6 **Meetings Law.** – (a) On its own motion, or in response to signed and sworn complaint of  
7 any individual filed with the Standing Committee on Ethics, the Committee shall inquire  
8 into any alleged violation by members of the House of the Open Meetings Law (Article  
9 33C of Chapter 143 of the General Statutes), as the same may be amended in the future.

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

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

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

20 (2) Issue a letter of reprimand to the legislator, if the legislator  
21 unintentionally violated the provisions of the Open Meetings Law.

22 (3) Issue a letter of reprimand if the violation of the Open Meetings Law  
23 was intentional, or if the legislator has previously received a letter of  
24 reprimand. The Chair of the Committee on Ethics shall have the public  
25 letter of reprimand spread on the pages of the House Journal.

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

27 **RULE 29. Notice of Standing Committee and Permanent Subcommittee**  
28 **Meetings and Hearings.** – Public notice of all standing committee and permanent  
29 subcommittee meetings shall be given in the House. The Chair of the standing  
30 committee or permanent subcommittee shall notify or cause to be notified the sponsor of  
31 each bill which is set for hearing or consideration before the standing committee or  
32 permanent subcommittee as to the date, time, and place of that meeting.

33 **RULE 29.1. Public Hearings.** – (a) Requests for a public hearing shall be  
34 made in writing to the Chair of the standing committee and, if applicable, the Chair of the  
35 permanent subcommittee to which the bill has been referred. The Chair of the standing  
36 committee may schedule a public hearing by the standing committee as a whole after the  
37 adjournment of a regular daily House session. The Chair of the permanent subcommittee  
38 may schedule a public hearing before the permanent subcommittee at its regularly  
39 scheduled hour. Denial of a request made by a House member may be appealed to the  
40 Speaker.

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

1 (b) Persons desiring to appear and be heard at a public hearing shall submit  
2 their request to the Chair of the standing committee or permanent subcommittee. The  
3 standing committee or permanent subcommittee Chair may designate one or more  
4 members to arrange the order of appearance of interested parties. A brief written  
5 statement of testimony may be submitted without oral presentation and shall be  
6 incorporated in the minutes of the public hearing.

7 **RULE 29.2. Minutes to Legislative Library.** – The Chair of a standing  
8 committee or a permanent subcommittee shall insure that written minutes are compiled  
9 for each of the body's meetings. The minutes shall indicate the members present and the  
10 actions taken at the meeting. Not later than 20 days after the adjournment of each session  
11 of the General Assembly, the Chair shall deliver the minutes to the Legislative Library.  
12 The Speaker of the House may grant a reasonable extension of time for filing said  
13 minutes upon written application of the Chair.

14 **RULE 30. Standing Committee of the Whole House.** – (a) A Standing  
15 Committee of the Whole House shall not be formed, except by suspension of the rules, if  
16 there be objection by any member.

17 (b) After passage of a motion to form a Standing Committee of the Whole  
18 House, the Speaker shall appoint a Chair to preside in the standing committee, and the  
19 Speaker shall leave the dais.

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

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

26 (e) When a bill is submitted to the Standing Committee of the Whole  
27 House, it shall be read and debated by sections, leaving the preamble to be last  
28 considered. The body of the bill shall not be defaced or interlined, but all amendments,  
29 noting the page and line, shall be duly entered by the clerk on a separate paper as the  
30 same shall be agreed to by the standing committee, and be so reported to the House.  
31 After report, the bill shall again be subject to be debated and amended by sections before  
32 a question on its passage be taken.

## 33 VI. HANDLING OF BILLS

34 **RULE 31. Introduction of Bills and Resolutions.** – (a) All bills and  
35 resolutions shall be introduced by submitting same to the Principal Clerk's office on the  
36 legislative day prior to the first reading and reference thereof according to the following  
37 schedule: by 8:30 p.m. each Monday, by 3:00 p.m. each Tuesday, Wednesday, Thursday,  
38 and Friday.

39 (b) Bills shall not become resolutions provided the Senate has a similar  
40 rule. Resolutions shall not become bills. Resolutions are not law but may be used when  
41 a law is not necessary for the purpose contained therein. Resolutions shall not be used to  
42 appropriate funds for any purpose, but may be used to create study commissions or  
43 committees or establish investigative committees, to honor deceased persons, and to

1 adopt House rules and internal affairs. Resolutions cannot amend, repeal, or modify a  
2 statute; nor do they have life beyond the term of the session during which they are  
3 adopted.

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

6 (d) All bills and resolutions shall show in their captions a brief descriptive  
7 statement of the true substance of same, which captions may thereafter be amended.  
8 Captions of public bills may be amended only by amendment proposed by the standing  
9 committee to which the bill was referred. Third reading shall not be had on any bill or  
10 resolution on the same day that such caption is amended.

11 (e) A Substitute Bill shall be covered with the same color jacket as the  
12 original bill and shall be prefaced as follows:  
13 "House Substitute for" or "House Committee Substitute for \_\_\_\_\_".

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

15 (g) All memorializing, celebration, commendation, and commemoration  
16 resolutions, except those honoring the memory of deceased persons, shall be excluded  
17 from introduction and consideration in the House.

18 **RULE 31.1. Deadlines on Introduction and Receipt of Limitation on**  
19 **Number of Public Bills Introduced; Single Subject Rule.** – (a) All bills or resolutions  
20 recommended by commissions or standing committees authorized or directed by act or  
21 resolution of the General Assembly to report to the 1997 Regular Session of the General  
22 Assembly, or to report prior to convening of that session, must be introduced not later  
23 than the first Thursday in February (February 6) of the first year of the biennial session;  
24 provided that any such measure submitted to the Bill Drafting Division of the Legislative  
25 Services Office by 4:00 p.m. on that date and introduced in the House of Representatives  
26 before 3:00 p.m. on the next Thursday (February 13) shall be treated as if it had been  
27 introduced pursuant to this subsection.

28 (a1) All bills prepared to be introduced for departments, agencies, or  
29 institutions of the State must be introduced not later than the last Thursday in February  
30 (February 27) of the first year of the biennial session; provided that any such measure  
31 submitted to the Bill Drafting Division of the Legislative Services Office by 4:00 p.m. on  
32 that date and introduced in the House of Representatives before 3:00 p.m. on the next  
33 Thursday (March 6) shall be treated as if it had been introduced pursuant to this  
34 subsection. A bill introduced under this subsection shall be identified as an Agency Bill  
35 after its short title.

36 (a2) All local bills must be introduced not later than the fourth Thursday in  
37 March (March 27) of the first year of the biennial session; provided that any such  
38 measure submitted to the Bill Drafting Division of the Legislative Services Office by  
39 4:00 p.m. on that date and introduced in the House of Representatives before 3:00 p.m.  
40 on the next Thursday (April 3) shall be treated as if it had been introduced pursuant to  
41 this subsection.

42 (b) All public bills not containing appropriations or tax law changes must  
43 be introduced not later than the second Thursday in April (April 10) of the first year of



1 the biennial session; provided that any such measure submitted to the Bill Drafting  
2 Division of the Legislative Services Office by 4:00 p.m. on that date and introduced in  
3 the House of Representatives before 3:00 p.m. on the next Thursday (April 17) shall be  
4 treated as if it had been introduced pursuant to this subsection.

5 (c) All public bills containing appropriations and tax law changes, or  
6 containing appropriations but not tax law changes, must be introduced not later than the  
7 fourth Thursday in April (April 24) of the first year of the biennial session; provided that  
8 any such measure submitted to the Bill Drafting Division of the Legislative Services  
9 Office by 4:00 p.m. on that date and introduced in the House of Representatives before  
10 3:00 p.m. on the next Thursday (May 1) shall be treated as if it had been introduced  
11 pursuant to this subsection. All public bills containing tax law changes must be  
12 introduced not later than the second Thursday in May (May 8) of the first year of the  
13 biennial session; provided that any such measure submitted to the Bill Drafting Division  
14 of the Legislative Services Office by 4:00 p.m. on that date and introduced in the House  
15 of Representatives before 3:00 p.m. on the next Thursday (May 15) shall be treated as if  
16 it had been introduced pursuant to this subsection. If any bill is eligible for introduction  
17 on account of the date only under this subsection, and the bill is amended so that  
18 qualifying appropriation or tax law change does not remain in the bill, it shall not be  
19 eligible for further consideration. For the purpose of this section, a "tax law  
20 change" includes any provision that would require a bill under Rule 38(b) to be referred to  
21 the Standing Committee on Finance.

22 (c1) All resolutions, except those honoring the memory of deceased persons  
23 or adjourning the General Assembly must be introduced not later than the last Thursday  
24 in April (April 24) of the first year of the biennial session; provided that any such  
25 measure submitted to the Bill Drafting Division of the Legislative Services Office by  
26 4:00 p.m. on that date and introduced in the House of Representatives before 3:00 p.m.  
27 on the next Thursday (May 1) shall be treated as if it had been introduced pursuant to this  
28 subsection.

29 (d) In order to be eligible for consideration by the House during the first  
30 Regular Session, all Senate bills other than finance or appropriations bills or adjournment  
31 resolutions, must be received and read on the floor of the House as a message from the  
32 Senate no later than May 1; provided that a message from the Senate received by the next  
33 legislative day stating that a bill has passed its third reading and is being engrossed shall  
34 comply with the requirements of this subsection and provided that the Senate has a  
35 similar rule.

36 (d1) No member may introduce more than 10 public bills. For the purpose of  
37 the subsection, the introducer is the member who is listed as the first sponsor. A member  
38 may assign a portion of this limit to another member by notifying the Principal Clerk in  
39 writing on a form prepared by the Principal Clerk. This subsection does not apply to bills  
40 or resolutions recommended by commissions or standing committees authorized or  
41 directed by act or resolution of the General Assembly to report to the 1997 Regular  
42 Session of the General Assembly, or to report prior to convening of that session. This  
43 subsection does not apply to joint resolutions or House resolutions.

1 (d2) Except by motion approved by a majority of members of the House  
2 present and voting, no public House bill other than the Current Operations  
3 Appropriations Act or the Capital Improvement Appropriations Act may contain more  
4 than one subject.

5 (e) This rule, other than subsection (d2), does not apply to bills establishing  
6 districts for Congress or State or local entities. This rule, other than subsection (d2), does  
7 not apply to measures ratifying an amendment or amendments to the Constitution of the  
8 United States.

9 **RULE 32. Reference to Standing Committee and to Permanent**  
10 **Subcommittees.** – (a) Each bill, joint resolution, or House resolution not introduced on  
11 the report of a standing committee shall immediately upon its first reading be referred by  
12 the Speaker to such standing committee or permanent subcommittee as the Speaker  
13 deems appropriate.

14 (b) The standing committee Chair may refer each bill referred to the  
15 standing committee to the permanent subcommittee specifically charged with the subject  
16 matter of the bill. A report of that referral shall be made in writing and submitted to the  
17 body pursuant to Rule 5(5). Except as provided in Rule 36, the permanent subcommittee  
18 to which the bill is referred shall report the bill back to the full standing committee. That  
19 subcommittee report shall include one of the following recommendations:

- 20 (1) Favorable, without prejudice, or unfavorable as to the original bill with  
21 the recommendation that the report be made to the standing committee;
- 22 (2) Favorable, without prejudice, or unfavorable as to the original bill, as  
23 amended, with the recommendation that the report be made to the  
24 standing committee;
- 25 (3) Favorable or without prejudice to the proposed committee substitute,  
26 and unfavorable to the original bill, with the recommendation that the  
27 report be made to the standing committee;
- 28 (4) Favorable as to the original bill with the recommendation that the report  
29 be made directly to the floor of the House, if approved by the standing  
30 committee Chair;
- 31 (5) Favorable to the original bill, as amended, with the recommendation  
32 that the report be made directly to the floor of the House, if approved by  
33 the standing committee Chair;
- 34 (6) Favorable to the proposed committee substitute with the  
35 recommendation that the report be made directly to the floor of the  
36 House, if approved by the standing committee Chair, and unfavorable to  
37 the original bill.

38 Any recommendation of favorable or without prejudice may include a  
39 recommendation of re-referral to another standing committee. After a bill is reported to a  
40 standing committee by a permanent subcommittee of that standing committee, the  
41 standing committee Chair may re-refer the bill to another permanent subcommittee of  
42 that standing committee.

1           Upon recommendation to the standing committee, the bill shall be before that  
2 body for further action unless the permanent subcommittee Chair reports the bill directly  
3 pursuant to Rule 36.

4           (b1) Notwithstanding subsection (b) of this rule, the Local, Regional and State  
5 Revenues Subcommittee may include in its report to the Finance Committee a  
6 recommendation that the original bill be reported unfavorably or without prejudice  
7 directly to the floor of the House, if approved by the Chair of the Finance Committee.

8           (c) When a committee substitute is adopted by a permanent subcommittee  
9 or a standing committee for a bill which was introduced with no substantive provisions  
10 and the committee substitute deletes a majority of the provisions of the original bill and  
11 adds provisions that are not germane to the original bill, no further action may be taken  
12 by any standing committee or permanent subcommittee upon such bill until the second  
13 legislative day thereafter.

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

19           **RULE 34. Introduction of Resolutions and Bills, Copies Required.** – (a)  
20 Whenever any resolution or bill is introduced, a duplicate copy thereof shall be attached  
21 thereto, and the Principal Clerk shall cause said duplicate copy to be numbered as the  
22 original resolution or bill is numbered, and shall cause the same to be available at all  
23 times to the member introducing the same.

24           (b) Numbering of House Bills shall be designated as "H.B.\_\_\_\_." (No.  
25 following). A Joint Resolution shall be designated as "H.J.R. \_\_\_\_."(No. following). A  
26 House Resolution shall be designated as "H.R.\_\_\_\_." (No. following).

27           (c) Whenever any resolution or bill is filed for introduction, it shall be in a  
28 House bill jacket containing 30 copies and in the form designated by the Speaker. Any  
29 resolution or bill not accompanied by the required number of copies shall be immediately  
30 returned to the introducer. The Clerk shall stamp the copies with the number stamped  
31 upon the original bill.

32           **RULE 35. Duplicating and Availability of Copies of Bills.** – (a) The  
33 Legislative Services Officer shall cause such bills as are introduced to be duplicated in  
34 such numbers as may be specified by the Speaker. The Legislative Services Officer shall  
35 cause one copy of each resolution and public bill for each member to be delivered to the  
36 member's clerk or secretary who shall place it in the appropriate notebook on the  
37 member's desk. If a member so requests, a second copy shall be delivered to the  
38 member's clerk or secretary who shall place it in the member's office. The remaining  
39 copies shall be placed in the Printed Bills Room and made available to the committees to  
40 which the bill is referred, to individual members on request, and to the general public.

41           (b) A public bill is a bill affecting 15 or more counties. A local bill is one  
42 affecting fewer than 15 counties. No public bill and, upon objection by a member, no

1 local bill may be considered unless copies of the bill have been made available to the  
2 entire membership of the House.

3         **RULE 35.1. Assessment Reports.** – Every bill or resolution proposing the  
4 establishment of an occupational or professional licensing board, as defined in Article  
5 18A of Chapter 120 of the General Statutes, or a study for the need to establish such a  
6 board shall have attached to the jacket of the original bill or resolution at the time of its  
7 consideration on second and third readings by the House or by any standing committee or  
8 permanent subcommittee of the House, an assessment report from the Legislative  
9 Committee on New Licensing Boards pursuant to Article 18A of Chapter 120 of the  
10 General Statutes. The assessment report shall not constitute any part of the expression of  
11 legislative intent proposed by the formation of a licensing board. Upon receipt of the  
12 request, the Legislative Committee on New Licensing Boards shall prepare and return the  
13 assessment report as soon as possible but not later than 60 days, reserving the right to  
14 extend this time to 90 days.

15         **RULE 36. Report by Standing Committee or Permanent Subcommittee.** –  
16 All House bills and resolutions shall be reported from the standing committee or  
17 permanent subcommittee to which referred with such recommendations as the standing  
18 committee or permanent subcommittee may desire to make except in the case where the  
19 principal introducer requests in writing to the Chair of the standing committee or  
20 permanent subcommittee that the bill not be considered.

21         With the written approval of the Chair of the standing committee and with the  
22 recommendation of the subcommittee pursuant to Rule 32(b)(4) through (6), the Chair of  
23 the permanent subcommittee may report the bill directly to the floor with that  
24 recommendation. With the written approval of the Chair of the Finance Committee, the  
25 Chair of the Local, Regional, and State Revenues Subcommittee may report directly to  
26 the floor a bill with the recommendation of that Subcommittee under Rule 32(b)(4)  
27 through (6) or Rule 32(b1). If a permanent subcommittee recommends reporting a bill to  
28 the floor and the Chair of the standing committee fails to give approval, the bill shall be  
29 deemed to have been reported to the standing committee with the same recommendation  
30 as the subcommittee would have made to the House.

31         (a)         **Favorable Report.** When a standing committee or permanent  
32 subcommittee reports a bill with the recommendation that it be passed, the bill shall be  
33 placed on the favorable calendar on the day designated by the Chair of the Committee on  
34 Rules, Calendar, and Operations of the House, except that in the absence of the Chair of  
35 the Committee on Rules, Calendar, and Operations of the House, the Speaker may take  
36 such action, and except that bills on the Public Consent Calendar shall be placed on the  
37 favorable calendar as provided by Rule 40. In order to place a bill on the calendar for a  
38 legislative day, notice shall be given orally in the House or in writing to the Principal  
39 Clerk. When a committee substitute is adopted and receives a favorable report by the  
40 committee or permanent subcommittee, the standing committee or permanent  
41 subcommittee Chair shall submit to the standing committee or permanent subcommittee  
42 the question of an unfavorable report on the original bill. The standing committee's or

1 permanent subcommittee's action, if any, on the original bill shall be reported at the same  
2 time the committee substitute is reported.

3 (b) **Report Without Prejudice.** When a standing committee or the Local,  
4 Regional, and State Revenues Subcommittee reports a bill without prejudice, the bill shall  
5 be placed on the favorable calendar in the same manner as provided in subsection (a) of  
6 this rule.

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

10 (d) **Unfavorable Report.** When a standing committee or the Local,  
11 Regional, and State Revenues Subcommittee reports a bill with the recommendation that  
12 it be not passed and no minority report accompanies it, the bill shall be placed on the  
13 unfavorable calendar.

14 (e) **Minority Report.** When a bill is reported by a standing committee with  
15 a recommendation that it be not passed or that it be postponed indefinitely, but it is  
16 accompanied by a minority report signed by at least one-fourth (1/4) of the members of  
17 the standing committee who were present and voting when the bill was considered in  
18 standing committee, the question before the House shall be: "The adoption of the  
19 minority report." If the minority report is adopted by majority vote, the bill shall be  
20 placed on the favorable calendar for consideration. If the minority report fails of  
21 adoption by a majority vote, the bill shall be placed on the unfavorable calendar.

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

29 (b) The fiscal note shall be filed and attached to the bill or amendment  
30 within two legislative days of the request. If it is impossible to prepare a fiscal note  
31 within two legislative days, the Director of Fiscal Research shall, in writing, so advise the  
32 Speaker, the Principal Clerk, and the member introducing or proposing the measure and  
33 shall indicate the time when the fiscal note will be ready.

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

41 (d) A sponsor of a bill or amendment may deliver a copy of the bill or  
42 amendment to the Fiscal Research Division for the preparation of a fiscal note. The

1 sponsor shall attach the fiscal note to the bill when filed or to the amendment when its  
2 adoption is moved.

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

7 (f) Subsection (a) of this rule shall not apply to the current operations  
8 appropriations bill or the capital improvements appropriations bill. This rule shall not  
9 apply to a bill or amendment requiring an actuarial note under these rules.

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

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

14 (2) Program of hospital, medical, disability or related benefits provided for  
15 teachers and State employees, funded in whole or in part by State funds;

16 shall have attached to it at the time of its consideration by any standing committee or  
17 permanent subcommittee a brief explanatory statement or note which shall include a  
18 reliable estimate of the financial and actuarial effect of the proposed change to that  
19 retirement or pension system. The actuarial note shall be attached to the jacket of each  
20 proposed bill or resolution which is reported favorably by any standing committee or any  
21 permanent subcommittee, shall be separate therefrom, and shall be clearly designated as  
22 an actuarial note. A bill described in subsection (a)(1) of this rule shall be referred to the  
23 Committee on Pensions and Retirement upon its introduction.

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

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

41 (d) The note shall be factual and shall, if possible, provide a reliable  
42 estimate of both the immediate effect and, if determinable, the long-range fiscal and  
43 actuarial effect of the measure. If, after careful investigation, it is determined that no

1 dollar estimate is possible, the note shall contain a statement to that effect, setting forth  
2 the reasons why no dollar estimate can be given. No comment or opinion shall be  
3 included in the actuarial note with regard to the merits of the measure for which the note  
4 is prepared. Technical and mechanical defects in the measure may be noted.

5 (e) When any permanent subcommittee or standing committee reports a  
6 measure to which an actuarial note is attached at the time of permanent subcommittee or  
7 standing committee consideration, with any amendment of such nature as would  
8 substantially affect the cost to or the revenues of any retirement or pension system, or  
9 program of hospital, medical, disability, or related benefits for teachers or State  
10 employees, the Chair of the permanent subcommittee or standing committee reporting the  
11 measure shall obtain from the Fiscal Research Division an actuarial note of the fiscal and  
12 actuarial effect of the proposed amendment. The actuarial note shall be attached to the  
13 jacket of the measure. An amendment to any bill or resolution shall not be in order if the  
14 amendment affects the costs to or the revenues of a State-administered retirement or  
15 pension system, or program of hospital, medical, disability, or related benefits for  
16 teachers or State employees, unless the amendment is accompanied by an actuarial note,  
17 prepared by the Fiscal Research Division, as to the actuarial effect of the amendment.

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

20 **RULE 36.4. Local Legislation Affecting State Highway System.** – A local  
21 bill affecting the State Highway System shall be referred to the Committee on  
22 Transportation.

23 **RULE 37. Removing Bill From Unfavorable Calendar.** – A bill may be  
24 removed from the unfavorable calendar upon motion carried by a two-thirds (2/3) vote.  
25 A motion to remove a bill from the unfavorable calendar is debatable.

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

- 29 1. Carries an appropriation from the State; or
- 30 2. Requires or will require in the future substantial additional State monies  
31 from the General Fund or Highway Fund to implement its provisions,  
32 shall indicate same in the report, and said bill or resolution shall be  
33 referred to the Standing Committee on Appropriations for a further  
34 report before being acted upon by the House.

35 (b) All standing committees, other than the Standing Committee on  
36 Finance, when favorably reporting any bill which in any way or manner raises revenue,  
37 reduces revenue, levies a tax, authorizes the levying of a tax, an assessment, or a fee, or  
38 authorizes the issue of bonds or notes, whether public, public-local, or private, shall  
39 indicate same in the report, and said bill shall be referred to the Standing Committee on  
40 Finance for a further report before being acted upon by the House.

41 (c) **Action on Amendment Before Re-Referral.** If any standing  
42 committee recommends adoption of an amendment or committee substitute of a bill  
43 which, under the rules of the House must be referred to the Standing Committees on

1 Appropriations or the Standing Committee on Finance, the amendment or committee  
2 substitute shall be considered and, if adopted, the amendment or substitute engrossed  
3 before the bill is re-referred.

4 **RULE 39. Recall of Bill From Standing Committee; Discharge Petition. –**

5 (a) When a House bill has been introduced and referred to a standing committee, or when  
6 a Senate bill has been referred to a standing committee, if after 10 legislative days the  
7 standing committee has failed to report the bill, then the introducer of the House bill or  
8 some member designated by him, or some House member designated by the introducer of  
9 the Senate bill, may, after three legislative days' public notice given in the House and  
10 delivered in writing to the Chair of the standing committee, on motion supported by a  
11 vote of three-fifths (3/5) of the members of the House, recall the same from the standing  
12 committee to the floor of the House for consideration and such action thereon as a  
13 majority of the members present may direct.

14 (b) A motion to discharge a committee from consideration of a bill or  
15 resolution may be filed with the Principal Clerk if accompanied by a petition signed by  
16 three-fifths (3/5) of the members of the House asking that the committee be discharged  
17 from further consideration of the bill or resolution. No petition may be circulated for  
18 signatures until 10 legislative days after the bill has been referred to the committee. No  
19 petition may be circulated for signature until notice has been given on the floor of the  
20 House that the petition is to be circulated. If such a motion accompanied by a valid  
21 petition is filed, the Principal Clerk shall place that motion on the calendar for the next  
22 legislative day as a special order of business. If the motion is adopted by the House, then  
23 the committee to which the bill or resolution has been referred to is discharged from  
24 further consideration of the bill or resolution, and that bill or resolution is placed on the  
25 calendar for the next legislative day as a special order of business. If the committee had,  
26 prior to discharge, adopted any amendment or committee substitute for the bill, it shall be  
27 in order to offer that amendment or substitute on the floor as if it were a committee  
28 amendment or substitute. The Principal Clerk shall provide a form for discharge petitions.

29 (c) This rule shall not be temporarily suspended without one day's notice on  
30 the motion given in the House and delivered in writing to the Chair of the standing  
31 committee, and to sustain that motion two-thirds (2/3) of the members of the House shall  
32 be required.

33 **RULE 39.1. Recall of Bill From Permanent Subcommittee. –** When a  
34 House bill has been referred to a permanent subcommittee, if after 10 legislative days the  
35 subcommittee has failed to act thereon, or at any time, with the agreement of the  
36 subcommittee Chair, the standing committee Chair may re-refer the bill from that  
37 permanent subcommittee to another permanent subcommittee of the same standing  
38 committee provided the report of the re-referral shall be made pursuant to Rule 32.

39 **RULE 39.2. Re-Referral of Bills From One Standing Committee to**  
40 **Another Standing Committee. –** Upon consent of the sponsor of the bill, the Speaker,  
41 the Chair of the standing committee from whom the bill is to be re-referred, and the Chair  
42 of the standing committee to whom the bill is to be re-referred, the Chair of the standing  
43 committee from whom the bill is to be re-referred or the Chair of the Committee on



1 Rules, Calendar, and Operations of the House may move for a re-referral to another  
2 standing committee and the bill shall be re-referred upon vote of the majority present  
3 during a regular session of the House.

4 **RULE 40. Calendars and Schedules of Business.** – (a) The Clerk of the  
5 House shall prepare a daily schedule of business, including the Calendar of Bills and  
6 Resolutions for consideration and debate that day, in accordance with the Order of  
7 Business of the Day (Rule 5). The Clerk shall number all bills and resolutions in the  
8 order in which they are introduced. All bills and resolutions shall be taken up as they  
9 appear in each category (Rule 5(10)) in the order they were placed on the Calendar under  
10 Rule 36(a).

11 (b) When a public bill has received a recommendation for a favorable  
12 report, favorable report as amended, or favorable as to committee substitute, and the vote  
13 in the committee was unanimous of the members present and voting, the Chair of the  
14 Committee (or the Chair of the subcommittee if the bill is being reported directly to the  
15 floor) may designate in the committee report that the bill is to go on the consent calendar.  
16 The bill shall appear on the consent calendar for the second legislative day after the  
17 report is made. The Principal Clerk shall note on the calendar for the next legislative day  
18 the bills, including short titles, that will appear on the consent calendar for the following  
19 legislative day. A bill shall be removed from the consent calendar if any member of the  
20 House makes such request in writing to the Principal Clerk no later than one hour before  
21 convening of the House on the day the bill appears on the consent calendar, and in such  
22 case the bill shall be placed on the regular calendar for that day. It shall not be in order to  
23 offer any amendment to a bill on the consent calendar except committee amendments.  
24 The Speaker may recognize the sponsor of the bill for not to exceed two minutes of  
25 debate (or a person designated by the Chair of the committee reporting the bill in the case  
26 of a Senate bill). The Speaker shall then put the question on the bill. The bill shall  
27 appear on the consent calendar for third reading unless a member requests, no later than  
28 the adjournment of the daily session when the bill passed second reading, that the bill  
29 appear on the regular calendar.

30 **RULE 41. Reading of Bills.** – (a) Every bill shall receive three readings in the  
31 House prior to its passage. The first reading and reference to standing committee of a  
32 House bill shall occur on the next legislative day following its introduction. The first  
33 reading and reference to standing committee of a Senate bill shall occur on the next  
34 legislative day following its receipt on messages from the Senate. The Speaker shall give  
35 notice at each subsequent reading whether it be the second or third reading.

36 (b) No bill shall be read more than once on the same day without the  
37 concurrence of two-thirds (2/3) of the members present and voting; provided, no bill  
38 governed by Article II, Section 23 of the North Carolina Constitution or described in  
39 Rule 20 (a)(2) herein shall be read twice on one day under any circumstance.

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

- 42 1. Been tabled,
- 43 2. Been postponed indefinitely,

1           3.     Failed to pass on any of its readings, or  
2           4.     Been placed on the unfavorable calendar,  
3 the contents of that bill or the principal provisions of its subject matter shall not be  
4 considered in any other measure originating in the Senate or originating thereafter in the  
5 House. Upon the point of order being raised and sustained by the Chair, that measure  
6 shall be laid upon the table, and shall not be taken therefrom except by a two-thirds (2/3)  
7 vote of the members present and voting.

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

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

16           If the Senate adopts an amendment or committee substitute to a House bill, the  
17 House may not refuse to receive the bill on account of lack of germaneness if the Senate  
18 has a similar rule.

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

26           Perfecting (or second degree) amendments may be offered and considered  
27 without limitation as to number, and in the event of multiple perfecting amendments, they  
28 shall be voted upon in inverse order.

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

32           **RULE 43.2. House Concurrence in Senate Amendments to House Bills.** –  
33 The House shall not concur in a Senate amendment to a bill originating in the House until  
34 the next legislative day after the day on which the House receives the Senate amendment.

35           **RULE 43.3. Committee Substitutes Adopted by the Senate to Bills Originating**  
36 **in the House; Procedure for Treatment of Material Amendments Thereto.** – (a) Whenever  
37 the Senate has adopted a committee substitute for a bill originating in the House, and has  
38 returned the bill to the House for concurrence in that committee substitute, the House  
39 may not concur in that committee substitute until the next legislative day following the  
40 day on which the House receives that committee substitute.

41           (b)    The Speaker may, and upon motion supported by a majority of the  
42 House present and voting shall, refer the bill to an appropriate standing committee for  
43 consideration of the committee substitute.

1 (c) The Speaker shall, in placing the bill on the calendar, rule whether the  
2 committee substitute is a material amendment under Article II, Section 23 of the State's  
3 Constitution which reads:

4 **"Revenue bills.** – No law shall be enacted to raise money on the credit of the State, or  
5 to pledge the faith of the State directly or indirectly for the payment of any debt, or to  
6 impose any tax upon the people of the State, or to allow the counties, cities, or towns to  
7 do so, unless the bill for the purpose shall have been read three several times in each  
8 House of the General Assembly and passed three several readings, which readings shall  
9 have been on three different days, and shall have been agreed to by each House  
10 respectively, and unless the yeas and nays on the second and third readings of the bill  
11 shall have been entered on the journal."

12 If the committee substitute was referred to standing committee, the standing  
13 committee shall:

- 14 1. Report the bill with the recommendation either that the House concur or  
15 that the House do not concur; and
- 16 2. Advise the Speaker as to whether or not that committee substitute is a  
17 material amendment under Article II, Section 23 of the State's  
18 Constitution.

19 (d) If the committee substitute for a bill is not a material amendment, the  
20 question before the House shall be concurrence.

21 (e) If the committee substitute for a bill is a material amendment, the  
22 receiving of that bill on messages shall constitute first reading and the question before the  
23 House shall be concurrence on second reading. If the motion is passed, the question then  
24 shall be concurrence on third reading on the next legislative day.

25 (f) No committee substitute adopted by the Senate for a bill originating in  
26 the House may be amended by the House.

27 **RULE 44. Conference Standing Committees.** – (a) Whenever the House  
28 shall decline or refuse to concur in amendments put by the Senate to a bill originating in  
29 the House, or shall refuse to concur in a substitute adopted by the Senate for a bill  
30 originating in the House or whenever the Senate shall decline or refuse to concur in  
31 amendments put by the House to a bill originating in the Senate, or shall refuse to concur  
32 in a substitute adopted by the House for a bill originating in the Senate, a conference  
33 committee may be appointed by the Speaker upon the Speaker's own motion or shall be  
34 appointed upon request by the principal sponsor of the original bill, the Chair of the  
35 House standing committee which reported the bill, or by the sponsor of the amendment in  
36 which the Senate refused to concur; and the bill under consideration shall thereupon go to  
37 and be considered by the joint conferees on the part of the House and Senate. In  
38 appointing members to conference committees, the Speaker shall appoint no less than a  
39 majority of members who generally supported the House position as determined by the  
40 Speaker.

41 (b) Only such matters as are in difference between the two houses shall be  
42 considered by the conferees, and the conference report shall deal only with such matters.

1 The conference report may be made by a majority of the House members of such  
2 conference committee and shall not be amended.

3 (c) If the conferees fail to agree, new conferees may be appointed.  
4 However, if either house refuses to adopt the report of its conferees, the Speaker may  
5 appoint new conferees.

6 (d) No vote shall be taken on adoption of a conference report until the next  
7 legislative day following the report.

8 **RULE 44.1. Transmittal of Bills to Senate.** – Unless ordered by the Speaker  
9 or two-thirds (2/3) vote of the members present and voting, no bill shall be sent from the  
10 House on the day of its passage, except on the last day of the session.

## 11 **VII. LEGISLATIVE OFFICERS AND EMPLOYEES**

12 **RULE 45. Elected Officers.** – (a) The House shall elect one of its members  
13 Speaker.

14 (b) The House shall elect one of its members Speaker Pro Tempore who  
15 shall perform such duties as the Speaker may assign and shall preside over the House in  
16 the absence or incapacity of the Speaker and shall perform all of the duties of the Speaker  
17 until such time the Speaker may assume the Chair.

18 (c) The House shall elect a Principal Clerk, who shall continue in office  
19 until another is elected. The Speaker shall appoint a Reading Clerk and a Sergeant-at-  
20 Arms, who shall serve at the Speaker's pleasure. The Principal Clerk, Reading Clerk, and  
21 Sergeant-at-Arms shall have and perform duties and responsibilities, not inconsistent  
22 with these rules, as the Speaker may assign. Unless directed otherwise by the Speaker on  
23 behalf of the House, the Principal Clerk or an employee designated by the Principal Clerk  
24 shall receive House bills not approved by the Governor. In addition, the Sergeant-at-  
25 Arms may assign the Reading Clerk additional duties, to be performed while the House is  
26 not in its daily session.

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

31 **RULE 47. Speaker's Clerk, Chaplain, and Pages.** – (a) The Speaker may  
32 appoint one or more clerks to the Speaker, a Chaplain of the House, and pages to wait  
33 upon the sessions of the House.

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

36 (c) No member may have more than 10 persons designated as honorary  
37 pages.

38 **RULE 48. Clerks and Secretaries.** – (a) Each standing committee and  
39 permanent subcommittee shall have a clerk. The clerk to a standing committee or  
40 permanent subcommittee shall serve as secretary to the Chair of the standing committee  
41 or permanent subcommittee.

42 (b) Each member shall be assigned a secretary, unless the member has a  
43 standing committee or permanent subcommittee clerk to serve as secretary.

1 (c) The selection and retention of clerks and secretaries shall be the sole  
2 prerogative of the individual member or members. Such clerks and secretaries shall file  
3 initial applications for employment with the Principal Clerk and shall receive  
4 compensation as prescribed by the Legislative Services Commission. The employment  
5 period of clerks and secretaries shall commence not earlier than the convening date of the  
6 General Assembly and shall terminate not later than the final adjournment or recess of the  
7 General Assembly unless employment for an extended period is approved by the  
8 Speaker. The clerks and secretaries shall adhere to such uniform rules and regulations  
9 not inconsistent with these rules regarding hours and other conditions of employment as  
10 the Legislative Services Commission shall fix by appropriate regulations.

11 **RULE 49. Compensation of Clerks and Secretaries.** – No clerk, laborer, or  
12 other person employed or appointed under Rules 46, 47, and 48 hereof shall receive  
13 during such employment, appointment, or service, any compensation from any  
14 department of the State government, and there shall not be voted, paid, or awarded any  
15 additional pay, bonus, or gratuity to any of them; but they shall receive only the pay now  
16 provided by law for such duties and services.

#### 17 **VIII. PRIVILEGES OF THE HALL**

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

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

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

34 **RULE 53. Order in Galleries and Lobby.** – In case of any disturbance or  
35 disorderly conduct in the galleries or lobby, the Speaker or other presiding officer is  
36 empowered to order the same to be cleared.

#### 37 **IX. GENERAL RULES**

38 **RULE 54. Attendance of Members.** – No member or officer of the House  
39 shall absent himself from the service of the House without leave, unless from sickness or  
40 disability.

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

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

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

10           **RULE 58. Rules, Rescission and Alteration.** – (a) These rules shall not be  
11 permanently rescinded or altered except by House simple resolution passed by a two-  
12 thirds (2/3) vote of the members present and voting. The introducer of the resolution  
13 must on the floor of the House give notice of intent to introduce the resolution on the  
14 legislative day preceding its introduction.

15           (b) Except as otherwise provided herein, the House upon two-thirds (2/3)  
16 vote of the members present and voting may temporarily suspend any rule.

17           **RULE 59. Cosponsorship of Bills and Resolutions.** – (a) Any member  
18 wishing to cosponsor a bill or resolution which has been introduced may do so by  
19 appearing in the office of the Principal Clerk for such purpose within one-half hour  
20 following the adjournment of the session during which such bill or resolution was first  
21 read and referred.

22           (b) No member shall permit anyone, other than that member's secretary or  
23 clerk, or another member, to have possession of and solicit for bill or resolution  
24 cosponsorship, the jacket of a bill or resolution.

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

31           **RULE 61. Assignment of Seats.** – After initial assignment of seats, a member  
32 shall continue to occupy the seat to which initially assigned until assigned a permanent  
33 seat; once assigned a permanent seat, the member shall occupy it for the entire biennial  
34 session. In event of vacancy, that member's successor will occupy the seat of the member  
35 replaced for the remainder of the biennial session.

36           **RULE 61.1. Office Assignments.** – The Chair of the Standing Committee on  
37 Rules, Calendar, and Operations of the House shall assign to each member an office  
38 space. When available, Chairs of standing committees and permanent subcommittees  
39 shall be assigned an office adjacent to the room in which the standing committee or  
40 permanent subcommittee generally meets if the Chair so desires. The Speaker shall be  
41 assigned an office of his or her choice.

42           **RULE 61.2. Convening and Assigning Seats in the New House.** – (a) The  
43 Principal Clerk of the previous House of Representatives shall convene the House of

1 Representatives at 12:00 noon on the date established by law for the convening of each  
2 regular session, and preside over the body until the members elect a Speaker. In the case  
3 of a vacancy, inability, or refusal to so serve, the duty shall devolve upon the sergeant-at-  
4 arms of the prior House, and in the case of a vacancy in that office, or inability or refusal  
5 to so serve, the duty shall devolve upon the reading clerk of the prior House.

6 (b) It shall be the duty of the Chair of the Standing Committee on Rules,  
7 Calendar, and Operations of the House of the prior House to assign seats to the members  
8 of the House of Representatives in its Chamber. In the case of a death of the Chair of the  
9 Standing Committee on Rules, Calendar, and Operations of the House, or that Chair's  
10 inability or refusal to serve, the Speaker of the prior House of Representatives shall  
11 appoint a person to assign seats to members of the House of Representatives in its  
12 Chamber. In the event that the party that had a majority of members in the prior House  
13 will no longer have a majority of members of the new House, then the duty assigned in  
14 this subsection to the Chair of the committee of the prior House shall instead be the duty  
15 of the person nominated as Speaker by the majority party caucus for the new House, or  
16 some member-elect designated by the Speaker-nominee. In the event no party will have  
17 a majority, then the duty assigned in this subsection to the Chair of the committee of the  
18 prior House shall instead be the joint duty of one person chosen each by the caucuses of  
19 the two parties having the greatest numbers of members.

20 **RULE 62. Matters Not Covered in These Rules.** – Except as herein set out  
21 the rules of Mason's Manual of Legislative Procedure shall govern the operation of the  
22 House.

23 Section 2. This resolution is effective upon adoption.