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1 House Resolution

2 A resolution establishing the Rules of the House of
3 Representatives of the State of Florida for the 2016-
4 2018 term.

5
6 Be It Resolved by the House of Representatives of the State of
7 Florida:

8
9 That the following rules shall govern the House of
10 Representatives of the State of Florida for the 2016-2018 term:

11
12 RULES OF THE FLORIDA HOUSE OF REPRESENTATIVES

13
14 RULE ONE—LEGISLATIVE ORGANIZATION

15
16 1.1—Officers of the House

17 (a) CONSTITUTIONAL OFFICERS. Pursuant to Section 2 of
18 Article III of the State Constitution:

19 (1) The House shall choose a permanent presiding officer,
20 designated the "Speaker."

21 (2) The House hereby designates as its clerk the Clerk of
22 the House (hereinafter "Clerk"), to be appointed and serve in
23 accordance with these rules.

24 (b) HOUSE LEADERSHIP. In addition to the Speaker, the
25 House shall choose a Speaker pro tempore, who shall serve in

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26 | accordance with Rule 2.5. The Speaker shall appoint a Majority
 27 | Leader from among the members of the Majority Conference to
 28 | serve at the pleasure of the Speaker. The Minority Conference
 29 | shall select a Minority Leader from among the members of the
 30 | Minority Conference.

31 | (c) OTHER OFFICERS. The Speaker shall appoint a Clerk and
 32 | a Sergeant at Arms, who shall be employees of the House.

33 |

34 | 1.2–Political Party Conferences

35 | Conference rules shall be interpreted and enforced solely by the
 36 | respective caucuses.

37 |

38 | 1.3–Seating Challenges

39 | In the case of a contest for a seat in the House, notice setting
 40 | forth the specific grounds of such contest and the supporting
 41 | evidence must have been received by the Clerk not less than 5
 42 | days before the organization session of the Legislature. No
 43 | motion to disqualify a member shall be in order at the
 44 | organization session until a Speaker has been elected in
 45 | accordance with the State Constitution. In the case of a special
 46 | election, notice must have been received by the Clerk not less
 47 | than 5 days before the next regular or special session convenes.
 48 | If the election is during a session or less than 5 days before
 49 | the next session, the notice must have been received on the next
 50 | legislative day following the receipt of certified election

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51 results. A contest setting forth facts sufficient to warrant
 52 review shall be referred by the Speaker to an appropriate
 53 committee or subcommittee. The committee or subcommittee shall
 54 conduct hearings as required and report its findings and
 55 recommendations to the House. Upon receipt of the committee or
 56 subcommittee report, the House shall convene with all dispatch
 57 to determine the contest by a majority vote.

58

59 RULE TWO—POWERS, DUTIES, AND RIGHTS OF THE SPEAKER

60

61 2.1—Presiding

62 The Speaker shall take the chair and call the House to order at
 63 the hour appointed for meeting and, if a quorum is present,
 64 shall proceed with the order of business.

65

66 2.2—Interpreting Rules

67 The Speaker shall interpret, apply, and enforce the Rules of the
 68 House.

69

70 2.3—Deciding Questions of Order

71 (a) DETERMINATION BY THE SPEAKER. All questions of order
 72 shall be presented to the Speaker for determination. The Speaker
 73 may require the member raising a point of order to cite the rule
 74 or other authority in support of the question. The Speaker may
 75 decide the question of order, put such question to the House, or

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76 refer such question to the chair of the Rules & Policy Committee
 77 ~~Rules, Calendar & Ethics Committee~~ for a recommendation to the
 78 Speaker. Any decision of the Speaker on a point of order is
 79 subject to an appeal to the House made timely and separately by
 80 any five members.

81 (b) QUESTIONS OF ORDER ARISING IN COMMITTEE OR
 82 SUBCOMMITTEE. A question of order may be certified by a
 83 committee or subcommittee chair to the Speaker for determination
 84 as any other question of order. A question of order decided in
 85 committee or subcommittee may be appealed to the Speaker,
 86 provided the appeal is announced in the committee or
 87 subcommittee meeting, presented in writing, signed by two
 88 members of the committee or subcommittee, and delivered to the
 89 applicable chair before 4:30 p.m. the next day (excluding
 90 Saturdays, Sundays, and official state holidays). The appeal
 91 must then be immediately certified by the chair to the Speaker,
 92 who shall decide the question as any other question of order.
 93 The certification or appeal of a question arising in committee
 94 or subcommittee does not constitute an automatic stay of further
 95 action on the measure to which the question relates.

96 (c) APPEAL TO THE HOUSE. When a decision of the Speaker on
 97 a question of order is appealed, the Speaker shall put the
 98 appeal to the House. No member may speak more than once, or for
 99 more than 3 minutes, on an appeal unless given leave by the
 100 House by majority vote.

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101 (d) DECISIONS NOT SUBJECT TO APPEAL. Responses to
 102 parliamentary inquiries and decisions of recognition made by the
 103 Speaker may not be appealed.

104
 105 2.4-Execution of Documents

106 The Speaker shall sign all bills and all writs, warrants, and
 107 subpoenas issued by order of the House, all of which shall be
 108 attested to by the Clerk. The Speaker may delegate the authority
 109 to sign papers authorizing payments or other papers of an
 110 administrative nature.

111
 112 2.5-Appointment of a Temporary Presiding Officer

113 (a) The Speaker may appoint any member to perform the
 114 duties of presiding officer for a temporary period of time not
 115 to extend beyond a single legislative day.

116 (b) If the Speaker is absent and has not appointed a
 117 presiding officer pursuant to subsection (a), the Speaker pro
 118 tempore shall act as presiding officer during the Speaker's
 119 absence. However, if the Speaker pro tempore is also absent and
 120 has not appointed a presiding officer pursuant to subsection
 121 (a), the chair of the Rules & Policy Committee ~~Rules, Calendar &~~
 122 ~~Ethics Committee~~ shall act as presiding officer during the
 123 absence of both the Speaker and Speaker pro tempore.

124 (c) Upon the Speaker's incapacity or other inability to
 125 serve, the Speaker pro tempore shall exercise the duties,

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126 powers, and prerogatives of the Speaker during the period of
 127 such incapacity or other inability to serve.

128 (d) The Speaker pro tempore shall exercise the duties,
 129 powers, and prerogatives of the Speaker in the event of the
 130 Speaker's death or resignation until the Speaker's successor is
 131 elected.

132

133 2.6—Protecting the Interests of the House

134 The Speaker may initiate, defend, intervene in, or otherwise
 135 participate in any suit on behalf of the House, a committee or
 136 subcommittee of the House, a member of the House (whether in the
 137 legal capacity of member or otherwise), a former member of the
 138 House, or an officer, employee, or agent of the House when the
 139 Speaker determines that such suit is of significant interest to
 140 the House.

141

142 2.7—Control of House Facilities

143 The Speaker shall have administrative control of the Chamber
 144 when the House is not in session and of every other room, lobby,
 145 and gallery of the House.

146

147 RULE THREE—MEMBERS

148

149 3.1—Membership

150 The House shall exercise its right to be the sole judge of the

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151 | qualifications, elections, and returns of its members.

152

153 | 3.2–Voting Obligation

154 | Except when abstention is required, every member shall have an
 155 | obligation to vote on all matters that come before the House in
 156 | session or before any committee or subcommittee to which the
 157 | member is appointed. A member may not vote by proxy. A member
 158 | may register an electronic vote in the Chamber for another
 159 | member at the other member's specific request and direction,
 160 | provided the requesting member is in the Chamber during the
 161 | vote.

162 | (a) ABSTENTION ON MATTERS OF SPECIAL PRIVATE GAIN OR LOSS.
 163 | A member may not vote on any measure that the member knows would
 164 | inure to the member's special private gain or loss. The member
 165 | must disclose the nature of the member's interest in the matter
 166 | from which the member is required to abstain.

167 | (b) DISCLOSURE ON MATTERS OF SPECIAL PRIVATE GAIN OR LOSS
 168 | TO FAMILY OR PRINCIPALS.

169 | (1) When voting on any measure that the member knows would
 170 | inure to the special private gain or loss of:

171 | a. Any principal by whom the member or the member's
 172 | spouse, parent, or child is retained or employed;

173 | b. Any parent organization or subsidiary of a corporate
 174 | principal by which the member is retained or employed; or

175 | c. A relative or business associate of the member,

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176
 177 the member must disclose the nature of the interest of such
 178 person in the outcome of the vote.

179 (2) For the purpose of this rule, the term:

180 a. "Relative" means any father, mother, son, daughter,
 181 husband, wife, brother, sister, father-in-law, mother-in-law,
 182 son-in-law, or daughter-in-law.

183 b. "Business associate" means any person or entity engaged
 184 in or carrying on a business enterprise with the member as a
 185 partner, joint venturer, corporate shareholder where the shares
 186 of such corporation are not listed on any national or regional
 187 stock exchange, or co-owner of property.

188 (c) METHODS OF DISCLOSURE. If the vote is taken on the
 189 floor, disclosure under this rule or under any related law shall
 190 be accomplished by filing with the Clerk, within 15 days after
 191 the vote occurs, a memorandum the substance of which shall be
 192 printed in the Journal. If the vote is taken in a committee or
 193 subcommittee, the memorandum shall be filed, within 15 days
 194 after the vote occurs, with the committee or subcommittee
 195 administrative assistant, who shall file such memorandum in the
 196 committee or subcommittee files and with the Clerk.

197

198 3.3-Attendance Obligation

199 (a) COMMITTEE AND SUBCOMMITTEE MEETING ATTENDANCE. A
 200 member shall attend all meetings of committees and subcommittees

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201 to which appointed unless excused by the chair or by the
 202 Speaker. Excuse from a House session shall constitute excuse
 203 from that day's meetings. Failure to attend two consecutive
 204 meetings, unless excused, shall constitute automatic removal
 205 from the committee or subcommittee and create a vacancy. Upon
 206 notification of automatic removal, the Speaker may make an
 207 appointment to fill such vacancy.

208 (b) SESSION ATTENDANCE.

209 (1) A member may not be absent from the sessions of the
 210 House without approval from the Speaker. Upon written request of
 211 a member submitted in a timely manner, the Speaker may, by
 212 written notice to the Clerk, excuse the member from attendance
 213 for any stated period. It shall be the responsibility of the
 214 excused member to advise the Clerk when leaving and returning to
 215 the Chamber.

216 (2) Any member who has answered roll call, either orally
 217 or by electronic means, at the opening of any daily session, or
 218 who enters after the initial quorum call and informs the Clerk
 219 of the member's presence, shall thereafter be presumed present
 220 unless necessarily prevented or leave of absence is obtained
 221 from the Speaker. The Speaker shall make any determination as to
 222 whether a member was necessarily prevented.

223

224 3.4-Open Meetings

225 (a) Subject to order and decorum, each member shall

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226 provide reasonable access to members of the public to any
 227 meeting between such member and more than one other member of
 228 the Legislature, if such members of the public have requested
 229 admission and such meeting has been prearranged for the purpose
 230 of agreeing to take formal legislative action on pending
 231 legislation or amendments at such meeting or at a subsequent
 232 time.

233 (b) Subject to order and decorum, a member of the public
 234 requesting admission shall have reasonable access to any meeting
 235 between the Speaker, the Senate President, or the Governor, if
 236 such meeting has been prearranged for the purpose of agreeing to
 237 take formal legislative action on pending legislation or
 238 amendments at a subsequent time.

239 (c) No meeting required by these rules to be open to
 240 members of the public shall be conducted in the Members' Lounge,
 241 at any location that is closed to the public, or at any location
 242 that a participating member knows prohibits admission on the
 243 basis of race, religion, gender, national origin, physical
 244 disability, or similar classification.

245 (d) Meetings conducted in the Chamber of either the House
 246 or the Senate while such body is in session shall be considered
 247 to be held at a location providing reasonable access to, and to
 248 be reasonably open to, the public.

249 (e) When the number of persons attending a meeting subject
 250 to this rule must be limited because of space considerations or

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251 otherwise for the maintenance of order or decorum, at least one
 252 representative each of the print, radio, and television media
 253 shall be included among the members of the public admitted, if
 254 such persons have requested admission.

255 (f) For the purpose of this rule, and as used in Section 4
 256 of Article III of the State Constitution, legislation shall be
 257 considered pending if filed with the Clerk. An amendment shall
 258 be considered pending if it has been delivered to the
 259 administrative assistant of a committee or subcommittee in which
 260 the legislation is pending or to the Clerk, if the amendment is
 261 to a bill that has been reported favorably by each committee or
 262 subcommittee of reference, and the term "formal legislative
 263 action" shall include any vote of the House or Senate, or of a
 264 committee or subcommittee of either house, on final passage or
 265 on a motion other than a motion to adjourn or recess.

266

267 RULE FOUR—DUTIES OF CLERK, SERGEANT AT ARMS, AND EMPLOYEES

268

269 4.1—The Clerk

270 (a) The Clerk serves at the pleasure of the Speaker. The
 271 Clerk shall:

272 (1) Be the custodian of all bills, resolutions, and
 273 memorials. No member or other person may take possession of an
 274 original bill, after filing, with the intention of depriving the
 275 Legislature of its availability for consideration.

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276 (2) Provide for the keeping of a complete record of
 277 introduction and action on all bills, resolutions, and
 278 memorials, including each number, each sponsor, each cosponsor,
 279 a brief description of the subject matter, and each committee
 280 and subcommittee reference.

281 (3) Keep a correct journal of proceedings of the House.
 282 The Journal shall be numbered serially and published from the
 283 first day of each session of the Legislature.

284 (4) Superintend the engrossing and transmitting of bills,
 285 resolutions, and memorials and approve the enrolling of all
 286 House bills.

287 (5) Sign and receive necessary papers in the name of the
 288 House between a general election and election of the Speaker.

289 (6) Perform any other duties assigned by the Speaker.

290 (b) It shall be a ministerial duty of the Clerk to attest
 291 to all writs issued by order of the House and to the passage of
 292 all legislative measures.

293

294 4.2-The Sergeant at Arms

295 The Sergeant at Arms (hereinafter "Sergeant") serves at the
 296 pleasure of the Speaker. The Sergeant shall attend the House
 297 during its sittings and maintain order under the direction of
 298 the Speaker or other presiding officer. In case of any
 299 disturbance or disorderly conduct within the Chamber, corridors,
 300 passages, lobby, galleries, or rooms of the House, whether in

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301 the Capitol or elsewhere, the Speaker may order the Sergeant to
 302 suppress the same and may order the Sergeant to remove any
 303 person creating any disturbance. The Sergeant will ensure that
 304 no person is admitted to the Chamber except in accordance with
 305 these rules or as directed by the Speaker. The Sergeant shall
 306 oversee the security of the House and its members when engaged
 307 in their constitutional duties and perform other duties under
 308 the command and supervision of the Speaker.

309

310 4.3--The Employees

311 The Speaker shall employ all employees of the House and shall
 312 determine their qualifications, duties, hours of work, and
 313 compensation, including perquisites and other benefits. All
 314 employees work for and serve at the pleasure of the Speaker. The
 315 Speaker has the right to dismiss any employee of the House
 316 without cause, and the pay of such employee shall stop on the
 317 designated day of dismissal. Except when operating under
 318 direction from a member with authority over the designated
 319 employee, no House employee shall seek to influence the passage
 320 or rejection of proposed legislation.

321

322 RULE FIVE--FORM AND INTRODUCTION OF BILLS

323

324 5.1--"Bill" Stands for All Legislation

325 Except when the context otherwise indicates, "bill," as used in

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326 | these rules, means a bill, joint resolution, concurrent
 327 | resolution, resolution, memorial, or other measure upon which a
 328 | committee or subcommittee may be required to report.

329 |

330 | 5.2—Member Bill Filing Deadline

331 | Filing deadlines for member bills shall be as follows:

332 | (a) No general bill, local bill, joint resolution,
 333 | concurrent resolution (except one relating to extension of a
 334 | session or legislative organization or procedures), substantive
 335 | House resolution, or memorial shall be given first reading
 336 | unless approved for filing with the Clerk no later than noon of
 337 | the first day of the regular session.

338 | (b) No ceremonial resolution shall be given first reading
 339 | unless approved for filing with the Clerk before the 46th day of
 340 | the regular session.

341 |

342 | 5.3—Limitation on Member Bills Filed

343 | (a) A member may not file more than six bills for a
 344 | regular session. ~~Of the six bills, at least two must be approved~~
 345 | ~~for filing with the Clerk no later than noon of the 6th Tuesday~~
 346 | ~~before the first day of the regular session.~~ For purposes of
 347 | this rule, the member considered to have filed a bill is the
 348 | first-named sponsor of the bill.

349 | (1) Of the six bills for the 2017 Regular Session, at
 350 | least two must be approved for filing with the Clerk no later

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351 than noon of the 6th Tuesday before the first day of the regular
 352 session.

353 (2) Of the six bills for the 2018 Regular Session, at
 354 least two must be approved for filing with the Clerk no later
 355 than noon of the 7th Tuesday before the first day of the regular
 356 session.

357 (b) Bills not counted toward these limits include:

358 (1) Local bills, ~~including local claim bills.~~

359 (2) Ceremonial House resolutions.

360 (3) Memorials.

361 (4) Concurrent resolutions relating to extension of a
 362 session or legislative organization or procedures.

363 (5) Trust fund bills adhering to another bill.

364 (6) Public records or public meetings exemption bills
 365 adhering to another bill.

366 (7) General bills adhering to a joint resolution.

367 (8) Bills that only repeal or delete, without substantive
 368 replacement, any provision of the Florida Statutes or Laws of
 369 Florida.

370 (9) Bills withdrawn from further consideration prior to
 371 the applicable filing deadline.

372 (10) Claim bills, whether general or local.

373 (11) Appropriations project bills.

374

375 5.4-Forms of Measures; Sponsorship Transactions

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376 (a) To be acceptable for introduction, all bills shall be
 377 produced in accordance with standards approved by the Speaker.

378 (b) No member may be added or deleted as a sponsor or
 379 cosponsor of a bill without the member's consent. A member
 380 desiring to be a cosponsor must submit to the Clerk a
 381 cosponsorship request agreed to by the first-named sponsor. A
 382 member may withdraw as a cosponsor by submitting a request to
 383 the Clerk.

384 (c) Bills that propose to amend existing provisions of law
 385 shall contain the full text of the section, subsection, or
 386 paragraph to be amended. ~~Joint resolutions that propose to amend~~
 387 ~~the State Constitution shall contain the full text of the~~
 388 ~~section to be amended.~~ As to those portions of general bills and
 389 ~~joint resolutions~~ that propose to amend existing provisions of
 390 the Florida Statutes ~~or the State Constitution~~, words to be
 391 added shall be inserted in the text underlined, and words to be
 392 deleted shall be struck through with hyphens. If the change in
 393 language is so general that the use of these procedures would
 394 hinder, rather than assist, the understanding of the amendment,
 395 it is not necessary to use the coded indicators of words added
 396 or deleted, but, in lieu thereof, a notation similar to the
 397 following shall be inserted immediately preceding the affected
 398 section of the bill: "Substantial rewording of section. See s. .
 399 . . . , F.S., for present text." When such a notation is used,
 400 the notation, as well as the substantially reworded text, shall

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401 be underlined. The words to be deleted and the above-described
 402 indicators of such words and of new material are for information
 403 and guidance and do not constitute a part of the bill under
 404 consideration. Numerals in the margins of the line-numbered
 405 pages do not constitute a part of the bill and are shown on each
 406 page only for convenience in identifying lines. Section
 407 catchlines of existing text shall not be underlined, nor shall
 408 any other portion of a bill covered by this rule other than new
 409 material.

410

411 5.5-Local Bills

412 (a) A committee or subcommittee may not report a local
 413 bill favorably if the substance of the local bill may be enacted
 414 into law by ordinance of a local governing body without the
 415 legal need for a referendum.

416 (b) A local bill that provides an exemption from general
 417 law may not be placed on the Special Order Calendar in any
 418 section reserved for the expedited consideration of local bills.

419 (c) All local bills, including local claim bills, must
 420 either, as required by Section 10 of Article III of the State
 421 Constitution, embody provisions for a ratifying referendum
 422 (stated in the title as well as in the text of the bill) or be
 423 accompanied by an affidavit of proper advertisement, securely
 424 attached to the original bill ahead of its first page.

425

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426 5.6-Claim Bills

427 (a) The Speaker may appoint a Special Master to review a
 428 claim bill or conduct a hearing, if necessary. The Special
 429 Master may administer an oath to all witnesses, accept relevant
 430 documentary and tangible evidence offered as deemed necessary,
 431 and record the hearing. The Special Master may prepare a final
 432 report containing findings of fact, conclusions of law, and
 433 recommendations. The report shall be signed by the Special
 434 Master, who shall be available, in person, to explain his or her
 435 report to any committee or subcommittee of reference.

436 (b) Stipulations entered into by the parties are not
 437 binding on the Special Master or the House or any of its
 438 committees or subcommittees.

439 (c) The hearing and consideration of a claim bill shall be
 440 held in abeyance until all available administrative and judicial
 441 remedies have been exhausted, except that the hearing and
 442 consideration of a claim that is still within the judicial or
 443 administrative system may proceed when the parties have executed
 444 a written settlement agreement.

445
 446 5.7-Reviser's Bills

447 Reviser's bills shall be introduced by the Rules & Policy
 448 Committee Rules, Calendar & Ethics Committee, which may request
 449 prior review by another committee or subcommittee.

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451 5.8--Joint Resolutions

452 (a) Joint resolutions are used to propose amendments to
 453 the State Constitution and for legislative apportionment.

454 (b) Joint resolutions shall contain a title and the
 455 resolving clause "Be It Resolved by the Legislature of the State
 456 of Florida:". Joint resolutions that propose to amend the State
 457 Constitution shall contain the full text of the section to be
 458 amended. As to those portions of joint resolutions that propose
 459 to amend existing provisions of the State Constitution, words to
 460 be added shall be inserted in the text underlined, and words to
 461 be deleted shall be struck through with hyphens.

463 5.9--Concurrent Resolutions

464 (a) Concurrent resolutions originating in the House shall
 465 present only questions pertaining to extension of a session,
 466 enactment of joint rules, ratification of federal constitutional
 467 amendments, communications with the judiciary, appointment or
 468 recall of delegates or alternate delegates to a federal Article
 469 V convention and instructions to such delegates, actions taken
 470 pursuant to federal law not requiring gubernatorial approval, or
 471 other exclusively legislative matters.

472 (b) Concurrent resolutions originating in the House shall
 473 contain a title and the resolving clause "Be It Resolved by the
 474 House of Representatives of the State of Florida, the Senate
 475 Concurring:".

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476 (c) The Secretary of State shall be requested to prepare
 477 certified copies of concurrent resolutions after their adoption.

478
 479 5.10 ~~5.8~~ Memorials

480 A memorial expresses the opinion of the Legislature to the
 481 Federal Government. All memorials shall contain the resolving
 482 clause "Be It Resolved by the Legislature of the State of
 483 Florida:".

484
 485 5.11 ~~5.9~~ Substantive and Ceremonial House Resolutions+
 486 ~~Concurrent Resolutions; Tributes~~

487 (a) All House resolutions ~~and all concurrent resolutions~~
 488 ~~originating in the House~~ shall contain a title and the a
 489 ~~resolving clause. In the case of House resolutions, the~~
 490 ~~resolving clause shall be~~ "Be It Resolved by the House of
 491 Representatives of the State of Florida:".

492 (b) Substantive House resolutions are used to express an
 493 opinion of the House or to regulate practice, procedure, and
 494 conduct of the House. ~~In the case of concurrent resolutions~~
 495 ~~originating in the House, the resolving clause shall be "Be It~~
 496 ~~Resolved by the House of Representatives of the State of~~
 497 ~~Florida, the Senate Concurring:".~~ ~~Concurrent resolutions~~
 498 ~~originating in the House shall present only questions pertaining~~
 499 ~~to extension of a session, enactment of joint rules,~~
 500 ~~ratification of federal constitutional amendments,~~

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501 ~~communications with the judiciary, appointment or recall of~~
 502 ~~delegates or alternate delegates to a federal Article V~~
 503 ~~convention and instructions to such delegates, actions taken~~
 504 ~~pursuant to federal law not requiring gubernatorial approval, or~~
 505 ~~other exclusively legislative matters.~~

506 (c)(b) Ceremonial House resolutions are used to recognize
 507 landmark achievements and accomplishments of statewide
 508 significance and are reserved for high meritorious acts of
 509 conduct, achievement, or heroism. All ceremonial House
 510 resolutions shall be reviewed and approved by the chair of the
 511 Rules & Policy Committee Rules, Calendar & Ethics Committee
 512 before introduction, pursuant to the following standards:

513 (1) Ceremonial House resolutions should recognize
 514 documented accomplishments of statewide interest and
 515 consequence.

516 (2) Ceremonial House resolutions should not honor specific
 517 individuals or private, government, or lobbying organizations
 518 for activities performed within the normal course of their
 519 affairs.

520 (3) Ceremonial House resolutions should not be filed for
 521 an organization that employs the sponsoring member.

522 (4) Ceremonial House resolutions should not contain
 523 controversial or substantive policy statements.

524 (5) Ceremonial House resolutions should not support or
 525 oppose pending legislation or funding requests.

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526 ~~(d)(e)~~ Copies of House resolutions shall be furnished by
 527 the Clerk. ~~The Secretary of State shall be requested to prepare~~
 528 ~~certified copies of concurrent resolutions after their adoption.~~

529 ~~(d) Any matter commemorating local achievement,~~
 530 ~~condolences, or other recognition shall be prepared in~~
 531 ~~accordance with standards approved by the Speaker as an~~
 532 ~~individual tribute for the member sponsoring the measure.~~

533
 534 5.12--Tributes

535 (a) Tributes are used to commemorate local achievement,
 536 condolences, or other recognition as an individual expression of
 537 the sponsoring member and are not presented as an expression of
 538 the House or of the Legislature.

539 (b) Tributes shall be prepared in accordance with
 540 standards approved by the Speaker.

541
 542 5.13 ~~5.10~~ Bills Filed During an Interim

543 During the period between the organization session and the
 544 convening of the first regular session of the legislative
 545 biennium and during the period between the first and second
 546 regular sessions of the legislative biennium, members may file
 547 for introduction bills that have been prepared or reviewed by
 548 the House Bill Drafting Service.

549 5.14--Appropriations Project Bills

550 (a)(1) For purposes of these rules, the term

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551 "appropriations project" means a specific appropriation,
 552 proviso, or item on a conference committee spreadsheet agreed to
 553 by House and Senate conferees providing funding for:

554 a. A local government, private entity, or privately
 555 operated program, wherein the specific appropriation, proviso,
 556 or item on a conference committee spreadsheet specifically names
 557 the local government, private entity, or privately operated
 558 program or the appropriation, proviso, or item is written in
 559 such a manner as to describe a particular local government,
 560 private entity, or privately operated program;

561 b. A specific transportation facility that was not part of
 562 the Department of Transportation's 5-year work program submitted
 563 pursuant to s. 339.135, Florida Statutes;

564 c. An education fixed capital outlay project that was not
 565 submitted pursuant to s. 1013.60 or s. 1013.64, Florida
 566 Statutes, unless funds for the specific project were
 567 appropriated by the Legislature in a prior year and additional
 568 funds are needed to complete the project as originally proposed;

569 d. A specified program, research initiative, institute,
 570 center, or similar entity at a specific state college or
 571 university, unless recommended by the Board of Governors or the
 572 State Board of Education in their Legislative Budget Request; or

573 e. A local water project.

574 (2) The term does not include an appropriation that:

575 a. Is specifically authorized by statute;

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576 b. Is part of a statewide distribution to local
 577 governments; or

578 c. Was recommended by a commission, council, or other
 579 similar entity created in statute to make annual funding
 580 recommendations, provided that such appropriation does not
 581 exceed the amount of funding recommended by the commission,
 582 council, or other similar entity.

583 (b) For purposes of these rules, the term "appropriations
 584 project bill" means a bill proposing funding for an
 585 appropriations project, which must be filed as a stand-alone
 586 bill and must be submitted to the House Bill Drafting Service in
 587 the form prescribed by the Speaker. Before an appropriations
 588 project bill may be filed, an appropriations project request
 589 form must be completed and electronically submitted in the form
 590 prescribed by the Speaker. An appropriations project bill may
 591 not be amended to include any additional appropriations project.
 592 An appropriations project bill may only request nonrecurring
 593 funds.

594 (c) A House bill is out of order if it funds an
 595 appropriations project that was not filed as an appropriations
 596 project bill that was reported favorably by a House committee or
 597 subcommittee.

598 (d) A Senate bill in the form that will be presented to
 599 the Governor or a conference report is out of order if it funds
 600 an appropriations project that was not filed as an

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601 appropriations project bill.

602 (e) A Senate bill in the form that will be presented to
 603 the Governor, a House bill, or a conference report is out of
 604 order if a recurring appropriation is used to fund an
 605 appropriations project.

606 (f) A Senate bill in the form that will be presented to
 607 the Governor, a House bill, or a conference report is out of
 608 order if it funds an appropriations project that is not clearly
 609 identified.

610 (g) The portion of an appropriations project which was
 611 funded with recurring funds in the fiscal year 2016-2017 General
 612 Appropriations Act as approved by the Governor and funded at the
 613 same or lesser amount in subsequent fiscal years is exempt from
 614 the requirements of subsections (c), (d), and (e). If recurring
 615 funding for an appropriations project is reduced in a conference
 616 report on the General Appropriations Act in any fiscal year, the
 617 appropriations project may receive no more than the reduced
 618 amount of recurring funding in any subsequent fiscal year. If in
 619 any year the recurring funds are eliminated in the conference
 620 report on the General Appropriations Act as approved by the
 621 Governor, the appropriations project may not receive any
 622 recurring funding in any subsequent fiscal year.

623 (h) No appropriations project that receives recurring
 624 funding may also receive nonrecurring funding. A House bill, a
 625 Senate bill in the form that will be presented to the Governor,

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626 | or a conference report is out of order if it contains an
 627 | appropriations project that receives recurring and nonrecurring
 628 | funding.

630 | 5.15 ~~5.11~~ Requirements for Introduction

631 | (a) All bills (other than an appropriations bill,
 632 | concurrent resolutions relating to organization of the
 633 | Legislature, resolutions relating to organization of the House,
 634 | concurrent resolutions pertaining to extension of a session,
 635 | reviser's bills, bills proposing any reapportionment or
 636 | redistricting of the state's legislative or congressional
 637 | districts, and recall of acts from the Governor) shall either be
 638 | prepared or, in the case of local bills, reviewed by the House
 639 | Bill Drafting Service. After completion and delivery by the
 640 | House Bill Drafting Service, no change may be made in the text
 641 | or title of the bill without returning the bill to the House
 642 | Bill Drafting Service before filing.

643 | (b) The House Bill Drafting Service shall notify any
 644 | member proposing a bill of any identical or substantially
 645 | similar bill that has been filed and the name of the sponsor of
 646 | such bill.

648 | 5.16 ~~5.12~~ Identification

649 | Each bill shall be given a number and filed with the Clerk by
 650 | the House Bill Drafting Service. Bills shall be serially

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651 | numbered in an odd-numbered sequence, except that bills of a
 652 | similar type may be serially numbered separately. The Clerk
 653 | shall validate the original copy of each bill, and each page
 654 | thereof, to ensure its identification as the item introduced in
 655 | order to prevent unauthorized or improper substitutions
 656 | therefor.

657

658 | 5.17 ~~5.13~~ Companion Measures

659 | A companion Senate bill must be substantially similar in
 660 | wording, and identical as to specific intent and purpose, to the
 661 | House bill for which it is being substituted. Whenever a House
 662 | bill is reached on the floor for consideration, either on second
 663 | or third reading, and there is also pending on the Calendar of
 664 | the House a companion bill already passed by the Senate, it
 665 | shall be in order to move that the Senate companion bill be
 666 | substituted and considered in lieu of the House bill. Such
 667 | motion may be adopted by a majority vote, provided the Senate
 668 | bill is on the same reading; otherwise, the motion shall be to
 669 | waive the rules by a two-thirds vote and substitute such Senate
 670 | bill. At the moment the House substitutes the Senate companion
 671 | bill or takes up a Senate bill in lieu of a House bill, the
 672 | House bill so replaced shall be automatically laid on the table.

673

674 | RULE SIX-REFERENCE

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676 | 6.1–Speaker to Refer Legislation
 677 | The authority to make bill referrals rests with the Speaker,
 678 | except as otherwise provided in these rules.
 679 |
 680 | 6.2–Reference: Generally
 681 | (a) Bills, upon filing or introduction, whether House or
 682 | Senate, may be referred by the Speaker to one or more committees
 683 | or subcommittees or any combination thereof or to the Calendar
 684 | of the House. The order of reference shall be determined by the
 685 | Speaker.
 686 | (b) References of bills and the nature of any documents
 687 | referred shall be recorded in the Journal.
 688 |
 689 | 6.3–Reference: Exception
 690 | A Senate bill with a House companion may be paired with the
 691 | companion House bill at whatever its stage of consideration,
 692 | provided both bills are on the same reading.
 693 |
 694 | 6.4–Reference of Resolutions, Concurrent Resolutions: Exception
 695 | Resolutions on House organization and concurrent resolutions
 696 | pertaining to extension of the session may be taken up upon
 697 | motion and adopted at the time of introduction without
 698 | reference.
 699 |
 700 | 6.5–Appropriations or Tax Measures: Withdrawal from a Fiscal

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701 Committee or Subcommittee; Additional Reference

702 (a) A bill in the possession of a fiscal committee or
 703 subcommittee that has been amended by report from a committee or
 704 subcommittee of previous reference to remove its fiscal impact
 705 may be withdrawn from the fiscal committee or subcommittee on a
 706 point of order raised by the committee chair of the fiscal
 707 committee having possession of the bill or jurisdiction over the
 708 subcommittee having possession of the bill.

709 (b) If an amendment adopted on the floor of the House
 710 affects an appropriation or a tax matter, upon a point of order
 711 made by the chair or vice chair of a fiscal committee, the bill
 712 may be referred by the Speaker, with the amendment, to an
 713 appropriate committee or subcommittee. If the bill, as amended
 714 on the floor, is reported favorably without further amendment,
 715 it shall be returned to the same reading as when referred. If
 716 the bill, as amended on the floor, is reported favorably with
 717 further amendment, it shall be returned to second reading.

718
 719 6.6-Policy Bills; Additional Reference

720 If an amendment or series of amendments adopted on the floor of
 721 the House:

722 (a) substantially revises the bill; or

723 (b) introduces brand new concepts that were not offered in
 724 at least one committee or subcommittee of the House
 725 upon a point of order made by the chair of the Rules & Policy

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726 Committee, the bill, as amended, may be referred by the Speaker
 727 to an appropriate committee or subcommittee. If the bill, as
 728 amended on the floor, is reported favorably by the committee or
 729 subcommittee without further amendment, it shall be returned to
 730 the same reading as when referred. If the bill, as amended on
 731 the floor, is reported favorably by the committee or
 732 subcommittee with further amendment, it shall be returned to
 733 second reading.

734

735 6.7 ~~6.6~~ Reference of Veto Messages

736 The Speaker may refer veto messages to the appropriate committee
 737 or subcommittee for a recommendation.

738

739 RULE SEVEN—COMMITTEES AND SUBCOMMITTEES

740

741 PART ONE—Organization

742

743 7.1—Standing Committees and Subcommittees

744 (a) The following standing committees, and the standing
 745 subcommittees within their respective jurisdictions, are
 746 established:

747 (1) Appropriations Committee.

748 a. Agriculture & Natural Resources Appropriations

749 Subcommittee.

750 b. Government Operations & Technology Appropriations

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- 751 Subcommittee.
- 752 c. Health Care Appropriations Subcommittee.
- 753 d. Higher Education Appropriations Subcommittee.
- 754 e. Justice Appropriations Subcommittee.
- 755 f. PreK-12 Appropriations Subcommittee.
- 756 g. Transportation & Tourism Appropriations Subcommittee.
- 757 (2) Commerce Committee.
- 758 a. Agriculture & Property Rights Subcommittee.
- 759 b. Careers & Competition Subcommittee.
- 760 c. Energy & Utilities Subcommittee.
- 761 d. Insurance & Banking Subcommittee.
- 762 e. Tourism & Gaming Control Subcommittee.
- 763 (3) Education Committee.
- 764 a. Post-Secondary Education Subcommittee.
- 765 b. PreK-12 Innovation Subcommittee.
- 766 c. PreK-12 Quality Subcommittee.
- 767 (4) Government Accountability Committee.
- 768 a. Local, Federal & Veterans Affairs Subcommittee.
- 769 b. Natural Resources & Public Lands Subcommittee.
- 770 c. Oversight, Transparency & Administration Subcommittee.
- 771 d. Transportation & Infrastructure Subcommittee.
- 772 (5) Health & Human Services Committee.
- 773 a. Children, Families & Seniors Subcommittee.
- 774 b. Health Innovation Subcommittee.
- 775 c. Health Quality Subcommittee.

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776 (6) Judiciary Committee.
 777 a. Civil Justice & Claims Subcommittee.
 778 b. Criminal Justice Subcommittee.
 779 (7) Public Integrity & Ethics Committee.
 780 (8) Rules & Policy Committee.
 781 (9) Ways & Means Committee.
 782 (b) For purposes of these rules, the term "committee"
 783 includes subcommittee, except where the context indicates
 784 otherwise.
 785
 786 7.2-Committee and Subcommittee Appointments
 787 The Speaker may appoint the chair, the vice chair, and any co-
 788 chairs as he or she deems necessary, as well as all members, for
 789 each standing House committee and subcommittee. The Speaker may
 790 appoint the House chair and all House members of each conference
 791 committee, joint committee, and joint select committee created
 792 by agreement of the House and Senate or of the Speaker and the
 793 President of the Senate. The Speaker shall give written notice
 794 of each such appointment to the Clerk for publication. After the
 795 Speaker has made committee and subcommittee appointments, the
 796 Minority Leader may name a Minority Conference member of any
 797 committee or subcommittee as "ranking member" of that committee
 798 or subcommittee, subject to the approval of the Speaker.
 799
 800 7.3-Powers of the Chair

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801 A committee or subcommittee chair has authority to sign all
 802 notices, vouchers, and reports required or permitted by these
 803 rules. The chair has authority, subject to approval by the
 804 Speaker, to sign all subpoenas issued under these rules. The
 805 chair has all authority necessary to ensure the orderly
 806 operation of the committee or subcommittee, including, but not
 807 limited to, presiding over meetings, establishing each meeting
 808 agenda, determining the order in which matters are to be taken
 809 up, recognizing or not recognizing non-member presenters, and
 810 deciding questions of order. Decisions on questions of order may
 811 be appealed pursuant to Rule 2.3(b), but there shall be no
 812 appeal of the chair's recognition.

813

814 7.4–Absence of the Chair

815 In the absence of the chair and all co-chairs, the vice chair,
 816 if any, shall assume the duty to convene and preside over
 817 meetings and such other duties as the Speaker may assign, unless
 818 a temporary chair has been appointed by the Speaker. During a
 819 meeting properly convened, the presiding chair, vice chair, or
 820 temporary chair may temporarily assign the duty to preside at
 821 that meeting to another committee or subcommittee member until
 822 the assignment is relinquished or revoked.

823

824 7.5–Term of Appointment

825 All standing committee or subcommittee chairs, vice chairs, and

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826 members serve at the pleasure of the Speaker. All standing
 827 committee and subcommittee appointments made by the Speaker in
 828 accordance with Rule 7.2 shall be made before each regular
 829 session is convened and shall expire on June 30 ~~August 1~~ of odd-
 830 numbered years or, if the Legislature is convened in special or
 831 extended session on that date, upon adjournment sine die of such
 832 session.

833

834 7.6—Creation of Select Committees

835 At any time, the Speaker may create a select committee and shall
 836 appoint the membership and name the chair and vice chair. A
 837 select committee may include the entire membership of the House.
 838 A select committee has the jurisdiction, authority, and powers
 839 and duties assigned to it by the Speaker and exists for the
 840 period of time specified by the Speaker. The Speaker shall give
 841 written notice of the creation of a select committee to the
 842 Clerk for publication.

843

844 7.7—Ex officio Members

845 (a) The Speaker may designate the Speaker pro tempore, the
 846 Majority Leader, or the Majority Whip as an ex officio, voting
 847 member of any committee or subcommittee. In addition, the
 848 Speaker may designate a committee chair as an ex officio, voting
 849 member of any subcommittee within the committee's jurisdiction.
 850 Only one ex officio member may be designated by the Speaker to

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851 sit and vote at a time on any one committee or subcommittee.

852 (b) The Minority Leader may serve, or designate a Minority
 853 Conference member to serve, as an ex officio, voting member of
 854 any committee or subcommittee when a Minority Conference member
 855 appointed to that committee or subcommittee is absent. Only one
 856 ex officio member may serve or be designated by the Minority
 857 Leader at a time. The ex officio designation terminates upon the
 858 return of the absent member to that committee or subcommittee.

859 (c) An ex officio member shall not be counted for purposes
 860 of determining a quorum.

861 (d) The designation of an ex officio member shall be made
 862 in writing and addressed to the chair of the committee or
 863 subcommittee. Prior to the start of such meeting ~~the committee~~
 864 ~~or subcommittee meeting~~, a copy of such notice ~~the designation~~
 865 shall be provided to the Minority Leader if the designation is
 866 made by the Speaker, or to the Speaker when the Minority Leader
 867 intends to serve as or designates an ex officio member. ~~Only one~~
 868 ~~ex officio member may sit and vote at a time on any one~~
 869 ~~committee or subcommittee.~~

870
 871 7.8–Meetings of Committees and Subcommittees
 872 Committees and subcommittees shall meet only within the dates,
 873 times, and locations designated or authorized by the Speaker.
 874 Committees and subcommittees shall meet at the call of the
 875 chair.

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7.9—Consideration of Proposed Committee and Subcommittee Bills
 Before a standing committee or subcommittee may consider a
 proposed committee or subcommittee bill, the chair shall submit
 a written request to the Speaker for approval. A request for
 approval to consider a proposed subcommittee bill shall be
 cosigned by the chair of the committee with jurisdiction over
 the subcommittee. In introducing a proposed committee or
 subcommittee bill, the chair must designate a member of the
 originating committee or subcommittee as first-named cosponsor,
 with the approval of such member.

~~7.10 Conference Committees~~

~~(a) The Speaker shall determine the number of House
 managers needed for all conference committees. A conference
 committee report shall require the signatures and affirmative
 votes of a majority of the managers on the part of each house.
 Such reports may recommend action on amendments previously
 adopted by the House or Senate, recommend action on additional
 compromise amendments, or offer an amendment deleting everything
 after the enacting clause. New amendments recommended by the
 conference committee shall accompany the report.~~

~~(b) The receiving of conference committee reports shall
 always be in order, except when the House is voting on any
 proposition. When a conference committee report is presented to~~

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901 ~~the House, the procedure shall be:~~

902 ~~(1) First to vote on a motion to accept the report in its~~
 903 ~~entirety. The motion shall not be subject to amendment. If this~~
 904 ~~vote fails, the report shall be automatically recommitted to the~~
 905 ~~conference committee.~~

906 ~~(2) If the report is accepted, the final vote shall be a~~
 907 ~~roll call on the passage of the bill as amended by the report.~~
 908 ~~The bill as amended by the report is not subject to further~~
 909 ~~amendment.~~

910 ~~(c) When House managers report inability of a conference~~
 911 ~~committee to agree, no action of the House taken prior to such~~
 912 ~~appointment shall preclude further action by the House as the~~
 913 ~~House may determine.~~

914

915 PART TWO—Procedures in Committees and Subcommittees

916

917 7.10 ~~7.11~~—Scheduling Committee and Subcommittee Meetings

918 (a) NOTICE OF COMMITTEE AND SUBCOMMITTEE MEETINGS. Any
 919 committee or subcommittee meeting to be held for the purpose of
 920 considering legislation must be noticed. The committee or
 921 subcommittee administrative assistant shall provide electronic
 922 or paper copies of the notice to the Clerk for publication and
 923 to the House Majority Office, the House Minority Office, the
 924 members of the committee or subcommittee, and the first-named
 925 sponsor of each bill noticed.

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926 (b) CONTENT OF MEETING NOTICE. The notice shall state the
 927 date, time, and place of the meeting and, for each bill to be
 928 considered, the bill or proposed bill number and a portion of
 929 the title sufficient for identification. Except with respect to
 930 bills retained on reconsideration under Rule 7.15 ~~7.16~~, only
 931 such bills as are included on the notice of a committee or
 932 subcommittee meeting may be considered at that meeting.

933 (c) PROPOSED BILLS TO BE AVAILABLE. A copy of each
 934 proposed bill or proposed committee or subcommittee substitute
 935 noticed for consideration must be available to each committee or
 936 subcommittee member no later than the time of providing notice
 937 of the meeting.

938 (d) NOTICE DEADLINE BETWEEN SESSIONS. During the period
 939 when the Legislature is not in session, before any committee or
 940 subcommittee holds a meeting for the purpose of considering
 941 legislation, a notice of such meeting shall be provided no later
 942 than 4:30 p.m. of the 7th day before the meeting.

943 (e) NOTICE DEADLINES DURING SESSIONS. During the first 45
 944 days of a regular session, notice shall be provided no later
 945 than 4:30 p.m. of the 2nd day (excluding Saturdays, Sundays, and
 946 official state holidays) before the committee or subcommittee
 947 meeting for the purpose of considering legislation. After the
 948 45th day of a regular session and during any extended session,
 949 the notice shall be provided no later than 4:30 p.m. on the day
 950 (including Saturdays, Sundays, and official state holidays)

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951 before the committee or subcommittee meeting. During any special
 952 session, the notice shall be provided no later than 2 hours
 953 before the committee or subcommittee meeting.

954 (f) NOTICE OF NOT MEETING. If a committee or subcommittee
 955 is authorized and scheduled for a meeting by the Speaker but
 956 does not plan to meet, a notice stating that no meeting will be
 957 held shall be provided in the time and manner of noticing a
 958 meeting.

959 (g) AMENDED NOTICE AND CANCELLATION. At any time before a
 960 noticed meeting, a bill or other item may be removed from a
 961 meeting notice or the meeting may be cancelled by providing an
 962 amended notice.

963 (h) CLERK DUTIES. The Clerk shall promptly publish the
 964 content of meeting notices in accordance with policies approved
 965 by the Speaker.

966 (i) CONTINUATION AFTER NOTICED TIME. If the majority of
 967 committee or subcommittee members present agree, a committee or
 968 subcommittee may continue the consideration of properly noticed
 969 legislation after the expiration of the time called for the
 970 meeting or may temporarily recess to continue the meeting at a
 971 time and place certain on the same day. However, a committee or
 972 subcommittee may not meet beyond the time authorized or in a
 973 place not authorized by the Speaker without special leave
 974 granted by the Speaker.

975 (j) RULES & POLICY COMMITTEE ~~RULES, CALENDAR & ETHICS~~

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976 ~~COMMITTEE~~ EXEMPT FROM NOTICE DEADLINE. The Rules & Policy
 977 Committee Rules, Calendar & Ethics Committee shall be exempt
 978 from the notice deadlines of this rule except when meeting to
 979 consider the substance of legislation.

980
 981 7.11 ~~7.12~~ Amendment Deadlines in Committee and Subcommittee

982 (a) Amendments may be offered in any committee or
 983 subcommittee by any member of the House, subject to the
 984 following deadlines:

985 (1) For the period when the Legislature is not in session,
 986 and during the first 45 days of a regular session, an amendment
 987 by a member who is not a member of the committee or subcommittee
 988 considering the bill shall be filed by 6 p.m. of the day
 989 (excluding Saturdays, Sundays, and official state holidays)
 990 before the committee or subcommittee meeting.

991 (2) After the 45th day of a regular session and during any
 992 extended session, an amendment by a member who is not a member
 993 of the committee or subcommittee considering the bill shall be
 994 filed by 6 p.m. of the day (including Saturdays, Sundays, and
 995 official state holidays) before the committee or subcommittee
 996 meeting.

997 (3) During any special session, an amendment by a member
 998 who is not a member of the committee or subcommittee considering
 999 the bill shall be filed no later than 1 hour before the
 1000 committee or subcommittee meeting.

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1001 (b) Notwithstanding the foregoing, subject to approval by
 1002 a majority vote of the House, the Rules & Policy Committee
 1003 ~~Rules, Calendar & Ethics Committee~~ may establish special
 1004 amendment deadlines and procedures for appropriations bills,
 1005 implementing bills, and conforming bills, as defined in Rule
 1006 12.5, as well as for bills proposing any reapportionment or
 1007 redistricting of the state's legislative or congressional
 1008 districts.

1009

1010 7.12 ~~7.13~~ Quorum of Committee or Subcommittee

1011 A majority of any committee's or subcommittee's members shall
 1012 constitute a quorum necessary for the transaction of business.
 1013 An ex officio member shall not be counted for purposes of
 1014 determining a quorum.

1015

1016 7.13 ~~7.14~~ Meeting during House Sessions

1017 No committee or subcommittee shall meet while the House is in
 1018 session without special leave of the Speaker.

1019

1020 7.14 ~~7.15~~ Voting in Committee or Subcommittee

1021 (a) Every vote on final consideration of a bill in
 1022 committee or subcommittee shall be taken by the yeas and nays,
 1023 and the names of the members voting for and against, as well as
 1024 the names of members absent, shall be recorded on the committee
 1025 or subcommittee report. Upon the request of any two members, the

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1026 | vote of each member shall be recorded on any other question and
 1027 | all such votes shall be reported with the committee or
 1028 | subcommittee report.

1029 | (b) An absent member may submit an indication of how the
 1030 | member would have voted had the member been present, but this
 1031 | shall not be counted on a roll call. If submitted after the
 1032 | committee or subcommittee report has been filed, such votes
 1033 | after roll call shall be filed with the committee or
 1034 | subcommittee administrative assistant, who shall file them in
 1035 | the committee or subcommittee files and with the Clerk.

1036 |

1037 | 7.15 ~~7.16~~ Reconsideration in Committee or Subcommittee

1038 | A motion for reconsideration in committee or subcommittee shall
 1039 | be treated in the following manner:

1040 | (a) When a main question has been decided by a committee
 1041 | or subcommittee, any member voting with the prevailing side, or
 1042 | any member when the vote was a tie, may move for
 1043 | reconsideration.

1044 | (b) Any member voting on the prevailing side on passage or
 1045 | defeat of a bill may, as a matter of right, serve notice that
 1046 | the bill be retained through the next committee or subcommittee
 1047 | meeting for the purpose of reconsideration. Such notice by an
 1048 | individual member may be set aside by adoption of a motion to
 1049 | report the bill immediately, which shall require a two-thirds
 1050 | vote. No bill may be retained under this provision after the

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1051 40th day of a regular session or during any extended or special
 1052 session.

1053 (c) A motion to reconsider a collateral matter must be
 1054 disposed of during the course of consideration of the main
 1055 subject to which it is related.

1056 (d) If a bill has been retained under subsection (b), any
 1057 member may move for its reconsideration at the next meeting of
 1058 the committee or subcommittee. The retained bill is not required
 1059 to be included on the committee or subcommittee meeting notice.

1060 (e) If the committee or subcommittee refuses to reconsider
 1061 or, upon reconsideration, confirms its prior decision, no
 1062 further motion to reconsider shall be in order except upon
 1063 unanimous consent of the committee or subcommittee members
 1064 present.

1065 (f) If a bill is not retained under subsection (b), it
 1066 shall be promptly reported to the Clerk.

1067

1068 7.16 ~~7.17~~ Reports on Bills

1069 A committee or subcommittee may report a House bill unfavorably,
 1070 favorably, or favorably with a committee or subcommittee
 1071 substitute. A committee or subcommittee may report a Senate bill
 1072 favorably, favorably with one or more amendments, or
 1073 unfavorably. A bill may not be reported without recommendation.

1074 A motion to lay a bill on the table shall be construed as a
 1075 motion to report the bill unfavorably.

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7.17 ~~7.18~~ Bill Reported Unfavorably by a Committee or Subcommittee

A bill reported unfavorably by a committee or subcommittee shall be laid on the table.

7.18 ~~7.19~~ Committee and Subcommittee Substitutes

(a) A standing committee or subcommittee may introduce a committee or subcommittee substitute embracing the same general subject matter of one or more bills in possession of the committee or subcommittee. A proposed committee or subcommittee substitute must be noticed in the manner required for a proposed committee or subcommittee bill. Upon the filing of a committee or subcommittee substitute, the original bill or bills shall be laid on the table of the House.

(b) Committee and subcommittee substitutes shall be prepared by the House Bill Drafting Service and filed with the Clerk.

(c) No later than the day (excluding Saturdays, Sundays, and official state holidays) after it is filed by the committee or subcommittee, a committee or subcommittee substitute shall be read a first time and be subject to referral by the Speaker.

7.19 ~~7.20~~ Subpoena Powers

The standing committees and subcommittees of the House may

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1101 exercise subpoena power and issue other necessary legal process
 1102 pursuant to Rule 16.

1103

1104 7.20 ~~7.21~~—Appearances and Administration of Oaths

1105 (a) A person who appears before a committee or
 1106 subcommittee on any matter must submit a committee appearance
 1107 record as directed by the Speaker. If the person is a lobbyist,
 1108 the person shall also identify any principal on whose behalf the
 1109 person appears or whose interests the person represents with
 1110 respect to such matter.

1111 (b) Whenever desired by a committee or subcommittee, the
 1112 chair or any other member of the committee or subcommittee may
 1113 administer oaths and affirmations in the manner prescribed by
 1114 law to any witness appearing before such committee or
 1115 subcommittee for the purpose of testifying in any matter about
 1116 which such committee or subcommittee may require sworn
 1117 testimony, provided the record of a statement made under oath in
 1118 committee or subcommittee may not be used to controvert a
 1119 factual determination of the Legislature.

1120

1121 7.21 ~~7.23~~—Open Meetings; Decorum

1122 (a) All meetings of committees and subcommittees shall be
 1123 open to the public at all times, subject always to the authority
 1124 of the chair to maintain order and decorum; however, when
 1125 reasonably necessary for security purposes or the protection of

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1126 a witness, a chair, with the concurrence of the Speaker and the
 1127 Minority Leader, may close a meeting or portion thereof, and the
 1128 record of such meeting may not disclose the identity of any
 1129 witness appearing before the committee or subcommittee during a
 1130 closed session.

1131 (b) The chair shall exercise all authority necessary to
 1132 maintain order and decorum, including the authority to impose
 1133 time limitations on testimony and presentations by non-members
 1134 and to require all persons attending a committee or subcommittee
 1135 meeting to silence all audible electronic equipment.

1137 PART THREE—Conference Committees

1138
 1139 7.22—Conference Committees

1140 (a) The Speaker shall determine the number of House
 1141 managers needed for all conference committees. A conference
 1142 committee report shall require the signatures which indicate the
 1143 affirmative votes of a majority of the managers on the part of
 1144 each house. Such reports may recommend action on amendments
 1145 previously adopted by the House or Senate, recommend action on
 1146 additional compromise amendments, or offer an amendment deleting
 1147 everything after the enacting clause. New amendments recommended
 1148 by the conference committee shall accompany the report.

1149 (b) A meeting of the House and Senate conferees is a
 1150 meeting of the two groups. Conference committee meeting notices

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1151 shall be published at least 1 hour before the time scheduled for
 1152 the meeting. Each conference committee may determine its own
 1153 procedures and select a member to preside if a majority of
 1154 managers of each house agree.

1155 (c) The receiving of conference committee reports shall
 1156 always be in order, except when the House is voting on any
 1157 proposition. When a conference committee report is presented to
 1158 the House, the procedure shall be:

1159 (1) First to vote on a motion to accept the report in its
 1160 entirety. The motion shall not be subject to amendment. If this
 1161 vote fails, the report shall be automatically recommitted to the
 1162 conference committee.

1163 (2) If the report is accepted, the final vote shall be a
 1164 roll call on the passage of the bill as amended by the report.
 1165 The bill as amended by the report is not subject to further
 1166 amendment.

1167 (d) When House managers report inability of a conference
 1168 committee to agree, no action of the House taken before such
 1169 appointment shall preclude further action by the House as the
 1170 House may determine.

1171
 1172 ~~7.22 Procedure in Conference Committees~~
 1173 ~~A meeting of the House and Senate conferees is a meeting of the~~
 1174 ~~two groups. Conference committee meeting notices shall be~~
 1175 ~~published not less than 1 hour prior to the time scheduled for~~

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1176 ~~the meeting. Each conference committee may determine its own~~
 1177 ~~procedures and select a member to preside, provided a majority~~
 1178 ~~of managers of each house agree.~~

1180 PART FOUR ~~THREE~~ Oversight Powers and Responsibilities

1182 7.23 ~~7.24~~ Oversight Powers and Responsibilities of Standing
 1183 Committees and Subcommittees

1184 (a) Each standing committee or subcommittee is authorized
 1185 to exercise all powers authorized for committees pursuant to s.
 1186 11.143, Florida Statutes, to carry out oversight
 1187 responsibilities within its respective subject matter
 1188 jurisdiction. For purposes of this rule, the Speaker shall
 1189 determine the subject matter jurisdiction of each committee or
 1190 subcommittee.

1191 (b) Select committees shall exercise committee powers
 1192 authorized by s. 11.143, Florida Statutes, whenever specifically
 1193 authorized in writing by the Speaker.

1194 (c) Each committee or subcommittee shall exercise other
 1195 oversight powers and responsibilities vested in the House
 1196 whenever specifically authorized by the Speaker.

1197 (d) Each committee or subcommittee shall conduct other
 1198 business as directed by the Speaker.

1200 RULE EIGHT—DEBATE AND CHAMBER PROTOCOL

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PART ONE—Privilege of the Floor

8.1—Privilege of the Floor

(a) MEMBERS' ACCESS. Members of the House shall have the exclusive right to enter the Chamber during sessions, and no other person shall be admitted unless granted privilege of the floor as provided below.

(b) PRIVILEGED GUESTS. The Governor, the Lieutenant Governor, the Chief Financial Officer, the Attorney General, the Commissioner of Agriculture, members of the Senate, Justices of the Supreme Court, former members of the House, the Doctor of the Day, and the Guest Chaplain are granted the privilege of the floor; however, no registered lobbyist may be so admitted.

(c) EMPLOYEES' ADMISSION. House employees may be admitted to the Chamber as determined by the Speaker.

(d) OTHER GUESTS. Other guests may be granted the privilege of the floor by the Speaker or by the House.

(e) RESTRICTIONS ON NON-MEMBERS. Persons granted the privilege of the floor may not lobby the members while the House is in session, unless granted leave to address the House.

(f) SESSION ATTIRE. When the House is in session, all persons in the Chamber shall be dressed in proper business attire.

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PART TWO—Speaking

8.2—Addressing the House; Requirements to Spread Remarks Upon the Journal

(a) When a member desires to speak or deliver any matter to the House, the member shall rise and respectfully address the Speaker as "Mr. (or Madam) Speaker" and shall confine all remarks to the question under debate, avoiding personalities. Once recognized, a member may speak from the member's desk or may, with the Speaker's permission, speak from the well.

(b) Any motion to spread remarks upon the Journal, except those of the Governor or the Speaker, shall be referred to the chair of the Rules & Policy Committee ~~Rules, Calendar & Ethics Committee~~ for recommendation before being put to the House.

8.3—When Two Members Rise at Once

When two or more members rise at once, the Speaker shall name the one who is to speak first. This decision shall be final and not open to debate or appeal.

8.4—Recognition of Members

There shall be no appeal of the Speaker's recognition, but the Speaker shall be governed by the rules and usage in priority of entertaining motions from the floor. When a member seeks recognition, the Speaker may ask, "For what purpose does the

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1251 member rise?" or "For what purpose does the member seek
 1252 recognition?"

1253
 1254 8.5—Recognition of Gallery Visitors and Doctor of the Day
 1255 On written request by a member, on a form approved by the Clerk,
 1256 the Speaker may recognize or permit the member to recognize any
 1257 person or persons in the gallery. After granting a request for
 1258 recognition, the Speaker shall afford that recognition at a
 1259 convenient place in the order of business, considering the need
 1260 for order and decorum and the need for continuity of debate. At
 1261 an appropriate time during proceedings on the floor, the Speaker
 1262 may recognize a Doctor of the Day.

1263
 1264 PART THREE—Debate
 1265

1266 8.6—Decorum

1267 The members shall attend to the debates unless necessarily
 1268 prevented, and no member shall stand between the Speaker and a
 1269 member recognized to speak.

1270
 1271 8.7—Speaking and Debate; Right to Close

1272 (a) A member may not speak more than once nor occupy more
 1273 than 15 minutes in debate on any question.

1274 (b) A member who has the floor may not be interrupted by
 1275 another member for any purpose, save the privilege of the House,

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1276 unless he or she consents to yield to the other member. A member
 1277 desiring to interrupt another in debate should first address the
 1278 Speaker for the permission of the member speaking. The Speaker
 1279 shall then ask the member who has the floor if he or she wishes
 1280 to yield and shall then announce the decision of that member.
 1281 Whether to yield shall be entirely within the speaking member's
 1282 discretion. This subsection shall not, however, deprive the
 1283 first-named sponsor or mover of the right to close when the
 1284 effect of an amendment or motion would be to foreclose favorable
 1285 action on the bill, amendment, or motion.

1286

1287 8.8—Asking Questions of Members

1288 It is entirely within a speaking member's discretion whether to
 1289 yield to a question. The proper purpose of a question is for the
 1290 questioner to obtain information in good faith when the
 1291 questioner does not know the answer, not for the questioner to
 1292 supply information to the body. Questions should not be used to
 1293 editorialize, explicate, pontificate, or provide commentary.

1294 Neither a question nor an answer to a question may contain
 1295 arguments or debate.

1296

1297 8.9—Right to Open and Close Debate

1298 The member presenting a motion shall have the right to open and
 1299 close the debate and, for this purpose, may speak each time up
 1300 to 10 minutes, unless otherwise limited by majority vote of the

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1301 House, notwithstanding the limitation in Rule 8.7.

1302

1303 PART FOUR—Materials and Meals in Chamber

1304

1305 8.10—Distribution of Materials in Chamber; Meals in Chamber

1306 (a) The following constitutes policy regarding material
 1307 distributed to the general membership through the Sergeant at
 1308 Arms' Office and pages:

1309 (1) All material must be approved by the chair of the
 1310 Rules & Policy Committee ~~Rules, Calendar & Ethics Committee~~
 1311 prior to such distribution.

1312 (2) The following official materials are approved: House
 1313 and Senate bills, resolutions, memorials, and amendments
 1314 thereto, and official calendars and journals; committee and
 1315 subcommittee meeting notices; communications from the Speaker
 1316 and Clerk and official communications from the Senate; and
 1317 official staff reports of standing or select committees or
 1318 subcommittees or of the majority or minority party.

1319 (b) While members may consume nonalcoholic beverages on
 1320 the floor, meals will not be allowed on the floor without
 1321 concurrence of a majority vote.

1322

1323 PART FIVE—Miscellaneous Papers

1324

1325 8.11—Miscellaneous Papers

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1326 Papers of a miscellaneous nature addressed to the House may, at
 1327 the discretion of the Speaker, be read, noted in the Journal, or
 1328 filed with the appropriate committee or subcommittee. When the
 1329 reading of a paper other than one upon which the House is called
 1330 to give a final vote is demanded and such reading is objected to
 1331 by any member, whether the paper shall be read shall be
 1332 determined without debate by the House by a majority vote.

1333

1334

RULE NINE—VOTING

1335

1336 9.1—Members Shall Vote

1337 Every member shall be within the Chamber during its sittings,
 1338 unless excused or necessarily prevented, and shall vote on each
 1339 question put, unless required to abstain under Rule 3.2.

1340

1341 9.2—Taking the Yeas and Nays

1342 The Speaker shall declare all votes, but if any member rises to
 1343 doubt a vote, upon a showing of hands by five members, the
 1344 Speaker shall take the sense of the House by oral or electronic
 1345 roll call. When taking the yeas and nays on any question, the
 1346 electronic roll-call system may be used and when so used shall
 1347 have the force and effect of a roll call taken as provided in
 1348 these rules. This system likewise may be used to determine the
 1349 presence of a quorum. When the House is ready to vote upon a
 1350 question requiring roll call, and the vote is by electronic roll

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1351 call, the Speaker shall say, "The question now recurs on
 1352 (designating the matter to be voted upon). The Clerk will unlock
 1353 the machine and the House will proceed to vote." When sufficient
 1354 time has elapsed for each member to vote, the Speaker shall ask,
 1355 "Have all members voted?" After a short pause, the Speaker shall
 1356 say, "The Clerk will lock the machine and record the vote." When
 1357 the vote is completely recorded, the Speaker shall announce the
 1358 result to the House, and the Clerk shall record the action upon
 1359 the Journal.

1360

1361 9.3—Vote of the Speaker or Temporary Presiding Officer

1362 The Speaker or temporary presiding officer is not required to
 1363 vote in legislative proceedings other than on final passage of a
 1364 bill, except when the Speaker's or temporary presiding officer's
 1365 vote would be decisive. In all yea and nay votes, the Speaker's
 1366 or temporary presiding officer's name shall be called last. With
 1367 respect to voting, the Speaker or temporary presiding officer is
 1368 subject to the same disqualification and disclosure requirements
 1369 as any other member.

1370

1371 9.4—Votes After Roll Call; Finality of a Roll Call Vote

1372 (a) After the result of a roll call has been announced, a
 1373 member may submit to the Clerk an indication of how the member
 1374 would have voted or would have voted differently. The Clerk
 1375 shall provide forms for the recording of these actions. When

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1376 | timely submitted, the vote after roll call shall be shown
 1377 | beneath the roll call in the Journal. Otherwise, the vote after
 1378 | roll call shall be shown separately in the Journal.

1379 | (b) In no instance, other than by reason of an electronic
 1380 | or mechanical malfunction, shall the result of a voting machine
 1381 | roll call on any question be changed.

1382 |

1383 | 9.5—No Member to Vote for Another Except by Request and
 1384 | Direction

1385 | (a) No member may vote for another member except at the
 1386 | other member's specific request and direction. No member may
 1387 | vote for another member who is absent from the Chamber, nor may
 1388 | any person who is not a member cast a vote for a member.

1389 | (b) In no case shall a member vote for another on a quorum
 1390 | call.

1391 | (c) Any member who votes or attempts to vote for another
 1392 | member in violation of this rule or who requests another member
 1393 | to vote for the requesting member in violation of this rule may
 1394 | be disciplined in such a manner as the House may deem proper.

1395 | (d) Any person who is not a member and who votes in the
 1396 | place of a member shall be subject to such discipline as the
 1397 | House may deem proper.

1398 |

1399 | 9.6—Explanation of Vote

1400 | A member may not explain his or her vote during a roll call but

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1401 may reduce his or her explanation to writing in not more than
 1402 200 words in an electronic format approved by the Clerk. Upon
 1403 submission to the Clerk, this explanation shall be spread upon
 1404 the Journal.

1405

1406 RULE TEN—ORDER OF BUSINESS AND CALENDARS

1407

1408 PART ONE—Order of Business

1409

1410 10.1—Daily Sessions

1411 The House shall meet each legislative day ~~at 8 a.m. or~~ as stated
 1412 in the motion adjourning the House on the prior legislative day
 1413 on which the House met.

1414

1415 10.2—Daily Order of Business

1416 (a) When the House convenes on a new legislative day, the
 1417 daily order of business shall be as follows:

- 1418 (1) Call to Order.
- 1419 (2) Prayer.
- 1420 (3) Roll Call.
- 1421 (4) Pledge of Allegiance.
- 1422 (5) Correction of the Journal.
- 1423 (6) Communications.
- 1424 (7) Messages from the Senate.
- 1425 (8) Reports of ~~Standing Committees and Subcommittees.~~

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1426 ~~(9) Reports of Select Committees.~~
 1427 (9)~~(10)~~ Motions Relating to Committee and Subcommittee
 1428 References.
 1429 (10)~~(11)~~ Matters on Reconsideration.
 1430 (11)~~(12)~~ Bills and Joint Resolutions on Third Reading.
 1431 (12)~~(13)~~ Special Orders.
 1432 (13)~~(14)~~ House Resolutions.
 1433 (14)~~(15)~~ Unfinished Business.
 1434 (15)~~(16)~~ Introduction and Reference.
 1435 (b) During special sessions, the order of business of
 1436 Introduction and Reference shall be called for immediately
 1437 following the order of business of Correction of the Journal.
 1438 (c) Within each order of business, matters shall be
 1439 considered in the order in which they appear on the daily
 1440 printed Calendar of the House.
 1441 (d) After the 45th day of a regular session, by a majority
 1442 vote, the House may, on motion of the chair or vice chair of the
 1443 Rules & Policy Committee Rules, Calendar & Ethics Committee,
 1444 move to Communications, Messages from the Senate, Bills and
 1445 Joint Resolutions on Third Reading, or Special Orders. The
 1446 motion may provide which matter on such order of business may be
 1447 considered.
 1448 (e) The following orders may be omitted on any regular
 1449 session day if there is no relevant business on the desk:
 1450 (1) Communications.

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1451 | (2) Messages from the Senate.

1452 | (3) Reports of Committees

1453 | (4) House Resolutions.

1454 | (5) Unfinished Business.

1455 | (6) Introduction and Reference.

1456

1457 | 10.3—Chaplain to Offer Prayer

1458 | A chaplain shall attend at the beginning of each day's sitting
1459 | of the House and open the same with prayer. In the absence of a
1460 | chaplain, the Speaker may designate someone else to offer
1461 | prayer.

1462

1463 | 10.4—Quorum

1464 | A majority of the membership of the House shall constitute a
1465 | quorum to conduct business.

1466

1467 | 10.5—Consideration of Senate Messages: Generally

1468 | Senate messages may be considered by the House at the time and
1469 | in the order determined by the Speaker.

1470

1471 | PART TWO—Readings

1472

1473 | 10.6—"Reading" Defined

1474 | "Reading" means the stage of consideration of a bill,
1475 | resolution, or memorial after reading of a portion of the title

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1476 sufficient for identification, as determined by the Speaker.

1477

1478 10.7—Reading of Bills and Joint Resolutions

1479 Each bill and each joint resolution shall be read on 3 separate
 1480 days prior to a vote upon final passage unless this rule is
 1481 waived by a two-thirds vote, provided the publication of a bill
 1482 or joint resolution by its title in the Journal shall satisfy
 1483 the requirements of first reading.

1484

1485 10.8—Reading of Concurrent Resolutions and Memorials

1486 Concurrent resolutions and memorials shall be read on 2 separate
 1487 days prior to a voice vote upon adoption, except that concurrent
 1488 resolutions extending a legislative session or involving other
 1489 procedural legislative matters may be read twice without motion
 1490 on the same legislative day.

1491

1492 10.9—Reading of House Resolutions

1493 (a) A House resolution shall receive two readings by title
 1494 only prior to a voice vote upon adoption.

1495 (b) Ceremonial resolutions may be shown as read and
 1496 adopted by publication in full in the Journal in accordance with
 1497 Rule 10.17.

1498

1499 10.10—Measures on Third Reading

1500 (a) Bills on third reading shall be taken up in the order

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1501 in which the House concluded action on them on second reading.

1502 (b) Before any bill shall be read the third time, whether
 1503 amended or not, it shall be referred without motion to the
 1504 Engrossing Clerk for examination and, if amended, the engrossing
 1505 of amendments. In the case of any Senate bill amended in the
 1506 House, the amendment adopted shall be reproduced and attached to
 1507 the bill amended in such manner that it will not be lost
 1508 therefrom.

1509 (c) A bill shall be deemed on its third reading when it
 1510 has been read a second time on a previous day and has no motion
 1511 ~~left~~ pending.

1512

1513 PART THREE—Calendars

1514

1515 10.11—Special Order Calendar

1516 (a) REGULAR SESSION.

1517 (1) The Rules & Policy Committee ~~Rules, Calendar & Ethics~~
 1518 ~~Committee~~ shall periodically submit, as needed, a Special Order
 1519 Calendar determining the sequence for consideration of
 1520 legislation. The Special Order Calendar may include bills on
 1521 second reading, bills on unfinished business, resolutions, and
 1522 specific sections for local bills, trust fund bills, and bills
 1523 to be taken up at a time certain. Upon adoption of a Special
 1524 Order Calendar, no other bills shall be considered for the time
 1525 period set forth for that Special Order Calendar, except that

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1526 any bill appearing on that Special Order Calendar may be
 1527 stricken from it by a majority vote or any bill may be added to
 1528 it pursuant to Rule 10.13. A previously adopted Special Order
 1529 Calendar shall expire upon adoption by the House of a new
 1530 Special Order Calendar.

1531 (2) Any committee, subcommittee, or member may apply in
 1532 writing to the chair of the Rules & Policy Committee ~~Rules,~~
 1533 ~~Calendar & Ethics Committee~~ to place a bill on the Special Order
 1534 Calendar. The Rules & Policy Committee ~~Rules, Calendar & Ethics~~
 1535 ~~Committee~~ may grant such requests by a majority vote.

1536 (3) During the first 55 days of a regular session, the
 1537 Special Order Calendar shall be published in three ~~two~~ Calendars
 1538 of the House, and it may be taken up on the day of the third
 1539 ~~second~~ published Calendar. After the 55th day of a regular
 1540 session, the Special Order Calendar shall be published in one
 1541 Calendar of the House and may be taken up on the day the
 1542 Calendar is published.

1543 (b) EXTENDED OR SPECIAL SESSION.

1544 (1) If the Legislature extends a legislative session, all
 1545 bills on the Calendar of the House at the time of expiration of
 1546 the regular session shall be placed in the Rules & Policy
 1547 Committee ~~Rules, Calendar & Ethics Committee~~.

1548 (2) During any extended or special session, all bills upon
 1549 being reported favorably by the last committee or subcommittee
 1550 of reference shall be placed in the Rules & Policy Committee

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1551 ~~Rules, Calendar & Ethics Committee.~~

1552 (3) During any extended or special session, the Rules &
 1553 Policy Committee ~~Rules, Calendar & Ethics Committee~~ shall
 1554 establish a Special Order Calendar and only those bills on such
 1555 Special Order Calendar shall be placed on the Calendar of the
 1556 House.

1557 (4) During any extended or special session, the Special
 1558 Order Calendar shall be published in one Calendar of the House
 1559 and bills thereon may be taken up on the day the Calendar is
 1560 published.

1561

1562 10.12—Special Floor Procedures

1563 The Rules & Policy Committee ~~Rules, Calendar & Ethics Committee~~
 1564 may recommend special floor procedures for the management of
 1565 amendments and debate on a particular bill, on second and third
 1566 readings, which procedures may include limitations on amendments
 1567 and debate. Such procedures may not be implemented unless
 1568 approved by a majority vote in session.

1569

1570 10.13—Consideration of Bills Not on Special Order Calendar

1571 A bill not included on the Special Order Calendar may be
 1572 considered by the House upon a two-thirds vote.

1573

1574 10.14—Consent Calendar

1575 The Rules & Policy Committee ~~Rules, Calendar & Ethics Committee~~

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1576 | may submit Consent Calendar procedures to expedite the
 1577 | consideration of noncontroversial legislation.

1578 |
 1579 | 10.15—Requirements for Placement on Special Order Calendar
 1580 | No measure may be placed on a Special Order Calendar until it
 1581 | has been reported favorably by each committee and subcommittee
 1582 | of reference and is available for consideration on the floor.

1583 |
 1584 | 10.16—Informal Deferral of Bills
 1585 | Whenever the member who introduced a bill or the first-named
 1586 | member sponsor of a committee or subcommittee bill is absent
 1587 | from the Chamber when the bill has been reached in the regular
 1588 | order on second or third reading, consideration shall be
 1589 | informally deferred until such member's return, unless another
 1590 | member consents to offer the bill on behalf of the original
 1591 | member. The bill shall retain its position on the Calendar of
 1592 | the House during the same legislative day. The member shall have
 1593 | the responsibility of making the motion for its subsequent
 1594 | consideration.

1595 |
 1596 | PART FOUR—Ceremonial Resolutions

1597 |
 1598 | 10.17—Ceremonial Resolutions Published in Journal
 1599 | Upon approval of the chair of the Rules & Policy Committee
 1600 | ~~Rules, Calendar & Ethics Committee~~, a ceremonial resolution may

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1601 be shown as read and adopted by publication in full in the
 1602 Journal. The Rules & Policy Committee ~~Rules, Calendar & Ethics~~
 1603 ~~Committee~~ shall distribute a list of such resolutions 1 day
 1604 (excluding Saturdays, Sundays, and official state holidays)
 1605 prior to the day of their publication, during which time any
 1606 member may file with the Rules & Policy Committee ~~Rules,~~
 1607 ~~Calendar & Ethics Committee~~ an objection to any resolution
 1608 listed. Each resolution for which an objection has been filed
 1609 shall be removed from the list and placed on the Calendar of the
 1610 House. All resolutions without objections shall be printed on
 1611 the next legislative day in the Journal and considered adopted
 1612 by the House.

1613
 1614 PART FIVE—Procedural Limitations in Final Week

1615
 1616 10.18—Consideration Limits to Bills after Day 55

1617 After the 55th day of a regular session, no House bills on
 1618 second reading may be taken up and considered by the House.

1619
 1620 10.19—Consideration Limits after Day 58

1621 After the 58th day of a regular session, the House may consider
 1622 only:

- 1623 (a) Returning messages.
- 1624 (b) Conference reports.
- 1625 (c) Concurrent resolutions.

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RULE ELEVEN—MOTIONS

11.1—Motions; How Made

Every motion shall be made orally, except when requested by the Speaker to be reduced to writing.

11.2—Precedence of Motions During Debate

(a) When a question is under debate, the Speaker or the chair of a committee or subcommittee shall receive no motion except:

- (1) To adjourn at a time certain.
- (2) To adjourn.
- (3) To recess to a time certain.
- (4) To lay on the table.
- (5) To reconsider.
- (6) For the previous question.
- (7) To limit debate.
- (8) To temporarily postpone.
- (9) To postpone to a time or day certain.
- (10) To refer to or to recommit to committee or subcommittee.
- (11) To amend.
- (12) To amend by removing the enacting or resolving clause.

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1651 (b) Such motions shall have precedence in the descending
 1652 order given.

1653 (c) Notwithstanding paragraph (a)(10) above, the Motion to
 1654 Withdraw or Refer a Bill pursuant to House Rule 11.11 and the
 1655 Motion to Refer or Recommit pursuant to House Rule 11.12 are not
 1656 available in committee or subcommittee.

1657

1658 11.3—Questions of Order Decided without Debate

1659 The Speaker shall decide, without debate, all procedural
 1660 questions of order that arise when a motion is before the House
 1661 or on appeal.

1662

1663 11.4—Division of Question

1664 If a question before the House is susceptible of separation into
 1665 two or more parts, any member may call for a division of the
 1666 question so that each part may be voted on separately. However,
 1667 a motion to remove and insert cannot be divided.

1668

1669 11.5—Motion to Recess to a Time Certain

1670 A motion to recess to a time certain shall be treated the same
 1671 as a motion to adjourn, except that the motion is debatable when
 1672 no business is before the House and can be amended as to the
 1673 time to recess and duration of the recess. It yields only to a
 1674 motion to adjourn.

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1676 | 11.6—Motion to Lay on the Table

1677 | (a) A motion to lay on the table is not debatable and
 1678 | cannot be amended; however, before the motion is put to a vote,
 1679 | the first-named sponsor of a bill or the mover of a debatable
 1680 | motion shall be allowed 5 minutes within which to discuss the
 1681 | same and may divide the time with, or waive this right in favor
 1682 | of, some other member.

1683 | (b) A motion to lay an amendment on the table, if adopted,
 1684 | does not carry with it the measure to which it adheres.

1685 |

1686 | 11.7—Motion to Reconsider; Immediate Certification of Bills

1687 | (a) When a motion or main question has been made and
 1688 | carried or lost, it shall be in order at any time as a matter of
 1689 | right on the same or succeeding legislative day for a member
 1690 | voting with the prevailing side, or for any member in the case
 1691 | of a voice or tie vote, to move for reconsideration thereof.

1692 | (b) When a majority of members vote in the affirmative but
 1693 | the proposition is lost because it is one in which the
 1694 | concurrence of a greater number than a majority is necessary for
 1695 | adoption or passage, any member may move for reconsideration.

1696 | (c) The motion to reconsider shall require a majority vote
 1697 | for adoption.

1698 | (d) If the House refuses to reconsider or upon
 1699 | reconsideration confirms its prior decision, no further motion
 1700 | to reconsider shall be in order except upon unanimous consent of

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1701 the members present.

1702 (e) Debate shall be allowed on a motion to reconsider only
 1703 when the question that it is proposing to reconsider is
 1704 debatable. When debate upon a motion to reconsider is in order,
 1705 no member shall speak thereon more than once or for more than 5
 1706 minutes.

1707 (f) The adoption of a motion to reconsider a vote upon any
 1708 secondary matter shall not remove the main subject under
 1709 consideration from consideration of the House.

1710 (g) A motion to reconsider a collateral matter must be
 1711 disposed of at once during the course of the consideration of
 1712 the main subject to which it is related, and such motion shall
 1713 be out of order after the House has passed to other business.

1714 (h) No bill referred or recommitted to a committee or
 1715 subcommittee by a vote of the House shall be brought back into
 1716 the House on a motion to reconsider.

1717 (i) The Clerk shall retain possession of all bills and
 1718 joint resolutions for the period after passage during which
 1719 reconsideration may be moved, except that local bills,
 1720 concurrent resolutions, and memorials shall be transmitted to
 1721 the Senate without delay.

1722 (j) The adoption of a motion to waive the rules and
 1723 immediately certify any bill to the Senate shall be construed as
 1724 releasing the measure from the Clerk's possession for the period
 1725 of reconsideration.

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1726 (k) Unless otherwise directed by the Speaker, during the
 1727 last 14 days of a regular session or any extension thereof and
 1728 during any special session, all measures acted on by the House
 1729 shall be transmitted to the Senate without delay.

1730

1731 11.8—Motion for the Previous Question

1732 (a) The previous question may be asked and ordered upon
 1733 any debatable single motion, series of motions, or amendment
 1734 pending and the effect thereof shall be to conclude all action
 1735 on the same day. If third reading is reached on another day, the
 1736 order for the previous question must be renewed on that day.

1737 (b) The motion for the previous question shall be decided
 1738 without debate. If the motion prevails, the sponsor of a bill or
 1739 debatable motion and an opponent shall be allowed 3 minutes each
 1740 within which to debate the pending question, and each may divide
 1741 the time with, or waive this right in favor of, some other
 1742 member. On second reading, the final available question is the
 1743 main amendment; on third reading, it is the bill.

1744 (c) When the motion for the previous question is adopted
 1745 on a main question, the sense of the House shall be taken
 1746 without delay on pending amendments and such question in the
 1747 regular order.

1748 (d) The motion for the previous question may not be made
 1749 by the first-named sponsor or mover.

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1751 11.9—Motion to Limit Debate

1752 When there is debate by the House, it shall be in order for a
 1753 member to move to limit debate and such motion shall be decided
 1754 without debate, except that the first-named sponsor or mover of
 1755 the question under debate shall have 5 minutes within which to
 1756 discuss the motion and may divide the allotted time with, or
 1757 waive it in favor of, some other member. If, by majority vote,
 1758 the question is decided in the affirmative, debate shall be
 1759 limited to 10 minutes for each side, unless a different ~~greater~~
 1760 time is stated in the motion, such time to be apportioned by the
 1761 Speaker; however, the first-named sponsor or mover shall have an
 1762 additional 5 minutes within which to close the debate and may
 1763 divide the allotted time with, or waive it in favor of, some
 1764 other member.

1765

1766 11.10—Motion to Temporarily Postpone

1767 (a) The motion to temporarily postpone shall be decided
 1768 without debate and shall cause a measure to be set aside but
 1769 retained on the desk.

1770 (b) If a main question has been temporarily postponed
 1771 after having been debated or after motions have been applied and
 1772 is not brought back before the House on the same legislative
 1773 day, it shall be placed under the order of unfinished business
 1774 on the Calendar of the House. If a main question is temporarily
 1775 postponed before debate has commenced or motions have been

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1776 applied, its reading shall be considered a nullity and the bill
 1777 shall retain its original position on the order of business on
 1778 the same legislative day; otherwise, the bill reverts to the
 1779 status of bills on second or third reading, as applicable.

1780 (c) The motion to return to consideration of a temporarily
 1781 postponed main question shall be made under the proper order of
 1782 business when no other matter is pending.

1783 (d) If applied to a collateral matter, the motion to
 1784 temporarily postpone shall not cause the main question to be
 1785 carried with it. After having been temporarily postponed, if a
 1786 collateral matter is not brought back before the House in the
 1787 course of consideration of the adhering or main question, it
 1788 shall be deemed abandoned.

1789
 1790 11.11—Motion to Withdraw or Refer a Bill

1791 (a) A motion to withdraw a bill from a committee or
 1792 subcommittee shall require a two-thirds vote on the floor.

1793 (b) Any member may, no later than under the order of
 1794 business of Motions Relating to Committee and Subcommittee
 1795 References on the legislative day following reference of a bill,
 1796 move for reference from one committee or subcommittee to a
 1797 different committee or subcommittee, which shall be decided by a
 1798 majority vote.

1799 (c) A motion to refer a bill from one committee or
 1800 subcommittee to another committee or subcommittee, other than as

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1801 provided in subsection (b), may be made during the regular order
 1802 of business and shall require a two-thirds vote.

1803 (d) A motion to refer a bill to an additional committee or
 1804 subcommittee may be made during the regular order of business
 1805 and shall require a two-thirds vote.

1806 (e) A motion to refer shall be debated only as to the
 1807 propriety of the reference.

1808 (f) A motion to withdraw a bill from further consideration
 1809 of the House shall require a two-thirds vote.

1810 (1) The chair or vice chair of the Rules & Policy
 1811 Committee ~~Rules, Calendar & Ethics Committee~~, at the request of
 1812 the first-named member sponsor, may move for the withdrawal of a
 1813 bill from further consideration.

1814 (2) The first-named member sponsor of a bill may, prior to
 1815 its introduction and provided no substantive action has been
 1816 taken on it, withdraw the bill by written notice to the Clerk.

1817 (3) In moving for the withdrawal of a bill from further
 1818 consideration by floor motion, the introducer shall be required
 1819 to identify the nature of the bill.

1820
 1821 11.12–Motion to Refer or Recommit

1822 (a) Any bill on the Calendar of the House may be referred
 1823 or recommitted by the House to a committee or subcommittee by a
 1824 majority vote.

1825 (b) A motion to refer or recommit a bill that is before

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1826 the House may be made during the regular order of business. The
 1827 motion shall be debatable only as to the propriety of that
 1828 reference and shall require an affirmative majority vote.

1829 (c) If a bill on third reading is referred or recommitted
 1830 to a committee or subcommittee that subsequently reports the
 1831 bill favorably with a committee or subcommittee substitute or
 1832 with one or more amendments, the bill shall return to second
 1833 reading.

1834 (d) Referral or recommitment of a House bill shall
 1835 automatically carry with it a Senate companion bill then on the
 1836 Calendar of the House.

1837
 1838 11.13—Dilatory Motions
 1839 Dilatory or delaying motions shall not be in order as determined
 1840 by the Speaker.

1841
 1842 11.14—Withdrawal of Motion
 1843 (a) The mover of a motion may withdraw the motion at any
 1844 time before it has been amended or a vote on it has commenced.
 1845 (b) Notwithstanding subsection (a), once the proposer of
 1846 an amendment is recognized, the amendment may be withdrawn only
 1847 with the consent of the body.

1848
 1849 RULE TWELVE—AMENDMENTS

1850

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1851 12.1-Form

1852 (a) Floor amendments shall be prepared by the House Bill
1853 Drafting Service and filed with the Clerk.

1854 (b) A floor amendment filed with the Clerk after the
1855 applicable filing deadline is late filed. A late-filed floor
1856 amendment may be taken up for consideration only upon motion
1857 adopted by a two-thirds vote.

1858

1859 12.2-Filing Deadlines for Floor Amendments

1860 (a) During the first 55 days of a regular session:

1861 (1) Main floor amendments must be submitted to the House
1862 Bill Drafting Service by 3 p.m. and approved for filing with the
1863 Clerk by 4 p.m. ~~2 p.m.~~ of the first day a bill appears on the
1864 Special Order Calendar in the Calendar of the House; and

1865 (2) Amendments to main floor amendments and substitute
1866 amendments for main floor amendments must be submitted to the
1867 House Bill Drafting Service by 6:30 p.m. and approved for filing
1868 by 7 p.m. ~~5 p.m.~~ of the same day.

1869 (b) After the 55th day of a regular session and during any
1870 extended or special session:

1871 (1) Main floor amendments must be approved for filing with
1872 the Clerk not later than 2 hours before session is scheduled to
1873 convene on the day a bill appears on the Special Order Calendar
1874 in the Calendar of the House; and

1875 (2) Amendments to main floor amendments and substitute

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1876 amendments for main floor amendments must be approved for filing
 1877 not later than 1 hour after the main floor amendment deadline.

1878 ~~(c) A late filed floor amendment may be taken up for~~
 1879 ~~consideration only upon motion adopted by a two-thirds vote.~~

1880 (c)~~(d)~~ Notwithstanding the foregoing, subject to approval
 1881 by a majority vote of the House, the Rules & Policy Committee
 1882 ~~Rules, Calendar & Ethics Committee~~ may establish special
 1883 amendment deadlines and procedures for appropriations bills,
 1884 implementing bills, and conforming bills, as well as for bills
 1885 proposing any reapportionment or redistricting of the state's
 1886 legislative or congressional districts.

1887
 1888 12.3-Presentation and Consideration

1889 (a) Amendments shall be taken up only as sponsors gain
 1890 recognition from the Speaker, except that the chair of the
 1891 committee or subcommittee (or any member thereof designated by
 1892 the chair) reporting the measure under consideration shall have
 1893 preference for the presentation of committee or subcommittee
 1894 amendments to Senate bills.

1895 (b) An amendment to a pending main amendment may be
 1896 received, but until it is disposed of, no other motion to amend
 1897 will be in order except a substitute amendment or an amendment
 1898 to the substitute. Such amendments are to be disposed of in the
 1899 following order:

1900 (1) Amendments to the amendment are voted on before the

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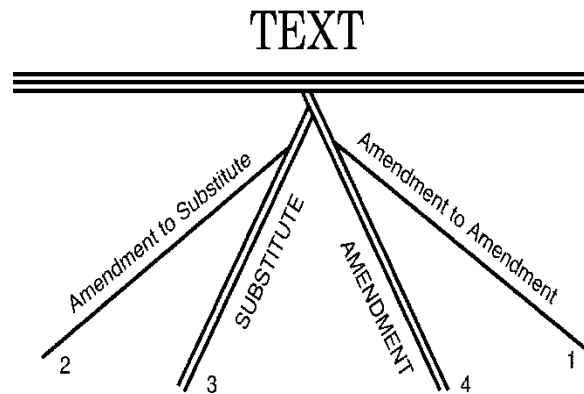
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1901 substitute is taken up. Only one amendment to the amendment is
 1902 in order at a time.

1903 (2) Amendments to the substitute are next voted on.

1904 (3) The substitute then is voted on. The adoption of a
 1905 substitute amendment in lieu of an original amendment shall be
 1906 treated and considered as an amendment to the bill itself.



1907
 1908 (c) The adoption of an amendment to a section shall not
 1909 preclude further amendment of that section. If a bill is being
 1910 considered section by section or item by item, only amendments
 1911 to the section or item under consideration shall be in order.

1912 (d) For the purpose of this rule, an amendment shall be
 1913 deemed pending only after its proposer has been recognized by
 1914 the Speaker.

1915 (e) Reviser's bills may be amended only by making
 1916 deletions.

1917
 1918 12.4—Second and Third Reading; Vote Required on Third Reading

1919 (a) A motion to amend is in order during the second or

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1920 | third reading of any bill.

1921 | (b) Amendments proposed on third reading shall require a

1922 | two-thirds vote for adoption, except that technical amendments

1923 | introduced in the name of the Rules & Policy Committee ~~Rules,~~

1924 | ~~Calendar & Ethics Committee~~ shall require a majority vote for

1925 | adoption. Amendments on third reading, other than technical

1926 | amendments introduced in the name of the Rules & Policy

1927 | Committee ~~Rules, Calendar & Ethics Committee~~, must be submitted

1928 | to the House Bill Drafting Service no later than 1 hour before

1929 | the applicable filing deadline and approved for filing not later

1930 | than the earlier of the following deadlines:

1931 | (1) Nine a.m. on the day session is scheduled to convene

1932 | on the day the bill is reached on third reading; or

1933 | (2) One hour before session is scheduled to convene on the

1934 | day the bill is reached on third reading.

1935 | (c) A motion for reconsideration of an amendment on third

1936 | reading requires a two-thirds vote for adoption.

1937 |

1938 | 12.5-Amendment of Appropriations Bills, Implementing Bills, and

1939 | Conforming Bills

1940 | (a) For purposes of these rules:

1941 | (1) An "appropriations bill" is a general appropriations

1942 | bill or any other bill the title text of which begins "An act

1943 | making appropriations," "An act making special appropriations,"

1944 | or "An act making supplemental appropriations."

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1945 (2) An "implementing bill" is a bill, effective for one
 1946 fiscal year, implementing an appropriations bill.

1947 (3) A "conforming bill" is a bill designated as such by
 1948 the Speaker that amends the Florida Statutes to conform to an
 1949 appropriations bill.

1950 (b) Whether on the floor or in any committee or
 1951 subcommittee, whenever an amendment is offered to an
 1952 appropriations bill that would either increase any state
 1953 appropriation or decrease any state revenue for any fund, such
 1954 amendment shall show the amount of the appropriation increase or
 1955 revenue decrease for a fund by line item and by section and
 1956 shall decrease an appropriation from within the same
 1957 appropriations allocation and sub-allocation (as determined by
 1958 the Speaker) or increase a revenue to the fund in an amount
 1959 equivalent to or greater than the corresponding appropriation
 1960 increase or revenue decrease required by the amendment.

1961 (c) Whether on the floor or in any committee or
 1962 subcommittee, an amendment offered to an implementing bill or to
 1963 a conforming bill shall not increase a state appropriation to a
 1964 level that is in excess of the allocations or sub-allocations
 1965 determined by the Speaker for a fund.

1966 (d) Whether on the floor or in any committee or
 1967 subcommittee, any amendment offered to an implementing bill or
 1968 to a conforming bill that reduces revenues supporting
 1969 appropriations must raise the equivalent or greater revenue for

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1970 | the same fund from other sources.

1971 |

1972 | 12.6—Consideration of Senate Amendments

1973 | (a) After the reading of a Senate amendment to a House

1974 | bill, the following motions shall be in order and shall be

1975 | privileged in the order named:

1976 | (1) Amend the Senate amendment.

1977 | (2) Concur in the Senate amendment.

1978 | (3) Refuse to concur and ask the Senate to recede.

1979 | (4) Request the Senate to recede and, if the Senate

1980 | refuses to recede, to appoint a conference committee to meet

1981 | with a like committee appointed by the Speaker.

1982 | (b) If the Senate refuses to concur in a House amendment

1983 | to a Senate bill, the following motions shall be in order and

1984 | shall be privileged in the order named:

1985 | (1) That the House recede.

1986 | (2) That the House insist and ask for a conference

1987 | committee.

1988 | (3) That the House insist.

1989 | (c) The Speaker may, upon determining that a Senate

1990 | amendment substantially changes the bill as passed by the House,

1991 | refer the Senate message, with the bill and Senate amendment or

1992 | amendments, to the appropriate House committee or subcommittee

1993 | for review and report to the House. The Speaker, upon such

1994 | reference, shall announce the date and time for the committee or

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1995 | subcommittee to meet. The committee or subcommittee shall report
 1996 | to the House the recommendation for disposition of the Senate
 1997 | amendment or amendments under one of the four options presented
 1998 | in subsection (a). The report shall be furnished to the Clerk
 1999 | and to the House, in writing, by the chair of the reporting
 2000 | committee or subcommittee.

2001 |
 2002 | 12.7—Motion to Amend by Removing Enacting or Resolving Clause
 2003 | An amendment to remove the enacting clause of a bill or the
 2004 | resolving clause of a resolution or memorial shall, if carried,
 2005 | be considered equivalent to rejection of the bill, resolution,
 2006 | or memorial by the House.

2007 |
 2008 | 12.8—Germanity of House Amendments

2009 | (a) GERMANITY.

2010 | (1) Neither the House nor any committee or subcommittee
 2011 | shall consider an amendment that relates to a different subject
 2012 | or is intended to accomplish a different purpose than that of
 2013 | the pending question or that, if adopted, would require a title
 2014 | amendment for the bill that is substantially different from the
 2015 | bill's original title or that would unreasonably alter the
 2016 | nature of the bill.

2017 | (2) The Speaker, or the chair in the case of an amendment
 2018 | offered in committee or subcommittee, shall determine the
 2019 | germanity of any amendment when the question is timely raised.

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2020 (3) An amendment of the second degree or a substitute
 2021 amendment must be germane to both the main amendment and the
 2022 measure to which it adheres.

2023 (b) AMENDMENTS THAT ARE NOT GERMANE. House amendments that
 2024 are not germane include:

2025 (1) A general proposition amending a specific proposition.

2026 (2) An amendment amending a statute or session law when
 2027 the purpose of the bill is limited to repealing such law, or an
 2028 amendment repealing a statute or session law when the purpose of
 2029 the bill is limited to amending such law.

2030 (3) An amendment that substantially expands the scope of
 2031 the bill.

2032 (4) An amendment to a bill when legislative action on that
 2033 bill is by law or these rules limited to passage, concurrence,
 2034 or nonconcurrence as introduced.

2035 (c) AMENDMENTS THAT ARE GERMANE. Amendments that are
 2036 germane include:

2037 (1) A specific provision amending a general provision.

2038 (2) An amendment that accomplishes the same purpose in a
 2039 different manner.

2040 (3) An amendment limiting the scope of the proposal.

2041 (4) An amendment providing appropriations necessary to
 2042 fulfill the original intent of a proposal.

2043 (5) An amendment that changes the effective date of a
 2044 repeal, reduces the scope of a repeal, or adds a short-term

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2045 nonstatutory transitional provision to facilitate repeal.
 2046 (d) WAIVER OF RULE. Waiver of this rule shall require
 2047 unanimous consent of the House.
 2048
 2049 12.9–Floor Amendments Out of Order
 2050 A floor amendment is out of order if it is the principal
 2051 substance of a bill that has:
 2052 (a) Received an unfavorable committee or subcommittee
 2053 report;
 2054 (b) Been withdrawn from further consideration; or
 2055 (c) Not been reported favorably by at least one committee
 2056 or subcommittee of reference
 2057 and may not be offered to a bill on second or third reading. Any
 2058 amendment that is substantially the same, and identical as to
 2059 specific intent and purpose, as the measure residing in a
 2060 committee or subcommittee of reference is covered by this rule.
 2061
 2062 12.10–Printing of Amendments in Journal
 2063 All amendments taken up, unless withdrawn, shall be printed in
 2064 the Journal, except that an amendment to an appropriations bill
 2065 constituting an entirely new bill shall not be printed except
 2066 upon consideration of the conference committee report.

RULE THIRTEEN–RULES

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2070 13.1-Parliamentary Authorities
 2071 In all cases not provided for by the State Constitution, the
 2072 Rules of the House, or the Joint Rules of the Senate and House
 2073 of Representatives, the guiding, but nonbinding, authority shall
 2074 be first the Rulings of the Speaker and then the latest edition
 2075 of Mason's Manual of Legislative Procedure.

2076
 2077 13.2-Standing Rules Amendment
 2078 Any standing rule may be rescinded or changed by a majority vote
 2079 of the members, provided that the proposed change or changes be
 2080 submitted at least 1 day in advance by the Rules & Policy
 2081 Committee ~~Rules, Calendar & Ethics Committee~~ in writing to the
 2082 members together with notice of the consideration thereof. Any
 2083 standing rule may be suspended temporarily by a two-thirds vote
 2084 of the members present, except as otherwise provided in these
 2085 rules.

2086
 2087 13.3-Rules Apply for Term
 2088 The standing rules adopted after the beginning of the term
 2089 govern all acts of the House during the course of the term
 2090 unless amended or repealed.

2091
 2092 13.4-Joint Rules
 2093 The House shall be governed by joint rules approved by the House
 2094 and Senate during the term. Such joint rules may not be waived

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2095 | except by agreement of both the House and Senate. A majority
 2096 | vote of the House is required for such agreement.

2097 |

2098 | 13.5—Authority and Interpretation

2099 | These rules are adopted pursuant to the specific authority
 2100 | granted and the inherent powers vested in the House of
 2101 | Representatives by the State Constitution. These rules are
 2102 | intended to facilitate the orderly, practical, and efficient
 2103 | completion of legislative work undertaken by the House. These
 2104 | rules shall govern procedures in the House notwithstanding any
 2105 | inconsistent parliamentary tradition and notwithstanding any
 2106 | joint rule or any statute enacted by a prior Legislature.
 2107 | Adoption of these rules constitutes the determination of the
 2108 | House that they do not violate any express regulation or
 2109 | limitation contained in the State Constitution. These rules may
 2110 | not be construed to limit any of the powers, rights, privileges,
 2111 | or immunities vested in or granted to the House by the State
 2112 | Constitution or other organic law.

2113 |

2114 | 13.6—Majority Action

2115 | Unless otherwise indicated by these rules, all action by the
 2116 | House or its committees or subcommittees shall be by majority
 2117 | vote of those members present and voting. When the body is
 2118 | equally divided, the question is defeated.

2119 |

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2120 13.7—Extraordinary Action
 2121 Unless otherwise required by these rules or the State
 2122 Constitution, all extraordinary votes shall be by vote of those
 2123 members present and voting.

2124
 2125 13.8—"Days" Defined
 2126 Wherever used in these rules, a "legislative day" means a day
 2127 when the House convenes and a quorum is present. All other
 2128 references to a "day" mean a calendar day.

2129
 2130 RULE FOURTEEN—MISCELLANEOUS PROVISIONS

2131
 2132 PART ONE—Public Records

2133
 2134 14.1—Legislative Records
 2135 There shall be available for public inspection, whether
 2136 maintained in Tallahassee or in a district office, the papers
 2137 and records developed and received in connection with official
 2138 legislative business, except as provided in s. 11.0431, Florida
 2139 Statutes, or other provision of law. Any person who is denied
 2140 access to a legislative record and who believes that he or she
 2141 is wrongfully being denied such access may appeal to the Speaker
 2142 the decision to deny access.

2143
 2144 14.2—Legislative Records; Maintenance, Control, Destruction,

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2145 Disposal, and Disposition

2146 (a) Records that are required to be created by these rules
 2147 or that are of vital, permanent, or archival value shall be
 2148 maintained in a safe location that is easily accessible for
 2149 convenient use. No such record need be maintained if the
 2150 substance of the record is published or retained in another form
 2151 or location. Whenever necessary, but no more often than annually
 2152 or less often than biennially, records required to be maintained
 2153 may be archived.

2154 (b) Other records that are no longer needed for any
 2155 purpose and that do not have sufficient administrative, legal,
 2156 or fiscal significance to warrant their retention shall be
 2157 disposed of systematically.

2158 (c)(1) The administrative assistant for each existing
 2159 committee or subcommittee shall ensure compliance with this rule
 2160 for all records created or received by the committee or
 2161 subcommittee or for a former committee or subcommittee whose
 2162 jurisdiction has been assigned to the committee or subcommittee.

2163 (2) The Speaker, the Speaker pro tempore, the Minority
 2164 Leader, the Majority Leader, and the Sergeant at Arms shall
 2165 ensure compliance with this rule for all records created or
 2166 received by their respective offices and their predecessors in
 2167 office.

2168 (3) Each member shall ensure compliance with this rule for
 2169 all records created or received by the member or the member's

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2170 district office.

2171 (4) The director of an ancillary House office shall ensure
 2172 compliance with this rule for all records created or received by
 2173 the director's office.

2174 (5) The Clerk shall ensure compliance with this rule for
 2175 all other records created or received by the House of
 2176 Representatives.

2177 (d) If a committee, subcommittee, or office is not
 2178 continued in existence, the records of such committee,
 2179 subcommittee, or office shall be forwarded to the committee,
 2180 subcommittee, or office assuming the jurisdiction or
 2181 responsibility of the former committee, subcommittee, or office,
 2182 if any. Otherwise, such records shall be forwarded to the Clerk.

2183 (e) The Clerk shall establish a schedule of reasonable and
 2184 appropriate fees for copies of legislative records and
 2185 documents.

2186
 2187 PART TWO—Distribution of Documents; Display of Signs

2188
 2189 14.3—Distribution of Documents

2190 Documents required by these rules to be printed or published may
 2191 be produced and distributed on paper or in electronic form.

2192
 2193 14.4—Display of Signs, Placards, and the Like

2194 Signs, placards, or other objects of similar nature shall be

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2195 permitted in the rooms, lobby, galleries, or Chamber of the
 2196 House only upon approval of the chair of the Rules & Policy
 2197 Committee Rules, Calendar & Ethics Committee.

2198

2199 PART THREE—House Seal

2200

2201 14.5—House Seal

2202 (a) REQUIREMENT. There shall be an official seal of the
 2203 House of Representatives. The seal shall be used only by or on
 2204 behalf of a member or officer of the House in conjunction with
 2205 his or her official duties or when specifically authorized in
 2206 writing by the chair of the Rules & Policy Committee Rules,
 2207 Calendar & Ethics Committee.

2208 (b) CONFIGURATION. The seal shall be a circle having in
 2209 the center thereof a view of the sun's rays over a highland in
 2210 the distance, a sabal palmetto palm tree, a steamboat on the
 2211 water, and a Native American female scattering flowers in the
 2212 foreground, encircled by the words "House of Representatives."

2213 (c) USE. Unless a written exception is otherwise granted
 2214 by the chair of the Rules & Policy Committee Rules, Calendar &
 2215 Ethics Committee:

2216 (1) Material carrying the official seal shall be used only
 2217 by a member, officer, or employee of the House or other persons
 2218 employed or retained by the House.

2219 (2) The use, printing, publication, or manufacture of the

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2220 seal, or items or materials bearing the seal or a facsimile of
 2221 the seal, shall be limited to official business of the House or
 2222 official legislative business.

2223 (d) CUSTODIAN. The Clerk shall be the custodian of the
 2224 official seal.

2225

2226 RULE FIFTEEN—ETHICS AND CONDUCT OF MEMBERS

2227

2228 15.1—Legislative Ethics and Official Conduct

2229 Legislative office is a trust to be performed with integrity in
 2230 the public interest. A member is respectful of the confidence
 2231 placed in the member by the other members and by the people. By
 2232 personal example and by admonition to colleagues whose behavior
 2233 may threaten the honor of the lawmaking body, the member shall
 2234 watchfully guard the responsibility of office and the
 2235 responsibilities and duties placed on the member by the House.
 2236 To this end, each member shall be accountable to the House for
 2237 violations of this rule or any provision of the House Code of
 2238 Conduct contained in Rules 15.1-15.7.

2239

2240 15.2—The Integrity of the House

2241 A member shall respect and comply with the law and shall perform
 2242 at all times in a manner that promotes public confidence in the
 2243 integrity and independence of the House and of the Legislature.
 2244 Each member shall perform at all times in a manner that promotes

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2245 a professional environment in the House, which shall be free
 2246 from unlawful employment discrimination.

2247
 2248 15.3—Improper Influence; Solicitation of Campaign Contributions

2249 (a) A member may neither solicit nor accept anything that
 2250 reasonably may be construed to improperly influence the member's
 2251 official act, decision, or vote.

2252 (b) A member may not fly on an aircraft that is a private
 2253 conveyance owned, leased, or procured by a lobbyist, a lobbying
 2254 firm, or a principal, regardless of whether the member pays for
 2255 the flight.

2256 (c)~~(b)~~ A member may neither solicit nor accept any
 2257 campaign contribution during the 60-day regular legislative
 2258 session or any extended or special session on the member's own
 2259 behalf, on behalf of a political party, on behalf of any
 2260 organization with respect to which the member's solicitation is
 2261 regulated under s. 106.0701, Florida Statutes, or on behalf of a
 2262 candidate for the House of Representatives; however, a member
 2263 may contribute to the member's own campaign.

2264
 2265 15.4—Ethics; Conflicting Employment

2266 A member shall:

2267 (a) Scrupulously comply with the requirements of all laws
 2268 related to the ethics of public officers.

2269 (b) Not allow personal employment to impair the member's

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2270 independence of judgment in the exercise of official duties.

2271 (c) Not directly or indirectly receive or agree to receive
 2272 any compensation for any services rendered or to be rendered
 2273 either by the member or any other person when such activity is
 2274 in substantial conflict with the duties of a member of the
 2275 House.

2276 (d) Upon acceptance of any new employment with any entity
 2277 that receives state funds directly by appropriation or from any
 2278 public employer, file with the Public Integrity & Ethics
 2279 Committee a written statement disclosing the employer, position,
 2280 and salary. Such disclosure must be filed prior to the effective
 2281 date of the change, or within 30 days after acceptance thereof,
 2282 whichever is earlier.

2283 (e) Not accept any compensation to lobby any local
 2284 government or governmental agency, except for the provision of
 2285 licensed professional services under circumstances that require
 2286 registration as a lobbyist.

2288 15.5-Use of Official Position

2289 A member may not corruptly use or attempt to use the member's
 2290 official position or any property or resource which may be
 2291 within the member's trust in a manner contrary to the trust or
 2292 authority placed in the member, either by the public or by other
 2293 members, for the purpose of securing a special privilege,
 2294 benefit, or exemption for the member or for others. A member may

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2295 not solicit or accept an employment offer or investment advice
 2296 arising out of legislative activities or political activities
 2297 engaged in while he or she is a member of, or candidate for, the
 2298 House. A member may not enter into any investment, joint
 2299 venture, or other profitmaking relationship with or advised by a
 2300 lobbyist or principal, except that a member may buy or sell
 2301 listed, publicly traded securities of a principal unless in
 2302 violation of Rule 15.6. For purposes of this rule, "investment,
 2303 joint venture, or other profitmaking relationship" does not
 2304 include an employment relationship or professional partnership
 2305 or similar venture engaging the professional services of the
 2306 member.

2307
 2308 15.6—Use of Information Obtained by Reason of Official Position
 2309 A member may engage in business and professional activity in
 2310 competition with others but may not use or provide to others,
 2311 for the member's personal gain or benefit or for the personal
 2312 gain or benefit of any other person or business entity, any
 2313 information that has been obtained by reason of the member's
 2314 official capacity as a member and that is unavailable to members
 2315 of the public as a matter of law. A member may not use any
 2316 nonpublic information obtained by reason of the member's
 2317 legislative activities for the purpose of buying or selling any
 2318 investment or to otherwise create income for the member or any
 2319 other person.

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2320

2321 15.7—Representation of Another Before a State Agency

2322 A member may not personally represent another person or entity
 2323 for compensation before any state agency other than a judicial
 2324 tribunal. For the purposes of this rule, "state agency" means
 2325 any entity of the legislative or executive branch of state
 2326 government over which the Legislature exercises plenary
 2327 budgetary and statutory control.

2328

2329 15.8—Advisory Opinions

2330 (a) A member, when in doubt about the applicability and
 2331 interpretation of the House Code of Conduct or ethics laws to
 2332 the member's conduct, may convey the facts of the situation to
 2333 the House general counsel for an advisory opinion. The general
 2334 counsel shall issue the opinion within 10 days after receiving
 2335 the request. The advisory opinion may be relied upon by the
 2336 member requesting the opinion. Upon request of any member, the
 2337 committee or subcommittee designated by the Speaker to have
 2338 responsibility for the ethical conduct of members may revise an
 2339 advisory opinion rendered by the House general counsel through
 2340 an advisory opinion issued to the member who requested the
 2341 opinion.

2342 (b) An advisory opinion rendered by the House general
 2343 counsel or the committee or subcommittee shall be numbered,
 2344 dated, and published. Advisory opinions from the House general

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2345 counsel or the committee or subcommittee may not identify the
 2346 member seeking the opinion unless such member so requests.

2347

2348 15.9—Penalties for Violations

2349 Separately from any prosecutions or penalties otherwise provided
 2350 by law, any member determined to have violated the requirements
 2351 of these rules relating to ethics or member conduct shall be
 2352 fined, censured, reprimanded, placed on probation, or expelled
 2353 or have such other lesser penalty imposed as may be appropriate.
 2354 Such determination and disciplinary action shall be taken by a
 2355 two-thirds vote of the House, except that expulsions shall
 2356 require two-thirds vote of the membership, upon recommendation
 2357 of the Public Integrity & Ethics Committee ~~Rules, Calendar &~~
 2358 ~~Ethics Committee~~ pursuant to Rule 18.

2359

2360 15.10—Felony Indictment or Information of a Member

2361 (a) If an indictment or information for a felony of any
 2362 jurisdiction is filed against a member of the House, the member
 2363 indicted or informed against may request the Speaker to excuse
 2364 the member, without pay, from all privileges of membership of
 2365 the House pending final adjudication.

2366 (b) If the indictment or information is either nolle
 2367 prosequed or dismissed, or if the member is found not guilty of
 2368 the felonies charged, or lesser included felonies, the member
 2369 shall be paid all back pay and other benefits retroactive to the

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2370 | date the member was excused.

2371

2372 | 15.11–Felony Guilty Plea of a Member

2373 | A member who enters a plea of guilty or nolo contendere to a
 2374 | felony of any jurisdiction may, at the discretion of the
 2375 | Speaker, be suspended immediately, without a hearing and without
 2376 | pay, from all privileges of membership of the House through the
 2377 | remainder of that member's term.

2378

2379 | 15.12–Felony Conviction of a Member

2380 | (a) A member convicted of a felony of any jurisdiction
 2381 | may, at the discretion of the Speaker, be suspended immediately,
 2382 | without a hearing and without pay, from all privileges of
 2383 | membership of the House pending appellate action or the end of
 2384 | the member's term, whichever occurs first.

2385 | (b) A member suspended under the provisions of this rule
 2386 | may, within 10 days after such suspension, file a written
 2387 | request for a hearing, setting forth specific reasons contesting
 2388 | the member's suspension. Upon receipt of a written request for a
 2389 | hearing, the Speaker shall appoint a select committee, which
 2390 | shall commence a hearing on the member's suspension within 30
 2391 | days and issue a report to the House within 10 days after the
 2392 | conclusion of the hearing. The report of the select committee
 2393 | shall be final unless the member, within 10 days after the
 2394 | issuance of the report, requests in writing that the Speaker

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2395 convene the full House to consider the report of the select
 2396 committee. Upon receipt of a request for such consideration, the
 2397 Speaker shall timely convene the House for such purpose.

2398 (c) If the final appellate decision is to sustain the
 2399 conviction, then the member's suspension shall continue to the
 2400 end of the member's term. If the final appellate decision is to
 2401 vacate the conviction and there is a rehearing, the member shall
 2402 be subject to Rule 15.10. If the final appellate decision is to
 2403 vacate the conviction and no felony charges remain against the
 2404 member, the member shall be entitled to restitution of back pay
 2405 and other benefits retroactive to the date of suspension.

2406
 2407 15.13—Ethics Training
 2408 The House shall provide ethics training as directed by the
 2409 Speaker.

2410
 2411 RULE SIXTEEN—PROCEDURES FOR CONDUCTING INVESTIGATIVE AND
 2412 ENFORCEMENT PROCEEDINGS

2413
 2414 16.1—Issuance of Subpoenas

2415 (a) In order to carry out its duties, each standing or
 2416 select committee, whenever required, may issue subpoenas and
 2417 other necessary process to compel the attendance of witnesses
 2418 before such committee or the taking of a deposition pursuant to
 2419 these rules. The chair of the committee shall issue such process

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2420 on behalf of the committee after a majority of the committee
 2421 votes to approve issuance and the Speaker has provided written
 2422 approval. The chair or any other member of such committee may
 2423 administer all oaths and affirmations in the manner prescribed
 2424 by law to witnesses who shall appear before such committee for
 2425 the purpose of testifying in any matter about which such
 2426 committee may require evidence.

2427 (b) Each standing or select committee, whenever required,
 2428 may also compel by subpoena duces tecum the production of any
 2429 books, letters, or other documentary evidence it may need to
 2430 examine in reference to any matter before it. The chair of the
 2431 standing or select committee shall issue process on behalf of
 2432 the standing or select committee after a majority of the
 2433 committee votes to approve issuance and the Speaker has provided
 2434 written approval.

2435
 2436 16.2—Contempt Proceedings

2437 (a) The House may punish, by fine or imprisonment, any
 2438 person who is not a member and who is guilty of disorderly or
 2439 contemptuous conduct in its presence or of a refusal to obey its
 2440 lawful summons.

2441 (b) A person shall be deemed in contempt if the person:

2442 (1) Fails or refuses to appear in compliance with a
 2443 subpoena or, having appeared, fails or refuses to testify under
 2444 oath or affirmation;

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2445 (2) Fails or refuses to answer any relevant question or
 2446 fails or refuses to furnish any relevant book, paper, or other
 2447 document subpoenaed on behalf of such committee; or

2448 (3) Commits any other act or offense against such
 2449 committee that, if committed against the Legislature or either
 2450 house thereof, would constitute contempt.

2451 (c) During a legislative session, a standing or select
 2452 committee may, by majority vote of all of its members, apply to
 2453 the House for contempt citation. The application shall be
 2454 considered as though the alleged contempt had been committed in
 2455 or against the House itself. If such committee is meeting during
 2456 the interim, its application shall be made to the circuit court
 2457 pursuant to Rule 16.6.

2458 (d) A person guilty of contempt under this rule may be
 2459 fined not more than \$500 or imprisoned not more than 90 days or
 2460 both, or may be subject to such other punishment as the House
 2461 may, in the exercise of its inherent powers, impose prior to and
 2462 in lieu of the imposition of the aforementioned penalty.

2463 (e) The sheriffs in the several counties shall make such
 2464 service and execute all process or orders when required by
 2465 standing or select committees. Sheriffs shall be paid as
 2466 provided for in s. 30.231, Florida Statutes.

2467
 2468 16.3-False Swearing

2469 Whoever willfully affirms or swears falsely in regard to any

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2470 material matter or thing before any standing or select committee
 2471 is guilty of false swearing in an official proceeding, which is
 2472 a felony of the second degree and shall be punished as provided
 2473 in s. 775.082, s. 775.083, or s. 775.084, Florida Statutes.

2474

2475 16.4-Rights of Witnesses

2476 (a) All witnesses summoned before any standing or select
 2477 committee shall receive reimbursement for travel expenses and
 2478 per diem at the rates provided in s. 112.061, Florida Statutes.
 2479 However, the fact that such reimbursement is not tendered at the
 2480 time that the subpoena is served shall not excuse the witness
 2481 from appearing as directed therein.

2482 (b) Service of a subpoena requiring the attendance of a
 2483 person at a meeting of a standing or select committee shall be
 2484 made in the manner provided by law for the service of subpoenas
 2485 in a civil action at least 7 days prior to the date of the
 2486 meeting unless a shorter period of time is authorized by
 2487 majority vote of all the members of such committee. If a shorter
 2488 period of time is authorized, the persons subpoenaed shall be
 2489 given reasonable notice of the meeting, consistent with the
 2490 particular circumstances involved.

2491 (c) Any person who is served with a subpoena to attend a
 2492 meeting of any standing or select committee also shall be served
 2493 with a general statement informing the person of the subject
 2494 matter of such committee's investigation or inquiry and a notice

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2495 | that the person may be accompanied at the meeting by private
 2496 | counsel.

2497 | (d) Upon the request of any party and the approval of a
 2498 | majority of the standing or select committee, the chair shall
 2499 | instruct all witnesses to leave the meeting room and retire to a
 2500 | designated place. The witness shall be instructed by the chair
 2501 | not to discuss the testimony of the witness or the testimony of
 2502 | any other person with anyone until the meeting has been
 2503 | adjourned and the witness has been discharged by the chair. The
 2504 | witness shall be further instructed that if any person discusses
 2505 | or attempts to discuss the matter under investigation with the
 2506 | witness after receiving such instructions, the witness shall
 2507 | bring such matter to the attention of such committee. No member
 2508 | of such committee or representative thereof may discuss any
 2509 | matter or matters pertinent to the subject matter under
 2510 | investigation with any witness to be called before such
 2511 | committee from the time that these instructions are given until
 2512 | the meeting has been adjourned and the witness has been
 2513 | discharged by the chair. Any person violating this subsection
 2514 | shall be in contempt of the House.

2515 | (e) Any standing or select committee taking sworn
 2516 | testimony from witnesses as provided in these rules shall cause
 2517 | a record to be made of all proceedings in which testimony or
 2518 | other evidence is demanded or adduced, which record shall
 2519 | include rulings of the chair, questions of such committee and

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2520 its staff, the testimony or responses of witnesses, sworn
 2521 written statements submitted to the committee, and such other
 2522 matters as the committee or its chair may direct.

2523 (f) A witness at a meeting, upon advance request and at
 2524 the witness's own expense, shall be furnished a certified
 2525 transcript of the witness's testimony at the meeting.

2526

2527 16.5—Right of Other Persons to be Heard

2528 (a) Any person who, in the opinion of the committee, is
 2529 adversely affected as a result of being mentioned or otherwise
 2530 identified during a meeting being conducted for the purpose of
 2531 taking sworn testimony from witnesses of any standing or select
 2532 committee may, upon the request of the person or upon the
 2533 request of any member of such committee, appear personally
 2534 before such committee and testify on the person's own behalf,
 2535 or, with such committee's consent, file a sworn written
 2536 statement of facts or other documentary evidence for
 2537 incorporation into the record of the meeting. Any such witness,
 2538 however, shall, before filing such statement, consent to answer
 2539 questions from such committee regarding the contents of the
 2540 statement.

2541 (b) Upon the consent of a majority of the members present,
 2542 a quorum having been established, any standing or select
 2543 committee may permit any other person to appear and testify at a
 2544 meeting or submit a sworn written statement of facts or other

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2545 | documentary evidence for incorporation into the record. No
 2546 | request to appear, appearance, or submission shall limit in any
 2547 | way the committee's power of subpoena. Any such witness,
 2548 | however, shall, before filing such statement, consent to answer
 2549 | questions from any standing or select committee regarding the
 2550 | contents of the statement.

2551

2552 | 16.6—Enforcement of Subpoena Out of Session

2553 | If any witness fails to respond to the lawful subpoena of any
 2554 | standing or select committee at a time when the Legislature is
 2555 | not in session or, having responded, fails to answer all lawful
 2556 | inquiries or to turn over evidence that has been subpoenaed,
 2557 | such committee may file a complaint before any circuit court of
 2558 | the state setting up such failure on the part of the witness. On
 2559 | the filing of such complaint, the court shall take jurisdiction
 2560 | of the witness and the subject matter of the complaint and shall
 2561 | direct the witness to respond to all lawful questions and to
 2562 | produce all documentary evidence in the possession of the
 2563 | witness that is lawfully demanded. The failure of any witness to
 2564 | comply with such order of the court shall constitute a direct
 2565 | and criminal contempt of court, and the court shall punish such
 2566 | witness accordingly.

2567

2568 | 16.7—Definition

2569 | Pursuant to Rule 7.1(b) and for purposes of Rule 16, the term

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2570 "committee" includes the House and any subcommittee thereof.

2571

2572 RULE SEVENTEEN—ETHICS AND CONDUCT OF LOBBYISTS

2573

2574 17.1—Obligations of a Lobbyist

2575 (a) A lobbyist shall supply facts, information, and
 2576 opinions of principals to legislators from the point of view
 2577 that the lobbyist openly declares. A lobbyist shall not offer or
 2578 propose anything that may reasonably be construed to improperly
 2579 influence the official act, decision, or vote of a legislator,
 2580 nor shall a lobbyist attempt to improperly influence the
 2581 selection of officers or employees of the House. A lobbyist, by
 2582 personal example and admonition to colleagues, shall maintain
 2583 the honor of the legislative process, including faithful
 2584 adherence to the rules of the House, by the integrity of the
 2585 lobbyist's relationship with legislators as well as with the
 2586 principals whom the lobbyist represents. Each lobbyist shall
 2587 conduct himself or herself at all times in a manner that
 2588 promotes a professional environment in the House, exemplifies
 2589 proper conduct in public meetings, promotes lawful conduct by
 2590 all involved in the legislative process, and contributes to an
 2591 environment free from harassment and discrimination. Each
 2592 lobbyist shall respect and support the honorable conduct of the
 2593 members of the House and discourage unlawful conduct.

2594 (b) A lobbyist shall not knowingly and willfully falsify,

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2595 conceal, or cover up, by any trick, scheme, or device, a
 2596 material fact; make any false, fictitious, or fraudulent
 2597 statement or representation; or make or use any writing or
 2598 document knowing the same to contain any false, fictitious, or
 2599 fraudulent statement or entry.

2600 (c) During a regular session or any extended or special
 2601 session, a lobbyist may not contribute to a member's campaign.

2602 (d) A lobbyist may not make any expenditure prohibited by
 2603 s. 11.045(4)(a), Florida Statutes.

2604 (e) No registered lobbyist shall be permitted upon the
 2605 floor of the House while it is in session.

2606 (f) A member shall not be directly or indirectly lobbied
 2607 via electronic communication while the House is in daily session
 2608 or during any meeting of a committee or subcommittee to which
 2609 the House member has been appointed. The term "electronic
 2610 communication" includes, but is not limited to, e-mail, text
 2611 messaging, social media messaging, and image sharing.

2612 (g) A lobbyist who was a member of the Legislature at any
 2613 time after November 8, 2016, may not lobby the House for a
 2614 period of 6 years following vacation of office as a member of
 2615 the Legislature.

2616 (h) A lobbyist may not lobby the House for any purpose
 2617 with respect to any issue, amendment, bill, or appropriation
 2618 unless the lobbyist has filed a House appearance record with the
 2619 Public Integrity & Ethics Committee identifying the specific

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2620 matter and each principal represented thereon. The record shall
 2621 be filed in the manner directed by the Speaker in advance of
 2622 lobbying on the matter. On matters other than specific bills or
 2623 amendments identified by bill or amendment number, an issue or
 2624 appropriation must be identified with specificity sufficient to
 2625 give notice of each particular legislative subject or proposal
 2626 that is a subject of any communication that constitutes
 2627 lobbying.

2628 (i) A lobbyist or lobbying firm shall file with the Public
 2629 Integrity & Ethics Committee a true and correct copy of the
 2630 lobbying contract and any addendum thereto, including accurate
 2631 information regarding fees to be paid under such contract, when
 2632 the lobbyist or lobbying firm registers to lobby the Legislature
 2633 or the Executive Branch on behalf of any officer of this state;
 2634 any executive or judicial department of this state; any
 2635 political subdivision, special district, public authority,
 2636 public hospital, council, commission, unit of local government,
 2637 or public education entity in this state; or any authority,
 2638 council, commission, direct-support organization, institution,
 2639 foundation, or similar entity that is created by law or
 2640 ordinance to pursue a public purpose, entitled by law or
 2641 ordinance to any distribution of tax or fee revenues, or
 2642 organized for the sole purpose of supporting one of the public
 2643 entities listed in this subsection. This subsection does not
 2644 apply if the lobbyist is an employee of such principal, the

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2645 lobbyist's salary is published on the Internet, and the lobbyist
 2646 does not engage in lobbying on behalf of any other principal.

2647

2648 17.2-Advisory Opinions; Compilation Thereof

2649 A lobbyist, when in doubt about the applicability and
 2650 interpretation of Rule 17.1 in a particular context related to
 2651 that lobbyist's conduct, or any person when in doubt about the
 2652 applicability and interpretation of s. 11.045, s. 112.3148, or
 2653 s. 112.3149, Florida Statutes, as such statute or statutes may
 2654 apply to that person, may request an advisory opinion under this
 2655 rule. Such request shall be in writing, addressed to the
 2656 Speaker, and shall contain the relevant facts. The Speaker shall
 2657 either refer the issue to the House general counsel for review
 2658 and drafting of an advisory opinion of the Speaker or refer the
 2659 issue to a committee designated by the Speaker to have
 2660 responsibility for the ethical conduct of lobbyists, and the
 2661 person requesting the advisory opinion may appear in person
 2662 before such committee. The Speaker or this committee shall
 2663 render advisory opinions to the person who seeks advice as to
 2664 whether the facts as described in the request and any
 2665 supplemental communication would constitute a violation of such
 2666 rule or statute by that person. Such opinion, until amended or
 2667 revoked, shall be binding upon the House in any proceeding upon
 2668 a subsequent complaint concerning the person who sought the
 2669 opinion and acted on it in good faith, unless material facts

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2670 were omitted or misstated in the request for the advisory
 2671 opinion. Upon request of the person who requested the advisory
 2672 opinion or any member, the committee designated by the Speaker
 2673 to have responsibility for the ethical conduct of lobbyists may
 2674 revise any advisory opinion issued by the Speaker or may revise
 2675 any advisory opinion issued by the general counsel of the Office
 2676 of Legislative Services under Joint Rule 1.8. The House general
 2677 counsel or this committee shall make sufficient deletions to
 2678 prevent disclosing the identity of persons in the decisions or
 2679 opinions. All advisory opinions of the Speaker or this committee
 2680 shall be numbered, dated, and published in an annual publication
 2681 of the House. The Clerk shall keep a compilation of all advisory
 2682 opinions.

2683
 2684 17.3—Penalties for Violations
 2685 Separately from any prosecutions or penalties otherwise provided
 2686 by law, any person determined to have violated the foregoing
 2687 requirements of Rule 17, any provision in Joint Rule One, or s.
 2688 11.045, s. 112.3148, or s. 112.3149, Florida Statutes, may be
 2689 reprimanded, censured, prohibited from lobbying for all or any
 2690 part of the legislative biennium during which the recommended
 2691 order is proposed, or have such other penalty imposed as may be
 2692 appropriate. Such determination shall be made by a majority of
 2693 the House, upon recommendation of the Public Integrity & Ethics
 2694 Committee ~~Rules, Calendar & Ethics Committee~~ pursuant to Rule

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2695 18. Any prohibition or other limitation imposed by the House may
 2696 be continued for up to a total of 2 years by a determination
 2697 made by a majority of the House at or following the organization
 2698 session following the biennium during which such prohibition or
 2699 other limitation was imposed.

2700
 2701 RULE EIGHTEEN—COMPLAINTS AGAINST MEMBERS AND OFFICERS OF THE
 2702 HOUSE, LOBBYISTS, AND OTHER PERSONS
 2703

2704 18.1—Complaints against Members and Officers of the House,
 2705 Lobbyists, and Other Persons; Procedure
 2706 Rule 18 governs proceedings on all complaints under the
 2707 jurisdiction of the House. Such complaints include, but are not
 2708 limited to:

2709 (a) Those alleging violation of law, violation of the
 2710 House Code of Conduct, or improper conduct of a member or
 2711 officer that may reflect upon the House; or

2712 (b) Violations of House Rule 17.1, Joint Rule One, or s.
 2713 11.045, s. 112.3148, or s. 112.3149, Florida Statutes, by any
 2714 lobbyist or person other than a member of the House. For
 2715 purposes of this rule, receipt of audit information indicating a
 2716 possible violation of Joint Rule One shall be treated as a
 2717 complaint.

2718
 2719 18.2—Violations; Investigations

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2720 (a) Any person may file a sworn complaint with the chair
 2721 of the Public Integrity & Ethics Committee ~~Rules, Calendar &~~
 2722 ~~Ethics Committee~~ alleging a violation as provided in Rule 18.1.
 2723 The complaint shall contain the name and legal address of the
 2724 person filing the complaint ("complainant"), be based on the
 2725 complainant's personal knowledge, state detailed facts, specify
 2726 the actions of the named respondent which form the basis for the
 2727 complaint, and identify each specific rule or law alleged by the
 2728 complainant to have been violated.

2729 (b) Upon a determination by the chair of the Public
 2730 Integrity & Ethics Committee ~~Rules, Calendar & Ethics Committee~~
 2731 that the complaint states facts supporting a finding of probable
 2732 cause, the Speaker shall refer the complaint to a special master
 2733 or to a select subcommittee of the Public Integrity & Ethics
 2734 Committee, ~~as recommended by the chair~~ ~~committee~~. Upon a
 2735 determination by the chair of the Public Integrity & Ethics
 2736 Committee ~~Rules, Calendar & Ethics Committee~~ that the complaint
 2737 fails to state facts supporting a finding of probable cause, the
 2738 complaint shall be dismissed.

2739 (c) Upon referral by the Speaker of a complaint under
 2740 subsection (b), the special master or select subcommittee
 2741 ~~committee~~ shall conduct an investigation, shall give reasonable
 2742 notice to the respondent, and shall grant the respondent an
 2743 opportunity to be heard unless the investigation fails to reveal
 2744 facts supporting a finding of probable cause. A special master's

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2745 or select subcommittee's ~~committee's~~ report and recommendation
 2746 is advisory only and shall be presented to the chair of the
 2747 Public Integrity & Ethics Committee Rules, Calendar & Ethics
 2748 ~~Committee~~ as soon as practicable after the close of the
 2749 investigation. If the report and recommendation conclude that
 2750 the facts do not support a finding of probable cause, the
 2751 complaint shall be dismissed by the chair of the Public
 2752 Integrity & Ethics Committee Rules, Calendar & Ethics Committee.

2753 (d) If the complaint is not dismissed by the special
 2754 master or the select subcommittee ~~committee~~, the Public
 2755 Integrity & Ethics Committee Rules, Calendar & Ethics Committee
 2756 shall consider the report and recommendation, shall grant the
 2757 respondent an opportunity to be heard, and shall develop its own
 2758 recommendation. If the complaint is against the chair of the
 2759 Public Integrity & Ethics Committee Rules, Calendar & Ethics
 2760 ~~Committee~~, the chair is excused and the vice chair shall conduct
 2761 the deliberation. If the Public Integrity & Ethics Committee
 2762 Rules, Calendar & Ethics Committee votes to dismiss the
 2763 complaint, the chair of the Public Integrity & Ethics Committee
 2764 Rules, Calendar & Ethics Committee or vice chair shall dismiss
 2765 the complaint. Otherwise, the special master's or select
 2766 subcommittee's ~~committee's~~ report and recommendation and the
 2767 recommendation of the Public Integrity & Ethics Committee Rules,
 2768 Calendar & Ethics Committee shall be presented to the Speaker.

2769 (e) The Speaker shall present the committee's

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2770 recommendation, along with the ~~special master's~~ report and
 2771 recommendation of the special master or the select subcommittee,
 2772 to the House for final action.

2773 (f) Nothing in this rule prohibits the chair of the Public
 2774 Integrity & Ethics Committee Rules, ~~Calendar & Ethics Committee~~
 2775 from correcting or preventing the alleged violation by informal
 2776 means if the chair determines that a violation is inadvertent,
 2777 technical, or otherwise de minimis.

2778 (g) Nothing in this rule prohibits the respondent and the
 2779 chair of the Public Integrity & Ethics Committee Rules, ~~Calendar~~
 2780 ~~& Ethics Committee,~~ the special master, or a select subcommittee
 2781 ~~committee~~ from agreeing to a consent decree, which shall state
 2782 findings of fact, and such penalty as may be appropriate. If the
 2783 House accepts the consent decree, the complaint pursuant to
 2784 these rules shall be resolved.

2785 (h) The House may move forward with disciplinary
 2786 proceedings without waiting for the outcome of a criminal case.

2787
 2788 18.3-Confidentiality
 2789 Any material provided to the House in response to a complaint
 2790 filed under Rule 18 that is confidential under applicable law
 2791 shall remain confidential and shall not be disclosed except as
 2792 authorized by applicable law. Except as otherwise provided in
 2793 this rule, a complaint and the records relating to a complaint
 2794 shall be available for public inspection upon the dismissal of a

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2795 | complaint, a determination as to probable cause, informal
 2796 | resolution of a complaint, or the receipt by the Speaker of a
 2797 | request in writing from the respondent that the complaint and
 2798 | other records relating to the complaint be made public records.
 2799 |

2800 | 18.4—Conflict

2801 | If a complaint is filed against the chair of the Public
 2802 | Integrity & Ethics Committee Rules, Calendar & Ethics Committee,
 2803 | the initial review of the complaint shall be managed by the
 2804 | Speaker or, if designated by the Speaker, the Speaker pro
 2805 | tempore. If a complaint is filed against the Speaker, the duties
 2806 | of the Speaker pursuant to Rule 18 shall be transferred to the
 2807 | Speaker pro tempore.
 2808 |

2809 | 18.5—Time Limitations

2810 | (a) A complaint must be filed with the chair of the Public
 2811 | Integrity & Ethics Committee Rules, Calendar & Ethics Committee
 2812 | within 2 years after the alleged violation.

2813 | (b) A violation of the House Code of Conduct is committed
 2814 | when every element necessary to establish a violation of the
 2815 | rule has occurred, and time starts to run on the day after the
 2816 | violation occurred.

2817 | (c) The applicable period of limitation is tolled on the
 2818 | day a sworn complaint against the member or officer is filed
 2819 | with the chair of the Public Integrity & Ethics Committee Rules,

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2820 ~~Calendar & Ethics Committee.~~

2821

2822 RULE NINETEEN—IMPEACHMENT

2823

2824 19.1—Definitions

2825 (a) The House construes "misdemeanor in office" to
 2826 include, without limitation:

2827 (1) Any wrongful act that is contrary to justice, honesty,
 2828 principles, or good morals performed by virtue or under
 2829 authority of office;

2830 (2) Any willful malfeasance, misfeasance, or nonfeasance
 2831 in office;

2832 (3) Any breach of expectations of conduct and motivation
 2833 associated with the office, including, but not limited to:

2834 a. A wrongful official act or omission to perform an
 2835 official duty;

2836 b. Acceptance of any bribe;

2837 c. Failure to report any attempted bribe to appropriate
 2838 law enforcement officials;

2839 d. Acceptance of any gift, compensation, or other benefit
 2840 prohibited to the officer by any law or binding rule of conduct;

2841 e. Acceptance of any undisclosed income if disclosure is
 2842 required by law or binding rule of conduct;

2843 f. Acceptance of any undisclosed compensation, gift,
 2844 reimbursement, or other benefit valued in excess of \$100 without

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2845 making public disclosure on an official internet website within
 2846 180 days after receipt, or as otherwise required by law or
 2847 binding rule of conduct, if the law would require disclosure if
 2848 such benefit were accepted by a member of the Legislature;
 2849 g. Failure to maintain a professional environment in the
 2850 administration of the office free of unlawful discrimination and
 2851 free of harassment or abuse of employees or members of the
 2852 public served by the office;
 2853 h. Failure to abide by ethics laws and rules or public
 2854 corruption laws governing conduct in office;
 2855 i. Failure to avoid any appearance of impropriety;
 2856 j. Any act injurious to the honor of the State of Florida
 2857 or of any of its officers or employees unless such act is
 2858 justified by official duty; or
 2859 k. Gross failure to discourage such misconduct by other
 2860 officers subject to impeachment; or
 2861 (4) Any conduct unbecoming of a public officer, including,
 2862 but not limited to:
 2863 a. Commission of any felony under any jurisdiction;
 2864 b. Commission of any breach of peace in any place;
 2865 c. Sexual harassment;
 2866 d. Invidious discrimination;
 2867 e. Solicitation or acceptance of campaign contributions or
 2868 expenditure of campaign funds in a manner that violates any law
 2869 or binding rule of conduct, or acquiescence in such conduct by

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2870 an agent of the candidate's campaign;
 2871 f. Any act contrary to the peace and dignity of the State
 2872 of Florida; or
 2873 g. Gross failure to discourage such conduct by
 2874 subordinates or by other officers subject to impeachment.
 2875 (b) For purposes of this rule:
 2876 (1) "Sexual harassment" means engaging in a sexual or
 2877 romantic relationship with any person other than one's spouse if
 2878 such person is a subordinate or an employee of a subordinate or
 2879 an employee of a colleague officer or any related conduct that
 2880 would be grounds for dismissal if committed by a state employee
 2881 in any state agency or legislative or judicial body. It also
 2882 includes solicitation of such relationship. For purposes of this
 2883 definition, "colleague officer" means:
 2884 a. For a statewide elected officer, any other statewide
 2885 elected officer.
 2886 b. For any other constitutional officer, any
 2887 constitutional officer serving the same county, circuit, or
 2888 district.
 2889 (2) "Breach of peace" means any act or conduct that
 2890 seriously endangers or disturbs public peace and order,
 2891 including, but not limited to, any act of unjustified violence
 2892 against any person or property and malicious destruction of
 2893 property.
 2894 (3) "Gross failure to discourage" means having actual

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2895 knowledge of wrongful conduct of another person and neglecting
 2896 to admonish appropriate behavior of such person, covering up
 2897 inappropriate behavior of such person, failing to exercise
 2898 vested authority to correct or discipline inappropriate behavior
 2899 of such person, or failing to report inappropriate behavior of
 2900 such person when there is a duty to report.

2901
 2902 19.2–Procedure

2903 The House may act in session upon any resolution of impeachment
 2904 filed in the House, notwithstanding any deadline for filing
 2905 substantive resolutions, or may proceed on any complaint against
 2906 an officer subject to impeachment in accordance with Rule 18.

2907
 2908 19.3–Impeachment Managers

2909 When the House is in recess or not in session, the Speaker may
 2910 appoint a replacement for any impeachment manager appointed by
 2911 the House if the manager neglects or cannot perform the duties
 2912 of a manager or if the manager resigns. The Speaker shall be the
 2913 sole judge of such matters subject only to an appeal to the
 2914 House filed with the Clerk during a legislative session if filed
 2915 within 48 hours after the Clerk publishes such replacement
 2916 appointment.