

House of Representatives 2012 Rules Book



Valerie Ozment
Speaker of the House

MIG 2012 RULES FOR THE HOUSE OF REPRESENTATIVES

Rule 1

Speaker of the House

1. The Speaker has those powers conferred upon her by the Constitution of Model Illinois Government, its Bylaws and its standing rules.
2. The Speaker is the chief administrative officer of the House. The Speaker may delegate administrative duties, as she deems appropriate.
3. The duties of the Speaker include the following:
 - a. To preside at all sessions of the House, although the Speaker may call on another person to serve temporarily as Presiding Officer.
 - b. To open the session at the time at which the House is to meet by taking the chair and calling the members to order.
 - c. To announce the business before the House in the order upon which it is to be acted. The Presiding Officer shall perform this duty during the period that he or she is presiding.
 - d. To recognize those members entitled to the floor.
 - e. To state and put to a vote all questions that are regularly moved or that necessarily arise in the course of the proceedings, and to announce the result of the vote.
 - f. To preserve order and decorum.
 - g. To dismiss any member of the majority party leadership for inability or unwillingness to perform his/her duties.
 - h. To decide all points of order, subject to appeal, and to speak on these points in preference to other members.
 - i. To inform the House when necessary, or when any question is raised, on any point of order or practice pertinent to the pending business.
 - j. To sign all bills passed by both chambers of the General Assembly to certify that the procedural requirements for passage have been met.
 - k. To have general supervision of the House Chamber, galleries, and adjoining and connecting hallways and passages, including the duty to protect their security and safety and the power to clear them when necessary.
 - l. To appoint all officers and committee chairpersons and vice chairpersons of the House.
 - m. To appoint replacement House committee chairpersons and vice chairpersons if the Speaker feels the current chairperson cannot fulfill his/her duties as a chairperson or the current chairperson has been appointed to a leadership position.

Rule 2

Clerk of the House

1. The Speaker shall appoint a Clerk, who may adopt appropriate policies or procedures for the conduct of her office. The Speaker is the final arbiter of any dispute arising in connection with the operation of the Office of the Clerk.
2. The duties of the Clerk include the following:
 - a. To have custody of all bills, papers, and records of the House, which shall not be taken out of the Clerk's custody except in the regular course of business in the House.
 - b. To keep the necessary records for the House and its committees and to prepare the House Calendar for each legislative day.
 - c. To attend every session of the House; record the roll; and read all bills, resolutions, and other papers as directed by the Speaker.
 - d. To supervise the Assistant Clerk and other employees of his/her office.
 - e. To establish the format for all documents, forms and committee records.
 - f. To perform other duties assigned by the Speaker or these rules.

Rule 3

Committees

1. The duties of the Chairperson shall be:
 - a. To call the committee to order.
 - b. To order a record vote to be taken on each legislative measure called for a vote.
 - c. To preserve order and decorum during committee meetings and generally supervise the affairs of the committee.
 - d. To serve as the majority's spokesperson for bills brought to the floor from his/her respective committee.
 - e. To perform other duties as assigned by the Speaker, the Clerk of the House or these rules
2. A committee's Vice Chairperson may preside in the absence or at the direction of the Chairperson and make sure all written administrative tasks are taken care of.
3. Two-thirds (2/3) of the committee's membership must be present to convene the committee.
4. The Speaker will give each committee the permission to start the day's action.

The Chairperson shall have complete discretion on when to convene the committee at all other times.

5. The Vice Chairperson must read the docket out loud at the opening of the committee meeting and read each legislative measure's synopsis prior to debate on said measure.
6. Debate will be limited to thirty (30) minutes per legislative measure. Debate may be extended by a two-thirds (2/3) majority vote of the members present and voting for such purpose.
7. Within the first ten (10) minutes of debate, any motion to call the question will be considered dilatory.
8. Members shall vote aye, nay or present.
9. In the event of a tie, the chairperson's vote will act as the deciding vote.

Rule 4

Committee Procedure

1. A committee may consider any legislative measure referred to it and may make, with respect to that measure, one of the following reports to the House, as appropriate:
 - a. That the measure "do pass";
 - b. That the measure "do not pass";
 - c. That the measure "do pass as amended";
 - d. That the measure "do not pass as amended";
2. The Chairperson of each committee, shall keep, or cause to be kept, a record in which here shall be entered
 - a. The time and place of each meeting of the committee.
 - b. The attendance of committee members at each meeting.
 - c. The votes cast by the committee members on all legislative measures acted on by the committee.
 - d. Such additional information as may be requested by the Clerk
3. The committee Chairperson shall file with the Clerk, along with every bill or resolution reported upon, a written report containing such information as required by the Clerk. The Clerk may adopt forms, policies, and procedures with respect to the preparation, filing, and maintenance of the reports.

Rule 5

Smoking

State law prohibits smoking in the Capitol Complex. Any delegate caught smoking in prohibited areas will be asked immediately to leave and will have his/her credentials pulled.

Rule 6

Access to the House Floor

1. The Speaker shall list, in writing, persons granted access to the House floor while the House is in session. This list will be retained by the Clerk and available for review
2. Journalists will have unlimited access to the galleries above the Chamber. Journalists wishing access to the floor must complete a floor access form prior to being allowed onto the floor. Any journalist who enters onto the House Floor without permission by the Speaker will immediately be asked to leave and receive a verbal warning.
3. Lobbyists will have unlimited access to the galleries above the Chamber but limited access to the floor. Lobbyists wishing access to the floor must be formally registered and must carry documentation from the Lt. Governor or his designee certifying that the delegate in question is a registered lobbyist. Any lobbyist without proper documentation will be asked to leave the chambers. Lobbyists who are in the chambers and not engaged in lobbying or speaking on bills must vacate the floor. While lobbyists are encouraged to speak on multiple bills no lobbyist shall speak longer than two (2) minutes at one time or more than three times on the same question except by leave of the House. The Speaker may further limit a lobbyist's floor time if s/he has spoken on more than four bills in one day. Any lobbyist who enters onto the House Floor without following these guidelines or practices poor decorum will immediately be asked to leave and receive a verbal warning.
4. Executive Board Members, their staff, and Faculty Advisors will have unlimited access to the House Floor as long as they do not disrupt debate at any time unless it is an emergency. The Speaker has the authority to ban any of these individuals from the House Floor as she deems necessary.

Rule 7

Amendments

1. A committee may adopt an amendment to any legislative measure debated before it.
2. Committees shall have until 2 PM on Friday to approve amendments to any measure before it. The Speaker will accept no amendments after that time.
3. Committee chairs are responsible for preparing all amendments and

- submitting them to the Clerk no later than 4 PM on Friday.
4. The Clerk shall have reproduced twenty-five (25) copies of all adopted committee amendments before the bill or resolution may be read as amended. These copies shall be distributed as follows:
 - (1) Copy to the Speaker (10) copies to the Minority Leader
 - (2) Copies to the Clerk (1) copy to the House Head Lobbyist
 - (10) Copies to the Majority Leader (1) copy to the Governor's House Liaison
 5. The party leadership shall ensure that its members have access to its respective ten (10) copies during debate on the amended bill or resolution.

Rule 8

Changing Order of Business

The Speaker or Presiding Officer may change any order of business at any time.

Rule 9

Voting

The Speaker shall put all questions distinctly, as follows: "All those in favor vote AYE, and those opposed vote NAY." No member may vote on any question before the House unless on the floor before the vote is announced. No member of a committee may vote except in person at the time of the call of the committee vote.

Rule 10

Decorum

1. When any member is about to speak to the House, he or she shall rise and address the Speaker of the House as "Madam Speaker". Speaker, upon recognizing the member, shall address him or her by name, and use of the microphone shall be given to the member who has been so recognized.
2. The member speaking shall confine him or herself to the subject matter under discussion and avoid personalities.
3. No person shall give any signs of approbation or disapprobation while the House is in session.
4. Recognition of guests by any member is prohibited, except that the Speaker may recognize an honored guest.
5. While the Speaker is putting a question, no member shall leave or walk across the House Chamber.
6. Members must be in his/her assigned seat in order to vote.

7. When a member is addressing the House, no member or other person entitled to the floor shall pass between the member speaking and the Speaker.
8. In case of any disturbance or disorderly conduct, the Speaker may order that the lobby, gallery, or hallways adjoining the House Chamber be cleared.
9. No election petitions or campaign literature may be distributed on the House Floor.
10. No delegate will be granted access to the House Floor or committee rooms unless they are properly attired.
11. No member shall attempt to enter the General Assembly's desks, use the telephones, access the House network or enter any area signed as off-limits.
12. The Speaker may, at any time, suspend the rules concerning attire.
13. The Speaker has the authority to dismiss delegates who breaks any of these rules as she deems necessary.

Rule 11

Debate

1. Short Debate: Bills brought to the floor under this scheme are limited to a total of 20 minutes of debate. Each party shall control 10 minutes.
2. Standard Debate: Bills brought to the floor under this scheme are limited to a total of 30 minutes of debate. Each party shall control 15 minutes. .
3. No member shall speak longer than two (2) minutes at one time or more than once on the same question except by leave of the House. A member may yield only once to another member the time allotted for the member's debate.
4. The Speaker shall allocate the debate on each legislative measure alternately, if possible, between proponents and opponents of the legislative measure under debate.
5. Debate may be extended by an affirmative vote of two-thirds (2/3) of members present and voting for such purpose.

Rule 12

Motions

1. Every motion, except to adjourn, recess, or postpone consideration, may be reduced to writing if requested by the Speaker. All motions shall require a second unless otherwise provided for by these Rules or *Robert's Rules of Order*.
2. Before the House debates a motion, the Speaker shall state an oral motion and the Clerk shall read aloud a written motion.
3. After a motion is stated by the Speaker or read by the Clerk, it is deemed in the possession of the House, but may be withdrawn at any time before decision with consent of a majority of the members.
4. If a motion is divisible, any member may call for a division of the question.

5. Any question taken under consideration may be withdrawn, postponed, or tabled by unanimous consent or, if unanimous consent is denied, by a motion adopted by a majority of the members elected.

Rule 13

Precedence of Motions

1. When a question is under debate, no motion may be entertained except:
 - a. To adjourn to a time certain;
 - b. To adjourn;
 - c. To question the presence of a quorum;
 - d. To recess;
 - e. To lay on the table;
 - f. For the previous question;
 - g. To postpone consideration;
 - h. To commit or recommit or
 - i. To amend, except as otherwise provided in these Rules.

The foregoing motions have precedence in the order in which they are listed.

2. During a record vote, no motion (except a motion to postpone consideration) is in order until after the announcement of the result of the vote.
3. A motion to commit or re-commit, until it is decided, precludes all amendments and debate on the main question. A motion to postpone consideration, until it is decided, precludes all amendments and debate on the main question.

Rule 14

Division of Question

If the question in debate contains several points, any member may have the question divided. On a motion to strike out and insert, it is not in order to move for a division of the question. The rejection of a motion to strike out and insert one proposition does not prevent a motion to strike out and insert a different proposition.

Rule 15

Applicability

These House Rules govern the meetings and actions of the House, including all of its committees.

Rule 16

Parliamentary Authority

The rules of parliamentary practice appearing in the latest edition of *Robert's Rules of Order* govern the House in all cases to which they apply so long as they are not inconsistent with these Rules or the standing rules of Model Illinois Government.

Rule 17

General Caucus Rules

1. All Representatives will caucus with their respective party at the time and place designated in the MIG schedule, making every effort to be on time to each caucus.
2. The respective party leader will take attendance and report any absences to the Speaker.
3. Additional party caucuses may be called at the discretion of the Speaker or the Minority Leader.
4. To ensure the integrity and privacy of the deliberations, only members of the respective caucus with his/her valid MIG-issued identification cards on his/her person shall be allowed into the caucus room during meetings. The Speaker may designate, in writing, other persons for access.
5. To ensure the integrity and privacy of the deliberations, the Speaker shall designate faculty advisors to attend the Thursday evening caucuses for assistance with the elections.
6. To ensure the integrity and privacy of the deliberations, no video or audio taping of caucuses are allowed.

Rule 18

Majority Caucus Rules

1. The Speaker shall chair and preside over all Democratic caucuses, unless she designates the Majority Leader to do so.
2. At the Thursday evening caucus, the Speaker shall:
 - a. Call the caucus to order and call the roll to establish quorum. Quorum is set at a majority of Democrat Representatives.
 - b. Take nominations for Majority Leader once quorum is established. Once nominations are taken, the Clerk shall pass out ballots for voting. A plurality of members present shall be sufficient for election as Majority Leader.
 - c. Take nominations for Assistant Majority Leader. Once nominations are taken, the Clerk shall pass out ballots for voting. A plurality of members present shall be sufficient for election as Assistant Majority Leader.
 - d. Take nominations for Majority Whip. Once nominations are taken, the

- Clerk shall pass out ballots for voting. A plurality of members present shall be sufficient for election as Majority Whip.
- e. Break all ties in elections so resulting.
 - f. Appoint an additional Majority Whip.
 - g. Break the caucus into committees to allow members to become familiar with their fellow committee members.

Rule 19

Minority Party Caucus

1. The Chief of Staff and the Deputy Chief of Staff to the Speaker shall preside over the opening minority party caucus. Once a Minority Leader is elected, he or she shall chair and preside over all Republican caucuses.
2. At the Thursday evening caucus, the Chief of Staff and the Deputy Chief of Staff of the House /Minority Leader shall:
 - a. Call the caucus to order and call the roll to establish quorum. Quorum is set at a majority of Republican Representatives.
 - b. Take nominations for Minority Leader once quorum is established. Once nominations are taken, ballots for voting shall be passed out. A plurality of members present shall be sufficient for election as Minority Leader.
 - c. Take nominations for Assistant Minority Leader. Once nominations are taken, ballots for voting shall be passed out. A plurality of members present shall be sufficient for election as Assistant Minority Leader.
 - d. Once an Assistant Minority Leader is elected, the Minority Leader shall preside over nominations for Minority Whip. A plurality of members present shall be sufficient for election as Minority Whip.
 - e. Elections between three or more candidates resulting in a tie shall be resolved by a run-off between the two candidates receiving the most votes.
 - f. Elections between two candidates resulting in a tie shall be resolved by having the faculty advisor present draw a name from a hat.
 - g. Break the caucus into committees to allow members to become familiar with their fellow committee members and elect said committee's ranking members.