RULES OF PROCEDURE

A Brief Overview
RULE 1 – DEBATE AND CHAMBER PROTOCOL

• Privilege of the Floor – exclusively granted to the respective members of each chamber; others are granted permission per established procedures
  • Privileged Guests – The Governor and Lieutenant Governor
  • Session Attire – Business Attire

• Speaking
  • Rise and respectfully address the presiding officer as “Mr. or Madam Speaker or Mr. or Madam President
  • Keep remarks to the question under debate
  • Avoid personal reference
  • Must be recognized by the presiding officer (decision cannot be appealed)
    • When recognized, the presiding officer may ask, “For what purpose does the member rise?” or “For what purpose does the member seek recognition.

• Debate
  • Parameters set by rules; time set by type of debate
  • Important to “yield remaining time” or remaining time is forfeited
  • All questions asked should be NON-DEBATABLE TECHNICAL questions
    • A question that may not contain arguments or debate
RULE 2 - VOTING

• Members shall vote
• Method of vote is at discretion of the presiding officer
  • If voice vote is selected by the presiding officer and a member/legislator believes the voice vote is unclear, the member/legislator may call for “division”. This allows for a roll call vote.
• Presiding officer votes in the event of a tie, when their vote could affect the outcome and on final passage of a bill
• No member can vote for another member except at their request and direction and using established procedures
RULE 3 – ORDER OF BUSINESS AND CALENDARS

- Order of Business
  - Follows the daily Order of Business
    - Call to Order
    - Pledge of Allegiance
    - Quorum Call (majority of the membership present and voting)
    - Communications and message from the House/Senate
    - Reading of the Calendar
    - Unfinished Business
    - Passage of Bills
RULE 3 – ORDER OF BUSINESS AND CALENDARS

• Readings
  • Bill is read by name and title
    • First reading – referred to committee
    • Second reading – during the legislative session; bill is on the calendar for debate; after debate and discussion in committee meetings
      • “Mr./Madam Speaker/President, I move that the rules be waived and that House/Senate Bill No. be read for a second time by title only.”
    • Third reading – amendments & final passage
      • “Mr./Madam Speaker/President, I move that the rules be further waived and that House/Senate Bill No. be read for a third time by title only and placed on final passage.”
RULE 3 – ORDER OF BUSINESS AND CALENDARS

- Calendars
  - Established by the Executive Committee and Chamber Leadership
  - Order may be changed by a motion
    - Mr/Madam Speaker/President, I move that the rules be waived and that House/Senate Bill No. be placed (on a designated place) on the calendar. The motion requires a 2/3 majority vote to pass.
RULE 4 - MOTIONS

- Motions are made following Roberts Rules of Orders and The Rules of Procedure
- Precedence of Motions During Debate:
  - To adjourn, adjourn or recess at a certain time – to set time for meeting to close
  - To lay on the table – To remove item from consideration indefinitely.
  - To reconsider – Bring a decided question back for review.
  - For the previous question – Close debate on the question (terminates consideration of amendments to that question).
  - To limit debate – To regulate time for debate.
RULE 4 – MOTIONS CONTINUED…

- To temporarily postpone – *To postpone to another time (subject to return at a convenient time)*.

- To postpone to a time or day certain – *To postpone a main motion (only) to a particular time*.

- To refer to or to recommit to a committee or subcommittee – *To send to committee or subcommittee for further study*.

- To amend – *To alter or modify the wording of a question*.

- To amend by removing the enacting or resolving clause – *To reject the bill*.
  - An amendment to remove the enacting clause of a bill or the resolving clause of a resolution or memorial shall, if carried, be considered equivalent to rejection of the bill, resolution, or memorial by the House.
QUESTIONS AND ANSWERS

• Thank You!
• Roderick Bennett, 6th Governor, Florida Model Legislature
  • Program Director, Model Legislature Group
• Roderick@dougryanconsulting.com