



# FLORIDA MODEL LEGISLATURE

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The Legislative Process



# RULES OF PROCEDURE

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*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



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# 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



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# 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!
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