

The **ASSEMBLY of STATE LEGISLATURES**

Code of Regulations
(DRAFT COPY)

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**CODE OF REGULATIONS
RULES OF THE ASL DELEGATE MEETINGS**

Time of Meeting and Procedure

Rule 1. The time of meeting shall be determined by the body.

Rule 2. The presiding officer shall take the chair every day at the hour to which the Assembly has previously adjourned and shall call the Assembly to order, and after prayer and the Pledge of Allegiance, shall cause the minutes of the preceding day to be read unless dispensed with by consent of the Assembly.

Order of Business and Procedure Thereunder

Rule 3. The business of the Assembly shall be disposed of in the following order:

1. Approval and Correction of the Minutes.
2. Resolutions.
3. Reports of committees.
4. Business for perfection.
5. Final votes on rules.
6. Announcements.

Rule 4. The presiding officer shall, on each day, announce the business in order agreeable to the preceding rule and no business shall be taken up or considered until the class to which it belongs is declared in order.

Rule 5. The secretary, at the close of each day, shall prepare minutes setting forth the actions of the Assembly in the order in which they occur, record the yeas and nays on any question, and deliver them to the Assembly before its next meeting.

Call of the Assembly

Rule 6. Upon the call of the Assembly, or upon taking the yeas and nays on any question, the names of the State delegations shall be called alphabetically, and a delegate within the chamber shall vote when his or her State is called. No delegation shall be allowed to cast or change its vote after yeas and nays have been announced by the presiding officer. In the event a delegate within the chamber refuses to cast a vote, such action shall be noted in the minutes.

Rule 7. Upon the call of the Assembly, the names of the State delegations shall be called by the secretary and the absentees noted, after which the names of the absent delegations may again be called.

Powers and Duties of the Officers of the Assembly

Rule 8. The Co-Presiding officers shall be parliamentarians of the Assembly and may decide all points of order. All rulings on points of order shall be subject to an appeal to the Assembly and all questions and points of order shall be noted by the secretary with the decision thereon.

Rule 9. Questions shall be distinctly put in this form: "As many as are of the opinion that (as the question may be) say 'aye'", and after the affirmative vote is expressed: "Those of the contrary, say 'no'". If the chair doubts or if any member requests, the matter shall be determined by roll call.

Rule 10. All committees shall be appointed by the Co-Presiding officers.

Rule 11. In case of disturbance or disorderly conduct in the lobby or galleries, the presiding officer has general control of the Assembly chamber.

Rule 12. Reporters wishing to take down the debates and proceedings of the Assembly may be admitted by the Co-Presiding officers to observe from the visitors' gallery but shall not enter upon the floor while the Assembly is in session without special permission.

Rule 13. When a motion is made for an amendment to any rule or resolution, the mover's name shall be inserted in the Minutes.

Rule 14. The secretary shall see that all amendments and substitutes are incorporated in any rule amended or substituted for when printed as perfected or approved upon final passage, and shall perform such other duties as may be required by the Committee on Rules.

Reports of Committees

Rule 15. All committees shall have leave to report at any time. The chairman of any committee may appoint one or more subcommittees, with the approval of the committee, to hold hearings on rules or resolutions referred to the committee and shall report its findings to the standing committee. No committee shall sit during the sitting of the Assembly without special leave.

Committee of the Whole

Rule 16. It shall be in order for the Assembly to resolve itself into a Committee of the Whole.

Rule 17. In forming the Committee of the Whole, the Co-Presiding officers of the Assembly shall appoint a chairman to preside.

Rule 18. Upon a rule or other matter being committed to the Committee of the Whole, it shall be read by the secretary and then read and debated by clauses or sections, as determined by the committee chair.

Rule 19. All amendments made to reports, resolutions and other matters committed to the Committee of the Whole shall be noted and reported.

Rule 20. The rules and proceedings of the Assembly shall be observed in Committee of the Whole insofar as they are applicable.

Rule 21. In the Committee of the Whole, a majority of the delegations present and convened shall be a quorum to do business. If the committee finds itself without a quorum, the chairman shall do either of the following:

1. Cause the roll of the Assembly to be called, and thereupon the committee shall rise, the presiding officer resume the chair and the chairman report the cause of rising of the committee and the names of the absentees shall be entered in the Minutes.
2. With the approval of two-thirds of the delegations present, if at least 14 in number, the Committee of the Whole may continue to function and to approve a report for consideration by the Assembly at such time a quorum is convened.

Rule 22. A motion for the rising of the Committee of the Whole is always in order, unless a member of the committee is speaking or a vote is being taken and shall be decided without debate.

Legislative Procedure for Enactment of Rules

Rule 23. Any proposal to approve or amend a rule or resolution shall indicate the changes in the language thereof, and in setting forth the provision as amended or changed, shall have the matter which is to be omitted included in its proper place denoted by a ~~strike through~~ font and all new matter to be inserted shall be underscored.

Rule 24. An amendment shall not be subject to substitution or further amendment, even for technical purposes. All amendments offered must first be disposed of or withdrawn before subsequent amendments are offered. All amendments shall be submitted in writing if longer than four words.

Rule 25. No delegation shall be denied the opportunity to offer an amendment for the reason that the subject matter has been previously amended.

Rule 26. The withdrawal of a pending motion by its maker or a motion to place a rule on the informal calendar, along with any pending amendments or substitutes, by its sponsor is a privilege that may be exercised at any time, even while another member is addressing the Assembly or if an amendment is pending. When the Assembly returns to the matter, the sponsor of the pending amendment or substitute shall be first recognized by the chair on the pending amendment or substitute.

Final Passage - Yeas and Nays

Rule 27. To effect the passage of a rule or other matter on the final vote thereof, the vote shall be taken by yeas and nays, and the names of the State delegations voting for and against the same shall be entered and recorded in the Minutes, and if a three-fourths majority of the delegations attending vote in favor thereof, the rule shall be declared passed. No delegation shall be allowed to cast or change its vote after the Assembly's action on said question is announced by the presiding officer.

Rule 28. When a rule is put upon its final vote and, failing to pass, a motion is made to reconsider the vote by which it was defeated, the presiding officer shall briefly state the nature of the rule in question. Thereupon the vote on the motion to reconsider shall be immediately taken, without interrogation or debate, and the subject finally disposed of without interrogation or debate before the Assembly proceeds to any other business.

Privileged Motions

Rule 29. A motion to adjourn is in order, unless the yeas and nays are being taken, and shall be decided without debate.

Rule 30. When a question is under debate, no motion shall be received but to adjourn, to lay on the table, for the previous question, which several motions shall have precedence in the order in which they are arranged. Pending the motion to adjourn or to lay on the table, the merits of the question shall not be discussed.

Rule 31. When a question is laid on the table, it may not thereafter be considered except by vote of two-thirds of the delegations appointed and convened.

Of Decorum and Debate

Rule 32. When a delegate is about to speak, he or she should rise respectfully and address himself or herself to the chair, standing, and wait until he or she is announced, then he or she shall proceed. If a delegate is unable to stand due to a permanent physical disability, he or she, after seeking recognition from the chair, shall be recognized in lieu of standing. In order to maintain the recognition of the chair, the delegate must be engaged in debate or in discourse. When a delegate is

engaged in debate or discussion and seeks to have the Assembly stand at ease, the delegate must seek unanimous consent of the Assembly.

Rule 33. The chair shall preserve decorum at all times.

Rule 34. In proceedings and debate of the Assembly, the delegates shall not be spoken of or addressed by their individual names but shall be referred to by the name of the State they represent. No delegate in debate shall refer offensively to any State of the Union.

Rule 35. No delegate shall speak more than once on the same question without leave of the Assembly, unless he or she is the mover, proposer or introducer of the matter pending, in which case he or she shall be permitted to speak or reply, but not until every delegate choosing to speak has spoken.

Rule 36. Upon motion of any delegate, the time of debate may be limited if approved by a two-thirds majority of the delegations appointed and convened.

Previous Question

Rule 37. The previous question shall be in this form: "Shall the main question be now put?" It shall be admitted upon motion of any delegate, and sustained by a vote of a two-thirds majority of the delegations appointed and convened, and in effect shall be put without debate, and bring the Assembly to direct vote upon a motion to commit and vote on the underlying amendment or matter.

Motion - How Put

Rule 38. When a motion is made it shall be stated by the chair, or if greater than four (4) words it shall be submitted in writing and read aloud by the secretary before debate.

Rule 39. After a motion is stated by the chair, it is deemed to be in possession of the Assembly, but may be withdrawn at any time before a decision or amendment, but afterwards only with the consent of the Assembly.

Rule 40. The yeas and nays shall not be ordered on any question after a vote has been taken thereon and declared by the chair.

Rule 41. When a question has once been decided by a vote of the Assembly, any delegate voting on that side which prevails may move for a reconsideration of the vote at any time. When a motion is made to reconsider the vote by which a rule failed to pass, the presiding officer shall briefly state the nature of the rule and, thereupon, the vote on the motion to reconsider shall be immediately taken without interrogation or debate. All motions to reconsider shall be decided by a majority vote of the delegations appointed and convened. Only one motion to reconsider shall be allowed on any question.

Miscellaneous

Rule 42. In cases not provided for in these rules, the Assembly shall be governed by Mason's Manual.

Rule 43. No standing rule or order of the Assembly shall be rescinded or changed without two hours' notice being given of the motion thereof, which notice shall be distributed in written form, and then only by a vote of at least a two-thirds majority of the delegations appointed and convened; except that any rule, including this rule, may be suspended for a special purpose, stated in the motion to suspend, by a vote of a two-thirds majority of the members appointed and convened at the Assembly, and such rule shall remain suspended only until the Assembly proceeds to the consideration of business other than that for which the rule was suspended.

Upon two hours' notice of the proposed rule change having been given, the Assembly resolution adopting such rule change shall be in order to be considered by the Assembly at any day or time thereafter upon motion of the sponsor during the order of business of Resolutions.

Rule 44. No delegate shall be permitted to interrupt a roll call and no delegation shall be allowed to change its vote after a verification is requested by any delegate, or after the final vote is announced. When verification is requested, any delegation present within the chamber that has not voted shall vote prior to the verification of the roll and any refusal to do so shall be noted in the minutes.

Rule 45. A roll call vote of the Assembly shall be taken upon any question at the request of any delegate.

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