

1 report, amend, consider or table a bill or resolution and the
2 discussion and debate thereof.

3 "Hall of the House" shall be the floor space within its four
4 walls and does not include the adjoining conference rooms, the
5 lobbies or the upper gallery of the House.

6 "Legislative Day" shall mean any day that the House shall be
7 in session.

8 "Majority Party" shall mean the political party that won the
9 greater number of elections for the 203 seats in the House of
10 Representatives in the general election preceding the term of
11 service that began on the first day of December next after the
12 general election. If a vacancy shall occur during the term, the
13 political party that won that seat at the last election shall
14 remain the party that won that seat until any subsequent special
15 election is held to fill that seat. Following a special election
16 during the term, the number of elections won by each political
17 party for the 203 seats in the House of Representatives shall be
18 redetermined as provided in this definition. Nothing in this
19 definition shall preclude an individual elected to hold a seat
20 in the House of Representatives from changing their political
21 party registration.

22 "Press Gallery" shall be within that area known as the Hall
23 of the House as designated by the Speaker.

24 "Roll Call Vote" shall be a vote taken by and displayed on
25 the electronic roll call board or in the event of a malfunction
26 of the electronic roll call board, by such method as shall be
27 determined by the Speaker.

28 RULE 1

29 Speaker Presiding

30 The Speaker shall preside over the sessions of the House. The

1 Speaker may name a member to preside, but the substitution shall
2 not extend beyond an adjournment. The Speaker may appoint a
3 member as Speaker pro tempore to act in the Speaker's absence
4 for a period not exceeding ten consecutive legislative days.

5 As presiding officer and in accordance with Article II § 2 of
6 the Constitution of Pennsylvania and the act of June 3, 1937
7 (P.L.1333, No.320), known as the Pennsylvania Election Code,
8 within ten days after the occurrence of a vacancy the Speaker
9 shall issue a writ for a special election to be held on a date
10 which shall occur on or before the date of the first primary,
11 municipal or general election which occurs not less than 60 days
12 after the issuance of the writ. The Speaker shall not be
13 required to issue a writ of election if the election cannot be
14 scheduled until after the general election.

15 In case of failure to make an appointment, the House shall
16 elect a Speaker pro tempore to act during the absence of the
17 Speaker.

18 The Speaker pro tempore shall perform all the duties of the
19 Chair during the absence of the Speaker.

20 RULE 1 (a)

21 Equal Opportunity Officer, Diversity and Inclusion Officer and
22 Advisory Committee

23 The Speaker shall designate an Equal Opportunity Officer and
24 Diversity and Inclusion Officer who shall report to the Speaker.
25 There shall be an Advisory Committee, appointed by the Speaker
26 in consultation with the Majority Leader and Minority Leader, to
27 assist the Equal Opportunity Officer and Diversity and Inclusion
28 Officer in developing, recommending and implementing equal
29 opportunity employment and procurement policies and promoting
30 diversity and inclusion in the House of Representatives.

1 The Equal Opportunity Officer and Diversity and Inclusion
2 Officer shall provide a report to the House prior to sine die
3 adjournment regarding recommendations made and actions taken on
4 the implementation of equal opportunity employment and
5 procurement policies and promoting diversity and inclusion in
6 the House of Representatives.

7 RULE 2

8 Taking the Chair

9 The Speaker shall take the Chair and call the members to
10 order on every legislative day at the hour to which the House
11 adjourned at the last sitting. On the appearance of a quorum,
12 the Speaker shall proceed to the regular order of business as
13 prescribed by the rules of the House.

14 RULE 3

15 Order and Decorum

16 The Speaker or Presiding Officer shall preserve order and
17 decorum. In case of any disturbance or disorderly conduct in the
18 galleries or lobbies, the Speaker shall have the power to order
19 the same to be cleared.

20 The Speaker or Presiding Officer shall have the right to
21 summon the Sergeant-at-Arms to enforce in the preservation of
22 order and decorum, and if needed, to summon the Capitol Police
23 and the State Police to assist.

24 The Sergeant-at-Arms under the direction of the Speaker or
25 the Presiding Officer shall, while the House is in session,
26 maintain order on the floor and its adjoining rooms and shall
27 enforce the rule with respect to the conduct of members, staff
28 and visitors.

29 RULE 4

30 Questions of Order

1 The Speaker shall decide all questions of order subject to an
2 appeal. The decision of the Speaker shall stand as the decision
3 of the House unless so appealed and overturned by a majority of
4 the members elected to the House. The Speaker may, in the first
5 instance, submit the question to the House. Questions involving
6 the constitutionality of any matters shall be decided by the
7 House. On questions of order there shall be no debate except on
8 an appeal from the decision of the Speaker or on reference of a
9 question to the House. In either case, no member shall speak
10 more than once except by leave of the House.

11 Unless germane to the appeal, a second point of order is not
12 in order while an appeal is pending; but, when the appeal is
13 disposed of, a second point of order is in order and is subject
14 to appeal.

15 RULE 5

16 Conference and Select Committee Appointments

17 All Committees of Conference shall be appointed by the
18 Speaker and shall be composed of three members, two of whom
19 shall be selected from the majority party and one from the
20 minority party.

21 The Speaker shall appoint the members of select committees,
22 unless otherwise ordered by the House.

23 RULE 6

24 Signature of the Speaker

25 The Speaker shall, in the presence of the House, sign all
26 bills and joint resolutions passed by the General Assembly after
27 their titles have been publicly read immediately before signing,
28 and the fact of signing shall be entered on the Journal.

29 Resolutions, addresses, orders, writs, warrants and subpoenas
30 issued by order of the House shall be signed by the Speaker and

1 attested by the Chief Clerk.

2 RULE 7

3 Oath to Employees

4 The Chief Clerk shall administer an oath or affirmation to
5 the employees of the House that they will severally support,
6 obey and defend the Constitution of the United States and the
7 Constitution of Pennsylvania, and that they will discharge the
8 duties of their office with fidelity.

9 Each employee of the House, after taking the oath of office,
10 shall sign the Oath Book in the presence of the Chief Clerk or
11 the Chief Clerk's designee.

12 RULE 8

13 Supervision of Hall of the House

14 and Committee Rooms

15 Subject to the direction of the Speaker, the Chief Clerk
16 shall have supervision and control over the Hall of the House,
17 the caucus and committee rooms and all other rooms assigned to
18 the House.

19 During the sessions of the Legislature the Hall of the House
20 shall not be used for public or private business other than
21 legislative matters except by consent of the House. During
22 periods of recess of the House such use may be authorized by the
23 Speaker without the consent of the House.

24 RULE 9

25 Decorum

26 While the Speaker is putting a question or addressing the
27 House and during debate or voting, no member shall disturb
28 another by talking or walking up and down or crossing the floor
29 of the House.

30 RULE 9 (a)

1 for committee meetings or for travel to the State Capitol for
2 any reason, members cannot receive reimbursement in excess of
3 the applicable maximum per diem rate authorized by the Federal
4 Government. These expenses shall be paid by the Chief Clerk from
5 appropriation accounts under the Chief Clerk's exclusive control
6 and jurisdiction, upon a written request approved by the Speaker
7 of the House, or the Majority or the Minority Leader of the
8 House.

9 An employee of the House summoned by the Speaker or the
10 Majority or Minority Leader of the House to perform legislative
11 services outside of Harrisburg shall be reimbursed for actual
12 expenses and mileage to and from the employee's residence. Such
13 expenses may be paid by the Speaker, Majority or Minority
14 Leader, if they agree to do so, or shall be paid by the Chief
15 Clerk from appropriation accounts under the Chief Clerk's
16 exclusive control and jurisdiction, upon a written request
17 approved by the Speaker, or the Majority or the Minority Leader.
18 District office employees are only permitted to be reimbursed
19 from an account under the control of the Chief Clerk when
20 traveling to Harrisburg for a training program sponsored by
21 either caucus or for travel to a legislative conference approved
22 by the Speaker, the Majority Leader or the Minority Leader. All
23 other travel by district office employees may be reimbursed from
24 the member's accountable expenses or an account under the
25 control of the Speaker, the Majority Leader or the Minority
26 Leader.

27 Members and employees traveling outside the Commonwealth of
28 Pennsylvania who receive any reimbursement for expenses or
29 travel which reimbursement is from public funds shall file with
30 the Chief Clerk a statement containing their name and the name,

1 place, date and the purpose of the function.

2 Money appropriated specifically to and allocated under a
3 specific symbol number for allowable expenses of members of the
4 House of Representatives shall be reimbursed to each member upon
5 submission of vouchers and any required documentation by each
6 member on forms prepared by the Chief Clerk of the House. No
7 reimbursement shall be made from this account where a member is
8 directly reimbursed for the same purpose from any other
9 appropriation account.

10 Such allowable expenses of members may be used for any
11 legislative purpose or function, including but not limited to
12 the following:

13 (1) Travel expense on legislative business.

14 (a) Mileage on session or nonsession days at a rate as
15 may be approved from time to time by the Committee on Rules,
16 but not in excess of the maximum mileage rate authorized by
17 the Federal Government for travel; voucher with documented
18 travel details.

19 (a.1) Actual expenses incurred for travel on session or
20 nonsession days by public transportation; voucher with
21 documented travel details and receipt.

22 (b) Miscellaneous transportation on legislative business
23 (taxi, airport limousine, parking, tolls), and expenses of a
24 similar nature; voucher and receipt with a statement of the
25 legislative reason for the expense; voucher only for any
26 single expense not in excess of \$10.

27 (c) Travel on legislative business by common carrier
28 other than taxi and airport limousine; voucher and receipt
29 from common carrier.

30 (d) Car rental; voucher and receipt from rental agency

1 but reimbursement not to exceed in any month an amount as may
2 be approved from time to time by the Committee on Rules. Any
3 amount in excess of the said amount shall be paid by the
4 person renting the car. In no event shall other than American
5 manufactured cars be rented.

6 (e) Lodging, restaurant charges and other miscellaneous
7 and incidental expenses while away from home. Vouchers only
8 for per diem allowance approved from time to time by the
9 Committee on Rules, but not in excess of the applicable
10 maximum per diem rate authorized by the Federal Government or
11 for actual expenses not in excess of such per diem rate.

12 (2) Administrative, clerical and professional services for
13 legislative business, except for employment of spouses or any
14 relatives, by blood or marriage.

15 (a) Administrative and clerical services; voucher and
16 receipt and copy of agreement or contract.

17 (b) Professional services; voucher and receipt and copy
18 of agreement or contract.

19 (3) Rent for legislative office space; purchase of office
20 supplies; postage; telephone landline and answering services;
21 cellular phone legislative air time only; printing services and
22 rental only of office equipment; voucher and vendor's receipt,
23 except for postage expense.

24 (4) Restaurant and beverage charges for business meetings;
25 voucher and itemized vendor receipt, together with a statement
26 of the legislative reason for the expense, shall be submitted
27 with the request for reimbursement.

28 (5) Purchase of flags, plaques, publications, photographic
29 services, books, and other similar items in connection with
30 legislative activities; voucher and vendor's receipt.

1 (6) Communications and donations in extending
2 congratulations or sympathy of illness or death; voucher only
3 for any single expense not in excess of \$75.

4 No money appropriated for members' and employees' expenses
5 shall be used for contributions to political parties or their
6 affiliated organizations.

7 No money appropriated for members' and employees' expenses
8 shall be used for contributions to charitable organizations or
9 for charitable advertisements. This paragraph shall not prevent
10 a de minimis use of legislative resources, in connection with
11 legislative activities, to benefit a bona fide charitable
12 organization that serves a member's district.

13 Members and employees shall not request reimbursement for the
14 private lease of vehicles leased on a long-term basis. The Chief
15 Clerk is no longer authorized to enter into a master lease
16 agreement with the Department of General Services for the long-
17 term lease of additional automobiles for the use of members.
18 Members may not use Commonwealth funds to purchase an automobile
19 for official purposes. The Chief Clerk may not assign
20 automobiles leased or owned by the Commonwealth to members, but
21 may maintain automobiles previously assigned to members. A
22 member with a previously assigned automobile shall not be
23 required to surrender the automobile unless the Chief Clerk
24 determines that it is no longer practical or cost effective for
25 the automobile to remain in service to a member due to age or
26 high mileage of the automobile or needed repairs or damage to
27 the automobile. A member who is required to surrender an
28 automobile by the Chief Clerk may not receive a replacement
29 automobile.

30 All disbursements made, debts incurred or advancements paid

1 from any appropriation account made to the House or to a member
2 or nonmember officer under a General Appropriation Act or any
3 other appropriation act shall be recorded in a monthly report
4 and filed with the Chief Clerk by the person authorized to make
5 such disbursement, incur any debt or receive any advancement on
6 a form prescribed by the Chief Clerk.

7 The Chief Clerk shall prescribe the form of all such reports
8 and make such forms available to those persons required to file
9 such reports. Such report form shall include:

10 (1) As to personnel:

11 (a) The name, home address, job title, brief description
12 of duties and where they are performed, department or member
13 or members to whom assigned, the name of immediate supervisor
14 and minimum hours of employment per week of each employee.

15 (b) The appropriation account from which such employee
16 is compensated, the amount of compensation and whether such
17 person is on salary, per diem or contract.

18 (2) As to all other expenditures:

19 (a) To whom it was paid, the amount thereof, and the
20 nature of the goods, services or other purpose for which the
21 expenditure was made.

22 (b) The appropriation account from which the expenditure
23 was made and the name or names of the person or persons
24 requesting and/or authorizing the same.

25 The reporting requirements as to personnel may be fulfilled
26 by the maintenance in the Office of the Chief Clerk of the House
27 of an alphabetized, electronic file containing the current
28 information for each employee as set forth above.

29 All monthly reports filed on disbursements made or debts
30 incurred by any officer or member or employee from

1 appropriations made to the House or to a member or nonmember
2 officer under any General Appropriation Act, and the
3 documentation for each disbursement, shall be public information
4 and shall be available in accordance with the act of February
5 14, 2008 (P.L.6, No.3), known as the Right-to-Know Law.

6 All vouchers and requisitions relating to all expenditures,
7 expenses, disbursements and other obligations out of all
8 appropriated funds of the House, and the documentation
9 evidencing payment of the vouchers and requisitions, shall be
10 available in accordance with the Right-to-Know Law.

11 All requests for reimbursement out of any appropriation shall
12 be accompanied by a voucher, or other documents where required,
13 evidencing payment or approval. All requests for reimbursement
14 out of any appropriation payable to a member, nonmember officer
15 or employee shall be void if not submitted within 90 days of the
16 date that the otherwise allowable expense is incurred for any
17 and all otherwise allowable expenses, including without
18 limitation, per diem, mileage and actual expenses incurred. Any
19 such void request for reimbursement may not be paid except
20 pursuant to a motion to suspend this rule for good cause
21 specific to the voided request for reimbursement. The voucher
22 form shall be approved and supplied by the Chief Clerk. Receipts
23 or documentation of every expenditure or disbursement which is
24 in excess of the maximum amount as set forth herein shall be
25 attached to the voucher. Where a request for payment is made in
26 advance of an expense actually incurred, the Chief Clerk, before
27 making such advance payment shall require a description
28 satisfactory to the Chief Clerk of the item or service to be
29 purchased or the expense to be incurred, and a receipt or other
30 documentation shall be given to the Chief Clerk after the item

1 or service has been purchased or expense incurred as evidence
2 that such advancement was in fact expended for such purpose.

3 All reports, vouchers and receipts from which reports are
4 prepared and filed shall be retained by the Chief Clerk, officer
5 or member, as the case may be, for such period of time as may be
6 necessary to enable the Legislative Audit Advisory Commission
7 created pursuant to the act of June 30, 1970 (P.L.442, No.151),
8 entitled "An act implementing the provisions of Article VIII,
9 section 10 of the Constitution of Pennsylvania, by designating
10 the Commonwealth officers who shall be charged with the function
11 of auditing the financial transactions after the occurrence
12 thereof of the Legislative and Judicial branches of the
13 government of the Commonwealth, establishing a Legislative Audit
14 Advisory Commission, and imposing certain powers and duties on
15 such commission," to conduct, through certified public
16 accountants appointed by it, annual audits to assure that such
17 disbursements made or debts incurred were in accordance with
18 Legislative Audit Advisory Commission guidelines and standards
19 as approved by the Committee on Rules, or for a minimum of three
20 years, whichever is longer. All annual audit reports shall be
21 available for public inspection. Photocopies of such reports
22 shall be available for a fee established by the Chief Clerk not
23 to exceed the cost of duplication.

24 Except as specifically prohibited by law or limited by this
25 rule, all expenditures of funds appropriated to the House or to
26 a member or nonmember officer shall be subject to the
27 expenditure guidelines established by the Rules Committee. The
28 Rules Committee shall establish standards regarding
29 documentation evidencing payment out of any appropriations
30 account made to the House or to a member or nonmember officer.

1 The Bipartisan Management Committee shall receive and review
2 suggestions from the Comptroller on ways to reduce costs and
3 improve the fiscal operations of the House. The Comptroller,
4 following authorization by the Bipartisan Management Committee,
5 shall implement cost-reducing and other new measures to improve
6 the fiscal operations of the House.

7 RULE 14 (a)

8 Employee Payroll Information

9 In accordance with the act of January 10, 1968 (1967 P.L.925,
10 No.417), referred to as the Legislative Officers and Employes
11 Law, the Chief Clerk shall compile, annually, on or prior to the
12 first day of February of each year, a complete list of employees
13 of the House of Representatives. The list shall include the full
14 name, job title, work address and name of immediate supervisor
15 of every employee of the House of Representatives and shall
16 include such information for every person employed for any
17 period of time during the preceding 12 months. In addition to
18 the information required under the Legislative Officers and
19 Employes Law, the list shall include the payroll wage
20 information for those House employees paid during the preceding
21 calendar year. The list shall be available for public inspection
22 in the Office of the Chief Clerk during regular business hours.

23 RULE 14 (b)

24 Electronic Availability of Reports

25 In addition to the other methods of availability under Rule
26 14, all expense reports existing in electronic form shall be
27 provided electronically by the Chief Clerk upon request.

28 RULE 15

29 Time of Meeting

30 The House shall convene on the first legislative day of the

1 week at 12:00 noon prevailing time, unless otherwise ordered by
2 a roll call vote of the majority of those elected to the House.

3 On other days the House shall convene at the discretion of
4 the House. No session of the House may begin before 8:00 A.M.
5 nor may any roll call votes be taken after 11:00 P.M. unless
6 exigent circumstances exist, as determined by an affirmative
7 vote of three-fourths of the members elected to the House, by a
8 roll call vote on a motion to extend session. A motion to extend
9 session may be made to extend session generally or to conclude
10 business on a specific question or questions. If a motion to
11 extend session is made prior to 10:15 P.M. and a roll call vote
12 has not been ordered, the arrival of 10:45 P.M. shall put an end
13 to all debate and shall bring the House to an immediate roll
14 call vote on the question to extend session. Nothing in this
15 rule shall prevent the House from conducting administrative
16 matters, including the making of announcements regarding the
17 House schedule for the benefit of members or in order to comply
18 with 65 Pa.C.S. § 709 (relating to public notice) after 11:00
19 P.M. Upon the Speaker's determination that all administrative
20 matters are concluded, the Speaker shall adjourn the House.

21 RULE 16

22 Quorum

23 A majority of the members shall constitute a quorum, but a
24 smaller number may adjourn from day to day and compel the
25 attendance of absent members. (Constitution, Article II, Section
26 10).

27 When less than a quorum vote on any question, the Speaker
28 shall forthwith order the doors of the House closed and the
29 names of the members present shall be recorded. If it is
30 ascertained a quorum is present, either by answering to their

1 names or by their presence in the House, the Speaker shall again
2 order the yeas and nays. If any member present refuses to vote,
3 refusal shall be deemed a contempt. Unless purged, the House may
4 order the Sergeant-at-Arms to remove the member or members
5 without the bar of the House. All privileges of membership shall
6 be refused the member or members so offending until the contempt
7 is purged.

8 RULE 17

9 Order of Business

10 The daily order of business shall be:

- 11 (1) Prayer.
- 12 (2) Pledge of Allegiance.
- 13 (3) Correction and approval of the Journal.
- 14 (4) Leaves of absence.
- 15 (5) Master Roll Call.
- 16 (6) Reports of Committee.
- 17 (7) First consideration bills.
- 18 (8) Second consideration bills.
- 19 (9) Third consideration bills, final passage bills
20 (including both third consideration and final passage postponed
21 bills) and resolutions.
- 22 (10) Final passage bills recalled from the Governor.
- 23 (11) Messages from the Senate and communications from the
24 Governor.
- 25 (12) Reference to appropriate committees of bills,
26 resolutions, petitions, memorials, remonstrances and other
27 papers.
- 28 (13) Unfinished business on the Speaker's table.
- 29 (14) Announcements.
- 30 (15) Adjournment.

1 Any question may, by a majority vote of the members elected,
2 be made a special order of business. When a special order of
3 business is adopted for a question on second consideration, the
4 question shall immediately be placed on the House Voting
5 Schedule and the Speaker shall place the question before the
6 House on the earliest possible voting Session Day in accordance
7 with Rule 21. All other questions shall be placed before the
8 House on the same legislative day.

9 In lieu of offering House Resolutions on topics of importance
10 to members, any member, without unanimous consent, may address
11 the House on such issue and have their remarks entered into the
12 record during a special period of time established each week by
13 the Speaker either prior to, or at the conclusion of, House
14 business on a specific day.

15 RULE 18

16 Introduction and Printing of Bills

17 Bills shall be introduced in quadruplicate, signed and dated
18 by each member who is a sponsor of the bill, and filed with the
19 Chief Clerk on any day that the offices of the House of
20 Representatives are open for business. A sponsor may be added or
21 withdrawn, but in the case of withdrawals, the names shall be
22 withdrawn if and when the bill is reprinted.

23 Bills introduced when received at the Chief Clerk's desk
24 shall be numbered consecutively and delivered to the Speaker,
25 who shall refer each bill to an appropriate committee on any day
26 whether or not the House is in session. If the resolution
27 creating a select committee authorizes the referral of bills to
28 that committee, the Speaker may refer bills, within the scope of
29 the resolution, to such select committee. Insofar as applicable,
30 the select committee shall consider and report bills in

1 accordance with the rules governing the consideration and
2 reporting of bills by standing committees. The Speaker shall
3 report to the House the committees to which bills have been
4 referred, either on the day introduced or received or on the
5 next two legislative days the House is in session, unless the
6 House is in recess for more than four consecutive days in which
7 case the Speaker shall provide a list to the Majority Leader and
8 the Minority Leader, within two calendar days, of all bills
9 which were referred during such period when the House was not in
10 session.

11 If the Speaker neglects or refuses to refer to committee any
12 bill or bills (whether House or Senate) as above after
13 introduction or presentation by the Senate for concurrence, any
14 member may move for the reference of the bill to an appropriate
15 committee. If the motion is carried, said bill or bills shall be
16 immediately surrendered by the Speaker to the committee
17 designated in said motion.

18 The first copy of each bill introduced shall be for the
19 committee, the second copy shall be for the printer, the third
20 copy shall be for the news media and the fourth copy shall be
21 for the Legislative Reference Bureau.

22 Every bill, after introduction and reference to committee,
23 shall be printed and shall also be posted on the Internet with
24 the hyperlink to the web page for the members of the House of
25 Representatives.

26 Bills may not be withdrawn after reference to committee.

27 RULE 19

28 Bills Referred to Committees

29 No bill shall be considered unless referred to a committee,
30 printed for the use of the members and returned therefrom.

1 (Constitution, Article III, Section 2).

2 RULE 19 (a)

3 Fiscal Notes

4 (1) No bill, except a General Appropriation bill or any
5 amendments thereto, which may require an expenditure of
6 Commonwealth funds or funds of any political subdivision or
7 which may entail a loss of revenues overall, or to any
8 separately established fund shall be given third consideration
9 reading on the calendar until it has first been referred to the
10 Appropriations Committee for a fiscal note, provided however
11 that the Rules Committee may by an affirmative vote of three-
12 quarters of the entire membership to which such committee is
13 entitled:

14 (a) Waive the recommittal to the Appropriations
15 Committee and provide that the fiscal note be attached to the
16 bill while on the active calendar. The providing of such note
17 shall be a priority item for the Appropriations Committee; or

18 (b) Waive the necessity of a fiscal note on any bill
19 which it deems to have a de minimis fiscal impact or which
20 merely authorizes, rather than mandates, an increase in
21 expenditures or an action that would result in a loss of
22 revenue.

23 (2) Nothing herein shall preclude any member from moving, at
24 the proper time, the recommittal of any bill to the
25 Appropriations Committee for a fiscal note.

26 (3) The Appropriations Committee shall be limited in its
27 consideration of any such bill which has received second
28 consideration to the fiscal aspects of the bill and shall not
29 consider the substantive merits of the bill nor refuse to report
30 any such bill from committee for reasons other than fiscal

1 aspects. The fiscal note shall accompany the bill and provide
2 the following information in connection with the Commonwealth
3 and its political subdivisions:

4 (a) The designation of the fund out of which the
5 appropriation providing for expenditures under the bill shall
6 be made;

7 (b) The probable cost of the bill for the fiscal year of
8 its enactment;

9 (c) A projected cost estimate of the program for each of
10 the five succeeding fiscal years;

11 (d) The fiscal history of the program for which
12 expenditures are to be made;

13 (e) The probable loss of revenue from the bill for the
14 fiscal year of its enactment;

15 (f) A projected loss of revenue estimate from the bill
16 for each of the five succeeding fiscal years;

17 (g) The line item, if any, of the General Fund, special
18 fund or other account out of which expenditures or losses of
19 Commonwealth funds shall occur as a result of the bill;

20 (h) The recommendation, if any, of the Appropriations
21 Committee and the reasons therefor relative to the passage or
22 defeat of the bill; and

23 (i) A reference to the source of the data from which the
24 foregoing fiscal information was obtained, and an explanation
25 of the basis upon which it is computed.

26 (4) No bill which may result in an increase in the
27 expenditure of Commonwealth funds shall be given third
28 consideration reading on the calendar until the Appropriations
29 Committee has certified that provision has been made to
30 appropriate funds equal to such increased expenditure. Whenever

1 the Appropriations Committee cannot so certify, the bill shall
2 be returned to the committee from which it was last reported for
3 further consideration and/or amendment.

4 (5) No amendment to a bill, concurrences in Senate
5 amendments, or adoption of a conference report which may result
6 in an increase in the expenditure of Commonwealth funds or those
7 of a political subdivision or which may entail a loss of
8 revenues in addition to that originally provided for in the bill
9 prior to the proposed changes nor any bill requiring a fiscal
10 note for which re-referral to the Appropriations Committee has
11 been waived by the Rules Committee shall be voted upon until a
12 fiscal note is available for distribution to the members with
13 respect to such changes or to such bill showing the fiscal
14 effect of the changes with respect to the bill, and containing
15 the information set forth by subsection (3) of this rule.

16 (6) When an amendment or certificate is timely filed with
17 the amendment clerk under Rule 21, the amendment or certificate
18 shall be forwarded to the Appropriations Committee. Upon receipt
19 of an amendment, the Appropriations Committee shall
20 automatically prepare a fiscal note.

21 (7) In obtaining the information required by these rules,
22 the Appropriations Committee may utilize the services of the
23 Office of the Budget and any other State agency as may be
24 necessary.

25 (8) No bill proposing any change relative to a public
26 employee pension or retirement plan may be given second
27 consideration until an actuarial note prepared by an enrolled
28 pension actuary as provided in Section 615-B of the
29 Administrative Code of 1929 has been attached. No amendment to
30 any bill proposing any change relative to a public employee

1 pension or retirement plan may be considered until an actuarial
2 note prepared by an enrolled pension actuary as provided in
3 Section 615-B of the Administrative Code of 1929 has been
4 attached. Except for the provisions pertaining to the content of
5 fiscal notes as set forth in paragraphs (a) through (i) of
6 subsection (3), all the provisions pertaining to and procedures
7 required of bills containing fiscal notes, shall, where
8 applicable, also be required for bills containing actuarial
9 note. The actuarial note shall contain a brief explanatory
10 statement or note which shall include a reliable estimate of the
11 financial and actuarial effect of the proposed change to such
12 public employee pension or retirement plan.

13 RULE 19 (b)

14 General Appropriation Bill and Non-Preferred Bills

15 This rule shall apply to all amendments offered to the
16 General Appropriation Bill for each proposed fiscal year
17 including any amendments offered to or for supplemental
18 appropriations to prior fiscal years contained within the
19 General Appropriation Bill, and shall also apply to all
20 amendments offered to any non-preferred appropriation bill for
21 the same fiscal year.

22 Any amendment offered on the floor of the House to the
23 General Appropriation Bill that proposes to increase spending of
24 State dollars for the Commonwealth's proposed fiscal year or
25 prior fiscal years above the levels contained in the General
26 Appropriation Bill as reported from the Appropriations Committee
27 plus any aggregate if certified each year by the Appropriations
28 Committee shall not be in order and may not be considered unless
29 the same amendment contains sufficient reductions in line items
30 of that General Appropriation Bill so that the amendment offered

1 does not result in a net increase in the total proposed spending
2 contained within the General Appropriation Bill plus any
3 aggregate if certified by the Appropriations Committee.

4 Any amendment offered on the floor of the House to any non-
5 preferred appropriation bill that proposes to increase spending
6 of State dollars for the proposed fiscal year above the levels
7 contained in that non-preferred appropriation bill as reported
8 from the Appropriations Committee shall not be in order and may
9 not be considered unless the same amendment contains sufficient
10 reductions in that non-preferred appropriation bill so that the
11 amendment offered does not result in a net increase in the total
12 proposed spending contained within that non-preferred
13 appropriation bill.

14 The Appropriations Committee shall have full power and
15 control over any General Appropriation Bill, supplemental
16 appropriation bill, or non-preferred appropriation bill,
17 including the amendment of House amendments.

18 Members shall be notified of the scheduled vote on the
19 General Appropriation Bill no later than 4:30 P.M. of the day
20 that is five days prior to the scheduled vote of the General
21 Appropriation Bill. In order to be considered, amendments to the
22 General Appropriation Bill must be submitted to the Office of
23 the Chief Clerk by 1:00 P.M. of the day that is two days prior
24 to the scheduled vote of the General Appropriation Bill. The
25 Appropriations Committee for special and proper reason and by
26 majority vote, may waive this deadline. Rule 21 of the Rules of
27 the House, insofar as it applies to the filing deadline for
28 amendments and notice requirements for the voting schedule for
29 the General Appropriation Bill, shall not apply to this rule.
30 Rule 21 shall, however, apply to the non-preferred appropriation

1 bills.

2 If the amendment cannot be submitted in accordance with the
3 provision of the previous paragraph because it is still being
4 prepared by the Legislative Reference Bureau, the member must,
5 by 1:00 P.M. on the day that is two days prior to the scheduled
6 vote, provide the Office of the Chief Clerk with a statement,
7 prepared by the member containing the factual content and exact
8 amounts of increases and decreases in line items which would be
9 proposed in the amendment, along with certification from the
10 Legislative Reference Bureau that the amendment was submitted to
11 the Legislative Reference Bureau prior to the above-noted 1:00
12 P.M. deadline. This filing deadline does not apply to amendments
13 to any non-preferred appropriation bill.

14 Debate on any debatable question related to the General
15 Appropriation Bill or a nonpreferred appropriation bill shall be
16 limited to five minutes each time a member is recognized. On the
17 bill a sponsor of an amendment shall be entitled to be
18 recognized twice, a maker of a debatable motion shall be
19 entitled to be recognized twice, any other members shall be
20 entitled to be recognized once. Unless the chair or minority
21 chair of the Appropriations Committee objects to the
22 determination that a bill implements the General Appropriation
23 Bill, bills implementing the General Appropriation Bill shall be
24 subject to the limits of this paragraph.

25 RULE 20

26 Bills Confined to One Subject

27 No bill shall be passed containing more than one subject,
28 which shall be clearly expressed in its title, except a general
29 appropriation bill or a bill codifying or compiling the law or a
30 part thereof. (Constitution, Article III, Section 3).

1 No joint resolution originating in the House which proposes
2 amendments to the Constitution of the Commonwealth of
3 Pennsylvania shall be passed containing more than one subject.

4 RULE 21

5 Consideration of Bills

6 (a) Every bill and every joint resolution shall be
7 considered on three different days. All amendments made thereto
8 shall be printed for the use of the members before the final
9 vote is taken thereon, and before the final vote is taken, upon
10 written request addressed to the presiding officer by at least
11 25% of the members elected to the House, any bill shall be read
12 at length. No bill shall become law and no joint resolution
13 adopted unless, on its final passage, the vote is taken by yeas
14 and nays, the names of the persons voting for and against it are
15 entered on the Journal, and a majority of the members elected to
16 the House is recorded thereon as voting in its favor.
17 (Constitution, Article III, Section 4).

18 (b) Members shall be notified of bills and resolutions
19 scheduled to be voted no later than prior to the close of
20 business at 4:30 P.M. of the second legislative day prior to the
21 date of second consideration for legislation that has no legal
22 deadline. (The General Appropriation Act and non-preferred bills
23 are included within the definition of legislation that has no
24 legal deadline.) Except as provided in subsection (d), all
25 amendments shall be submitted to the Office of the Chief Clerk
26 by 1:00 P.M. of the last legislative day preceding the scheduled
27 date of second consideration. Members shall be notified of bills
28 scheduled to be voted on third consideration. A change in the
29 printer's number as a result of third consideration shall not
30 require an additional notice of final passage. No vote on final

1 passage can occur before the date of the scheduled vote.

2 (c) If the amendment cannot be submitted in accordance with
3 the above subsection because it is still being prepared by the
4 Legislative Reference Bureau, the member must provide the Office
5 of the Chief Clerk with a statement, by the above-noted 1:00
6 P.M. deadline, prepared by the member containing the factual
7 content of said amendment along with certification from the
8 Legislative Reference Bureau that the amendment was submitted to
9 the Legislative Reference Bureau for drafting prior to the
10 above-noted 1:00 P.M. deadline. The Legislative Reference Bureau
11 may not issue a certificate for an amendment to a bill as
12 amended by another amendment unless the requesting member can
13 identify by number the underlying amendment.

14 (d) In cases where an amendment alters a bill so as to
15 effectively rule out of order an amendment which was timely
16 filed pursuant to the provisions of this rule, a replacement
17 amendment may be submitted to the Office of the Chief Clerk
18 provided that the subject matter of the replacement amendment is
19 not substantially different from the intent of the original
20 amendment. The replacement amendment shall be deemed to have met
21 the timely filed conditions provided for in this rule. The
22 member shall notify the Speaker of the member's intent to file a
23 replacement amendment and shall file a certificate with the
24 Office of the Chief Clerk. The bill in question may continue to
25 receive consideration but shall not be moved to third
26 consideration until the replacement amendment is available for a
27 vote. If consideration of the bill is delayed to a new
28 legislative day due solely to delay in receipt of replacement
29 amendments, then only amendments timely filed for the date of
30 the originally scheduled vote and replacement amendments shall

1 be considered. This limitation on amendments shall not apply to
2 the bill in question if consideration of the bill is rescheduled
3 beyond the new legislative day.

4 (e) A bill may not receive action on concurrence until at
5 least six hours have elapsed from the time the bill and its
6 amendatory language was available to the public, unless the
7 amendment was a technical amendment as described under the first
8 paragraph of Rule 24 or an affirmative vote of 2/3 of the
9 members elected to the House indicates they have had sufficient
10 time to review the language and thereby approve proceeding with
11 the bill.

12 A brief description of every bill on concurrence shall be
13 given prior to a vote. Additionally, members shall be notified
14 and conference committee reports shall be available to members
15 at least three hours prior to the adoption of all conference
16 committee reports. When these reports are considered on the
17 first legislative day of the week, said notice shall be provided
18 no later than the close of business on the last business day
19 preceding the vote. Notwithstanding notice provided, members
20 may, by an affirmative vote of 2/3 of the members elected to the
21 House, indicate that they have had sufficient time to review a
22 conference committee report and that they approve proceeding
23 with a vote.

24 (f) No joint resolution proposing an amendment to the
25 Constitution of Pennsylvania shall be given second reading on
26 the calendar until it has been the subject of a public hearing
27 as provided under Rule 50. No joint resolution proposing an
28 amendment to the Constitution of Pennsylvania shall be given a
29 third reading, final passage, action on concurrence or
30 consideration by the House based on a report of a Committee of

1 Conference if the joint resolution proposes submitting the
2 amendment to the qualified electors of the State at any time
3 other than at the next constitutionally permissible municipal or
4 general election. This paragraph (f) shall not apply to a joint
5 resolution proposing an emergency amendment to the Constitution
6 of Pennsylvania under section 1(a) and (b) of Article XI of the
7 Constitution of Pennsylvania.

8 RULE 22

9 First Consideration Bills

10 Bills reported from committees shall be considered for the
11 first time when reported and shall then be automatically removed
12 from the calendar and laid on the table, except House bills
13 reported from committees after the first Monday in June until
14 the first Monday in September which shall then be automatically
15 recommitted to the Committee on Rules. Except as otherwise
16 provided, the Rules Committee shall not in any instance have the
17 power to amend a bill which has been reported by another
18 committee.

19 After the first Monday in September, any bill which was
20 automatically recommitted to the Committee on Rules pursuant to
21 this rule shall automatically be re-reported to the floor of the
22 House and laid on the table.

23 Any bill which was automatically laid on the table pursuant
24 to this rule may be removed from the table by motion of the
25 Majority Leader, or a designee, acting on a report of the
26 Committee on Rules. Such report shall be in writing and a copy
27 thereof distributed to each member. Any bill so removed from the
28 table shall be placed on the second consideration calendar on
29 the legislative day following such removal. Nothing herein shall
30 affect the right of any member to make a motion to remove a bill

1 from the table.

2 Amendments shall not be proposed, nor is any other motion in
3 order on first consideration.

4 Bills shall not be considered beyond first consideration
5 until the latest print thereof is available on the Legislative
6 Data Processing floor system or on the desks of the members.

7 Any noncontroversial bill, which is defined as any bill,
8 other than an appropriations bill, approved by a committee with
9 no negative votes or abstentions, and with the approval of the
10 Majority Leader and the Minority Leader, shall be placed on an
11 uncontested calendar. Bills on the uncontested calendar shall be
12 voted upon by a single roll-call vote. Each bill listed on the
13 uncontested calendar will be printed separately in the journal
14 with the vote recorded on the approval of the uncontested
15 calendar as the vote on final passage of each bill contained
16 therein.

17 If any member should object to the placement of a bill on the
18 uncontested calendar, the bill shall be automatically removed
19 from the uncontested calendar and placed on the regular calendar
20 the next legislative day.

21 RULE 23

22 Second Consideration Bills

23 Bills on second consideration shall be considered in their
24 calendar order and shall be subject to amendment.

25 No House bill on second consideration shall be considered
26 until called up by a member.

27 RULE 24

28 Third Consideration and Final Passage Bills

29 Bills on third consideration shall be considered in their
30 calendar order and shall be subject to amendment only when an

1 amendment is necessary to make the document internally
2 consistent, to clear up an ambiguity, to correct grammar or to
3 correct a drafting error or is necessary for purposes of
4 statutory construction. An amendment under this paragraph shall
5 not be subject to the filing deadlines under Rule 21. A bill
6 having received consideration by the House on three different
7 days and having been agreed to may be called by the Speaker to
8 receive action on final passage; however, a bill may not receive
9 action on final passage until at least six hours have elapsed
10 from the time the bill and its amendatory language was available
11 to the public, unless the amendment was a technical amendment
12 permitted under the first paragraph of this rule or an
13 affirmative vote of 2/3 of the members elected to the House
14 indicates that they have had sufficient time to review the
15 language of the bill and thereby approve proceeding with the
16 bill. Upon being called to receive action on final passage, the
17 title and a brief description of a bill shall be read. A bill on
18 final passage shall not be subject to amendment, but shall be
19 subject to debate. At the conclusion of debate, the Speaker
20 shall then state the question as follows:

21 "This bill has been considered on three different days and
22 agreed to and is now on final passage. The question is, shall
23 the bill pass finally? Agreeable to the provision of the
24 Constitution, the yeas and nays will now be taken."

25 When more than one bill shall be called for action on final
26 passage at the same time, prior to voting, the title or a brief
27 analysis of each bill shall be read.

28 The Speaker shall then state the question as follows:

29 "These bills have been considered on three different days and
30 agreed to and are now on final passage. The question is, shall

1 the bills on the uncontested calendar pass finally? Agreeable to
2 the provision of the Constitution, the yeas and nays will now be
3 taken."

4 RULE 25

5 Defeated Bills

6 When a bill or resolution has been defeated by the House, it
7 shall not be reintroduced, or, except as provided in Rule 26, be
8 reconsidered, nor shall it be in order to consider a similar
9 one, or to act on a Senate bill or resolution of like import,
10 during the same term.

11 RULE 26

12 Reconsideration

13 A motion to reconsider the vote by which a bill, resolution
14 or other matter was passed or defeated shall be made in writing
15 and filed by two members. The motion shall be in order only
16 under the order of business in which the vote proposed to be
17 reconsidered occurred and shall be decided on a roll-call vote
18 by a majority vote. No motion to reconsider shall be in order
19 when the bill, resolution or other matter is no longer in the
20 possession of or is not properly before the House.

21 A motion to reconsider any such vote must be filed on the
22 same day on which the initial vote was taken or within the
23 succeeding five days in which the House is in session, provided
24 such bill, resolution or other matter is still in the possession
25 of or is properly before the House.

26 When a motion to reconsider any such vote is filed within the
27 aforesaid time limits, put before the House by the Speaker and
28 decided by the affirmative vote prescribed herein, the question
29 recurs on the bill, resolution or other matter reconsidered.

30 Where a bill, resolution or other matter has been initially

1 defeated and a motion to reconsider is not timely made, then
2 such bill, resolution or other matter shall carry the status of
3 "defeated finally" and not properly before the House. Therefore,
4 it shall not be in order to entertain a motion to reconsider any
5 such vote.

6 Where a timely made motion to reconsider is lost, it shall
7 not be in order to again entertain a motion to reconsider any
8 such vote, even though such second motion to reconsider is
9 timely made.

10 Where a bill, resolution, or other matter has been initially
11 defeated, and a timely made motion to reconsider the vote is
12 lost, or if no motion to reconsider the vote was timely made,
13 then it shall not be in order for the House thereafter to
14 receive or consider a new bill, resolution or other matter
15 embracing therein a subject or purpose basically identical to or
16 of similar import to the subject matter or purpose of the bill,
17 resolution or matter initially defeated.

18 The vote on a bill or resolution recalled from the Governor
19 may be reconsidered at any time after the bill or resolution has
20 been returned to the House.

21 No bill, resolution or other matter may be reconsidered more
22 than twice on the same legislative day.

23 RULE 27

24 Amendments

25 No bill shall be amended so as to change its original
26 purpose. (Constitution, Article III, Section 1).

27 No motion or proposition on a subject different from that
28 under consideration shall be admitted under color of amendment.

29 Any member may move to amend a bill or resolution, provided
30 the proposed amendment is germane to the subject. Questions

1 involving whether an amendment is germane to the subject shall
2 be decided by the House.

3 No amendment to an amendment shall be admitted nor
4 considered.

5 The sponsor of an amendment shall explain the amendment prior
6 to consideration by the House.

7 Before consideration, six typewritten copies of a proposed
8 amendment signed by its sponsor shall be submitted to the Office
9 of the Chief Clerk, one copy of which shall be delivered to the
10 news media and a printed copy in typewritten form prepared by
11 the Legislative Reference Bureau shall be placed on the desk of
12 each member if the amendment is not available on the Legislative
13 Data Processing floor system.

14 Amendments adopted or defeated may not be considered again
15 without first reconsidering the vote.

16 RULE 28

17 Bills Amending Existing Law

18 Bills amending existing law shall indicate present language
19 to be omitted by placing it within brackets and new language to
20 be inserted by underscoring. (Constitution, Article III, Section
21 6).

22 RULE 29

23 Form for Printing Amendments

24 In printing amendments to bills and resolutions, all new
25 matter added shall be in CAPITAL LETTERS, and matter to be
26 eliminated shall be indicated by strike-out type.

27 In reprinting House bills previously amended by the House and
28 in reprinting Senate bills previously amended by the Senate, but
29 not in Senate bills previously amended by the House, all matters
30 appearing in strike-out type shall be dropped from the new print

1 and all matter appearing in CAPITAL LETTERS shall be reset in
2 lower case Roman type.

3 RULE 30

4 Bills Amended by the Senate

5 When a bill or joint resolution has been amended by the
6 Senate and returned to the House for concurrence, it shall be
7 referred automatically to the Committee on Rules immediately
8 upon the reading of the message from the Senate by the Clerk.
9 The consideration of any bill or joint resolution containing
10 Senate amendments may include amendments by the Committee on
11 Rules. The vote on concurring in amendments by the House to
12 bills or joint resolutions amended by the Senate shall not be
13 taken until said bills or joint resolutions have been favorably
14 reported, as committed or as amended, by the Committee on Rules.

15 When said bill or joint resolution has been favorably
16 reported by the Committee on Rules, either as committed or as
17 amended, said bill or joint resolution shall be placed on the
18 calendar. When acting on bills or joint resolutions amended by
19 the Senate, the bill and the amendments shall be read and the
20 question put on the concurrence in all amendments to the bill
21 since it was last considered by the House.

22 Any two members may object to the report of any bill or joint
23 resolution containing amendments by the Committee on Rules. The
24 objection must be raised prior to the bill or joint resolution
25 being put to a roll call vote. The question shall be decided by
26 a majority vote of the members elected to the House. If the
27 House rejects the report of any such bill or joint resolution,
28 the bill or joint resolution shall be automatically returned to
29 the Committee on Rules as last passed by the Senate.

30 The House shall not consider any proposed amendment to any

1 amendment made by the Senate to a bill or joint resolution, nor
2 consider any amendment to any amendment made by the Committee on
3 Rules.

4 A majority vote of the members elected to the House taken by
5 yeas and nays shall be required to concur in amendments made by
6 the Senate, except for appropriations to charitable and
7 educational institutions not under the absolute control of the
8 Commonwealth, where a vote of two-thirds of all the members
9 elected to the House shall be required to concur. (Constitution,
10 Article III, Sections 5 and 30).

11 Unless the Majority Leader and the Minority Leader shall
12 agree otherwise, the offering of an amendment in the Committee
13 on Rules shall not be in order until at least one hour after the
14 filing of a copy of the amendment as prepared by the Legislative
15 Reference Bureau with the office of the Chief Clerk. Upon the
16 filing of such an amendment, the Chief Clerk shall immediately
17 time stamp the amendment and forthwith forward a time-stamped
18 copy of the amendment to the offices of the Majority Leader and
19 the Minority Leader. Except as provided under this paragraph, it
20 shall not be in order to suspend or otherwise waive the
21 requirements of this paragraph.

22 RULE 31

23 Bills Vetoed by the Governor

24 When the Governor has returned a bill to the House with
25 objections, the veto message shall be read and the House shall
26 proceed to reconsider it. (Constitution, Article IV, Section
27 15).

28 RULE 32

29 Hospital and Home Appropriations,
30 Acquiring Lands of the Commonwealth

1 floor of the House, unless such bill or amendment is accompanied
2 by a map showing the proposed congressional districts. Any such
3 bill or amendment, along with the accompanying map, shall be
4 posted by the Legislative Data Processing Center on a publicly
5 accessible Internet website of the General Assembly.

6 RULE 33

7 Special Legislation

8 No local or special bill shall be passed by the House unless
9 notice of the intention to apply therefor has been published in
10 the locality where the matter or the thing to be affected may be
11 situated, which notice shall be at least 30 days prior to the
12 introduction into the General Assembly of such bill and in the
13 manner provided by law; the evidence of such notice having been
14 published shall be exhibited in the General Assembly before the
15 act shall be passed. (Constitution, Article III, Section 7).

16 No local or special bill shall be considered in violation of
17 Article III, Section 32, of the Constitution.

18 RULE 34

19 Nonpreferred Appropriations

20 No bill shall be passed appropriating money to any charitable
21 or educational institution not under absolute control of the
22 Commonwealth, except by a vote of two-thirds of all members
23 elected. (Constitution, Article III, Section 30).

24 RULE 35

25 House and Concurrent Resolutions

26 Members introducing resolutions other than concurrent
27 resolutions shall file five copies thereof; seven copies of
28 concurrent resolutions shall be filed. All resolutions shall be
29 signed by their sponsors, dated and filed with the Chief Clerk.
30 After being numbered, one copy of all resolutions shall be given

1 to the news media and all other copies delivered to the Speaker.
2 A sponsor may not be added or withdrawn after a resolution has
3 been printed. Resolutions may not be withdrawn after reference
4 to a committee.

5 Unless privileged under Rule 36 for immediate consideration
6 or deemed noncontroversial by the Speaker in consultation with
7 the Majority Leader and the Minority Leader, the Speaker shall
8 refer House resolutions (except discharge resolutions) and
9 Senate resolutions presented to the House for concurrence to
10 appropriate committees. No House resolution shall be deemed
11 noncontroversial if an indictment is returned or a charge is
12 filed before a court of record against the prime sponsor of the
13 resolution, and the gravamen of the indictment or charge is
14 directly related to the member's conduct as a member or is one
15 which would render the member ineligible to the General Assembly
16 under section 7 of Article II of the Constitution of
17 Pennsylvania. If, during the same legislative term, the
18 indictment or charge is quashed, dismissed or withdrawn, or the
19 court finds that the member is not guilty of the offense
20 alleged, the member may be the prime sponsor of subsequently
21 introduced House resolutions deemed noncontroversial as provided
22 in this rule.

23 House resolutions deemed noncontroversial shall be limited to
24 condolence resolutions for current or former public officials,
25 or for members of the armed services or emergency first
26 responders killed in the line of duty, and shall be considered
27 under the proper order of business on the same day as introduced
28 or within two legislative days thereafter without being referred
29 to committee. The Speaker, in consultation with the Majority
30 Leader and the Minority Leader, shall place noncontroversial

1 resolutions on an uncontested resolution calendar. Resolutions
2 on the uncontested calendar may be voted by a single roll-call
3 vote. Each resolution listed on the uncontested resolution
4 calendar shall be printed separately in the journal with the
5 vote recorded on the approval of the uncontested calendar as the
6 vote on final passage of each resolution contained therein.

7 A House resolution other than a joint resolution shall not:

8 (a) encourage action on a public issue unless either the
9 resolution has legal force or effect concerning such action or
10 such action would be taken by a public body; or

11 (b) congratulate individuals or entities for achievements.

12 The Speaker shall report to the House the committees to which
13 resolutions have been referred, either on the day introduced or
14 received or the next two legislative days the House is in
15 session.

16 A resolution introduced in the House and referred to
17 committee shall be printed and placed in the House files.

18 When a resolution (House or Senate) is reported from
19 committee, it shall be placed on the calendar and may be called
20 up by a member for consideration by the House under the order of
21 business of resolutions. A House resolution other than a
22 concurrent or joint resolution shall be adopted by a majority of
23 the members voting.

24 RULE 36

25 Privileged Resolutions

26 Resolutions privileged for the immediate consideration of the
27 House are those:

28 (1) Recalling from or returning bills to the Governor.

29 (2) Recalling from or returning bills to the Senate.

30 (3) Originated by the Committee on Rules.

1 (4) Providing for a Joint Session of the Senate and House
2 and its procedure.

3 (5) Placing bills negatived by committees on the calendar.

4 (6) Adjournment or recess.

5 RULE 37

6 Legislative Citation

7 A member making a request that a Legislative Citation be
8 issued to a particular person or on a specified occasion shall
9 provide the Legislative Reference Bureau with the facts
10 necessary for the preparation of the citation on a suitable
11 form.

12 The citation request shall be filed with the Chief Clerk and
13 automatically referred to the Speaker who may approve and sign
14 such citation on behalf of the House of Representatives.

15 One original citation shall be issued by the Chief Clerk.

16 RULE 38

17 Sine Die and Final Introduction of Bills

18 Resolutions fixing the time for adjournment of the General
19 Assembly sine die and the last day for introduction of bills in
20 the House shall be referred to the Committee on Rules before
21 consideration by the House.

22 During the period of time between a general election and the
23 adjournment of the House of Representatives sine die, Rule 77
24 may not be invoked to suspend Rule 21 or any part of this rule.

25 RULE 39

26 Petitions, Remonstrances and Memorials

27 Petitions, remonstrances, memorials and other papers
28 presented by a member shall be signed, dated and filed with the
29 Chief Clerk to be handed to the Speaker for reference to
30 appropriate committees.

1 The Speaker shall report to the House the committees to which
2 petitions, remonstrances, memorials and other papers have been
3 referred, not later than the next day the House is in session
4 following the day of filing.

5 RULE 40

6 Messages

7 Messages from the Senate and communications from the Governor
8 shall be received and read in the House within one legislative
9 day thereafter.

10 All House and Senate bills shall be delivered to the Senate
11 with appropriate messages no later than the close of the next
12 legislative day of the Senate which follows the fifth
13 legislative day after which the House acted on such bill.

14 All House bills returned by the Senate after final passage
15 therein without amendment, and all conference committee reports
16 on House bills received from the Senate and adopted by the
17 House, shall be signed by the Speaker within one legislative day
18 after receipt or adoption, respectively, and shall be delivered
19 to the Senate before the close of the next legislative day of
20 the Senate.

21 All House bills and all conference committee reports on House
22 bills signed by the Speaker shall be delivered to the Governor
23 within 24 hours after return from the Senate with the signature
24 of the appropriate Senate officer.

25 RULE 41

26 Kind and Rank of Committee

27 The Committees of the House shall be of four kinds and rank
28 in the order named:

29 (1) Committee of the Whole House.

30 (2) Standing Committees.

1 (3) Select Committees.

2 (4) Conference Committees.

3 RULE 42

4 Committee of the Whole

5 The House may resolve itself into a Committee of the Whole at
6 any time on the motion of a member adopted by a majority vote of
7 the House.

8 In forming the Committee of the Whole, the Speaker shall
9 leave the chair, after appointing a Chair to preside.

10 The rules of the House shall be observed in the Committee of
11 the Whole as far as applicable, except that a member may speak
12 more than once on the same question.

13 A motion to adjourn, to lay on the table, or for the previous
14 question cannot be put in the Committee of the Whole; but a
15 motion to limit or close debate is permissible.

16 A motion that the Committee of the Whole "do now rise and
17 report back to the House," shall always be in order, and shall
18 be decided without debate.

19 Amendments made in the Committee of the Whole shall not be
20 read when the Speaker resumes the Chair, unless so ordered by
21 the House.

22 RULE 43

23 Standing Committees and Subcommittees

24 The Committee on Committees shall consist of the Speaker and
25 15 members of the House, ten of whom shall be members of the
26 majority party and five of whom shall be members of the minority
27 party, whose duty shall be to recommend to the House the names
28 of members who are to serve on the standing committees of the
29 House. Except for the Speaker, the Majority and Minority
30 Leaders, Whips, Caucus Chairs, Caucus Secretaries, Caucus

1 Administrators, Policy Chairs and the chairs and minority chairs
2 of standing committees, each member shall be entitled to serve
3 on not less than two standing committees.

4 The Speaker shall appoint the chair and vice-chair of each
5 standing committee when such standing committee has no standing
6 subcommittees as prescribed herein, except the Committee on
7 Appropriations which shall also have a vice-chair appointed by
8 the Speaker; when the standing committee has standing
9 subcommittees, the Speaker shall appoint a subcommittee chair
10 for each standing subcommittee. The Speaker shall appoint a
11 secretary for each standing committee. The Minority Leader shall
12 appoint the minority chair, minority vice-chair and minority
13 secretary of each standing committee and the minority
14 subcommittee chair for each standing subcommittee.

15 Except for members who decline chair status or minority chair
16 status in writing or who are barred from serving as a chair or
17 minority chair under this rule, the chair and minority chair of
18 each standing committee except the Appropriations Committee
19 shall be limited only to the members of the applicable caucus
20 with the most seniority as members of their respective caucus.
21 Whenever there are more caucus members with equal seniority than
22 available chairs or minority chairs for that caucus, the
23 selection of a chair or minority chair from among such caucus
24 members shall be in the discretion of the appointing authority.
25 The appointing authority may designate the standing committee to
26 which the appointing authority shall appoint a member as chair
27 or minority chair without regard to seniority. The Speaker and
28 the Floor Leader, Whip, Caucus Chair, Caucus Secretary, Caucus
29 Administrator and Policy Chair of the majority party and
30 minority party shall not be eligible to serve as chair or

1 minority chair of any standing committee and no member may serve
2 as chair or minority chair of more than one standing committee.

3 Any chair or minority chair held by a member who fails to
4 meet the requirements of this rule shall become vacant by
5 automatic operation of this rule. If the appointing authority
6 fails to make an appointment of a chair or minority chair prior
7 to the organizational meeting of a standing committee or fails
8 to fill a vacancy within seven calendar days after it occurs,
9 such position shall be deemed to remain vacant in violation of
10 this rule. Whenever a chair or minority chair becomes vacant or
11 remains vacant in violation of this rule, the member of the
12 applicable caucus who meets the requirements of this rule shall
13 automatically fill the vacancy and, if there are two or more
14 such eligible caucus members for any such vacancy or vacancies,
15 they shall be filled from among such eligible members through a
16 lottery to be conducted under the supervision of the Chief Clerk
17 after giving notice of the time and place thereof to all
18 eligible members, to the Speaker, to the Majority Leader and to
19 the Minority Leader.

20 Nothing in this rule shall prohibit the appointing authority
21 from transferring a member from the chair or minority chair of a
22 standing committee to the chair or minority chair of another
23 standing committee.

24 Whenever the appointment of a chair or minority chair will
25 cause the applicable caucus to exceed its permissible allocation
26 of members on a standing committee, the appointing authority
27 shall make a temporary transfer of an eligible committee member
28 to the standing committee vacated by the member appointed as
29 chair or minority chair until a regular committee appointment
30 can be made in accordance with the rules of the House. If the

1 Speaker or Minority Leader fails to make a temporary transfer
2 within seven calendar days after such appointment, the committee
3 member with the least seniority, who is eligible for transfer,
4 shall be automatically transferred to the committee vacated by
5 the newly appointed chair or minority chair and, if more than
6 one committee member is eligible for such transfer, the transfer
7 shall be implemented through a lottery conducted under the
8 supervision of the Chief Clerk.

9 The Speaker of the House, Floor Leader of the majority party
10 and the Floor Leader of the minority party shall be ex-officio
11 members of all standing committees, without the right to vote
12 and they shall be excluded from any limitation as to the number
13 of members on the committees or in counting a quorum.

14 Twenty-four standing committees of the House, each to consist
15 of 21 members except the Committee on Appropriations, which
16 shall consist of 37 members, are hereby created. In addition,
17 there are hereby created 54 standing subcommittees.

18 All standing committees shall consist of 12 members of the
19 majority party and 9 members of the minority party, except the
20 Committee on Appropriations which shall consist of 22 members of
21 the majority party and 15 members of the minority party. The
22 quorum for each of the standing committees and subcommittees
23 shall be no less than the majority of said committees. The
24 following are the standing committees and subcommittees thereof:

- 25 (1) Aging and Older Adult Services
 - 26 (a) Subcommittee on Care and Services
 - 27 (b) Subcommittee on Programs and Benefits
- 28 (2) Agriculture and Rural Affairs
- 29 (3) Appropriations
 - 30 (a) Subcommittee on Health and Human Services

- 1 (b) Subcommittee on Education
- 2 (c) Subcommittee on Economic Impact and Infrastructure
- 3 (d) Subcommittee on Fiscal Policy
- 4 (e) Subcommittee on Criminal Justice
- 5 (f) Subcommittee on Government and Financial Oversight
- 6 (4) Children and Youth
- 7 (5) Commerce
 - 8 (a) Subcommittee on Financial Services and Banking
 - 9 (b) Subcommittee on Housing Finance
 - 10 (c) Subcommittee on Economic Development
 - 11 (d) Subcommittee on Local Business
 - 12 (e) Subcommittee on Automation and Technology
- 13 (6) Consumer Protection, Technology and Utilities
 - 14 (a) Subcommittee on Utilities
 - 15 (b) Subcommittee on Consumer Protection
 - 16 (c) Subcommittee on Technology
- 17 (7) Education
 - 18 (a) Subcommittee on Basic Education
 - 19 (b) Subcommittee on Higher Education
 - 20 (c) Subcommittee on Special Education
 - 21 (d) Subcommittee on Career and Technical Education
- 22 (8) Environmental Resources and Energy
 - 23 (a) Subcommittee on Energy
 - 24 (b) Subcommittee on Mining
 - 25 (c) Subcommittee on Parks and Forests
- 26 (9) Finance
 - 27 (a) Subcommittee on Tax Modernization and Reform
- 28 (10) Game and Fisheries
- 29 (11) Gaming Oversight
- 30 (12) Health

1 (a) Subcommittee on Health Facilities
2 (b) Subcommittee on Health Care
3 (13) Housing and Community Development
4 (14) Human Services
5 (a) Subcommittee on Mental Health
6 (b) Subcommittee on Drugs and Alcohol
7 (15) Insurance
8 (16) Judiciary
9 (a) Subcommittee on Crime and Corrections
10 (b) Subcommittee on Courts
11 (c) Subcommittee on Family Law
12 (17) Labor and Industry
13 (a) Subcommittee on Employment and Unemployment
14 Compensation
15 (b) Subcommittee on Workers Compensation and Worker
16 Protection
17 (18) Liquor Control
18 (a) Subcommittee on Licensing
19 (b) Subcommittee on Marketing
20 (19) Local Government
21 (a) Subcommittee on Boroughs
22 (b) Subcommittee on Counties
23 (c) Subcommittee on Townships
24 (20) Professional Licensure
25 (21) State Government
26 (a) Subcommittee on Government Operations
27 (b) Subcommittee on Government Information Technology
28 and Communication
29 (c) Subcommittee on Government Integrity and
30 Transparency

1 (d) Subcommittee on Public Pensions, Benefits and Risk
2 Management

3 (e) Subcommittee on Campaign Finance and Elections

4 (22) Tourism and Economic and Recreational Development

5 (a) Subcommittee on Arts and Entertainment

6 (b) Subcommittee on Recreation

7 (c) Subcommittee on Travel Promotion, History and
8 Heritage

9 (23) Transportation

10 (a) Subcommittee on Highways

11 (b) Subcommittee on Public Transportation

12 (c) Subcommittee on Transportation Safety

13 (d) Subcommittee on Aviation

14 (e) Subcommittee on Railroads

15 (f) Subcommittee on Ports

16 (24) Veterans Affairs and Emergency Preparedness

17 (a) Subcommittee on Military and Veterans Facilities

18 (b) Subcommittee on Security and Emergency Response

19 Readiness

20 RULE 44

21 Organization of Standing Committees

22 and Subcommittees

23 The membership of each standing committee shall first meet
24 upon the call of its chair and perfect its organization. A
25 majority of the members to which each standing committee is
26 entitled shall constitute a quorum for it to proceed to
27 business. Each standing committee shall operate pursuant to the
28 Standard Committee Operating Rules.

29 Where a standing committee has standing subcommittees as
30 prescribed by Rule 43, the membership on such standing

1 subcommittees shall be appointed by the Committee on Committees
2 after consultation with each chair of a standing committee of
3 which the standing subcommittee is a part. Each standing
4 subcommittee shall consist of the chair and minority chair of
5 its parent standing committee, the chair of the standing
6 subcommittee, and five other members from the parent standing
7 committee to be appointed by the Committee on Committees, three
8 from among the majority party after consultation with the
9 Majority Leader and two from among the minority party after
10 consultation with the Minority Leader. Where it is deemed
11 advisable that the membership of any standing subcommittee be of
12 greater number than that prescribed herein, the Committee on
13 Committees may appoint additional members of the standing
14 committee from the majority or minority party to serve on such
15 standing subcommittee. The number of additional members selected
16 should be such as to maintain, as far as is practicable, a ratio
17 in majority and minority party membership which affords a fair
18 and reasonable representation to the minority party on the
19 standing subcommittee.

20 The chair and the minority chair of each standing committee
21 shall be members of each standing subcommittee which is part of
22 the parent standing committee, with the right to attend standing
23 subcommittee meetings and vote on any matter before such
24 standing subcommittee.

25 A majority of the members of each standing subcommittee shall
26 constitute a quorum for the proper conduct of its business. Each
27 standing subcommittee may promulgate such rules necessary for
28 the conduct of its business which are not inconsistent with the
29 rules of its parent standing committee or the Rules of the
30 House.

1 When the chair of a standing committee has referred a bill,
2 resolution or other matter to a standing subcommittee, the power
3 and control over such bill, resolution or other matter shall
4 then reside in such subcommittee for a reasonable period of time
5 thereafter in order that such subcommittee may consider the
6 bill, resolution or other matter and return the same to its
7 standing committee with its recommendations as to the action
8 which ought to be taken on such bill, resolution or other
9 matter.

10 Each standing subcommittee, within a reasonable time after it
11 has received a bill, resolution or other matter, shall meet as a
12 committee for the purpose of considering the same and returning
13 the bill, resolution or other matter back to its parent standing
14 committee with a subcommittee report as to what action it
15 recommends. The report of the subcommittee on a bill, resolution
16 or other matter being returned to the standing committee shall
17 contain one of the following recommendations:

18 (1) that the bill, resolution or other matter in its present
19 form be reported to the House,

20 (2) that the bill, resolution, or other matter not be
21 reported to the House,

22 (3) that the bill, resolution or other matter be reported to
23 the House, with recommendations for amendments,

24 (4) that the bill, resolution or other matter is returned
25 without recommendations.

26 When a standing committee receives reports from its
27 subcommittees, it shall consider the reports and by majority
28 vote of the members of the standing committee either approve or
29 disapprove such report. If disapproved, the standing committee
30 may then determine by a majority vote of its members what

1 further action, if any, should be taken on the bill, resolution
2 or other matter.

3 Where no action has been taken by a standing subcommittee on
4 a bill, resolution or other matter referred to it, and the chair
5 of the standing committee considers that the subcommittee had
6 reasonable time to consider the bill, resolution or other matter
7 and return the same to its parent standing committee, the
8 subcommittee chair shall return the bill, resolution or other
9 matter together with all documents or papers pertaining thereto,
10 to the standing committee.

11 In the event that a chair of a standing committee is absent,
12 unless a vice-chair or subcommittee chair would be precluded
13 from acting as chair by Rule 47, the following rules shall apply
14 in the following order of precedence:

15 (1) If the standing committee has a vice-chair, the vice-
16 chair of the standing committee shall act as chair of the
17 committee meetings.

18 (2) If the standing committee has only one subcommittee, the
19 subcommittee chair shall act as chair of the standing committee.

20 (3) If the standing committee has more than one
21 subcommittee, the subcommittee chair with the longest
22 consecutive legislative service shall act as chair of the
23 standing committee, except where the subcommittee chairs have
24 equal legislative service, in which case the Speaker of the
25 House shall designate one of the subcommittee chairs to act as
26 chair of the standing committee.

27 In case of absence of a subcommittee chair, the chair of the
28 appropriate standing committee shall designate one member from
29 either the standing committee or subcommittee to act as chair of
30 the subcommittee.

RULE 45

Powers and Duties of Standing Committees
and Subcommittees

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2
3
4 The chair of each standing committee and subcommittee shall
5 fix regular weekly, biweekly or monthly meeting days for the
6 transaction of business before the committee or subcommittee.
7 The chair of the committee or subcommittee shall notify all
8 members, at least 24 hours in advance of the date, time and
9 place of regular meetings, and, insofar as possible, the
10 subjects on the agenda. In addition to regular meetings, special
11 meetings may be called from time to time by the chair of the
12 committee or subcommittee as they deem necessary. No recess or
13 combination of recesses shall exceed 48 hours for any committee
14 meeting or subcommittee meeting. No committee shall meet during
15 any session of the House without first obtaining permission of
16 the Speaker. During any such meeting, no vote shall be taken on
17 the Floor of the House on any amendment, recommittal motion,
18 final passage of any bill, or any other matter requiring a roll
19 call vote. Any committee meeting called off the Floor of the
20 House shall meet in a committee room. In addition to the
21 specific provisions of this rule, all provisions of 65 Pa.C.S.
22 Ch. 7 (relating to open meetings) relative to notice of meetings
23 shall be complied with.

24 At regularly scheduled meetings, or upon the call of the
25 chair, or subcommittee chair, for special meetings, the
26 membership of such committees shall meet to consider any bill,
27 resolution, or other matter on the agenda. The secretary of each
28 standing committee, or in case of subcommittees a secretary
29 designated by the subcommittee chair, shall record:

30 (1) the minutes of the meeting,

1 (2) all votes taken,

2 (3) a roll or attendance of members at standing committee or
3 subcommittee meetings showing the names of those present, absent
4 or excused from attendance, and the majority and minority chairs
5 or their designees shall verify by their signatures all votes
6 taken and the roll or attendance of those members present,
7 absent or excused before said records are submitted to the Chief
8 Clerk, and

9 (4) dispatch of bills and resolutions before the committee.

10 Such records shall be open to public inspection. On the first
11 legislative day of each week the House is in session, the chair
12 of each standing committee shall submit to the Chief Clerk for
13 inclusion in the House Journal only, the roll or record of
14 attendance of members at standing committee or subcommittee
15 meetings held prior thereto and not yet reported, along with the
16 record of all votes taken at such meetings. All reports from
17 standing committees shall be prepared in writing by the
18 secretary of the committee. Members of a standing committee may
19 prepare in writing and file a minority report, setting forth the
20 reasons for their dissent. Such committee reports shall be filed
21 with the Chief Clerk within five days of the meeting. All
22 meetings at which formal action is taken by a standing committee
23 or subcommittee shall be open to the public, making such reports
24 as are required under Rule 44. When any member, except for an
25 excused absence, fails to attend five consecutive regular
26 meetings of the member's committee, the chair of that committee
27 or subcommittee shall notify the member of that fact and, if the
28 member in question fails to reasonably justify absences to the
29 satisfaction of a majority of the membership of the standing
30 committee of which he or she is a member, membership on the

1 committee or subcommittee shall be deemed vacant and the chair
2 of the standing committee shall notify the Speaker of the House
3 to that effect. Such vacancy shall then be filled in the manner
4 prescribed by these rules.

5 Whenever the chair of any standing committee shall refuse to
6 call a regular meeting, then a majority of the members of the
7 standing committee may vote to call a meeting by giving two days
8 written notice to the Speaker of the House, setting the time and
9 place for such meeting. Such notice shall be read in the House
10 and the same posted by the Chief Clerk in the House Chamber.
11 Thereafter, the meeting shall be held at the time and place
12 specified in the notice. In addition, all provisions of 65
13 Pa.C.S. Ch. 7 (relating to open meetings) relative to notice of
14 meetings shall be complied with.

15 Records, bills and other papers in the possession of
16 committees and subcommittees, upon final adjournment of the
17 House shall be filed with the Chief Clerk.

18 The chair of each standing committee shall have the power to
19 administer oaths and affirmations to witnesses appearing before
20 the committee.

21 No committee report, except a report of the Appropriations
22 Committee, shall be recognized by the House, unless the same has
23 been acted upon by a majority vote of the members of a standing
24 committee present at a committee session actually assembled and
25 meeting as a committee, provided such majority vote numbers at
26 least 10 members, and provided further a quorum is present. No
27 committee report of the Appropriations Committee shall be
28 recognized by the House, unless the same has been acted upon by
29 a majority vote of the members of such committee present at a
30 committee session actually assembled and meeting as a committee,

1 provided such majority vote numbers at least 17 members, and
2 provided further a quorum is present.

3 When the majority of the members of a standing committee
4 believe that a certain bill or resolution in the possession of
5 the standing committee should be considered and acted upon by
6 such committee, they may request the chair to include the same
7 as part of the business of a committee meeting. Upon failure of
8 the chair to comply with such request, the membership may
9 require that such bill be considered by written motion made and
10 approved by a majority vote of the entire membership to which
11 such committee is entitled.

12 Whenever the phrase "majority of members of a standing
13 committee or subcommittee" is used in these rules, it shall mean
14 majority of the entire membership to which a standing committee
15 or subcommittee is entitled, unless the context thereof
16 indicates a different intent.

17 To assist the House in appraising the administration of the
18 laws and in developing such amendments or related legislation as
19 it may deem necessary, each standing committee or subcommittee
20 of the House shall exercise continuous watchfulness of the
21 execution by the administrative agencies concerned of any laws,
22 the subject matter of which is within the jurisdiction of such
23 committee or subcommittee; and, for that purpose, shall study
24 all pertinent reports and data submitted to the House by the
25 agencies in the executive branch of the Government.

26 The Committee on Appropriations shall have the power to issue
27 subpoenas under the hand and seal of its chair commanding any
28 person to appear before it and answer questions touching matters
29 properly being inquired into by the committee, which matters
30 shall include data from any fund administered by the

1 Commonwealth, and to produce such books, papers, records,
2 accounts, reports, documents and data and information produced
3 and stored by any electronic data processing system as the
4 committee deems necessary. Such subpoenas may be served upon any
5 person and shall have the force and effect of subpoenas issued
6 out of the courts of this Commonwealth. Any person who willfully
7 neglects or refuses to testify before the committee or to
8 produce any books, papers, records, accounts, reports, documents
9 or data and information produced and stored by any electronic
10 data processing system shall be subject to the penalties
11 provided by the laws of the Commonwealth in such case. Each
12 member of the committee shall have power to administer oaths and
13 affirmations to witnesses appearing before the committee. The
14 committee may also cause the deposition of witnesses either
15 residing within or without the State to be taken in the manner
16 prescribed by law for taking depositions in civil actions.

17 RULE 45 (a)

18 Government Oversight Committee

19 The Government Oversight Committee shall consist of nine
20 members, five of whom shall be members of the majority party
21 appointed by the Majority Leader and four of whom shall be
22 members of the minority party appointed by the Minority Leader.
23 The Majority Leader shall appoint the chair and secretary for
24 the committee. The Minority Leader shall appoint the minority
25 chair for the committee. A majority of the members of the
26 committee shall constitute a quorum.

27 The members of the committee shall first meet upon the call
28 of the chair and perfect its organization. The committee shall
29 have the power to promulgate rules not inconsistent with this
30 rule or the Rules of the House that may be necessary for the

1 orderly conduct of its business.

2 The chair of the committee shall notify all members on the
3 committee at least 24 hours in advance of the date, time and
4 place of meetings and, insofar as possible, the subjects on the
5 agenda. Meetings may be called from time to time by the chair of
6 the committee as the chair deems necessary.

7 The committee shall be authorized and empowered to do all of
8 the following:

9 (1) Conduct hearings at any place in this Commonwealth to
10 investigate any matter referred to the committee by the Speaker,
11 the Majority Leader or the Minority Leader. Referred matters
12 shall be confidential unless the chair and minority chair agree
13 in writing to make the referral public, must relate to executive
14 agencies and administrative actions and may not include matters
15 which are:

16 (a) under the jurisdiction of the Committee on Ethics;

17 (b) under the jurisdiction of the Committee on
18 Appropriations, except matters which may incidentally include
19 information related to expenditures of public money; or

20 (c) within the scope of an adopted House resolution
21 authorizing and empowering a standing committee, subcommittee or
22 select committee to investigate any matter.

23 Unless in conflict with the provisions of this rule, Rule 51
24 shall be applicable to hearings of the committee concerning
25 referred matters.

26 (2) Any action necessary to fulfill any assignment or duty
27 given to the committee by any resolution or other rule of the
28 House.

29 Upon completion of the investigation of any matter referred
30 to the committee, the committee shall file a final report with

1 the House. A final report of a referred matter shall not be
2 considered in the committee unless the report has been available
3 to committee members for at least three days before
4 consideration, excluding Saturdays, Sundays, and legal holidays,
5 unless the House is in session on those days. A report on a
6 referred matter shall be adopted by a majority vote of the
7 committee members to which the committee is entitled, present at
8 a committee session actually assembled and meeting as a
9 committee. Members of the committee may prepare in writing and
10 file a minority report, setting forth the reasons for their
11 dissent. Such committee reports shall be filed with the Chief
12 Clerk within five days of the meeting.

13 The committee shall not continue to exist after sine die
14 adjournment of the General Assembly. Investigation of any
15 referred matter before the committee that has not been concluded
16 or disposed of by sine die adjournment of the General Assembly
17 shall cease on such date, and all documents, reports,
18 communications, transcripts and other materials compiled by the
19 committee for such matters shall be collected, organized and
20 submitted to the Chief Clerk under seal for transition to the
21 reconstituted committee consisting of members appointed from the
22 incoming General Assembly. These materials shall be held in a
23 secure manner and nothing in this rule shall authorize the Chief
24 Clerk or any other person to view such materials. Within 30 days
25 following the reconstitution of the committee in the next
26 succeeding legislative term, the committee shall review such
27 materials and determine whether or not to proceed with a
28 referred matter investigated by the former committee.

29 RULE 46

30 Committee on Rules

1 The Committee on Rules shall consist of the Speaker, the
2 Majority Leader, the Majority Whip, the Minority Leader, the
3 Minority Whip, the Majority Appropriations Chair, the Minority
4 Appropriations Chair, 14 members of the majority party appointed
5 by the Speaker, and 12 members of the minority party appointed
6 by the Minority Leader. The Majority Leader shall be chair.

7 The committee shall make recommendations designed to improve
8 and expedite the business and procedure of the House and its
9 committees, and to propose to the House any amendments to the
10 Rules deemed necessary. The committee shall also do all things
11 necessary to fulfill any assignment or duty given to the
12 committee by any resolution, or other rule of the House of
13 Representatives.

14 The committee shall be privileged to report at any time.

15 The committee shall, until or unless superseded by law, adopt
16 guidelines for the expenditure of all funds appropriated to the
17 House or to any member or nonmember officer by any appropriation
18 act.

19 Such guidelines shall include a detailed statement of the
20 general and specific purposes for which the funds from that
21 appropriation account may be used, as well as uniform standards
22 of required documentation, accounting systems and record keeping
23 procedures.

24 Except as expressly provided in Rule 30 or this rule, the
25 committee shall not have the power to amend any bill or joint
26 resolution.

27 RULE 47

28 Status of Members Indicted or Convicted of a Crime

29 When an indictment is returned or a charge is filed before a
30 court of record against a member of the House, and the gravamen

1 of the indictment or charge is directly related to the member's
2 conduct as a committee chair or ranking minority committee
3 member or in a position of leadership or is one which would
4 render the member ineligible to the General Assembly under
5 section 7 of Article II of the Constitution of Pennsylvania, the
6 member shall be relieved of committee chair status, ranking
7 minority committee member status or leadership position until
8 the indictment or charge is disposed of, but the member shall
9 otherwise continue to function as a Representative, including
10 voting, and shall continue to be paid.

11 If, during the same legislative term, the indictment or
12 charge is quashed, dismissed or withdrawn, or the court finds
13 that the member is not guilty of the offense alleged, the member
14 shall immediately be restored to committee chair status, ranking
15 minority committee member status or the leadership position
16 retroactively from which he or she was suspended.

17 Upon a finding or verdict of guilt by a judge or jury, plea
18 or admission of guilt or plea of nolo contendere of a member of
19 the House of a crime, the gravamen of which relates to the
20 member's conduct as a Representative or which would render the
21 member ineligible to the General Assembly under section 7 of
22 Article II of the Constitution of Pennsylvania, the
23 Parliamentarian of the House shall prepare a resolution of
24 expulsion under the sponsorship of the Chair and Vice-Chair of
25 the House Ethics Committee. The resolution shall be printed and
26 placed on the calendar for the next day of House session.

27 Upon a finding or verdict of guilt by a judge or jury, plea
28 or admission of guilt or plea of nolo contendere of a member of
29 the House of embezzlement of public moneys, bribery or perjury,
30 and upon imposition of sentence, the member shall no longer be

1 eligible to serve in the General Assembly.

2 RULE 48

3 Conference Committee

4 All Committees of Conference shall be appointed by the
5 Speaker and shall be composed of three members, two of whom
6 shall be selected from the majority party and one from the
7 minority party.

8 The conferees shall confine themselves to the differences
9 which exist between the House and Senate.

10 The presentation of reports of Committees of Conference shall
11 be in order after having been signed by a majority of members of
12 the committee of each House.

13 Consideration of a report of a Committee of Conference by the
14 House shall be in order when it has been printed, placed on the
15 desks of the members and listed on the calendar.

16 RULE 49

17 Committee Action

18 Whenever a bill, resolution or other matter has been referred
19 by the Speaker of the House to a standing committee, and such
20 committee has one or more standing subcommittees, the chair of
21 the standing committee may either refer it to an appropriate
22 subcommittee or retain it for consideration by the entire
23 standing committee. If it is retained, such standing committee
24 shall have full power and control over such bill, resolution or
25 other matter, except that such committee shall not change the
26 subject nor any amendments adopted by the House. Where the chair
27 of the standing committee refers such bill, resolution, or
28 matter to a subcommittee, such subcommittee, except as
29 hereinafter provided, shall have full power over the same.

30 The recommendations by a committee that a bill or resolution

1 be reported negatively shall not affect its consideration by the
2 House. The words "negative recommendation" shall be printed
3 conspicuously on a line above the title of this bill.

4 All standing subcommittees shall be subject to the will of
5 the majority of their parent standing committee and shall not
6 promulgate any rules or take any action inconsistent with the
7 rules of their parent standing committee or the Rules of the
8 House.

9 After a bill is reported out of committee, all committee
10 votes taken with respect to the bill shall be posted on the
11 Internet as soon as practicable.

12 RULE 50

13 Public Hearings

14 Each standing committee, subcommittee or select committee to
15 which a proposed bill, resolution or any matter is referred
16 shall have full power and authority to study said bill,
17 resolution or other matter before it, as such committee, shall
18 determine is necessary to enable it to report properly to the
19 House thereon. To this end, a standing committee, subcommittee,
20 or select committee, may as hereinafter provided, conduct public
21 hearings. No standing committee, subcommittee or select
22 committee shall hold any public hearings without prior approval
23 by a majority vote of the members of the standing committee and
24 the Speaker or the Majority Leader of the House. The Speaker or
25 the Majority Leader of the House shall withhold approval of
26 public hearings based only on budgetary consideration.

27 When a public hearing has been authorized as aforesaid, the
28 chair of the standing committee, subcommittee chair, or select
29 committee chair as the case may be, shall instruct the Chief
30 Clerk to give written notice thereof to each House Member not

1 less than five calendar days before the proposed hearings and
2 post the same in or immediately adjacent to the House Chambers.
3 Such notice, which shall contain the day, hour and place of the
4 hearing and the number or numbers of bills or other subject
5 matter to be considered at such hearing, shall also be given the
6 supervisor of the news room, and to the news media. In addition,
7 all provisions of 65 Pa.C.S. Ch. 7 (relating to open meetings),
8 relative to notice of meetings shall be complied with.

9 Public hearings held by a standing committee shall be chaired
10 by the chair of such committee, unless absent, in which case an
11 acting chair shall be selected in the manner prescribed by these
12 rules to serve. Public hearings held by standing subcommittees
13 shall be chaired by the subcommittee chair thereof, but the
14 chair of the parent standing committee, as an ex-officio member
15 of the subcommittee, shall have the right to attend and
16 participate in the hearing proceedings. In the absence of the
17 subcommittee chair, an acting chair shall be appointed in the
18 manner prescribed by these rules.

19 All public hearings shall be open to the public and
20 reasonable opportunity to be heard shall be afforded to all
21 interested parties who have requested an appearance before the
22 committee. The minority chair shall be entitled to invite at
23 least one testifier who shall be entitled to testify at the
24 public hearing. In addition, it shall be the responsibility of
25 the committee in conducting its hearing to request the
26 presentation of testimony by any person who, in the opinion of
27 the committee, is qualified to present pertinent and important
28 testimony.

29 Such committee shall, so far as practicable, request all
30 witnesses appearing before it to file written statements of

1 their proposed testimony. The chair shall have the right to fix
2 the order of appearance and the time to be allotted to
3 witnesses. Witnesses may submit brief pertinent statements in
4 writing for inclusion in the record. The committee is the sole
5 judge of the pertinency of testimony and evidence adduced at its
6 hearings.

7 The chair, in presiding at such public hearings, shall
8 preserve order and decorum, in and adjacent to the committee
9 room while the hearing is being conducted and shall have the
10 authority to direct the removal from the committee room of any
11 person who fails to comply with order and decorum of the
12 committee.

13 Proceedings of all public hearings shall be electronically
14 recorded and posted on the Internet as soon as practicable
15 thereafter. Such electronic records shall be preserved by the
16 Chief Clerk until authorized to dispose of same by an
17 affirmative vote of three-quarters of the entire membership of
18 the Rules Committee. A transcript may be requested by any member
19 at that member's expense. Any records and any reports of the
20 committee shall be filed with the Chief Clerk and shall be made
21 available to any person in accordance with reasonable rules and
22 regulations prescribed by the Chief Clerk. Upon payment of a
23 reasonable cost to be determined by the Chief Clerk, a person
24 may obtain a copy of the available records.

25 All written testimony at committee hearings shall be posted
26 on the Internet as soon thereafter as practicable.

27 The Chief Clerk shall not make payment of any expenses
28 incurred as a result of a public hearing without the prior
29 written approval of the Speaker or the Majority Leader of the
30 House.

1 examination of such material, but in no event later than the
2 date on which the committee completes its investigation. Such
3 material, or any information derived therefrom not a part of
4 public sessions of the committee, shall not be turned over to
5 any person or authority without the consent of the person from
6 whom such material was subpoenaed. Each member of the committee
7 shall have power to administer oaths and affirmations to
8 witnesses appearing before the committee. The Sergeant-at-Arms
9 of the Legislature or other person designated by the committee
10 shall serve any subpoenas issued by the committee, when directed
11 to do so by the committee. The subpoena shall be addressed to
12 the witness, state that such proceeding is before a committee of
13 the House at which the witness is required to attend and testify
14 at a time and place certain and be signed by the chair of the
15 committee commanding attendance of such witness. Mileage and
16 witness fees shall be paid to such witness in an amount
17 prescribed by law.

18 The chair of the investigative hearing shall call the
19 committee to order and announce in an opening statement the
20 subject or purposes of the investigation.

21 A copy of this rule shall be made available to the witnesses
22 at least three calendar days prior to their scheduled testimony.
23 Witnesses at investigative hearings, may be accompanied by their
24 own counsel for the purpose of advising them concerning their
25 constitutional rights. The chair, for breaches of order or
26 decorum or of professional ethics on the part of counsel, may
27 exclude counsel from the hearing. Counsel may interpose legal
28 objection to any and all questions which in the opinion of
29 counsel may violate the civil or constitutional rights of
30 counsel's clients.

1 If the committee determines that evidence or testimony at an
2 investigative hearing may tend to defame, degrade or incriminate
3 any person, it shall:

4 (1) receive such evidence or testimony in executive session;

5 (2) afford such person an opportunity voluntarily to appear
6 as a witness; and

7 (3) receive and dispose of requests from such person to
8 subpoena additional witnesses.

9 No evidence or testimony taken in executive session may be
10 released to any person or authority or used in public sessions
11 without the consent of the committee.

12 Proceedings of all public hearings shall be electronically
13 recorded. Such electronic records, including agendas, testimony,
14 attendance and roll call votes shall be preserved by the Chief
15 Clerk until directed to dispose of same by an affirmative vote
16 of three-quarters of the entire membership of the Rules
17 Committee. A transcript may be requested by any member at that
18 member's expense. Any records and any reports of the committee
19 shall be filed with the Chief Clerk and shall be made available
20 to any person in accordance with reasonable rules and
21 regulations prescribed by the Chief Clerk.

22 Upon payment of a reasonable cost to be determined by the
23 Chief Clerk, a person may obtain a copy of the available
24 records. All standing committees, subcommittees, special
25 committees or commissions which are authorized to hold public
26 hearings and investigations shall file a final report before
27 being discharged of delegated responsibilities.

28 RULE 52

29 Possession of Bills by Committee

30 When a committee has ordered that a bill, resolution or other

1 matter be reported to the House, the member to whom it is
2 assigned shall make the report thereof to the House either on
3 the same day or at the next meeting of the House.

4 Failure of a member to comply with this rule shall be
5 reported to the House by the committee, provided the official
6 copy of the bill, resolution or other matter has not been
7 obtained. Upon a motion agreed to by the House, a duplicate
8 certified copy of a House bill, House resolution or other House
9 matter shall be furnished to the committee by the Chief Clerk.

10 A committee or subcommittee shall not consider a bill,
11 resolution or other matter which is not in its possession.

12 When a committee reports to the House that a House bill,
13 House resolution or other House matter referred to it is lost,
14 upon a motion agreed to by the House, a duplicate certified copy
15 thereof shall be furnished by the Chief Clerk.

16 If the Senate bill, Senate resolution or other Senate matter
17 received from the Senate is lost, upon a motion agreed to by the
18 House, a request shall be made to the Senate to furnish the
19 House with a duplicate certified copy thereof.

20 If a bill, resolution or other matter is lost before it has
21 been referred to a committee, the fact shall be reported to the
22 House and the procedure provided by this rule shall be followed.

23 RULE 53

24 Discharge of Committees

25 A member may present to the Chief Clerk a resolution in
26 writing to discharge a committee from the consideration of a
27 bill or resolution which has been referred to it 15 legislative
28 days prior thereto (but only one motion may be presented for
29 each bill or resolution). The discharge resolution shall be
30 placed in the custody of the Chief Clerk, who shall arrange some

1 convenient place for the signature of the members. A signature
2 may be withdrawn by a member in writing at any time before the
3 discharge resolution is entered in the Journal. When 50 members
4 of the House, 25 of whom shall be from the majority party and 25
5 from the minority party, shall have signed the resolution, it
6 shall be entered in the Journal and the title of the bill or
7 resolution and the name of the committee to be discharged shall
8 be printed on the calendar. Once filed, a discharge resolution
9 shall be valid to discharge the underlying bill or resolution
10 from a standing committee of the House without an additional
11 intervening period, not just the committee with possession of
12 the bill or resolution at the time of the filing.

13 Any member who has signed a discharge resolution which has
14 been on the calendar at least one legislative day prior thereto
15 and seeks recognition, shall be recognized for the purpose of
16 calling up the discharge resolution and the House shall proceed
17 to its consideration without intervening motion except one
18 motion to adjourn; however, no discharge resolution shall be
19 considered during the last six legislative days of any session
20 of the House. A majority vote of all the members elected to the
21 House shall be required to agree to a resolution to discharge a
22 committee. When any perfected discharge resolution has been
23 acted upon by the House and defeated it shall not be in order to
24 entertain during the same session of the House any other
25 discharge resolution from that committee of said measure, or
26 from any other committee of any other bill or resolution
27 substantially the same, relating in substance to or dealing with
28 the same subject matter.

29 RULE 54

30 Presentation and Withdrawal of Motions

1 Debate on the motion to amend shall be limited to the
2 amendment and shall not include the general merits of the main
3 question.

4 RULE 56

5 Adjourn

6 A motion to adjourn or recess is debatable, cannot be amended
7 and is always in order, except:

8 (1) when another member has the floor; or

9 (2) when the House is voting.

10 RULE 57

11 Call of the House

12 If a question of the absence of a quorum is raised by a
13 member, the Speaker shall order the Sergeant-at-Arms to close
14 the doors of the House. No member shall be permitted to leave
15 the House, except by permission of the House. The names of the
16 members present, together with those members who have filed a
17 designation under Rule 66 (a), shall be recorded and absentees
18 noted. Those for whom no leave of absence has been granted or no
19 sufficient excuse is made may, by order of a majority of the
20 members present, be sent for and taken into custody by the
21 Sergeant-at-Arms and assistants appointed for that purpose, and
22 brought before the bar of the House where, unless excused by a
23 majority of the members present, they shall be censured or
24 punished for neglect of duty as the House may direct.

25 Further proceedings under a call of the House may be
26 dispensed with at any time after the completion of the roll call
27 and the announcement of the result.

28 These proceedings shall be without debate, and no motion,
29 except to adjourn, shall be in order.

30 RULE 58

1 proposition for the decision of the House. Bills and resolutions
2 shall not be subject to division.

3 RULE 64

4 Members Required to be Present and Vote

5 Every member shall be present within the Hall of the House
6 during its sittings, unless excused by the House, voting by
7 designation or unavoidably prevented, and shall vote for or
8 against each question put, unless he or she has a direct
9 personal or pecuniary interest in the determination of the
10 question or unless excused.

11 A member may exit the Hall of the House for brief periods
12 without being placed on leave to attend to the member's
13 immediate personal needs. In such instances, the member shall
14 not leave the vicinity of the Hall of the House in the Capitol
15 Complex and shall return to the Hall of the House promptly if
16 requested.

17 Except as otherwise provided for in the Rules of the House,
18 no member shall be permitted to vote and have their vote
19 recorded on the roll unless present in the Hall of the House
20 during the roll call vote, except that a member may provide
21 direction for their vote if the member is in the vicinity of the
22 Hall of the House in the Capitol Complex attending to the
23 member's immediate personal need.

24 The Legislative Journal shall show the result of each roll
25 call by yeas and nays and those absent and those not voting.

26 RULE 64 (a)

27 Chronic Absenteeism

28 For purposes of this rule the term "chronic absenteeism"
29 shall mean the unexcused absence of a representative for a
30 period of five consecutive legislative days from official

1 sessions of the House of Representatives or the absence of a
2 committee member for a period of five consecutive days from an
3 assigned committee meeting which meeting qualifies as a regular
4 committee meeting under the rules of the House of
5 Representatives and the Sunshine Law of the Commonwealth.

6 Any representative who is absent without excuse from regular
7 House sessions for a period of five consecutive legislative days
8 or is absent for a period of five consecutive committee meetings
9 shall be deemed a chronic absentee and may, on a vote of the
10 full House, be held in contempt of this House upon motion of
11 five members of the House for chronic absence from regular House
12 sessions and by motion of three members of the standing
13 committee of the House to which such representative is assigned
14 for chronic absence from regularly scheduled committee meetings.

15 The term "chronic absenteeism" shall not include:

16 (1) Absence due to the personal illness or bodily injury of
17 a representative.

18 (2) Absence due to personal illness or bodily injury of a
19 member of the immediate family of the representative.

20 (3) Death of a member of the immediate family of a
21 representative.

22 (4) Absence due to military service.

23 (5) Any excused absence approved by the House pursuant to
24 its rules.

25 RULE 65

26 Member Having Private Interest

27 (1) A member who has a personal or private interest in any
28 measure or bill proposed or pending before the House shall
29 disclose the fact to the House and shall not vote thereon.

30 (Constitution, Article III, Section 13).

1 (2) A member who, for remuneration, represents any
2 organization required to register under 65 Pa.C.S. Ch. 13A
3 (relating to lobbying disclosure) shall file a statement of that
4 fact with the Chief Clerk.

5 RULE 65 (a)

6 Professionals-Legislators

7 (1) Except as hereinafter provided, any member or employee
8 of the House or its agencies shall not be retained for
9 compensation to appear in their professional capacity to
10 represent the interest of any client in any proceeding before
11 any Commonwealth department, board, agency, bureau or
12 commission, except that such member or employee is authorized to
13 represent the interest of a client at any stage of a proceeding
14 before the Commonwealth or its agencies where such proceeding
15 was initially taken or brought as a ministerial action, as
16 defined by this rule, and as originally taken was not initially
17 adverse in nature to the interest of the Commonwealth or its
18 agencies.

19 (2) The provisions of this rule shall not be applicable to
20 professionals-legislators:

21 (a) Representing clients on criminal matters before the
22 courts of the Commonwealth.

23 (b) Representing clients on civil matters before the
24 courts of the Commonwealth.

25 (c) Representing clients in all stages of a proceeding
26 before the Commonwealth or its agencies which was initially
27 commenced as a ministerial action. The term "ministerial
28 action" means and includes any proceeding or action before
29 the Commonwealth or its agencies where the proceeding, as
30 initially commenced involved solely:

1 (i) The uncontested or routine action by the
2 Commonwealth's administrative officers or employees in
3 issuing or renewing licenses, charters, certificates or
4 any other documents of a similar nature; or

5 (ii) The preparation, filing and review of tax
6 returns and supporting documents required by law; or

7 (iii) The preparation, filing and review of
8 engineering and architectural plans, drawings,
9 specifications and reports; or

10 (iv) Any other initially routine or uncontested
11 preparation, filing, review or other action not
12 enumerated above and considered and normally handled by
13 the Commonwealth or its agencies as a ministerial action.

14 (d) Representing clients in workmen's compensation
15 proceedings before the bureau, its referees or the Workmen's
16 Compensation Appeals Board.

17 (3) This rule shall not apply to the other members of the
18 firm of such member and/or employee.

19 RULE 65 (b)

20 Financial Interests in Gaming Entities

21 Annually, on or before May 1, every member shall file an
22 attestation, in electronic or paper form, with the Chief Clerk,
23 on a form provided by the Chief Clerk, affirming that neither
24 the member nor an immediate family member of the member holds a
25 financial interest in violation of 4 Pa.C.S. § 1512 (relating to
26 financial and employment interests).

27 For purposes of this rule, "immediate family member" shall
28 mean a spouse, minor child or unemancipated child.

29 RULE 66

30 Electronic Roll Call

1 The names of the members shall be listed on the electronic
2 roll call boards by party affiliation in alphabetical order,
3 except the name of the Speaker shall be last.

4 On any question requiring the "yeas" and "nays", the
5 electronic roll call system shall be used. On all other
6 questions to be voted upon, the Speaker may order the yeas and
7 nays taken by the electronic roll call system or voice vote or,
8 upon demand of two members before the result of a vote has been
9 declared, the yeas and nays shall be taken by the electronic
10 roll call system.

11 In the event the electronic roll call system is not in
12 operating order, the Speaker shall order all yea and nay votes
13 be taken by calling the roll, as provided in the Rules of the
14 House.

15 The vote of any member which has not been recorded because of
16 mechanical malfunction of the electronic roll call system shall
17 be entered on the Journal, if said member was in the Hall of the
18 House at the time of the vote and did cast their vote at the
19 appropriate time, and the fact of such malfunction is reported
20 to the Speaker of the House prior to the announcement of the
21 result of the vote.

22 When the House is ready to vote upon any question requiring
23 the yeas and nays and the vote is to be taken by the electronic
24 roll call system, the Speaker shall state: "The
25 question (Designating the matter to be voted
26 upon.)" The Speaker shall then unlock the voting machine and
27 announce, "The members shall now proceed to vote." Once the
28 voting has begun, it shall not be interrupted, except for the
29 purpose of questioning the validity of a member's vote or, if
30 the voting switch of a member present in the Hall of the House

1 is locked or otherwise inoperative, a request that such switch
2 be rendered operative or such members vote be officially
3 recorded, before the result is announced.

4 When, in the judgment of the Speaker, reasonable time has
5 been allowed all members present in the House to vote (in no
6 event shall such time exceed ten minutes) the Speaker shall ask
7 the question: "Have all members present voted?" After a pause,
8 the Speaker shall lock the machine and instruct the Clerk to
9 record the vote, and the Speaker shall announce the result of
10 the vote.

11 No member or other person shall be allowed at the Clerk's
12 desk while the yeas and nays are being recorded, or the vote
13 counted.

14 After the voting machine is locked, no member may change a
15 vote and the votes of tardy members will not be recorded.

16 The vote as electronically recorded on the roll of members
17 shall not in any manner be altered or changed by any person.

18 Except as provided in the rules of the House, no member shall
19 vote for another member, nor shall any person not a member vote
20 for a member.

21 Any member or other person who willfully tampers with or
22 attempts to disarrange, deface, impair or destroy in any manner
23 whatsoever the electronic voting equipment used by the House, or
24 who instigates, aids or abets with the intent to destroy or
25 change the record of votes thereon shall be punished in such
26 manner as the House determines.

27 A member who has been appointed by the Speaker to preside as
28 Speaker pro tempore may designate either the Majority or
29 Minority Whip to cast their vote on any question while presiding
30 in accordance with instructions from the Chair.

1 The Chief Clerk shall post all votes by the electronic roll
2 call system on the Internet no later than the close of business
3 on the day they are made.

4 A prime sponsor of a bill, the Minority Leader or Majority
5 Leader or a member designated to act on their behalf may request
6 that the roll call remain open for the maximum time allowed in
7 accordance with this rule. During such roll call, no vote shall
8 be recorded unless the member is at their regularly assigned
9 seat.

10 RULE 66 (a)

11 Vote by Designation

12 A member who is not present in the Hall of the House may
13 designate either the Majority or Minority Whip to cast the
14 member's vote on any question.

15 If a designated Whip is on leave, that designated Whip may
16 appoint another member to cast all votes designated to that
17 Whip.

18 A designation, including commencement date, shall be
19 accomplished by filing an attestation with the Chief Clerk which
20 identifies either the Majority or Minority Whip as the member's
21 designee when the member will not be present in the Hall of the
22 House.

23 A member may revoke the member's designation by notifying the
24 Chief Clerk in writing of the revocation.

25 A member voting by designation shall be counted in
26 determining whether a quorum is present.

27 A designation shall be effective until the designation is
28 revoked.

29 At any voting meeting of a committee of the House of
30 Representatives, a member of the committee who is not present

1 may designate the chair or minority chair to cast the member's
2 vote on any question.

3 The designation shall be accomplished by filing an
4 attestation with the chair or minority chair which affirms that
5 the member will not be present at the voting meeting.

6 A member voting by designation shall be counted in
7 determining whether a quorum is present.

8 The Chief Clerk shall implement video conferencing or similar
9 remote participation technology to allow members voting by
10 designation on the House Floor or at any voting meeting of a
11 standing committee of the House of Representatives to engage in
12 simultaneous, interactive participation.

13 A voting meeting of a standing committee of the House of
14 Representatives shall be held in a committee room utilizing
15 video conferencing or similar remote participation technology
16 unless such a room is not available. The video conferencing or
17 similar remote participation technology must safeguard the
18 integrity of the legislative process and must make a live stream
19 of a voting meeting of a standing committee available to the
20 public.

21 RULE 67

22 Verification and Challenge

23 Upon completion of a roll call and before the result is
24 announced, if there appears to be need for verification, the
25 Speaker may direct the Clerk to verify it, or three members may
26 demand a verification.

27 Any member may challenge in writing the yea or nay or
28 electronically recorded vote of other members. The allegations
29 made shall be investigated by a committee composed of the
30 Speaker, a majority member and a minority member appointed by

1 the Speaker, who shall submit a report to the House not later
2 than its next session. The House shall then decide whether the
3 challenged vote shall be recorded or not.

4 If the challenged vote would change the result, the
5 announcement of the vote shall be postponed until the House
6 decides the case.

7 RULE 68

8 Changing Vote

9 No member may change a vote, or have a vote recorded after
10 the result of a roll call vote has been announced, nor after an
11 affirmative or negative roll has been declared verified.

12 RULE 69

13 Journal

14 The Chief Clerk shall keep a Journal of the proceedings of
15 the House, which shall be printed and shall be made available to
16 the members.

17 The Journal of the proceedings of the last day's session
18 shall not be read unless so ordered by a majority vote of the
19 House.

20 RULE 70

21 History of House Bills

22 and House Resolutions

23 A weekly History, showing the title and action on House bills
24 and the text and action on non-privileged resolutions, shall be
25 compiled and indexed under the direction of the Chief Clerk and
26 shall be printed and placed on each member's desk.

27 The House History shall include a cumulative index of laws
28 enacted during the session and the text of vetoes by the
29 Governor.

30 RULE 71

1 House Calendar

2 Bills and non-privileged resolutions reported from committees
3 to the House with an affirmative recommendation shall be listed
4 on the calendar in such manner as prescribed by the Rules
5 Committee and any other rule of the House. House bills and House
6 resolutions shall precede Senate bills and Senate resolutions.

7 Bills and non-privileged resolutions shall be listed on the
8 House Calendar for no more than 15 consecutive legislative days.
9 At the end of the 15th consecutive legislative day the said bill
10 or non-privileged resolution shall be automatically laid on the
11 table, unless the House shall otherwise direct.

12 A marked calendar compiled by the Majority Leader shall be
13 provided to all members on each legislative day on which votes
14 are scheduled on the calendar.

15 RULE 72

16 Journal, Transcribing and

17 Documents Rooms

18 No person, except members and employees of the House having
19 official business, shall be permitted in the Transcribing, the
20 Legislative Journal, and the Bills and Documents Rooms of the
21 House without the consent of the Chief Clerk.

22 RULE 73

23 Correspondents

24 Admission to and administration of the Press Galleries of the
25 Senate and House of Representatives shall be vested in a
26 Committee on Correspondents consisting of the President pro
27 tempore of the Senate, or a designee; the Speaker of the House
28 of Representatives, or a designee; the Supervisor of the Capitol
29 Newsroom; the President of the Pennsylvania Legislative
30 Correspondents' Association, or a designee and the Executive

1 Director of the Pennsylvania Association of Broadcasters, or a
2 designee.

3 Persons desiring admission to the press sections of the
4 Senate and House of Representatives shall make application to
5 the Chair of the Committee on Correspondents. Such application
6 shall state the newspaper, press association or licensed radio
7 or television station, its location, times of publication or
8 hours of broadcasting, and be signed by the applicant.

9 The Committee on Correspondents shall verify the statements
10 made in such application, and, if the application is approved by
11 the committee, shall issue a correspondent's card signed by the
12 members of the committee.

13 The gallery assigned to newspaper correspondents or
14 recognized press association correspondents or representatives
15 of licensed radio and television stations, systems or
16 newsgathering agencies shall be for their exclusive use and
17 persons not holding correspondents cards shall not be entitled
18 to admission thereto. Employees of the General Assembly,
19 representatives and employees of state departments, boards,
20 commissions and agencies, visitors and members of the families
21 of correspondents entitled to admission to the press gallery
22 shall, at no time, be permitted to occupy the seats or be
23 entitled to the privileges of the press gallery.

24 Accredited representatives of newspapers, wire, newsreel
25 services and licensed radio or television stations, systems or
26 newsgathering agencies, may be authorized by the Speaker of the
27 House to take photographs, make audio or video recordings or
28 tapes, and to broadcast or televise in the House of
29 Representatives. Applications to take photographs, make audio or
30 video recordings or tapes, or to broadcast or televise at public

1 hearings of committees shall be approved by the committee chair
2 or co-chairs conducting such hearing. However, the committee
3 chair conducting the hearing may make such orders to such
4 representatives as may be necessary to preserve order and
5 decorum.

6 No photographs shall be taken nor any recordings or tapes
7 made, nor any broadcasting or televising done in the House of
8 Representatives during sessions, being at ease or recessed,
9 without prior notice to the Representatives. When possible, such
10 notice shall be given at the beginning of the session, at ease
11 or recess, during which the photographs, recordings or taping,
12 broadcasting or televising are scheduled to be taken or made.

13 No more than one representative of each newspaper, press
14 association or licensed radio or television station, system or
15 newsgathering agency shall be admitted to the press gallery at
16 one time. Members of the Pennsylvania Legislative
17 Correspondents' Association and representatives of licensed
18 radio and television stations, systems or newsgathering
19 agencies, assigned to the House of Representatives on a daily
20 basis shall have permanent assigned seating in the press gallery
21 with identification plates. Visiting representatives of daily
22 newspapers, press associations, Sunday newspapers as well as
23 radio and television stations, systems or newsgathering agencies
24 shall coordinate seating accommodations with the supervisor of
25 the Capitol Newsroom.

26 Persons assigned to the press gallery on a permanent or
27 temporary basis, shall at all times, refrain from loud talking
28 or causing any disturbance which tends to interrupt the
29 proceedings of the House of Representatives.

30 Persons assigned to the press gallery on a permanent or

1 temporary basis shall not walk onto the floor of the House of
2 Representatives nor approach the rostrum or the clerks' desks
3 during session or while being at ease.

4 Persons assigned to the press gallery on a permanent or
5 temporary basis wishing to confer with a Representative shall
6 disclose this fact by having a message delivered by a page to
7 the Representative. Such conversation shall be conducted off the
8 floor of the House of Representatives.

9 Representatives of the Pennsylvania Public Broadcasting
10 System may, subject to regulations of the Speaker, televise or
11 make video tapes of proceedings of sessions of the House of
12 Representatives and meetings of all committees of the House of
13 Representatives.

14 RULE 74

15 Visitors

16 Visitors shall be admitted to the Hall of the House only when
17 sponsored by a member. The Chief Clerk shall issue an
18 appropriate pass to any visitor so sponsored.

19 Persons admitted to the Hall of the House other than members
20 and attaches, shall not be permitted to stand while the House is
21 in session but shall be seated in chairs provided for them. At
22 no time shall visitors be permitted on the Floor of the House
23 while the House is in session unless so permitted by the
24 Speaker.

25 RULE 75

26 Lobbyists

27 No registered lobbyist shall be admitted to the Hall of the
28 House.

29 RULE 76

30 Soliciting Prohibited

1 No officer or employee of the House shall solicit any member,
2 other officer or employee of the House for any purpose.

3 RULE 77

4 Suspending and Changing Rules

5 Unless otherwise specified in another rule, any rule of the
6 House, which is not required by the Constitution, may be
7 temporarily suspended at any time for a specific purpose only by
8 a vote of two-thirds of the members elected to the House by a
9 roll call vote. If a rule requires a greater majority than a
10 two-thirds vote of the members elected to the House to take an
11 action, that majority greater than two-thirds vote of the
12 members elected to the House specified in the rule shall be
13 required to suspend that rule.

14 A motion to suspend the rules may not be laid on the table,
15 postponed, committed or amended and may be debated by the
16 majority leader, the minority leader, the maker of the motion,
17 the maker of the amendment under consideration and the prime
18 sponsor of the bill under consideration.

19 A brief description of the underlying bill or amendment shall
20 be given whenever a member moves to suspend the rules of the
21 House in order to consider such bill or amendment.

22 The existing rules of the House shall not be changed, added
23 to, modified or deleted except by written resolution and the
24 same approved by a majority vote of the members elected to the
25 House by a roll call vote.

26 Except where such resolution originates with the Committee on
27 Rules, no resolution proposing any change, addition,
28 modification or deletion to existing House rules shall be
29 considered until such resolution has been referred to the
30 Committee on Rules, reported therefrom, printed, filed on the

1 desk of each member and placed on the calendar.

2 Any proposed change, addition, modification or deletion
3 offered by a member on the floor of the House to such resolution
4 shall be considered, in effect, a change, addition, modification
5 or deletion to existing House rules and shall require for
6 approval a majority vote of the members by a roll call vote.

7 RULE 78

8 Parliamentary Authority

9 Mason's Manual, supplemented by Jefferson's Manual of
10 Legislative Procedure, shall be the parliamentary authority of
11 the House, if applicable and not inconsistent with the
12 Constitution of Pennsylvania, the laws of Pennsylvania
13 applicable to the General Assembly, the Rules of the House, the
14 established precedents of the House and the established customs
15 and usages of the House.

16 ETHICAL AND PROFESSIONAL CONDUCT RULES OF

17 THE HOUSE OF REPRESENTATIVES

18 RULE 1 E

19 Definitions

20 The following words and phrases when used in the Ethical and
21 Professional Conduct Rules of the House of Representatives shall
22 have the meanings given to them in this Rule unless the context
23 clearly indicates otherwise:

24 "Campaign." An effort organized in support of or opposition
25 to the nomination, election or re-election of an individual to
26 elective office.

27 "Campaign activity." An activity on behalf of a candidate,
28 political party, political committee, campaign, campaign
29 committee, political organization or political body which is
30 intended to influence the outcome of an election, including any

1 of the following:

2 (1) Organizing a campaign meeting, campaign rally or
3 other campaign event, including a fund-raiser where campaign
4 contributions are solicited or received.

5 (2) Preparing or completing responses to questionnaires
6 that are intended primarily for campaign use.

7 (3) Preparing, reviewing or filing a campaign finance
8 report.

9 (4) Conducting background research on a candidate or an
10 elected official to be used or intended to be used to
11 influence the outcome of an election.

12 (5) Preparing, conducting or participating in campaign
13 polling.

14 (6) Preparing, circulating or filing a candidate
15 nominating petition or papers.

16 (7) Participating in, preparing, reviewing or filing a
17 legal challenge to a nominating petition or papers.

18 (8) Preparing, distributing or mailing campaign
19 literature, campaign signs or other campaign material on
20 behalf of or in opposition to any candidate.

21 (9) Managing a campaign.

22 (10) Participating in, preparing, reviewing or filing
23 documents in a recount, challenge or contest of an election.

24 (11) Posting campaign-related information on a website
25 or social media website.

26 (12) Soliciting an individual's vote for a candidate.

27 (13) Working at a polling place.

28 "Campaign contribution." A monetary or in-kind contribution
29 made to a candidate or a campaign.

30 "Campaign polling." The preparation, compilation, collection

1 or gathering of information, including focus groups and surveys,
2 reflecting public opinion as to an elected official, group of
3 elected officials, candidate, group of candidates, political
4 party, political committee, campaign, campaign committee,
5 political organization or political body that is intended to be
6 used for the purpose of supporting or opposing the nomination,
7 election or re-election of an individual to elective office.

8 "Committee." The Committee on Ethics of the House of
9 Representatives.

10 "Candidate." An individual seeking nomination, election or
11 re-election to an elective office.

12 "De minimis." An economic consequence which has an
13 insignificant effect.

14 "Discrimination." An adverse employment action based on a
15 protected classification.

16 "Elected official." An individual elected by the public to
17 serve a term in an elective office. The term shall include an
18 individual appointed to fill an unexpired term in an elective
19 office.

20 "Election." A general, special, municipal or primary
21 election, including elections at which a candidate for elective
22 office in a Federal governmental body is on the ballot.

23 "Elective office." A position in a governmental body to
24 which an individual is required under the Constitution of
25 Pennsylvania, the Constitution of the United States or by law to
26 be elected by the public.

27 "Employer." The term includes the following:

28 (1) An officer of the House.

29 (2) The Office of the Speaker of the House of
30 Representatives.

1 (3) The House Republican Caucus.

2 (4) The House Democratic Caucus.

3 "Frivolous complaint." A complaint filed in a grossly
4 negligent manner without basis in law or fact.

5 "Harassment." Unwelcome conduct based on an individual's
6 protected classification when:

7 (1) submission to the conduct is made either an explicit
8 or implicit term or condition of employment;

9 (2) submission to or rejection of the conduct is used as
10 the basis for an employment decision; or

11 (3) the conduct is so frequent or severe that it creates
12 a hostile or offensive work environment.

13 "House employee." The term includes the following:

14 (1) A person employed by the Office of the Speaker of
15 the House of Representatives, the House Republican Caucus or
16 the House Democratic Caucus.

17 (2) Except as otherwise precluded by law, an officer of
18 the House or a person employed by an officer of the House.

19 "House office." Legislative offices and work spaces,
20 including:

21 (1) An office assigned to a Member for the conduct of
22 legislative duties, wherever located.

23 (2) House conference or meeting rooms located in the
24 Capitol complex.

25 (3) A legislative district office.

26 (4) The offices of an officer of the House.

27 "House resources." House-owned or House-leased equipment
28 including telephones, computer hardware or software, copiers,
29 scanners, fax machines, file cabinets or other office furniture,
30 cell phones, personal digital assistants or similar electronic

1 devices, and office supplies.

2 "House work time." Compensated time spent in the performance
3 of duties by a House employee.

4 "Independent counsel." An attorney engaged by the Committee
5 for the purpose of investigating and prosecuting a specific
6 complaint who shall not be employed during the investigation for
7 any other purpose or in any other capacity by the House, the
8 committee or a Member.

9 "Legislative nonprofit organization." A nonprofit
10 corporation or other entity whose primary purpose is to receive
11 funds under the General Appropriation Act or another
12 appropriation act at the discretion or by reason of the
13 influence of a Member for use at the discretion or direction of
14 the Member.

15 "Majority of the Committee" or "majority." A majority of the
16 Members to which the Committee is entitled.

17 "Mass communication." The term shall include, but not be
18 limited to, the following if they are paid for with House funds:

19 (1) Any newsletter or similar mailing of more than 50
20 pieces a day in which the content of the matter is
21 substantially identical.

22 (2) Any electronic mail transmission to more than 50
23 addresses per day in which the content of the matter is
24 substantially identical.

25 (3) Any public service announcement via radio or
26 television broadcast that depicts the name, voice or image of
27 a Member.

28 (4) Any telemarketing activities or robocalls on behalf
29 of a Member, except for limited surveys to determine public
30 opinion on various issues that do not use the name, voice or

1 image of a Member.

2 "Member." An individual elected to serve in the Pennsylvania
3 House of Representatives.

4 "Officers of the House." The Chief Clerk, the Comptroller
5 and the Parliamentarian of the Pennsylvania House of
6 Representatives.

7 "Official mailing lists." Any list containing individuals,
8 companies or vendors, including names, addresses, telephone
9 numbers or e-mail addresses that are procured, compiled,
10 maintained or produced with House funds.

11 "Own time." A House employee's time that is distinct from
12 House work time and includes time that is spent on
13 vacation/annual leave and personal leave. The term does not
14 include compensatory leave.

15 "Protected classification." Race, color, religion, age, sex,
16 sexual orientation, gender, gender identity or expression,
17 pregnancy, national or ethnic origin, ancestry, disability,
18 genetic information, veteran or military status or any other
19 characteristic protected by applicable Federal or State law.

20 "Restricted period." The 60-day period immediately
21 preceding:

22 (1) a primary or general election in an even-numbered
23 year; or

24 (2) an election at which the Member is a candidate.

25 "Sexual harassment." Unwelcome sexual advances, requests for
26 sexual favors or other verbal or physical conduct of a sexual
27 nature.

28 "Subject." A person against whom a complaint has been filed
29 with the Committee.

30 RULE 2 E

Ethical Conduct

(1) No campaign activity may be conducted by a House employee on House work time. No campaign activity may be conducted in a House office or with House resources or House funds. The following shall apply:

(a) House employees are permitted to engage in campaign activities on their own time.

(b) The solicitation or receipt of campaign contributions in a House office, on House work time or with House resources is prohibited. If an unsolicited contribution is sent to a House office through the mail or in an unidentifiable form, the employee who receives it shall turn it over to the applicable campaign and, within two business days, notify the donor, if known, that campaign contributions should not be sent or delivered to a House office.

(c) No House employee may be allocated any leave time for time spent engaging in campaign activities on their own time.

(d) A House employee, with the permission of their employer, may go on leave without pay or benefits to engage in campaign activities.

(e) A House employee who announces their candidacy for a House seat or files nomination petitions or papers or for whom a nomination certificate is filed to run for a House seat shall be put on leave without pay or benefits during the duration of their candidacy unless the employee voluntarily leaves House employment.

(f) De minimis campaign activities may be unavoidable for a Member or House employee in the course of their official duties and shall not be considered a violation of

1 these ethical conduct rules. This includes the following
2 activities:

3 (i) A Member or House employee may, in responding to
4 inquiries from the public, need to address incidental
5 questions that relate to a Member's or another person's
6 campaign or a related legislative record.

7 (ii) A Member or House employee may provide
8 scheduling assistance and information to campaign staff
9 to ensure that no conflict occurs among the Member's
10 campaign schedule, official schedule and personal
11 schedule.

12 (iii) A Member or House employee may engage in
13 political conversation in the natural course of personal
14 communication.

15 (g) A Member's official State website or State social
16 media website shall not contain a link to their campaign
17 website or campaign social media website.

18 (h) No House employee may be required to make a campaign
19 contribution as a condition of employment or continued
20 employment.

21 (i) No House employee may be required to perform any
22 campaign activity, on House work time or the employee's own
23 time, as a condition of employment or continued employment.

24 (j) No House employee who agrees or offers to
25 participate in a campaign activity on the employee's own
26 time, or makes a campaign contribution, shall receive
27 additional House compensation or employee benefit in the form
28 of a salary adjustment, bonus, compensatory time off,
29 continued employment or any other similar benefit in return.

30 (k) A House employee who refuses to participate in a

1 campaign activity or to make a campaign contribution shall
2 not be subject to retaliation for that refusal.

3 (1) Official House mailing lists shall be used solely
4 for legislative purposes and shall not be provided to a
5 candidate, political party, political committee, campaign,
6 campaign committee political organization or political body
7 to be used for any campaign activity.

8 (m) House computers shall not be used to create or
9 update any mailing list that identifies the listed
10 individuals as campaign volunteers or campaign contributors
11 to a candidate, political party, political committee,
12 campaign or campaign committee, political organization or
13 political body.

14 (n) No list may be developed by a Member or a House
15 employee for the purpose of monitoring or tracking campaign
16 activity or campaign contributions of a House employee.

17 (o) A Member shall not use campaign funds for any event
18 that occurs inside any House office except to pay expenses
19 related to receptions in honor of a Member's swearing-in to
20 or retirement from the Pennsylvania House of Representatives.

21 (2) No mass communication shall be made at the direction or
22 on behalf of any Member which is delivered to a postal facility
23 or otherwise distributed during a restricted period. Nothing in
24 this subsection shall apply to any mass communication:

25 (a) in response to inquiries or affirmative requests
26 from persons to whom the matter is communicated,

27 (b) sent to colleagues in the General Assembly or other
28 government officials, or

29 (c) which consists entirely of news releases to the
30 communications media.

1 (3) No House employee may be required to perform any task
2 unrelated to the House employee's official duties, on House work
3 time or the employee's own time, as a condition of employment or
4 continued employment.

5 (4) No House employee who agrees or offers to perform a task
6 unrelated to the House employee's official duties, on the
7 employee's own time, shall receive any additional House
8 compensation or employee benefit in the form of a salary
9 adjustment, bonus, compensatory time off, continued employment
10 or any other similar benefit in return.

11 (5) A House employee who refuses to perform a task unrelated
12 to the House employee's official duties while on House work time
13 shall not be sanctioned for that refusal.

14 (6) No Member or House employee may accept a cash gift
15 unless from a spouse, parent, parent by marriage, sibling,
16 child, grandchild, other family member or friend when the
17 circumstances make it clear that the motivation for the gift was
18 a personal or family relationship. For the purposes of this
19 paragraph, a "friend" shall not include a registered lobbyist or
20 an employee of a registered lobbyist. Nothing under this
21 subsection shall prevent a Member or House employee from
22 accepting a campaign contribution otherwise authorized by law.

23 (7) A Member shall not create, maintain or cause to be
24 created or maintained a legislative nonprofit organization.

25 (8) The following apply:

26 (a) No Member or officer of the House shall retaliate
27 against a House employee or another Member or officer of the
28 House in response to any of the following actions taken in
29 good faith:

30 (i) Filing:

1 (A) a complaint of unethical conduct under the
2 Legislative Code of Ethics or Rules of the House;

3 (B) a complaint of unethical or illegal conduct
4 with the State Ethics Commission; or

5 (C) a criminal complaint relating to illegal
6 conduct with a law enforcement agency.

7 (ii) Participating in an investigation in connection
8 with or a proceeding resulting from the filing of a
9 complaint under subparagraph (i).

10 (b) Nothing under paragraph (a) shall be construed to
11 prevent action against a Member or officer of the House who
12 is subject to a complaint of unethical or illegal conduct.

13 RULE 2.1 E

14 Professional Conduct

15 The House of Representatives is committed to creating and
16 maintaining a work environment free from discrimination and
17 harassment.

18 (1) No Member or officer of the House shall engage in
19 discrimination or harassment, including sexual harassment, of:

20 (a) another Member or officer of the House or House
21 employee; or

22 (b) any individual:

23 (i) while performing services or duties of the
24 House;

25 (ii) in or on House designated offices, property or
26 facilities; or

27 (iii) at a House-sponsored meeting or event.

28 (2) No Member, officer of the House or House employee shall
29 retaliate against an individual in response to any of the
30 following actions taken in good faith:

1 (a) Filing:

2 (i) a complaint of discrimination or harassment under
3 Rules of the House or the policies and procedures of an
4 employer;

5 (ii) a charge of discrimination or harassment with a
6 government agency or commission charged with enforcing
7 laws relating to discrimination or harassment;

8 (iii) a civil action or arbitration relating to
9 discrimination or harassment in a court of competent
10 jurisdiction; or

11 (iv) a criminal complaint relating to harassment with
12 a law enforcement agency.

13 (b) Participating in an investigation in connection with
14 or proceedings resulting from the filing of a complaint or
15 proceeding under paragraph (a).

16 (3) Nothing under subsection (2) shall be construed to
17 prevent action against a Member or officer of the House who is
18 the subject of a complaint or proceeding related to
19 discrimination or harassment.

20 RULE 3 E

21 COMMITTEE ON ETHICS

22 The Committee shall consist of eight Members, four of whom
23 shall be members of the majority party appointed by the Speaker,
24 and four of whom shall be members of the minority party
25 appointed by the Minority Leader. From the Members appointed to
26 the Committee, the Speaker shall appoint a chair, vice-chair and
27 secretary for the Committee. The chair shall be a member of the
28 majority party, and the vice chair shall be a member of the
29 minority party.

30 The members of the Committee shall first meet upon the call

1 of the chair and perfect its organization. A majority of the
2 Committee shall constitute a quorum for it to proceed to
3 business. Unless otherwise provided in this rule, a majority of
4 the Committee shall be required to take any action authorized by
5 this rule. The Committee shall have the power to promulgate
6 rules not inconsistent with this rule or Rules of the House that
7 may be necessary for the orderly conduct of its business.

8 The chair of the Committee shall notify all members of the
9 Committee at least 24 hours in advance of the date, time and
10 place of meetings and, insofar as possible, the subjects on the
11 agenda. Meetings may be called from time to time by the chair of
12 the Committee as the chair deems necessary. A member of the
13 Committee may request that the chair call a meeting for a
14 specific purpose. If the chair refuses to call a meeting upon
15 such request, a majority of the Committee may vote to call a
16 meeting by giving two days' written notice to the Speaker of the
17 House setting forth the time and place for such meeting. Such
18 notice shall be read in the House and posted in the House
19 Chamber by the Chief Clerk or a designee. Thereafter, the
20 meeting shall be held at the time and place specified in such
21 notice.

22 The Committee shall not continue to exist after sine die
23 adjournment of the General Assembly. Proceedings on matters
24 before the Committee that have not been concluded or disposed of
25 by sine die adjournment of the General Assembly shall cease on
26 such date and all documents, reports, communications,
27 transcripts and other materials compiled by the Committee for
28 such matters, as well as any communications or other materials
29 received by the Committee after sine die adjournment of the
30 General Assembly, shall be collected, organized and submitted to

1 the Chief Clerk under seal for transition to the reconstituted
2 Committee consisting of Members appointed from the incoming
3 General Assembly. These materials shall be held in a secure
4 manner and nothing in this rule shall authorize the Chief Clerk
5 or any other person to view such materials. Within 30 days
6 following the reconstitution of the Committee in the next
7 succeeding legislative term, the Committee shall review such
8 materials and determine whether or not to proceed with one or
9 more of the matters under review by the former Committee or
10 received after sine die adjournment. Any time period required
11 for any actions of the Committee or others under this rule shall
12 be tolled until the reconstituted Committee has made a
13 determination whether or not to proceed. If the Committee
14 determines to proceed with a matter, the Committee may continue
15 from the stage in the consideration of the matter where the
16 former Committee ended if a majority of the Committee determines
17 that such continuation is appropriate without reconsideration of
18 the information provided by the former Committee.

19 The Committee shall compile, update and distribute a Members'
20 Handbook on Ethics for Members and House Employees on matters
21 regarding the ethical conduct of their legislative duties. Each
22 Member shall complete two hours of ethics education and training
23 and one hour of discrimination and harassment in the workplace
24 education and training each legislative term. A Member shall be
25 excused from one hour of ethics training for any full year the
26 Member was absent due to illness, injury, military service or
27 any other permissible excuse under General Operating Rule 64(a).
28 The Committee shall be responsible for planning and
29 administering the education and training programs.

30 The Committee shall issue to a Member upon the Member's

1 request an advisory opinion regarding the Member's duties under
2 Rule 2 E relating to legislative nonprofit organizations. The
3 opinion shall be issued within 14 days following the request. No
4 Member who acts in good faith on an opinion issued under this
5 paragraph shall be subject to any sanctions for so acting if the
6 material facts are as stated in the request. Opinions issued
7 under this paragraph shall be public records and may from time
8 to time be published. Notwithstanding the foregoing, the Member
9 requesting the opinion may request that an opinion undergo
10 deletions and changes necessary to protect the identity of the
11 persons involved, and the Committee shall make such deletions
12 and changes.

13 The Committee may issue other advisory opinions with regard
14 to questions pertaining to other legislative ethics or decorum
15 at the request of a Member or House employee. An opinion issued
16 under this paragraph shall be confidential and shall apply
17 exclusively to the requestor. No requestor who acts in good
18 faith on an opinion issued under this paragraph shall be subject
19 to any sanctions for acting in accordance with the opinion if
20 the material facts are as stated in the request.

21 The Committee shall receive complaints against Members and
22 House employees alleging unethical conduct under the Legislative
23 Code of Ethics or the Rules of the House and complaints against
24 Members and officers of the House for violations of Rule 2.1 E.
25 A complaint must be in writing and be signed and dated by the
26 person filing the complaint under penalty of law under 18
27 Pa.C.S. § 4904 (relating to unsworn falsification to
28 authorities). The complaint must set forth in detail the actions
29 constituting the alleged unethical conduct or violation. No
30 person shall disclose or acknowledge to any other person any

1 information relating to the filing of a complaint or the
2 proposed filing of a complaint, except as otherwise authorized
3 under this rule or Rule 2.1 E, for the purpose of seeking legal
4 advice, as otherwise required by law or to carry out a function
5 of the Committee.

6 The Committee shall not have jurisdiction over, shall not
7 accept for review or action and shall return to the complainant
8 with a notice explaining the Committee's lack of jurisdiction
9 any of the following:

10 (1) a complaint filed later than five years following
11 the occurrence of the alleged unethical conduct or violation;

12 (2) a complaint filed against a former Member or former
13 House employee unless required by Section 7(c) of the
14 Legislative Code of Ethics; or

15 (3) a complaint filed against a Member during a
16 restricted period.

17 A five-year limitations period that expires during a
18 restricted period shall be tolled until the day following the
19 election occurring at the expiration of the restricted period.

20 Within 30 days following receipt of a complaint over which
21 the Committee has jurisdiction under this rule, the Committee
22 shall do one of the following:

23 (1) dismiss the complaint if it:

24 (a) alleges facts that do not constitute unethical
25 conduct or a violation of Rule 2.1 E;

26 (b) is objectively baseless;

27 (c) is materially insufficient as to form;

28 (d) is a frivolous complaint; or

29 (2) initiate a preliminary investigation of the alleged
30 unethical conduct or violation.

1 If the Committee dismisses the complaint, the Committee shall
2 provide notice to the complainant explaining the basis for
3 dismissal under paragraph (1).

4 If the Committee initiates a preliminary investigation, it
5 shall, promptly upon voting to proceed, send the subject a
6 letter setting forth each allegation in the complaint. Within 15
7 days after receipt of the letter, the subject may file a written
8 response with the Committee. Failure of the subject to file a
9 response shall not be deemed to be an admission, or create an
10 inference or presumption, that the allegations in the complaint
11 are true, and such failure shall not prohibit the Committee from
12 either proceeding with the preliminary or a formal investigation
13 or dismissing the complaint. The Committee may engage
14 independent counsel to assist in a preliminary investigation.
15 The subject may be represented by counsel of the subject's
16 choosing at any point during an investigation under this rule.

17 If the Committee initiates a preliminary investigation of a
18 complaint of a violation under Rule 2.1 E, it shall also send to
19 the appropriate employer a copy of the letter sent to the
20 subject setting forth each allegation in the complaint. Upon the
21 request of the complainant, the employer shall make adjustments
22 to the complainant's work hours, assignment or duties or
23 location that may be appropriate under the circumstances of the
24 allegations in the complaint. The adjustments may include:

25 (1) removing the complainant or the subject from the
26 physical work location of the complainant;

27 (2) allowing the complainant to be placed on
28 administrative leave with continued pay and benefits, if
29 applicable; or

30 (3) any other reasonable accommodation agreed to by the

1 employer and the complainant.

2 The employer shall keep the letter and the fact of the
3 initiation of a preliminary investigation confidential but may
4 disclose necessary information to Members, officers of the House
5 or House employees as needed in order to implement the foregoing
6 adjustments. No House employee shall retaliate or take adverse
7 actions against the complainant in response to the filing of a
8 complaint of a violation of Rule 2.1 E with the Committee.

9 A Member of the Committee who is the complainant, the subject
10 or a witness to the unethical conduct or violation alleged in a
11 complaint shall not participate in any Committee consideration
12 of the complaint. The Member shall be temporarily replaced on
13 the Committee in a like manner as the Member's original
14 appointment.

15 Within 30 days following the initiation of a preliminary
16 investigation, the Committee shall vote to dismiss the complaint
17 for lack of probable cause to support the alleged unethical
18 conduct or violation or to proceed with a formal investigation
19 because it finds that probable cause exists. If a majority of
20 the Committee is unable to agree on either course of action, the
21 Committee shall dismiss the complaint. The Committee shall
22 promptly notify the complainant and the subject in writing of
23 the result.

24 If the Committee votes to proceed with a formal
25 investigation, the Committee shall engage independent counsel
26 unless the Committee determines that the alleged unethical
27 conduct or violation raised in the complaint does not warrant
28 the expense of engaging independent counsel. If the Committee
29 does not engage independent counsel, the Committee shall be
30 represented in the investigation and any hearing conducted under

1 this rule by Committee staff attorneys, including at least one
2 from each party.

3 The Committee, including Committee staff attorneys, and any
4 independent counsel engaged by the Committee shall have the
5 power to conduct investigations and hearings under the
6 guidelines set out in this rule. Where a provision of this rule
7 conflicts with another Rule of the House, the provision of this
8 rule shall govern. This rule shall be construed to empower the
9 Committee and its independent counsel to do all of the
10 following:

- 11 (1) act as a neutral fact-finder;
- 12 (2) fully investigate and deter unethical conduct or
13 violation of Rule 2.1 E;
- 14 (3) protect due process and other constitutional rights
15 of a subject; and
- 16 (4) protect the public trust.

17 The Chief Clerk shall pay the fees and expenses of
18 independent counsel engaged by the Committee under this rule.

19 The Committee may issue subpoenas for documents or testimony
20 as part of a preliminary investigation, a formal investigation
21 or in connection with a hearing before the Committee.

22 Notwithstanding the provision of any other Rule of the House,
23 subpoenas issued under this rule shall be in the name of the
24 Committee, shall be signed by the chair of the Committee and
25 shall be attested by another Member of the Committee who voted
26 in favor of authorizing the subpoena.

27 A subpoena issued by the Committee may be served upon any
28 person and shall have the force and effect of a subpoena issued
29 out of the courts of this Commonwealth. Subpoenas shall be
30 served by the Sergeant-at-Arms of the House or another person

1 designated by the Committee when directed to do so by the
2 Committee. Each subpoena shall be addressed to the witness and
3 shall state that such proceeding is before a Committee of the
4 House for which the witness is required to attend and testify at
5 a specified time and place; or to produce books, papers,
6 records, accounts, reports, documents and data and information
7 produced and stored by any electronic data processing system; or
8 both, as the Committee may also require. Mileage and witness
9 fees shall be paid by the House to such witness in an amount
10 prescribed by law. Unless addressed to and served on the
11 subject, a copy of a subpoena issued by the Committee shall be
12 provided to the subject and the subject's counsel, if
13 applicable. A person who willfully neglects or refuses to comply
14 with a subpoena issued by the Committee shall be subject to the
15 penalties provided by the laws of this Commonwealth with respect
16 to such willful neglect or refusal. Notwithstanding the
17 foregoing, a recipient of a subpoena issued by the Committee may
18 object to the subpoena by serving notice of such objection on
19 the signatory to the subpoena and the Committee. The Committee
20 may quash or modify the subpoena if it finds the subpoena to be
21 overly broad or without proper purpose. Each Member of the
22 Committee shall have the power to administer oaths and
23 affirmations to witnesses appearing before the Committee.

24 All subpoenaed books, papers, records, accounts, reports,
25 documents, data and information shall be returned to the person
26 from whom such material was subpoenaed when the Committee has
27 completed its examination of such material, but in no event
28 later than the date of final disposition of the matter.

29 Following the completion of a formal investigation, the
30 Committee shall conduct a hearing if:

1 (1) independent counsel engaged by the Committee
2 recommends that a hearing be conducted and the Committee
3 votes to adopt the recommendation; or

4 (2) independent counsel was not engaged by the Committee
5 but the Committee finds that the testimony and documents
6 reviewed by the Committee during the formal investigation
7 indicates more likely than not that the unethical conduct or
8 violation alleged in the complaint occurred.

9 If a hearing is to be conducted, the Committee shall provide
10 the subject and complainant and their counsel, if applicable,
11 with written notice consistent with constitutional principles of
12 due process. The Pennsylvania Rules of Evidence shall apply
13 during the hearing, unless the Committee determines otherwise.
14 Notwithstanding the foregoing, the Committee may not infringe on
15 the right of the subject to present evidence, cross-examine
16 witnesses, face accusers and be represented by counsel at a
17 hearing conducted under this rule.

18 Witnesses called to appear at a hearing under this rule,
19 including a subject, may be accompanied by their own counsel for
20 the purpose of advising them concerning their constitutional
21 rights. Counsel may interpose legal objection to any and all
22 questions which in the opinion of counsel may violate the
23 constitutional rights of counsel's clients.

24 The proceedings of a hearing conducted under this rule shall
25 be either stenographically or electronically recorded. The
26 Committee shall determine which parts of such recorded
27 proceedings, if any, shall be transcribed.

28 The burden shall be on independent counsel, if one has been
29 engaged by the Committee, or the Committee staff attorneys, if
30 independent counsel has not been engaged, to prove that the

1 unethical conduct or violation alleged in the complaint
2 occurred. Within 30 days following the conclusion of the formal
3 investigation and hearing, the Committee shall make a
4 determination as to whether the unethical conduct or violation
5 occurred and shall submit its finding to the House. If the
6 Committee determines that the unethical conduct or violation
7 occurred, the Committee may make one or more of the following
8 recommendations to the House:

9 (1) a reprimand of the subject;

10 (2) a censure of the subject;

11 (3) expulsion of the subject from the House; or

12 (4) the denial or limitation of any right, power or
13 privilege of the Member granted by Rules of the House and not
14 contrary to the Pennsylvania Constitution.

15 The Committee shall provide a written report of its findings
16 and recommendations, if any, to the subject and complainant and
17 shall simultaneously submit a copy of the same to the House.
18 Only findings and recommendations agreed to by a majority of the
19 Committee shall be included in the report. A minority statement
20 may be included in the report by agreement of the chair and
21 vice-chair. The House shall not take any action on the findings
22 and recommendations submitted by the Committee and such findings
23 and recommendations shall not be made public until a period of
24 at least seven days has passed following the Committee's
25 provision of the report to the subject and complainant.

26 The Committee may extend any of the time periods, other than
27 those relating to the jurisdiction of the Committee, required
28 for any actions of the Committee or others under this rule.

29 Investigations, hearings and meetings of the Committee
30 relating to an investigation and the existence of such

1 investigations, hearings, and meetings shall not be open to the
2 public and shall be confidential. All other meetings of the
3 Committee shall be open to the public.

4 Notwithstanding the above, except for a hearing on complaints
5 of a violation of Rule 2.1 E, the Committee shall conduct a
6 hearing in public upon the written request of the subject unless
7 the Committee determines that evidence or testimony to be
8 received at the hearing may substantially defame, degrade, or
9 incriminate a person other than the subject. In that event, the
10 Committee shall receive such evidence or testimony in executive
11 session. No evidence or testimony taken in executive session may
12 be released to any person or authority or used in public
13 sessions without the consent of the Committee.

14 The Committee may enter into a consent agreement with the
15 subject at any point in the proceedings. The Committee may make
16 an appropriate referral of a complaint to a law enforcement
17 agency at any point in the proceedings.

18 The complaint, response and records of the Committee shall be
19 confidential. Notwithstanding the foregoing:

20 (1) consent agreements and final findings by the
21 Committee of unethical conduct and the Committee's
22 recommendations with respect to such findings shall not be
23 confidential;

24 (1.1) consent agreements and final findings by the
25 Committee of a violation of Rule 2.1 E shall not be
26 confidential, except that at the request of a complainant,
27 the name of the complainant and, unless the House considers a
28 resolution to discipline the subject, any facts that may lead
29 to the identification of the complainant, including the name
30 of the subject, shall be redacted before an agreement or

1 final findings of the Committee are made public;

2 (2) the subject may, in their discretion, make public a
3 finding by the Committee that no unethical conduct or
4 violation of Rule 2.1 E had occurred or that there was
5 insufficient evidence presented to the Committee that
6 unethical conduct or a violation of Rule 2.1 E had occurred,
7 except that the subject shall not make public the name of a
8 complainant who filed a complaint alleging a violation of
9 Rule 2.1 E; and

10 (3) if the Committee makes a referral of a complaint to
11 a law enforcement agency, the Committee may provide the
12 agency with copies of documents and information in its
13 possession.

14 Any Member of the Committee breaching the confidentiality
15 provisions set forth in this rule as determined by a majority of
16 the Members of the Committee shall be removed immediately from
17 the Committee and replaced by another Member in a like manner as
18 the Member's original appointment.

19 A nondisclosure agreement shall not be imposed on an
20 individual as a condition of the initiation of the procedures
21 available under this rule for the filing and hearing of a
22 complaint of a violation of Rule 2.1 E. Nothing in this
23 paragraph shall be construed to prohibit the complainant and the
24 subject from voluntarily entering into a settlement agreement
25 with a nondisclosure provision agreed to by each party as part
26 of the settlement of a complaint or proceeding. Notwithstanding
27 the foregoing, a Member who is the subject of a complaint of a
28 violation of Rule 2.1 E filed with the Committee shall not
29 benefit from a nondisclosure agreement or provision if a
30 completed formal investigation of the Committee finds that the

1 complaint is credible or a final decision by the Committee finds
2 a violation.

3 The Committee may meet with a committee of the Senate to hold
4 investigations or hearings involving complaints against
5 employees of the two chambers jointly or officers or employees
6 of the Legislative Reference Bureau, the Joint State Government
7 Commission, the Local Government Commission, the Legislative
8 Budget and Finance Committee, the Legislative Data Processing
9 Committee or other legislative service agencies. No action may
10 be taken at a joint meeting unless it is approved by the
11 Committee. A Member of the Committee who is the complainant, the
12 subject or a witness to the unethical conduct or violation of
13 Rule 2.1 E alleged in a complaint under this paragraph shall not
14 participate in any joint proceedings under this paragraph. The
15 Member shall be temporarily replaced on the Committee in a like
16 manner as the Member's original appointment.

17 STANDARD COMMITTEE OPERATING RULES

18 RULE 1 C

19 Majority Chair to Call Committee Meetings and Hearings

20 (a) The majority chair is authorized to call and set dates
21 and times for meetings and hearings on all matters within the
22 jurisdiction of the committee.

23 (b) Majority subcommittee chairs, with prior approval of the
24 majority chair of the full committee, may call and set dates and
25 times for subcommittee meetings and hearings on all matters
26 referred to the subcommittee by the majority chair.

27 RULE 2 C

28 Official Committee Leave

29 If a committee member is unable to attend a committee meeting
30 due to illness, a scheduling conflict or other business, the

1 member or the member's office shall notify the offices of the
2 majority chair and the minority chair, prior to the end of the
3 day on which the meeting is held, of the member's intent to
4 submit an official "Leave Request" form. All completed forms
5 shall be promptly delivered to the office of the majority chair.

6 RULE 3 C

7 Committee Amendments

8 (a) Except as provided in subsection (b), all amendments
9 must be prepared by the Legislative Reference Bureau. The maker
10 of the amendment or the member's staff designee shall submit a
11 copy of each amendment electronically, or a hard copy, to the
12 offices of the majority chair and the minority chair by 1:00
13 P.M. of the business day prior to the start of the properly
14 advertised meeting at which the bill or resolution will be
15 considered. The majority chair shall disseminate a copy of each
16 amendment electronically, or a hard copy, to the committee
17 members no later than 4:00 P.M. on the same day.

18 (b) Notwithstanding subsection (a), amendments to a bill or
19 resolution may be considered under any of the following
20 circumstances:

21 (1) The amendment is in typewritten form and less than
22 three days' notice has been provided to committee members
23 that the bill will be on the committee agenda. For the
24 purposes of this provision, Saturdays, Sundays and days in
25 which the House of Representatives is closed shall not be
26 counted as part of the three days.

27 (2) The amendment is in typewritten form and is
28 technical in nature; is offered to make the document
29 internally consistent, to clear up ambiguity, correct grammar
30 or correct a spelling error; and is agreed to by the majority

1 chair.

2 (3) The amendment is in typewritten form and is agreed
3 to by both the majority chair and the minority chair.

4 (c) Amendments may only be offered by members of the
5 committee.

6 (d) Any amendment offered which is inconsistent with the
7 provisions of this Rule may be ruled "out of order" by the
8 majority chair.

9 RULE 4 C

10 Suspension of the Committee Rules

11 Any committee rule or part of a committee rule may be
12 suspended by a two-thirds vote of the committee members
13 appointed to the committee.