

THE GENERAL ASSEMBLY OF PENNSYLVANIA

# HOUSE RESOLUTION

No. 39

Session of  
2009

INTRODUCED BY DALLY, BENNINGHOFF, ARGALL, BARRAR, BOBACK, BOYD, BRENNAN, BROOKS, CAUSER, CHRISTIANA, CLYMER, COX, CREIGHTON, CUTLER, DAY, DENLINGER, EVERETT, FLECK, GABIG, GABLER, GEIST, GRELL, GROVE, HARHART, HARPER, HELM, HICKERNELL, HUTCHINSON, KAUFFMAN, KILLION, KRIEGER, MAHER, MAJOR, MARSHALL, MARSICO, MENSCH, METCALFE, MILLARD, MUSTIO, OBERLANDER, PAYNE, PEIFER, PETRI, PHILLIPS, PICKETT, PYLE, QUINN, RAPP, REED, REICHLEY, ROAE, ROCK, ROHRER, ROSS, SAYLOR, SCAVELLO, SCHRODER, SONNEY, STERN, STEVENSON, SWANGER, TRUE, TURZAI, VEREB, VULAKOVICH, WATSON AND BEAR, FEBRUARY 2, 2009

REFERRED TO COMMITTEE ON RULES, FEBRUARY 2, 2009

## A RESOLUTION

1 Adopting permanent rules for the House of Representatives,  
2 further providing for members' and employees' expenses and  
3 for electronic availability of reports.

4 RESOLVED, That the Permanent Rules of the House of  
5 Representatives (2007-2008) be adopted as the Permanent Rules of  
6 the House of Representatives for the 2009-2010 session of the  
7 House of Representatives with the following amendments to Rules  
8 14 and 14(b):

9 (2009-2010)

## 10 RULES OF THE HOUSE OF REPRESENTATIVES

### 11 Definitions:

12 "Day" shall mean any calendar day.

13 "Floor of the House" shall be that area within the Hall of  
14 the House between the Speaker's rostrum and the brass rail

1 behind the Members' seats.

2 "Formal Action" shall mean any vote or motion of a member of  
3 a standing committee, standing subcommittee, select committee or  
4 rules committee of the House of Representatives to report or not  
5 report, amend, consider or table a bill or resolution and the  
6 discussion and debate thereof.

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

10 "Legislative Day" shall mean any day that the House shall be  
11 in session.

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

14 "Roll Call Vote" shall be a vote taken and displayed by and  
15 on the electric roll call board or in the event of a malfunction  
16 of the electric roll call board, by such method as shall be  
17 determined by the Speaker.

18 RULE 1

19 Speaker Presiding

20 The Speaker shall preside over the sessions of the House. The  
21 Speaker may name a member to preside, but the substitution shall  
22 not extend beyond an adjournment. The Speaker may appoint a  
23 member as Speaker pro tempore to act in the Speaker's absence  
24 for a period not exceeding ten consecutive legislative days.

25 As presiding officer and in accordance with Article II § 2 of  
26 the Constitution of Pennsylvania and the act of June 3, 1937  
27 (P.L.1333, No.320), known as the Pennsylvania Election Code,  
28 within ten days after the occurrence of a vacancy the Speaker  
29 shall issue a writ for a special election to be held on a date  
30 which shall occur on or before the date of the first primary,

1 municipal or general election which occurs not less than 60 days  
2 after the issuance of the writ. The Speaker shall not be  
3 required to issue a writ of election if the election cannot be  
4 scheduled until after the general election.

5 In case of failure to make an appointment, the House shall  
6 elect a Speaker pro tempore to act during the absence of the  
7 Speaker.

8 The Speaker pro tempore shall perform all the duties of the  
9 Chair during the absence of the Speaker.

10 RULE 1 (a)

11 Equal Opportunity Officer and Advisory Committee

12 The Speaker shall designate an Equal Opportunity Officer who  
13 shall report to the Speaker. There shall be an Equal Opportunity  
14 Advisory Committee, appointed by the Speaker in consultation  
15 with the Majority Leader and Minority Leader, to assist the  
16 Equal Opportunity Officer in developing, recommending and  
17 implementing equal opportunity employment and procurement  
18 policies in the House of Representatives.

19 RULE 2

20 Taking the Chair

21 The Speaker shall take the Chair and call the members to  
22 order on every legislative day at the hour to which the House  
23 adjourned at the last sitting. On the appearance of a quorum,  
24 the Speaker shall proceed to the regular order of business as  
25 prescribed by the rules of the House.

26 RULE 3

27 Order and Decorum

28 The Speaker or Presiding Officer shall preserve order and  
29 decorum. In case of any disturbance or disorderly conduct in the  
30 galleries or lobbies, the Speaker shall have the power to order

1 the same to be cleared.

2 The Speaker or Presiding Officer shall have the right to  
3 summon Legislative Security Officers to enforce in the  
4 preservation of order and decorum, and if needed, to summon the  
5 State Police to assist.

6 The Sergeant-at-Arms and Legislative Security Officers under  
7 the direction of the Speaker or the Presiding Officer shall,  
8 while the House is in session, maintain order on the floor and  
9 its adjoining rooms and shall enforce the rule with respect to  
10 the conduct of members, staff and visitors.

#### 11 RULE 4

#### 12 Questions of Order

13 The Speaker shall decide all questions of order subject to an  
14 appeal by two members. The Speaker may, in the first instance,  
15 submit the question to the House. Questions involving the  
16 constitutionality of any matters shall be decided by the House.  
17 On questions of order there shall be no debate except on an  
18 appeal from the decision of the Speaker or on reference of a  
19 question to the House. In either case, no member shall speak  
20 more than once except by leave of the House.

21 Unless germane to the appeal, a second point of order is not  
22 in order while an appeal is pending; but, when the appeal is  
23 disposed of, a second point of order is in order and is subject  
24 to appeal.

#### 25 RULE 5

#### 26 Conference and Select Committee Appointments

27 All Committees of Conference shall be appointed by the  
28 Speaker and shall be composed of three members, two of whom  
29 shall be selected from the majority party and one from the  
30 minority party.

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

3                               RULE 6

4                               Signature of the Speaker

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

9       Resolutions, addresses, orders, writs, warrants and subpoenas  
10 issued by order of the House shall be signed by the Speaker and  
11 attested by the Chief Clerk.

12                              RULE 7

13                              Oath to Employees

14       The Chief Clerk shall administer an oath or affirmation to  
15 the employees of the House that they will severally support,  
16 obey and defend the Constitution of the United States and the  
17 Constitution of Pennsylvania, and that they will discharge the  
18 duties of their offices with fidelity.

19       Each employee of the House, after taking the oath of office,  
20 shall sign the Oath Book in the presence of the Chief Clerk.

21                              RULE 8

22                              Supervision of Hall of the House

23                              and Committee Rooms

24       Subject to the direction of the Speaker, the Chief Clerk  
25 shall have supervision and control over the Hall of the House,  
26 the caucus and committee rooms and all other rooms assigned to  
27 the House.

28       During the sessions of the Legislature the Hall of the House  
29 shall not be used for public or private business other than  
30 legislative matters except by consent of the House. During

1 periods of recess of the House such use may be authorized by the  
2 Speaker without the consent of the House.

3 RULE 9

4 Decorum

5 While the Speaker is putting a question or addressing the  
6 House and during debate or voting, no member shall disturb  
7 another by talking or walking up and down or crossing the floor  
8 of the House.

9 RULE 9 (a)

10 Smoking

11 No smoking of cigarettes, cigars, pipes and other tobacco  
12 products shall be allowed in the Hall of the House nor in any  
13 interior area of the Capitol Complex under the control of the  
14 House of Representatives.

15 RULE 10

16 Debate

17 When a member desires to address the House, the member shall  
18 rise and respectfully address the Speaker. Upon being  
19 recognized, the member may speak, and shall be confined to the  
20 question under consideration and avoiding personal reflections.

21 When two or more members rise at the same time and ask for  
22 recognition, the Speaker shall designate the member who is  
23 entitled to the floor.

24 No member, except the Majority and Minority Leaders, may  
25 speak more than twice on any question, without the consent of  
26 the House.

27 With the unanimous consent of the House a member may make a  
28 statement not exceeding ten minutes in length concerning a  
29 subject or matter not pending before the House for  
30 consideration, providing the Majority and Minority Leaders have

1 agreed on a time the member is to ask for recognition.

2 RULE 11

3 Interruption of a Member who Has the Floor

4 A member who has the floor may not be interrupted, except for  
5 questions of order or by a motion for the previous question.

6 A member may yield the floor for questions related to the  
7 subject before the House.

8 RULE 12

9 Personal Privilege

10 Any member may by leave of the Speaker rise and explain a  
11 matter personal to the member, but the member shall not discuss  
12 a pending question in the explanation. Questions of personal  
13 privilege shall be limited to questions affecting the rights,  
14 reputation and conduct of members of the House in their  
15 respective capacity.

16 RULE 13

17 Transgression of House Rules

18 If any member in speaking or otherwise transgresses the Rules  
19 of the House, the Speaker or any member through the Speaker  
20 shall call the member to order, in which case the member shall  
21 immediately sit down unless permitted by the House to explain.

22 The House upon appeal shall decide the case without debate.  
23 If the decision is in favor of the member, the member may  
24 proceed. If the case requires it, the member shall be liable to  
25 censure or other punishment as the House deems proper.

26 RULE 14

27 Members' and Employees' Expenses

28 A member who attends a duly called meeting of a standing or  
29 special committee of which he or she is a member when the House  
30 is not in session or who is summoned to the State Capitol or

1 elsewhere by the Speaker, or the Majority or Minority Leader of  
2 the House, to perform legislative services when the House is not  
3 in session shall be reimbursed per day for each day of service,  
4 plus mileage to and from the member's residence, at such rates  
5 as are established from time to time by the Committee on Rules  
6 but not in excess of the applicable maximum mileage rate  
7 authorized by the Federal Government. For travel to any location  
8 for committee meetings or for travel to the State Capitol for  
9 any reason, members cannot receive reimbursement in excess of  
10 the applicable maximum per diem rate authorized by the Federal  
11 Government. These expenses shall be paid by the Chief Clerk from  
12 appropriation accounts under the Chief Clerk's exclusive control  
13 and jurisdiction, upon a written request approved by the Speaker  
14 of the House, or the Majority or the Minority Leader of the  
15 House.

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



1 the member's accountable expenses or an account under the  
2 control of the Speaker, the Majority Leader or the Minority  
3 Leader.

4 Members and employees traveling outside the Commonwealth of  
5 Pennsylvania who receive any reimbursement for expenses or  
6 travel which reimbursement is from public funds shall file with  
7 the Chief Clerk a statement containing his or her name and the  
8 name, place, date and the purpose of the function.

9 Money appropriated specifically to and allocated under a  
10 specific symbol number for allowable expenses of members of the  
11 House of Representatives shall be reimbursed to each member upon  
12 submission of vouchers and any required documentation by each  
13 member on forms prepared by the Chief Clerk of the House. No  
14 reimbursement shall be made from this account where a member is  
15 directly reimbursed for the same purpose from any other  
16 appropriation account.

17 Such allowable expenses of members may be used for any  
18 legislative purpose or function, including but not limited to  
19 the following:

20 (1) Travel expense on legislative business.

21 (a) Mileage on session or nonsession days at a rate as  
22 may be approved from time to time by the Committee on Rules,  
23 but not in excess of the maximum mileage rate authorized by  
24 the Federal Government for travel; voucher only.

25 (b) Miscellaneous transportation on legislative business  
26 (taxi, airport limousine parking, tolls), and expenses of a  
27 similar nature; voucher only for any single expense not in  
28 excess of \$10.

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

1 from common carrier.

2 (d) Car rental; voucher and receipt from rental agency  
3 but reimbursement not to exceed in any month an amount as may  
4 be approved from time to time by the Committee on Rules. Any  
5 amount in excess of the said amount shall be paid by the  
6 person renting the car. In no event shall other than American  
7 manufactured cars be rented.

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

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

17 (a) Administrative and clerical services; voucher and  
18 receipt from person employed.

19 (b) Professional services; voucher and receipt and copy  
20 of agreement or contract of employment.

21 (3) Rent for legislative office space; purchase of office  
22 supplies; postage; telephone and answering services; printing  
23 services and rental only of office equipment; voucher and  
24 vendor's receipt, except for postage expense. No reimbursement  
25 or expenditure shall be made out of any appropriation account  
26 for any mass mailing including a bulk rate mailing made at the  
27 direction or on behalf of any member which is mailed or  
28 delivered to a postal facility within 60 days immediately  
29 preceding any primary or election at which said member is a  
30 candidate for public office.

1       Mass mailing shall mean a newsletter or similar mailing of  
2 more than 50 pieces in which the content of the matter is  
3 substantially identical. Nothing in this rule shall apply to any  
4 mailing which is in direct response to inquiries or requests  
5 from persons to whom matter is mailed, which is addressed to  
6 colleagues in the General Assembly or other government officials  
7 or which consists entirely of news releases to the  
8 communications media.

9       (4) Official entertainment—restaurant and beverage charges;  
10 voucher only for expenses. Receipts for entertainment expenses,  
11 together with a statement of the reason for the expense, shall  
12 be submitted with the request for reimbursement.

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

16       (6) Communications and donations in extending  
17 congratulations or sympathy of illness or death; voucher only on  
18 expenses not in excess of \$35.

19       No money appropriated for members' and employees' expenses  
20 shall be used for contributions to political parties or their  
21 affiliated organizations or to charitable organizations or for  
22 charitable advertisements.

23       A member shall not create, maintain or cause to be created or  
24 maintained a legislative nonprofit organization. A "legislative  
25 nonprofit organization" means a nonprofit corporation or other  
26 entity whose primary purpose is to receive funds under the  
27 General Appropriation Act or another appropriations act at the  
28 discretion or by reason of the influence of a member for the use  
29 at the direction or discretion of the member. The Ethics  
30 Committee shall issue to any member upon such member's request

1 an opinion with respect to such member's duties under this rule.  
2 The Ethics Committee shall, within 14 days, issue the opinion.  
3 No member who acts in good faith on an opinion issued to that  
4 member by the Ethics Committee shall be subject to any sanctions  
5 for so acting, provided that the material facts are as stated in  
6 the opinion request. The Ethics Committee's opinions shall be  
7 public records and may from time to time be published. The  
8 member requesting the opinion may, however, require that the  
9 opinion shall contain such deletions and changes as shall be  
10 necessary to protect the identity of the persons involved.

11 No money may be expended within 60 days before a primary  
12 election or within 60 days before a general election in even-  
13 numbered years for:

14 (i) purchase of or the reimbursement for the purchase of any  
15 radio or television broadcast time for public service  
16 announcements that depict the name, voice or image of a member;  
17 or

18 (ii) payment for telemarketing activities on behalf of a  
19 member. This prohibition shall not apply to limited surveys to  
20 determine public opinion on various issues.

21 Members and employees shall not request reimbursement for the  
22 private lease of vehicles leased on a long-term basis. No  
23 payments will be made with respect to private, long-term lease  
24 vehicle expenses incurred by members or employees except with  
25 respect to private, long-term lease arrangements entered into by  
26 a member prior to [the effective date of this rule] March 17,  
27 2007, payments for which will be made in accord with the rules  
28 in place on [the day before the effective date of this rule]  
29 March 16, 2007. The Chief Clerk is authorized to enter into a  
30 master lease agreement with the Department of General Services

1 for the long-term lease of automobiles.

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

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

12 (1) As to personnel:

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

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

20 (2) As to all other expenditures:

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

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

27 [A copy of each such report shall also be filed with the  
28 Special Committee on Internal Affairs and House Administration  
29 for use in the performance of its duties under Rule 47(a).]

30 The reporting requirements as to personnel may be fulfilled

1 by the maintenance in the Office of the Chief Clerk of the House  
2 of an alphabetized file containing the current information for  
3 each employee as set forth above.

4 All monthly reports filed on disbursements made or debts  
5 incurred by any officer or member or employee from  
6 appropriations made to the House or to a member or nonmember  
7 officer under any General Appropriation Act, and the  
8 documentation for each disbursement, shall be public information  
9 and shall be available [for public inspection during regular  
10 business hours in the office of the Chief Clerk. The Chief Clerk  
11 shall prescribe reasonable rules and regulations for inspection  
12 of such reports but in no case shall inspection be denied to any  
13 person for a period exceeding 48 hours (excluding Saturdays and  
14 Sundays) from the time a written request has been submitted to  
15 the Chief Clerk. Photocopies of such reports shall be made  
16 available upon request to a member at no charge or to the public  
17 for a duplication fee as may be fixed by the Chief Clerk. Such  
18 reports shall be made available to a member or to the public on  
19 or before the last day of the month next succeeding the month in  
20 which the report was filed.] in accordance with the act of  
21 February 14, 2008 (P.L.6, No.3), known as the Right-to-Know Law.

22 All vouchers and requisitions relating to all expenditures,  
23 expenses, disbursements and other obligations out of all  
24 appropriated funds of the House, and the documentation  
25 evidencing payment of the vouchers and requisitions, shall be  
26 available [for public inspection during regular business hours  
27 in the office of the Chief Clerk or at such other location  
28 within the Capitol as the Chief Clerk shall prescribe. Nothing  
29 in this rule shall permit release of any information deemed  
30 confidential, including, but not limited to, a telephone number

1 or call history, a credit card number and a Social Security  
2 number or a Federal or a State tax identification number.

3 All requests to review payroll and independent contractor  
4 records of the House or any other vouchers or requisitions for  
5 funds appropriated to the House shall be made to the Chief  
6 Clerk, in writing, at least three working days prior to the date  
7 on which the review is requested. The request shall be signed by  
8 the party who will be making the review and it shall indicate  
9 the name of the organization or entity employing such  
10 individual. The Chief Clerk shall establish a time during normal  
11 business hours for the review to occur and he shall provide that  
12 the review shall not interfere with the necessary functioning of  
13 the Chief Clerk's office.] in accordance with the Right-to-Know  
14 Law.

15 All requests for reimbursement out of any appropriation shall  
16 be accompanied by a voucher, or other documents where required,  
17 evidencing payment or approval. All requests for reimbursement  
18 out of any appropriation payable to a member, nonmember officer  
19 or employee shall be void if not submitted within 90 days of the  
20 date that the otherwise allowable expense is incurred for any  
21 and all otherwise allowable expenses, including without  
22 limitation, per diem, mileage and actual expenses incurred at  
23 any time from [the adoption of this rule] March 17, 2007. Any  
24 such void request for reimbursement may not be paid except  
25 pursuant to a motion to suspend this rule for good cause  
26 specific to the voided request for reimbursement. The voucher  
27 form shall be approved and supplied by the Chief Clerk. Receipts  
28 or documentation of every expenditure or disbursement which is  
29 in excess of the maximum amount as set forth herein shall be  
30 attached to the voucher. Where a request for payment is made in

1 advance of an expense actually incurred, the Chief Clerk, before  
2 making such advance payment shall require a description  
3 satisfactory to the Chief Clerk of the item or service to be  
4 purchased or the expense to be incurred, and a receipt or other  
5 documentation shall be given to the Chief Clerk after the item  
6 or service has been purchased or expense incurred as evidence  
7 that such advancement was in fact expended for such purpose.

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

29 Except as specifically prohibited by law or limited by this  
30 rule, all expenditures of funds appropriated to the House or to



1 a member or nonmember officer shall be subject to the  
2 expenditure guidelines established by the Rules Committee. The  
3 Rules Committee shall establish standards regarding  
4 documentation evidencing payment out of any appropriations  
5 account made to the House or to a member or nonmember officer.

6 RULE 14 (a)

7 Employee Payroll Information

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

22 RULE 14 (b)

23 Electronic Availability of Reports

24 In addition to the other methods of availability under Rule  
25 14, all expense reports [shall] may be provided electronically  
26 by the Chief Clerk upon request.

27 RULE 15

28 Time of Meeting

29 The House shall convene on the first legislative day of the  
30 week at 1:00 P.M. prevailing time, unless otherwise ordered by a

1 roll call vote of the majority of those elected to the House.

2 On other days the House shall convene at the discretion of  
3 the House. No session of the House may begin before 8:00 A.M.  
4 nor end after 11:00 P.M. unless exigent circumstances exist, as  
5 determined by an affirmative vote of three-fourths of the  
6 members elected to the House, by a roll call vote.

7 RULE 16

8 Quorum

9 A majority of the members shall constitute a quorum, but a  
10 smaller number may adjourn from day to day and compel the  
11 attendance of absent members. (Constitution, Article II, Section  
12 10).

13 When less than a quorum vote on any question, the Speaker  
14 shall forthwith order the doors of the House closed and the  
15 names of the members present shall be recorded. If it is  
16 ascertained a quorum is present, either by answering to their  
17 names or by their presence in the House, the Speaker shall again  
18 order the yeas and nays. If any member present refuses to vote,  
19 refusal shall be deemed a contempt. Unless purged, the House may  
20 order the Sergeant-at-Arms to remove the member or members  
21 without the bar of the House. All privileges of membership shall  
22 be refused the member or members so offending until the contempt  
23 is purged.

24 RULE 17

25 Order of Business

26 The daily order of business shall be:

- 27 (1) Prayer by the Chaplain.  
28 (2) Pledge of Allegiance.  
29 (3) Correction and approval of the Journal.  
30 (4) Leaves of absence.

1 (5) Master Roll Call.

2 (6) Reports of Committee.

3 (7) First consideration bills.

4 (8) Second consideration bills.

5 (9) Third consideration bills, final passage bills

6 (including both third consideration and final passage postponed  
7 bills) and resolutions.

8 (10) Final passage bills recalled from the Governor.

9 (11) Messages from the Senate and communications from the  
10 Governor.

11 (12) Reference to appropriate committees of bills,  
12 resolutions, petitions, memorials, remonstrances and other  
13 papers.

14 (13) Unfinished business on the Speaker's table.

15 (14) Announcements.

16 (15) Adjournment.

17 Any question may, by a majority vote of the members elected,  
18 be made a special order of business. When the time arrives for  
19 its consideration, the Speaker shall lay the special order of  
20 business before the House.

21 In lieu of offering House Resolutions on topics of importance  
22 to members, any member, without unanimous consent, may address  
23 the House on such issue and have his or her remarks entered into  
24 the record during a special period of time established each week  
25 by the Speaker at the conclusion of House business on a specific  
26 day.

27 RULE 18

28 Introduction and Printing of Bills

29 Bills shall be introduced in quadruplicate, signed and dated  
30 by each member who is a sponsor of the bill, and filed with the

1 Chief Clerk on any day that the offices of the House of  
2 Representatives are open for business. A sponsor may be added or  
3 withdrawn upon written notice to the Speaker, Majority Leader,  
4 Minority Leader and the prime sponsor. In the case of  
5 withdrawals, the names shall be withdrawn if and when the bill  
6 is reprinted. Additional sponsors may be added only by the prime  
7 sponsor by providing written notice to the Speaker, Majority  
8 Leader and Minority Leader.

9 Bills introduced when received at the Chief Clerk's desk  
10 shall be numbered consecutively and delivered to the Speaker,  
11 who shall refer each bill to an appropriate committee on any day  
12 whether or not the House is in session. If the resolution  
13 creating a select committee authorizes the referral of bills to  
14 that committee, the Speaker may refer bills, within the scope of  
15 the resolution, to such select committee. Insofar as applicable,  
16 the select committee shall consider and report bills in  
17 accordance with the rules governing the consideration and  
18 reporting of bills by standing committees. The Speaker shall  
19 report to the House the committees to which bills have been  
20 referred, either on the day introduced or received or on the  
21 next two legislative days the House is in session, unless the  
22 House is in recess for more than four consecutive days in which  
23 case the Speaker shall provide a list to the Majority Leader and  
24 the Minority Leader, within two calendar days, of all bills  
25 which were referred during such period when the House was not in  
26 session.

27 If the Speaker neglects or refuses to refer to committee any  
28 bill or bills (whether House or Senate) as above after  
29 introduction or presentation by the Senate for concurrence, any  
30 member may move for the reference of the bill to an appropriate

1 committee. If the motion is carried, said bill or bills shall be  
2 immediately surrendered by the Speaker to the committee  
3 designated in said motion.

4 The first copy of each bill introduced shall be for the  
5 committee, the second copy shall be for the printer, the third  
6 copy shall be for the news media and the fourth copy shall be  
7 for the Legislative Reference Bureau.

8 Every bill, after introduction and reference to committee,  
9 shall be printed and shall also be posted on the Internet with  
10 the hyperlink to the web page for the members of the House of  
11 Representatives.

12 Bills may not be withdrawn after reference to committee.

13 RULE 19

14 Bills Referred to Committees

15 No bill shall be considered unless referred to a committee,  
16 printed for the use of the members and returned therefrom.  
17 (Constitution, Article III, Section 2).

18 RULE 19 (a)

19 Fiscal Notes

20 (1) No bill, except a General Appropriation bill or any  
21 amendments thereto, which may require an expenditure of  
22 Commonwealth funds or funds of any political subdivision or  
23 which may entail a loss of revenues overall, or to any  
24 separately established fund shall be given third consideration  
25 reading on the calendar until it has first been referred to the  
26 Appropriations Committee for a fiscal note, provided however  
27 that the Rules Committee may by an affirmative vote of three-  
28 quarters of the entire membership to which such committee is  
29 entitled:

30 (a) Waive the recommittal to the Appropriations

Committee and provide that the fiscal note be attached to the bill while on the active calendar. The providing of such note shall be a priority item for the Appropriations Committee; or

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

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

(3) The Appropriations Committee shall be limited in its consideration of any such bill to the fiscal aspects of the bill and shall not consider the substantive merits of the bill nor refuse to report any such bill from committee for reasons other than fiscal aspects. The fiscal note shall accompany the bill and provide the following information in connection with the Commonwealth and its political subdivisions:

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

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

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

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

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

(f) A projected loss of revenue estimate from the bill

1 for each of the five succeeding fiscal years;

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

5 (h) The recommendation, if any, of the Appropriations  
6 Committee and the reasons therefor relative to the passage or  
7 defeat of the bill; and

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

11 (4) No bill which may result in an increase in the  
12 expenditure of Commonwealth funds shall be given third  
13 consideration reading on the calendar until the Appropriations  
14 Committee has certified that provision has been made to  
15 appropriate funds equal to such increased expenditure. Whenever  
16 the Appropriations Committee cannot so certify, the bill shall  
17 be returned to the committee from which it was last reported for  
18 further consideration and/or amendment.

19 (5) No amendment to a bill, concurrences in Senate  
20 amendments, or adoption of a conference report which may result  
21 in an increase in the expenditure of Commonwealth funds or those  
22 of a political subdivision or which may entail a loss of  
23 revenues in addition to that originally provided for in the bill  
24 prior to the proposed changes nor any bill requiring a fiscal  
25 note for which re-referral to the Appropriations Committee has  
26 been waived by the Rules Committee shall be voted upon until a  
27 fiscal note is available for distribution to the members with  
28 respect to such changes or to such bill showing the fiscal  
29 effect of the changes with respect to the bill, and containing  
30 the information set forth by subsection (3) of this rule.

1       (6) When an amendment or certificate is timely filed with  
2 the amendment clerk under Rule 21, the amendment or certificate  
3 shall be forwarded to the Appropriations Committee. Upon receipt  
4 of an amendment, the Appropriations Committee shall  
5 automatically prepare a fiscal note.

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

10       (8) Any bill proposing any change relative to the retirement  
11 system of the Commonwealth or any political subdivision thereof,  
12 funded in whole or in part out of the public funds of the  
13 Commonwealth or any political subdivision, shall have attached  
14 to it an actuarial note. Except for the provisions pertaining to  
15 the content of fiscal notes as set forth in paragraphs (a)  
16 through (i) of subsection (3), all the provisions pertaining to  
17 and procedures required of bills containing fiscal notes, shall,  
18 where applicable, also be required for bills containing  
19 actuarial note. The actuarial note shall contain a brief  
20 explanatory statement or note which shall include a reliable  
21 estimate of the financial and actuarial effect of the proposed  
22 change in any such retirement system.

23                                   RULE 19 (b)

24           General Appropriation Bill and Non-Preferred Bills

25       This rule shall apply to all amendments offered to the  
26 General Appropriation Bill for each proposed fiscal year  
27 including any amendments offered to or for supplemental  
28 appropriations to prior fiscal years contained within the  
29 General Appropriation Bill, and shall also apply to all  
30 amendments offered to any non-preferred appropriation bill for



1 the same fiscal year.

2 Any amendment offered on the floor of the House to the  
3 General Appropriation Bill that proposes to increase spending of  
4 State dollars for the Commonwealth's proposed fiscal year or  
5 prior fiscal years above the levels contained in the General  
6 Appropriation Bill as reported from the Appropriations Committee  
7 plus any aggregate if certified each year by the Appropriations  
8 Committee shall not be in order and may not be considered unless  
9 the same amendment contains sufficient reductions in line items  
10 of that General Appropriation Bill so that the amendment offered  
11 does not result in a net increase in the total proposed spending  
12 contained within the General Appropriation Bill plus any  
13 aggregate if certified by the Appropriations Committee.

14 Any amendment offered on the floor of the House to any non-  
15 preferred appropriation bill that proposes to increase spending  
16 of State dollars for the current fiscal year above the levels  
17 contained in that non-preferred appropriation bill as reported  
18 from the Appropriations Committee shall not be in order and may  
19 not be considered unless the same amendment contains sufficient  
20 reductions in that non-preferred appropriation bill so that the  
21 amendment offered does not result in a net increase in the total  
22 proposed spending contained within that non-preferred  
23 appropriation bill.

24 In order to be considered, amendments to the General  
25 Appropriation Bill must be submitted to the Office of the Chief  
26 Clerk by 2:00 P.M. of the Monday of the week prior to the  
27 scheduled vote of the General Appropriation Bill. The  
28 Appropriations Committee for special and proper reason and by  
29 majority vote, may waive this deadline. Members shall be  
30 notified of the scheduled vote on the General Appropriation Bill

1 no later than 4:30 P.M. of the Wednesday preceding the above  
2 noted Monday on which the amendments must be filed to the Bill.  
3 Rule 21 of the Rules of the House, insofar as it applies to the  
4 filing deadline for amendments and notice requirements for the  
5 voting schedule for the General Appropriation Bill, shall not  
6 apply to this rule. Rule 21 shall, however, apply to the non-  
7 preferred appropriation bills.

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

20 Debate on any debatable question related to the General  
21 Appropriation Bill or a nonpreferred appropriation bill shall be  
22 limited to five minutes each time a member is recognized. On the  
23 bill a sponsor of an amendment shall be entitled to be  
24 recognized twice, a maker of a debatable motion shall be  
25 entitled to be recognized twice, any other members shall be  
26 entitled to be recognized once.

27 This rule may be temporarily suspended only by two-thirds  
28 vote of the members elected to the House by a roll call vote.

29 RULE 20

30 Bills Confined to One Subject

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

5 RULE 21

6 Consideration of Bills

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

19 (b) Members shall be notified of bills and resolutions  
20 scheduled to be voted no later than prior to the close of  
21 business at 4:30 P.M. of the second legislative day prior to the  
22 date of second consideration and prior to the date of third  
23 consideration for legislation that has no legal deadline. (The  
24 General Appropriation Act and non-preferred bills are included  
25 within the definition of legislation that has no legal  
26 deadline.) Except as provided in subsection (d), all amendments  
27 shall be submitted to the Office of the Chief Clerk by 2:00 P.M.  
28 of the last legislative day preceding the scheduled date of  
29 consideration. A change in the printer's number as a result of  
30 third consideration shall not require an additional notice of

1 final passage. No vote on final passage can occur before the  
2 date of the scheduled vote.

3 (c) If the amendment cannot be submitted in accordance with  
4 the above paragraph because it is still being prepared by the  
5 Legislative Reference Bureau, the member must provide the Office  
6 of the Chief Clerk with a statement, by the above-noted 2:00  
7 P.M. deadline, prepared by the member containing the factual  
8 content of said amendment along with certification from the  
9 Legislative Reference Bureau that the amendment was submitted to  
10 the Legislative Reference Bureau for drafting prior to the  
11 above-noted 2:00 P.M. deadline.

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

1 beyond the new legislative day.

2 (e) Members shall be notified no later than 24 hours prior  
3 to the consideration of all bills on concurrence. A brief  
4 description of every bill on concurrence shall be given prior to  
5 a vote. Additionally, members shall be notified and conference  
6 committee reports shall be available to members at least 24  
7 hours prior to the adoption of all conference committee reports.  
8 When these reports are considered on the first legislative day  
9 of the week, said notice shall be provided no later than the  
10 close of business on the last business day preceding the vote.

## 11 RULE 22

### 12 First Consideration Bills

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

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

25 Any bill which was automatically laid on the table pursuant  
26 to this rule and has remained on the table for 15 legislative  
27 days shall automatically be removed from the table and returned  
28 to the calendar for second consideration the next legislative  
29 day.

30 Any bill which was automatically laid on the table pursuant

1 to this rule may be removed from the table by motion of the  
2 Majority Leader, or a designee, acting on a report of the  
3 Committee on Rules. Such report shall be in writing and a copy  
4 thereof distributed to each member. Any bill so removed from the  
5 table shall be placed on the second consideration calendar on  
6 the legislative day following such removal. Nothing herein shall  
7 affect the right of any member to make a motion to remove a bill  
8 from the table.

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

11 Bills shall not be considered beyond first consideration  
12 until the latest print thereof is on the desks of the members.

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

23 If any member should object to the placement of a bill on the  
24 uncontested calendar, the bill shall be automatically removed  
25 from the uncontested calendar and placed on the regular calendar  
26 the next legislative day.

## 27 RULE 23

### 28 Second Consideration Bills

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

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

3 RULE 24

4 Third Consideration and Final Passage Bills

5 Bills on third consideration shall be considered in their  
6 calendar order and shall be subject to amendment only when an  
7 amendment is necessary to make the document internally  
8 consistent, to clear up an ambiguity, to correct grammar or to  
9 correct a drafting error or is necessary for purposes of  
10 statutory construction. An amendment under this paragraph shall  
11 not be subject to the filing deadlines under Rule 21. A bill  
12 having received consideration by the House on three different  
13 days and having been agreed to may be called by the Speaker to  
14 receive action on final passage; however, a bill may not receive  
15 action on final passage until at least 24 hours have elapsed  
16 from the time the bill was amended unless the amendment was a  
17 technical amendment permitted under the first paragraph of this  
18 rule. Upon being called to receive action on final passage, the  
19 title and a brief description of a bill shall be read. A bill on  
20 final passage shall not be subject to amendment, but shall be  
21 subject to debate. At the conclusion of debate, the Speaker  
22 shall then state the question as follows:

23 "This bill has been considered on three different days and  
24 agreed to and is now on final passage. The question is, shall  
25 the bill pass finally? Agreeable to the provision of the  
26 Constitution, the yeas and nays will now be taken." When more  
27 than one bill shall be called for action on final passage at the  
28 same time, prior to voting, the title or a brief analysis of  
29 each bill shall be read.

30 The Speaker shall then state the question as follows:

1 "These bills have been considered on three different days and  
2 agreed to and are now on final passage. The question is, shall  
3 the bills on the uncontested calendar pass finally? Agreeable to  
4 the provision of the Constitution, the yeas and nays will now be  
5 taken."

6 RULE 25

7 Defeated Bills

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

13 RULE 26

14 Reconsideration

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

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

28 When a motion to reconsider any such vote is made within the  
29 aforesaid time limits and is decided by the affirmative vote  
30 prescribed herein, the question immediately recurs on the bill,



1 resolution or other matter reconsidered.

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

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

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

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

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

#### 25 RULE 27

#### 26 Amendments

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

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

1 Any member may move to amend a bill or resolution, provided  
2 the proposed amendment is germane to the subject. Questions  
3 involving whether an amendment is germane to the subject shall  
4 be decided by the House.

5 No amendment to an amendment shall be admitted nor  
6 considered.

7 The sponsor of an amendment shall explain the amendment prior  
8 to consideration by the House.

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

16 Amendments adopted or defeated may not be considered again  
17 without first reconsidering the vote.

18 RULE 28

19 Bills Amending Existing Law

20 Bills amending existing law shall indicate present language  
21 to be omitted by placing it within brackets and new language to  
22 be inserted by underscoring. (Constitution, Article III, Section  
23 6).

24 RULE 29

25 Form for Printing Amendments

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

29 In reprinting House bills previously amended by the House and  
30 in reprinting Senate bills previously amended by the Senate, but

1 not in Senate bills previously amended by the House, all matters  
2 appearing in strike-out type shall be dropped from the new print  
3 and all matter appearing in CAPITAL LETTERS shall be reset in  
4 lower case Roman type.

5 RULE 30

6 Bills Amended by the Senate

7 When a bill or joint resolution has been amended by the  
8 Senate and returned to the House for concurrence, it shall be  
9 referred automatically to the Committee on Rules immediately  
10 upon the reading of the message from the Senate by the Clerk.  
11 The Committee on Rules shall not have the power to amend any  
12 bill or joint resolution containing Senate amendments, except  
13 that the Committee on Rules, by a majority vote of the members  
14 appointed to the committee, may revert to the printer's number  
15 of the bill or joint resolution which last passed the House.

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

22 Any two members may object to the report of any bill or joint  
23 resolution included in a report of the Committee on Rules on the  
24 basis that the adoption of an amendment to the bill or joint  
25 resolution exceeded the limitation upon the power of the  
26 Committee on Rules to amend bills and joint resolutions amended  
27 by the Senate. The objection must be raised prior to the bill or  
28 joint resolution being put to a roll call vote. The question  
29 shall be decided by a majority vote of the members elected to  
30 the House. If the House rejects the report of any such bill or

1 joint resolution, the bill or joint resolution shall be deemed  
2 reported from the Committee on Rules as committed and shall be  
3 placed on the calendar.

4 The House shall not consider any proposed amendment to any  
5 amendment made by the Senate to a bill or joint resolution, nor  
6 consider any amendment to any amendment made by the Committee on  
7 Rules.

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

15 RULE 31

16 Bills Vetoed by the Governor

17 When the Governor has returned a bill to the House with  
18 objections, the veto message shall be read and the House shall  
19 proceed to reconsider it. (Constitution, Article IV, Section  
20 15).

21 RULE 32

22 Hospital and Home Appropriations or

23 Acquiring Lands of the Commonwealth

24 No bills appropriating moneys to State-aided hospitals or  
25 State-aided homes shall be introduced in the House, except such  
26 as appropriate in single bills the total sum to be appropriated  
27 to all of the institutions within the same class or group.  
28 Requests for appropriations for particular State-aided hospitals  
29 or State-aided homes shall be filed with the Chair of the  
30 Committee on Appropriations on forms to be furnished by the said

Committee on Appropriations, and shall be signed by the member requesting the appropriation.

No bill granting or conveying Commonwealth lands or taking title thereto shall be reported by any committee to the House unless there has been filed with the Chief Clerk and the chair of the reporting committee a memorandum from the Department of General Services indicating the use to which the property is presently employed, the full consideration for the transfer, if any, a departmental appraisal of the property, including its valuation and a list of recorded liens and encumbrances, if any, the use to which the property will be employed upon its transfer, the date by which the land is needed for its new use, and the legislative district or districts in which the land is located. The memorandum shall contain a statement by a responsible person in the Department of General Services indicating whether or not the administration favors the transfer which is the subject of the bill under consideration.

#### RULE 33

##### Special Legislation

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

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

#### RULE 34

1 Nonpreferred Appropriations

2 No bill shall be passed appropriating money to any charitable  
3 or educational institution not under absolute control of the  
4 Commonwealth, except by a vote of two-thirds of all members  
5 elected. (Constitution, Article III, Section 17).

6 RULE 35

7 House and Concurrent Resolutions

8 Members introducing resolutions other than concurrent  
9 resolutions shall file five copies thereof; seven copies of  
10 concurrent resolutions shall be filed. All resolutions shall be  
11 signed by their sponsors, dated and filed with the Chief Clerk.  
12 After being numbered, one copy of all resolutions shall be given  
13 to the news media and all other copies delivered to the Speaker.  
14 A sponsor may not be added or withdrawn after a resolution has  
15 been printed. Resolutions may not be withdrawn after reference  
16 to a committee.

17 Unless privileged under Rule 36 for immediate consideration  
18 or deemed noncontroversial by the Speaker in consultation with  
19 the Majority Leader and the Minority Leader, the Speaker shall  
20 refer House resolutions (except discharge resolutions) and  
21 Senate resolutions presented to the House for concurrence to  
22 appropriate committees.

23 House resolutions deemed noncontroversial by the Speaker,  
24 including, but not limited to, condolence and congratulatory  
25 resolutions, shall be considered under the proper order of  
26 business on the same day as introduced or within two legislative  
27 days thereafter without being referred to committee.

28 The Speaker shall report to the House the committees to which  
29 resolutions have been referred, either on the day introduced or  
30 received or the next two legislative days the House is in

1 session.

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

4 When a resolution (House or Senate) is reported from  
5 committee, it shall be placed on the calendar and may be called  
6 up by a member for consideration by the House under the order of  
7 business of resolutions. A House resolution other than a  
8 concurrent or joint resolution shall be adopted by a majority of  
9 the members voting.

#### 10 RULE 36

##### 11 Privileged Resolutions

12 Resolutions privileged for the immediate consideration of the  
13 House are those:

- 14 (1) Recalling from or returning bills to the Governor.
- 15 (2) Recalling from or returning bills to the Senate.
- 16 (3) Originated by the Committee on Rules.
- 17 (4) Providing for a Joint Session of the Senate and House  
18 and its procedure.
- 19 (5) Placing bills negatived by committees on the calendar.
- 20 (6) Adjournment or recess.

#### 21 RULE 37

##### 22 Legislative Citation

23 A member making a request that a Legislative Citation be  
24 issued to a particular person or on a specified occasion shall  
25 provide the Legislative Reference Bureau with the facts  
26 necessary for the preparation of the citation on a suitable  
27 form.

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

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

2 RULE 38

3 Sine Die and Final Introduction of Bills

4 Resolutions fixing the time for adjournment of the General  
5 Assembly sine die and the last day for introduction of bills in  
6 the House shall be referred to the Committee on Rules before  
7 consideration by the House.

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

11 RULE 39

12 Petitions, Remonstrances and Memorials

13 Petitions, remonstrances, memorials and other papers  
14 presented by a member shall be signed, dated and filed with the  
15 Chief Clerk to be handed to the Speaker for reference to  
16 appropriate committees.

17 The Speaker shall report to the House the committees to which  
18 petitions, remonstrances, memorials and other papers have been  
19 referred, not later than the next day the House is in session  
20 following the day of filing.

21 RULE 40

22 Messages

23 Messages from the Senate and communications from the Governor  
24 shall be received and read in the House within one legislative  
25 day thereafter.

26 All House and Senate bills shall be delivered to the Senate  
27 with appropriate messages no later than the close of the next  
28 legislative day of the Senate which follows the fifth  
29 legislative day after which the House acted on such bill.

30 All House bills returned by the Senate after final passage



1 therein without amendment, and all conference committee reports  
2 on House bills received from the Senate and adopted by the  
3 House, shall be signed by the Speaker within one legislative day  
4 after receipt or adoption, respectively, and shall be delivered  
5 to the Senate before the close of the next legislative day of  
6 the Senate.

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

#### 11 RULE 41

##### 12 Kind and Rank of Committee

13 The Committees of the House shall be of four kinds and rank  
14 in the order named:

- 15 (1) Committee of the Whole House.
- 16 (2) Standing Committees.
- 17 (3) Select Committees.
- 18 (4) Conference Committees.

#### 19 RULE 42

##### 20 Committee of the Whole

21 The House may resolve itself into a Committee of the Whole at  
22 any time on the motion of a member adopted by a majority vote of  
23 the House.

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

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

29 A motion to adjourn, to lay on the table, or for the previous  
30 question cannot be put in the Committee of the Whole; but a

1 motion to limit or close debate is permissible.

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

5 Amendments made in the Committee of the Whole shall not be  
6 read when the Speaker resumes the Chair, unless so ordered by  
7 the House.

8 RULE 43

9 Standing Committees and Subcommittees

10 The Committee on Committees shall consist of the Speaker and  
11 15 members of the House, ten of whom shall be members of the  
12 majority party and five of whom shall be members of the minority  
13 party, whose duty shall be to recommend to the House the names  
14 of members who are to serve on the standing committees of the  
15 House. Except for the Speaker, the Majority and Minority  
16 Leaders, Whips, Caucus Chairs, Caucus Secretaries, Caucus  
17 Administrators, Policy Chairs and the chairs and minority chairs  
18 of standing committees, each member shall be entitled to serve  
19 on not less than two standing committees.

20 The Speaker shall appoint the chair and vice-chair of each  
21 standing committee when such standing committee has no standing  
22 subcommittees as prescribed herein, except the Committee on  
23 Appropriations which shall also have a vice-chair appointed by  
24 the Speaker; when the standing committee has standing  
25 subcommittees, the Speaker shall appoint a subcommittee chair  
26 for each standing subcommittee. The Speaker shall appoint a  
27 secretary for each standing committee. The Minority Leader shall  
28 appoint the minority chair, minority vice-chair and minority  
29 secretary of each standing committee and the minority  
30 subcommittee chair for each standing subcommittee.

1       Except for members who decline chair status or minority chair  
2 status in writing or who are barred from serving as a chair or  
3 minority chair under this rule, the chair and minority chair of  
4 each standing committee except the Appropriations Committee  
5 shall be limited only to the members of the applicable caucus  
6 with the most seniority as members of their respective caucus.  
7 Whenever there are more caucus members with equal seniority than  
8 available chairs or minority chairs for that caucus, the  
9 selection of a chair or minority chair from among such caucus  
10 members shall be in the discretion of the appointing authority.  
11 The appointing authority may designate the standing committee to  
12 which the appointing authority shall appoint a member as chair  
13 or minority chair without regard to seniority. The Speaker and  
14 the Floor Leader, Whip, Caucus Chair, Caucus Secretary, Caucus  
15 Administrator and Policy Chair of the majority party and  
16 minority party shall not be eligible to serve as chair or  
17 minority chair of any standing committee and no member may serve  
18 as chair or minority chair of more than one standing committee.

19       Any chair or minority chair held by a member who fails to  
20 meet the requirements of this rule shall become vacant by  
21 automatic operation of this rule. If the appointing authority  
22 fails to make an appointment of a chair or minority chair prior  
23 to the organizational meeting of a standing committee or fails  
24 to fill a vacancy within seven calendar days after it occurs,  
25 such position shall be deemed to remain vacant in violation of  
26 this rule. Whenever a chair or minority chair becomes vacant or  
27 remains vacant in violation of this rule, the member of the  
28 applicable caucus who meets the requirements of this rule shall  
29 automatically fill the vacancy and, if there are two or more  
30 such eligible caucus members for any such vacancy or vacancies,

1 they shall be filled from among such eligible members through a  
2 lottery to be conducted under the supervision of the Chief Clerk  
3 after giving notice of the time and place thereof to all  
4 eligible members, to the Speaker, to the Majority Leader and to  
5 the Minority Leader.

6 Nothing in this rule shall prohibit the appointing authority  
7 from transferring a member from the chair or minority chair of a  
8 standing committee to the chair or minority chair of another  
9 standing committee.

10 Whenever the appointment of a chair or minority chair will  
11 cause the applicable caucus to exceed its permissible allocation  
12 of members on a standing committee, the appointing authority  
13 shall make a temporary transfer of an eligible committee member  
14 to the standing committee vacated by the member appointed as  
15 chair or minority chair until a regular committee appointment  
16 can be made in accordance with the rules of the House. If the  
17 Speaker or Minority Leader fails to make a temporary transfer  
18 within seven calendar days after such appointment, the committee  
19 member with the least seniority, who is eligible for transfer,  
20 shall be automatically transferred to the committee vacated by  
21 the newly appointed chair or minority chair and, if more than  
22 one committee member is eligible for such transfer, the transfer  
23 shall be implemented through a lottery conducted under the  
24 supervision of the Chief Clerk.

25 The Speaker of the House, Floor Leader of the majority party  
26 and the Floor Leader of the minority party shall be ex-officio  
27 members of all standing committees, without the right to vote  
28 and they shall be excluded from any limitation as to the number  
29 of members on the committees or in counting a quorum.

30 Twenty-four standing committees of the House, each to consist

1 of members except the Committee on Appropriations, which shall  
2 consist of members, are hereby created. In addition, there are  
3 hereby created 43 standing subcommittees.

4 All standing committees shall consist of members of the  
5 majority party and members of the minority party, except the  
6 Committee on Appropriations which shall consist of members of  
7 the majority party and members of the minority party. The quorum  
8 for each of the standing committees and subcommittees shall be  
9 no less than the majority of said committees. The following are  
10 the standing committees and subcommittees thereof:

11 (1) Aging and Older Adult Services

12 (a) Subcommittee on Care and Services

13 (b) Subcommittee on Programs and Benefits

14 (2) Agriculture and Rural Affairs

15 (3) Appropriations

16 (a) Subcommittee on Health and Welfare

17 (b) Subcommittee on Education

18 (c) Subcommittee on Economic Impact and Infrastructure

19 (d) Subcommittee on Fiscal Policy

20 (4) Children and Youth

21 (5) Commerce

22 (a) Subcommittee on Financial Services and Banking

23 (b) Subcommittee on Housing

24 (c) Subcommittee on Economic Development

25 (d) Subcommittee on Small Business

26 (6) Consumer Affairs

27 (a) Subcommittee on Public Utilities

28 (b) Subcommittee on Telecommunications

29 (7) Education

30 (a) Subcommittee on Basic Education

1           (b)    Subcommittee on Higher Education  
2           (c)    Subcommittee on Special Education  
3    (8)    Environmental Resources and Energy  
4           (a)    Subcommittee on Energy  
5           (b)    Subcommittee on Mining  
6           (c)    Subcommittee on Parks and Forests  
7    (9)    Finance  
8    (10)   Game and Fisheries  
9    (11)   Gaming Oversight  
10   (12)   Health and Human Services  
11           (a)    Subcommittee on Health  
12           (b)    Subcommittee on Human Services  
13           (c)    Subcommittee on Drugs and Alcohol  
14   (13)   Insurance  
15   (14)   Judiciary  
16           (a)    Subcommittee on Crime and Corrections  
17           (b)    Subcommittee on Courts  
18           (c)    Subcommittee on Family Law  
19   (15)   Intergovernmental Affairs  
20           (a)    Subcommittee on Information Technology  
21           (b)    Subcommittee on Federal-State Relations  
22   (16)   Labor Relations  
23   (17)   Liquor Control  
24           (a)    Subcommittee on Licensing  
25           (b)    Subcommittee on Marketing  
26   (18)   Local Government  
27           (a)    Subcommittee on Boroughs  
28           (b)    Subcommittee on Counties  
29           (c)    Subcommittee on Townships  
30   (19)   Professional Licensure



1 prescribed by Rule 43, the membership on such standing  
2 subcommittees shall be appointed by the Committee on Committees  
3 after consultation with each chair of a standing committee of  
4 which the standing subcommittee is a part. Each standing  
5 subcommittee shall consist of the chair of its parent standing  
6 committee, as an ex-officio member, the chair of the standing  
7 subcommittee, and five other members from the parent standing  
8 committee to be appointed by the Committee on Committees, three  
9 from among the majority party after consultation with the  
10 Majority Leader and two from among the minority party after  
11 consultation with the Minority Leader. Where it is deemed  
12 advisable that the membership of any standing subcommittee be of  
13 greater number than that prescribed herein, the Committee on  
14 Committees may appoint additional members of the standing  
15 committee from the majority or minority party to serve on such  
16 standing subcommittee. The number of additional members selected  
17 should be such as to maintain, as far as is practicable, a ratio  
18 in majority and minority party membership which affords a fair  
19 and reasonable representation to the minority party on the  
20 standing subcommittee.

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

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



1 House.

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

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

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

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

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

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

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

1 may then determine by a majority vote of its members what  
2 further action, if any, should be taken on such bill, resolution  
3 or other matter.

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

12 In the event that a chair of a standing committee is absent,  
13 the following rules shall apply:

14 (1) If such standing committee has no subcommittee  
15 prescribed by this rule, the vice-chair of the standing  
16 committee shall act as chair of the committee meetings.

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

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

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

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

30 No proxy voting shall be permitted in committee, except as

1 provided for herein. If a member reports to a scheduled  
2 committee meeting and advises the chair and other members of a  
3 conflicting committee meeting or other legislative meeting which  
4 he or she must attend on the same day, the member is authorized  
5 to give the chair or minority chair his or her proxy in writing  
6 which shall be valid only for that day and which shall include  
7 written instructions for the exercise of such proxy by the chair  
8 or minority chair during the meeting. The member should also  
9 advise the chair where he or she can be reached. In the event  
10 the conflicting committee meeting or other legislative meeting  
11 is scheduled to convene at the same time or prior to the meeting  
12 at which a member desires to vote by proxy, such proxy shall be  
13 delivered by the member in person to the offices of both the  
14 chair and minority chair prior to, but on the same day as, the  
15 conflicting meetings.

16 When the majority of the members of a standing committee  
17 believe that a certain bill or resolution in the possession of  
18 the standing committee should be considered and acted upon by  
19 such committee, they may request the chair to include the same  
20 as part of the business of a committee meeting. Upon failure of  
21 the chair to comply with such request, the membership may  
22 require that such bill be considered by written motion made and  
23 approved by a majority vote of the entire membership to which  
24 such committee is entitled.

25 Whenever the phrase "majority of members of a standing  
26 committee or subcommittee" is used in these rules, it shall mean  
27 majority of the entire membership to which a standing committee  
28 or subcommittee is entitled, unless the context thereof  
29 indicates a different intent.

30 To assist the House in appraising the administration of the

1 laws and in developing such amendments or related legislation as  
2 it may deem necessary, each standing committee or subcommittee  
3 of the House shall exercise continuous watchfulness of the  
4 execution by the administrative agencies concerned of any laws,  
5 the subject matter of which is within the jurisdiction of such  
6 committee or subcommittee; and, for that purpose, shall study  
7 all pertinent reports and data submitted to the House by the  
8 agencies in the executive branch of the Government.

9       The Committee on Appropriations shall have the power to issue  
10 subpoenas under the hand and seal of its chair commanding any  
11 person to appear before it and answer questions touching matters  
12 properly being inquired into by the committee, which matters  
13 shall include data from any fund administered by the  
14 Commonwealth, and to produce such books, papers, records,  
15 documents and data and information produced and stored by any  
16 electronic data processing system as the committee deems  
17 necessary. Such subpoenas may be served upon any person and  
18 shall have the force and effect of subpoenas issued out of the  
19 courts of this Commonwealth. Any person who willfully neglects  
20 or refuses to testify before the committee or to produce any  
21 books, papers, records, documents or data and information  
22 produced and stored by any electronic data processing system  
23 shall be subject to the penalties provided by the laws of the  
24 Commonwealth in such case. Each member of the committee shall  
25 have power to administer oaths and affirmations to witnesses  
26 appearing before the committee. The committee may also cause the  
27 deposition of witnesses either residing within or without the  
28 State to be taken in the manner prescribed by law for taking  
29 depositions in civil actions.

30                                   RULE 46

Committee on Rules

The Committee on Rules shall consist of the Speaker, the Majority Leader, the Majority Whip, the Minority Leader, the Minority Whip, the Majority Appropriations Chair, the Minority Appropriations Chair, members of the majority party appointed by the Speaker, and members of the minority party appointed by the Minority Leader. The Majority Leader shall be chair.

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

The committee shall be privileged to report at any time.

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

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

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

RULE 47

Ethics Committee

As used in the context of this rule, the word "committee"



1 shall mean the Committee on Ethics of the House of  
2 Representatives, and the phrase "majority of the committee"  
3 shall mean a majority of the members to which the committee is  
4 entitled.

5 The committee shall consist of eight members: four of whom  
6 shall be members of the majority party appointed by the Speaker,  
7 and four of whom shall be members of the minority party  
8 appointed by the Minority Leader. The Speaker shall appoint from  
9 the members a chair, vice chair and secretary for the committee.  
10 The chair shall be a member of the majority party and the vice  
11 chair shall be a member of the minority party.

12 The Speaker shall fix a voting session day for the Chief  
13 Clerk to randomly select committee members from the lists  
14 provided by each caucus. The Chief Clerk shall give at least  
15 seven days' notice by mail of the date to all members. The Chief  
16 Clerk shall conduct the random selection of committee members on  
17 the floor of the House during session. Immediately following the  
18 random selection, the Speaker shall read the names of the  
19 committee members upon the record.

20 The chair shall notify all members of the committee at least  
21 24 hours in advance of the date, time and place of a regular  
22 meeting. Whenever the chair shall refuse to call a regular  
23 meeting, a majority of the committee may vote to call a meeting  
24 by giving two days' written notice to the Speaker of the House  
25 setting forth the time and place for such meeting. Such notice  
26 shall be read in the House and posted in the House Chamber by  
27 the Chief Clerk, or a designee. Thereafter, the meeting shall be  
28 held at the time and place specified in such notice.

29 The committee shall compile and distribute a Members'  
30 Handbook on Ethics to advise members, officers and employees of

1 the House on matters regarding conflicts of interest, and  
2 nonfeasance, malfeasance and misfeasance in legislative duties.

3 Each member shall be required to complete two hours of ethics  
4 education and training each legislative term. The committee  
5 shall be responsible for planning and offering ethics education  
6 programs.

7 The committee shall conduct its investigations, hearings and  
8 meetings relating to a specific investigation or a specific  
9 member, officer or employee of the House in closed session and  
10 the fact that such investigation is being conducted or to be  
11 conducted or that hearings or such meetings are being held or  
12 are to be held shall be confidential information unless the  
13 person subject to investigation advises the committee in writing  
14 that he or she elects that such hearings shall be held publicly.  
15 In the event of such an election, the committee shall furnish  
16 such person a public hearing. All other meetings of the  
17 committee shall be open to the public.

18 The committee shall receive complaints against members,  
19 officers and employees of the House, and persons registered or  
20 carrying on activities regulated by 65 Pa.C.S. Ch. 13A (relating  
21 to lobbying disclosure), alleging illegal or unethical conduct.  
22 Any such complaint must be in writing verified by the person  
23 filing the complaint and must set forth in detail the conduct in  
24 question and the section of the "Legislative Code of Ethics,"  
25 the provision of 65 Pa.C.S. Ch. 13A or the House rule violated.  
26 The committee shall make a preliminary investigation of the  
27 complaint, and if it is determined by a majority of the  
28 committee that a violation of the rule or law may have occurred,  
29 the person against whom the complaint has been brought shall be  
30 notified in writing and given a copy of the complaint. Within 15

1 days after receipt of the complaint, such person may file a  
2 written answer thereto with the committee. Upon receipt of the  
3 answer, by vote of a majority of the committee, the committee  
4 shall either dismiss the complaint within ten days or proceed  
5 with a formal investigation, to include hearings, not less than  
6 ten days nor more than 30 days after notice in writing to the  
7 persons so charged. Failure of the person charged to file an  
8 answer shall not be deemed to be an admission or create an  
9 inference or presumption that the complaint is true, and such  
10 failure to file an answer shall not prohibit a majority of the  
11 committee from either proceeding with a formal investigation or  
12 dismissing the complaint.

13 A majority of the committee may initiate a preliminary  
14 investigation of the suspected violation of a Legislative Code  
15 of Ethics or House rule by a member, officer or employee of the  
16 House or lobbyist. If it is determined by a majority of the  
17 committee that a violation of a rule or law may have occurred,  
18 the person in question shall be notified in writing of the  
19 conduct in question and the section of the "Legislative Code of  
20 Ethics," the provision of 65 Pa.C.S. Ch. 13A or the House rule  
21 violated. Within 15 days, such person may file a written answer  
22 thereto. Upon receipt of the answer, by vote of a majority of  
23 the committee, the committee shall either dismiss the charges  
24 within ten days or proceed with a formal investigation, to  
25 include hearings, not less than ten days nor more than 30 days  
26 after notice in writing to the person so charged. Failure of the  
27 person charged to file an answer shall not be deemed to be an  
28 admission or create an inference or presumption that the charge  
29 is true, and such failure to file an answer shall not prohibit a  
30 majority of the committee from either proceeding with a formal

1 investigation or dismissing the charge.

2 In the event that the committee shall elect to proceed with a  
3 formal investigation of the conduct of any member, officer or  
4 employee of the House, the committee shall employ independent  
5 counsel who shall not be employed by the House for any other  
6 purpose or in any other capacity during such investigation.

7 All constitutional rights of any person under investigation  
8 shall be preserved, and such person shall be entitled to present  
9 evidence, cross-examine witnesses, face his or her accuser, and  
10 be represented by counsel.

11 The chair may continue any hearing for reasonable cause, and  
12 upon the vote of a majority of the committee or upon the request  
13 of the person subject to investigation, the chair shall issue  
14 subpoenas for the attendance and testimony of witnesses and the  
15 production of documentary evidence relating to any matter under  
16 formal investigation by the committee. The committee may  
17 administer oaths or affirmations and examine and receive  
18 evidence.

19 All testimony, documents, records, data, statements or  
20 information received by the committee in the course of any  
21 investigation shall be private and confidential except in the  
22 case of public hearings or in a report to the House. No report  
23 shall be made to the House unless a majority of the committee  
24 has made a finding of unethical or illegal conduct on the part  
25 of the person under investigation. No finding of unethical or  
26 illegal conduct shall be valid unless signed by at least a  
27 majority of the committee. Any such report may include a  
28 minority report. The committee shall have the authority to  
29 recommend to the House action as appropriate. No action shall be  
30 taken by the House on any finding of illegal or unethical

1 conduct nor shall such finding or report containing such finding  
2 be made public sooner than seven days after a copy of the  
3 finding is sent by certified mail to the member, officer or  
4 employee under investigation.

5 The committee may meet with a committee of the Senate to hold  
6 investigations or hearings involving employees of the two houses  
7 jointly or officers or employees of the Legislative Reference  
8 Bureau, the Joint State Government Commission, the Local  
9 Government Commission, the Legislative Budget and Finance  
10 Committee and the Legislative Data Processing Committee;  
11 provided, however, that no action may be taken at a joint  
12 meeting unless it is approved by a majority of the committee.

13 In the event that a member of the committee shall be under  
14 investigation, such member shall be temporarily replaced on the  
15 committee in a like manner as said member's original  
16 appointment.

17 The committee, at the request of a member, officer or  
18 employee concerned about an ethical problem relating to the  
19 member, officer or employee alone or in conjunction with others,  
20 may render advisory opinions with regard to questions pertaining  
21 to legislative ethics or decorum. Such advisory opinions shall  
22 be confidential and shall apply exclusively to the requestor.

23 Any member of the committee breaching the confidentiality of  
24 materials and events as set forth in this rule shall be removed  
25 immediately from the committee and replaced by another member of  
26 the House in a like manner as said member's original  
27 appointment.

28 The committee may adopt rules of procedure for the orderly  
29 conduct of its affairs, investigations, hearings and meetings,  
30 which rules are not inconsistent with this rule.

1       The committee shall continue to exist and have authority and  
2 power to function after the sine die adjournment of the General  
3 Assembly and shall so continue until the expiration of the then  
4 current term of office of the members of the committee.

5                               RULE 47 (a)

6               Status of Members Indicted or Convicted of a Crime

7       When an indictment is returned or a charge is filed before a  
8 court of record against a member of the House, and the gravamen  
9 of the indictment or charge is directly related to the member's  
10 conduct as a committee chair or ranking minority committee  
11 member or in a position of leadership or is one which would  
12 render the member ineligible to the General Assembly under  
13 section 7 of Article II of the Constitution of Pennsylvania, the  
14 member shall be relieved of committee chair status, ranking  
15 minority committee member status or leadership position until  
16 the indictment or charge is disposed of, but the member shall  
17 otherwise continue to function as a Representative, including  
18 voting, and shall continue to be paid.

19       If, during the same legislative session, the indictment or  
20 charge is quashed, dismissed or withdrawn, or the court finds  
21 that the member is not guilty of the offense alleged, the member  
22 shall immediately be restored to committee chair status, ranking  
23 minority committee member status or the leadership position  
24 retroactively from which he or she was suspended.

25       Upon a finding or verdict of guilt by a judge or jury, plea  
26 or admission of guilt or plea of nolo contendere of a member of  
27 the House of a crime, the gravamen of which relates to the  
28 member's conduct as a Representative or which would render the  
29 member ineligible to the General Assembly under section 7 of  
30 Article II of the Constitution of Pennsylvania, and upon

1 imposition of sentence, the Parliamentarian of the House shall  
2 prepare a resolution of expulsion under the sponsorship of the  
3 Chair and Vice-Chair of the House Ethics Committee. The  
4 resolution shall be printed and placed on the calendar for the  
5 next day of House session.

6 RULE 48

7 Conference Committee

8 All Committees of Conference shall be appointed by the  
9 Speaker and shall be composed of three members, two of whom  
10 shall be selected from the majority party and one from the  
11 minority party.

12 The conferees shall confine themselves to the differences  
13 which exist between the House and Senate.

14 The presentation of reports of Committees of Conference shall  
15 be in order after having been signed by a majority of members of  
16 the committee of each House.

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

20 RULE 49

21 Committee Action

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

1 of the standing committee refers such bill, resolution, or  
2 matter to a subcommittee, such subcommittee, except as  
3 hereinafter provided, shall have full power over the same.

4 The recommendations by a committee that a bill or resolution  
5 be reported negatively shall not affect its consideration by the  
6 House. The words "negative recommendation" shall be printed  
7 conspicuously on a line above the title of this bill.

8 All standing subcommittees shall be subject to the will of  
9 the majority of their parent standing committee and shall not  
10 promulgate any rules or take any action inconsistent with the  
11 rules of their parent standing committee or the Rules of the  
12 House.

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

#### 16 RULE 50

#### 17 Public Hearings

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



1       When a public hearing has been authorized as aforesaid, the  
2 chair of the standing committee, subcommittee chair, or select  
3 committee chair as the case may be, shall instruct the Chief  
4 Clerk to give written notice thereof to each House Member not  
5 less than five calendar days before the proposed hearings and  
6 post the same in or immediately adjacent to the House Chambers.  
7 Such notice, which shall contain the day, hour and place of the  
8 hearing and the number or numbers of bills or other subject  
9 matter to be considered at such hearing, shall also be given the  
10 supervisor of the news room, and to the news media. In addition,  
11 all provisions of 65 Pa.C.S. Ch. 7 (relating to open meetings),  
12 relative to notice of meetings shall be complied with.

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

23       All public hearings shall be open to the public and  
24 reasonable opportunity to be heard shall be afforded to all  
25 interested parties who have requested an appearance before the  
26 committee. In addition, it shall be the responsibility of the  
27 committee in conducting its hearing to request the presentation  
28 of testimony by any person who, in the opinion of the committee,  
29 is qualified to present pertinent and important testimony.

30       Such committee shall, so far as practicable, request all

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

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

14       Proceedings of all public hearings shall be either  
15 stenographically or electronically recorded. The committee shall  
16 determine which parts of such recorded proceedings, if any,  
17 shall be transcribed and the distribution thereof. Except as  
18 hereinafter provided, no more than four copies of any transcript  
19 shall be made. Such stenographic or electronic records and at  
20 least one copy of any transcription shall be preserved by the  
21 Chief Clerk until authorized to dispose of same by an  
22 affirmative vote of three-quarters of the entire membership of  
23 the Rules Committee and shall be made available to any member  
24 upon written request for the purpose of copying or transcription  
25 at that member's expense. Any transcribed records and any  
26 reports of the committee shall be filed with the Chief Clerk or  
27 his designee and shall be made available to any person in  
28 accordance with reasonable rules and regulations prescribed by  
29 the Chief Clerk. Upon payment of a reasonable cost to be  
30 determined by the Chief Clerk, a person may obtain a copy of

1 such transcribed records or reports.

2 All written testimony and all transcribed testimony at  
3 committee hearings shall be posted on the Internet as soon  
4 thereafter as practicable.

5 The Chief Clerk shall not make payment of any expenses  
6 incurred as a result of a public hearing without the prior  
7 written approval of the Speaker or the Majority Leader of the  
8 House.

9 RULE 51

10 Investigations

11 Any standing committee, subcommittee or select committee,  
12 upon resolution introduced and approved by majority vote of the  
13 House, may be authorized and empowered to conduct hearings at  
14 any place in the Commonwealth to investigate any matter provided  
15 for in such resolution. When authorized by such a resolution,  
16 such committee shall be empowered to issue subpoenas under the  
17 hand and seal of the chair thereof commanding any person to  
18 appear before it and answer questions touching matters properly  
19 being inquired into by the committee and produce such books,  
20 papers, records, accounts, reports, and documents as the  
21 committee deems necessary. Such subpoenas may be served upon any  
22 person and shall have the force and effect of subpoenas issued  
23 out of the courts of this Commonwealth. Where any person  
24 willfully neglects or refuses to comply with any subpoena issued  
25 by the committee or refuses to testify before the committee on  
26 any matter regarding which the person may be lawfully  
27 interrogated, it shall be the duty of the committee to report  
28 such disobedience or refusal to the House of Representatives,  
29 and such person shall be subject to the penalties provided by  
30 the laws of the Commonwealth in such cases. All such subpoenaed

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

21 The chair of the investigative hearing shall call the  
22 committee to order and announce in an opening statement the  
23 subject or purposes of the investigation.

24 A copy of this rule shall be made available to the witnesses  
25 at least three calendar days prior to his or her scheduled  
26 testimony. Witnesses at investigative hearings, may be  
27 accompanied by their own counsel for the purpose of advising  
28 them concerning their constitutional rights. The chair, for  
29 breaches of order or decorum or of professional ethics on the  
30 part of counsel, may exclude counsel from the hearing. Counsel

1 may interpose legal objection to any and all questions which in  
2 the opinion of counsel may violate the civil or constitutional  
3 rights of his or her clients.

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

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

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

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

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

15 Proceedings of all public hearings shall be either  
16 stenographically or electronically recorded. The committee shall  
17 determine which parts of such recorded proceedings, if any,  
18 shall be transcribed and four copies thereof shall be  
19 distributed and additional copies made available as provided in  
20 Rule 50. Such stenographic or electronic records shall be  
21 preserved by the Chief Clerk until directed to dispose of same  
22 by an affirmative vote of three-quarters of the entire  
23 membership of the Rules Committee and shall be made available to  
24 any member upon written request for the purpose of transcription  
25 at that member's expense. Any transcribed records and any  
26 reports of the committee shall be filed with the Chief Clerk or  
27 a designee and shall be made available to any person in  
28 accordance with reasonable rules and regulations prescribed by  
29 the Chief Clerk.

30 Upon payment of a reasonable cost to be determined by the

1 Chief Clerk, a person may obtain a copy of the transcript of any  
2 testimony given at a public session or, if given at an executive  
3 session when authorized by the committee. All standing  
4 committees, subcommittees, special committees or commissions  
5 which are authorized to hold public hearings and investigations  
6 shall file a final report before being discharged of delegated  
7 responsibilities.

8 RULE 52

9 Possession of Bills by Committee

10 When a committee has ordered that a bill, resolution or other  
11 matter be reported to the House, the member to whom it is  
12 assigned shall make the report thereof to the House either on  
13 the same day or at the next meeting of the House.

14 Failure of a member to comply with this rule shall be  
15 reported to the House by the committee, provided the official  
16 copy of the bill, resolution or other matter has not been  
17 obtained. Upon a motion agreed to by the House, a duplicate  
18 certified copy of a House bill, House resolution or other House  
19 matter shall be furnished to the committee by the Chief Clerk.

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

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

26 If the Senate bill, Senate resolution or other Senate matter  
27 received from the Senate is lost, upon a motion agreed to by the  
28 House, a request shall be made to the Senate to furnish the  
29 House with a duplicate certified copy thereof.

30 If a bill, resolution or other matter is lost before it has

1 been referred to a committee, the fact shall be reported to the  
2 House and the procedure provided by this rule shall be followed.

3 RULE 53

4 Discharge of Committees

5 A member may present to the Chief Clerk a resolution in  
6 writing to discharge a committee from the consideration of a  
7 bill or resolution which has been referred to it 15 legislative  
8 days prior thereto (but only one motion may be presented for  
9 each bill or resolution). The discharge resolution shall be  
10 placed in the custody of the Chief Clerk, who shall arrange some  
11 convenient place for the signature of the members. A signature  
12 may be withdrawn by a member in writing at any time before the  
13 discharge resolution is entered in the Journal. When 25 members  
14 of the House shall have signed the resolution, it shall be  
15 entered in the Journal and the title of the bill or resolution  
16 and the name of the committee to be discharged shall be printed  
17 on the calendar.

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

1 from any other committee of any other bill or resolution  
2 substantially the same, relating in substance to or dealing with  
3 the same subject matter.

4 RULE 54

5 Presentation and Withdrawal of Motions

6 When a motion which is in order has been made, the Speaker  
7 shall state it or (if it is in writing) cause it to be read by  
8 the Clerk. It shall then be in the possession of the House, but  
9 it may be withdrawn by the maker at any time before decision or  
10 amendment.

11 The Speaker shall put the question in the following form,  
12 viz: "those in favor of the motion will say 'aye'." After the  
13 affirmative is expressed, "those who are opposed will say 'no'."

14 All motions, except for the previous question and a motion  
15 for reconsideration, may be made without a second.

16 No dilatory motion shall be entertained by the Speaker.

17 RULE 55

18 Privileged Motions

19 When a question is under debate or before the House, no  
20 motion shall be received but the following, which shall take  
21 precedence in the order named:

- 22 (1) To adjourn, or recess.
- 23 (2) A call of the House.
- 24 (3) To lay on the table.
- 25 (4) For the previous question.
- 26 (5) To postpone.
- 27 (6) To commit or recommit.
- 28 (7) To amend.

29 Debate on the motion to postpone shall be confined to the  
30 question of the postponement and shall not include discussion of



1 the main question.

2 The motion to commit or recommit is open to debate only as to  
3 the reasons for or against reference to committee and shall not  
4 include a discussion of the merits of the main question.

5 Debate on the motion to amend shall be limited to the  
6 amendment and shall not include the general merits of the main  
7 question.

8 RULE 56

9 Adjourn

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

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

13 (2) when the House is voting.

14 RULE 57

15 Call of the House

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

28 Further proceedings under a call of the House may be  
29 dispensed with at any time after the completion of the roll call  
30 and the announcement of the result.

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

3                               RULE 58

4               Persons Admitted Under a Call of the House

5       Members who voluntarily appear during a call of the House  
6 shall be admitted to the House. Upon recognition by the Speaker  
7 they shall announce their presence and their names shall be  
8 recorded on the roll.

9       Officers of the House, accredited correspondents and  
10 employees designated by the Chief Clerk shall be admitted to the  
11 House during a call.

12       Visitors shall not be admitted to the House after the doors  
13 are closed and until the proceedings under the call are  
14 terminated, but they shall be permitted to leave.

15                               RULE 59

16               Lay on the Table

17       A motion to lay on the table is debatable, is not subject to  
18 amendment and carries with it the main question and all other  
19 pending questions which adhere to it, except when an appeal is  
20 laid on the table. The passage of a motion to lay an amendment  
21 on the table shall cause the subject bill or resolution and all  
22 other amendments to be laid on the table.

23                               RULE 60

24               Motion to Take from the Table

25       A motion to take from the table a bill or other subject is in  
26 order under the same order of business in which the matter was  
27 laid on the table. It shall be decided without amendment and is  
28 debatable.

29                               RULE 61

30               Previous Question

1 A motion for the previous question, seconded by 20 members  
2 and sustained by a majority of the members present, shall put an  
3 end to all debate and bring the House to an immediate vote on  
4 the question then pending, or the questions on which it has been  
5 ordered.

6 A motion for the previous question may be made to embrace any  
7 or all pending amendments or motions and to include the passage  
8 or rejection of a bill or resolution.

9 RULE 62

10 Call for Yeas and Nays—Reasons for Vote

11 The yeas and nays of the members on any question shall, at  
12 the desire of any two of them, be entered on the Journal.

13 (Constitution, Article II, Section 12).

14 When the Speaker or any member is not satisfied with a voice  
15 vote on a pending question, the Speaker may order a roll call  
16 vote; or, upon request of two members, before the result of the  
17 vote is announced, the Speaker shall order a roll call vote.

18 A member may submit a written explanation of his or her vote  
19 immediately following the announcement of the result of the vote  
20 and have it printed in the Journal.

21 RULE 63

22 Division of a Question

23 Any member may call for a division of a question by the  
24 House, if it comprehends propositions so distinct and separate  
25 that one being taken away, the other will stand as a complete  
26 proposition for the decision of the House.

27 A motion to strike out and insert is indivisible, but a  
28 motion to strike out being lost shall neither preclude amendment  
29 nor a motion to strike out and insert.

30 RULE 64

1                   Members Required to be Present and Vote

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

7       No member shall be permitted to vote and have his or her vote  
8 recorded on the roll unless present in the Hall of the House  
9 during the roll call vote.

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

12                   RULE 64 (a)

13                   Chronic Absenteeism

14       For purposes of this rule the term "chronic absenteeism"  
15 shall mean the unexcused absence of a representative for a  
16 period of five consecutive legislative days from official  
17 sessions of the House of Representatives or the absence of a  
18 committee member for a period of five consecutive days from an  
19 assigned committee meeting which meeting qualifies as a regular  
20 committee meeting under the rules of the House of  
21 Representatives and the Sunshine Law of the Commonwealth.

22       Any representative who is absent without excuse from regular  
23 House sessions for a period of five consecutive legislative days  
24 or is absent for a period of five consecutive committee meetings  
25 shall be deemed a chronic absentee and may, on a vote of the  
26 full House, be held in contempt of this House upon motion of  
27 five members of the House for chronic absence from regular House  
28 sessions and by motion of three members of the standing  
29 committee of the House to which such representative is assigned  
30 for chronic absence from regularly scheduled committee meetings.

1 The term "chronic absenteeism" shall not include:

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

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

6 (3) Death to a member of the immediate family of a  
7 representative.

8 (4) Any excused absence approved by the House pursuant to  
9 its rules.

10 RULE 65

11 Member Having Private Interest

12 (1) A member who has a personal or private interest in any  
13 measure or bill proposed or pending before the House shall  
14 disclose the fact to the House and shall not vote thereon.  
15 (Constitution, Article III, Section 13).

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

20 RULE 65 (a)

21 Professionals-Legislators

22 (1) Except as hereinafter provided, any member or employee  
23 of the House or its agencies shall not be retained for  
24 compensation to appear in his or her professional capacity to  
25 represent the interest of any client in any proceeding before  
26 any Commonwealth department, board, agency, bureau or  
27 commission, except that such member or employee is authorized to  
28 represent the interest of a client at any stage of a proceeding  
29 before the Commonwealth or its agencies where such proceeding  
30 was initially taken or brought as a ministerial action, as

1 defined by this rule, and as originally taken was not initially  
2 adverse in nature to the interest of the Commonwealth or its  
3 agencies.

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

6 (a) Representing clients on criminal matters before the  
7 courts of the Commonwealth.

8 (b) Representing clients on civil matters before the  
9 courts of the Commonwealth.

10 (c) Representing clients in all stages of a proceeding  
11 before the Commonwealth or its agencies which was initially  
12 commenced as a ministerial action. The term "ministerial  
13 action" means and includes any proceeding or action before  
14 the Commonwealth or its agencies where the proceeding, as  
15 initially commenced involved solely:

16 (i) The uncontested or routine action by the  
17 Commonwealth's administrative officers or employees in  
18 issuing or renewing licenses, charters, certificates or  
19 any other documents of a similar nature; or

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

22 (iii) The preparation, filing and review of  
23 engineering and architectural plans, drawings,  
24 specifications and reports; or

25 (iv) Any other initially routine or uncontested  
26 preparation, filing, review or other action not  
27 enumerated above and considered and normally handled by  
28 the Commonwealth or its agencies as a ministerial action.

29 (d) Representing clients in workmen's compensation  
30 proceedings before the bureau, its referees or the Workmen's

1 Compensation Appeals Board.

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

4 RULE 65 (b)

5 Financial Interests in Gaming Entities

6 Annually, on or before April 30, every member shall file an  
7 affidavit with the Chief Clerk, on a form provided by the Chief  
8 Clerk, affirming that neither the member nor an immediate family  
9 member of the member holds a financial interest in violation of  
10 4 Pa.C.S. § 1512 (relating to financial and employment  
11 interests).

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

14 RULE 66

15 Electric Roll Call

16 The names of the members shall be listed on the electric roll  
17 call boards by party affiliation in alphabetical order, except  
18 the name of the Speaker shall be last.

19 On any question requiring the "yeas" and "nays", the electric  
20 roll call system shall be used. On all other questions to be  
21 voted upon, the Speaker may order the yeas and nays taken by the  
22 electric roll call system or voice vote or, upon demand of two  
23 members before the result of a vote has been declared, the yeas  
24 and nays shall be taken by the electric roll call system.

25 In the event the electric roll call system is not in  
26 operating order, the Speaker shall order all yea and nay votes  
27 be taken by calling the roll, as provided in the Rules of the  
28 House.

29 The vote of any member which has not been recorded because of  
30 mechanical malfunction of the electric roll call system shall be

1 entered on the Journal, if said member was in the Hall of the  
2 House at the time of the vote and did cast his or her vote at  
3 the appropriate time, and the fact of such malfunction is  
4 reported to the Speaker of the House prior to the announcement  
5 of the result of the vote.

6 When the House is ready to vote upon any question requiring  
7 the yeas and nays and the vote is to be taken by the electric  
8 roll call system, the Speaker shall state: "The  
9 question ..... (Designating the matter to be voted  
10 upon.)" The Speaker shall then unlock the voting machine and  
11 announce, "The members shall now proceed to vote." Once the  
12 voting has begun, it shall not be interrupted, except for the  
13 purpose of questioning the validity of a member's vote or, if  
14 the voting switch of a member present in the Hall of the House  
15 is locked or otherwise inoperative, a request that such switch  
16 be rendered operative or such members vote be officially  
17 recorded, before the result is announced.

18 When, in the judgment of the Speaker, reasonable time has  
19 been allowed all members present in the House to vote (in no  
20 event shall such time exceed ten minutes) the Speaker shall ask  
21 the question: "Have all members present voted?" After a pause,  
22 the Speaker shall lock the machine and instruct the Clerk to  
23 record the vote, and the Speaker shall announce the result of  
24 the vote.

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

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

30 The vote as electrically recorded on the roll of members



1 shall not in any manner be altered or changed by any person.

2 Except as provided in this rule, no member shall vote for  
3 another member, nor shall any person not a member vote for a  
4 member.

5 Any member or other person who willfully tampers with or  
6 attempts to disarrange, deface, impair or destroy in any manner  
7 whatsoever the electrical voting equipment used by the House, or  
8 who instigates, aids or abets with the intent to destroy or  
9 change the record of votes thereon shall be punished in such  
10 manner as the House determines.

11 A member who has been appointed by the Speaker to preside as  
12 Speaker pro tempore may designate either the Majority or  
13 Minority Whip to cast his or her vote on any question while  
14 presiding in accordance with instructions from the Chair.

15 The Chief Clerk shall post all votes by the electric roll  
16 call system on the Internet no later than the close of business  
17 on the day they are made.

18 A prime sponsor of a bill, the Minority Leader or Majority  
19 Leader or a member designated to act on their behalf may request  
20 that the roll call remain open for the maximum time allowed in  
21 accordance with this rule. During such roll call, no vote shall  
22 be recorded unless the member is at his or her regularly  
23 assigned seat.

24 RULE 67

25 Verification and Challenge

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

30 Any member may challenge in writing the yea or nay or

1 electrically recorded vote of other members. The allegations  
2 made shall be investigated by a committee composed of the  
3 Speaker, a majority member and a minority member appointed by  
4 the Speaker, who shall submit a report to the House not later  
5 than its next session. The House shall then decide whether the  
6 challenged vote shall be recorded or not.

7 If the challenged vote would change the result, the  
8 announcement of the vote shall be postponed until the House  
9 decides the case.

#### 10 RULE 68

##### 11 Changing Vote

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

#### 15 RULE 69

##### 16 Journal

17 The Chief Clerk shall keep a Journal of the proceedings of  
18 the House, which shall be printed and shall be made available to  
19 the members.

20 The Journal of the proceedings of the last day's session  
21 shall not be read unless so ordered by a majority vote of the  
22 House.

#### 23 RULE 70

##### 24 History of House Bills

##### 25 and House Resolutions

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

30 The House History shall include a cumulative index of laws

1 enacted during the session and the text of vetoes by the  
2 Governor.

3 RULE 71

4 House Calendar

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

10 Bills and non-privileged resolutions shall be listed on the  
11 House Calendar for no more than 15 consecutive legislative days.  
12 At the end of the 15th consecutive legislative day the said bill  
13 or non-privileged resolution shall be automatically recommitted  
14 to the committee from which it was reported to the floor of the  
15 House.

16 Any bill or non-privileged resolution on the calendar which  
17 cannot, by its status, be recommitted shall be removed from the  
18 calendar and laid on the table, unless the House shall otherwise  
19 direct.

20 A marked calendar compiled by the Majority Leader shall be  
21 provided to all members on each legislative day on which votes  
22 are scheduled on the calendar.

23 RULE 72

24 Journal, Transcribing and

25 Documents Rooms

26 No person, except members and employees of the House having  
27 official business, shall be permitted in the Transcribing, the  
28 Legislative Journal, and the Bills and Documents Rooms of the  
29 House without the consent of the Chief Clerk.

30 RULE 73

Correspondents

Admission to and administration of the Press Galleries of the Senate and House of Representatives shall be vested in a Committee on Correspondents consisting of the President pro tempore of the Senate, or a designee; the Speaker of the House of Representatives, or a designee; the Supervisor of the Capitol Newsroom; the President of the Pennsylvania Legislative Correspondents' Association, or a designee and the Executive Director of the Pennsylvania Association of Broadcasters, or a designee.

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

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

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

1 entitled to the privileges of the press gallery.

2       Accredited representatives of newspapers, wire, newsreel  
3 services and licensed radio or television stations, systems or  
4 newsgathering agencies, may be authorized by the Speaker of the  
5 House to take photographs, make audio or video recordings or  
6 tapes, and to broadcast or televise in the House of  
7 Representatives. Applications to take photographs, make audio or  
8 video recordings or tapes, or to broadcast or televise at public  
9 hearings of committees shall be approved by the committee chair  
10 or co-chairs conducting such hearing. However, the committee  
11 chair conducting the hearing may make such orders to such  
12 representatives as may be necessary to preserve order and  
13 decorum.

14       No photographs shall be taken nor any recordings or tapes  
15 made, nor any broadcasting or televising done in the House of  
16 Representatives during sessions, being at ease or recessed,  
17 without prior notice to the Representatives. When possible, such  
18 notice shall be given at the beginning of the session, at ease  
19 or recess, during which the photographs, recordings or taping,  
20 broadcasting or televising are scheduled to be taken or made.

21       No more than one representative of each newspaper, press  
22 association or licensed radio or television station, system or  
23 newsgathering agency shall be admitted to the press gallery at  
24 one time. Members of the Pennsylvania Legislative  
25 Correspondents' Association and representatives of licensed  
26 radio and television stations, systems or newsgathering  
27 agencies, assigned to the House of Representatives on a daily  
28 basis shall have permanent assigned seating in the press gallery  
29 with identification plates. Visiting representatives of daily  
30 newspapers, press associations, Sunday newspapers as well as

1 radio and television stations, systems or newsgathering agencies  
2 shall coordinate seating accommodations with the supervisor of  
3 the Capitol Newsroom.

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

8 Persons assigned to the press gallery on a permanent or  
9 temporary basis shall not walk onto the floor of the House of  
10 Representatives nor approach the rostrum or the clerks' desks  
11 during session or while being at ease.

12 Persons assigned to the press gallery on a permanent or  
13 temporary basis wishing to confer with a Representative shall  
14 disclose this fact by having a message delivered by a page to  
15 the Representative. Such conversation shall be conducted off the  
16 floor of the House of Representatives.

17 Representatives of the Pennsylvania Public Broadcasting  
18 System may, subject to regulations of the Speaker, televise or  
19 make video tapes of proceedings of sessions of the House of  
20 Representatives and meetings of all committees of the House of  
21 Representatives.

#### 22 RULE 74

#### 23 Visitors

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

27 Persons admitted to the Hall of the House other than members  
28 and attaches, shall not be permitted to stand while the House is  
29 in session but shall be seated in chairs provided for them. At  
30 no time shall visitors be permitted on the Floor of the House

1 while the House is in session unless so permitted by the  
2 Speaker.

3 RULE 75

4 Lobbyists

5 No registered lobbyist shall be admitted to the Hall of the  
6 House.

7 RULE 76

8 Soliciting Prohibited

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

11 RULE 77

12 Suspending and Changing Rules

13 Unless otherwise specified in another rule, any rule of the  
14 House, which is not required by the Constitution, may be  
15 temporarily suspended at any time for a specific purpose only by  
16 a vote of two-thirds of the members elected to the House by a  
17 roll call vote.

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

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

26 The existing rules of the House shall not be changed, added  
27 to, modified or deleted except by written resolution and the  
28 same approved by a majority vote of the members elected to the  
29 House by a roll call vote.

30 Except where such resolution originates with the Committee on

1 Rules, no resolution proposing any change, addition,  
2 modification or deletion to existing House rules shall be  
3 considered until such resolution has been referred to the  
4 Committee on Rules, reported therefrom, printed, filed on the  
5 desk of each member and placed on the calendar.

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

11 RULE 78

12 Parliamentary Authority

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