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House Resolution

A resolution establishing the Rules of the House of Representatives of the State of Florida for the 2016-2018 term.

Be It Resolved by the House of Representatives of the State of Florida:

That the following rules shall govern the House of Representatives of the State of Florida for the 2016-2018 term:

RULES OF THE FLORIDA HOUSE OF REPRESENTATIVES

RULE ONE—LEGISLATIVE ORGANIZATION

1.1—Officers of the House

(a) CONSTITUTIONAL OFFICERS. Pursuant to Section 2 of Article III of the State Constitution:

(1) The House shall choose a permanent presiding officer, designated the "Speaker."

(2) The House hereby designates as its clerk the Clerk of the House (hereinafter "Clerk"), to be appointed and serve in accordance with these rules.

(b) HOUSE LEADERSHIP. In addition to the Speaker, the House shall choose a Speaker pro tempore, who shall serve in

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26 | accordance with Rule 2.5. The Speaker shall appoint a Majority  
27 | Leader from among the members of the Majority Conference to  
28 | serve at the pleasure of the Speaker. The Minority Conference  
29 | shall select a Minority Leader from among the members of the  
30 | Minority Conference.

31 | (c) OTHER OFFICERS. The Speaker shall appoint a Clerk and  
32 | a Sergeant at Arms, who shall be employees of the House.

33 |

34 | 1.2—Political Party Conferences

35 | Conference rules shall be interpreted and enforced solely by the  
36 | respective caucuses.

37 |

38 | 1.3—Seating Challenges

39 | In the case of a contest for a seat in the House, notice setting  
40 | forth the specific grounds of such contest and the supporting  
41 | evidence must have been received by the Clerk not less than 5  
42 | days before the organization session of the Legislature. No  
43 | motion to disqualify a member shall be in order at the  
44 | organization session until a Speaker has been elected in  
45 | accordance with the State Constitution. In the case of a special  
46 | election, notice must have been received by the Clerk not less  
47 | than 5 days before the next regular or special session convenes.  
48 | If the election is during a session or less than 5 days before  
49 | the next session, the notice must have been received on the next  
50 | legislative day following the receipt of certified election

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51 results. A contest setting forth facts sufficient to warrant  
52 review shall be referred by the Speaker to an appropriate  
53 committee or subcommittee. The committee or subcommittee shall  
54 conduct hearings as required and report its findings and  
55 recommendations to the House. Upon receipt of the committee or  
56 subcommittee report, the House shall convene with all dispatch  
57 to determine the contest by a majority vote.

58

59 RULE TWO—POWERS, DUTIES, AND RIGHTS OF THE SPEAKER

60

61 2.1—Presiding

62 The Speaker shall take the chair and call the House to order at  
63 the hour appointed for meeting and, if a quorum is present,  
64 shall proceed with the order of business.

65

66 2.2—Interpreting Rules

67 The Speaker shall interpret, apply, and enforce the Rules of the  
68 House.

69

70 2.3—Deciding Questions of Order

71 (a) DETERMINATION BY THE SPEAKER. All questions of order  
72 shall be presented to the Speaker for determination. The Speaker  
73 may require the member raising a point of order to cite the rule  
74 or other authority in support of the question. The Speaker may  
75 decide the question of order, put such question to the House, or

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76 refer such question to the chair of the Rules & Policy Committee  
77 for a recommendation to the Speaker. Any decision of the Speaker  
78 on a point of order is subject to an appeal to the House made  
79 timely and separately by any five members.

80 (b) QUESTIONS OF ORDER ARISING IN COMMITTEE OR  
81 SUBCOMMITTEE. A question of order may be certified by a  
82 committee or subcommittee chair to the Speaker for determination  
83 as any other question of order. A question of order decided in  
84 committee or subcommittee may be appealed to the Speaker,  
85 provided the appeal is announced in the committee or  
86 subcommittee meeting, presented in writing, signed by two  
87 members of the committee or subcommittee, and delivered to the  
88 applicable chair before 4:30 p.m. the next day (excluding  
89 Saturdays, Sundays, and official state holidays). The appeal  
90 must then be immediately certified by the chair to the Speaker,  
91 who shall decide the question as any other question of order.  
92 The certification or appeal of a question arising in committee  
93 or subcommittee does not constitute an automatic stay of further  
94 action on the measure to which the question relates.

95 (c) APPEAL TO THE HOUSE. When a decision of the Speaker on  
96 a question of order is appealed, the Speaker shall put the  
97 appeal to the House. No member may speak more than once, or for  
98 more than 3 minutes, on an appeal unless given leave by the  
99 House by majority vote.

100 (d) DECISIONS NOT SUBJECT TO APPEAL. Responses to

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101 parliamentary inquiries and decisions of recognition made by the  
102 Speaker may not be appealed.

103

#### 104 2.4—Execution of Documents

105 The Speaker shall sign all bills and all writs, warrants, and  
106 subpoenas issued by order of the House, all of which shall be  
107 attested to by the Clerk. The Speaker may delegate the authority  
108 to sign papers authorizing payments or other papers of an  
109 administrative nature.

110

#### 111 2.5—Appointment of a Temporary Presiding Officer

112 (a) The Speaker may appoint any member to perform the  
113 duties of presiding officer for a temporary period of time not  
114 to extend beyond a single legislative day.

115 (b) If the Speaker is absent and has not appointed a  
116 presiding officer pursuant to subsection (a), the Speaker pro  
117 tempore shall act as presiding officer during the Speaker's  
118 absence. However, if the Speaker pro tempore is also absent and  
119 has not appointed a presiding officer pursuant to subsection  
120 (a), the chair of the Rules & Policy Committee shall act as  
121 presiding officer during the absence of both the Speaker and  
122 Speaker pro tempore.

123 (c) Upon the Speaker's incapacity or other inability to  
124 serve, the Speaker pro tempore shall exercise the duties,  
125 powers, and prerogatives of the Speaker during the period of

126 such incapacity or other inability to serve.

127 (d) The Speaker pro tempore shall exercise the duties,  
 128 powers, and prerogatives of the Speaker in the event of the  
 129 Speaker's death or resignation until the Speaker's successor is  
 130 elected.

131  
 132 2.6—Protecting the Interests of the House

133 The Speaker may initiate, defend, intervene in, or otherwise  
 134 participate in any suit on behalf of the House, a committee or  
 135 subcommittee of the House, a member of the House (whether in the  
 136 legal capacity of member or otherwise), a former member of the  
 137 House, or an officer, employee, or agent of the House when the  
 138 Speaker determines that such suit is of significant interest to  
 139 the House.

140  
 141 2.7—Control of House Facilities

142 The Speaker shall have administrative control of the Chamber  
 143 when the House is not in session and of every other room, lobby,  
 144 and gallery of the House.

145  
 146 RULE THREE—MEMBERS

147  
 148 3.1—Membership

149 The House shall exercise its right to be the sole judge of the  
 150 qualifications, elections, and returns of its members.

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3.2-Voting Obligation

Except when abstention is required, every member shall have an obligation to vote on all matters that come before the House in session or before any committee or subcommittee to which the member is appointed. A member may not vote by proxy. A member may register an electronic vote in the Chamber for another member at the other member's specific request and direction, provided the requesting member is in the Chamber during the vote.

(a) ABSTENTION ON MATTERS OF SPECIAL PRIVATE GAIN OR LOSS.

A member may not vote on any measure that the member knows would inure to the member's special private gain or loss. The member must disclose the nature of the member's interest in the matter from which the member is required to abstain.

(b) DISCLOSURE ON MATTERS OF SPECIAL PRIVATE GAIN OR LOSS TO FAMILY OR PRINCIPALS.

(1) When voting on any measure that the member knows would inure to the special private gain or loss of:

- a. Any principal by whom the member or the member's spouse, parent, or child is retained or employed;
- b. Any parent organization or subsidiary of a corporate principal by which the member is retained or employed; or
- c. A relative or business associate of the member,

176 | the member must disclose the nature of the interest of such  
 177 | person in the outcome of the vote.

178 |       (2) For the purpose of this rule, the term:

179 |       a. "Relative" means any father, mother, son, daughter,  
 180 | husband, wife, brother, sister, father-in-law, mother-in-law,  
 181 | son-in-law, or daughter-in-law.

182 |       b. "Business associate" means any person or entity engaged  
 183 | in or carrying on a business enterprise with the member as a  
 184 | partner, joint venturer, corporate shareholder where the shares  
 185 | of such corporation are not listed on any national or regional  
 186 | stock exchange, or co-owner of property.

187 |       (c) METHODS OF DISCLOSURE. If the vote is taken on the  
 188 | floor, disclosure under this rule or under any related law shall  
 189 | be accomplished by filing with the Clerk, within 15 days after  
 190 | the vote occurs, a memorandum the substance of which shall be  
 191 | printed in the Journal. If the vote is taken in a committee or  
 192 | subcommittee, the memorandum shall be filed, within 15 days  
 193 | after the vote occurs, with the committee or subcommittee  
 194 | administrative assistant, who shall file such memorandum in the  
 195 | committee or subcommittee files and with the Clerk.

196 |

197 | 3.3-Attendance Obligation

198 |       (a) COMMITTEE AND SUBCOMMITTEE MEETING ATTENDANCE. A  
 199 | member shall attend all meetings of committees and subcommittees  
 200 | to which appointed unless excused by the chair or by the



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201 Speaker. Excuse from a House session shall constitute excuse  
202 from that day's meetings. Failure to attend two consecutive  
203 meetings, unless excused, shall constitute automatic removal  
204 from the committee or subcommittee and create a vacancy. Upon  
205 notification of automatic removal, the Speaker may make an  
206 appointment to fill such vacancy.

207 (b) SESSION ATTENDANCE.

208 (1) A member may not be absent from the sessions of the  
209 House without approval from the Speaker. Upon written request of  
210 a member submitted in a timely manner, the Speaker may, by  
211 written notice to the Clerk, excuse the member from attendance  
212 for any stated period. It shall be the responsibility of the  
213 excused member to advise the Clerk when leaving and returning to  
214 the Chamber.

215 (2) Any member who has answered roll call, either orally  
216 or by electronic means, at the opening of any daily session, or  
217 who enters after the initial quorum call and informs the Clerk  
218 of the member's presence, shall thereafter be presumed present  
219 unless necessarily prevented or leave of absence is obtained  
220 from the Speaker. The Speaker shall make any determination as to  
221 whether a member was necessarily prevented.

222

223 3.4—Open Meetings

224 (a) Subject to order and decorum, each member shall  
225 provide reasonable access to members of the public to any

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226 meeting between such member and more than one other member of  
227 the Legislature, if such members of the public have requested  
228 admission and such meeting has been prearranged for the purpose  
229 of agreeing to take formal legislative action on pending  
230 legislation or amendments at such meeting or at a subsequent  
231 time.

232 (b) Subject to order and decorum, a member of the public  
233 requesting admission shall have reasonable access to any meeting  
234 between the Speaker, the Senate President, or the Governor, if  
235 such meeting has been prearranged for the purpose of agreeing to  
236 take formal legislative action on pending legislation or  
237 amendments at a subsequent time.

238 (c) No meeting required by these rules to be open to  
239 members of the public shall be conducted in the Members' Lounge,  
240 at any location that is closed to the public, or at any location  
241 that a participating member knows prohibits admission on the  
242 basis of race, religion, gender, national origin, physical  
243 disability, or similar classification.

244 (d) Meetings conducted in the Chamber of either the House  
245 or the Senate while such body is in session shall be considered  
246 to be held at a location providing reasonable access to, and to  
247 be reasonably open to, the public.

248 (e) When the number of persons attending a meeting subject  
249 to this rule must be limited because of space considerations or  
250 otherwise for the maintenance of order or decorum, at least one

251 representative each of the print, radio, and television media  
 252 shall be included among the members of the public admitted, if  
 253 such persons have requested admission.

254 (f) For the purpose of this rule, and as used in Section 4  
 255 of Article III of the State Constitution, legislation shall be  
 256 considered pending if filed with the Clerk. An amendment shall  
 257 be considered pending if it has been delivered to the  
 258 administrative assistant of a committee or subcommittee in which  
 259 the legislation is pending or to the Clerk, if the amendment is  
 260 to a bill that has been reported favorably by each committee or  
 261 subcommittee of reference, and the term "formal legislative  
 262 action" shall include any vote of the House or Senate, or of a  
 263 committee or subcommittee of either house, on final passage or  
 264 on a motion other than a motion to adjourn or recess.

265

266 RULE FOUR—DUTIES OF CLERK, SERGEANT AT ARMS, AND EMPLOYEES

267

268 4.1—The Clerk

269 (a) The Clerk serves at the pleasure of the Speaker. The  
 270 Clerk shall:

271 (1) Be the custodian of all bills, resolutions, and  
 272 memorials. No member or other person may take possession of an  
 273 original bill, after filing, with the intention of depriving the  
 274 Legislature of its availability for consideration.

275 (2) Provide for the keeping of a complete record of

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276 introduction and action on all bills, resolutions, and  
 277 memorials, including each number, each sponsor, each cosponsor,  
 278 a brief description of the subject matter, and each committee  
 279 and subcommittee reference.

280 (3) Keep a correct journal of proceedings of the House.  
 281 The Journal shall be numbered serially and published from the  
 282 first day of each session of the Legislature.

283 (4) Superintend the engrossing and transmitting of bills,  
 284 resolutions, and memorials and approve the enrolling of all  
 285 House bills.

286 (5) Sign and receive necessary papers in the name of the  
 287 House between a general election and election of the Speaker.

288 (6) Perform any other duties assigned by the Speaker.

289 (b) It shall be a ministerial duty of the Clerk to attest  
 290 to all writs issued by order of the House and to the passage of  
 291 all legislative measures.

292

293 4.2-The Sergeant at Arms

294 The Sergeant at Arms (hereinafter "Sergeant") serves at the  
 295 pleasure of the Speaker. The Sergeant shall attend the House  
 296 during its sittings and maintain order under the direction of  
 297 the Speaker or other presiding officer. In case of any  
 298 disturbance or disorderly conduct within the Chamber, corridors,  
 299 passages, lobby, galleries, or rooms of the House, whether in  
 300 the Capitol or elsewhere, the Speaker may order the Sergeant to

301 suppress the same and may order the Sergeant to remove any  
302 person creating any disturbance. The Sergeant will ensure that  
303 no person is admitted to the Chamber except in accordance with  
304 these rules or as directed by the Speaker. The Sergeant shall  
305 oversee the security of the House and its members when engaged  
306 in their constitutional duties and perform other duties under  
307 the command and supervision of the Speaker.

308

#### 309 4.3—The Employees

310 The Speaker shall employ all employees of the House and shall  
311 determine their qualifications, duties, hours of work, and  
312 compensation, including perquisites and other benefits. All  
313 employees work for and serve at the pleasure of the Speaker. The  
314 Speaker has the right to dismiss any employee of the House  
315 without cause, and the pay of such employee shall stop on the  
316 designated day of dismissal. Except when operating under  
317 direction from a member with authority over the designated  
318 employee, no House employee shall seek to influence the passage  
319 or rejection of proposed legislation.

320

### 321 RULE FIVE—FORM AND INTRODUCTION OF BILLS

322

#### 323 5.1—"Bill" Stands for All Legislation

324 Except when the context otherwise indicates, "bill," as used in  
325 these rules, means a bill, joint resolution, concurrent

326 resolution, resolution, memorial, or other measure upon which a  
 327 committee or subcommittee may be required to report.

328

329 5.2—Member Bill Filing Deadline

330 Filing deadlines for member bills shall be as follows:

331 (a) No general bill, local bill, joint resolution,  
 332 concurrent resolution (except one relating to extension of a  
 333 session or legislative organization or procedures), substantive  
 334 House resolution, or memorial shall be given first reading  
 335 unless approved for filing with the Clerk no later than noon of  
 336 the first day of the regular session.

337 (b) No ceremonial resolution shall be given first reading  
 338 unless approved for filing with the Clerk before the 46th day of  
 339 the regular session.

340

341 5.3—Limitation on Member Bills Filed

342 (a) A member may not file more than six bills for a  
 343 regular session. For purposes of this rule, the member  
 344 considered to have filed a bill is the first-named sponsor of  
 345 the bill.

346 (1) Of the six bills for the 2017 Regular Session, at  
 347 least two must be approved for filing with the Clerk no later  
 348 than noon of the 6th Tuesday before the first day of the regular  
 349 session.

350 (2) Of the six bills for the 2018 Regular Session, at

351 | least two must be approved for filing with the Clerk no later  
 352 | than noon of the 7th Tuesday before the first day of the regular  
 353 | session.

354 | (b) Bills not counted toward these limits include:

355 | (1) Local bills.

356 | (2) Ceremonial House resolutions.

357 | (3) Memorials.

358 | (4) Concurrent resolutions relating to extension of a  
 359 | session or legislative organization or procedures.

360 | (5) Trust fund bills adhering to another bill.

361 | (6) Public records or public meetings exemption bills  
 362 | adhering to another bill.

363 | (7) General bills adhering to a joint resolution.

364 | (8) Bills that only repeal or delete, without substantive  
 365 | replacement, any provision of the Florida Statutes or Laws of  
 366 | Florida.

367 | (9) Bills withdrawn from further consideration prior to  
 368 | the applicable filing deadline.

369 | (10) Claim bills, whether general or local.

370 | (11) Appropriations project bills.

371 |

372 | 5.4—Forms of Measures; Sponsorship Transactions

373 | (a) To be acceptable for introduction, all bills shall be  
 374 | produced in accordance with standards approved by the Speaker.

375 | (b) No member may be added or deleted as a sponsor or

376 cosponsor of a bill without the member's consent. A member  
 377 desiring to be a cosponsor must submit to the Clerk a  
 378 cosponsorship request agreed to by the first-named sponsor. A  
 379 member may withdraw as a cosponsor by submitting a request to  
 380 the Clerk.

381 (c) Bills that propose to amend existing provisions of law  
 382 shall contain the full text of the section, subsection, or  
 383 paragraph to be amended. As to those portions of general bills  
 384 that propose to amend existing provisions of the Florida  
 385 Statutes, words to be added shall be inserted in the text  
 386 underlined, and words to be deleted shall be struck through with  
 387 hyphens. If the change in language is so general that the use of  
 388 these procedures would hinder, rather than assist, the  
 389 understanding of the amendment, it is not necessary to use the  
 390 coded indicators of words added or deleted, but, in lieu  
 391 thereof, a notation similar to the following shall be inserted  
 392 immediately preceding the affected section of the bill:  
 393 "Substantial rewording of section. See s. . . . , F.S., for  
 394 present text." When such a notation is used, the notation, as  
 395 well as the substantially reworded text, shall be underlined.  
 396 The words to be deleted and the above-described indicators of  
 397 such words and of new material are for information and guidance  
 398 and do not constitute a part of the bill under consideration.  
 399 Numerals in the margins of the line-numbered pages do not  
 400 constitute a part of the bill and are shown on each page only



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401 for convenience in identifying lines. Section catchlines of  
402 existing text shall not be underlined, nor shall any other  
403 portion of a bill covered by this rule other than new material.

404

#### 405 5.5—Local Bills

406 (a) A committee or subcommittee may not report a local  
407 bill favorably if the substance of the local bill may be enacted  
408 into law by ordinance of a local governing body without the  
409 legal need for a referendum.

410 (b) A local bill that provides an exemption from general  
411 law may not be placed on the Special Order Calendar in any  
412 section reserved for the expedited consideration of local bills.

413 (c) All local bills, including local claim bills, must  
414 either, as required by Section 10 of Article III of the State  
415 Constitution, embody provisions for a ratifying referendum  
416 (stated in the title as well as in the text of the bill) or be  
417 accompanied by an affidavit of proper advertisement, securely  
418 attached to the original bill ahead of its first page.

419

#### 420 5.6—Claim Bills

421 (a) The Speaker may appoint a Special Master to review a  
422 claim bill or conduct a hearing, if necessary. The Special  
423 Master may administer an oath to all witnesses, accept relevant  
424 documentary and tangible evidence offered as deemed necessary,  
425 and record the hearing. The Special Master may prepare a final

426 | report containing findings of fact, conclusions of law, and  
 427 | recommendations. The report shall be signed by the Special  
 428 | Master, who shall be available, in person, to explain his or her  
 429 | report to any committee or subcommittee of reference.

430 |         (b) Stipulations entered into by the parties are not  
 431 | binding on the Special Master or the House or any of its  
 432 | committees or subcommittees.

433 |         (c) The hearing and consideration of a claim bill shall be  
 434 | held in abeyance until all available administrative and judicial  
 435 | remedies have been exhausted, except that the hearing and  
 436 | consideration of a claim that is still within the judicial or  
 437 | administrative system may proceed when the parties have executed  
 438 | a written settlement agreement.

439 |

440 | 5.7—Reviser's Bills

441 | Reviser's bills shall be introduced by the Rules & Policy  
 442 | Committee, which may request prior review by another committee  
 443 | or subcommittee.

444 |

445 | 5.8—Joint Resolutions

446 |         (a) Joint resolutions are used to propose amendments to  
 447 | the State Constitution and for legislative apportionment.

448 |         (b) Joint resolutions shall contain a title and the  
 449 | resolving clause "Be It Resolved by the Legislature of the State  
 450 | of Florida:". Joint resolutions that propose to amend the State

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451 Constitution shall contain the full text of the section to be  
452 amended. As to those portions of joint resolutions that propose  
453 to amend existing provisions of the State Constitution, words to  
454 be added shall be inserted in the text underlined, and words to  
455 be deleted shall be struck through with hyphens.

456

#### 457 5.9—Concurrent Resolutions

458 (a) Concurrent resolutions originating in the House shall  
459 present only questions pertaining to extension of a session,  
460 enactment of joint rules, ratification of federal constitutional  
461 amendments, communications with the judiciary, appointment or  
462 recall of delegates or alternate delegates to a federal Article  
463 V convention and instructions to such delegates, actions taken  
464 pursuant to federal law not requiring gubernatorial approval, or  
465 other exclusively legislative matters.

466 (b) Concurrent resolutions originating in the House shall  
467 contain a title and the resolving clause "Be It Resolved by the  
468 House of Representatives of the State of Florida, the Senate  
469 Concurring:".

470 (c) The Secretary of State shall be requested to prepare  
471 certified copies of concurrent resolutions after their adoption.

472

#### 473 5.10—Memorials

474 A memorial expresses the opinion of the Legislature to the  
475 Federal Government. All memorials shall contain the resolving

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476 clause "Be It Resolved by the Legislature of the State of  
477 Florida:".

478

479 5.11—Substantive and Ceremonial House Resolutions

480 (a) All House resolutions shall contain a title and the  
481 resolving clause "Be It Resolved by the House of Representatives  
482 of the State of Florida:".

483 (b) Substantive House resolutions are used to express an  
484 opinion of the House or to regulate practice, procedure, and  
485 conduct of the House.

486 (c) Ceremonial House resolutions are used to recognize  
487 landmark achievements and accomplishments of statewide  
488 significance and are reserved for high meritorious acts of  
489 conduct, achievement, or heroism. All ceremonial House  
490 resolutions shall be reviewed and approved by the chair of the  
491 Rules & Policy Committee before introduction, pursuant to the  
492 following standards:

493 (1) Ceremonial House resolutions should recognize  
494 documented accomplishments of statewide interest and  
495 consequence.

496 (2) Ceremonial House resolutions should not honor specific  
497 individuals or private, government, or lobbying organizations  
498 for activities performed within the normal course of their  
499 affairs.

500 (3) Ceremonial House resolutions should not be filed for

501 an organization that employs the sponsoring member.

502 (4) Ceremonial House resolutions should not contain  
503 controversial or substantive policy statements.

504 (5) Ceremonial House resolutions should not support or  
505 oppose pending legislation or funding requests.

506 (d) Copies of House resolutions shall be furnished by the  
507 Clerk.

508

509 5.12—Tributes

510 (a) Tributes are used to commemorate local achievement,  
511 condolences, or other recognition as an individual expression of  
512 the sponsoring member and are not presented as an expression of  
513 the House or of the Legislature.

514 (b) Tributes shall be prepared in accordance with  
515 standards approved by the Speaker.

516

517 5.13—Bills Filed During an Interim

518 During the period between the organization session and the  
519 convening of the first regular session of the legislative  
520 biennium and during the period between the first and second  
521 regular sessions of the legislative biennium, members may file  
522 for introduction bills that have been prepared or reviewed by  
523 the House Bill Drafting Service.

524

525 5.14—Appropriations Project Bills

526 (a) (1) For purposes of these rules, the term  
 527 "appropriations project" means a specific appropriation,  
 528 proviso, or item on a conference committee spreadsheet agreed to  
 529 by House and Senate conferees providing funding for:

530 a. A local government, private entity, or privately  
 531 operated program, wherein the specific appropriation, proviso,  
 532 or item on a conference committee spreadsheet specifically names  
 533 the local government, private entity, or privately operated  
 534 program or the appropriation, proviso, or item is written in  
 535 such a manner as to describe a particular local government,  
 536 private entity, or privately operated program;

537 b. A specific transportation facility that was not part of  
 538 the Department of Transportation's 5-year work program submitted  
 539 pursuant to s. 339.135, Florida Statutes;

540 c. An education fixed capital outlay project that was not  
 541 submitted pursuant to s. 1013.60 or s. 1013.64, Florida  
 542 Statutes, unless funds for the specific project were  
 543 appropriated by the Legislature in a prior year and additional  
 544 funds are needed to complete the project as originally proposed;

545 d. A specified program, research initiative, institute,  
 546 center, or similar entity at a specific state college or  
 547 university, unless recommended by the Board of Governors or the  
 548 State Board of Education in their Legislative Budget Request; or

549 e. A local water project.

550 (2) The term does not include an appropriation that:

- 551           a. Is specifically authorized by statute;
- 552           b. Is part of a statewide distribution to local
- 553 governments; or
- 554           c. Was recommended by a commission, council, or other
- 555 similar entity created in statute to make annual funding
- 556 recommendations, provided that such appropriation does not
- 557 exceed the amount of funding recommended by the commission,
- 558 council, or other similar entity.
- 559           (b) For purposes of these rules, the term "appropriations
- 560 project bill" means a bill proposing funding for an
- 561 appropriations project, which must be filed as a stand-alone
- 562 bill and must be submitted to the House Bill Drafting Service in
- 563 the form prescribed by the Speaker. Before an appropriations
- 564 project bill may be filed, an appropriations project request
- 565 form must be completed and electronically submitted in the form
- 566 prescribed by the Speaker. An appropriations project bill may
- 567 not be amended to include any additional appropriations project.
- 568 An appropriations project bill may only request nonrecurring
- 569 funds.
- 570           (c) A House bill is out of order if it funds an
- 571 appropriations project that was not filed as an appropriations
- 572 project bill that was reported favorably by a House committee or
- 573 subcommittee.
- 574           (d) A Senate bill in the form that will be presented to
- 575 the Governor or a conference report is out of order if it funds

576 an appropriations project that was not filed as an  
577 appropriations project bill.

578 (e) A Senate bill in the form that will be presented to  
579 the Governor, a House bill, or a conference report is out of  
580 order if a recurring appropriation is used to fund an  
581 appropriations project.

582 (f) A Senate bill in the form that will be presented to  
583 the Governor, a House bill, or a conference report is out of  
584 order if it funds an appropriations project that is not clearly  
585 identified.

586 (g) The portion of an appropriations project which was  
587 funded with recurring funds in the fiscal year 2016-2017 General  
588 Appropriations Act as approved by the Governor and funded at the  
589 same or lesser amount in subsequent fiscal years is exempt from  
590 the requirements of subsections (c), (d), and (e). If recurring  
591 funding for an appropriations project is reduced in a conference  
592 report on the General Appropriations Act in any fiscal year, the  
593 appropriations project may receive no more than the reduced  
594 amount of recurring funding in any subsequent fiscal year. If in  
595 any year the recurring funds are eliminated in the conference  
596 report on the General Appropriations Act as approved by the  
597 Governor, the appropriations project may not receive any  
598 recurring funding in any subsequent fiscal year.

599 (h) No appropriations project that receives recurring  
600 funding may also receive nonrecurring funding. A House bill, a



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601 Senate bill in the form that will be presented to the Governor,  
602 or a conference report is out of order if it contains an  
603 appropriations project that receives recurring and nonrecurring  
604 funding.

605

606 5.15—Requirements for Introduction

607 (a) All bills (other than an appropriations bill,  
608 concurrent resolutions relating to organization of the  
609 Legislature, resolutions relating to organization of the House,  
610 concurrent resolutions pertaining to extension of a session,  
611 reviser's bills, bills proposing any reapportionment or  
612 redistricting of the state's legislative or congressional  
613 districts, and recall of acts from the Governor) shall either be  
614 prepared or, in the case of local bills, reviewed by the House  
615 Bill Drafting Service. After completion and delivery by the  
616 House Bill Drafting Service, no change may be made in the text  
617 or title of the bill without returning the bill to the House  
618 Bill Drafting Service before filing.

619 (b) The House Bill Drafting Service shall notify any  
620 member proposing a bill of any identical or substantially  
621 similar bill that has been filed and the name of the sponsor of  
622 such bill.

623

624 5.16—Identification

625 Each bill shall be given a number and filed with the Clerk by

626 the House Bill Drafting Service. Bills shall be serially  
627 numbered in an odd-numbered sequence, except that bills of a  
628 similar type may be serially numbered separately. The Clerk  
629 shall validate the original copy of each bill, and each page  
630 thereof, to ensure its identification as the item introduced in  
631 order to prevent unauthorized or improper substitutions  
632 therefor.

633

## 634 5.17—Companion Measures

635 A companion Senate bill must be substantially similar in  
636 wording, and identical as to specific intent and purpose, to the  
637 House bill for which it is being substituted. Whenever a House  
638 bill is reached on the floor for consideration, either on second  
639 or third reading, and there is also pending on the Calendar of  
640 the House a companion bill already passed by the Senate, it  
641 shall be in order to move that the Senate companion bill be  
642 substituted and considered in lieu of the House bill. Such  
643 motion may be adopted by a majority vote, provided the Senate  
644 bill is on the same reading; otherwise, the motion shall be to  
645 waive the rules by a two-thirds vote and substitute such Senate  
646 bill. At the moment the House substitutes the Senate companion  
647 bill or takes up a Senate bill in lieu of a House bill, the  
648 House bill so replaced shall be automatically laid on the table.

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RULE SIX—REFERENCE

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6.1—Speaker to Refer Legislation

The authority to make bill referrals rests with the Speaker, except as otherwise provided in these rules.

6.2—Reference: Generally

(a) Bills, upon filing or introduction, whether House or Senate, may be referred by the Speaker to one or more committees or subcommittees or any combination thereof or to the Calendar of the House. The order of reference shall be determined by the Speaker.

(b) References of bills and the nature of any documents referred shall be recorded in the Journal.

6.3—Reference: Exception

A Senate bill with a House companion may be paired with the companion House bill at whatever its stage of consideration, provided both bills are on the same reading.

6.4—Reference of Resolutions, Concurrent Resolutions: Exception

Resolutions on House organization and concurrent resolutions pertaining to extension of the session may be taken up upon motion and adopted at the time of introduction without reference.

676 6.5—Appropriations or Tax Measures: Withdrawal from a Fiscal  
 677 Committee or Subcommittee; Additional Reference

678 (a) A bill in the possession of a fiscal committee or  
 679 subcommittee that has been amended by report from a committee or  
 680 subcommittee of previous reference to remove its fiscal impact  
 681 may be withdrawn from the fiscal committee or subcommittee on a  
 682 point of order raised by the committee chair of the fiscal  
 683 committee having possession of the bill or jurisdiction over the  
 684 subcommittee having possession of the bill.

685 (b) If an amendment adopted on the floor of the House  
 686 affects an appropriation or a tax matter, upon a point of order  
 687 made by the chair or vice chair of a fiscal committee, the bill  
 688 may be referred by the Speaker, with the amendment, to an  
 689 appropriate committee or subcommittee. If the bill, as amended  
 690 on the floor, is reported favorably without further amendment,  
 691 it shall be returned to the same reading as when referred. If  
 692 the bill, as amended on the floor, is reported favorably with  
 693 further amendment, it shall be returned to second reading.

694

695 6.6—Policy Bills; Additional Reference

696 If an amendment or series of amendments adopted on the floor of  
 697 the House:

698 (a) Substantially revises the bill; or

699 (b) Introduces brand new concepts that were not offered in  
 700 at least one committee or subcommittee of the House

701  
 702 upon a point of order made by the chair of the Rules & Policy  
 703 Committee, the bill, as amended, may be referred by the Speaker  
 704 to an appropriate committee or subcommittee. If the bill, as  
 705 amended on the floor, is reported favorably by the committee or  
 706 subcommittee without further amendment, it shall be returned to  
 707 the same reading as when referred. If the bill, as amended on  
 708 the floor, is reported favorably by the committee or  
 709 subcommittee with further amendment, it shall be returned to  
 710 second reading.

711  
 712 6.7—Reference of Veto Messages  
 713 The Speaker may refer veto messages to the appropriate committee  
 714 or subcommittee for a recommendation.

715  
 716 RULE SEVEN—COMMITTEES AND SUBCOMMITTEES

717  
 718 PART ONE—Organization

719  
 720 7.1—Standing Committees and Subcommittees  
 721 (a) The following standing committees, and the standing  
 722 subcommittees within their respective jurisdictions, are  
 723 established:  
 724 (1) Appropriations Committee.  
 725 a. Agriculture & Natural Resources Appropriations

- 726 Subcommittee.
- 727       b. Government Operations & Technology Appropriations
- 728 Subcommittee.
- 729       c. Health Care Appropriations Subcommittee.
- 730       d. Higher Education Appropriations Subcommittee.
- 731       e. Justice Appropriations Subcommittee.
- 732       f. PreK-12 Appropriations Subcommittee.
- 733       g. Transportation & Tourism Appropriations Subcommittee.
- 734       (2) Commerce Committee.
- 735       a. Agriculture & Property Rights Subcommittee.
- 736       b. Careers & Competition Subcommittee.
- 737       c. Energy & Utilities Subcommittee.
- 738       d. Insurance & Banking Subcommittee.
- 739       e. Tourism & Gaming Control Subcommittee.
- 740       (3) Education Committee.
- 741       a. Post-Secondary Education Subcommittee.
- 742       b. PreK-12 Innovation Subcommittee.
- 743       c. PreK-12 Quality Subcommittee.
- 744       (4) Government Accountability Committee.
- 745       a. Local, Federal & Veterans Affairs Subcommittee.
- 746       b. Natural Resources & Public Lands Subcommittee.
- 747       c. Oversight, Transparency & Administration Subcommittee.
- 748       d. Transportation & Infrastructure Subcommittee.
- 749       (5) Health & Human Services Committee.
- 750       a. Children, Families & Seniors Subcommittee.

- 751           b. Health Innovation Subcommittee.
- 752           c. Health Quality Subcommittee.
- 753           (6) Judiciary Committee.
- 754           a. Civil Justice & Claims Subcommittee.
- 755           b. Criminal Justice Subcommittee.
- 756           (7) Public Integrity & Ethics Committee.
- 757           (8) Rules & Policy Committee.
- 758           (9) Ways & Means Committee.
- 759           (b) For purposes of these rules, the term "committee"
- 760 includes subcommittee, except where the context indicates
- 761 otherwise.

762

763 7.2-Committee and Subcommittee Appointments

764 The Speaker may appoint the chair, the vice chair, and any co-

765 chairs as he or she deems necessary, as well as all members, for

766 each standing House committee and subcommittee. The Speaker may

767 appoint the House chair and all House members of each conference

768 committee, joint committee, and joint select committee created

769 by agreement of the House and Senate or of the Speaker and the

770 President of the Senate. The Speaker shall give written notice

771 of each such appointment to the Clerk for publication. After the

772 Speaker has made committee and subcommittee appointments, the

773 Minority Leader may name a Minority Conference member of any

774 committee or subcommittee as "ranking member" of that committee

775 or subcommittee, subject to the approval of the Speaker.

776

## 777 7.3—Powers of the Chair

778 A committee or subcommittee chair has authority to sign all  
779 notices, vouchers, and reports required or permitted by these  
780 rules. The chair has authority, subject to approval by the  
781 Speaker, to sign all subpoenas issued under these rules. The  
782 chair has all authority necessary to ensure the orderly  
783 operation of the committee or subcommittee, including, but not  
784 limited to, presiding over meetings, establishing each meeting  
785 agenda, determining the order in which matters are to be taken  
786 up, recognizing or not recognizing non-member presenters, and  
787 deciding questions of order. Decisions on questions of order may  
788 be appealed pursuant to Rule 2.3(b), but there shall be no  
789 appeal of the chair's recognition.

790

## 791 7.4—Absence of the Chair

792 In the absence of the chair and all co-chairs, the vice chair,  
793 if any, shall assume the duty to convene and preside over  
794 meetings and such other duties as the Speaker may assign, unless  
795 a temporary chair has been appointed by the Speaker. During a  
796 meeting properly convened, the presiding chair, vice chair, or  
797 temporary chair may temporarily assign the duty to preside at  
798 that meeting to another committee or subcommittee member until  
799 the assignment is relinquished or revoked.

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## 801 7.5—Term of Appointment

802 All standing committee or subcommittee chairs, vice chairs, and  
803 members serve at the pleasure of the Speaker. All standing  
804 committee and subcommittee appointments made by the Speaker in  
805 accordance with Rule 7.2 shall be made before each regular  
806 session is convened and shall expire on June 30 of odd-numbered  
807 years or, if the Legislature is convened in special or extended  
808 session on that date, upon adjournment sine die of such session.

809

## 810 7.6—Creation of Select Committees

811 At any time, the Speaker may create a select committee and shall  
812 appoint the membership and name the chair and vice chair. A  
813 select committee may include the entire membership of the House.  
814 A select committee has the jurisdiction, authority, and powers  
815 and duties assigned to it by the Speaker and exists for the  
816 period of time specified by the Speaker. The Speaker shall give  
817 written notice of the creation of a select committee to the  
818 Clerk for publication.

819

## 820 7.7—Ex officio Members

821 (a) The Speaker may designate the Speaker pro tempore, the  
822 Majority Leader, or the Majority Whip as an ex officio, voting  
823 member of any committee or subcommittee. In addition, the  
824 Speaker may designate a committee chair as an ex officio, voting  
825 member of any subcommittee within the committee's jurisdiction.

826 Only one ex officio member may be designated by the Speaker to  
 827 sit and vote at a time on any one committee or subcommittee.

828 (b) The Minority Leader may serve, or designate a Minority  
 829 Conference member to serve, as an ex officio, voting member of  
 830 any committee or subcommittee when a Minority Conference member  
 831 appointed to that committee or subcommittee is absent. Only one  
 832 ex officio member may serve or be designated by the Minority  
 833 Leader at a time. The ex officio designation terminates upon the  
 834 return of the absent member to that committee or subcommittee.

835 (c) An ex officio member shall not be counted for purposes  
 836 of determining a quorum.

837 (d) The designation of an ex officio member shall be made  
 838 in writing and addressed to the chair of the committee or  
 839 subcommittee. Prior to the start of such meeting, a copy of such  
 840 notice shall be provided to the Minority Leader if the  
 841 designation is made by the Speaker, or to the Speaker when the  
 842 Minority Leader intends to serve as or designates an ex officio  
 843 member.

844

845 7.8—Meetings of Committees and Subcommittees

846 Committees and subcommittees shall meet only within the dates,  
 847 times, and locations designated or authorized by the Speaker.

848 Committees and subcommittees shall meet at the call of the  
 849 chair.

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851 7.9—Consideration of Proposed Committee and Subcommittee Bills  
852 Before a standing committee or subcommittee may consider a  
853 proposed committee or subcommittee bill, the chair shall submit  
854 a written request to the Speaker for approval. A request for  
855 approval to consider a proposed subcommittee bill shall be  
856 cosigned by the chair of the committee with jurisdiction over  
857 the subcommittee. In introducing a proposed committee or  
858 subcommittee bill, the chair must designate a member of the  
859 originating committee or subcommittee as first-named cosponsor,  
860 with the approval of such member.

861

862 PART TWO—Procedures in Committees and Subcommittees

863

864 7.10—Scheduling Committee and Subcommittee Meetings

865 (a) NOTICE OF COMMITTEE AND SUBCOMMITTEE MEETINGS. Any  
866 committee or subcommittee meeting to be held for the purpose of  
867 considering legislation must be noticed. The committee or  
868 subcommittee administrative assistant shall provide electronic  
869 or paper copies of the notice to the Clerk for publication and  
870 to the House Majority Office, the House Minority Office, the  
871 members of the committee or subcommittee, and the first-named  
872 sponsor of each bill noticed.

873 (b) CONTENT OF MEETING NOTICE. The notice shall state the  
874 date, time, and place of the meeting and, for each bill to be  
875 considered, the bill or proposed bill number and a portion of

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876 | the title sufficient for identification. Except with respect to  
877 | bills retained on reconsideration under Rule 7.15, only such  
878 | bills as are included on the notice of a committee or  
879 | subcommittee meeting may be considered at that meeting.

880 |       (c) PROPOSED BILLS TO BE AVAILABLE. A copy of each  
881 | proposed bill or proposed committee or subcommittee substitute  
882 | noticed for consideration must be available to each committee or  
883 | subcommittee member no later than the time of providing notice  
884 | of the meeting.

885 |       (d) NOTICE DEADLINE BETWEEN SESSIONS. During the period  
886 | when the Legislature is not in session, before any committee or  
887 | subcommittee holds a meeting for the purpose of considering  
888 | legislation, a notice of such meeting shall be provided no later  
889 | than 4:30 p.m. of the 7th day before the meeting.

890 |       (e) NOTICE DEADLINES DURING SESSIONS. During the first 45  
891 | days of a regular session, notice shall be provided no later  
892 | than 4:30 p.m. of the 2nd day (excluding Saturdays, Sundays, and  
893 | official state holidays) before the committee or subcommittee  
894 | meeting for the purpose of considering legislation. After the  
895 | 45th day of a regular session and during any extended session,  
896 | the notice shall be provided no later than 4:30 p.m. on the day  
897 | (including Saturdays, Sundays, and official state holidays)  
898 | before the committee or subcommittee meeting. During any special  
899 | session, the notice shall be provided no later than 2 hours  
900 | before the committee or subcommittee meeting.

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901 (f) NOTICE OF NOT MEETING. If a committee or subcommittee  
902 is authorized and scheduled for a meeting by the Speaker but  
903 does not plan to meet, a notice stating that no meeting will be  
904 held shall be provided in the time and manner of noticing a  
905 meeting.

906 (g) AMENDED NOTICE AND CANCELLATION. At any time before a  
907 noticed meeting, a bill or other item may be removed from a  
908 meeting notice or the meeting may be cancelled by providing an  
909 amended notice.

910 (h) CLERK DUTIES. The Clerk shall promptly publish the  
911 content of meeting notices in accordance with policies approved  
912 by the Speaker.

913 (i) CONTINUATION AFTER NOTICED TIME. If the majority of  
914 committee or subcommittee members present agree, a committee or  
915 subcommittee may continue the consideration of properly noticed  
916 legislation after the expiration of the time called for the  
917 meeting or may temporarily recess to continue the meeting at a  
918 time and place certain on the same day. However, a committee or  
919 subcommittee may not meet beyond the time authorized or in a  
920 place not authorized by the Speaker without special leave  
921 granted by the Speaker.

922 (j) RULES & POLICY COMMITTEE EXEMPT FROM NOTICE DEADLINE.  
923 The Rules & Policy Committee shall be exempt from the notice  
924 deadlines of this rule except when meeting to consider the  
925 substance of legislation.

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926

927 7.11—Amendment Deadlines in Committee and Subcommittee

928 (a) Amendments may be offered in any committee or  
929 subcommittee by any member of the House, subject to the  
930 following deadlines:

931 (1) For the period when the Legislature is not in session,  
932 and during the first 45 days of a regular session, an amendment  
933 by a member who is not a member of the committee or subcommittee  
934 considering the bill shall be filed by 6 p.m. of the day  
935 (excluding Saturdays, Sundays, and official state holidays)  
936 before the committee or subcommittee meeting.

937 (2) After the 45th day of a regular session and during any  
938 extended session, an amendment by a member who is not a member  
939 of the committee or subcommittee considering the bill shall be  
940 filed by 6 p.m. of the day (including Saturdays, Sundays, and  
941 official state holidays) before the committee or subcommittee  
942 meeting.

943 (3) During any special session, an amendment by a member  
944 who is not a member of the committee or subcommittee considering  
945 the bill shall be filed no later than 1 hour before the  
946 committee or subcommittee meeting.

947 (b) Notwithstanding the foregoing, subject to approval by  
948 a majority vote of the House, the Rules & Policy Committee may  
949 establish special amendment deadlines and procedures for  
950 appropriations bills, implementing bills, and conforming bills,

951 as defined in Rule 12.5, as well as for bills proposing any  
 952 reapportionment or redistricting of the state's legislative or  
 953 congressional districts.

954

955 7.12—Quorum of Committee or Subcommittee

956 A majority of any committee's or subcommittee's members shall  
 957 constitute a quorum necessary for the transaction of business.  
 958 An ex officio member shall not be counted for purposes of  
 959 determining a quorum.

960

961 7.13—Meeting during House Sessions

962 No committee or subcommittee shall meet while the House is in  
 963 session without special leave of the Speaker.

964

965 7.14—Voting in Committee or Subcommittee

966 (a) Every vote on final consideration of a bill in  
 967 committee or subcommittee shall be taken by the yeas and nays,  
 968 and the names of the members voting for and against, as well as  
 969 the names of members absent, shall be recorded on the committee  
 970 or subcommittee report. Upon the request of any two members, the  
 971 vote of each member shall be recorded on any other question and  
 972 all such votes shall be reported with the committee or  
 973 subcommittee report.

974 (b) An absent member may submit an indication of how the  
 975 member would have voted had the member been present, but this

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976 shall not be counted on a roll call. If submitted after the  
977 committee or subcommittee report has been filed, such votes  
978 after roll call shall be filed with the committee or  
979 subcommittee administrative assistant, who shall file them in  
980 the committee or subcommittee files and with the Clerk.

981

982 7.15—Reconsideration in Committee or Subcommittee

983 A motion for reconsideration in committee or subcommittee shall  
984 be treated in the following manner:

985 (a) When a main question has been decided by a committee  
986 or subcommittee, any member voting with the prevailing side, or  
987 any member when the vote was a tie, may move for  
988 reconsideration.

989 (b) Any member voting on the prevailing side on passage or  
990 defeat of a bill may, as a matter of right, serve notice that  
991 the bill be retained through the next committee or subcommittee  
992 meeting for the purpose of reconsideration. Such notice by an  
993 individual member may be set aside by adoption of a motion to  
994 report the bill immediately, which shall require a two-thirds  
995 vote. No bill may be retained under this provision after the  
996 40th day of a regular session or during any extended or special  
997 session.

998 (c) A motion to reconsider a collateral matter must be  
999 disposed of during the course of consideration of the main  
1000 subject to which it is related.



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1001 (d) If a bill has been retained under subsection (b), any  
1002 member may move for its reconsideration at the next meeting of  
1003 the committee or subcommittee. The retained bill is not required  
1004 to be included on the committee or subcommittee meeting notice.

1005 (e) If the committee or subcommittee refuses to reconsider  
1006 or, upon reconsideration, confirms its prior decision, no  
1007 further motion to reconsider shall be in order except upon  
1008 unanimous consent of the committee or subcommittee members  
1009 present.

1010 (f) If a bill is not retained under subsection (b), it  
1011 shall be promptly reported to the Clerk.

1012

#### 1013 7.16—Reports on Bills

1014 A committee or subcommittee may report a House bill unfavorably,  
1015 favorably, or favorably with a committee or subcommittee  
1016 substitute. A committee or subcommittee may report a Senate bill  
1017 favorably, favorably with one or more amendments, or  
1018 unfavorably. A bill may not be reported without recommendation.  
1019 A motion to lay a bill on the table shall be construed as a  
1020 motion to report the bill unfavorably.

1021

#### 1022 7.17—Bill Reported Unfavorably by a Committee or Subcommittee

1023 A bill reported unfavorably by a committee or subcommittee shall  
1024 be laid on the table.

1025

1026 7.18—Committee and Subcommittee Substitutes

1027 (a) A standing committee or subcommittee may introduce a  
 1028 committee or subcommittee substitute embracing the same general  
 1029 subject matter of one or more bills in possession of the  
 1030 committee or subcommittee. A proposed committee or subcommittee  
 1031 substitute must be noticed in the manner required for a proposed  
 1032 committee or subcommittee bill. Upon the filing of a committee  
 1033 or subcommittee substitute, the original bill or bills shall be  
 1034 laid on the table of the House.

1035 (b) Committee and subcommittee substitutes shall be  
 1036 prepared by the House Bill Drafting Service and filed with the  
 1037 Clerk.

1038 (c) No later than the day (excluding Saturdays, Sundays,  
 1039 and official state holidays) after it is filed by the committee  
 1040 or subcommittee, a committee or subcommittee substitute shall be  
 1041 read a first time and be subject to referral by the Speaker.

1042  
 1043 7.19—Subpoena Powers

1044 The standing committees and subcommittees of the House may  
 1045 exercise subpoena power and issue other necessary legal process  
 1046 pursuant to Rule 16.

1047  
 1048 7.20—Appearances and Administration of Oaths

1049 (a) A person who appears before a committee or  
 1050 subcommittee on any matter must submit a committee appearance

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1051 record as directed by the Speaker. If the person is a lobbyist,  
1052 the person shall also identify any principal on whose behalf the  
1053 person appears or whose interests the person represents with  
1054 respect to such matter.

1055 (b) Whenever desired by a committee or subcommittee, the  
1056 chair or any other member of the committee or subcommittee may  
1057 administer oaths and affirmations in the manner prescribed by  
1058 law to any witness appearing before such committee or  
1059 subcommittee for the purpose of testifying in any matter about  
1060 which such committee or subcommittee may require sworn  
1061 testimony, provided the record of a statement made under oath in  
1062 committee or subcommittee may not be used to controvert a  
1063 factual determination of the Legislature.

1064

1065 7.21—Open Meetings; Decorum

1066 (a) All meetings of committees and subcommittees shall be  
1067 open to the public at all times, subject always to the authority  
1068 of the chair to maintain order and decorum; however, when  
1069 reasonably necessary for security purposes or the protection of  
1070 a witness, a chair, with the concurrence of the Speaker and the  
1071 Minority Leader, may close a meeting or portion thereof, and the  
1072 record of such meeting may not disclose the identity of any  
1073 witness appearing before the committee or subcommittee during a  
1074 closed session.

1075 (b) The chair shall exercise all authority necessary to

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1076 maintain order and decorum, including the authority to impose  
1077 time limitations on testimony and presentations by non-members  
1078 and to require all persons attending a committee or subcommittee  
1079 meeting to silence all audible electronic equipment.

1080  
1081 PART THREE—Conference Committees

1082  
1083 7.22—Conference Committees

1084 (a) The Speaker shall determine the number of House  
1085 managers needed for all conference committees. A conference  
1086 committee report shall require the signatures which indicate the  
1087 affirmative votes of a majority of the managers on the part of  
1088 each house. Such reports may recommend action on amendments  
1089 previously adopted by the House or Senate, recommend action on  
1090 additional compromise amendments, or offer an amendment deleting  
1091 everything after the enacting clause. New amendments recommended  
1092 by the conference committee shall accompany the report.

1093 (b) A meeting of the House and Senate conferees is a  
1094 meeting of the two groups. Conference committee meeting notices  
1095 shall be published at least 1 hour before the time scheduled for  
1096 the meeting. Each conference committee may determine its own  
1097 procedures and select a member to preside if a majority of  
1098 managers of each house agree.

1099 (c) The receiving of conference committee reports shall  
1100 always be in order, except when the House is voting on any

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1101 proposition. When a conference committee report is presented to  
 1102 the House, the procedure shall be:

1103 (1) First to vote on a motion to accept the report in its  
 1104 entirety. The motion shall not be subject to amendment. If this  
 1105 vote fails, the report shall be automatically recommitted to the  
 1106 conference committee.

1107 (2) If the report is accepted, the final vote shall be a  
 1108 roll call on the passage of the bill as amended by the report.  
 1109 The bill as amended by the report is not subject to further  
 1110 amendment.

1111 (d) When House managers report inability of a conference  
 1112 committee to agree, no action of the House taken before such  
 1113 appointment shall preclude further action by the House as the  
 1114 House may determine.

1115

1116 PART FOUR—Oversight Powers and Responsibilities

1117

1118 7.23—Oversight Powers and Responsibilities of Standing  
 1119 Committees and Subcommittees

1120 (a) Each standing committee or subcommittee is authorized  
 1121 to exercise all powers authorized for committees pursuant to s.  
 1122 11.143, Florida Statutes, to carry out oversight  
 1123 responsibilities within its respective subject matter  
 1124 jurisdiction. For purposes of this rule, the Speaker shall  
 1125 determine the subject matter jurisdiction of each committee or

1126 | subcommittee.

1127 |       (b) Select committees shall exercise committee powers  
1128 | authorized by s. 11.143, Florida Statutes, whenever specifically  
1129 | authorized in writing by the Speaker.

1130 |       (c) Each committee or subcommittee shall exercise other  
1131 | oversight powers and responsibilities vested in the House  
1132 | whenever specifically authorized by the Speaker.

1133 |       (d) Each committee or subcommittee shall conduct other  
1134 | business as directed by the Speaker.

1135 |

1136 |                               RULE EIGHT—DEBATE AND CHAMBER PROTOCOL

1137 |

1138 |                                       PART ONE—Privilege of the Floor

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1140 | 8.1—Privilege of the Floor

1141 |       (a) MEMBERS' ACCESS. Members of the House shall have the  
1142 | exclusive right to enter the Chamber during sessions, and no  
1143 | other person shall be admitted unless granted privilege of the  
1144 | floor as provided below.

1145 |       (b) PRIVILEGED GUESTS. The Governor, the Lieutenant  
1146 | Governor, the Chief Financial Officer, the Attorney General, the  
1147 | Commissioner of Agriculture, members of the Senate, Justices of  
1148 | the Supreme Court, former members of the House, the Doctor of  
1149 | the Day, and the Guest Chaplain are granted the privilege of the  
1150 | floor; however, no registered lobbyist may be so admitted.

1151 (c) EMPLOYEES' ADMISSION. House employees may be admitted  
 1152 to the Chamber as determined by the Speaker.

1153 (d) OTHER GUESTS. Other guests may be granted the  
 1154 privilege of the floor by the Speaker or by the House.

1155 (e) RESTRICTIONS ON NON-MEMBERS. Persons granted the  
 1156 privilege of the floor may not lobby the members while the House  
 1157 is in session, unless granted leave to address the House.

1158 (f) SESSION ATTIRE. When the House is in session, all  
 1159 persons in the Chamber shall be dressed in proper business  
 1160 attire.

1161

1162 PART TWO—Speaking

1163

1164 8.2—Addressing the House; Requirements to Spread Remarks Upon  
 1165 the Journal

1166 (a) When a member desires to speak or deliver any matter  
 1167 to the House, the member shall rise and respectfully address the  
 1168 Speaker as "Mr. (or Madam) Speaker" and shall confine all  
 1169 remarks to the question under debate, avoiding personalities.  
 1170 Once recognized, a member may speak from the member's desk or  
 1171 may, with the Speaker's permission, speak from the well.

1172 (b) Any motion to spread remarks upon the Journal, except  
 1173 those of the Governor or the Speaker, shall be referred to the  
 1174 chair of the Rules & Policy Committee for recommendation before  
 1175 being put to the House.

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8.3—When Two Members Rise at Once

When two or more members rise at once, the Speaker shall name the one who is to speak first. This decision shall be final and not open to debate or appeal.

8.4—Recognition of Members

There shall be no appeal of the Speaker's recognition, but the Speaker shall be governed by the rules and usage in priority of entertaining motions from the floor. When a member seeks recognition, the Speaker may ask, "For what purpose does the member rise?" or "For what purpose does the member seek recognition?"

8.5—Recognition of Gallery Visitors and Doctor of the Day

On written request by a member, on a form approved by the Clerk, the Speaker may recognize or permit the member to recognize any person or persons in the gallery. After granting a request for recognition, the Speaker shall afford that recognition at a convenient place in the order of business, considering the need for order and decorum and the need for continuity of debate. At an appropriate time during proceedings on the floor, the Speaker may recognize a Doctor of the Day.

PART THREE—Debate



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## 8.6—Decorum

The members shall attend to the debates unless necessarily prevented, and no member shall stand between the Speaker and a member recognized to speak.

## 8.7—Speaking and Debate; Right to Close

(a) A member may not speak more than once nor occupy more than 15 minutes in debate on any question.

(b) A member who has the floor may not be interrupted by another member for any purpose, save the privilege of the House, unless he or she consents to yield to the other member. A member desiring to interrupt another in debate should first address the Speaker for the permission of the member speaking. The Speaker shall then ask the member who has the floor if he or she wishes to yield and shall then announce the decision of that member. Whether to yield shall be entirely within the speaking member's discretion. This subsection shall not, however, deprive the first-named sponsor or mover of the right to close when the effect of an amendment or motion would be to foreclose favorable action on the bill, amendment, or motion.

## 8.8—Asking Questions of Members

It is entirely within a speaking member's discretion whether to yield to a question. The proper purpose of a question is for the

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1226 | questioner to obtain information in good faith when the  
 1227 | questioner does not know the answer, not for the questioner to  
 1228 | supply information to the body. Questions should not be used to  
 1229 | editorialize, explicate, pontificate, or provide commentary.  
 1230 | Neither a question nor an answer to a question may contain  
 1231 | arguments or debate.

1232 |  
 1233 | 8.9—Right to Open and Close Debate

1234 | The member presenting a motion shall have the right to open and  
 1235 | close the debate and, for this purpose, may speak each time up  
 1236 | to 10 minutes, unless otherwise limited by majority vote of the  
 1237 | House, notwithstanding the limitation in Rule 8.7.

1238 |  
 1239 | PART FOUR—Materials and Meals in Chamber

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 1241 | 8.10—Distribution of Materials in Chamber; Meals in Chamber

1242 | (a) The following constitutes policy regarding material  
 1243 | distributed to the general membership through the Sergeant at  
 1244 | Arms' Office and pages:

1245 | (1) All material must be approved by the chair of the  
 1246 | Rules & Policy Committee prior to such distribution.

1247 | (2) The following official materials are approved: House  
 1248 | and Senate bills, resolutions, memorials, and amendments  
 1249 | thereto, and official calendars and journals; committee and  
 1250 | subcommittee meeting notices; communications from the Speaker

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1251 and Clerk and official communications from the Senate; and  
 1252 official staff reports of standing or select committees or  
 1253 subcommittees or of the majority or minority party.

1254 (b) While members may consume nonalcoholic beverages on  
 1255 the floor, meals will not be allowed on the floor without  
 1256 concurrence of a majority vote.

1257

1258 PART FIVE—Miscellaneous Papers

1259

1260 8.11—Miscellaneous Papers

1261 Papers of a miscellaneous nature addressed to the House may, at  
 1262 the discretion of the Speaker, be read, noted in the Journal, or  
 1263 filed with the appropriate committee or subcommittee. When the  
 1264 reading of a paper other than one upon which the House is called  
 1265 to give a final vote is demanded and such reading is objected to  
 1266 by any member, whether the paper shall be read shall be  
 1267 determined without debate by the House by a majority vote.

1268

1269 RULE NINE—VOTING

1270

1271 9.1—Members Shall Vote

1272 Every member shall be within the Chamber during its sittings,  
 1273 unless excused or necessarily prevented, and shall vote on each  
 1274 question put, unless required to abstain under Rule 3.2.

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## 1276 9.2—Taking the Yeas and Nays

1277 The Speaker shall declare all votes, but if any member rises to  
1278 doubt a vote, upon a showing of hands by five members, the  
1279 Speaker shall take the sense of the House by oral or electronic  
1280 roll call. When taking the yeas and nays on any question, the  
1281 electronic roll-call system may be used and when so used shall  
1282 have the force and effect of a roll call taken as provided in  
1283 these rules. This system likewise may be used to determine the  
1284 presence of a quorum. When the House is ready to vote upon a  
1285 question requiring roll call, and the vote is by electronic roll  
1286 call, the Speaker shall say, "The question now recurs on  
1287 (designating the matter to be voted upon). The Clerk will unlock  
1288 the machine and the House will proceed to vote." When sufficient  
1289 time has elapsed for each member to vote, the Speaker shall ask,  
1290 "Have all members voted?" After a short pause, the Speaker shall  
1291 say, "The Clerk will lock the machine and record the vote." When  
1292 the vote is completely recorded, the Speaker shall announce the  
1293 result to the House, and the Clerk shall record the action upon  
1294 the Journal.

1295

## 1296 9.3—Vote of the Speaker or Temporary Presiding Officer

1297 The Speaker or temporary presiding officer is not required to  
1298 vote in legislative proceedings other than on final passage of a  
1299 bill, except when the Speaker's or temporary presiding officer's  
1300 vote would be decisive. In all yea and nay votes, the Speaker's

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1301 or temporary presiding officer's name shall be called last. With  
1302 respect to voting, the Speaker or temporary presiding officer is  
1303 subject to the same disqualification and disclosure requirements  
1304 as any other member.

1305

1306 9.4-Votes After Roll Call; Finality of a Roll Call Vote

1307 (a) After the result of a roll call has been announced, a  
1308 member may submit to the Clerk an indication of how the member  
1309 would have voted or would have voted differently. The Clerk  
1310 shall provide forms for the recording of these actions. When  
1311 timely submitted, the vote after roll call shall be shown  
1312 beneath the roll call in the Journal. Otherwise, the vote after  
1313 roll call shall be shown separately in the Journal.

1314 (b) In no instance, other than by reason of an electronic  
1315 or mechanical malfunction, shall the result of a voting machine  
1316 roll call on any question be changed.

1317

1318 9.5-No Member to Vote for Another Except by Request and  
1319 Direction

1320 (a) No member may vote for another member except at the  
1321 other member's specific request and direction. No member may  
1322 vote for another member who is absent from the Chamber, nor may  
1323 any person who is not a member cast a vote for a member.

1324 (b) In no case shall a member vote for another on a quorum  
1325 call.

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1326 (c) Any member who votes or attempts to vote for another  
 1327 member in violation of this rule or who requests another member  
 1328 to vote for the requesting member in violation of this rule may  
 1329 be disciplined in such a manner as the House may deem proper.

1330 (d) Any person who is not a member and who votes in the  
 1331 place of a member shall be subject to such discipline as the  
 1332 House may deem proper.

1333

1334 9.6—Explanation of Vote

1335 A member may not explain his or her vote during a roll call but  
 1336 may reduce his or her explanation to writing in not more than  
 1337 200 words in an electronic format approved by the Clerk. Upon  
 1338 submission to the Clerk, this explanation shall be spread upon  
 1339 the Journal.

1340

1341 RULE TEN—ORDER OF BUSINESS AND CALENDARS

1342

1343 PART ONE—Order of Business

1344

1345 10.1—Daily Sessions

1346 The House shall meet each legislative day as stated in the  
 1347 motion adjourning the House on the prior legislative day on  
 1348 which the House met.

1349

1350 10.2—Daily Order of Business

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1351 (a) When the House convenes on a new legislative day, the  
 1352 daily order of business shall be as follows:

1353 (1) Call to Order.

1354 (2) Prayer.

1355 (3) Roll Call.

1356 (4) Pledge of Allegiance.

1357 (5) Correction of the Journal.

1358 (6) Communications.

1359 (7) Messages from the Senate.

1360 (8) Reports of Committees.

1361 (9) Motions Relating to Committee and Subcommittee

1362 References.

1363 (10) Matters on Reconsideration.

1364 (11) Bills and Joint Resolutions on Third Reading.

1365 (12) Special Orders.

1366 (13) House Resolutions.

1367 (14) Unfinished Business.

1368 (15) Introduction and Reference.

1369 (b) During special sessions, the order of business of  
 1370 Introduction and Reference shall be called for immediately  
 1371 following the order of business of Correction of the Journal.

1372 (c) Within each order of business, matters shall be  
 1373 considered in the order in which they appear on the daily  
 1374 printed Calendar of the House.

1375 (d) After the 45th day of a regular session, by a majority

1376 | vote, the House may, on motion of the chair or vice chair of the  
 1377 | Rules & Policy Committee, move to Communications, Messages from  
 1378 | the Senate, Bills and Joint Resolutions on Third Reading, or  
 1379 | Special Orders. The motion may provide which matter on such  
 1380 | order of business may be considered.

1381 |         (e) The following orders may be omitted on any regular  
 1382 | session day if there is no relevant business on the desk:

- 1383 |             (1) Communications.
- 1384 |             (2) Messages from the Senate.
- 1385 |             (3) Reports of Committees
- 1386 |             (4) House Resolutions.
- 1387 |             (5) Unfinished Business.
- 1388 |             (6) Introduction and Reference.

1390 | 10.3—Chaplain to Offer Prayer

1391 | A chaplain shall attend at the beginning of each day's sitting  
 1392 | of the House and open the same with prayer. In the absence of a  
 1393 | chaplain, the Speaker may designate someone else to offer  
 1394 | prayer.

1396 | 10.4—Quorum

1397 | A majority of the membership of the House shall constitute a  
 1398 | quorum to conduct business.

1400 | 10.5—Consideration of Senate Messages: Generally



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1401 Senate messages may be considered by the House at the time and  
 1402 in the order determined by the Speaker.

1403

1404 PART TWO—Readings

1405

1406 10.6—"Reading" Defined

1407 "Reading" means the stage of consideration of a bill,  
 1408 resolution, or memorial after reading of a portion of the title  
 1409 sufficient for identification, as determined by the Speaker.

1410

1411 10.7—Reading of Bills and Joint Resolutions

1412 Each bill and each joint resolution shall be read on 3 separate  
 1413 days prior to a vote upon final passage unless this rule is  
 1414 waived by a two-thirds vote, provided the publication of a bill  
 1415 or joint resolution by its title in the Journal shall satisfy  
 1416 the requirements of first reading.

1417

1418 10.8—Reading of Concurrent Resolutions and Memorials

1419 Concurrent resolutions and memorials shall be read on 2 separate  
 1420 days prior to a voice vote upon adoption, except that concurrent  
 1421 resolutions extending a legislative session or involving other  
 1422 procedural legislative matters may be read twice without motion  
 1423 on the same legislative day.

1424

1425 10.9—Reading of House Resolutions

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1426 (a) A House resolution shall receive two readings by title  
 1427 only prior to a voice vote upon adoption.

1428 (b) Ceremonial resolutions may be shown as read and  
 1429 adopted by publication in full in the Journal in accordance with  
 1430 Rule 10.17.

1431  
 1432 10.10—Measures on Third Reading

1433 (a) Bills on third reading shall be taken up in the order  
 1434 in which the House concluded action on them on second reading.

1435 (b) Before any bill shall be read the third time, whether  
 1436 amended or not, it shall be referred without motion to the  
 1437 Engrossing Clerk for examination and, if amended, the engrossing  
 1438 of amendments. In the case of any Senate bill amended in the  
 1439 House, the amendment adopted shall be reproduced and attached to  
 1440 the bill amended in such manner that it will not be lost  
 1441 therefrom.

1442 (c) A bill shall be deemed on its third reading when it  
 1443 has been read a second time on a previous day and has no motion  
 1444 pending.

1445  
 1446 PART THREE—Calendars

1447  
 1448 10.11—Special Order Calendar

1449 (a) REGULAR SESSION.

1450 (1) The Rules & Policy Committee shall periodically

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1451 submit, as needed, a Special Order Calendar determining the  
1452 sequence for consideration of legislation. The Special Order  
1453 Calendar may include bills on second reading, bills on  
1454 unfinished business, resolutions, and specific sections for  
1455 local bills, trust fund bills, and bills to be taken up at a  
1456 time certain. Upon adoption of a Special Order Calendar, no  
1457 other bills shall be considered for the time period set forth  
1458 for that Special Order Calendar, except that any bill appearing  
1459 on that Special Order Calendar may be stricken from it by a  
1460 majority vote or any bill may be added to it pursuant to Rule  
1461 10.13. A previously adopted Special Order Calendar shall expire  
1462 upon adoption by the House of a new Special Order Calendar.

1463 (2) Any committee, subcommittee, or member may apply in  
1464 writing to the chair of the Rules & Policy Committee to place a  
1465 bill on the Special Order Calendar. The Rules & Policy Committee  
1466 may grant such requests by a majority vote.

1467 (3) During the first 55 days of a regular session, the  
1468 Special Order Calendar shall be published in three Calendars of  
1469 the House, and it may be taken up on the day of the third  
1470 published Calendar. After the 55th day of a regular session, the  
1471 Special Order Calendar shall be published in one Calendar of the  
1472 House and may be taken up on the day the Calendar is published.

1473 (b) EXTENDED OR SPECIAL SESSION.

1474 (1) If the Legislature extends a legislative session, all  
1475 bills on the Calendar of the House at the time of expiration of

1476 the regular session shall be placed in the Rules & Policy  
 1477 Committee.

1478 (2) During any extended or special session, all bills upon  
 1479 being reported favorably by the last committee or subcommittee  
 1480 of reference shall be placed in the Rules & Policy Committee.

1481 (3) During any extended or special session, the Rules &  
 1482 Policy Committee shall establish a Special Order Calendar and  
 1483 only those bills on such Special Order Calendar shall be placed  
 1484 on the Calendar of the House.

1485 (4) During any extended or special session, the Special  
 1486 Order Calendar shall be published in one Calendar of the House  
 1487 and bills thereon may be taken up on the day the Calendar is  
 1488 published.

1489

1490 10.12—Special Floor Procedures

1491 The Rules & Policy Committee may recommend special floor  
 1492 procedures for the management of amendments and debate on a  
 1493 particular bill, on second and third readings, which procedures  
 1494 may include limitations on amendments and debate. Such  
 1495 procedures may not be implemented unless approved by a majority  
 1496 vote in session.

1497

1498 10.13—Consideration of Bills Not on Special Order Calendar

1499 A bill not included on the Special Order Calendar may be  
 1500 considered by the House upon a two-thirds vote.

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10.14—Consent Calendar

The Rules & Policy Committee may submit Consent Calendar procedures to expedite the consideration of noncontroversial legislation.

10.15—Requirements for Placement on Special Order Calendar

No measure may be placed on a Special Order Calendar until it has been reported favorably by each committee and subcommittee of reference and is available for consideration on the floor.

10.16—Informal Deferral of Bills

Whenever the member who introduced a bill or the first-named member sponsor of a committee or subcommittee bill is absent from the Chamber when the bill has been reached in the regular order on second or third reading, consideration shall be informally deferred until such member's return, unless another member consents to offer the bill on behalf of the original member. The bill shall retain its position on the Calendar of the House during the same legislative day. The member shall have the responsibility of making the motion for its subsequent consideration.

PART FOUR—Ceremonial Resolutions

1526 10.17—Ceremonial Resolutions Published in Journal  
 1527 Upon approval of the chair of the Rules & Policy Committee, a  
 1528 ceremonial resolution may be shown as read and adopted by  
 1529 publication in full in the Journal. The Rules & Policy Committee  
 1530 shall distribute a list of such resolutions 1 day (excluding  
 1531 Saturdays, Sundays, and official state holidays) prior to the  
 1532 day of their publication, during which time any member may file  
 1533 with the Rules & Policy Committee an objection to any resolution  
 1534 listed. Each resolution for which an objection has been filed  
 1535 shall be removed from the list and placed on the Calendar of the  
 1536 House. All resolutions without objections shall be printed on  
 1537 the next legislative day in the Journal and considered adopted  
 1538 by the House.

1540 PART FIVE—Procedural Limitations in Final Week

1541  
 1542 10.18—Consideration Limits to Bills after Day 55  
 1543 After the 55th day of a regular session, no House bills on  
 1544 second reading may be taken up and considered by the House.

1545  
 1546 10.19—Consideration Limits after Day 58  
 1547 After the 58th day of a regular session, the House may consider  
 1548 only:

- 1549 (a) Returning messages.
- 1550 (b) Conference reports.

1551 (c) Concurrent resolutions.

1552

1553 RULE ELEVEN—MOTIONS

1554

1555 11.1—Motions; How Made

1556 Every motion shall be made orally, except when requested by the  
1557 Speaker to be reduced to writing.

1558

1559 11.2—Precedence of Motions During Debate

1560 (a) When a question is under debate, the Speaker or the  
1561 chair of a committee or subcommittee shall receive no motion  
1562 except:

1563 (1) To adjourn at a time certain.

1564 (2) To adjourn.

1565 (3) To recess to a time certain.

1566 (4) To lay on the table.

1567 (5) To reconsider.

1568 (6) For the previous question.

1569 (7) To limit debate.

1570 (8) To temporarily postpone.

1571 (9) To postpone to a time or day certain.

1572 (10) To refer to or to recommit to committee or  
1573 subcommittee.

1574 (11) To amend.

1575 (12) To amend by removing the enacting or resolving

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1576 | clause.

1577 |       (b) Such motions shall have precedence in the descending  
1578 | order given.

1579 |       (c) Notwithstanding paragraph (a)(10) above, the Motion to  
1580 | Withdraw or Refer a Bill pursuant to House Rule 11.11 and the  
1581 | Motion to Refer or Recommit pursuant to House Rule 11.12 are not  
1582 | available in committee or subcommittee.

1583 |

1584 | 11.3—Questions of Order Decided without Debate

1585 | The Speaker shall decide, without debate, all procedural  
1586 | questions of order that arise when a motion is before the House  
1587 | or on appeal.

1588 |

1589 | 11.4—Division of Question

1590 | If a question before the House is susceptible of separation into  
1591 | two or more parts, any member may call for a division of the  
1592 | question so that each part may be voted on separately. However,  
1593 | a motion to remove and insert cannot be divided.

1594 |

1595 | 11.5—Motion to Recess to a Time Certain

1596 | A motion to recess to a time certain shall be treated the same  
1597 | as a motion to adjourn, except that the motion is debatable when  
1598 | no business is before the House and can be amended as to the  
1599 | time to recess and duration of the recess. It yields only to a  
1600 | motion to adjourn.



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11.6—Motion to Lay on the Table

(a) A motion to lay on the table is not debatable and cannot be amended; however, before the motion is put to a vote, the first-named sponsor of a bill or the mover of a debatable motion shall be allowed 5 minutes within which to discuss the same and may divide the time with, or waive this right in favor of, some other member.

(b) A motion to lay an amendment on the table, if adopted, does not carry with it the measure to which it adheres.

11.7—Motion to Reconsider; Immediate Certification of Bills

(a) When a motion or main question has been made and carried or lost, it shall be in order at any time as a matter of right on the same or succeeding legislative day for a member voting with the prevailing side, or for any member in the case of a voice or tie vote, to move for reconsideration thereof.

(b) When a majority of members vote in the affirmative but the proposition is lost because it is one in which the concurrence of a greater number than a majority is necessary for adoption or passage, any member may move for reconsideration.

(c) The motion to reconsider shall require a majority vote for adoption.

(d) If the House refuses to reconsider or upon reconsideration confirms its prior decision, no further motion

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1626 to reconsider shall be in order except upon unanimous consent of  
1627 the members present.

1628 (e) Debate shall be allowed on a motion to reconsider only  
1629 when the question that it is proposing to reconsider is  
1630 debatable. When debate upon a motion to reconsider is in order,  
1631 no member shall speak thereon more than once or for more than 5  
1632 minutes.

1633 (f) The adoption of a motion to reconsider a vote upon any  
1634 secondary matter shall not remove the main subject under  
1635 consideration from consideration of the House.

1636 (g) A motion to reconsider a collateral matter must be  
1637 disposed of at once during the course of the consideration of  
1638 the main subject to which it is related, and such motion shall  
1639 be out of order after the House has passed to other business.

1640 (h) No bill referred or recommitted to a committee or  
1641 subcommittee by a vote of the House shall be brought back into  
1642 the House on a motion to reconsider.

1643 (i) The Clerk shall retain possession of all bills and  
1644 joint resolutions for the period after passage during which  
1645 reconsideration may be moved, except that local bills,  
1646 concurrent resolutions, and memorials shall be transmitted to  
1647 the Senate without delay.

1648 (j) The adoption of a motion to waive the rules and  
1649 immediately certify any bill to the Senate shall be construed as  
1650 releasing the measure from the Clerk's possession for the period

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1651 of reconsideration.

1652 (k) Unless otherwise directed by the Speaker, during the  
1653 last 14 days of a regular session or any extension thereof and  
1654 during any special session, all measures acted on by the House  
1655 shall be transmitted to the Senate without delay.

1656

1657 11.8—Motion for the Previous Question

1658 (a) The previous question may be asked and ordered upon  
1659 any debatable single motion, series of motions, or amendment  
1660 pending and the effect thereof shall be to conclude all action  
1661 on the same day. If third reading is reached on another day, the  
1662 order for the previous question must be renewed on that day.

1663 (b) The motion for the previous question shall be decided  
1664 without debate. If the motion prevails, the sponsor of a bill or  
1665 debatable motion and an opponent shall be allowed 3 minutes each  
1666 within which to debate the pending question, and each may divide  
1667 the time with, or waive this right in favor of, some other  
1668 member. On second reading, the final available question is the  
1669 main amendment; on third reading, it is the bill.

1670 (c) When the motion for the previous question is adopted  
1671 on a main question, the sense of the House shall be taken  
1672 without delay on pending amendments and such question in the  
1673 regular order.

1674 (d) The motion for the previous question may not be made  
1675 by the first-named sponsor or mover.

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1677 11.9—Motion to Limit Debate

1678 When there is debate by the House, it shall be in order for a  
1679 member to move to limit debate and such motion shall be decided  
1680 without debate, except that the first-named sponsor or mover of  
1681 the question under debate shall have 5 minutes within which to  
1682 discuss the motion and may divide the allotted time with, or  
1683 waive it in favor of, some other member. If, by majority vote,  
1684 the question is decided in the affirmative, debate shall be  
1685 limited to 10 minutes for each side, unless a different time is  
1686 stated in the motion, such time to be apportioned by the  
1687 Speaker; however, the first-named sponsor or mover shall have an  
1688 additional 5 minutes within which to close the debate and may  
1689 divide the allotted time with, or waive it in favor of, some  
1690 other member.

1691

1692 11.10—Motion to Temporarily Postpone

1693 (a) The motion to temporarily postpone shall be decided  
1694 without debate and shall cause a measure to be set aside but  
1695 retained on the desk.

1696 (b) If a main question has been temporarily postponed  
1697 after having been debated or after motions have been applied and  
1698 is not brought back before the House on the same legislative  
1699 day, it shall be placed under the order of unfinished business  
1700 on the Calendar of the House. If a main question is temporarily

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1701 postponed before debate has commenced or motions have been  
 1702 applied, its reading shall be considered a nullity and the bill  
 1703 shall retain its original position on the order of business on  
 1704 the same legislative day; otherwise, the bill reverts to the  
 1705 status of bills on second or third reading, as applicable.

1706 (c) The motion to return to consideration of a temporarily  
 1707 postponed main question shall be made under the proper order of  
 1708 business when no other matter is pending.

1709 (d) If applied to a collateral matter, the motion to  
 1710 temporarily postpone shall not cause the main question to be  
 1711 carried with it. After having been temporarily postponed, if a  
 1712 collateral matter is not brought back before the House in the  
 1713 course of consideration of the adhering or main question, it  
 1714 shall be deemed abandoned.

1715

1716 11.11—Motion to Withdraw or Refer a Bill

1717 (a) A motion to withdraw a bill from a committee or  
 1718 subcommittee shall require a two-thirds vote on the floor.

1719 (b) Any member may, no later than under the order of  
 1720 business of Motions Relating to Committee and Subcommittee  
 1721 References on the legislative day following reference of a bill,  
 1722 move for reference from one committee or subcommittee to a  
 1723 different committee or subcommittee, which shall be decided by a  
 1724 majority vote.

1725 (c) A motion to refer a bill from one committee or

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1726 subcommittee to another committee or subcommittee, other than as  
 1727 provided in subsection (b), may be made during the regular order  
 1728 of business and shall require a two-thirds vote.

1729 (d) A motion to refer a bill to an additional committee or  
 1730 subcommittee may be made during the regular order of business  
 1731 and shall require a two-thirds vote.

1732 (e) A motion to refer shall be debated only as to the  
 1733 propriety of the reference.

1734 (f) A motion to withdraw a bill from further consideration  
 1735 of the House shall require a two-thirds vote.

1736 (1) The chair or vice chair of the Rules & Policy  
 1737 Committee, at the request of the first-named member sponsor, may  
 1738 move for the withdrawal of a bill from further consideration.

1739 (2) The first-named member sponsor of a bill may, prior to  
 1740 its introduction and provided no substantive action has been  
 1741 taken on it, withdraw the bill by written notice to the Clerk.

1742 (3) In moving for the withdrawal of a bill from further  
 1743 consideration by floor motion, the introducer shall be required  
 1744 to identify the nature of the bill.

1745  
 1746 11.12—Motion to Refer or Recommit

1747 (a) Any bill on the Calendar of the House may be referred  
 1748 or recommitted by the House to a committee or subcommittee by a  
 1749 majority vote.

1750 (b) A motion to refer or recommit a bill that is before

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1751 the House may be made during the regular order of business. The  
 1752 motion shall be debatable only as to the propriety of that  
 1753 reference and shall require an affirmative majority vote.

1754 (c) If a bill on third reading is referred or recommitted  
 1755 to a committee or subcommittee that subsequently reports the  
 1756 bill favorably with a committee or subcommittee substitute or  
 1757 with one or more amendments, the bill shall return to second  
 1758 reading.

1759 (d) Referral or recommitment of a House bill shall  
 1760 automatically carry with it a Senate companion bill then on the  
 1761 Calendar of the House.

1762  
 1763 11.13—Dilatory Motions

1764 Dilatory or delaying motions shall not be in order as determined  
 1765 by the Speaker.

1766  
 1767 11.14—Withdrawal of Motion

1768 (a) The mover of a motion may withdraw the motion at any  
 1769 time before it has been amended or a vote on it has commenced.

1770 (b) Notwithstanding subsection (a), once the proposer of  
 1771 an amendment is recognized, the amendment may be withdrawn only  
 1772 with the consent of the body.

1773  
 1774 RULE TWELVE—AMENDMENTS

1775

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1776 | 12.1-Form

1777 |       (a) Floor amendments shall be prepared by the House Bill  
1778 | Drafting Service and filed with the Clerk.

1779 |       (b) A floor amendment filed with the Clerk after the  
1780 | applicable filing deadline is late filed. A late-filed floor  
1781 | amendment may be taken up for consideration only upon motion  
1782 | adopted by a two-thirds vote.

1783 |

1784 | 12.2-Filing Deadlines for Floor Amendments

1785 |       (a) During the first 55 days of a regular session:

1786 |       (1) Main floor amendments must be submitted to the House  
1787 | Bill Drafting Service by 3 p.m. and approved for filing with the  
1788 | Clerk by 4 p.m. of the first day a bill appears on the Special  
1789 | Order Calendar in the Calendar of the House; and

1790 |       (2) Amendments to main floor amendments and substitute  
1791 | amendments for main floor amendments must be submitted to the  
1792 | House Bill Drafting Service by 6:30 p.m. and approved for filing  
1793 | by 7 p.m. of the same day.

1794 |       (b) After the 55th day of a regular session and during any  
1795 | extended or special session:

1796 |       (1) Main floor amendments must be approved for filing with  
1797 | the Clerk not later than 2 hours before session is scheduled to  
1798 | convene on the day a bill appears on the Special Order Calendar  
1799 | in the Calendar of the House; and

1800 |       (2) Amendments to main floor amendments and substitute



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1801 amendments for main floor amendments must be approved for filing  
1802 not later than 1 hour after the main floor amendment deadline.

1803 (c) Notwithstanding the foregoing, subject to approval by  
1804 a majority vote of the House, the Rules & Policy Committee may  
1805 establish special amendment deadlines and procedures for  
1806 appropriations bills, implementing bills, and conforming bills,  
1807 as well as for bills proposing any reapportionment or  
1808 redistricting of the state's legislative or congressional  
1809 districts.

1810

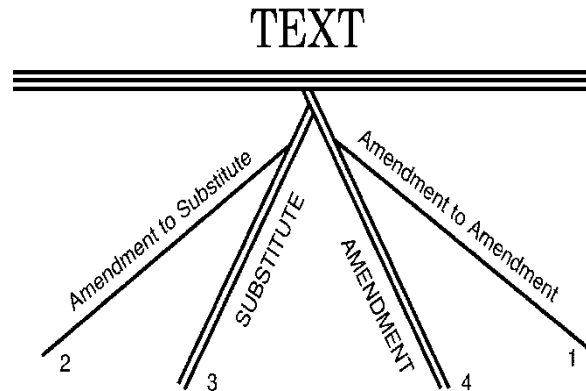
1811 12.3—Presentation and Consideration

1812 (a) Amendments shall be taken up only as sponsors gain  
1813 recognition from the Speaker, except that the chair of the  
1814 committee or subcommittee (or any member thereof designated by  
1815 the chair) reporting the measure under consideration shall have  
1816 preference for the presentation of committee or subcommittee  
1817 amendments to Senate bills.

1818 (b) An amendment to a pending main amendment may be  
1819 received, but until it is disposed of, no other motion to amend  
1820 will be in order except a substitute amendment or an amendment  
1821 to the substitute. Such amendments are to be disposed of in the  
1822 following order:

1823 (1) Amendments to the amendment are voted on before the  
1824 substitute is taken up. Only one amendment to the amendment is  
1825 in order at a time.

1826 (2) Amendments to the substitute are next voted on.  
 1827 (3) The substitute then is voted on. The adoption of a  
 1828 substitute amendment in lieu of an original amendment shall be  
 1829 treated and considered as an amendment to the bill itself.



1830  
 1831 (c) The adoption of an amendment to a section shall not  
 1832 preclude further amendment of that section. If a bill is being  
 1833 considered section by section or item by item, only amendments  
 1834 to the section or item under consideration shall be in order.

1835 (d) For the purpose of this rule, an amendment shall be  
 1836 deemed pending only after its proposer has been recognized by  
 1837 the Speaker.

1838 (e) Reviser's bills may be amended only by making  
 1839 deletions.

1840  
 1841 12.4—Second and Third Reading; Vote Required on Third Reading

1842 (a) A motion to amend is in order during the second or  
 1843 third reading of any bill.

1844 (b) Amendments proposed on third reading shall require a

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1845 two-thirds vote for adoption, except that technical amendments  
 1846 introduced in the name of the Rules & Policy Committee shall  
 1847 require a majority vote for adoption. Amendments on third  
 1848 reading, other than technical amendments introduced in the name  
 1849 of the Rules & Policy Committee, must be submitted to the House  
 1850 Bill Drafting Service no later than 1 hour before the applicable  
 1851 filing deadline and approved for filing not later than the  
 1852 earlier of the following deadlines:

1853 (1) Nine a.m. on the day session is scheduled to convene  
 1854 on the day the bill is reached on third reading; or

1855 (2) One hour before session is scheduled to convene on the  
 1856 day the bill is reached on third reading.

1857 (c) A motion for reconsideration of an amendment on third  
 1858 reading requires a two-thirds vote for adoption.

1859

1860 12.5—Amendment of Appropriations Bills, Implementing Bills, and  
 1861 Conforming Bills

1862 (a) For purposes of these rules:

1863 (1) An "appropriations bill" is a general appropriations  
 1864 bill or any other bill the title text of which begins "An act  
 1865 making appropriations," "An act making special appropriations,"  
 1866 or "An act making supplemental appropriations."

1867 (2) An "implementing bill" is a bill, effective for one  
 1868 fiscal year, implementing an appropriations bill.

1869 (3) A "conforming bill" is a bill designated as such by

1870 | the Speaker that amends the Florida Statutes to conform to an  
 1871 | appropriations bill.

1872 |       (b) Whether on the floor or in any committee or  
 1873 | subcommittee, whenever an amendment is offered to an  
 1874 | appropriations bill that would either increase any state  
 1875 | appropriation or decrease any state revenue for any fund, such  
 1876 | amendment shall show the amount of the appropriation increase or  
 1877 | revenue decrease for a fund by line item and by section and  
 1878 | shall decrease an appropriation from within the same  
 1879 | appropriations allocation and sub-allocation (as determined by  
 1880 | the Speaker) or increase a revenue to the fund in an amount  
 1881 | equivalent to or greater than the corresponding appropriation  
 1882 | increase or revenue decrease required by the amendment.

1883 |       (c) Whether on the floor or in any committee or  
 1884 | subcommittee, an amendment offered to an implementing bill or to  
 1885 | a conforming bill shall not increase a state appropriation to a  
 1886 | level that is in excess of the allocations or sub-allocations  
 1887 | determined by the Speaker for a fund.

1888 |       (d) Whether on the floor or in any committee or  
 1889 | subcommittee, any amendment offered to an implementing bill or  
 1890 | to a conforming bill that reduces revenues supporting  
 1891 | appropriations must raise the equivalent or greater revenue for  
 1892 | the same fund from other sources.

1893 |  
 1894 | 12.6—Consideration of Senate Amendments

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1895 (a) After the reading of a Senate amendment to a House  
 1896 bill, the following motions shall be in order and shall be  
 1897 privileged in the order named:

1898 (1) Amend the Senate amendment.

1899 (2) Concur in the Senate amendment.

1900 (3) Refuse to concur and ask the Senate to recede.

1901 (4) Request the Senate to recede and, if the Senate  
 1902 refuses to recede, to appoint a conference committee to meet  
 1903 with a like committee appointed by the Speaker.

1904 (b) If the Senate refuses to concur in a House amendment  
 1905 to a Senate bill, the following motions shall be in order and  
 1906 shall be privileged in the order named:

1907 (1) That the House recede.

1908 (2) That the House insist and ask for a conference  
 1909 committee.

1910 (3) That the House insist.

1911 (c) The Speaker may, upon determining that a Senate  
 1912 amendment substantially changes the bill as passed by the House,  
 1913 refer the Senate message, with the bill and Senate amendment or  
 1914 amendments, to the appropriate House committee or subcommittee  
 1915 for review and report to the House. The Speaker, upon such  
 1916 reference, shall announce the date and time for the committee or  
 1917 subcommittee to meet. The committee or subcommittee shall report  
 1918 to the House the recommendation for disposition of the Senate  
 1919 amendment or amendments under one of the four options presented

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1920 in subsection (a). The report shall be furnished to the Clerk  
 1921 and to the House, in writing, by the chair of the reporting  
 1922 committee or subcommittee.

1923

1924 12.7—Motion to Amend by Removing Enacting or Resolving Clause  
 1925 An amendment to remove the enacting clause of a bill or the  
 1926 resolving clause of a resolution or memorial shall, if carried,  
 1927 be considered equivalent to rejection of the bill, resolution,  
 1928 or memorial by the House.

1929

1930 12.8—Germanity of House Amendments

1931 (a) GERMANITY.

1932 (1) Neither the House nor any committee or subcommittee  
 1933 shall consider an amendment that relates to a different subject  
 1934 or is intended to accomplish a different purpose than that of  
 1935 the pending question or that, if adopted, would require a title  
 1936 amendment for the bill that is substantially different from the  
 1937 bill's original title or that would unreasonably alter the  
 1938 nature of the bill.

1939 (2) The Speaker, or the chair in the case of an amendment  
 1940 offered in committee or subcommittee, shall determine the  
 1941 germanity of any amendment when the question is timely raised.

1942 (3) An amendment of the second degree or a substitute  
 1943 amendment must be germane to both the main amendment and the  
 1944 measure to which it adheres.

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1945 (b) AMENDMENTS THAT ARE NOT GERMANE. House amendments that  
 1946 are not germane include:

1947 (1) A general proposition amending a specific proposition.

1948 (2) An amendment amending a statute or session law when  
 1949 the purpose of the bill is limited to repealing such law, or an  
 1950 amendment repealing a statute or session law when the purpose of  
 1951 the bill is limited to amending such law.

1952 (3) An amendment that substantially expands the scope of  
 1953 the bill.

1954 (4) An amendment to a bill when legislative action on that  
 1955 bill is by law or these rules limited to passage, concurrence,  
 1956 or nonconcurrence as introduced.

1957 (c) AMENDMENTS THAT ARE GERMANE. Amendments that are  
 1958 germane include:

1959 (1) A specific provision amending a general provision.

1960 (2) An amendment that accomplishes the same purpose in a  
 1961 different manner.

1962 (3) An amendment limiting the scope of the proposal.

1963 (4) An amendment providing appropriations necessary to  
 1964 fulfill the original intent of a proposal.

1965 (5) An amendment that changes the effective date of a  
 1966 repeal, reduces the scope of a repeal, or adds a short-term  
 1967 nonstatutory transitional provision to facilitate repeal.

1968 (d) WAIVER OF RULE. Waiver of this rule shall require  
 1969 unanimous consent of the House.

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12.9—Floor Amendments Out of Order

A floor amendment is out of order if it is the principal substance of a bill that has:

- (a) Received an unfavorable committee or subcommittee report;
- (b) Been withdrawn from further consideration; or
- (c) Not been reported favorably by at least one committee or subcommittee of reference

and may not be offered to a bill on second or third reading. Any amendment that is substantially the same, and identical as to specific intent and purpose, as the measure residing in a committee or subcommittee of reference is covered by this rule.

12.10—Printing of Amendments in Journal

All amendments taken up, unless withdrawn, shall be printed in the Journal, except that an amendment to an appropriations bill constituting an entirely new bill shall not be printed except upon consideration of the conference committee report.

RULE THIRTEEN—RULES

13.1—Parliamentary Authorities

In all cases not provided for by the State Constitution, the



1995 Rules of the House, or the Joint Rules of the Senate and House  
 1996 of Representatives, the guiding, but nonbinding, authority shall  
 1997 be first the Rulings of the Speaker and then the latest edition  
 1998 of Mason's Manual of Legislative Procedure.

1999  
 2000 13.2—Standing Rules Amendment

2001 Any standing rule may be rescinded or changed by a majority vote  
 2002 of the members, provided that the proposed change or changes be  
 2003 submitted at least 1 day in advance by the Rules & Policy  
 2004 Committee in writing to the members together with notice of the  
 2005 consideration thereof. Any standing rule may be suspended  
 2006 temporarily by a two-thirds vote of the members present, except  
 2007 as otherwise provided in these rules.

2008  
 2009 13.3—Rules Apply for Term

2010 The standing rules adopted after the beginning of the term  
 2011 govern all acts of the House during the course of the term  
 2012 unless amended or repealed.

2013  
 2014 13.4—Joint Rules

2015 The House shall be governed by joint rules approved by the House  
 2016 and Senate during the term. Such joint rules may not be waived  
 2017 except by agreement of both the House and Senate. A majority  
 2018 vote of the House is required for such agreement.

2019

2020 13.5—Authority and Interpretation  
 2021 These rules are adopted pursuant to the specific authority  
 2022 granted and the inherent powers vested in the House of  
 2023 Representatives by the State Constitution. These rules are  
 2024 intended to facilitate the orderly, practical, and efficient  
 2025 completion of legislative work undertaken by the House. These  
 2026 rules shall govern procedures in the House notwithstanding any  
 2027 inconsistent parliamentary tradition and notwithstanding any  
 2028 joint rule or any statute enacted by a prior Legislature.  
 2029 Adoption of these rules constitutes the determination of the  
 2030 House that they do not violate any express regulation or  
 2031 limitation contained in the State Constitution. These rules may  
 2032 not be construed to limit any of the powers, rights, privileges,  
 2033 or immunities vested in or granted to the House by the State  
 2034 Constitution or other organic law.

2035  
 2036 13.6—Majority Action  
 2037 Unless otherwise indicated by these rules, all action by the  
 2038 House or its committees or subcommittees shall be by majority  
 2039 vote of those members present and voting. When the body is  
 2040 equally divided, the question is defeated.

2041  
 2042 13.7—Extraordinary Action  
 2043 Unless otherwise required by these rules or the State  
 2044 Constitution, all extraordinary votes shall be by vote of those

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2045 members present and voting.

2046

2047 13.8—"Days" Defined

2048 Wherever used in these rules, a "legislative day" means a day

2049 when the House convenes and a quorum is present. All other

2050 references to a "day" mean a calendar day.

2051

2052 RULE FOURTEEN—MISCELLANEOUS PROVISIONS

2053

2054 PART ONE—Public Records

2055

2056 14.1—Legislative Records

2057 There shall be available for public inspection, whether

2058 maintained in Tallahassee or in a district office, the papers

2059 and records developed and received in connection with official

2060 legislative business, except as provided in s. 11.0431, Florida

2061 Statutes, or other provision of law. Any person who is denied

2062 access to a legislative record and who believes that he or she

2063 is wrongfully being denied such access may appeal to the Speaker

2064 the decision to deny access.

2065

2066 14.2—Legislative Records; Maintenance, Control, Destruction,

2067 Disposal, and Disposition

2068 (a) Records that are required to be created by these rules

2069 or that are of vital, permanent, or archival value shall be

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2070 maintained in a safe location that is easily accessible for  
2071 convenient use. No such record need be maintained if the  
2072 substance of the record is published or retained in another form  
2073 or location. Whenever necessary, but no more often than annually  
2074 or less often than biennially, records required to be maintained  
2075 may be archived.

2076 (b) Other records that are no longer needed for any  
2077 purpose and that do not have sufficient administrative, legal,  
2078 or fiscal significance to warrant their retention shall be  
2079 disposed of systematically.

2080 (c) (1) The administrative assistant for each existing  
2081 committee or subcommittee shall ensure compliance with this rule  
2082 for all records created or received by the committee or  
2083 subcommittee or for a former committee or subcommittee whose  
2084 jurisdiction has been assigned to the committee or subcommittee.

2085 (2) The Speaker, the Speaker pro tempore, the Minority  
2086 Leader, the Majority Leader, and the Sergeant at Arms shall  
2087 ensure compliance with this rule for all records created or  
2088 received by their respective offices and their predecessors in  
2089 office.

2090 (3) Each member shall ensure compliance with this rule for  
2091 all records created or received by the member or the member's  
2092 district office.

2093 (4) The director of an ancillary House office shall ensure  
2094 compliance with this rule for all records created or received by

2095 | the director's office.

2096 |       (5) The Clerk shall ensure compliance with this rule for  
2097 | all other records created or received by the House of  
2098 | Representatives.

2099 |       (d) If a committee, subcommittee, or office is not  
2100 | continued in existence, the records of such committee,  
2101 | subcommittee, or office shall be forwarded to the committee,  
2102 | subcommittee, or office assuming the jurisdiction or  
2103 | responsibility of the former committee, subcommittee, or office,  
2104 | if any. Otherwise, such records shall be forwarded to the Clerk.

2105 |       (e) The Clerk shall establish a schedule of reasonable and  
2106 | appropriate fees for copies of legislative records and  
2107 | documents.

2108 |

2109 |           PART TWO—Distribution of Documents; Display of Signs

2110 |

2111 |       14.3—Distribution of Documents

2112 | Documents required by these rules to be printed or published may  
2113 | be produced and distributed on paper or in electronic form.

2114 |

2115 |       14.4—Display of Signs, Placards, and the Like

2116 | Signs, placards, or other objects of similar nature shall be  
2117 | permitted in the rooms, lobby, galleries, or Chamber of the  
2118 | House only upon approval of the chair of the Rules & Policy  
2119 | Committee.

PART THREE—House Seal

14.5—House Seal

(a) REQUIREMENT. There shall be an official seal of the House of Representatives. The seal shall be used only by or on behalf of a member or officer of the House in conjunction with his or her official duties or when specifically authorized in writing by the chair of the Rules & Policy Committee.

(b) CONFIGURATION. The seal shall be a circle having in the center thereof a view of the sun's rays over a highland in the distance, a sabal palmetto palm tree, a steamboat on the water, and a Native American female scattering flowers in the foreground, encircled by the words "House of Representatives."

(c) USE. Unless a written exception is otherwise granted by the chair of the Rules & Policy Committee:

(1) Material carrying the official seal shall be used only by a member, officer, or employee of the House or other persons employed or retained by the House.

(2) The use, printing, publication, or manufacture of the seal, or items or materials bearing the seal or a facsimile of the seal, shall be limited to official business of the House or official legislative business.

(d) CUSTODIAN. The Clerk shall be the custodian of the official seal.

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RULE FIFTEEN—ETHICS AND CONDUCT OF MEMBERS

15.1—Legislative Ethics and Official Conduct

Legislative office is a trust to be performed with integrity in the public interest. A member is respectful of the confidence placed in the member by the other members and by the people. By personal example and by admonition to colleagues whose behavior may threaten the honor of the lawmaking body, the member shall watchfully guard the responsibility of office and the responsibilities and duties placed on the member by the House. To this end, each member shall be accountable to the House for violations of this rule or any provision of the House Code of Conduct contained in Rules 15.1-15.7.

15.2—The Integrity of the House

A member shall respect and comply with the law and shall perform at all times in a manner that promotes public confidence in the integrity and independence of the House and of the Legislature. Each member shall perform at all times in a manner that promotes a professional environment in the House, which shall be free from unlawful employment discrimination.

15.3—Improper Influence; Solicitation of Campaign Contributions

(a) A member may neither solicit nor accept anything that

2170 reasonably may be construed to improperly influence the member's  
 2171 official act, decision, or vote.

2172 (b) A member may not fly on an aircraft that is a private  
 2173 conveyance owned, leased, or procured by a lobbyist, a lobbying  
 2174 firm, or a principal, regardless of whether the member pays for  
 2175 the flight.

2176 (c) A member may neither solicit nor accept any campaign  
 2177 contribution during the 60-day regular legislative session or  
 2178 any extended or special session on the member's own behalf, on  
 2179 behalf of a political party, on behalf of any organization with  
 2180 respect to which the member's solicitation is regulated under s.  
 2181 106.0701, Florida Statutes, or on behalf of a candidate for the  
 2182 House of Representatives; however, a member may contribute to  
 2183 the member's own campaign.

2184

2185 15.4—Ethics; Conflicting Employment

2186 A member shall:

2187 (a) Scrupulously comply with the requirements of all laws  
 2188 related to the ethics of public officers.

2189 (b) Not allow personal employment to impair the member's  
 2190 independence of judgment in the exercise of official duties.

2191 (c) Not directly or indirectly receive or agree to receive  
 2192 any compensation for any services rendered or to be rendered  
 2193 either by the member or any other person when such activity is  
 2194 in substantial conflict with the duties of a member of the



2195 House.

2196 (d) Upon acceptance of any new employment with any entity  
 2197 that receives state funds directly by appropriation or from any  
 2198 public employer, file with the Public Integrity & Ethics  
 2199 Committee a written statement disclosing the employer, position,  
 2200 and salary. Such disclosure must be filed prior to the effective  
 2201 date of the change, or within 30 days after acceptance thereof,  
 2202 whichever is earlier.

2203 (e) Not accept any compensation to lobby any local  
 2204 government or governmental agency, except for the provision of  
 2205 licensed professional services under circumstances that require  
 2206 registration as a lobbyist.

2207  
 2208 15.5—Use of Official Position

2209 A member may not corruptly use or attempt to use the member's  
 2210 official position or any property or resource which may be  
 2211 within the member's trust in a manner contrary to the trust or  
 2212 authority placed in the member, either by the public or by other  
 2213 members, for the purpose of securing a special privilege,  
 2214 benefit, or exemption for the member or for others. A member may  
 2215 not solicit or accept an employment offer or investment advice  
 2216 arising out of legislative activities or political activities  
 2217 engaged in while he or she is a member of, or candidate for, the  
 2218 House. A member may not enter into any investment, joint  
 2219 venture, or other profitmaking relationship with or advised by a

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2220 lobbyist or principal, except that a member may buy or sell  
 2221 listed, publicly traded securities of a principal unless in  
 2222 violation of Rule 15.6. For purposes of this rule, "investment,  
 2223 joint venture, or other profitmaking relationship" does not  
 2224 include an employment relationship or professional partnership  
 2225 or similar venture engaging the professional services of the  
 2226 member.

2227  
 2228 15.6—Use of Information Obtained by Reason of Official Position  
 2229 A member may engage in business and professional activity in  
 2230 competition with others but may not use or provide to others,  
 2231 for the member's personal gain or benefit or for the personal  
 2232 gain or benefit of any other person or business entity, any  
 2233 information that has been obtained by reason of the member's  
 2234 official capacity as a member and that is unavailable to members  
 2235 of the public as a matter of law. A member may not use any  
 2236 nonpublic information obtained by reason of the member's  
 2237 legislative activities for the purpose of buying or selling any  
 2238 investment or to otherwise create income for the member or any  
 2239 other person.

2240  
 2241 15.7—Representation of Another Before a State Agency  
 2242 A member may not personally represent another person or entity  
 2243 for compensation before any state agency other than a judicial  
 2244 tribunal. For the purposes of this rule, "state agency" means

2245 any entity of the legislative or executive branch of state  
 2246 government over which the Legislature exercises plenary  
 2247 budgetary and statutory control.

2248

2249 15.8—Advisory Opinions

2250 (a) A member, when in doubt about the applicability and  
 2251 interpretation of the House Code of Conduct or ethics laws to  
 2252 the member's conduct, may convey the facts of the situation to  
 2253 the House general counsel for an advisory opinion. The general  
 2254 counsel shall issue the opinion within 10 days after receiving  
 2255 the request. The advisory opinion may be relied upon by the  
 2256 member requesting the opinion. Upon request of any member, the  
 2257 committee or subcommittee designated by the Speaker to have  
 2258 responsibility for the ethical conduct of members may revise an  
 2259 advisory opinion rendered by the House general counsel through  
 2260 an advisory opinion issued to the member who requested the  
 2261 opinion.

2262 (b) An advisory opinion rendered by the House general  
 2263 counsel or the committee or subcommittee shall be numbered,  
 2264 dated, and published. Advisory opinions from the House general  
 2265 counsel or the committee or subcommittee may not identify the  
 2266 member seeking the opinion unless such member so requests.

2267

2268 15.9—Penalties for Violations

2269 Separately from any prosecutions or penalties otherwise provided

2270 by law, any member determined to have violated the requirements  
 2271 of these rules relating to ethics or member conduct shall be  
 2272 fined, censured, reprimanded, placed on probation, or expelled  
 2273 or have such other lesser penalty imposed as may be appropriate.  
 2274 Such determination and disciplinary action shall be taken by a  
 2275 two-thirds vote of the House, except that expulsions shall  
 2276 require two-thirds vote of the membership, upon recommendation  
 2277 of the Public Integrity & Ethics Committee pursuant to Rule 18.

2278

2279 15.10—Felony Indictment or Information of a Member

2280 (a) If an indictment or information for a felony of any  
 2281 jurisdiction is filed against a member of the House, the member  
 2282 indicted or informed against may request the Speaker to excuse  
 2283 the member, without pay, from all privileges of membership of  
 2284 the House pending final adjudication.

2285 (b) If the indictment or information is either nolle  
 2286 prosequied or dismissed, or if the member is found not guilty of  
 2287 the felonies charged, or lesser included felonies, the member  
 2288 shall be paid all back pay and other benefits retroactive to the  
 2289 date the member was excused.

2290

2291 15.11—Felony Guilty Plea of a Member

2292 A member who enters a plea of guilty or nolo contendere to a  
 2293 felony of any jurisdiction may, at the discretion of the  
 2294 Speaker, be suspended immediately, without a hearing and without

2295 | pay, from all privileges of membership of the House through the  
 2296 | remainder of that member's term.

2297 |

2298 | 15.12—Felony Conviction of a Member

2299 |       (a) A member convicted of a felony of any jurisdiction  
 2300 | may, at the discretion of the Speaker, be suspended immediately,  
 2301 | without a hearing and without pay, from all privileges of  
 2302 | membership of the House pending appellate action or the end of  
 2303 | the member's term, whichever occurs first.

2304 |       (b) A member suspended under the provisions of this rule  
 2305 | may, within 10 days after such suspension, file a written  
 2306 | request for a hearing, setting forth specific reasons contesting  
 2307 | the member's suspension. Upon receipt of a written request for a  
 2308 | hearing, the Speaker shall appoint a select committee, which  
 2309 | shall commence a hearing on the member's suspension within 30  
 2310 | days and issue a report to the House within 10 days after the  
 2311 | conclusion of the hearing. The report of the select committee  
 2312 | shall be final unless the member, within 10 days after the  
 2313 | issuance of the report, requests in writing that the Speaker  
 2314 | convene the full House to consider the report of the select  
 2315 | committee. Upon receipt of a request for such consideration, the  
 2316 | Speaker shall timely convene the House for such purpose.

2317 |       (c) If the final appellate decision is to sustain the  
 2318 | conviction, then the member's suspension shall continue to the  
 2319 | end of the member's term. If the final appellate decision is to

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2320 vacate the conviction and there is a rehearing, the member shall  
 2321 be subject to Rule 15.10. If the final appellate decision is to  
 2322 vacate the conviction and no felony charges remain against the  
 2323 member, the member shall be entitled to restitution of back pay  
 2324 and other benefits retroactive to the date of suspension.

2325

2326 15.13—Ethics Training

2327 The House shall provide ethics training as directed by the  
 2328 Speaker.

2329

2330 RULE SIXTEEN—PROCEDURES FOR CONDUCTING INVESTIGATIVE AND  
 2331 ENFORCEMENT PROCEEDINGS

2332

2333 16.1—Issuance of Subpoenas

2334 (a) In order to carry out its duties, each standing or  
 2335 select committee, whenever required, may issue subpoenas and  
 2336 other necessary process to compel the attendance of witnesses  
 2337 before such committee or the taking of a deposition pursuant to  
 2338 these rules. The chair of the committee shall issue such process  
 2339 on behalf of the committee after a majority of the committee  
 2340 votes to approve issuance and the Speaker has provided written  
 2341 approval. The chair or any other member of such committee may  
 2342 administer all oaths and affirmations in the manner prescribed  
 2343 by law to witnesses who shall appear before such committee for  
 2344 the purpose of testifying in any matter about which such

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2345 | committee may require evidence.

2346 |       (b) Each standing or select committee, whenever required,  
 2347 | may also compel by subpoena duces tecum the production of any  
 2348 | books, letters, or other documentary evidence it may need to  
 2349 | examine in reference to any matter before it. The chair of the  
 2350 | standing or select committee shall issue process on behalf of  
 2351 | the standing or select committee after a majority of the  
 2352 | committee votes to approve issuance and the Speaker has provided  
 2353 | written approval.

2354 |

2355 | 16.2—Contempt Proceedings

2356 |       (a) The House may punish, by fine or imprisonment, any  
 2357 | person who is not a member and who is guilty of disorderly or  
 2358 | contemptuous conduct in its presence or of a refusal to obey its  
 2359 | lawful summons.

2360 |       (b) A person shall be deemed in contempt if the person:

2361 |       (1) Fails or refuses to appear in compliance with a  
 2362 | subpoena or, having appeared, fails or refuses to testify under  
 2363 | oath or affirmation;

2364 |       (2) Fails or refuses to answer any relevant question or  
 2365 | fails or refuses to furnish any relevant book, paper, or other  
 2366 | document subpoenaed on behalf of such committee; or

2367 |       (3) Commits any other act or offense against such  
 2368 | committee that, if committed against the Legislature or either  
 2369 | house thereof, would constitute contempt.

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2370 (c) During a legislative session, a standing or select  
 2371 committee may, by majority vote of all of its members, apply to  
 2372 the House for contempt citation. The application shall be  
 2373 considered as though the alleged contempt had been committed in  
 2374 or against the House itself. If such committee is meeting during  
 2375 the interim, its application shall be made to the circuit court  
 2376 pursuant to Rule 16.6.

2377 (d) A person guilty of contempt under this rule may be  
 2378 fined not more than \$500 or imprisoned not more than 90 days or  
 2379 both, or may be subject to such other punishment as the House  
 2380 may, in the exercise of its inherent powers, impose prior to and  
 2381 in lieu of the imposition of the aforementioned penalty.

2382 (e) The sheriffs in the several counties shall make such  
 2383 service and execute all process or orders when required by  
 2384 standing or select committees. Sheriffs shall be paid as  
 2385 provided for in s. 30.231, Florida Statutes.

2386  
 2387 16.3-False Swearing

2388 Whoever willfully affirms or swears falsely in regard to any  
 2389 material matter or thing before any standing or select committee  
 2390 is guilty of false swearing in an official proceeding, which is  
 2391 a felony of the second degree and shall be punished as provided  
 2392 in s. 775.082, s. 775.083, or s. 775.084, Florida Statutes.

2393  
 2394 16.4-Rights of Witnesses



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2395 (a) All witnesses summoned before any standing or select  
2396 committee shall receive reimbursement for travel expenses and  
2397 per diem at the rates provided in s. 112.061, Florida Statutes.  
2398 However, the fact that such reimbursement is not tendered at the  
2399 time that the subpoena is served shall not excuse the witness  
2400 from appearing as directed therein.

2401 (b) Service of a subpoena requiring the attendance of a  
2402 person at a meeting of a standing or select committee shall be  
2403 made in the manner provided by law for the service of subpoenas  
2404 in a civil action at least 7 days prior to the date of the  
2405 meeting unless a shorter period of time is authorized by  
2406 majority vote of all the members of such committee. If a shorter  
2407 period of time is authorized, the persons subpoenaed shall be  
2408 given reasonable notice of the meeting, consistent with the  
2409 particular circumstances involved.

2410 (c) Any person who is served with a subpoena to attend a  
2411 meeting of any standing or select committee also shall be served  
2412 with a general statement informing the person of the subject  
2413 matter of such committee's investigation or inquiry and a notice  
2414 that the person may be accompanied at the meeting by private  
2415 counsel.

2416 (d) Upon the request of any party and the approval of a  
2417 majority of the standing or select committee, the chair shall  
2418 instruct all witnesses to leave the meeting room and retire to a  
2419 designated place. The witness shall be instructed by the chair

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2420 not to discuss the testimony of the witness or the testimony of  
2421 any other person with anyone until the meeting has been  
2422 adjourned and the witness has been discharged by the chair. The  
2423 witness shall be further instructed that if any person discusses  
2424 or attempts to discuss the matter under investigation with the  
2425 witness after receiving such instructions, the witness shall  
2426 bring such matter to the attention of such committee. No member  
2427 of such committee or representative thereof may discuss any  
2428 matter or matters pertinent to the subject matter under  
2429 investigation with any witness to be called before such  
2430 committee from the time that these instructions are given until  
2431 the meeting has been adjourned and the witness has been  
2432 discharged by the chair. Any person violating this subsection  
2433 shall be in contempt of the House.

2434 (e) Any standing or select committee taking sworn  
2435 testimony from witnesses as provided in these rules shall cause  
2436 a record to be made of all proceedings in which testimony or  
2437 other evidence is demanded or adduced, which record shall  
2438 include rulings of the chair, questions of such committee and  
2439 its staff, the testimony or responses of witnesses, sworn  
2440 written statements submitted to the committee, and such other  
2441 matters as the committee or its chair may direct.

2442 (f) A witness at a meeting, upon advance request and at  
2443 the witness's own expense, shall be furnished a certified  
2444 transcript of the witness's testimony at the meeting.

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16.5—Right of Other Persons to be Heard

(a) Any person who, in the opinion of the committee, is adversely affected as a result of being mentioned or otherwise identified during a meeting being conducted for the purpose of taking sworn testimony from witnesses of any standing or select committee may, upon the request of the person or upon the request of any member of such committee, appear personally before such committee and testify on the person's own behalf, or, with such committee's consent, file a sworn written statement of facts or other documentary evidence for incorporation into the record of the meeting. Any such witness, however, shall, before filing such statement, consent to answer questions from such committee regarding the contents of the statement.

(b) Upon the consent of a majority of the members present, a quorum having been established, any standing or select committee may permit any other person to appear and testify at a meeting or submit a sworn written statement of facts or other documentary evidence for incorporation into the record. No request to appear, appearance, or submission shall limit in any way the committee's power of subpoena. Any such witness, however, shall, before filing such statement, consent to answer questions from any standing or select committee regarding the contents of the statement.

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16.6—Enforcement of Subpoena Out of Session  
If any witness fails to respond to the lawful subpoena of any standing or select committee at a time when the Legislature is not in session or, having responded, fails to answer all lawful inquiries or to turn over evidence that has been subpoenaed, such committee may file a complaint before any circuit court of the state setting up such failure on the part of the witness. On the filing of such complaint, the court shall take jurisdiction of the witness and the subject matter of the complaint and shall direct the witness to respond to all lawful questions and to produce all documentary evidence in the possession of the witness that is lawfully demanded. The failure of any witness to comply with such order of the court shall constitute a direct and criminal contempt of court, and the court shall punish such witness accordingly.

16.7—Definition  
Pursuant to Rule 7.1(b) and for purposes of Rule 16, the term "committee" includes the House and any subcommittee thereof.

RULE SEVENTEEN—ETHICS AND CONDUCT OF LOBBYISTS

17.1—Obligations of a Lobbyist  
(a) A lobbyist shall supply facts, information, and

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2495 | opinions of principals to legislators from the point of view  
2496 | that the lobbyist openly declares. A lobbyist shall not offer or  
2497 | propose anything that may reasonably be construed to improperly  
2498 | influence the official act, decision, or vote of a legislator,  
2499 | nor shall a lobbyist attempt to improperly influence the  
2500 | selection of officers or employees of the House. A lobbyist, by  
2501 | personal example and admonition to colleagues, shall maintain  
2502 | the honor of the legislative process, including faithful  
2503 | adherence to the rules of the House, by the integrity of the  
2504 | lobbyist's relationship with legislators as well as with the  
2505 | principals whom the lobbyist represents. Each lobbyist shall  
2506 | conduct himself or herself at all times in a manner that  
2507 | promotes a professional environment in the House, exemplifies  
2508 | proper conduct in public meetings, promotes lawful conduct by  
2509 | all involved in the legislative process, and contributes to an  
2510 | environment free from harassment and discrimination. Each  
2511 | lobbyist shall respect and support the honorable conduct of the  
2512 | members of the House and discourage unlawful conduct.

2513 |       (b) A lobbyist shall not knowingly and willfully falsify,  
2514 | conceal, or cover up, by any trick, scheme, or device, a  
2515 | material fact; make any false, fictitious, or fraudulent  
2516 | statement or representation; or make or use any writing or  
2517 | document knowing the same to contain any false, fictitious, or  
2518 | fraudulent statement or entry.

2519 |       (c) During a regular session or any extended or special

2520 session, a lobbyist may not contribute to a member's campaign.

2521 (d) A lobbyist may not make any expenditure prohibited by  
 2522 s. 11.045(4)(a), Florida Statutes.

2523 (e) No registered lobbyist shall be permitted upon the  
 2524 floor of the House while it is in session.

2525 (f) A member shall not be directly or indirectly lobbied  
 2526 via electronic communication while the House is in daily session  
 2527 or during any meeting of a committee or subcommittee to which  
 2528 the House member has been appointed. The term "electronic  
 2529 communication" includes, but is not limited to, e-mail, text  
 2530 messaging, social media messaging, and image sharing.

2531 (g) A lobbyist who was a member of the Legislature at any  
 2532 time after November 8, 2016, may not lobby the House for a  
 2533 period of 6 years following vacation of office as a member of  
 2534 the Legislature.

2535 (h) A lobbyist may not lobby the House for any purpose  
 2536 with respect to any issue, amendment, bill, or appropriation  
 2537 unless the lobbyist has filed a House appearance record with the  
 2538 Public Integrity & Ethics Committee identifying the specific  
 2539 matter and each principal represented thereon. The record shall  
 2540 be filed in the manner directed by the Speaker in advance of  
 2541 lobbying on the matter. On matters other than specific bills or  
 2542 amendments identified by bill or amendment number, an issue or  
 2543 appropriation must be identified with specificity sufficient to  
 2544 give notice of each particular legislative subject or proposal

2545 that is a subject of any communication that constitutes  
 2546 lobbying.

2547 (i) A lobbyist or lobbying firm shall file with the Public  
 2548 Integrity & Ethics Committee a true and correct copy of the  
 2549 lobbying contract and any addendum thereto, including accurate  
 2550 information regarding fees to be paid under such contract, when  
 2551 the lobbyist or lobbying firm registers to lobby the Legislature  
 2552 or the Executive Branch on behalf of any officer of this state;  
 2553 any executive or judicial department of this state; any  
 2554 political subdivision, special district, public authority,  
 2555 public hospital, council, commission, unit of local government,  
 2556 or public education entity in this state; or any authority,  
 2557 council, commission, direct-support organization, institution,  
 2558 foundation, or similar entity that is created by law or  
 2559 ordinance to pursue a public purpose, entitled by law or  
 2560 ordinance to any distribution of tax or fee revenues, or  
 2561 organized for the sole purpose of supporting one of the public  
 2562 entities listed in this subsection. This subsection does not  
 2563 apply if the lobbyist is an employee of such principal, the  
 2564 lobbyist's salary is published on the Internet, and the lobbyist  
 2565 does not engage in lobbying on behalf of any other principal.

2566

2567 17.2-Advisory Opinions; Compilation Thereof

2568 A lobbyist, when in doubt about the applicability and  
 2569 interpretation of Rule 17.1 in a particular context related to

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2570 that lobbyist's conduct, or any person when in doubt about the  
2571 applicability and interpretation of s. 11.045, s. 112.3148, or  
2572 s. 112.3149, Florida Statutes, as such statute or statutes may  
2573 apply to that person, may request an advisory opinion under this  
2574 rule. Such request shall be in writing, addressed to the  
2575 Speaker, and shall contain the relevant facts. The Speaker shall  
2576 either refer the issue to the House general counsel for review  
2577 and drafting of an advisory opinion of the Speaker or refer the  
2578 issue to a committee designated by the Speaker to have  
2579 responsibility for the ethical conduct of lobbyists, and the  
2580 person requesting the advisory opinion may appear in person  
2581 before such committee. The Speaker or this committee shall  
2582 render advisory opinions to the person who seeks advice as to  
2583 whether the facts as described in the request and any  
2584 supplemental communication would constitute a violation of such  
2585 rule or statute by that person. Such opinion, until amended or  
2586 revoked, shall be binding upon the House in any proceeding upon  
2587 a subsequent complaint concerning the person who sought the  
2588 opinion and acted on it in good faith, unless material facts  
2589 were omitted or misstated in the request for the advisory  
2590 opinion. Upon request of the person who requested the advisory  
2591 opinion or any member, the committee designated by the Speaker  
2592 to have responsibility for the ethical conduct of lobbyists may  
2593 revise any advisory opinion issued by the Speaker or may revise  
2594 any advisory opinion issued by the general counsel of the Office



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2595 of Legislative Services under Joint Rule 1.8. The House general  
2596 counsel or this committee shall make sufficient deletions to  
2597 prevent disclosing the identity of persons in the decisions or  
2598 opinions. All advisory opinions of the Speaker or this committee  
2599 shall be numbered, dated, and published in an annual publication  
2600 of the House. The Clerk shall keep a compilation of all advisory  
2601 opinions.

2602

### 2603 17.3—Penalties for Violations

2604 Separately from any prosecutions or penalties otherwise provided  
2605 by law, any person determined to have violated the foregoing  
2606 requirements of Rule 17, any provision in Joint Rule One, or s.  
2607 11.045, s. 112.3148, or s. 112.3149, Florida Statutes, may be  
2608 reprimanded, censured, prohibited from lobbying for all or any  
2609 part of the legislative biennium during which the recommended  
2610 order is proposed, or have such other penalty imposed as may be  
2611 appropriate. Such determination shall be made by a majority of  
2612 the House, upon recommendation of the Public Integrity & Ethics  
2613 Committee pursuant to Rule 18. Any prohibition or other  
2614 limitation imposed by the House may be continued for up to a  
2615 total of 2 years by a determination made by a majority of the  
2616 House at or following the organization session following the  
2617 biennium during which such prohibition or other limitation was  
2618 imposed.

2619

2620           RULE EIGHTEEN—COMPLAINTS AGAINST MEMBERS AND OFFICERS OF THE  
 2621                                   HOUSE, LOBBYISTS, AND OTHER PERSONS  
 2622

2623   18.1—Complaints against Members and Officers of the House,  
 2624   Lobbyists, and Other Persons; Procedure  
 2625   Rule 18 governs proceedings on all complaints under the  
 2626   jurisdiction of the House. Such complaints include, but are not  
 2627   limited to:

2628           (a) Those alleging violation of law, violation of the  
 2629   House Code of Conduct, or improper conduct of a member or  
 2630   officer that may reflect upon the House; or

2631           (b) Violations of House Rule 17.1, Joint Rule One, or s.  
 2632   11.045, s. 112.3148, or s. 112.3149, Florida Statutes, by any  
 2633   lobbyist or person other than a member of the House. For  
 2634   purposes of this rule, receipt of audit information indicating a  
 2635   possible violation of Joint Rule One shall be treated as a  
 2636   complaint.  
 2637

2638   18.2—Violations; Investigations

2639           (a) Any person may file a sworn complaint with the chair  
 2640   of the Public Integrity & Ethics Committee alleging a violation  
 2641   as provided in Rule 18.1. The complaint shall contain the name  
 2642   and legal address of the person filing the complaint  
 2643   ("complainant"), be based on the complainant's personal  
 2644   knowledge, state detailed facts, specify the actions of the

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2645 | named respondent which form the basis for the complaint, and  
2646 | identify each specific rule or law alleged by the complainant to  
2647 | have been violated.

2648 |         (b) Upon a determination by the chair of the Public  
2649 | Integrity & Ethics Committee that the complaint states facts  
2650 | supporting a finding of probable cause, the Speaker shall refer  
2651 | the complaint to a special master or to a select subcommittee of  
2652 | the Public Integrity & Ethics Committee, as recommended by the  
2653 | chair. Upon a determination by the chair of the Public Integrity  
2654 | & Ethics Committee that the complaint fails to state facts  
2655 | supporting a finding of probable cause, the complaint shall be  
2656 | dismissed.

2657 |         (c) Upon referral by the Speaker of a complaint under  
2658 | subsection (b), the special master or select subcommittee shall  
2659 | conduct an investigation, shall give reasonable notice to the  
2660 | respondent, and shall grant the respondent an opportunity to be  
2661 | heard unless the investigation fails to reveal facts supporting  
2662 | a finding of probable cause. A special master's or select  
2663 | subcommittee's report and recommendation is advisory only and  
2664 | shall be presented to the chair of the Public Integrity & Ethics  
2665 | Committee as soon as practicable after the close of the  
2666 | investigation. If the report and recommendation conclude that  
2667 | the facts do not support a finding of probable cause, the  
2668 | complaint shall be dismissed by the chair of the Public  
2669 | Integrity & Ethics Committee.

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2670 (d) If the complaint is not dismissed by the special  
2671 master or the select subcommittee, the Public Integrity & Ethics  
2672 Committee shall consider the report and recommendation, shall  
2673 grant the respondent an opportunity to be heard, and shall  
2674 develop its own recommendation. If the complaint is against the  
2675 chair of the Public Integrity & Ethics Committee, the chair is  
2676 excused and the vice chair shall conduct the deliberation. If  
2677 the Public Integrity & Ethics Committee votes to dismiss the  
2678 complaint, the chair of the Public Integrity & Ethics Committee  
2679 or vice chair shall dismiss the complaint. Otherwise, the  
2680 special master's or select subcommittee's report and  
2681 recommendation and the recommendation of the Public Integrity &  
2682 Ethics Committee shall be presented to the Speaker.

2683 (e) The Speaker shall present the committee's  
2684 recommendation, along with the report and recommendation of the  
2685 special master or the select subcommittee, to the House for  
2686 final action.

2687 (f) Nothing in this rule prohibits the chair of the Public  
2688 Integrity & Ethics Committee from correcting or preventing the  
2689 alleged violation by informal means if the chair determines that  
2690 a violation is inadvertent, technical, or otherwise de minimis.

2691 (g) Nothing in this rule prohibits the respondent and the  
2692 chair of the Public Integrity & Ethics Committee, the special  
2693 master, or a select subcommittee from agreeing to a consent  
2694 decree, which shall state findings of fact, and such penalty as

2695 | may be appropriate. If the House accepts the consent decree, the  
 2696 | complaint pursuant to these rules shall be resolved.

2697 |         (h) The House may move forward with disciplinary  
 2698 | proceedings without waiting for the outcome of a criminal case.

2699 |

2700 | 18.3—Confidentiality

2701 | Any material provided to the House in response to a complaint  
 2702 | filed under Rule 18 that is confidential under applicable law  
 2703 | shall remain confidential and shall not be disclosed except as  
 2704 | authorized by applicable law. Except as otherwise provided in  
 2705 | this rule, a complaint and the records relating to a complaint  
 2706 | shall be available for public inspection upon the dismissal of a  
 2707 | complaint, a determination as to probable cause, informal  
 2708 | resolution of a complaint, or the receipt by the Speaker of a  
 2709 | request in writing from the respondent that the complaint and  
 2710 | other records relating to the complaint be made public records.

2711 |

2712 | 18.4—Conflict

2713 | If a complaint is filed against the chair of the Public  
 2714 | Integrity & Ethics Committee, the initial review of the  
 2715 | complaint shall be managed by the Speaker or, if designated by  
 2716 | the Speaker, the Speaker pro tempore. If a complaint is filed  
 2717 | against the Speaker, the duties of the Speaker pursuant to Rule  
 2718 | 18 shall be transferred to the Speaker pro tempore.

2719 |

2720 18.5—Time Limitations

2721 (a) A complaint must be filed with the chair of the Public  
 2722 Integrity & Ethics Committee within 2 years after the alleged  
 2723 violation.

2724 (b) A violation of the House Code of Conduct is committed  
 2725 when every element necessary to establish a violation of the  
 2726 rule has occurred, and time starts to run on the day after the  
 2727 violation occurred.

2728 (c) The applicable period of limitation is tolled on the  
 2729 day a sworn complaint against the member or officer is filed  
 2730 with the chair of the Public Integrity & Ethics Committee.

2731

2732 RULE NINETEEN—IMPEACHMENT

2733

2734 19.1—Definitions

2735 (a) The House construes "misdemeanor in office" to  
 2736 include, without limitation:

2737 (1) Any wrongful act that is contrary to justice, honesty,  
 2738 principles, or good morals performed by virtue or under  
 2739 authority of office;

2740 (2) Any willful malfeasance, misfeasance, or nonfeasance  
 2741 in office;

2742 (3) Any breach of expectations of conduct and motivation  
 2743 associated with the office, including, but not limited to:

2744 a. A wrongful official act or omission to perform an

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- 2745 | official duty;
- 2746 |       b. Acceptance of any bribe;
- 2747 |       c. Failure to report any attempted bribe to appropriate
- 2748 | law enforcement officials;
- 2749 |       d. Acceptance of any gift, compensation, or other benefit
- 2750 | prohibited to the officer by any law or binding rule of conduct;
- 2751 |       e. Acceptance of any undisclosed income if disclosure is
- 2752 | required by law or binding rule of conduct;
- 2753 |       f. Acceptance of any undisclosed compensation, gift,
- 2754 | reimbursement, or other benefit valued in excess of \$100 without
- 2755 | making public disclosure on an official internet website within
- 2756 | 180 days after receipt, or as otherwise required by law or
- 2757 | binding rule of conduct, if the law would require disclosure if
- 2758 | such benefit were accepted by a member of the Legislature;
- 2759 |       g. Failure to maintain a professional environment in the
- 2760 | administration of the office free of unlawful discrimination and
- 2761 | free of harassment or abuse of employees or members of the
- 2762 | public served by the office;
- 2763 |       h. Failure to abide by ethics laws and rules or public
- 2764 | corruption laws governing conduct in office;
- 2765 |       i. Failure to avoid any appearance of impropriety;
- 2766 |       j. Any act injurious to the honor of the State of Florida
- 2767 | or of any of its officers or employees unless such act is
- 2768 | justified by official duty; or
- 2769 |       k. Gross failure to discourage such misconduct by other

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2770 officers subject to impeachment; or  
 2771 (4) Any conduct unbecoming of a public officer, including,  
 2772 but not limited to:  
 2773 a. Commission of any felony under any jurisdiction;  
 2774 b. Commission of any breach of peace in any place;  
 2775 c. Sexual harassment;  
 2776 d. Invidious discrimination;  
 2777 e. Solicitation or acceptance of campaign contributions or  
 2778 expenditure of campaign funds in a manner that violates any law  
 2779 or binding rule of conduct, or acquiescence in such conduct by  
 2780 an agent of the candidate's campaign;  
 2781 f. Any act contrary to the peace and dignity of the State  
 2782 of Florida; or  
 2783 g. Gross failure to discourage such conduct by  
 2784 subordinates or by other officers subject to impeachment.  
 2785 (b) For purposes of this rule:  
 2786 (1) "Sexual harassment" means engaging in a sexual or  
 2787 romantic relationship with any person other than one's spouse if  
 2788 such person is a subordinate or an employee of a subordinate or  
 2789 an employee of a colleague officer or any related conduct that  
 2790 would be grounds for dismissal if committed by a state employee  
 2791 in any state agency or legislative or judicial body. It also  
 2792 includes solicitation of such relationship. For purposes of this  
 2793 definition, "colleague officer" means:  
 2794 a. For a statewide elected officer, any other statewide



2795 | elected officer.

2796 |       b. For any other constitutional officer, any  
2797 | constitutional officer serving the same county, circuit, or  
2798 | district.

2799 |       (2) "Breach of peace" means any act or conduct that  
2800 | seriously endangers or disturbs public peace and order,  
2801 | including, but not limited to, any act of unjustified violence  
2802 | against any person or property and malicious destruction of  
2803 | property.

2804 |       (3) "Gross failure to discourage" means having actual  
2805 | knowledge of wrongful conduct of another person and neglecting  
2806 | to admonish appropriate behavior of such person, covering up  
2807 | inappropriate behavior of such person, failing to exercise  
2808 | vested authority to correct or discipline inappropriate behavior  
2809 | of such person, or failing to report inappropriate behavior of  
2810 | such person when there is a duty to report.

2811 |  
2812 | 19.2—Procedure

2813 | The House may act in session upon any resolution of impeachment  
2814 | filed in the House, notwithstanding any deadline for filing  
2815 | substantive resolutions, or may proceed on any complaint against  
2816 | an officer subject to impeachment in accordance with Rule 18.

2817 |  
2818 | 19.3—Impeachment Managers

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2819 | When the House is in recess or not in session, the Speaker may  
2820 | appoint a replacement for any impeachment manager appointed by  
2821 | the House if the manager neglects or cannot perform the duties  
2822 | of a manager or if the manager resigns. The Speaker shall be the  
2823 | sole judge of such matters subject only to an appeal to the  
2824 | House filed with the Clerk during a legislative session if filed  
2825 | within 48 hours after the Clerk publishes such replacement  
2826 | appointment.