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House Resolution

A resolution establishing the Rules of the House of Representatives of the State of Florida for the 2022-2024 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 2022-2024 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

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

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 Committee for a  
77 recommendation to the Speaker. Any decision of the Speaker on a  
78 point of order is subject to an appeal to the House made timely  
79 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.

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100 (d) DECISIONS NOT SUBJECT TO APPEAL. Responses to  
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 Committee shall act as presiding  
121 officer during the absence of both the Speaker and Speaker pro  
122 tempore.

123 (c) Upon the Speaker's incapacity or other inability to  
124 serve, the Speaker pro tempore shall exercise the duties,

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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.

151

152 3.2-Voting Obligation

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

161 (a) ABSTENTION ON MATTERS OF SPECIAL PRIVATE GAIN OR LOSS.  
 162 A member may not vote on any measure that the member knows would  
 163 inure to the member's special private gain or loss. The member  
 164 must disclose the nature of the member's interest in the matter  
 165 from which the member is required to abstain.

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

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

170 a. Any principal by whom the member or the member's  
 171 spouse, parent, or child is retained or employed;

172 b. Any parent organization or subsidiary of a corporate  
 173 principal by which the member is retained or employed; or

174 c. A relative or business associate of the member,  
 175  
 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

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

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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. The term "formal legislative action"  
 262 shall include any vote of the House or Senate, or of a committee  
 263 or subcommittee of either house, on final passage or on a motion  
 264 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

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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  
 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 daily floor  
 296 sessions of the House and maintain order under the direction of  
 297 the Speaker or other presiding officer. In case of any

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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, APPROPRIATIONS

322 PROJECTS

323  
 324 5.1—"Bill" Stands for All Legislation  
 325 Except when the context otherwise indicates, "bill," as used in  
 326 these rules, means a bill, joint resolution, concurrent  
 327 resolution, resolution, memorial, or other measure upon which a  
 328 committee or subcommittee may be required to report.

329  
 330 5.2—Member Bill Filing Deadline

331 Filing deadlines for member bills shall be as follows:

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

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

341  
 342 5.3—Limitation on Member Bills Filed

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

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347 (1) Of the seven bills for the 2023 Regular Session, at  
 348 least two must be approved for filing with the Clerk no later  
 349 than noon on January 24, 2023.

350 (2) Of the seven bills for the 2024 Regular Session, at  
 351 least two must be approved for filing with the Clerk no later  
 352 than noon on November 21, 2023.

353 (b) Bills not counted toward these limits include:

354 (1) Local bills.

355 (2) Ceremonial House resolutions.

356 (3) Memorials.

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

359 (5) Trust fund bills adhering to and necessitated by the  
 360 substance of another bill.

361 (6) Public records or public meetings exemption bills  
 362 adhering to and necessitated by the substance of another bill.

363 (7) General bills implementing a joint resolution.

364 (8) Bills withdrawn from further consideration prior to  
 365 the applicable filing deadline.

366 (9) Claim bills.

367

368 5.4—Forms of Measures; Sponsorship Transactions

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

371 (b) No member may be added or deleted as a sponsor of a  
 372 bill without the member's consent. A member desiring to be added  
 373 or withdrawn as a cosponsor must submit a request to the Clerk.  
 374 A member desiring to be added or withdrawn as a prime cosponsor  
 375 must submit a request to the House Bill Drafting Service. A  
 376 request to be added as a cosponsor or prime cosponsor must be  
 377 agreed to by the first-named sponsor.

378 (c) Bills that propose to amend existing provisions of law  
 379 shall contain the full text of the section, subsection, or  
 380 paragraph to be amended. As to those portions of general bills  
 381 that propose to amend existing provisions of the Florida  
 382 Statutes, words to be added shall be inserted in the text  
 383 underlined, and words to be deleted shall be struck through with  
 384 hyphens. If the change in language is so general that the use of  
 385 these procedures would hinder, rather than assist, the  
 386 understanding of the amendment, it is not necessary to use the  
 387 coded indicators of words added or deleted, but, in lieu  
 388 thereof, a notation similar to the following shall be inserted  
 389 immediately preceding the affected section of the bill:

390 "Substantial rewording of section. See s. . . . , F.S., for  
 391 present text." When such a notation is used, the notation, as  
 392 well as the substantially reworded text, shall be underlined.  
 393 The words to be deleted and the above-described indicators of  
 394 such words and of new material are for information and guidance  
 395 and do not constitute a part of the bill under consideration.

396 Numerals in the margins of the line-numbered pages do not  
397 constitute a part of the bill and are shown on each page only  
398 for convenience in identifying lines. Section catchlines of  
399 existing text shall not be underlined, nor shall any other  
400 portion of a bill covered by this rule other than new material.

401

#### 402 5.5—Local Bills

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

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

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

416

#### 417 5.6—Claim Bills

418 (a) The Speaker may appoint a Special Master to review a  
419 claim bill or conduct a hearing, if necessary. The Special  
420 Master may administer an oath to all witnesses, accept relevant

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421 documentary and tangible evidence offered as deemed necessary,  
422 and record the hearing. The Special Master may prepare a final  
423 report containing findings of fact, conclusions of law, and  
424 recommendations. The report shall be signed by the Special  
425 Master, who shall be available, in person, to explain his or her  
426 report to any committee or subcommittee of reference.

427 (b) Stipulations entered into by the parties are not  
428 binding on the Special Master or the House or any of its  
429 committees or subcommittees.

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

436

#### 437 5.7—Reviser's Bills

438 Reviser's bills shall be introduced by the Rules Committee,  
439 which may request prior review by another committee or  
440 subcommittee.

441

#### 442 5.8—Joint Resolutions

443 (a) Joint resolutions are used to propose amendments to  
444 the State Constitution and for legislative apportionment.

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445 (b) Joint resolutions shall contain a title and the  
446 resolving clause "Be It Resolved by the Legislature of the State  
447 of Florida:". Joint resolutions that propose to amend the State  
448 Constitution shall contain the full text of the section to be  
449 amended. As to those portions of joint resolutions that propose  
450 to amend existing provisions of the State Constitution, words to  
451 be added shall be inserted in the text underlined, and words to  
452 be deleted shall be struck through with hyphens.

453

#### 454 5.9-Concurrent Resolutions

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

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

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

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## 470 5.10—Memorials

471 A memorial expresses the opinion of the Legislature to the  
472 Federal Government. All memorials shall contain the resolving  
473 clause "Be It Resolved by the Legislature of the State of  
474 Florida:".

475

## 476 5.11—Substantive and Ceremonial House Resolutions

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

480 (b) Substantive House resolutions are used to express an  
481 opinion of the House or to regulate practice, procedure, and  
482 conduct of the House.

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

490 (1) Ceremonial House resolutions should recognize  
491 documented accomplishments of statewide interest and  
492 consequence.

493 (2) Ceremonial House resolutions should not honor specific  
494 individuals or private, government, or lobbying organizations

495 | for activities performed within the normal course of their  
 496 | affairs.

497 |       (3) Ceremonial House resolutions should not be filed for  
 498 | an organization that employs the sponsoring member.

499 |       (4) Ceremonial House resolutions should not contain  
 500 | controversial or substantive policy statements.

501 |       (5) Ceremonial House resolutions should not support or  
 502 | oppose pending legislation or funding requests.

503 |       (d) Copies of House resolutions shall be furnished by the  
 504 | Clerk.

505 |

506 | 5.12-Tributes

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

511 |       (b) Tributes shall be prepared in accordance with  
 512 | standards approved by the Speaker.

513 |

514 | 5.13-Bills Filed During an Interim

515 | During the period between the organization session and the  
 516 | convening of the first regular session of the legislative  
 517 | biennium and during the period between the first and second  
 518 | regular sessions of the legislative biennium, members may file

519 | for introduction bills that have been prepared or reviewed by  
 520 | the House Bill Drafting Service.

521 |

522 | 5.14—Appropriations Projects

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

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

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

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

542 |       d. A specified program, research initiative, institute,  
 543 | center, or similar entity at a specific state college or

544 university, unless recommended by the Board of Governors or the  
 545 State Board of Education in their Legislative Budget Request; or

546 e. A local water project.

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

548 a. Is specifically authorized by statute;

549 b. Is part of a statewide distribution to local  
 550 governments; or

551 c. Was recommended by a commission, council, or other  
 552 similar entity created in statute to make annual funding  
 553 recommendations, provided that such appropriation does not  
 554 exceed the amount of funding recommended by the commission,  
 555 council, or other similar entity.

556 (b) Before an appropriations project may be included in  
 557 the House General Appropriations Act, an appropriations project  
 558 request form and an attestation form must be completed,  
 559 electronically submitted, and published online in the manner and  
 560 by the dates prescribed by the Speaker.

561 (1) An appropriations project request may be for  
 562 nonrecurring funds only and may not include more than one  
 563 appropriations project.

564 (2) The attestation must include verification under  
 565 penalty of perjury by the organization or entity for which the  
 566 appropriations project request was submitted that the  
 567 information in the published appropriations project request form  
 568 is true and accurate, that any inaccuracies will be promptly

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569 corrected, and that the organization or entity consents to  
570 investigation of such information and any matter relevant  
571 thereto.

572 (c) Except as provided in Joint Rule 2, a House bill is  
573 out of order if it funds an appropriations project for which an  
574 appropriations project request form and attestation form were  
575 not submitted and published online pursuant to this rule.

576 (d) A House bill is out of order if a recurring  
577 appropriation is used to fund an appropriations project.

578 (e) A House bill is out of order if it funds an  
579 appropriations project that is not clearly identified.

580 (f) A House bill is out of order if it funds an  
581 appropriations project in an amount less than 50 percent of the  
582 amount of funding proposed in the published appropriations  
583 project request form.

584 (g) The portion of an appropriations project which was  
585 funded with recurring funds in the fiscal year 2016-2017 General  
586 Appropriations Act as approved by the Governor and funded at the  
587 same or lesser amount in subsequent fiscal years is exempt from  
588 the requirements of subsections (c) and (d). If recurring  
589 funding for an appropriations project is reduced in a conference  
590 report on the General Appropriations Act in any fiscal year, the  
591 appropriations project may receive no more than the reduced  
592 amount of recurring funding in any subsequent fiscal year. If in  
593 any year the recurring funds are eliminated in the conference

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594 report on the General Appropriations Act as approved by the  
595 Governor, the appropriations project may not receive any  
596 recurring funding in any subsequent fiscal year.

597

#### 598 5.15—Requirements for Introduction

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

611 (b) The House Bill Drafting Service shall notify any  
612 member proposing a bill of any identical or substantially  
613 similar bill that has been filed and the name of the sponsor of  
614 such bill.

615

#### 616 5.16—Identification

617 Each bill shall be given a number and filed with the Clerk by  
618 the House Bill Drafting Service. Bills shall be serially

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619 | numbered in an odd-numbered sequence, except that bills of a  
620 | similar type may be serially numbered separately. The Clerk  
621 | shall validate the original copy of each bill, and each page  
622 | thereof, to ensure its identification as the item introduced in  
623 | order to prevent unauthorized or improper substitutions  
624 | therefor.

625

#### 626 | 5.17—Companion Measures

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

641

#### 642 | RULE SIX—REFERENCE

643

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## 644 6.1—Speaker to Refer Legislation

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

647

## 648 6.2—Reference: Generally

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

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

656

## 657 6.3—Reference: Exception

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

661

## 662 6.4—Reference of Resolutions, Concurrent Resolutions: Exception

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

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668 6.5—Appropriations or Tax Measures: Withdrawal from a Fiscal  
 669 Committee or Subcommittee; Additional Reference

670 (a) A bill in the possession of a fiscal committee or  
 671 subcommittee that has been amended by report from a committee or  
 672 subcommittee of previous reference to remove its fiscal impact  
 673 may be withdrawn from the fiscal committee or subcommittee on a  
 674 point of order raised by the committee chair of the fiscal  
 675 committee having possession of the bill or jurisdiction over the  
 676 subcommittee having possession of the bill.

677 (b) If an amendment adopted on the floor of the House  
 678 affects an appropriation or a tax matter, upon a point of order  
 679 made by the chair or vice chair of a fiscal committee, the bill  
 680 may be referred by the Speaker, with the amendment, to an  
 681 appropriate committee or subcommittee. If the bill, as amended  
 682 on the floor, is reported favorably without further amendment,  
 683 it shall be returned to the same reading as when referred. If  
 684 the bill, as amended on the floor, is reported favorably with  
 685 further amendment, it shall be returned to second reading.

686  
 687 6.6—Policy Bills; Additional Reference  
 688 Upon a point of order made by the chair of the Rules Committee,  
 689 the bill, as amended, may be referred by the Speaker to an  
 690 appropriate committee or subcommittee if an amendment or series  
 691 of amendments adopted on the floor of the House:

692 (a) Substantially revises the bill; or

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

695  
 696 If the bill, as amended on the floor, is reported favorably by  
 697 the committee or subcommittee without further amendment, it  
 698 shall be returned to the same reading as when referred. If the  
 699 bill, as amended on the floor, is reported favorably by the  
 700 committee or subcommittee with further amendment, it shall be  
 701 returned to second reading.

702  
 703 6.7—Reference of Veto Messages  
 704 The Speaker may refer veto messages to the appropriate committee  
 705 or subcommittee for a recommendation.

706  
 707 RULE SEVEN—COMMITTEES AND SUBCOMMITTEES

708  
 709 PART ONE—Organization

710  
 711 7.1—Standing Committees and Subcommittees

712 (a) The following standing committees, and the standing  
 713 subcommittees within their respective jurisdictions, are  
 714 established:

- 715 (1) Appropriations Committee.  
 716 a. Agriculture & Natural Resources Appropriations  
 717 Subcommittee.

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- 718 b. Health Care Appropriations Subcommittee.
- 719 c. Higher Education Appropriations Subcommittee.
- 720 d. Infrastructure & Tourism Appropriations Subcommittee.
- 721 e. Justice Appropriations Subcommittee.
- 722 f. PreK-12 Appropriations Subcommittee.
- 723 g. State Administration & Technology Appropriations
- 724 Subcommittee.
- 725 (2) Commerce Committee.
- 726 a. Energy, Communications & Cybersecurity Subcommittee.
- 727 b. Insurance & Banking Subcommittee.
- 728 c. Regulatory Reform & Economic Development Subcommittee.
- 729 (3) Education & Employment Committee.
- 730 a. Choice & Innovation Subcommittee.
- 731 b. Education Quality Subcommittee.
- 732 c. Postsecondary Education & Workforce Subcommittee.
- 733 (4) Infrastructure Strategies Committee.
- 734 a. Agriculture, Conservation & Resiliency Subcommittee.
- 735 b. Transportation & Modals Subcommittee.
- 736 c. Water Quality, Supply & Treatment Subcommittee.
- 737 (5) Health & Human Services Committee.
- 738 a. Children, Families & Seniors Subcommittee.
- 739 b. Healthcare Regulation Subcommittee.
- 740 (6) Judiciary Committee.
- 741 a. Civil Justice Subcommittee.
- 742 b. Criminal Justice Subcommittee.

- 743 (7) Rules Committee.
- 744 (8) State Affairs Committee.
- 745 a. Constitutional Rights, Rule of Law & Government
- 746 Operations Subcommittee.
- 747 b. Ethics, Elections & Open Government Subcommittee.
- 748 c. Local Administration, Federal Affairs & Special
- 749 Districts Subcommittee.
- 750 (9) Ways & Means Committee.
- 751 (b) For purposes of these rules, the term "committee"
- 752 includes subcommittee, except where the context indicates
- 753 otherwise.

754

755 7.2—Committee and Subcommittee Appointments

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

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

758 each standing House committee and subcommittee. The Speaker may

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

760 committee, joint committee, and joint select committee created

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

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

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

764 Speaker has made committee and subcommittee appointments, the

765 Minority Leader may name a Minority Conference member of any

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

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

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### 7.3—Powers of the Chair

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

### 7.4—Absence of the Chair

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

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## 793 7.5—Term of Appointment

794 All standing committee or subcommittee chairs, vice chairs, and  
795 members serve at the pleasure of the Speaker. All initial  
796 standing committee and subcommittee appointments made by the  
797 Speaker in accordance with Rule 7.2 shall be made before each  
798 regular session is convened and shall expire on June 30 of odd-  
799 numbered years or, if the Legislature is convened in special or  
800 extended session on that date, upon adjournment sine die of such  
801 session.

802

## 803 7.6—Creation of Select Committees

804 At any time, the Speaker may create a select committee and shall  
805 appoint the membership and name the chair and vice chair. A  
806 select committee may include the entire membership of the House.  
807 A select committee has the jurisdiction, authority, and powers  
808 and duties assigned to it by the Speaker and exists for the  
809 period of time specified by the Speaker. The Speaker shall give  
810 written notice of the creation of a select committee to the  
811 Clerk for publication.

812

## 813 7.7—Ex officio Members

814 (a) The Speaker may designate the Speaker pro tempore, the  
815 Majority Leader, or the Majority Whip as an ex officio, voting  
816 member of any committee or subcommittee. In addition, the  
817 Speaker may designate a committee chair as an ex officio, voting

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818 member of any subcommittee within the committee's jurisdiction.  
819 Only one ex officio member may be designated by the Speaker to  
820 sit and vote at a time on any one committee or subcommittee.

821 (b) The Minority Leader may serve, or designate a Minority  
822 Conference member to serve, as an ex officio, voting member of  
823 any committee or subcommittee when a Minority Conference member  
824 appointed to that committee or subcommittee is absent. Only one  
825 ex officio member may serve or be designated by the Minority  
826 Leader at a time. The ex officio designation terminates upon the  
827 return of the absent member to that committee or subcommittee.

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

830 (d) The designation of an ex officio member shall be made  
831 in writing and addressed to the chair of the committee or  
832 subcommittee. Prior to the start of such meeting, a copy of such  
833 notice shall be provided to the Minority Leader if the  
834 designation is made by the Speaker, or to the Speaker when the  
835 Minority Leader intends to serve as or designates an ex officio  
836 member.

837

#### 838 7.8—Meetings of Committees and Subcommittees

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

841 Committees and subcommittees shall meet at the call of the  
842 chair.

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843  
844 7.9—Consideration of Proposed Committee and Subcommittee Bills  
845 Before a standing committee or subcommittee may consider a  
846 proposed committee or subcommittee bill, the chair shall submit  
847 a written request to the Speaker for approval. A request for  
848 approval to consider a proposed subcommittee bill shall be  
849 cosigned by the chair of the committee with jurisdiction over  
850 the subcommittee. In introducing a proposed committee or  
851 subcommittee bill, the chair must designate a member of the  
852 originating committee or subcommittee as first-named cosponsor,  
853 with the approval of such member.

854

855 PART TWO—Procedures in Committees and Subcommittees

856

857 7.10—Scheduling Committee and Subcommittee Meetings

858 (a) NOTICE OF COMMITTEE AND SUBCOMMITTEE MEETINGS. Any  
859 committee or subcommittee meeting to be held for the purpose of  
860 considering legislation must be noticed. The committee or  
861 subcommittee administrative assistant shall provide electronic  
862 or paper copies of the notice to the Clerk for publication and  
863 to the House Majority Office, the House Minority Office, the  
864 members of the committee or subcommittee, and the first-named  
865 sponsor of each bill noticed.

866 (b) CONTENT OF MEETING NOTICE. The notice shall state the  
867 date, time, and place of the meeting and, for each bill to be

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868 considered, the bill or proposed bill number and a portion of  
869 the title sufficient for identification. Except with respect to  
870 bills retained on reconsideration under Rule 7.15, only such  
871 bills as are included on the notice of a committee or  
872 subcommittee meeting may be considered at that meeting.

873 (c) PROPOSED BILLS TO BE AVAILABLE. A copy of each  
874 proposed bill or proposed committee or subcommittee substitute  
875 noticed for consideration must be available to each committee or  
876 subcommittee member no later than the time of providing notice  
877 of the meeting.

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

883 (e) NOTICE DEADLINES DURING SESSIONS. During the first 45  
884 days of a regular session, notice shall be provided no later  
885 than 4:30 p.m. of the 2nd day (excluding Saturdays, Sundays, and  
886 official state holidays) before the committee or subcommittee  
887 meeting for the purpose of considering legislation. After the  
888 45th day of a regular session and during any extended session,  
889 the notice shall be provided no later than 4:30 p.m. on the day  
890 (including Saturdays, Sundays, and official state holidays)  
891 before the committee or subcommittee meeting. During any special

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892 session, the notice shall be provided no later than 2 hours  
893 before the committee or subcommittee meeting.

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

899 (g) AMENDED NOTICE AND CANCELLATION. At any time before a  
900 noticed meeting, a bill or other item may be removed from a  
901 meeting notice or the meeting may be cancelled by providing an  
902 amended notice.

903 (h) CLERK DUTIES. The Clerk shall promptly publish the  
904 content of meeting notices in accordance with policies approved  
905 by the Speaker.

906 (i) CONTINUATION OF A NOTICED MEETING. If the majority of  
907 committee or subcommittee members present agree, a committee or  
908 subcommittee may continue the consideration of properly noticed  
909 legislation after the expiration of the time called for the  
910 meeting or may temporarily recess to continue the meeting at a  
911 time and place certain on the same day. However, a committee or  
912 subcommittee may not meet beyond the time authorized or in a  
913 place not authorized by the Speaker without special leave  
914 granted by the Speaker.

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915 (j) RULES COMMITTEE EXEMPT FROM NOTICE DEADLINE. The Rules  
 916 Committee shall be exempt from the notice deadlines of this rule  
 917 except when meeting to consider the substance of legislation.

918  
 919 7.11—Amendment Deadlines and Standards in Committee and  
 920 Subcommittee

921 (a) Amendments may be offered in any committee or  
 922 subcommittee by any member of the House, and shall be filed with  
 923 the committee or subcommittee subject to the following  
 924 deadlines:

925 (1) For the period when the Legislature is not in session,  
 926 and during the first 45 days of a regular session, an amendment  
 927 by a member who is not a member of the committee or subcommittee  
 928 considering the bill shall be filed by 6 p.m. of the day  
 929 (excluding Saturdays, Sundays, and official state holidays)  
 930 before the committee or subcommittee meeting.

931 (2) After the 45th day of a regular session and during any  
 932 extended session, an amendment by a member who is not a member  
 933 of the committee or subcommittee considering the bill shall be  
 934 filed by 6 p.m. of the day (including Saturdays, Sundays, and  
 935 official state holidays) before the committee or subcommittee  
 936 meeting.

937 (3) During any special session, an amendment by a member  
 938 who is not a member of the committee or subcommittee considering

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939 the bill shall be filed no later than 1 hour before the  
940 committee or subcommittee meeting.

941 (b) Notwithstanding the foregoing, subject to approval by  
942 a majority vote of the House, the Rules Committee may establish  
943 special amendment deadlines and procedures for appropriations  
944 bills, implementing bills, and conforming bills, as defined in  
945 Rule 12.5, as well as for bills proposing any reapportionment or  
946 redistricting of the state's legislative or congressional  
947 districts.

948 (c) An amendment offered in committee or subcommittee must  
949 be reasonably related to the general subject matter of the bill  
950 and must include any necessary title amendment.

951 (d) A committee or subcommittee may not vote on final  
952 consideration of a bill with an amended "relating-to clause" in  
953 the title, but instead the bill shall be temporarily postponed  
954 without motion once all amendments have been considered. The  
955 amended bill may be considered at a subsequent meeting upon  
956 being properly noticed as a proposed committee substitute that  
957 reflects the amendments and the accurate title.

958  
959 7.12—Quorum of Committee or Subcommittee

960 A majority of any committee's or subcommittee's members shall  
961 constitute a quorum necessary for the transaction of business.  
962 An ex officio member shall not be counted for purposes of  
963 determining a quorum.

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7.13—Meeting During House Sessions

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

7.14—Voting in Committee or Subcommittee

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

(b) An absent member may submit an indication of how the member would have voted had the member been present, but this shall not be counted on a roll call. If submitted after the committee or subcommittee report has been filed, such votes after roll call shall be filed with the committee or subcommittee administrative assistant, who shall file them in the committee or subcommittee files and with the Clerk.

7.15—Reconsideration in Committee or Subcommittee

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

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989 (a) When a main question has been decided by a committee  
990 or subcommittee, any member voting with the prevailing side, or  
991 any member when the vote was a tie, may move for  
992 reconsideration.

993 (b) Any member voting on the prevailing side on passage or  
994 defeat of a bill may, as a matter of right, serve notice that  
995 the bill be retained through the next committee or subcommittee  
996 meeting for the purpose of reconsideration. Such notice by an  
997 individual member may be set aside by adoption of a motion to  
998 report the bill immediately, which shall require a two-thirds  
999 vote. No bill may be retained under this provision after the  
1000 40th day of a regular session or during any extended or special  
1001 session.

1002 (c) A motion to reconsider a collateral matter must be  
1003 disposed of during the course of consideration of the main  
1004 subject to which it is related.

1005 (d) If a bill has been retained under subsection (b), any  
1006 member may move for its reconsideration at the next meeting of  
1007 the committee or subcommittee. The retained bill is not required  
1008 to be included on the committee or subcommittee meeting notice.

1009 (e) If the committee or subcommittee refuses to reconsider  
1010 or, upon reconsideration, confirms its prior decision, no  
1011 further motion to reconsider shall be in order except upon  
1012 unanimous consent of the committee or subcommittee members  
1013 present.

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1014 (f) If a bill is not retained under subsection (b), it  
 1015 shall be promptly reported to the Clerk.

1016

1017 7.16—Reports on Bills

1018 A committee or subcommittee may report a House bill unfavorably,  
 1019 favorably, or favorably with a committee or subcommittee  
 1020 substitute. A committee or subcommittee may report a Senate bill  
 1021 favorably, favorably with one or more amendments, or  
 1022 unfavorably. A bill may not be reported without recommendation.  
 1023 A motion to lay a bill on the table shall be construed as a  
 1024 motion to report the bill unfavorably.

1025

1026 7.17—Bill Reported Unfavorably by a Committee or Subcommittee

1027 A bill reported unfavorably by a committee or subcommittee shall  
 1028 be laid on the table.

1029

1030 7.18—Committee and Subcommittee Substitutes

1031 (a) A standing committee or subcommittee may introduce a  
 1032 committee or subcommittee substitute embracing the same general  
 1033 subject matter of one or more bills, or for a bill as amended as  
 1034 provided in Rule 7.11(d), and in possession of the committee or  
 1035 subcommittee. A proposed committee or subcommittee substitute  
 1036 must be noticed in the manner required for a proposed committee  
 1037 or subcommittee bill. Upon the filing of a committee or

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1038 subcommittee substitute, the original bill or bills shall be  
1039 laid on the table of the House.

1040 (b) Committee and subcommittee substitutes shall be  
1041 prepared by the House Bill Drafting Service and filed with the  
1042 Clerk.

1043 (c) No later than the day (excluding Saturdays, Sundays,  
1044 and official state holidays) after it is filed by the committee  
1045 or subcommittee, a committee or subcommittee substitute shall be  
1046 read a first time and be subject to referral by the Speaker.

1047

#### 1048 7.19—Subpoena Powers

1049 The standing committees and subcommittees of the House may  
1050 exercise subpoena power and issue other necessary legal process  
1051 pursuant to Rule 16.

1052

#### 1053 7.20—Appearances and Administration of Oaths

1054 (a) A person who appears before a committee or  
1055 subcommittee on any matter must submit a committee appearance  
1056 record as directed by the Speaker. If the person is a lobbyist,  
1057 the person shall also identify any principal on whose behalf the  
1058 person appears or whose interests the person represents with  
1059 respect to such matter.

1060 (b) Whenever desired by a committee or subcommittee, the  
1061 chair or any other member of the committee or subcommittee may  
1062 administer oaths and affirmations in the manner prescribed by

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1063 law to any witness appearing before such committee or  
1064 subcommittee for the purpose of testifying in any matter about  
1065 which such committee or subcommittee may require sworn  
1066 testimony, provided the record of a statement made under oath in  
1067 committee or subcommittee may not be used to controvert a  
1068 factual determination of the Legislature.

1069

1070 7.21—Open Meetings; Decorum

1071 (a) All meetings of committees and subcommittees shall be  
1072 open to the public at all times, subject always to the authority  
1073 of the chair to maintain order and decorum; however, when  
1074 reasonably necessary for security purposes or the protection of  
1075 a witness, a chair, with the concurrence of the Speaker and the  
1076 Minority Leader, may close a meeting or portion thereof, and the  
1077 record of such meeting may not disclose the identity of any  
1078 witness appearing before the committee or subcommittee during a  
1079 closed session.

1080 (b) The chair shall exercise all authority necessary to  
1081 maintain order and decorum, including the authority to impose  
1082 time limitations on testimony and presentations by non-members  
1083 and to require all persons attending a committee or subcommittee  
1084 meeting to silence all audible electronic equipment.

1085 (c) Papers of a miscellaneous nature addressed to a  
1086 committee or subcommittee may, at the discretion of the chair,  
1087 be read or filed with the committee or subcommittee. When the

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1088 reading of a paper, other than one upon which the committee or  
1089 subcommittee is called to give a final vote, is demanded and  
1090 such reading is objected to by any member of that committee or  
1091 subcommittee, a determination of whether the paper shall be read  
1092 shall be made, without debate, by a majority vote.

1093

1094 PART THREE—Conference Committees

1095

1096 7.22—Conference Committees

1097 (a) The Speaker shall determine the number of House  
1098 managers needed for all conference committees. A conference  
1099 committee report shall require the signatures which indicate the  
1100 affirmative votes of a majority of the managers on the part of  
1101 each house. Such reports may recommend action on amendments  
1102 previously adopted by the House or Senate, recommend action on  
1103 additional compromise amendments, or offer an amendment deleting  
1104 everything after the enacting clause. New amendments recommended  
1105 by the conference committee shall accompany the report.

1106 (b) A meeting of the House and Senate conferees is a  
1107 meeting of the two groups. Conference committee meeting notices  
1108 shall be published at least 1 hour before the time scheduled for  
1109 the meeting. Each conference committee may determine its own  
1110 procedures and select a member to preside if a majority of  
1111 managers of each house agree.

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1112 (c) The receiving of conference committee reports shall  
 1113 always be in order, except when the House is voting on any  
 1114 proposition. When a conference committee report is presented to  
 1115 the House, the procedure shall be:

1116 (1) First to vote on a motion to accept the report in its  
 1117 entirety. The motion shall not be subject to amendment. If this  
 1118 vote fails, the report shall be automatically recommitted to the  
 1119 conference committee.

1120 (2) If the report is accepted, the final vote shall be a  
 1121 roll call on the passage of the bill as amended by the report.  
 1122 The bill as amended by the report is not subject to further  
 1123 amendment.

1124 (d) When House managers report inability of a conference  
 1125 committee to agree, no action of the House taken before such  
 1126 appointment shall preclude further action by the House as the  
 1127 House may determine.

1128

1129 PART FOUR—Oversight Powers and Responsibilities

1130

1131 7.23—Oversight Powers and Responsibilities of Standing  
 1132 Committees and Subcommittees

1133 (a) Each standing committee or subcommittee is authorized  
 1134 to exercise all powers authorized for committees pursuant to s.  
 1135 11.143, Florida Statutes, to carry out oversight  
 1136 responsibilities within its respective subject matter

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1137 jurisdiction. For purposes of this rule, the Speaker shall  
 1138 determine the subject matter jurisdiction of each committee or  
 1139 subcommittee.

1140 (b) Select committees shall exercise committee powers  
 1141 authorized by s. 11.143, Florida Statutes, whenever specifically  
 1142 authorized in writing by the Speaker.

1143 (c) Each committee or subcommittee shall exercise other  
 1144 oversight powers and responsibilities vested in the House  
 1145 whenever specifically authorized by the Speaker.

1146 (d) Each committee or subcommittee shall conduct other  
 1147 business as directed by the Speaker.

1148

1149 RULE EIGHT—DEBATE AND CHAMBER PROTOCOL

1150

1151 PART ONE—Privilege of the Floor

1152

1153 8.1—Privilege of the Floor

1154 (a) MEMBERS' ACCESS. Members of the House shall have the  
 1155 exclusive right to enter the Chamber during daily floor  
 1156 sessions, and no other person shall be admitted unless granted  
 1157 privilege of the floor as provided below.

1158 (b) PRIVILEGED GUESTS. Subject to the Speaker's discretion  
 1159 to maintain safety, order, and decorum, the Governor, the  
 1160 Lieutenant Governor, the Chief Financial Officer, the Attorney  
 1161 General, the Commissioner of Agriculture, members of the Senate,

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1162 Justices of the Supreme Court, former members of the House, the  
 1163 Doctor of the Day, the Guest Chaplain, and the Law Enforcement  
 1164 Officer of the Day are granted the privilege of the floor;  
 1165 however, no registered lobbyist may be so admitted.

1166 (c) EMPLOYEES' ADMISSION. House employees may be admitted  
 1167 to the Chamber as determined by the Speaker.

1168 (d) OTHER GUESTS. Other guests may be granted the  
 1169 privilege of the floor by the Speaker or by the House.

1170 (e) RESTRICTIONS ON NON-MEMBERS. Persons granted the  
 1171 privilege of the floor may not lobby the members while the House  
 1172 is in session, unless granted leave to address the House.

1173 (f) SESSION ATTIRE. When the House is in session, all  
 1174 persons in the Chamber shall be dressed in proper business  
 1175 attire.

1176  
 1177 PART TWO—Speaking

1178  
 1179 8.2—Addressing the House; Requirements to Spread Remarks Upon  
 1180 the Journal

1181 (a) When a member desires to speak or deliver any matter  
 1182 to the House, the member shall rise and respectfully address the  
 1183 Speaker as "Mr. (or Madam) Speaker" and shall confine all  
 1184 remarks to the question under debate, avoiding personalities.  
 1185 Once recognized, a member may speak from the member's desk or  
 1186 may, with the Speaker's permission, speak from the well.

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1187 (b) Any motion to spread remarks upon the Journal, except  
1188 those of the Governor or the Speaker, shall be referred to the  
1189 chair of the Rules Committee for recommendation before being put  
1190 to the House.

1191

1192 8.3—When Two Members Rise at Once

1193 When two or more members rise at once, the Speaker shall name  
1194 the one who is to speak first. This decision shall be final and  
1195 not open to debate or appeal.

1196

1197 8.4—Recognition of Members

1198 There shall be no appeal of the Speaker's recognition, but the  
1199 Speaker shall be governed by the rules and usage in priority of  
1200 entertaining motions from the floor. When a member seeks  
1201 recognition, the Speaker may ask, "For what purpose does the  
1202 member rise?" or "For what purpose does the member seek  
1203 recognition?"

1204

1205 8.5—Recognition of Visitors and Guests

1206 On written request by a member, on a form approved by the Clerk,  
1207 the Speaker may recognize or permit the member to recognize any  
1208 person or persons in the gallery. After granting a request for  
1209 recognition, the Speaker shall afford that recognition at a  
1210 convenient place in the order of business, considering the need  
1211 for order and decorum and the need for continuity of debate. At

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1212 an appropriate time during proceedings on the floor, the Speaker  
 1213 may recognize the Doctor of the Day and the Law Enforcement  
 1214 Officer of the Day.

1215  
 1216 PART THREE—Debate

1217  
 1218 8.6—Decorum

1219 The members shall attend to the debates unless necessarily  
 1220 prevented, and no member shall stand between the Speaker and a  
 1221 member recognized to speak.

1222  
 1223 8.7—Speaking and Debate; Right to Close

1224 (a) A member may not speak more than once nor occupy more  
 1225 than 15 minutes in debate on any question, except as provided in  
 1226 Rule 10.11(c).

1227 (b) A member who has the floor may not be interrupted by  
 1228 another member for any purpose, save the privilege of the House,  
 1229 unless he or she consents to yield to the other member. A member  
 1230 desiring to interrupt another in debate should first address the  
 1231 Speaker for the permission of the member speaking. The Speaker  
 1232 shall then ask the member who has the floor if he or she wishes  
 1233 to yield and shall then announce the decision of that member.  
 1234 Whether to yield shall be entirely within the speaking member's  
 1235 discretion. This subsection shall not, however, deprive the  
 1236 first-named sponsor or mover of the right to close when the

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1237 effect of an amendment or motion would be to foreclose favorable  
 1238 action on the bill, amendment, or motion.

1239

1240 8.8—Asking Questions of Members

1241 It is entirely within a speaking member's discretion whether to  
 1242 yield to a question. The proper purpose of a question is for the  
 1243 questioner to obtain information in good faith when the  
 1244 questioner does not know the answer, not for the questioner to  
 1245 supply information to the body. Questions should not be used to  
 1246 editorialize, explicate, pontificate, or provide commentary.  
 1247 Neither a question nor an answer to a question may contain  
 1248 arguments or debate.

1249

1250 8.9—Right to Open and Close Debate

1251 The member presenting a motion shall have the right to open and  
 1252 close the debate and, for this purpose, may speak each time up  
 1253 to 10 minutes, unless otherwise limited by majority vote of the  
 1254 House, notwithstanding the limitation in Rule 8.7.

1255

1256 PART FOUR—Materials and Meals in Chamber

1257

1258 8.10—Distribution of Materials in Chamber; Meals in Chamber

1259 (a) The following constitutes policy regarding material  
 1260 distributed to the general membership through the Sergeant at  
 1261 Arms' Office and pages:

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1262 (1) All material must be approved by the chair of the  
 1263 Rules Committee prior to such distribution.

1264 (2) The following official materials are approved: House  
 1265 and Senate bills, resolutions, memorials, and amendments  
 1266 thereto, and official calendars and journals; committee and  
 1267 subcommittee meeting notices; communications from the Speaker  
 1268 and Clerk and official communications from the Senate; and  
 1269 official staff reports of standing or select committees or  
 1270 subcommittees or of the majority or minority party.

1271 (b) While members may consume nonalcoholic beverages on  
 1272 the floor, meals will not be allowed on the floor without  
 1273 concurrence of a majority vote.

1274  
 1275 PART FIVE—Miscellaneous Papers

1276  
 1277 8.11—Miscellaneous Papers  
 1278 Papers of a miscellaneous nature addressed to the House may, at  
 1279 the discretion of the Speaker, be read, noted in the Journal, or  
 1280 filed with the appropriate committee or subcommittee. When the  
 1281 reading of a paper other than one upon which the House is called  
 1282 to give a final vote is demanded and such reading is objected to  
 1283 by any member, whether the paper shall be read shall be  
 1284 determined without debate by the House by a majority vote.

1285  
 1286 RULE NINE—VOTING

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1287

1288 9.1—Members Shall Vote

1289 Every member shall be within the Chamber at the time announced  
1290 for a daily floor session unless excused or necessarily  
1291 prevented, and shall vote on each question put, unless required  
1292 to abstain under Rule 3.2.

1293

1294 9.2—Taking the Yeas and Nays

1295 The Speaker shall declare all votes, but if any member rises to  
1296 doubt a vote, upon a showing of hands by five members, the  
1297 Speaker shall take the sense of the House by oral or electronic  
1298 roll call. When taking the yeas and nays on any question, the  
1299 electronic roll-call system may be used and when so used shall  
1300 have the force and effect of a roll call taken as provided in  
1301 these rules. This system likewise may be used to determine the  
1302 presence of a quorum. When the House is ready to vote upon a  
1303 question requiring roll call, and the vote is by electronic roll  
1304 call, the Speaker shall identify the matter to be voted on,  
1305 direct the Clerk to unlock the machine, and direct the House to  
1306 proceed to vote. When sufficient time has elapsed for each  
1307 member to vote, the Speaker shall ask whether all members have  
1308 voted and, after a short pause, the Speaker shall direct the  
1309 Clerk to lock the machine and record the vote. When the vote is  
1310 completely recorded, the Speaker shall announce the result to

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1311 the House, and the Clerk shall record the action upon the  
1312 Journal.

1313

1314 9.3—Vote of the Speaker or Temporary Presiding Officer

1315 The Speaker or temporary presiding officer is not required to  
1316 vote in legislative proceedings other than on final passage of a  
1317 bill, except when the Speaker's or temporary presiding officer's  
1318 vote would be decisive. In all yea and nay votes, the Speaker's  
1319 or temporary presiding officer's name shall be called last. With  
1320 respect to voting, the Speaker or temporary presiding officer is  
1321 subject to the same disqualification and disclosure requirements  
1322 as any other member.

1323

1324 9.4—Votes After Roll Call; Finality of a Roll Call Vote

1325 (a) After the result of a roll call has been announced, a  
1326 member, unless his or her absence from the entirety of the daily  
1327 floor session is unexcused, may submit to the Clerk an  
1328 indication of how the member would have voted or would have  
1329 voted differently. The Clerk shall provide forms for the  
1330 recording of these actions. When timely submitted, the vote  
1331 after roll call shall be shown beneath the roll call in the  
1332 Journal. Otherwise, the vote after roll call shall be shown  
1333 separately in the Journal.

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1334 (b) In no instance, other than by reason of an electronic  
 1335 or mechanical malfunction, shall the result of a voting machine  
 1336 roll call on any question be changed.

1337  
 1338 9.5—No Member to Vote for Another Except by Request and  
 1339 Direction

1340 (a) No member may vote for another member except at the  
 1341 other member's specific request and direction. No member may  
 1342 vote for another member who is absent from the Chamber, nor may  
 1343 any person who is not a member cast a vote for a member.

1344 (b) In no case shall a member vote for another on a quorum  
 1345 call.

1346 (c) Any member who votes or attempts to vote for another  
 1347 member in violation of this rule or who requests another member  
 1348 to vote for the requesting member in violation of this rule may  
 1349 be disciplined in such a manner as the House may deem proper.

1350 (d) Any person who is not a member and who votes in the  
 1351 place of a member shall be subject to such discipline as the  
 1352 House may deem proper.

1353  
 1354 9.6—Explanation of Vote  
 1355 A member may not explain his or her vote during a roll call but  
 1356 may reduce his or her explanation to writing in not more than  
 1357 200 words in an electronic format approved by the Clerk. Upon

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1358 submission to the Clerk, this explanation shall be spread upon  
 1359 the Journal.

1360

1361 RULE TEN—ORDER OF BUSINESS AND CALENDARS

1362

1363 PART ONE—Order of Business

1364

1365 10.1—Daily Sessions

1366 The House shall meet each legislative day as stated in the  
 1367 motion adjourning the House on the prior legislative day on  
 1368 which the House met.

1369

1370 10.2—Daily Order of Business

1371 (a) When the House convenes on a new legislative day, the  
 1372 daily order of business shall be as follows:

1373 (1) Call to Order.

1374 (2) Prayer.

1375 (3) Roll Call.

1376 (4) Pledge of Allegiance.

1377 (5) Correction of the Journal.

1378 (6) Communications.

1379 (7) Messages from the Senate.

1380 (8) Reports of Committees.

1381 (9) Motions Relating to Committee and Subcommittee

1382 References.

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- 1383 (10) Matters on Reconsideration.
- 1384 (11) Bills and Joint Resolutions on Third Reading.
- 1385 (12) Special Orders.
- 1386 (13) House Resolutions.
- 1387 (14) Unfinished Business.
- 1388 (15) Introduction and Reference.
- 1389 (b) During special sessions, the order of business of
- 1390 Introduction and Reference shall be called for immediately
- 1391 following the order of business of Correction of the Journal.
- 1392 (c) Within each order of business, matters shall be
- 1393 considered in the order in which they appear on the daily
- 1394 printed Calendar of the House.
- 1395 (d) After the 45th day of a regular session, by a majority
- 1396 vote, the House may, on motion of the chair or vice chair of the
- 1397 Rules Committee, move to Communications, Messages from the
- 1398 Senate, Bills and Joint Resolutions on Third Reading, or Special
- 1399 Orders. The motion may provide which matter on such order of
- 1400 business may be considered.
- 1401 (e) The following orders may be omitted on any regular
- 1402 session day if there is no relevant business on the desk:
- 1403 (1) Communications.
- 1404 (2) Messages from the Senate.
- 1405 (3) Reports of Committees.
- 1406 (4) House Resolutions.
- 1407 (5) Unfinished Business.

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1408 (6) Introduction and Reference.

1409

1410 10.3—Opening Prayer

1411 A chaplain or other person designated by the Speaker shall  
 1412 attend at the beginning of each day's floor session and open the  
 1413 same with prayer.

1414

1415 10.4—Quorum

1416 A majority of the membership of the House shall constitute a  
 1417 quorum to conduct business.

1418

1419 10.5—Consideration of Senate Messages: Generally

1420 Senate messages may be considered by the House at the time and  
 1421 in the order determined by the Speaker.

1422

1423 PART TWO—Readings

1424

1425 10.6—"Reading" Defined

1426 "Reading" means the stage of consideration of a bill,  
 1427 resolution, or memorial after reading of a portion of the title  
 1428 sufficient for identification, as determined by the Speaker.

1429

1430 10.7—Reading of Bills and Joint Resolutions

1431 Each bill and each joint resolution shall be read on 3 separate  
 1432 legislative days prior to a vote upon final passage unless this

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1433 rule is waived by a two-thirds vote, provided the publication of  
 1434 a bill or joint resolution by its title in the Journal shall  
 1435 satisfy the requirements of first reading.

1436  
 1437 10.8—Reading of Concurrent Resolutions and Memorials  
 1438 Concurrent resolutions and memorials shall be read on 2 separate  
 1439 legislative days prior to a voice vote upon adoption, except  
 1440 that concurrent resolutions extending a legislative session or  
 1441 involving other procedural legislative matters may be read twice  
 1442 without motion on the same legislative day.

1443  
 1444 10.9—Reading of House Resolutions  
 1445 (a) A House resolution shall receive two readings by title  
 1446 only prior to a voice vote upon adoption.  
 1447 (b) Ceremonial resolutions may be shown as read and  
 1448 adopted by publication in full in the Journal in accordance with  
 1449 Rule 10.17.

1450  
 1451 10.10—Measures on Third Reading  
 1452 (a) Bills on third reading shall be taken up in the order  
 1453 in which the House concluded action on them on second reading.  
 1454 (b) Before any bill shall be read the third time, whether  
 1455 amended or not, it shall be referred without motion to the  
 1456 Engrossing Clerk for examination and, if amended, the engrossing  
 1457 of amendments. In the case of any Senate bill amended in the

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1458 | House, the amendment adopted shall be reproduced and attached to  
 1459 | the bill amended in such manner that it will not be lost  
 1460 | therefrom.

1461 |         (c) A bill shall be deemed on its third reading when it  
 1462 | has been read a second time on a previous legislative day and  
 1463 | has no motion pending.

1464 |  
 1465 | PART THREE—Calendars

1466 |  
 1467 | 10.11—Special Order Calendar

1468 |         (a) REGULAR SESSION.

1469 |         (1) The Rules Committee shall periodically submit, as  
 1470 | needed, a Special Order Calendar determining the sequence for  
 1471 | consideration of legislation. The Special Order Calendar may  
 1472 | include bills on second reading, bills on unfinished business,  
 1473 | resolutions, and specific sections for local bills, trust fund  
 1474 | bills, and bills to be taken up at a time certain. Upon adoption  
 1475 | of a Special Order Calendar, no other bills shall be considered  
 1476 | for the time period set forth for that Special Order Calendar,  
 1477 | except that any bill appearing on that Special Order Calendar  
 1478 | may be stricken from it by a majority vote or any bill may be  
 1479 | added to it pursuant to Rule 10.13. A previously adopted Special  
 1480 | Order Calendar shall expire upon adoption by the House of a new  
 1481 | Special Order Calendar.

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1482 (2) Any committee, subcommittee, or member may apply in  
 1483 writing to the chair of the Rules Committee to place a bill on  
 1484 the Special Order Calendar. The Rules Committee may grant such  
 1485 requests by a majority vote.

1486 (3) During the first 55 days of a regular session, the  
 1487 Special Order Calendar shall be published in three Calendars of  
 1488 the House, and it may be taken up on the day of the third  
 1489 published Calendar. After the 55th day of a regular session, the  
 1490 Special Order Calendar shall be published in one Calendar of the  
 1491 House and may be taken up on the day the Calendar is published.

1492 (b) EXTENDED OR SPECIAL SESSION.

1493 (1) During any extended or special session, the Rules  
 1494 Committee shall establish a Special Order Calendar and only  
 1495 those bills on such Special Order Calendar shall be placed on  
 1496 the Calendar of the House.

1497 (2) During any extended or special session, the Special  
 1498 Order Calendar shall be published in one Calendar of the House  
 1499 and bills thereon may be taken up on the legislative day the  
 1500 Calendar is published.

1501 (c) FLOOR PROCEDURES INCLUDED ON THE SPECIAL ORDER  
 1502 CALENDAR. The Special Order Calendar submitted by the Rules  
 1503 Committee shall include procedures to manage questions and  
 1504 debate regarding every bill listed on the Special Order  
 1505 Calendar. The procedures shall apply to any Senate bill  
 1506 substituted for or taken up in lieu of a House bill and shall

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1507 include allocations of time for questions and debate on bills  
1508 and amendments. The time allocated for questions shall include  
1509 the question and the answer. Neither question nor answer shall  
1510 be protracted in an attempt to use up the time. Such procedures  
1511 shall be reasonable to allow for proper consideration and  
1512 implemented upon adoption of the Special Order Calendar by  
1513 majority vote in session.

1514

#### 1515 10.12—Special Floor Procedures

1516 The Rules Committee may recommend special floor procedures for  
1517 the management of amendments and debate on a particular bill, on  
1518 second and third readings, which procedures may include  
1519 limitations on amendments and debate. Such procedures may not be  
1520 implemented unless approved by a majority vote in session.

1521

#### 1522 10.13—Consideration of Bills Not on Special Order Calendar

1523 A bill not included on the Special Order Calendar may be  
1524 considered by the House upon a two-thirds vote.

1525

#### 1526 10.14—Consent Calendar

1527 The Rules Committee may submit Consent Calendar procedures to  
1528 expedite the consideration of noncontroversial legislation.

1529

#### 1530 10.15—Requirements for Placement on Special Order Calendar

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1531 No measure may be placed on a Special Order Calendar until it  
1532 has been reported favorably by each committee and subcommittee  
1533 of reference and is available for consideration on the floor.

1534

#### 1535 10.16—Informal Deferral of Bills

1536 Whenever the member who introduced a bill or the first-named  
1537 member sponsor of a committee or subcommittee bill is absent  
1538 from the Chamber when the bill has been reached in the regular  
1539 order on second or third reading, consideration shall be  
1540 informally deferred until such member's return, unless another  
1541 member consents to offer the bill on behalf of the original  
1542 member. The bill shall retain its position on the Calendar of  
1543 the House during the same legislative day. The member shall have  
1544 the responsibility of making the motion for its subsequent  
1545 consideration.

1546

#### 1547 PART FOUR—Ceremonial Resolutions

1548

#### 1549 10.17—Ceremonial Resolutions Published in Journal

1550 Upon approval of the chair of the Rules Committee, a ceremonial  
1551 resolution may be shown as read and adopted by publication in  
1552 full in the Journal. The Rules Committee shall distribute a list  
1553 of such resolutions 1 day (excluding Saturdays, Sundays, and  
1554 official state holidays) prior to the day of their publication,  
1555 during which time any member may file with the Rules Committee

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1556 | an objection to any resolution listed. Each resolution for which  
 1557 | an objection has been filed shall be removed from the list and  
 1558 | placed on the Calendar of the House. All resolutions without  
 1559 | objections shall be printed in the next published Journal and  
 1560 | considered adopted by the House.

1561

1562 | PART FIVE—Procedural Limitations in Final Week

1563

1564 | 10.18—Consideration Limits to Bills after Day 55

1565 | After the 55th day of a regular session, no House bills on  
 1566 | second reading may be taken up and considered by the House.

1567

1568 | 10.19—Consideration Limits after Day 58

1569 | After the 58th day of a regular session, the House may consider  
 1570 | only:

1571 |       (a) Returning messages.

1572 |       (b) Conference reports.

1573 |       (c) Concurrent resolutions.

1574

1575 | RULE ELEVEN—MOTIONS

1576

1577 | 11.1—Motions; How Made

1578 | Every motion shall be made orally, except when requested by the  
 1579 | Speaker to be reduced to writing.

1580

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1581 11.2—Precedence of Motions

1582 (a) When a question is under consideration, the Speaker or  
 1583 the chair of a committee or subcommittee shall receive no motion  
 1584 except:

- 1585 (1) To adjourn at a time certain.
- 1586 (2) To adjourn.
- 1587 (3) To recess to a time certain.
- 1588 (4) To lay on the table.
- 1589 (5) To reconsider.
- 1590 (6) For the previous question.
- 1591 (7) To limit debate.
- 1592 (8) To temporarily postpone.
- 1593 (9) To postpone to a time or day certain.
- 1594 (10) To refer to or to recommit to committee or  
 1595 subcommittee.
- 1596 (11) To amend.
- 1597 (12) To amend by removing the enacting or resolving  
 1598 clause.

1599 (b) Such motions shall have precedence in the descending  
 1600 order given.

1601 (c) Notwithstanding paragraph (a)(10) above, the Motion to  
 1602 Withdraw or Refer a Bill pursuant to Rule 11.11 and the Motion  
 1603 to Refer or Recommit pursuant to Rule 11.12 are not available in  
 1604 committee or subcommittee.  
 1605

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1606 11.3—Questions of Order Decided Without Debate

1607 The Speaker shall decide, without debate, all procedural  
1608 questions of order that arise when a motion is before the House  
1609 or on appeal.

1610

1611 11.4—Motion to Divide Question

1612 If a question before the House is susceptible of separation into  
1613 two or more parts, any member may move for a division of the  
1614 question so that each part may be voted on separately. However,  
1615 a motion to remove and insert cannot be divided.

1616

1617 11.5—Motion to Recess to a Time Certain

1618 A motion to recess to a time certain shall be treated the same  
1619 as a motion to adjourn, except that the motion is debatable when  
1620 no business is before the House and can be amended as to the  
1621 time to recess and duration of the recess. It yields only to a  
1622 motion to adjourn.

1623

1624 11.6—Motion to Lay on the Table

1625 (a) A motion to lay on the table is not debatable and  
1626 cannot be amended; however, before the motion is put to a vote,  
1627 the first-named sponsor of a bill or the mover of a debatable  
1628 motion shall be allowed 5 minutes within which to discuss the  
1629 same and may divide the time with, or waive this right in favor  
1630 of, some other member.

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1631 (b) A motion to lay an amendment on the table, if adopted,  
 1632 does not carry with it the measure to which it adheres.

1633  
 1634 11.7—Motion to Reconsider; Immediate Certification of Bills

1635 (a) When a motion or main question has been made and  
 1636 carried or lost, it shall be in order at any time as a matter of  
 1637 right on the same legislative day for a member voting with the  
 1638 prevailing side, or for any member in the case of a voice or tie  
 1639 vote, to move for reconsideration thereof.

1640 (b) When a majority of members vote in the affirmative but  
 1641 the proposition is lost because it is one in which the  
 1642 concurrence of a greater number than a majority is necessary for  
 1643 adoption or passage, any member may move for reconsideration.

1644 (c) The motion to reconsider shall require a majority vote  
 1645 for adoption.

1646 (d) If the House refuses to reconsider or upon  
 1647 reconsideration confirms its prior decision, no further motion  
 1648 to reconsider shall be in order except upon unanimous consent of  
 1649 the members present.

1650 (e) Debate shall be allowed on a motion to reconsider only  
 1651 when the question that it is proposing to reconsider is  
 1652 debatable. When debate upon a motion to reconsider is in order,  
 1653 no member shall speak thereon more than once or for more than 5  
 1654 minutes.

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1655 (f) The adoption of a motion to reconsider a vote upon any  
1656 secondary matter shall not remove the main subject under  
1657 consideration from consideration of the House.

1658 (g) A motion to reconsider a collateral matter must be  
1659 disposed of at once during the course of the consideration of  
1660 the main subject to which it is related, and such motion shall  
1661 be out of order after the House has passed to other business.

1662 (h) No bill referred or recommitted to a committee or  
1663 subcommittee by a vote of the House shall be brought back into  
1664 the House on a motion to reconsider.

1665 (i) The Clerk shall retain possession of all bills and  
1666 joint resolutions for the period after passage during which  
1667 reconsideration may be moved. Unless otherwise directed by the  
1668 Speaker, all measures acted on by the House shall be transmitted  
1669 to the Senate at the conclusion of that legislative day, except  
1670 that local bills, concurrent resolutions, and memorials shall be  
1671 transmitted to the Senate without delay.

1672 (j) The adoption of a motion to waive the rules and  
1673 immediately certify any bill to the Senate shall be construed as  
1674 releasing the measure from the Clerk's possession for the period  
1675 of reconsideration.

1676 (k) During the last 14 days of a regular session or any  
1677 extension thereof and during any special session, all measures  
1678 acted on by the House shall be transmitted to the Senate without  
1679 delay unless otherwise directed by the Speaker.

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11.8—Motion for the Previous Question

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

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

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

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

11.9—Motion to Limit Debate

When there is debate by the House, it shall be in order for a member to move to limit debate and such motion shall be decided

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1705 without debate, except that the first-named sponsor or mover of  
1706 the question under debate shall have 5 minutes within which to  
1707 discuss the motion and may divide the allotted time with, or  
1708 waive it in favor of, some other member. If, by majority vote,  
1709 the question is decided in the affirmative, debate shall be  
1710 limited to 10 minutes for each side, unless a different time is  
1711 stated in the motion, such time to be apportioned by the  
1712 Speaker; however, the first-named sponsor or mover shall have an  
1713 additional 5 minutes within which to close the debate and may  
1714 divide the allotted time with, or waive it in favor of, some  
1715 other member.

1716

1717 11.10—Motion to Temporarily Postpone

1718 (a) The motion to temporarily postpone shall be decided  
1719 without debate and shall cause a measure to be set aside but  
1720 retained on the desk.

1721 (b) If a main question has been temporarily postponed  
1722 after having been debated or after motions have been applied and  
1723 is not brought back before the House on the same legislative  
1724 day, it shall be placed under the order of unfinished business  
1725 on the Calendar of the House. If a main question is temporarily  
1726 postponed before debate has commenced or motions have been  
1727 applied, its reading shall be considered a nullity and the bill  
1728 shall retain its original position on the order of business on

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1729 | the same legislative day; otherwise, the bill reverts to the  
 1730 | status of bills on second or third reading, as applicable.

1731 |       (c) The motion to return to consideration of a temporarily  
 1732 | postponed main question shall be made under the proper order of  
 1733 | business when no other matter is pending.

1734 |       (d) If applied to a collateral matter, the motion to  
 1735 | temporarily postpone shall not cause the main question to be  
 1736 | carried with it. After having been temporarily postponed, if a  
 1737 | collateral matter is not brought back before the House in the  
 1738 | course of consideration of the adhering or main question, it  
 1739 | shall be deemed abandoned.

1740 |  
 1741 | 11.11-Motion to Withdraw or Refer a Bill

1742 |       (a) A motion to withdraw a bill from a committee or  
 1743 | subcommittee shall require a two-thirds vote on the floor.

1744 |       (b) Any member may, no later than under the order of  
 1745 | business of Motions Relating to Committee and Subcommittee  
 1746 | References on the legislative day following reference of a bill,  
 1747 | move for reference from one committee or subcommittee to a  
 1748 | different committee or subcommittee, which shall be decided by a  
 1749 | majority vote.

1750 |       (c) A motion to refer a bill from one committee or  
 1751 | subcommittee to another committee or subcommittee, other than as  
 1752 | provided in subsection (b), may be made during the regular order  
 1753 | of business and shall require a two-thirds vote.

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1754 (d) A motion to refer a bill to an additional committee or  
1755 subcommittee may be made during the regular order of business  
1756 and shall require a two-thirds vote.

1757 (e) A motion to refer shall be debated only as to the  
1758 propriety of the reference.

1759 (f) A motion to withdraw a bill from further consideration  
1760 of the House shall require a two-thirds vote.

1761 (1) The chair or vice chair of the Rules Committee, at the  
1762 request of the first-named member sponsor, may move for the  
1763 withdrawal of a bill from further consideration.

1764 (2) The first-named member sponsor of a bill may, prior to  
1765 its introduction and provided no substantive action has been  
1766 taken on it, withdraw the bill by written notice to the Clerk.

1767 (3) In moving for the withdrawal of a bill from further  
1768 consideration by floor motion, the introducer shall be required  
1769 to identify the nature of the bill.

1770

1771 11.12—Motion to Refer or Recommit

1772 (a) Any bill on the Calendar of the House may be referred  
1773 or recommitted by the House to a committee or subcommittee by a  
1774 majority vote.

1775 (b) A motion to refer or recommit a bill that is before  
1776 the House may be made during the regular order of business. The  
1777 motion shall be debatable only as to the propriety of that  
1778 reference and shall require an affirmative majority vote.

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1779 (c) If a bill on third reading is referred or recommitted  
 1780 to a committee or subcommittee that subsequently reports the  
 1781 bill favorably with a committee or subcommittee substitute or  
 1782 with one or more amendments, the bill shall return to second  
 1783 reading.

1784 (d) Referral or recommitment of a House bill shall  
 1785 automatically carry with it a Senate companion bill then on the  
 1786 Calendar of the House.

1787

1788 11.13—Dilatory Motions

1789 Dilatory or delaying motions shall not be in order.

1790

1791 11.14—Withdrawal of Motion

1792 (a) The mover of a motion may withdraw the motion at any  
 1793 time before it has been acted on or a vote on it has commenced.

1794 (b) Notwithstanding subsection (a), once the proposer of  
 1795 an amendment is recognized, the amendment may be withdrawn only  
 1796 with the consent of the body.

1797

1798 RULE TWELVE—AMENDMENTS

1799

1800 12.1—Form

1801 (a) Floor amendments shall be prepared by the House Bill  
 1802 Drafting Service and filed with the Clerk.

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1803 (b) A floor amendment filed with the Clerk after the  
 1804 applicable filing deadline is late filed. A late-filed floor  
 1805 amendment may be taken up for consideration only upon motion  
 1806 adopted by a two-thirds vote.

1807 (c) A motion to amend is in order during the second or  
 1808 third reading of any bill.

1809  
 1810 12.2—Filing Deadlines for Floor Amendments to bills on Special  
 1811 Order

1812 (a) During the first 55 days of a regular session:

1813 (1) Main floor amendments must be submitted to the House  
 1814 Bill Drafting Service by 3 p.m. and approved for filing with the  
 1815 Clerk by 4 p.m. of the first day a bill appears on the Special  
 1816 Order Calendar in the Calendar of the House; and

1817 (2) Amendments to main floor amendments, substitute  
 1818 amendments for main floor amendments, and amendments to  
 1819 substitute amendments must be submitted to the House Bill  
 1820 Drafting Service by 6:30 p.m. and approved for filing by 7 p.m.  
 1821 of the same day.

1822 (b) After the 55th day of a regular session and during any  
 1823 extended or special session:

1824 (1) Main floor amendments must be submitted to the House  
 1825 Bill Drafting Service not later than 1 hour before the  
 1826 applicable filing deadline and approved for filing with the  
 1827 Clerk not later than the earlier of the following deadlines:

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1828           a. Eight a.m. on the day session is scheduled to convene  
 1829 on the day the bill appears on the Special Order Calendar in the  
 1830 Calendar of the House; or

1831           b. Two hours before session is scheduled to convene on the  
 1832 day the bill appears on the Special Order Calendar of the House.

1833           (2) Amendments to main floor amendments, substitute  
 1834 amendments for main floor amendments, and amendments to  
 1835 substitute amendments must be approved for filing not later than  
 1836 1 hour after the applicable main floor amendment deadline.

1837           (c) Notwithstanding the foregoing, subject to approval by  
 1838 a majority vote of the House, the Rules Committee may establish  
 1839 special amendment deadlines and procedures for appropriations  
 1840 bills, implementing bills, and conforming bills, as well as for  
 1841 bills proposing any reapportionment or redistricting of the  
 1842 state's legislative or congressional districts.

1843  
 1844 12.3—Presentation and Consideration

1845           (a) Amendments shall be taken up only as sponsors gain  
 1846 recognition from the Speaker, except that the chair of the  
 1847 committee or subcommittee (or any member thereof designated by  
 1848 the chair) reporting the measure under consideration shall have  
 1849 preference for the presentation of committee or subcommittee  
 1850 amendments to Senate bills.

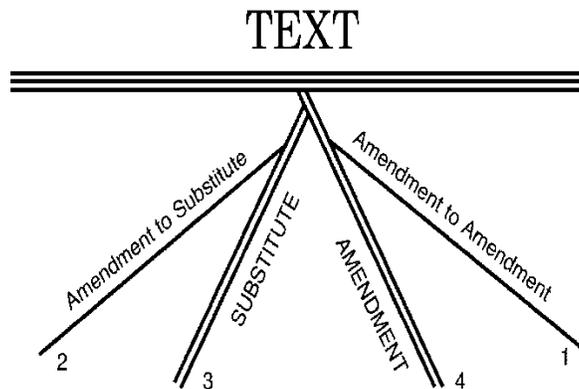
1851           (b) An amendment to a pending main amendment may be  
 1852 received, but until it is disposed of, no other motion to amend

1853 will be in order except a substitute amendment or an amendment  
 1854 to the substitute. Such amendments are to be disposed of in the  
 1855 following order:

1856 (1) Amendments to the amendment are voted on before the  
 1857 substitute is taken up. Only one amendment to the amendment is  
 1858 in order at a time.

1859 (2) Amendments to the substitute are next voted on.

1860 (3) The substitute then is voted on. The adoption of a  
 1861 substitute amendment in lieu of an original amendment shall be  
 1862 treated and considered as an amendment to the bill itself.



1863  
 1864 (c) The adoption of an amendment to a section shall not  
 1865 preclude further amendment of that section. If a bill is being  
 1866 considered section by section or item by item, only amendments  
 1867 to the section or item under consideration shall be in order.

1868 (d) For the purpose of this rule, an amendment shall be  
 1869 deemed pending only after its proposer has been recognized by  
 1870 the Speaker.

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1871 (e) A bill or proposed committee bill designated as a  
 1872 reviser's bill may be amended only by making deletions.

1873 (f) An amendment that is frivolous in its content is not  
 1874 in order.

1875

1876 12.4—Third Reading Amendments

1877 (a) Amendments proposed on third reading shall require a  
 1878 two-thirds vote for adoption, except that technical amendments  
 1879 introduced in the name of the chair of the Rules Committee shall  
 1880 require a majority vote for adoption. Amendments on third  
 1881 reading, other than technical amendments introduced in the name  
 1882 of the chair of the Rules Committee, must be submitted to the  
 1883 House Bill Drafting Service not later than 1 hour before the  
 1884 applicable filing deadline and approved for filing not later  
 1885 than the earlier of the following deadlines:

1886 (1) Nine a.m. on the day session is scheduled to convene  
 1887 on the day the bill is reached on third reading; or

1888 (2) One hour before session is scheduled to convene on the  
 1889 day the bill is reached on third reading.

1890 (b) A motion for reconsideration of an amendment on third  
 1891 reading requires a two-thirds vote for adoption.

1892

1893 12.5—Amendment of Appropriations Bills, Implementing Bills, and  
 1894 Conforming Bills

1895 (a) For purposes of these rules:

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1896 (1) An "appropriations bill" is a general appropriations  
 1897 bill or any other bill the title text of which begins "An act  
 1898 making appropriations," "An act making special appropriations,"  
 1899 or "An act making supplemental appropriations."

1900 (2) An "implementing bill" is a bill, effective for one  
 1901 fiscal year, implementing an appropriations bill.

1902 (3) A "conforming bill" is a bill designated as such by  
 1903 the Speaker that amends the Florida Statutes to conform to an  
 1904 appropriations bill.

1905 (b) Whether on the floor or in any committee or  
 1906 subcommittee, whenever an amendment is offered to an  
 1907 appropriations bill that would either increase any state  
 1908 appropriation or decrease any state revenue for any fund, such  
 1909 amendment shall show the amount of the appropriation increase or  
 1910 revenue decrease for a fund by line item and by section and  
 1911 shall decrease an appropriation from within the same  
 1912 appropriations allocation and sub-allocation (as determined by  
 1913 the Speaker) or increase a revenue to the fund in an amount  
 1914 equivalent to or greater than the corresponding appropriation  
 1915 increase or revenue decrease required by the amendment.

1916 (c) Whether on the floor or in any committee or  
 1917 subcommittee, an amendment offered to an implementing bill or to  
 1918 a conforming bill shall not increase a state appropriation to a  
 1919 level that is in excess of the allocations or sub-allocations  
 1920 determined by the Speaker for a fund.

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1921 (d) Whether on the floor or in any committee or  
 1922 subcommittee, any amendment offered to an implementing bill or  
 1923 to a conforming bill that reduces revenues supporting  
 1924 appropriations must raise the equivalent or greater revenue for  
 1925 the same fund from other sources.

1926  
 1927 12.6—Consideration of Senate Amendments

1928 (a) After the reading of a Senate amendment to a House  
 1929 bill, the following motions are available:

- 1930 (1) Amend the Senate amendment.
- 1931 (2) Concur in the Senate amendment.
- 1932 (3) Refuse to concur and ask the Senate to recede.
- 1933 (4) Request the Senate to recede and, if the Senate  
 1934 refuses to recede, to appoint a conference committee to meet  
 1935 with a like committee appointed by the Speaker.

1936 (b) A motion to amend shall be out of order once any other  
 1937 motion is under consideration.

1938 (c) If the Senate refuses to concur in a House amendment  
 1939 to a Senate bill, the following motions shall be in order and  
 1940 shall be privileged in the order named:

- 1941 (1) That the House recede.
- 1942 (2) That the House insist and ask for a conference  
 1943 committee.
- 1944 (3) That the House insist.

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1945 (d) The Speaker may, upon determining that a Senate  
 1946 amendment substantially changes the bill as passed by the House,  
 1947 refer the Senate message, with the bill and Senate amendment or  
 1948 amendments, to the appropriate House committee or subcommittee  
 1949 for review and report to the House. The Speaker, upon such  
 1950 reference, shall announce the date and time for the committee or  
 1951 subcommittee to meet. The committee or subcommittee shall report  
 1952 to the House the recommendation for disposition of the Senate  
 1953 amendment or amendments under one of the four options presented  
 1954 in subsection (a). The report shall be furnished to the Clerk  
 1955 and to the House, in writing, by the chair of the reporting  
 1956 committee or subcommittee.

1957  
 1958 12.7—Motion to Amend by Removing Enacting or Resolving Clause  
 1959 An amendment to remove the enacting clause of a bill or the  
 1960 resolving clause of a resolution or memorial shall, if carried,  
 1961 be considered equivalent to rejection of the bill, resolution,  
 1962 or memorial by the House.

1963  
 1964 12.8—Germanity of House Floor Amendments

1965 (a) GERMANITY.

1966 (1) The House shall not consider a floor amendment that  
 1967 relates to a different subject or is intended to accomplish a  
 1968 different purpose than that of the pending question or that, if  
 1969 adopted, would require a title amendment for the bill that is

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1970 | substantially different from the bill's original title or that  
 1971 | would unreasonably alter the nature of the bill.

1972 |         (2) The Speaker shall determine the germanity of any  
 1973 | amendment when the question is timely raised.

1974 |         (3) An amendment of the second degree or a substitute  
 1975 | amendment must be germane to both the main amendment and the  
 1976 | measure to which it adheres.

1977 |         (b) AMENDMENTS THAT ARE NOT GERMANE. Floor amendments that  
 1978 | are not germane include:

1979 |             (1) A general proposition amending a specific proposition.

1980 |             (2) An amendment that substantially expands the scope of  
 1981 | the bill.

1982 |             (3) An amendment to a bill when legislative action on that  
 1983 | bill is by law or these rules limited to passage, concurrence,  
 1984 | or nonconcurrence as introduced.

1985 |         (c) AMENDMENTS THAT ARE GERMANE. Floor amendments that are  
 1986 | germane include:

1987 |             (1) A specific provision amending a general provision.

1988 |             (2) An amendment that accomplishes the same purpose in a  
 1989 | different manner.

1990 |             (3) An amendment limiting the scope of the proposal.

1991 |             (4) An amendment providing appropriations necessary to  
 1992 | fulfill the original intent of a proposal.

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1993 (5) An amendment that changes the effective date of a  
 1994 repeal, reduces the scope of a repeal, or adds a short-term  
 1995 nonstatutory transitional provision to facilitate repeal.

1996 (d) WAIVER OF RULE. Waiver of this rule shall require  
 1997 unanimous consent of the House.

1998 (e) APPLICABILITY. Committee and subcommittee amendment  
 1999 standards outlined in Rules 7.11(c) and (d) do not apply to  
 2000 floor amendments.

2001

2002 12.9—Floor Amendments Out of Order

2003 A floor amendment is out of order if it contains the principal  
 2004 substance of a bill that has:

2005 (a) Received an unfavorable committee or subcommittee  
 2006 report;

2007 (b) Been withdrawn from further consideration; or

2008 (c) Not been reported favorably by at least one committee  
 2009 or subcommittee of reference and may not be offered to a bill on  
 2010 second or third reading. Any amendment containing language that  
 2011 is substantially the same, and identical as to specific intent  
 2012 and purpose, as a measure residing in a committee or  
 2013 subcommittee of reference is covered by this rule.

2014

2015 12.10—Printing of Amendments in Journal

2016 All amendments taken up, unless withdrawn, shall be printed in  
 2017 the Journal, except that an amendment to an appropriations bill

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2018 | constituting an entirely new bill shall not be printed except  
 2019 | upon consideration of the conference committee report.

2020

2021 | RULE THIRTEEN—RULES

2022

2023 | 13.1—Parliamentary Authorities

2024 | In all cases not provided for by the State Constitution, the  
 2025 | Rules of the House, or the Joint Rules of the Senate and House  
 2026 | of Representatives, the guiding, but nonbinding, authority shall  
 2027 | be first the Rulings of the Speaker and then the latest edition  
 2028 | of Mason's Manual of Legislative Procedure.

2029

2030 | 13.2—Standing Rules Amendment

2031 | Any standing rule may be rescinded or changed by a majority vote  
 2032 | of the members, provided that the proposed change or changes be  
 2033 | submitted at least 1 day in advance by the Rules Committee in  
 2034 | writing to the members together with notice of the consideration  
 2035 | thereof. Any standing rule may be suspended temporarily by a  
 2036 | two-thirds vote of the members present, except as otherwise  
 2037 | provided in these rules.

2038

2039 | 13.3—Rules Apply for Term

2040 | The standing rules adopted after the beginning of the term  
 2041 | govern all acts of the House during the course of the term  
 2042 | unless amended or repealed.

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13.4—Joint Rules

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

13.5—Authority and Interpretation

These rules are adopted pursuant to the specific authority granted and the inherent powers vested in the House of Representatives by the State Constitution. These rules are intended to facilitate the orderly, practical, and efficient completion of legislative work undertaken by the House. These rules shall govern procedures in the House notwithstanding any inconsistent parliamentary tradition and notwithstanding any joint rule or any statute enacted by a prior Legislature. Adoption of these rules constitutes the determination of the House that they do not violate any express regulation or limitation contained in the State Constitution. These rules may not be construed to limit any of the powers, rights, privileges, or immunities vested in or granted to the House by the State Constitution or other organic law.

13.6—Majority Action

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2067 Unless otherwise indicated by these rules, all action by the  
 2068 House or its committees or subcommittees shall be by majority  
 2069 vote of those members present and voting. When the body is  
 2070 equally divided, the question is defeated.

2071

2072 13.7—Extraordinary Action

2073 Unless otherwise required by these rules or the State  
 2074 Constitution, all extraordinary votes shall be by vote of those  
 2075 members present and voting.

2076

2077 13.8—"Days" Defined

2078 Wherever used in these rules, a "legislative day" means a day  
 2079 when the House convenes and a quorum is present. All other  
 2080 references to a "day" mean a calendar day.

2081

2082 RULE FOURTEEN—MISCELLANEOUS PROVISIONS

2083

2084 PART ONE—Public Records

2085

2086 14.1—Legislative Records

2087 There shall be available for public inspection, whether  
 2088 maintained in Tallahassee or in a district office, the papers  
 2089 and records developed and received in connection with official  
 2090 legislative business, except as provided in s. 11.0431, Florida  
 2091 Statutes, or other provision of law. Any person who is denied

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2092 access to a legislative record and who believes that he or she  
2093 is wrongfully being denied such access may appeal to the Speaker  
2094 the decision to deny access.

2095  
2096 14.2—Legislative Records; Maintenance, Control, Destruction,  
2097 Disposal, and Disposition

2098 (a) Records that are required to be created by these rules  
2099 or that are of vital, permanent, or archival value shall be  
2100 maintained in a safe location that is easily accessible for  
2101 convenient use. No such record need be maintained if the  
2102 substance of the record is published or retained in another form  
2103 or location. Whenever necessary, but no more often than annually  
2104 or less often than biennially, records required to be maintained  
2105 may be archived.

2106 (b) Other records that are no longer needed for any  
2107 purpose and that do not have sufficient administrative, legal,  
2108 or fiscal significance to warrant their retention shall be  
2109 disposed of systematically.

2110 (c) (1) The administrative assistant for each existing  
2111 committee or subcommittee shall ensure compliance with this rule  
2112 for all records created or received by the committee or  
2113 subcommittee or for a former committee or subcommittee whose  
2114 jurisdiction has been assigned to the committee or subcommittee.

2115 (2) The Speaker, the Speaker pro tempore, the Minority  
2116 Leader, the Majority Leader, and the Sergeant at Arms shall

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2117 ensure compliance with this rule for all records created or  
 2118 received by their respective offices and their predecessors in  
 2119 office.

2120 (3) Each member shall ensure compliance with this rule for  
 2121 all records created or received by the member or the member's  
 2122 district office.

2123 (4) The director of an ancillary House office shall ensure  
 2124 compliance with this rule for all records created or received by  
 2125 the director's office.

2126 (5) The Clerk shall ensure compliance with this rule for  
 2127 all other records created or received by the House of  
 2128 Representatives.

2129 (d) If a committee, subcommittee, or office is not  
 2130 continued in existence, the records of such committee,  
 2131 subcommittee, or office shall be forwarded to the committee,  
 2132 subcommittee, or office assuming the jurisdiction or  
 2133 responsibility of the former committee, subcommittee, or office,  
 2134 if any. Otherwise, such records shall be forwarded to the Clerk.

2135 (e) The Clerk shall establish a schedule of reasonable and  
 2136 appropriate fees for copies of legislative records and  
 2137 documents.

2138

2139 PART TWO—Distribution of Documents; Display of Signs

2140

2141 14.3—Distribution of Documents

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2142 Documents required by these rules to be printed or published may  
 2143 be produced and distributed on paper or in electronic form.

2144  
 2145 14.4—Display of Signs, Placards, Props, and the Like  
 2146 Signs, placards, props, or other objects of similar nature shall  
 2147 be permitted in the rooms, lobby, galleries, or Chamber of the  
 2148 House only upon approval of the chair of the Rules Committee.

2149  
 2150 PART THREE—House Seal

2151  
 2152 14.5—House Seal

2153 (a) REQUIREMENT. There shall be an official seal of the  
 2154 House of Representatives. The seal shall be used only by or on  
 2155 behalf of a member or officer of the House in conjunction with  
 2156 his or her official duties or when specifically authorized in  
 2157 writing by the chair of the Rules Committee.

2158 (b) CONFIGURATION. The seal shall be a circle having in  
 2159 the center thereof a view of the sun's rays over a highland in  
 2160 the distance, a palm tree, a steamboat on the water, and a  
 2161 Native American female scattering flowers in the foreground,  
 2162 encircled by the words "House of Representatives."

2163 (c) USE. Unless a written exception is otherwise granted  
 2164 by the chair of the Rules Committee:

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2165 (1) Material carrying the official seal shall be used only  
 2166 by a member, officer, or employee of the House or other persons  
 2167 employed or retained by the House.

2168 (2) The use, printing, publication, or manufacture of the  
 2169 seal, or items or materials bearing the seal or a facsimile of  
 2170 the seal, shall be limited to official business of the House or  
 2171 official legislative business.

2172 (d) CUSTODIAN. The Clerk shall be the custodian of the  
 2173 official seal.

2174

2175 RULE FIFTEEN—ETHICS AND CONDUCT OF MEMBERS

2176

2177 15.1—Legislative Ethics and Official Conduct

2178 Legislative office is a trust to be performed with integrity in  
 2179 the public interest. A member is respectful of the confidence  
 2180 placed in the member by the other members and by the people. By  
 2181 personal example and by admonition to colleagues whose behavior  
 2182 may threaten the honor of the lawmaking body, the member shall  
 2183 watchfully guard the responsibility of office and the  
 2184 responsibilities and duties placed on the member by the House.  
 2185 To this end, each member shall be accountable to the House for  
 2186 violations of this rule or any provision of Rules 15.1-15.7,  
 2187 which shall be known as the House Code of Conduct.

2188

2189 15.2—The Integrity of the House

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2190 A member shall respect and comply with the law and shall perform  
2191 at all times in a manner that promotes public confidence in the  
2192 integrity and independence of the House and of the Legislature.  
2193 Each member shall perform at all times in a manner that promotes  
2194 a professional environment in the House, which shall be free  
2195 from unlawful employment discrimination. Member conduct that  
2196 causes a material disruption of official legislative business is  
2197 grounds for discipline by the House.

2198

2199 15.3—Improper Influence; Solicitation of Campaign Contributions

2200 (a) A member may neither solicit nor accept anything that  
2201 reasonably may be construed to improperly influence the member's  
2202 official act, decision, or vote.

2203 (b) A member may not fly on an aircraft that is a private  
2204 conveyance owned, leased, or procured by a lobbyist, a lobbying  
2205 firm, or a principal, regardless of whether the member pays for  
2206 the flight.

2207 (c) A member may neither solicit nor accept any campaign  
2208 contribution for state, district, county, or municipal office  
2209 during the 60-day regular legislative session or any extended or  
2210 special session on the member's own behalf, on behalf of a  
2211 political party, on behalf of any organization with respect to  
2212 which the member's solicitation is regulated under s. 106.0701,  
2213 Florida Statutes, or on behalf of a candidate for the House of

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2214 Representatives; however, a member may contribute to the  
 2215 member's own campaign.

2216

2217 15.4—Ethics; Conflicting Employment

2218 (a) A member shall:

2219 (1) Scrupulously comply with the requirements of all laws  
 2220 related to the ethics of public officers.

2221 (2) Upon acceptance of any new employment with any entity  
 2222 that receives state funds directly by appropriation or with any  
 2223 public employer, file a written statement disclosing the  
 2224 employer, position, and salary. Such disclosure must be filed  
 2225 prior to the effective date of the change, or within 30 days  
 2226 after acceptance thereof, whichever is earlier. The process for  
 2227 filing the written statement shall be determined by the Speaker.

2228 (b) A member may not:

2229 (1) Allow personal employment to impair the member's  
 2230 independence of judgment in the exercise of official duties.

2231 (2) Directly or indirectly receive or agree to receive any  
 2232 compensation for any services rendered or to be rendered either  
 2233 by the member or any other person when such activity is in  
 2234 substantial conflict with the duties of a member of the House.

2235 (3) Lobby for compensation on issues of policy,  
 2236 appropriations, or procurement before the federal government,  
 2237 the Legislature, any state government body or agency, or any

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2238 political subdivision of this state, during his or her term of  
 2239 office.

2240

2241 15.5—Use of Official Position

2242 (a) A member may not:

2243 (1) Corruptly use or attempt to use the member's official  
 2244 position or any property or resource which may be within the  
 2245 member's trust in a manner contrary to the trust or authority  
 2246 placed in the member, either by the public or by other members,  
 2247 for the purpose of securing a special privilege, benefit, or  
 2248 exemption for the member or for others.

2249 (2) Abuse his or her office in order to obtain a  
 2250 disproportionate benefit for:

2251 a. Himself or herself;

2252 b. His or her spouse, children, or employer; or

2253 c. Any business with which he or she contracts; in which  
 2254 he or she is an officer, a partner, a director, or a proprietor;  
 2255 or in which he or she owns an interest.

2256 (3) Solicit or accept an employment offer or investment  
 2257 advice arising out of legislative activities or political  
 2258 activities engaged in while he or she is a member of, or  
 2259 candidate for, the House.

2260 (4) Enter into any investment, joint venture, or other  
 2261 profitmaking relationship with or advised by a lobbyist or  
 2262 principal, except that a member may buy or sell listed, publicly

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2263 | traded securities of a principal unless in violation of Rule  
 2264 | 15.6.

2265 | (b) For purposes of this rule:

2266 | (1) "Disproportionate benefit" means a benefit, privilege,  
 2267 | exemption, or result arising from an act or omission by a member  
 2268 | inconsistent with the proper performance of his or her public  
 2269 | duties.

2270 | (2) "Investment, joint venture, or other profitmaking  
 2271 | relationship" does not include an employment relationship or  
 2272 | professional partnership or similar venture engaging the  
 2273 | professional services of the member.

2274 |  
 2275 | 15.6—Use of Information Obtained by Reason of Official Position  
 2276 | A member may engage in business and professional activity in  
 2277 | competition with others but may not use or provide to others,  
 2278 | for the member's personal gain or benefit or for the personal  
 2279 | gain or benefit of any other person or business entity, any  
 2280 | information that has been obtained by reason of the member's  
 2281 | official capacity as a member and that is unavailable to members  
 2282 | of the public as a matter of law. A member may not use any  
 2283 | nonpublic information obtained by reason of the member's  
 2284 | legislative activities for the purpose of buying or selling any  
 2285 | investment or to otherwise create income for the member or any  
 2286 | other person.

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2288 15.7—Representation of Another Before a State Agency  
 2289 A member may not personally represent another person or entity  
 2290 for compensation before any state agency other than a judicial  
 2291 tribunal. For the purposes of this rule, "state agency" means  
 2292 any entity of the legislative or executive branch of state  
 2293 government over which the Legislature exercises plenary  
 2294 budgetary and statutory control.  
 2295

2296 15.8—Advisory Opinions

2297 (a) A member, when in doubt about the applicability and  
 2298 interpretation of the House Code of Conduct or ethics laws to  
 2299 the member's conduct, may convey the facts of the situation to  
 2300 the House general counsel for an advisory opinion. The general  
 2301 counsel shall issue the opinion within 10 days after receiving  
 2302 the request. The advisory opinion may be relied upon by the  
 2303 member requesting the opinion. Upon request of any member, the  
 2304 committee or subcommittee designated by the Speaker to have  
 2305 responsibility for the ethical conduct of members may revise an  
 2306 advisory opinion rendered by the House general counsel through  
 2307 an advisory opinion issued to the member who requested the  
 2308 opinion.

2309 (b) An advisory opinion rendered by the House general  
 2310 counsel or the committee or subcommittee shall be numbered,  
 2311 dated, and published. Advisory opinions from the House general

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2312 | counsel or the committee or subcommittee may not identify the  
 2313 | member seeking the opinion unless such member so requests.

2314 |

2315 | 15.9—Penalties for Violations

2316 | Separately from any prosecutions or penalties otherwise provided  
 2317 | by law, any member determined to have violated the requirements  
 2318 | of these rules relating to ethics or member conduct shall be  
 2319 | fined, censured, reprimanded, placed on probation, or expelled  
 2320 | or have such other lesser penalty imposed as may be appropriate.  
 2321 | Such determination and disciplinary action shall be taken by a  
 2322 | two-thirds vote of the House, except that expulsions shall  
 2323 | require two-thirds vote of the membership, upon recommendation  
 2324 | of the State Affairs Committee pursuant to Rule 18.

2325 |

2326 | 15.10—Felony Indictment or Information of a Member

2327 | (a) If an indictment or information for a felony of any  
 2328 | jurisdiction is filed against a member of the House, the member  
 2329 | indicted or informed against may request the Speaker to excuse  
 2330 | the member, without pay, from all privileges of membership of  
 2331 | the House pending final adjudication.

2332 | (b) If the indictment or information is either nolle  
 2333 | prosecuted or dismissed, or if the member is found not guilty of  
 2334 | all felonies, the member shall be paid all back pay and other  
 2335 | benefits retroactive to the date the member was excused.

2336 |

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2337 15.11—Felony Guilty Plea of a Member

2338 A member who enters a plea of guilty or nolo contendere to a  
 2339 felony of any jurisdiction may, at the discretion of the  
 2340 Speaker, be suspended immediately, without a hearing and without  
 2341 pay, from all privileges of membership of the House through the  
 2342 remainder of that member's term.

2343

2344 15.12—Felony Conviction of a Member

2345 (a) A member convicted of a felony of any jurisdiction  
 2346 may, at the discretion of the Speaker, be suspended immediately,  
 2347 without a hearing and without pay, from all privileges of  
 2348 membership of the House pending appellate action or the end of  
 2349 the member's term, whichever occurs first.

2350 (b) A member suspended under the provisions of this rule  
 2351 may, within 10 days after such suspension, file a written  
 2352 request for a hearing, setting forth specific reasons contesting  
 2353 the member's suspension. Upon receipt of a written request for a  
 2354 hearing, the Speaker shall appoint a select committee, which  
 2355 shall commence a hearing on the member's suspension within 30  
 2356 days and issue a report to the House within 10 days after the  
 2357 conclusion of the hearing. The report of the select committee  
 2358 shall be final unless the member, within 10 days after the  
 2359 issuance of the report, requests in writing that the Speaker  
 2360 convene the full House to consider the report of the select

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2361 | committee. Upon receipt of a request for such consideration, the  
 2362 | Speaker shall timely convene the House for such purpose.

2363 |         (c) If the final appellate decision is to sustain the  
 2364 | conviction, then the member's suspension shall continue to the  
 2365 | end of the member's term. If the final appellate decision is to  
 2366 | vacate the conviction and there is a rehearing, the member shall  
 2367 | be subject to Rule 15.10. If the final appellate decision is to  
 2368 | vacate the conviction and no felony charges remain against the  
 2369 | member, the member shall be entitled to restitution of back pay  
 2370 | and other benefits retroactive to the date of suspension.

2371 |  
 2372 | 15.13—Ethics Training

2373 | The House shall provide ethics training as directed by the  
 2374 | Speaker.

2375 |  
 2376 | RULE SIXTEEN—PROCEDURES FOR CONDUCTING INVESTIGATIVE AND  
 2377 | ENFORCEMENT PROCEEDINGS

2378 |  
 2379 | 16.1—Issuance of Subpoenas; Administration of Oaths

2380 |         (a) In order to carry out its duties, each standing or  
 2381 | select committee, whenever required, may issue subpoenas and  
 2382 | other necessary process to compel the attendance of witnesses  
 2383 | before such committee or the taking of sworn testimony pursuant  
 2384 | to these rules.

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2385 (b) Each standing or select committee, whenever required,  
 2386 may also compel by subpoena duces tecum the production of any  
 2387 books, letters, or other documentary evidence it may need to  
 2388 examine in reference to any matter before it.

2389 (c) The chair of the standing or select committee shall  
 2390 issue such process on behalf of such committee after a majority  
 2391 of the committee votes to approve issuance and the Speaker has  
 2392 provided written approval. The chair or any other member of such  
 2393 committee may administer all oaths and affirmations in the  
 2394 manner prescribed by law to witnesses who shall appear before  
 2395 such committee for the purpose of testifying in any matter about  
 2396 which such committee may require evidence.

2397  
 2398 16.2-Contempt Proceedings

2399 (a) The House may punish, by fine or imprisonment, any  
 2400 person who is not a member and who is guilty of disorderly or  
 2401 contemptuous conduct in its presence or of a refusal to obey its  
 2402 lawful summons.

2403 (b) A person shall be deemed in contempt if the person:

2404 (1) Fails or refuses to appear in compliance with a  
 2405 subpoena or, having appeared, fails or refuses to testify under  
 2406 oath or affirmation;

2407 (2) Fails or refuses to answer any relevant question or  
 2408 fails or refuses to furnish any relevant book, paper, or other  
 2409 document subpoenaed on behalf of such committee; or

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2410 (3) Commits any other act or offense against such  
 2411 committee that, if committed against the Legislature or either  
 2412 house thereof, would constitute contempt.

2413 (c) During a legislative session, a standing or select  
 2414 committee may, by majority vote of all of its members, apply to  
 2415 the House for contempt citation. The application shall be  
 2416 considered as though the alleged contempt had been committed in  
 2417 or against the House itself. If such committee is meeting during  
 2418 the interim, its application shall be made to the circuit court  
 2419 pursuant to Rule 16.6.

2420 (d) A person guilty of contempt under this rule may be  
 2421 punished in accordance with the provisions of Section 5 of  
 2422 Article 3 of the State Constitution, or may be subject to such  
 2423 other punishment as the House may, in the exercise of its  
 2424 inherent powers, impose prior to and in lieu of the imposition  
 2425 of the aforementioned penalty.

2426 (e) The sheriffs in the several counties shall make such  
 2427 service and execute all process or orders when required by  
 2428 standing or select committees. Sheriffs shall be paid as  
 2429 provided for in s. 30.231, Florida Statutes.

2430  
 2431 16.3—False Swearing  
 2432 Whoever willfully affirms or swears falsely in regard to any  
 2433 material matter or thing before any standing or select committee  
 2434 is guilty of false swearing in an official proceeding, which is

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2435 a felony of the second degree and shall be punished as provided  
 2436 in s. 775.082, s. 775.083, or s. 775.084, Florida Statutes.

2437

2438 16.4—Rights of Witnesses

2439 (a) All witnesses summoned before any standing or select  
 2440 committee shall receive reimbursement for travel expenses and  
 2441 per diem at the rates provided in s. 112.061, Florida Statutes.  
 2442 However, the fact that such reimbursement is not tendered at the  
 2443 time that the subpoena is served shall not excuse the witness  
 2444 from appearing as directed therein.

2445 (b) Service of a subpoena requiring the attendance of a  
 2446 person at a meeting of a standing or select committee shall be  
 2447 made in the manner provided by law for the service of subpoenas  
 2448 in a civil action at least 7 days prior to the date of the  
 2449 meeting unless a shorter period of time is authorized by  
 2450 majority vote of all the members of such committee. If a shorter  
 2451 period of time is authorized, the persons subpoenaed shall be  
 2452 given reasonable notice of the meeting, consistent with the  
 2453 particular circumstances involved.

2454 (c) Any person who is served with a subpoena to attend a  
 2455 meeting of any standing or select committee also shall be served  
 2456 with a general statement informing the person of the subject  
 2457 matter of such committee's investigation or inquiry and a notice  
 2458 that the person may be accompanied at the meeting by private  
 2459 counsel.

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2460 (d) Upon the request of any party and the approval of a  
2461 majority of the standing or select committee, the chair shall  
2462 instruct all witnesses to leave the meeting room and retire to a  
2463 designated place. The witness shall be instructed by the chair  
2464 not to discuss the testimony of the witness or the testimony of  
2465 any other person with anyone until the meeting has been  
2466 adjourned and the witness has been discharged by the chair. The  
2467 witness shall be further instructed that if any person discusses  
2468 or attempts to discuss the matter under investigation with the  
2469 witness after receiving such instructions, the witness shall  
2470 bring such matter to the attention of such committee. No member  
2471 of such committee or representative thereof may discuss any  
2472 matter or matters pertinent to the subject matter under  
2473 investigation with any witness to be called before such  
2474 committee from the time that these instructions are given until  
2475 the meeting has been adjourned and the witness has been  
2476 discharged by the chair. Any person violating this subsection  
2477 shall be in contempt of the House.

2478 (e) Any standing or select committee taking sworn  
2479 testimony from witnesses as provided in these rules shall cause  
2480 a record to be made of all proceedings in which testimony or  
2481 other evidence is demanded or adduced, which record shall  
2482 include rulings of the chair, questions of such committee and  
2483 its staff, the testimony or responses of witnesses, sworn

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2484 written statements submitted to the committee, and such other  
2485 matters as the committee or its chair may direct.

2486 (f) A witness at a meeting, upon advance request and at  
2487 the witness's own expense, shall be furnished a certified  
2488 transcript of the witness's testimony at the meeting.

2489

2490 16.5—Right of Other Persons to be Heard

2491 (a) Any person who, in the opinion of the committee, is  
2492 adversely affected as a result of being mentioned or otherwise  
2493 identified during a meeting being conducted for the purpose of  
2494 taking sworn testimony from witnesses of any standing or select  
2495 committee may, upon the request of the person or upon the  
2496 request of any member of such committee, appear personally  
2497 before such committee and testify on the person's own behalf,  
2498 or, with such committee's consent, file a sworn written  
2499 statement of facts or other documentary evidence for  
2500 incorporation into the record of the meeting. Any such witness,  
2501 however, shall, before filing such statement, consent to answer  
2502 questions from such committee regarding the contents of the  
2503 statement.

2504 (b) Upon the consent of a majority of the members present,  
2505 a quorum having been established, any standing or select  
2506 committee may permit any other person to appear and testify at a  
2507 meeting or submit a sworn written statement of facts or other  
2508 documentary evidence for incorporation into the record. No

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2509 request to appear, appearance, or submission shall limit in any  
2510 way the committee's power of subpoena. Any such witness,  
2511 however, shall, before filing such statement, consent to answer  
2512 questions from any standing or select committee regarding the  
2513 contents of the statement.

2514

2515 16.6—Enforcement of Subpoena Out of Session

2516 If any witness fails to respond to the lawful subpoena of any  
2517 standing or select committee at a time when the Legislature is  
2518 not in session or, having responded, fails to answer all lawful  
2519 inquiries or to turn over evidence that has been subpoenaed,  
2520 such committee may file a complaint before any circuit court of  
2521 the state setting up such failure on the part of the witness. On  
2522 the filing of such complaint, the court shall take jurisdiction  
2523 of the witness and the subject matter of the complaint and shall  
2524 direct the witness to respond to all lawful questions and to  
2525 produce all documentary evidence in the possession of the  
2526 witness that is lawfully demanded. The failure of any witness to  
2527 comply with such order of the court shall constitute a direct  
2528 and criminal contempt of court, and the court shall punish such  
2529 witness accordingly.

2530

2531 16.7—Definition

2532 Pursuant to Rule 7.1(b) and for purposes of Rule 16, the term  
2533 "committee" includes the House and any subcommittee thereof.

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RULE SEVENTEEN—ETHICS AND CONDUCT OF LOBBYISTS

17.1—Obligations of a Lobbyist

(a) A lobbyist shall supply facts, information, and opinions of principals to legislators from the point of view that the lobbyist openly declares. A lobbyist shall not offer or propose anything that may reasonably be construed to improperly influence the official act, decision, or vote of a legislator, nor shall a lobbyist attempt to improperly influence the selection of officers or employees of the House. A lobbyist, by personal example and admonition to colleagues, shall maintain the honor of the legislative process, including faithful adherence to the rules of the House, by the integrity of the lobbyist's relationship with legislators as well as with the principals whom the lobbyist represents. Each lobbyist shall conduct himself or herself at all times in a manner that promotes a professional environment in the House, exemplifies proper conduct in public meetings, promotes lawful conduct by all involved in the legislative process, and contributes to an environment free from harassment and discrimination. Each lobbyist shall respect and support the honorable conduct of the members of the House and discourage unlawful conduct.

(b) A lobbyist shall not knowingly and willfully falsify, conceal, or cover up, by any trick, scheme, or device, a

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2559 material fact; make any false, fictitious, or fraudulent  
 2560 statement or representation; or make or use any writing or  
 2561 document knowing the same to contain any false, fictitious, or  
 2562 fraudulent statement or entry.

2563 (c) During a regular session or any extended or special  
 2564 session, a lobbyist may not contribute to a member's campaign.

2565 (d) A lobbyist may not make any expenditure prohibited by  
 2566 s. 11.045(4) (a), Florida Statutes.

2567 (e) No registered lobbyist shall be permitted upon the  
 2568 floor of the House while it is in session.

2569 (f) A member shall not be directly or indirectly lobbied  
 2570 via electronic communication while the House is in daily session  
 2571 or during any meeting of a committee or subcommittee to which  
 2572 the House member has been appointed. The term "electronic  
 2573 communication" includes, but is not limited to, e-mail, text  
 2574 messaging, social media messaging, and image sharing.

2575 (g) A lobbyist who was a member of the Legislature at any  
 2576 time after November 8, 2016, may not lobby the House for a  
 2577 period of 6 years following vacation of office as a member of  
 2578 the Legislature. This rule does not apply to a public officer  
 2579 who is carrying out the duties of his or her public office.

2580 (h) A lobbyist may not lobby the House for any purpose  
 2581 with respect to any issue, amendment, bill, or appropriation  
 2582 unless the lobbyist has filed a House appearance record  
 2583 identifying the specific matter and each principal represented

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2584 thereon. The record shall be filed in the manner directed by the  
2585 Speaker in advance of lobbying on the matter. On matters other  
2586 than specific bills or amendments identified by bill or  
2587 amendment number, an issue or appropriation must be identified  
2588 with specificity sufficient to give notice of each particular  
2589 legislative subject or proposal that is a subject of any  
2590 communication that constitutes lobbying.

2591 (i) A lobbyist or lobbying firm shall file a true and  
2592 correct copy of the lobbying contract and any addendum thereto,  
2593 including accurate information regarding fees to be paid under  
2594 such contract, when the lobbyist or lobbying firm registers to  
2595 lobby the Legislature or the Executive Branch on behalf of any  
2596 officer of this state; any executive or judicial department of  
2597 this state; any political subdivision, special district, public  
2598 authority, public hospital, council, commission, unit of local  
2599 government, or public education entity in this state; or any  
2600 authority, council, commission, direct-support organization,  
2601 institution, foundation, or similar entity that is created by  
2602 law or ordinance to pursue a public purpose, entitled by law or  
2603 ordinance to any distribution of tax or fee revenues, or  
2604 organized for the sole purpose of supporting one of the public  
2605 entities listed in this subsection. This subsection does not  
2606 apply if the lobbyist is an employee of such principal, the  
2607 lobbyist's salary is published on the Internet, and the lobbyist  
2608 does not engage in lobbying on behalf of any other principal.

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2609  
2610 17.2—Advisory Opinions; Compilation Thereof  
2611 A lobbyist, when in doubt about the applicability and  
2612 interpretation of Rule 17.1 in a particular context related to  
2613 that lobbyist's conduct, or any person when in doubt about the  
2614 applicability and interpretation of s. 11.045, s. 112.3148, or  
2615 s. 112.3149, Florida Statutes, as such statute or statutes may  
2616 apply to that person, may request an advisory opinion under this  
2617 rule. Such request shall be in writing, addressed to the  
2618 Speaker, and shall contain the relevant facts. The Speaker shall  
2619 either refer the issue to the House general counsel for review  
2620 and drafting of an advisory opinion of the Speaker or refer the  
2621 issue to a committee designated by the Speaker to have  
2622 responsibility for the ethical conduct of lobbyists, and the  
2623 person requesting the advisory opinion may appear in person  
2624 before such committee. The Speaker or this committee shall  
2625 render advisory opinions to the person who seeks advice as to  
2626 whether the facts as described in the request and any  
2627 supplemental communication would constitute a violation of such  
2628 rule or statute by that person. Such opinion, until amended or  
2629 revoked, shall be binding upon the House in any proceeding upon  
2630 a subsequent complaint concerning the person who sought the  
2631 opinion and acted on it in good faith, unless material facts  
2632 were omitted or misstated in the request for the advisory  
2633 opinion. Upon request of the person who requested the advisory

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2634 opinion or any member, the committee designated by the Speaker  
2635 to have responsibility for the ethical conduct of lobbyists may  
2636 revise any advisory opinion issued by the Speaker or may revise  
2637 any advisory opinion issued by the general counsel of the Office  
2638 of Legislative Services under Joint Rule 1.8. The House general  
2639 counsel or this committee shall make sufficient deletions to  
2640 prevent disclosing the identity of persons in the decisions or  
2641 opinions. All advisory opinions of the Speaker or this committee  
2642 shall be numbered, dated, and published in an annual publication  
2643 of the House. The Clerk shall keep a compilation of all advisory  
2644 opinions.

2645

2646 17.3—Penalties for Violations

2647 Separately from any prosecutions or penalties otherwise provided  
2648 by law, any person determined to have violated the foregoing  
2649 requirements of Rule 17, any provision in Joint Rule One, or s.  
2650 11.045, s. 112.3148, or s. 112.3149, Florida Statutes, may be  
2651 reprimanded, censured, prohibited from lobbying for all or any  
2652 part of the legislative biennium during which the recommended  
2653 order is proposed, or have such other penalty imposed as may be  
2654 appropriate. Such determination shall be made by a majority of  
2655 the House, upon recommendation of the State Affairs Committee  
2656 pursuant to Rule 18. Any prohibition or other limitation imposed  
2657 by the House may be continued for up to a total of 2 years by a  
2658 determination made by a majority of the House at or following

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2659 | the organization session following the biennium during which  
 2660 | such prohibition or other limitation was imposed.

2661 |  
 2662 | RULE EIGHTEEN—COMPLAINTS AGAINST MEMBERS AND OFFICERS OF THE  
 2663 | HOUSE, LOBBYISTS, AND OTHER PERSONS

2664 |  
 2665 | 18.1—Complaints Against Members and Officers of the House,  
 2666 | Lobbyists, and Other Persons; Procedure

2667 | Rule 18 governs proceedings on all complaints under the  
 2668 | jurisdiction of the House. Such complaints include, but are not  
 2669 | limited to:

2670 |       (a) Those alleging violation of law, violation of the  
 2671 | House Code of Conduct, or improper conduct of a member or  
 2672 | officer that may reflect upon the House; or

2673 |       (b) Violations of House Rule 17.1, Joint Rule One, or s.  
 2674 | 11.045, s. 112.3148, or s. 112.3149, Florida Statutes, by any  
 2675 | lobbyist or person other than a member of the House. For  
 2676 | purposes of this rule, receipt of audit information indicating a  
 2677 | possible violation of Joint Rule One shall be treated as a  
 2678 | complaint.

2679 |  
 2680 | 18.2—Violations; Investigations

2681 |       (a) Any person may file a sworn complaint with the chair  
 2682 | of the State Affairs Committee alleging a violation as provided  
 2683 | in Rule 18.1. The complaint shall contain the name and legal

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2684 address of the person filing the complaint ("complainant"), be  
2685 based on the complainant's personal knowledge, state detailed  
2686 facts, specify the actions of the named respondent which form  
2687 the basis for the complaint, and identify each specific rule or  
2688 law alleged by the complainant to have been violated.

2689 (b) Upon a determination by the chair of the State Affairs  
2690 Committee that the complaint states facts supporting a finding  
2691 of probable cause, the Speaker shall refer the complaint to a  
2692 special master or to a select committee. Upon a determination by  
2693 the chair of the State Affairs Committee that the complaint  
2694 fails to state facts supporting a finding of probable cause, the  
2695 complaint shall be dismissed.

2696 (c) Upon referral by the Speaker of a complaint under  
2697 subsection (b), the special master or select committee shall  
2698 conduct an investigation, shall give reasonable notice to the  
2699 respondent, and shall grant the respondent an opportunity to be  
2700 heard unless the investigation fails to reveal facts supporting  
2701 a finding of probable cause. A special master's or select  
2702 committee's report and recommendation is advisory only and shall  
2703 be presented to the chair of the State Affairs Committee as soon  
2704 as practicable after the close of the investigation. If the  
2705 report and recommendation conclude that the facts do not support  
2706 a finding of probable cause, the complaint shall be dismissed by  
2707 the chair of the State Affairs Committee.

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2708 (d) If the report and recommendation of the special master  
2709 or the select committee conclude that the facts support a  
2710 finding of probable cause, the State Affairs Committee shall  
2711 consider the report and recommendation, may make further  
2712 inquiry, shall grant the respondent an opportunity to be heard,  
2713 and shall develop its own recommendation. If the complaint is  
2714 against the chair of the State Affairs Committee, the chair is  
2715 excused and the vice chair shall preside over the deliberation.  
2716 If the State Affairs Committee votes to dismiss the complaint,  
2717 the chair of the State Affairs Committee or vice chair shall  
2718 dismiss the complaint. Otherwise, the special master's or select  
2719 committee's report and recommendation and the recommendation of  
2720 the State Affairs Committee shall be presented to the Speaker.

2721 (e) The Speaker shall present the committee's  
2722 recommendation, along with the report and recommendation of the  
2723 special master or the select committee, to the House for final  
2724 action.

2725 (f) Nothing in this rule prohibits the chair of the State  
2726 Affairs Committee from correcting or preventing the alleged  
2727 violation by informal means if the chair determines that a  
2728 violation is inadvertent, technical, or otherwise de minimis.

2729 (g) Nothing in this rule prohibits the respondent and the  
2730 chair of the State Affairs Committee, the special master, or a  
2731 select committee from agreeing to a consent decree, which shall  
2732 state findings of fact, and such penalty as may be appropriate.

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2733 If the House accepts the consent decree, the complaint pursuant  
2734 to these rules shall be resolved.

2735 (h) The House may move forward with disciplinary  
2736 proceedings without waiting for the outcome of a criminal case.

2737

#### 2738 18.3—Confidentiality

2739 Any material provided to the House in response to a complaint  
2740 filed under Rule 18 that is confidential under applicable law  
2741 shall remain confidential and shall not be disclosed except as  
2742 authorized by applicable law. Except as otherwise provided in  
2743 this rule, a complaint and the records relating to a complaint  
2744 shall be available for public inspection upon the dismissal of a  
2745 complaint, a determination as to probable cause, informal  
2746 resolution of a complaint, or the receipt by the Speaker of a  
2747 request in writing from the respondent that the complaint and  
2748 other records relating to the complaint be made public records.

2749

#### 2750 18.4—Conflict

2751 If a complaint is filed against the chair of the State Affairs  
2752 Committee, the initial review of the complaint shall be managed  
2753 by the Speaker or, if designated by the Speaker, the Speaker pro  
2754 tempore. If a complaint is filed against the Speaker, the duties  
2755 of the Speaker pursuant to Rule 18 shall be transferred to the  
2756 Speaker pro tempore.

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2758 | 18.5—Time Limitations

2759 |       (a) A complaint must be filed with the chair of the State  
2760 | Affairs Committee within 2 years after the alleged violation.

2761 |       (b) A violation of the House Code of Conduct is committed  
2762 | when every element necessary to establish a violation of the  
2763 | rule has occurred, and time starts to run on the day after the  
2764 | violation occurred.

2765 |       (c) The applicable period of limitation is tolled on the  
2766 | day a sworn complaint is filed with the chair of the State  
2767 | Affairs Committee.

2768 |

2769 | RULE NINETEEN—IMPEACHMENT

2770 |

2771 | 19.1—Definitions

2772 |       (a) The House construes "misdemeanor in office" to  
2773 | include, without limitation:

2774 |       (1) Any wrongful act that is contrary to justice, honesty,  
2775 | principles, or good morals performed by virtue or under  
2776 | authority of office;

2777 |       (2) Any willful malfeasance, misfeasance, or nonfeasance  
2778 | in office;

2779 |       (3) Any breach of expectations of conduct and motivation  
2780 | associated with the office, including, but not limited to:

2781 |       a. A wrongful official act or omission to perform an  
2782 | official duty;

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- 2783           b. Acceptance of any bribe;
- 2784           c. Failure to report any attempted bribe to appropriate
- 2785 law enforcement officials;
- 2786           d. Acceptance of any gift, compensation, or other benefit
- 2787 prohibited to the officer by any law or binding rule of conduct;
- 2788           e. Acceptance of any undisclosed income if disclosure is
- 2789 required by law or binding rule of conduct;
- 2790           f. Acceptance of any undisclosed compensation, gift,
- 2791 reimbursement, or other benefit valued in excess of \$100 without
- 2792 making public disclosure on an official internet website within
- 2793 180 days after receipt, or as otherwise required by law or
- 2794 binding rule of conduct, if the law would require disclosure if
- 2795 such benefit were accepted by a member of the Legislature;
- 2796           g. Failure to maintain a professional environment in the
- 2797 administration of the office free of unlawful discrimination and
- 2798 free of harassment or abuse of employees or members of the
- 2799 public served by the office;
- 2800           h. Failure to abide by ethics laws and rules or public
- 2801 corruption laws governing conduct in office;
- 2802           i. Failure to avoid any appearance of impropriety;
- 2803           j. Any act injurious to the honor of the State of Florida
- 2804 or of any of its officers or employees unless such act is
- 2805 justified by official duty; or
- 2806           k. Gross failure to discourage such misconduct by other
- 2807 officers subject to impeachment; or

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2808 (4) Any conduct unbecoming of a public officer, including,  
 2809 but not limited to:

- 2810 a. Commission of any felony under any jurisdiction;
- 2811 b. Commission of any breach of peace in any place;
- 2812 c. Sexual harassment;
- 2813 d. Invidious discrimination;
- 2814 e. Solicitation or acceptance of campaign contributions or
- 2815 expenditure of campaign funds in a manner that violates any law
- 2816 or binding rule of conduct, or acquiescence in such conduct by
- 2817 an agent of the candidate's campaign;
- 2818 f. Any act contrary to the peace and dignity of the State
- 2819 of Florida; or
- 2820 g. Gross failure to discourage such conduct by
- 2821 subordinates or by other officers subject to impeachment.

2822 (b) For purposes of this rule:

2823 (1) "Sexual harassment" means engaging in a sexual or  
 2824 romantic relationship with any person other than one's spouse if  
 2825 such person is a subordinate or an employee of a subordinate or  
 2826 an employee of a colleague officer or any related conduct that  
 2827 would be grounds for dismissal if committed by a state employee  
 2828 in any state agency or legislative or judicial body. It also  
 2829 includes solicitation of such relationship. For purposes of this  
 2830 definition, "colleague officer" means:

- 2831 a. For a statewide elected officer, any other statewide
- 2832 elected officer.

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2833           b. For any other constitutional officer, any  
 2834 constitutional officer serving the same county, circuit, or  
 2835 district.

2836           (2) "Breach of peace" means any act or conduct that  
 2837 seriously endangers or disturbs public peace and order,  
 2838 including, but not limited to, any act of unjustified violence  
 2839 against any person or property and malicious destruction of  
 2840 property.

2841           (3) "Gross failure to discourage" means having actual  
 2842 knowledge of wrongful conduct of another person and neglecting  
 2843 to admonish appropriate behavior of such person, covering up  
 2844 inappropriate behavior of such person, failing to exercise  
 2845 vested authority to correct or discipline inappropriate behavior  
 2846 of such person, or failing to report inappropriate behavior of  
 2847 such person when there is a duty to report.

2848

2849 19.2—Procedure

2850 The House may act in session upon any resolution of impeachment  
 2851 filed in the House, notwithstanding any deadline for filing  
 2852 substantive resolutions, or may proceed on any complaint against  
 2853 an officer subject to impeachment in accordance with Rule 18.

2854

2855 19.3—Impeachment Managers

2856 When the House is in recess or not in session, the Speaker may  
 2857 appoint a replacement for any impeachment manager appointed by

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2858 | the House if the manager neglects or cannot perform the duties  
2859 | of a manager or if the manager resigns. The Speaker shall be the  
2860 | sole judge of such matters subject only to an appeal to the  
2861 | House filed with the Clerk during a legislative session if filed  
2862 | within 48 hours after the Clerk publishes such replacement  
2863 | appointment.