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House Resolution

A resolution establishing the Rules of the House of Representatives of the State of Florida for the 2024-2026 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 2024-2026 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 OFFICERS. 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 election results. A

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51 | contest setting forth facts sufficient to warrant review shall
52 | be referred by the Speaker to an appropriate committee,
53 | subcommittee, or select committee. The committee shall conduct
54 | hearings as required and report its findings and recommendations
55 | to the House. Upon receipt of the committee report, the House
56 | shall convene with all dispatch to determine the contest by a
57 | 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 & Ethics Committee
77 for a recommendation to the Speaker. Any decision of the Speaker
78 on a point of order is subject to an appeal to the House made
79 timely and separately by any five members.

80 (b) QUESTIONS OF ORDER ARISING IN COMMITTEE OR
81 SUBCOMMITTEE. A question of order may be certified by a
82 committee or subcommittee chair to the Speaker for determination
83 as any other question of order. A question of order decided in
84 committee or subcommittee may be appealed to the Speaker,
85 provided the appeal is announced in the committee or
86 subcommittee meeting, presented in writing, signed by two
87 members of the committee or subcommittee, and delivered to the
88 applicable chair before 5 p.m. the next day (excluding
89 Saturdays, Sundays, and official state holidays). The appeal
90 must then be immediately certified by the chair to the Speaker,
91 who shall decide the question as any other question of order.
92 The certification or appeal of a question arising in committee
93 or subcommittee does not constitute an automatic stay of further
94 action on the measure to which the question relates.

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

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

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

125 powers, and prerogatives of the Speaker during the period of
 126 such incapacity or other inability to serve.

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

131

132 **2.6—Protecting the Interests of the House**

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

140

141 **2.7—Control of House Facilities**

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

145

146 **RULE THREE—MEMBERS**

147

148 **3.1—Membership**

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

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. Failure to
201 attend two meetings, unless excused, shall constitute automatic
202 removal from the committee or subcommittee and create a vacancy.
203 Upon notification of automatic removal, the Speaker may make an
204 appointment to fill such vacancy.

205 (b) SESSION ATTENDANCE.

206 (1) A member shall attend all sessions of the House. If a
207 member is unable to attend all or part of a session, the member
208 must submit written notification to the Speaker and the Clerk.
209 The notification must be submitted prior to the member's absence
210 or as soon as practicable in the event of exigent circumstances.
211 An absent member must have submitted written notification in
212 order to submit a vote after roll call pursuant to Rule 9.4. It
213 shall be the responsibility of a member to advise the Clerk when
214 leaving and returning to 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

220 **3.4—Open Meetings**

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

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

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

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

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

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

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

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

262

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

264

265 **4.1—The Clerk**

266 (a) The Clerk serves at the pleasure of the Speaker. The
 267 Clerk shall:

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

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272 (2) Provide for the keeping of a complete record of
273 introduction and action on all bills, resolutions, and
274 memorials, including each number, each sponsor, each cosponsor,
275 a brief description of the subject matter, and each committee
276 and subcommittee reference.

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

280 (4) Superintend the engrossing and transmitting of bills,
281 resolutions, and memorials and approve the enrolling of all
282 House bills.

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

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

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

289

290 **4.2—The Sergeant at Arms**

291 The Sergeant at Arms (hereinafter "Sergeant") serves at the
292 pleasure of the Speaker. The Sergeant shall attend daily floor
293 sessions of the House and maintain order under the direction of
294 the Speaker or other presiding officer. In case of any
295 disturbance or disorderly conduct within the Chamber, corridors,
296 passages, lobby, galleries, or rooms of the House, whether in

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

305

306 | **4.3—The Employees**

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

317

318 | **RULE FIVE—FORM AND INTRODUCTION OF BILLS, APPROPRIATIONS**

319 | **PROJECTS**

320

321 | **5.1—"Bill" Stands for All Legislation**

322 Except when the context otherwise indicates, "bill," as used in
323 these rules, means a bill, joint resolution, concurrent
324 resolution, resolution, memorial, or other measure upon which a
325 committee or subcommittee may be required to report.
326

327 **5.2—Member Bill Filing Deadline**

328 Filing deadlines for member bills shall be as follows:

329 (a) No general bill, local bill, joint resolution,
330 concurrent resolution (except one relating to extension of a
331 session or legislative organization or procedures), substantive
332 House resolution, or memorial shall be given first reading
333 unless approved for filing with the Clerk no later than 5 p.m.
334 on the Friday before the first day of the regular session.

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

338 (c) A member may submit a statement to explain the reason
339 for filing the bill.

340 (1) The statement is limited to 200 words and must be
341 submitted to the Clerk by 5 p.m. of the 4th day of the regular
342 session in the approved electronic format to be published on the
343 House website.

344 (2) The statement may not impinge on the integrity of the
345 House as provided in Rule 15.2(a) and must comply with member
346 decorum as outlined in Rule 8.2(a).

347 (3) The member may delete the statement at any time;
 348 however, the statement may only be amended prior to the
 349 deadline.

350 (4) The chair of the Rules & Ethics Committee shall
 351 address any potential violation of paragraph (2) and may, if
 352 necessary, bring the matter before the Rules & Ethics Committee.
 353

354 **5.3—Limitation on Member Bills Filed**

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

359 (b) Bills not counted toward this limit include:

360 (1) Local bills.

361 (2) Ceremonial House resolutions.

362 (3) Concurrent resolutions relating to extension of a
 363 session or legislative organization or procedures.

364 (4) Trust fund bills adhering to and necessitated by the
 365 substance of another bill.

366 (5) Public records or public meetings exemption bills
 367 adhering to and necessitated by the substance of another bill.

368 (6) General bills implementing a joint resolution.

369 (7) Bills withdrawn from further consideration prior to
 370 the applicable filing deadline.

371 (8) Claim bills.

372 (9) Bills that only repeal or delete, without substantive
373 replacement, any provision of the Florida Statutes or Laws of
374 Florida. This exception may only be applied to one bill filed by
375 a member.

376

377 **5.4—Forms of Measures; Sponsorship Transactions**

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

380 (b) No member may be added or deleted as a sponsor of a
381 bill without the member's consent. A member desiring to be added
382 or withdrawn as a cosponsor must submit a request to the Clerk.
383 A member desiring to be added or withdrawn as a prime cosponsor
384 must submit a request to the House Bill Drafting Service. A
385 request to be added as a cosponsor or prime cosponsor must be
386 agreed to by the first-named sponsor.

387 (c) Bills that propose to amend existing provisions of law
388 shall contain the full text of the section, subsection, or
389 paragraph to be amended. As to those portions of general bills
390 that propose to amend existing provisions of the Florida
391 Statutes, words to be added shall be inserted in the text
392 underlined, and words to be deleted shall be struck through with
393 hyphens. If the change in language is so general that the use of
394 these procedures would hinder, rather than assist, the
395 understanding of the amendment, it is not necessary to use the
396 coded indicators of words added or deleted, but, in lieu

397 | thereof, a notation similar to the following shall be inserted
 398 | immediately preceding the affected section of the bill:
 399 | "Substantial rewording of section. See s. . . . , F.S., for
 400 | present text." When such a notation is used, the notation, as
 401 | well as the substantially reworded text, shall be underlined.
 402 | The words to be deleted and the above-described indicators of
 403 | such words and of new material are for information and guidance
 404 | and do not constitute a part of the bill under consideration.
 405 | Numerals in the margins of the line-numbered pages do not
 406 | constitute a part of the bill and are shown on each page only
 407 | for convenience in identifying lines. Section catchlines of
 408 | existing text shall not be underlined, nor shall any other
 409 | portion of a bill covered by this rule other than new material.

410 |

411 | **5.5—Local Bills**

412 | (a) A committee or subcommittee may not report a local
 413 | bill favorably if the substance of the local bill may be enacted
 414 | into law by ordinance of a local governing body without the
 415 | legal need for a referendum.

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

419 | (c) All local bills, including local claim bills, must
 420 | either, as required by Section 10 of Article III of the State
 421 | Constitution, embody provisions for a ratifying referendum

422 (stated in the title as well as in the text of the bill) or be
423 accompanied by an affidavit of proper advertisement, securely
424 attached to the original bill ahead of its first page.

425
426 **5.6—Claim Bills**

427 (a) The Speaker may appoint a Special Master to review a
428 claim bill or conduct a hearing, if necessary. The Special
429 Master may administer an oath to all witnesses, accept relevant
430 documentary and tangible evidence offered as deemed necessary,
431 and record the hearing. The Special Master may prepare a final
432 report containing findings of fact, conclusions of law, and
433 recommendations. The report shall be signed by the Special
434 Master, who shall be available, in person, to explain his or her
435 report to any committee or subcommittee of reference.

436 (b) Stipulations entered into by the parties are not
437 binding on the Special Master or the House or any of its
438 committees or subcommittees.

439 (c) The hearing and consideration of a claim bill shall be
440 held in abeyance until all available administrative and judicial
441 remedies have been exhausted, except that the hearing and
442 consideration of a claim that is still within the judicial or
443 administrative system may proceed when the parties have executed
444 a written settlement agreement.

445
446 **5.7—Reviser's Bills**

447 Reviser's bills shall be introduced by the Rules & Ethics
448 Committee, which may request prior review by another committee
449 or subcommittee.

450

451 **5.8—Joint Resolutions**

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

454 (b) Joint resolutions shall contain a title and the
455 resolving clause "Be It Resolved by the Legislature of the State
456 of Florida:". Joint resolutions that propose to amend the State
457 Constitution shall contain the full text of the section to be
458 amended. As to those portions of joint resolutions that propose
459 to amend existing provisions of the State Constitution, words to
460 be added shall be inserted in the text underlined, and words to
461 be deleted shall be struck through with hyphens.

462

463 **5.9—Concurrent Resolutions**

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

472 (b) Concurrent resolutions originating in the House shall
473 contain a title and the resolving clause "Be It Resolved by the
474 House of Representatives of the State of Florida, the Senate
475 Concurring:".

476 (c) The Secretary of State shall be requested to prepare
477 certified copies of concurrent resolutions after their adoption.
478

479

5.10—Memorials

480 A memorial expresses the opinion of the Legislature to the
481 Federal Government. All memorials shall contain the resolving
482 clause "Be It Resolved by the Legislature of the State of
483 Florida:".

484

5.11—Substantive and Ceremonial House Resolutions

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

489 (b) Substantive House resolutions are used to express an
490 opinion of the House or to regulate practice, procedure, and
491 conduct of the House.

492 (c) Ceremonial House resolutions are nonsubstantive in
493 nature and are used to recognize or commemorate accomplishments,
494 issues, or events of statewide consequence or significance. All
495 ceremonial House resolutions shall be reviewed and approved by

496 | the chair of the Rules & Ethics Committee before introduction,
 497 | pursuant to the following standards:

498 | (1) Ceremonial House resolutions should not contain
 499 | statements that address policy, are controversial, advocate or
 500 | encourage behavior, or express opinions.

501 | (2) Ceremonial House resolutions that recognize specific
 502 | individuals, groups, or organizations should recognize them only
 503 | for achievements of statewide significance and not for
 504 | activities performed within the normal course of their affairs.

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

507 | (4) Ceremonial House resolutions should not support or
 508 | oppose pending legislation or funding requests.

509 | (d) Copies of House resolutions shall be furnished by the
 510 | Clerk.

511 |

512 | **5.12—Tributes**

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

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

519 |

520 | **5.13—Bills Filed During an Interim**

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

527

528 **5.14—Appropriations Projects**

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

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

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

543 c. A specified education fixed capital outlay project;

544 d. A specified program, research initiative, institute,
 545 center, or similar entity at a specific state college or

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

548 e. A local water project.

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

550 a. Is specifically authorized by published statute;

551 b. Is part of a statewide distribution to local
 552 governments; or

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

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

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

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

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

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

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

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

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

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

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

599

600 **5.15—Requirements for Introduction**

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

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

617

618 **5.16—Identification**

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

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

627

628 **5.17—Companion Measures**

629 (a) A Senate bill may be substituted for a House companion
630 bill on the floor if the content of the Senate bill is
631 reasonably related to the content of the House companion bill.

632 (b) Whenever a House bill is reached on the floor for
633 consideration, either on second or third reading, and there is
634 also pending on the Calendar of the House a companion bill
635 already passed by the Senate, it shall be in order to move that
636 the Senate companion bill be substituted and considered in lieu
637 of the House bill. Such motion may be adopted by a majority
638 vote, provided the Senate bill is on the same reading;
639 otherwise, the motion shall be to waive the rules by a two-
640 thirds vote and substitute such Senate bill. At the moment the
641 House substitutes the Senate companion bill or takes up a Senate
642 bill in lieu of a House bill, the House bill so replaced shall
643 be automatically laid on the table.

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645 **RULE SIX—REFERENCE**

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6.1—Speaker to Refer Legislation

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

6.2—Reference: Generally

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

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

6.3—Reference: Exception

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

6.4—Reference of Resolutions, Concurrent Resolutions: Exception

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

671 **6.5—Appropriations or Tax Measures: Withdrawal from a Fiscal**
 672 **Committee or Subcommittee; Additional Reference**

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

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

689

690 **6.6—Policy Bills; Additional Reference**

691 Upon a point of order made by the chair of the Rules & Ethics
 692 Committee, the bill, as amended, may be referred by the Speaker
 693 to an appropriate committee or subcommittee if an amendment or
 694 series of amendments adopted on the floor of the House:

695 (a) Substantially revises the bill; or

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

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

705
 706 **6.7—Reference of Veto Messages**
 707 The Speaker may refer veto messages to the appropriate committee
 708 or subcommittee for a recommendation.

709
 710 **RULE SEVEN—COMMITTEES AND SUBCOMMITTEES**

711
 712 **PART ONE—Organization**

713
 714 **7.1—Standing Committees and Subcommittees**

715 (a) The following standing committees, and the standing
 716 subcommittees within their respective jurisdictions, are
 717 established:

- 718 (1) Budget Committee.
 719 a. Agriculture & Natural Resources Budget Subcommittee.
 720 b. Health Care Budget Subcommittee.

- 721 c. Higher Education Budget Subcommittee.
- 722 d. Information Technology Budget & Policy Subcommittee.
- 723 e. Justice Budget Subcommittee.
- 724 f. PreK-12 Budget Subcommittee.
- 725 g. State Administration Budget Subcommittee.
- 726 h. Transportation & Economic Development Budget
- 727 Subcommittee.
- 728 (2) Commerce Committee.
- 729 a. Economic Infrastructure Subcommittee.
- 730 b. Housing, Agriculture & Tourism Subcommittee.
- 731 c. Industries & Professional Activities Subcommittee.
- 732 d. Insurance & Banking Subcommittee.
- 733 (3) Education & Employment Committee.
- 734 a. Careers & Workforce Subcommittee.
- 735 b. Education Administration Subcommittee.
- 736 c. Student Academic Success Subcommittee.
- 737 (4) Health & Human Services Committee.
- 738 a. Health Care Facilities & Systems Subcommittee.
- 739 b. Health Professions & Programs Subcommittee.
- 740 c. Human Services Subcommittee
- 741 (5) Judiciary Committee.
- 742 a. Civil Justice & Claims Subcommittee.
- 743 b. Criminal Justice Subcommittee.
- 744 (6) Rules & Ethics Committee.
- 745 (7) Security & Threat Assessment Committee.

- 746 (8) State Affairs Committee.
- 747 a. Government Operations Subcommittee.
- 748 b. Information Technology Budget & Policy Subcommittee.
- 749 c. Intergovernmental Affairs Subcommittee.
- 750 d. Natural Resources & Disasters Subcommittee.

751 (9) Ways & Means Committee.

752 (b) For purposes of these rules, the term "committee"

753 includes subcommittee and select committee, except where the

754 context indicates otherwise.

755 (c) The Information Technology Budget & Policy

756 Subcommittee is a single subcommittee under the jurisdiction of

757 the Budget Committee and the State Affairs Committee.

758

759 **7.2-Committee and Subcommittee Appointments**

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

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

762 each standing House committee and subcommittee. The Speaker may

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

764 committee, joint committee, and joint select committee created

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

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

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

768 Speaker has made committee and subcommittee appointments, the

769 Minority Leader may name a Minority Conference member of any

770 committee or subcommittee as "ranking member" of that committee
771 or subcommittee, subject to the approval of the Speaker.

772

773 **7.3—Powers of the Chair**

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

786

787 **7.4—Absence of the Chair**

788 In the absence of the chair and all co-chairs, the vice chair,
789 if any, shall assume the duty to convene and preside over
790 meetings and such other duties as the Speaker may assign, unless
791 a temporary chair has been appointed by the Speaker. During a
792 meeting properly convened, the presiding chair, vice chair, or
793 temporary chair may temporarily assign the duty to preside at

794 that meeting to another committee or subcommittee member until
795 the assignment is relinquished or revoked.

796

797 **7.5—Term of Appointment**

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

806

807 **7.6—Creation of Select Committees and Combined Workgroups**

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

816 (b) Combined workgroups may be formed for the purposes of
817 investigating, researching, and studying multijurisdictional
818 issues. Two or more committee chairs may request the Speaker to

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819 create a combined workgroup of their committees or subcommittees
 820 under their jurisdictions. The Speaker shall give written notice
 821 of the creation of a workgroup to the Clerk for publication.
 822 Such notification shall require the chairs of the identified
 823 committees or subcommittees to appoint a specified number of
 824 members from their respective committees to serve on the
 825 workgroup. Once members have been appointed, the Speaker shall
 826 designate one of the members to serve as workgroup manager. A
 827 combined workgroup:

828 (1) Shall be limited to studying the identified issues.

829 (2) May receive testimony and presentations from subject
 830 matter experts.

831 (3) Shall compile its findings and recommendations, which
 832 may include, but are not limited to, legislative proposals for a
 833 proposed committee bill, policy changes, or further areas of
 834 study.

835 (4) Shall exist for a limited period of time specified by
 836 the Speaker.

837 (5) Shall adhere to the notice provisions of Rule 7.10,
 838 except that the public notice shall be provided no later than 5
 839 p.m. on the day before the workgroup's meeting.

840

841 **7.7—Ex officio Members**

842 (a) The Speaker may designate the Speaker pro tempore, the
 843 Majority Leader, or a majority whip as an ex officio, voting

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844 member of any committee or subcommittee. In addition, the
845 Speaker may designate a committee chair as an ex officio, voting
846 member of any subcommittee within the committee's jurisdiction.
847 Only one ex officio member may be designated by the Speaker to
848 sit and vote at a time on any one committee or subcommittee.

849 (b) The Minority Leader may serve, or designate a Minority
850 Conference member to serve, as an ex officio, voting member of
851 any committee or subcommittee when a Minority Conference member
852 appointed to that committee or subcommittee is absent. Only one
853 ex officio member may serve or be designated by the Minority
854 Leader at a time. The ex officio designation terminates upon the
855 return of the absent member to that committee or subcommittee.

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

858 (d) The designation of an ex officio member shall be made
859 in writing and addressed to the chair of the committee or
860 subcommittee. Prior to the start of such meeting, a copy of such
861 notice shall be provided to the Minority Leader if the
862 designation is made by the Speaker, or to the Speaker when the
863 Minority Leader intends to serve as or designates an ex officio
864 member.

865

866 **7.8—Meetings of Committees and Subcommittees**

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

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869 Committees and subcommittees shall meet at the call of the
870 chair.

871

872 **7.9—Consideration of Proposed Committee and Subcommittee Bills**

873 Before a standing committee or subcommittee may consider a
874 proposed committee or subcommittee bill, the chair shall submit
875 a written request to the Speaker for approval. A request for
876 approval to consider a proposed subcommittee bill shall be
877 cosigned by the chair of the committee with jurisdiction over
878 the subcommittee. In introducing a proposed committee or
879 subcommittee bill, the chair must designate a member of the
880 originating committee or subcommittee as first-named cosponsor,
881 with the approval of such member.

882

883 **PART TWO—Procedures in Committees and Subcommittees**

884

885 **7.10—Scheduling Committee and Subcommittee Meetings**

886 (a) NOTICE OF COMMITTEE AND SUBCOMMITTEE MEETINGS. Any
887 committee or subcommittee meeting to be held for the purpose of
888 considering legislation must be noticed. The committee or
889 subcommittee administrative assistant shall provide electronic
890 or paper copies of the notice to the Clerk for publication and
891 to the House Majority Office, the House Minority Office, the
892 members of the committee or subcommittee, and the first-named
893 sponsor of each bill noticed.

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894 (b) CONTENT OF MEETING NOTICE. The notice shall state the
895 date, time, and place of the meeting and, for each bill to be
896 considered, the bill or proposed bill number and a portion of
897 the title sufficient for identification. Except with respect to
898 bills retained on reconsideration under Rule 7.15, only such
899 bills as are included on the notice of a committee or
900 subcommittee meeting may be considered at that meeting.

901 (c) PROPOSED BILLS TO BE AVAILABLE. A copy of each
902 proposed bill or proposed committee or subcommittee substitute
903 noticed for consideration must be available to each committee or
904 subcommittee member no later than the time of providing notice
905 of the meeting.

906 (d) NOTICE DEADLINE BETWEEN SESSIONS. During the period
907 when the Legislature is not in session, before any committee or
908 subcommittee holds a meeting for the purpose of considering
909 legislation, a notice of such meeting shall be provided no later
910 than 5 p.m. of the 7th day before the meeting.

911 (e) NOTICE DEADLINES DURING SESSIONS. During the first 45
912 days of a regular session, notice shall be provided no later
913 than 5 p.m. of the 2nd day (excluding Saturdays, Sundays, and
914 official state holidays) before the committee or subcommittee
915 meeting for the purpose of considering legislation. After the
916 45th day of a regular session and during any extended session,
917 the notice shall be provided no later than 5 p.m. on the day
918 (including Saturdays, Sundays, and official state holidays)

919 before the committee or subcommittee meeting. During any special
920 session, the notice shall be provided no later than 2 hours
921 before the committee or subcommittee meeting.

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

927 (g) AMENDED NOTICE AND CANCELLATION. At any time before a
928 noticed meeting, a bill or other item may be removed from a
929 meeting notice or the meeting may be cancelled by providing an
930 amended notice.

931 (h) CLERK DUTIES. The Clerk shall promptly publish the
932 content of meeting notices in accordance with policies approved
933 by the Speaker.

934 (i) CONTINUATION OF A NOTICED MEETING. If the majority of
935 committee or subcommittee members present agree, a committee or
936 subcommittee may continue the consideration of properly noticed
937 legislation after the expiration of the time called for the
938 meeting or may temporarily recess to continue the meeting at a
939 time and place certain on the same day. However, a committee or
940 subcommittee may not meet beyond the time authorized or in a
941 place not authorized by the Speaker without special leave
942 granted by the Speaker.

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943 (j) RULES & ETHICS COMMITTEE EXEMPT FROM NOTICE DEADLINE.
944 The Rules & Ethics Committee shall be exempt from the notice
945 deadlines of this rule except when meeting to consider the
946 substance of legislation.

947 (k) MEMBER BILL AGENDA REQUEST. In order for a bill to
948 appear on a committee or subcommittee agenda, the bill sponsor
949 shall submit to the chair of the committee or subcommittee a
950 written request to agenda the bill. The request shall include
951 necessary bill information including, but not limited to, bill
952 number, title, description, and companion measure.

953

954 **7.11—Amendment Deadlines and Standards in Committee and**
955 **Subcommittee**

956 (a) Amendments may be offered in any committee or
957 subcommittee by any member of the House, and shall be filed with
958 the committee or subcommittee subject to the following
959 deadlines:

960 (1) For the period when the Legislature is not in session,
961 and during the first 45 days of a regular session, an amendment
962 by a member who is not a member of the committee or subcommittee
963 considering the bill shall be filed by 5 p.m. of the day
964 (excluding Saturdays, Sundays, and official state holidays)
965 before the committee or subcommittee meeting.

966 (2) After the 45th day of a regular session and during any
967 extended session, an amendment by a member who is not a member

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968 | of the committee or subcommittee considering the bill shall be
969 | filed by 5 p.m. of the day (including Saturdays, Sundays, and
970 | official state holidays) before the committee or subcommittee
971 | meeting.

972 | (3) During any special session, an amendment by a member
973 | who is not a member of the committee or subcommittee considering
974 | the bill shall be filed no later than 1 hour before the
975 | committee or subcommittee meeting.

976 | (b) Notwithstanding the foregoing, subject to approval by
977 | a majority vote of the House, the Rules & Ethics Committee may
978 | establish special amendment deadlines and procedures for
979 | appropriations bills, implementing bills, and conforming bills,
980 | as defined in Rule 12.5, as well as for bills proposing any
981 | reapportionment or redistricting of the state's legislative or
982 | congressional districts.

983 | (c) An amendment offered in committee or subcommittee must
984 | be reasonably related to the general subject matter of the bill
985 | and must include any necessary title amendment.

986 | (d) A committee or subcommittee may not vote on final
987 | consideration of a bill with an amended "relating-to clause" in
988 | the title, but instead the bill shall be temporarily postponed
989 | without motion once all amendments have been considered. The
990 | amended bill may be considered at a subsequent meeting upon
991 | being properly noticed as a proposed committee substitute that
992 | reflects the amendments and the accurate title.

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7.12—Quorum of Committee or Subcommittee

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

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

1018 subcommittee administrative assistant, who shall file them in
1019 the committee or subcommittee files and with the Clerk.

1020

1021 **7.15—Reconsideration in Committee or Subcommittee**

1022 A motion for reconsideration in committee or subcommittee shall
1023 be treated in the following manner:

1024 (a) When a main question has been decided by a committee
1025 or subcommittee, any member voting with the prevailing side, or
1026 any member in the case of a voice or tie vote, may move for
1027 reconsideration.

1028 (b) Any member voting on the prevailing side on passage or
1029 defeat of a bill may, as a matter of right, serve notice that
1030 the bill be retained through the next committee or subcommittee
1031 meeting for the purpose of reconsideration. Such notice by an
1032 individual member may be set aside by adoption of a motion to
1033 report the bill immediately, which shall require a two-thirds
1034 vote. No bill may be retained under this provision after the
1035 40th day of a regular session or during any extended or special
1036 session.

1037 (c) A motion to reconsider a collateral matter must be
1038 disposed of during the course of consideration of the main
1039 subject to which it is related.

1040 (d) If a bill has been retained under subsection (b), any
1041 member may move for its reconsideration at the next meeting of

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1042 the committee or subcommittee. The retained bill is not required
1043 to be included on the committee or subcommittee meeting notice.

1044 (e) If the committee or subcommittee refuses to reconsider
1045 or, upon reconsideration, confirms its prior decision, no
1046 further motion to reconsider shall be in order except upon
1047 unanimous consent of the committee or subcommittee members
1048 present.

1049 (f) If a bill is not retained under subsection (b), it
1050 shall be promptly reported to the Clerk.

1051

1052 **7.16—Reports on Bills**

1053 A committee or subcommittee may report a House bill unfavorably,
1054 favorably, or favorably with a committee or subcommittee
1055 substitute. A committee or subcommittee may report a Senate bill
1056 favorably, favorably with one or more amendments, or
1057 unfavorably. A bill may not be reported without recommendation.
1058 A motion to lay a bill on the table shall be construed as a
1059 motion to report the bill unfavorably.

1060

1061 **7.17—Bill Reported Unfavorably by a Committee or Subcommittee**

1062 A bill reported unfavorably by a committee or subcommittee shall
1063 be laid on the table.

1064

1065 **7.18—Committee and Subcommittee Substitutes**

1066 (a) A standing committee or subcommittee may introduce a
 1067 committee or subcommittee substitute embracing the same general
 1068 subject matter of one or more bills, or for a bill as amended as
 1069 provided in Rule 7.11(d), and in possession of the committee or
 1070 subcommittee. A proposed committee or subcommittee substitute
 1071 must be noticed in the manner required for a proposed committee
 1072 or subcommittee bill. Upon the filing of a committee or
 1073 subcommittee substitute, the original bill or bills shall be
 1074 laid on the table of the House.

1075 (b) Committee and subcommittee substitutes shall be
 1076 prepared by the House Bill Drafting Service and filed with the
 1077 Clerk.

1078 (c) No later than the day (excluding Saturdays, Sundays,
 1079 and official state holidays) after it is filed by the committee
 1080 or subcommittee, a committee or subcommittee substitute shall be
 1081 read a first time and be subject to referral by the Speaker.

1082

1083 **7.19—Subpoena Powers**

1084 The standing committees and subcommittees of the House may
 1085 exercise subpoena power and issue other necessary legal process
 1086 pursuant to Rule 16.

1087

1088 **7.20—Appearances and Administration of Oaths**

1089 (a) A person who appears before a committee or
 1090 subcommittee on any matter must submit a committee appearance

1091 record as directed by the Speaker. If the person is a lobbyist,
1092 the person shall also identify any principal on whose behalf the
1093 person appears or whose interests the person represents with
1094 respect to such matter.

1095 (b) Whenever desired by a committee or subcommittee, the
1096 chair or any other member of the committee or subcommittee may
1097 administer oaths and affirmations in the manner prescribed by
1098 law to any witness appearing before such committee or
1099 subcommittee for the purpose of testifying in any matter about
1100 which such committee or subcommittee may require sworn
1101 testimony, provided the record of a statement made under oath in
1102 committee or subcommittee may not be used to controvert a
1103 factual determination of the Legislature.

1104

1105 **7.21—Open Meetings; Decorum**

1106 (a) All meetings of committees and subcommittees shall be
1107 open to the public at all times, subject always to the authority
1108 of the chair to maintain order and decorum; however, when
1109 reasonably necessary for security purposes or the protection of
1110 a witness, a chair, with the concurrence of the Speaker and the
1111 Minority Leader, may close a meeting or portion thereof, and the
1112 record of such meeting may not disclose the identity of any
1113 witness appearing before the committee or subcommittee during a
1114 closed session.

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1115 (b) The chair shall exercise all authority necessary to
1116 maintain order and decorum, including the authority to impose
1117 time limitations on testimony and presentations by non-members
1118 and to require all persons attending a committee or subcommittee
1119 meeting to silence all audible electronic equipment.

1120 (c) Papers of a miscellaneous nature addressed to a
1121 committee or subcommittee may, at the discretion of the chair,
1122 be read or filed with the committee or subcommittee. When the
1123 reading of a paper, other than one upon which the committee or
1124 subcommittee is called to give a final vote, is demanded and
1125 such reading is objected to by any member of that committee or
1126 subcommittee, a determination of whether the paper shall be read
1127 shall be made, without debate, by a majority vote.

1128

1129 **PART THREE—Conference Committees**

1130

1131 **7.22—Conference Committees**

1132 (a) The Speaker shall determine the number of House
1133 managers needed for all conference committees. A conference
1134 committee report shall require the signatures which indicate the
1135 affirmative votes of a majority of the managers on the part of
1136 each house. Such reports may recommend action on amendments
1137 previously adopted by the House or Senate, recommend action on
1138 additional compromise amendments, or offer an amendment deleting

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1139 everything after the enacting clause. New amendments recommended
1140 by the conference committee shall accompany the report.

1141 (b) A meeting of the House and Senate conferees is a
1142 meeting of the two groups. Conference committee meeting notices
1143 shall be published at least 1 hour before the time scheduled for
1144 the meeting. Each conference committee may determine its own
1145 procedures and select a member to preside if a majority of
1146 managers of each house agree.

1147 (c) The receiving of conference committee reports shall
1148 always be in order, except when the House is voting on any
1149 proposition. When a conference committee report is presented to
1150 the House, the procedure shall be:

1151 (1) First to vote on a motion to accept the report in its
1152 entirety. The motion shall not be subject to amendment. If this
1153 vote fails, the report shall be automatically recommitted to the
1154 conference committee.

1155 (2) If the report is accepted, the final vote shall be a
1156 roll call on the passage of the bill as amended by the report.
1157 The bill as amended by the report is not subject to further
1158 amendment.

1159 (d) When House managers report inability of a conference
1160 committee to agree, no action of the House taken before such
1161 appointment shall preclude further action by the House as the
1162 House may determine.

1163

1164 **PART FOUR—Oversight Powers and Responsibilities**

1165

1166 **7.23—Oversight Powers and Responsibilities of Standing**
 1167 **Committees and Subcommittees**

1168 (a) Each standing committee or subcommittee is authorized
 1169 to exercise all powers authorized for committees pursuant to s.
 1170 11.143, Florida Statutes, to carry out oversight
 1171 responsibilities within its respective subject matter
 1172 jurisdiction. For purposes of this rule, the Speaker shall
 1173 determine the subject matter jurisdiction of each committee or
 1174 subcommittee.

1175 (b) Select committees shall exercise committee powers
 1176 authorized by s. 11.143, Florida Statutes, whenever specifically
 1177 authorized in writing by the Speaker.

1178 (c) Each committee or subcommittee shall exercise other
 1179 oversight powers and responsibilities vested in the House
 1180 whenever specifically authorized by the Speaker.

1181 (d) Each committee or subcommittee shall conduct other
 1182 business as directed by the Speaker.

1183

1184 **PART FIVE—Security & Threat Assessment Committee**

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1186 **7.24—Security & Threat Assessment Committee**

1187 The Security & Threat Assessment Committee is established to
 1188 identify, assess, and evaluate physical and cyber security

1189 risks. The committee will receive information, reports, and
 1190 briefings related to physical and cyber security risks to the
 1191 State of Florida, the Capitol Complex, and other governmental
 1192 entities.

1193 (a) The committee shall meet as needed upon the call of
 1194 the chair and is subject to the notice provisions of Rule 7.10.

1195 (b) Committee meetings will be open to the public;
 1196 however, upon determination by the chair, and with the approval
 1197 of the Speaker, that closure is reasonably necessary for
 1198 security purposes or to protect the information and identity of
 1199 a witness or a source, a meeting may be closed for secured
 1200 briefings and limited to only committee members and approved
 1201 staff.

1202 (c) The committee may not consider legislation or
 1203 amendments or take any other legislative action while in a
 1204 secured briefing.

1205 (d) The ex officio member provisions of Rule 7.7 do not
 1206 apply to the Security & Threat Assessment Committee.

1207 (e) A member may not disclose confidential information
 1208 received in a secured briefing.

1209

1210 **RULE EIGHT—DEBATE AND CHAMBER PROTOCOL**

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1212 **PART ONE—Access to the Chamber**

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1214 **8.1—Access to the Chamber**

1215 (a) MEMBERS' ACCESS. Members of the House shall have the
 1216 exclusive right to enter the Chamber during daily floor
 1217 sessions, and no other person shall be admitted unless granted
 1218 admission as provided below.

1219 (b) PRIVILEGED GUESTS. Subject to the Speaker's
 1220 discretion, the Governor, the Lieutenant Governor, the Chief
 1221 Financial Officer, the Attorney General, the Commissioner of
 1222 Agriculture, members of the Senate, Justices of the Supreme
 1223 Court, former members of the House, the Doctor of the Day, the
 1224 Guest Chaplain, and the Law Enforcement Officer of the Day are
 1225 granted admission to the Chamber; however, no registered
 1226 lobbyist, or individuals employed by a principal who has
 1227 contracted with a lobbyist on matters pending before the
 1228 legislature, may be so admitted.

1229 (c) EMPLOYEES' ADMISSION. House employees may be admitted
 1230 to the Chamber as determined by the Speaker.

1231 (d) OTHER GUESTS. Other guests may be granted admission to
 1232 the Chamber by the Speaker or by the House.

1233 (e) RESTRICTIONS ON NON-MEMBERS. Persons granted admission
 1234 to the Chamber may not lobby the members while the House is in
 1235 session, unless granted leave to address the House.

1236 (f) SESSION ATTIRE. When the House is in session, all
 1237 persons in the Chamber shall be dressed in proper business
 1238 attire.

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PART TWO—Speaking

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

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

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

8.3—When Two Members Rise at Once

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

8.4—Recognition of Members

There shall be no appeal of the Speaker's recognition, but the Speaker shall be governed by the rules and usage in priority of entertaining motions from the floor. When a member seeks

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1264 recognition, the Speaker may ask, "For what purpose does the
1265 member rise?" or "For what purpose does the member seek
1266 recognition?"

1267

1268 **8.5—Recognition of Visitors and Guests**

1269 On written request by a member, on a form approved by the Clerk,
1270 the Speaker may recognize or permit the member to recognize any
1271 person or persons in the gallery. After granting a request for
1272 recognition, the Speaker shall afford that recognition at a
1273 convenient place in the order of business, considering the need
1274 for order and decorum and the need for continuity of debate. At
1275 an appropriate time during proceedings on the floor, the Speaker
1276 may recognize the Doctor of the Day and the Law Enforcement
1277 Officer of the Day.

1278

1279 **PART THREE—Debate**

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1281 **8.6—Decorum**

1282 The members shall attend to the debates, and no member shall
1283 stand between the Speaker and a member recognized to speak.

1284

1285 **8.7—Speaking and Debate; Right to Close**

1286 (a) A member may not speak more than once nor occupy more
1287 than 15 minutes in debate on any question, except as provided in
1288 Rule 10.11(c).

1289 (b) A member who has the floor may not be interrupted by
 1290 another member for any purpose, save the privilege of the House,
 1291 unless he or she consents to yield to the other member. A member
 1292 desiring to interrupt another in debate should first address the
 1293 Speaker for the permission of the member speaking. The Speaker
 1294 shall then ask the member who has the floor if he or she wishes
 1295 to yield and shall then announce the decision of that member.
 1296 Whether to yield shall be entirely within the speaking member's
 1297 discretion. This subsection shall not, however, deprive the
 1298 first-named sponsor or mover of the right to close when the
 1299 effect of an amendment or motion would be to foreclose favorable
 1300 action on the bill, amendment, or motion.

1301
 1302 **8.8—Asking Questions of Members**
 1303 It is entirely within a speaking member's discretion whether to
 1304 yield to a question. The proper purpose of a question is for the
 1305 questioner to obtain information in good faith when the
 1306 questioner does not know the answer, not for the questioner to
 1307 supply information to the body. Questions should not be used to
 1308 editorialize, explicate, pontificate, or provide commentary.
 1309 Neither a question nor an answer to a question may contain
 1310 arguments or debate.

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 1312 **8.9—Right to Open and Close Debate**

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1313 The member presenting a motion shall have the right to open and
1314 close the debate and, for this purpose, may speak each time up
1315 to 10 minutes, unless otherwise limited by majority vote of the
1316 House, notwithstanding the limitation in Rule 8.7.

1317

1318 **PART FOUR—Materials and Meals in Chamber**

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1320 **8.10—Distribution of Materials in Chamber; Meals in Chamber**

1321 (a) The following constitutes policy regarding material
1322 distributed to the general membership:

1323 (1) The following official materials are approved: House
1324 and Senate bills, resolutions, memorials, and amendments
1325 thereto, and official calendars and journals; committee and
1326 subcommittee meeting notices; communications from the Speaker
1327 and Clerk and official communications from the Senate; and
1328 reports of standing or select committees or subcommittees or of
1329 the majority or minority party.

1330 (2) Members may distribute material related to legislative
1331 business if the material is on the member's official House
1332 letterhead.

1333 (3) All other material must be approved by the Speaker
1334 prior to distribution.

1335 (b) While members may consume nonalcoholic beverages on
1336 the floor, meals will not be allowed on the floor without
1337 concurrence of a majority vote.

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1362**PART FIVE—Miscellaneous Papers****8.11—Miscellaneous Papers**

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

RULE NINE—VOTING**9.1—Members Shall Vote**

Every member shall be within the Chamber at the time announced for a daily floor session unless the member has provided notification of absence pursuant to Rule 3.3(b) and shall vote on each question put unless required to abstain under Rule 3.2.

9.2—Taking the Yeas and Nays

The Speaker shall declare all votes, but if any member rises to doubt a vote, upon a showing of hands by five members, the Speaker shall take the sense of the House by oral or electronic roll call. When taking the yeas and nays on any question, the

1363 electronic roll-call system may be used and when so used shall
1364 have the force and effect of a roll call taken as provided in
1365 these rules. This system likewise may be used to determine the
1366 presence of a quorum. When the House is ready to vote upon a
1367 question requiring roll call, and the vote is by electronic roll
1368 call, the Speaker shall identify the matter to be voted on,
1369 direct the Clerk to unlock the machine, and direct the House to
1370 proceed to vote. When sufficient time has elapsed for each
1371 member to vote, the Speaker shall ask whether all members have
1372 voted and, after a short pause, the Speaker shall direct the
1373 Clerk to lock the machine and record the vote. When the vote is
1374 completely recorded, the Speaker shall announce the result to
1375 the House, and the Clerk shall record the action upon the
1376 Journal.

1377

1378 **9.3—Vote of the Speaker or Temporary Presiding Officer**

1379 The Speaker or temporary presiding officer is not required to
1380 vote in legislative proceedings other than on final passage of a
1381 bill, except when the Speaker's or temporary presiding officer's
1382 vote would be decisive. In all yea and nay votes, the Speaker's
1383 or temporary presiding officer's name shall be called last. With
1384 respect to voting, the Speaker or temporary presiding officer is
1385 subject to the same disqualification and disclosure requirements
1386 as any other member.

1387

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

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

(b) If a member was absent from session, a vote after roll call may be submitted only if the member had submitted notification of absence pursuant to Rule 3.3(b).

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

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

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

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

(c) Any member who votes or attempts to vote for another member in violation of this rule or who requests another member

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1413 to vote for the requesting member in violation of this rule may
1414 be disciplined in such a manner as the House may deem proper.

1415 (d) Any person who is not a member and who votes in the
1416 place of a member shall be subject to such discipline as the
1417 House may deem proper.

1418

1419 **9.6—Explanation of Vote**

1420 A member may not explain his or her vote during a roll call but
1421 may reduce his or her explanation to writing in not more than
1422 200 words in an electronic format approved by the Clerk. Upon
1423 submission to the Clerk, this explanation shall be spread upon
1424 the Journal.

1425

1426 **RULE TEN—ORDER OF BUSINESS AND CALENDARS**

1427

1428 **PART ONE—Order of Business**

1429

1430 **10.1—Daily Sessions**

1431 The House shall meet each legislative day as stated in the
1432 motion adjourning the House on the prior legislative day on
1433 which the House met.

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1435 **10.2—Daily Order of Business**

1436 (a) When the House convenes on a new legislative day, the
1437 daily order of business shall be as follows:

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- 1438 (1) Call to Order.
- 1439 (2) Prayer.
- 1440 (3) Roll Call.
- 1441 (4) Pledge of Allegiance.
- 1442 (5) Correction of the Journal.
- 1443 (6) Communications.
- 1444 (7) Messages from the Senate.
- 1445 (8) Reports of Committees.
- 1446 (9) Motions Relating to Committee and Subcommittee
- 1447 References.
- 1448 (10) Matters on Reconsideration.
- 1449 (11) Bills and Joint Resolutions on Third Reading.
- 1450 (12) Special Orders.
- 1451 (13) House Resolutions.
- 1452 (14) Unfinished Business.
- 1453 (15) Introduction and Reference.
- 1454 (b) During special sessions, the order of business of
- 1455 Introduction and Reference shall be called for immediately
- 1456 following the order of business of Correction of the Journal.
- 1457 (c) Within each order of business, matters shall be
- 1458 considered in the order in which they appear on the daily
- 1459 printed Calendar of the House.
- 1460 (d) After the 45th day of a regular session, by a majority
- 1461 vote, the House may, on motion of the chair or vice chair of the
- 1462 Rules & Ethics Committee, move to Communications, Messages from

1463 the Senate, Bills and Joint Resolutions on Third Reading, or
 1464 Special Orders. The motion may provide which matter on such
 1465 order of business may be considered.

1466 (e) The following orders may be omitted on any regular
 1467 session day if there is no relevant business on the desk:

- 1468 (1) Corrections to the Journal.
- 1469 (2) Communications.
- 1470 (3) Messages from the Senate.
- 1471 (4) Reports of Committees.
- 1472 (5) House Resolutions.
- 1473 (6) Unfinished Business.
- 1474 (7) Introduction and Reference.

1475

1476 **10.3—Opening Prayer**

1477 A chaplain or other person designated by the Speaker shall
 1478 attend at the beginning of each day's floor session and open the
 1479 same with prayer.

1480

1481 **10.4—Quorum**

1482 A majority of the membership of the House shall constitute a
 1483 quorum to conduct business.

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1485 **10.5—Consideration of Senate Messages: Generally**

1486 Senate messages may be considered by the House at the time and
 1487 in the order determined by the Speaker.

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PART TWO—Readings

10.6—"Reading" Defined

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

10.7—Reading of Bills and Joint Resolutions

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

10.8—Reading of Concurrent Resolutions and Memorials

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

10.9—Reading of House Resolutions

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

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1513 (b) Ceremonial resolutions may be shown as read and
 1514 adopted by publication in full in the Journal in accordance with
 1515 Rule 10.17.

1516

1517 **10.10—Measures on Third Reading**

1518 (a) Bills on third reading shall be taken up in the order
 1519 in which the House concluded action on them on second reading.

1520 (b) Before any bill shall be read the third time, whether
 1521 amended or not, it shall be referred without motion to the
 1522 Engrossing Clerk for examination and, if amended, the engrossing
 1523 of amendments. In the case of any Senate bill amended in the
 1524 House, the amendment adopted shall be reproduced and attached to
 1525 the bill amended in such manner that it will not be lost
 1526 therefrom.

1527 (c) A bill shall be deemed on its third reading when it
 1528 has been read a second time on a previous legislative day and
 1529 has no motion pending.

1530

1531 **PART THREE—Calendars**

1532

1533 **10.11—Special Order Calendar**

1534 (a) REGULAR SESSION.

1535 (1) The Rules & Ethics Committee shall periodically
 1536 submit, as needed, a Special Order Calendar determining the
 1537 sequence for consideration of legislation. The Special Order

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1538 Calendar may include bills on second reading, bills on
1539 unfinished business, resolutions, and specific sections for
1540 local bills, trust fund bills, and bills to be taken up at a
1541 time certain. Upon adoption of a Special Order Calendar, no
1542 other bills shall be considered for the time period set forth
1543 for that Special Order Calendar, except that any bill appearing
1544 on that Special Order Calendar may be stricken from it by a
1545 majority vote or any bill may be added to it pursuant to Rule
1546 10.13. A previously adopted Special Order Calendar shall expire
1547 upon adoption by the House of a new Special Order Calendar.

1548 (2) Any committee, subcommittee, or member may apply in
1549 writing to the chair of the Rules & Ethics Committee to place a
1550 bill on the Special Order Calendar. The Rules & Ethics Committee
1551 may grant such requests by a majority vote.

1552 (3) During the first 55 days of a regular session, the
1553 Special Order Calendar shall be published in three Calendars of
1554 the House, and it may be taken up on the day of the third
1555 published Calendar. After the 55th day of a regular session, the
1556 Special Order Calendar shall be published in one Calendar of the
1557 House and may be taken up on the day the Calendar is published.

1558 (b) EXTENDED OR SPECIAL SESSION.

1559 (1) During any extended or special session, the Rules &
1560 Ethics Committee shall establish a Special Order Calendar. Upon
1561 adoption of a Special Order Calendar, no other bills shall be
1562 considered for the time period set forth for that Special Order

1563 Calendar, except that any bill appearing on that Special Order
 1564 Calendar may be stricken from it by a majority vote.

1565 (2) During any extended or special session, the Special
 1566 Order Calendar shall be published in one Calendar of the House
 1567 and bills thereon may be taken up on the legislative day the
 1568 Calendar is published.

1569 (c) FLOOR PROCEDURES INCLUDED ON THE SPECIAL ORDER
 1570 CALENDAR. The Special Order Calendar submitted by the Rules &
 1571 Ethics Committee shall include procedures to manage questions
 1572 and debate regarding every bill listed on the Special Order
 1573 Calendar. The procedures shall apply to any Senate bill
 1574 substituted for or taken up in lieu of a House bill and shall
 1575 include allocations of time for questions and debate on bills
 1576 and amendments. The time allocated for questions shall include
 1577 the question and the answer. Neither question nor answer shall
 1578 be protracted in an attempt to use up the time. Such procedures
 1579 shall be reasonable to allow for proper consideration and
 1580 implemented upon adoption of the Special Order Calendar by
 1581 majority vote in session.

1582
 1583 **10.12—Special Floor Procedures**

1584 The Rules & Ethics Committee may recommend special floor
 1585 procedures for the management of amendments and debate on a
 1586 particular bill, on second and third readings, which procedures
 1587 may include limitations on amendments and debate. Such

1588 | procedures may not be implemented unless approved by a majority
 1589 | vote in session.

1590

1591 | **10.13—Consideration of Bills Not on Special Order Calendar**

1592 | A bill not included on the Special Order Calendar may be
 1593 | considered by the House upon a two-thirds vote.

1594

1595 | **10.14—Consent Calendar**

1596 | The Rules & Ethics Committee may submit Consent Calendar
 1597 | procedures to expedite the consideration of noncontroversial
 1598 | legislation.

1599

1600 | **10.15—Requirements for Placement on Special Order Calendar**

1601 | No measure may be placed on a Special Order Calendar until it
 1602 | has been reported favorably by each committee and subcommittee
 1603 | of reference and is available for consideration on the floor.

1604

1605 | **10.16—Informal Deferral of Bills**

1606 | Whenever the member who introduced a bill or the first-named
 1607 | member sponsor of a committee or subcommittee bill is absent
 1608 | from the Chamber when the bill has been reached in the regular
 1609 | order on second or third reading, consideration shall be
 1610 | informally deferred until such member's return, unless another
 1611 | member consents to offer the bill on behalf of the original
 1612 | member. The bill shall retain its position on the Calendar of

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1613 the House during the same legislative day. The member shall have
1614 the responsibility of making the motion for its subsequent
1615 consideration.

1616

1617 **PART FOUR—Ceremonial Resolutions**

1618

1619 **10.17—Ceremonial Resolutions Published in Journal**

1620 Upon approval of the chair of the Rules & Ethics Committee, a
1621 ceremonial resolution may be shown as read and adopted by
1622 publication in full in the Journal. The Rules & Ethics Committee
1623 shall distribute a list of such resolutions 1 day (excluding
1624 Saturdays, Sundays, and official state holidays) prior to the
1625 day of their publication, during which time any member may file
1626 with the Rules & Ethics Committee an objection to any resolution
1627 listed. Each resolution for which an objection has been filed
1628 shall be removed from the list and placed on the Calendar of the
1629 House. All resolutions without objections shall be printed in
1630 the next published Journal and considered adopted by the House.

1631

1632 **PART FIVE—Procedural Limitations in Final Week**

1633

1634 **10.18—Consideration Limits to Bills after Day 55**

1635 After the 55th day of a regular session, no House bills on
1636 second reading may be taken up and considered by the House.

1637

1638 **10.19—Consideration Limits after Day 58**

1639 After the 58th day of a regular session, the House may consider
 1640 only:

- 1641 (a) Returning messages.
- 1642 (b) Conference reports.
- 1643 (c) Concurrent resolutions.

1644

1645 **RULE ELEVEN—MOTIONS**

1646

1647 **11.1—Motions; How Made**

1648 Every motion shall be made orally, except when requested by the
 1649 Speaker to be reduced to writing.

1650

1651 **11.2—Precedence of Motions**

1652 (a) When a question is under consideration, the Speaker or
 1653 the chair of a committee or subcommittee shall receive no motion
 1654 except:

- 1655 (1) To adjourn at a time certain.
- 1656 (2) To adjourn.
- 1657 (3) To recess to a time certain.
- 1658 (4) To lay on the table.
- 1659 (5) To reconsider.
- 1660 (6) For the previous question.
- 1661 (7) To limit debate.
- 1662 (8) To temporarily postpone.

1663 (9) To postpone to a time or day certain.

1664 (10) To refer to or to recommit to committee or
1665 subcommittee.

1666 (11) To amend.

1667 (12) To amend by removing the enacting or resolving
1668 clause.

1669 (b) Such motions shall have precedence in the descending
1670 order given.

1671 (c) Notwithstanding paragraph (a) (10) above, the Motion to
1672 Withdraw or Refer a Bill pursuant to Rule 11.11 and the Motion
1673 to Refer or Recommit pursuant to Rule 11.12 are not available in
1674 committee or subcommittee.

1675

1676 **11.3—Questions of Order Decided Without Debate**

1677 The Speaker shall decide, without debate, all procedural
1678 questions of order that arise when a motion is before the House
1679 or on appeal.

1680

1681 **11.4—Motion to Divide Question**

1682 If a question before the House is susceptible of separation into
1683 two or more parts, any member may move for a division of the
1684 question so that each part may be voted on separately. However,
1685 a motion to remove and insert cannot be divided.

1686

1687 **11.5—Motion to Recess to a Time Certain**

1688 A motion to recess to a time certain shall be treated the same
 1689 as a motion to adjourn, except that the motion is debatable when
 1690 no business is before the House and can be amended as to the
 1691 time to recess and duration of the recess. It yields only to a
 1692 motion to adjourn.

1693

1694 **11.6—Motion to Lay on the Table**

1695 (a) A motion to lay on the table is not debatable and
 1696 cannot be amended; however, before the motion is put to a vote,
 1697 the first-named sponsor of a bill or the mover of a debatable
 1698 motion shall be allowed 5 minutes within which to discuss the
 1699 same and may divide the time with, or waive this right in favor
 1700 of, some other member.

1701 (b) A motion to lay an amendment on the table, if adopted,
 1702 does not carry with it the measure to which it adheres.

1703

1704 **11.7—Motion to Reconsider; Immediate Certification of Bills**

1705 (a) When a motion or main question has been made and
 1706 carried or lost, it shall be in order at any time as a matter of
 1707 right on the same legislative day for a member voting with the
 1708 prevailing side, or for any member in the case of a voice or tie
 1709 vote, to move for reconsideration thereof.

1710 (b) When a majority of members vote in the affirmative but
 1711 the proposition is lost because it is one in which the

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1712 concurrence of a greater number than a majority is necessary for
1713 adoption or passage, any member may move for reconsideration.

1714 (c) The motion to reconsider shall require a majority vote
1715 for adoption.

1716 (d) If the House refuses to reconsider or upon
1717 reconsideration confirms its prior decision, no further motion
1718 to reconsider shall be in order except upon unanimous consent of
1719 the members present.

1720 (e) Debate shall be allowed on a motion to reconsider only
1721 when the question that it is proposing to reconsider is
1722 debatable. When debate upon a motion to reconsider is in order,
1723 no member shall speak thereon more than once or for more than 5
1724 minutes.

1725 (f) The adoption of a motion to reconsider a vote upon any
1726 secondary matter shall not remove the main subject under
1727 consideration from consideration of the House.

1728 (g) A motion to reconsider a collateral matter must be
1729 disposed of at once during the course of the consideration of
1730 the main subject to which it is related, and such motion shall
1731 be out of order after the House has passed to other business.

1732 (h) No bill referred or recommitted to a committee or
1733 subcommittee by a vote of the House shall be brought back into
1734 the House on a motion to reconsider.

1735 (i) The Clerk shall retain possession of all bills and
1736 joint resolutions for the period after passage during which

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1737 reconsideration may be moved. Unless otherwise directed by the
1738 Speaker, all measures acted on by the House shall be transmitted
1739 to the Senate at the conclusion of that legislative day, except
1740 that local bills, concurrent resolutions, and memorials shall be
1741 transmitted to the Senate without delay.

1742 (j) The adoption of a motion to waive the rules and
1743 immediately certify any bill to the Senate shall be construed as
1744 releasing the measure from the Clerk's possession for the period
1745 of reconsideration.

1746 (k) During the last 14 days of a regular session or any
1747 extension thereof and during any special session, all measures
1748 acted on by the House shall be transmitted to the Senate without
1749 delay unless otherwise directed by the Speaker.

1750

1751 **11.8—Motion for the Previous Question**

1752 (a) The previous question may be asked and ordered upon
1753 any debatable single motion, series of motions, or amendment
1754 pending and the effect thereof shall be to conclude all action
1755 on the same legislative day. If third reading is reached on
1756 another legislative day, the order for the previous question
1757 must be renewed on that day.

1758 (b) The motion for the previous question shall be decided
1759 without debate. If the motion prevails, the sponsor of a bill or
1760 debatable motion and an opponent shall be allowed 3 minutes each
1761 within which to debate the pending question, and each may divide

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1762 the time with, or waive this right in favor of, some other
1763 member. On second reading, the final available question is the
1764 main amendment; on third reading, it is the bill.

1765 (c) When the motion for the previous question is adopted
1766 on a main question, the sense of the House shall be taken
1767 without delay on pending amendments and such question in the
1768 regular order.

1769 (d) The motion for the previous question may not be made
1770 by the first-named sponsor or mover.

1771

1772 **11.9—Motion to Limit Debate**

1773 When there is debate by the House, it shall be in order for a
1774 member to move to limit debate and such motion shall be decided
1775 without debate, except that the first-named sponsor or mover of
1776 the question under debate shall have 5 minutes within which to
1777 discuss the motion and may divide the allotted time with, or
1778 waive it in favor of, some other member. If, by majority vote,
1779 the question is decided in the affirmative, debate shall be
1780 limited to 10 minutes for each side, unless a different time is
1781 stated in the motion, such time to be apportioned by the
1782 Speaker; however, the first-named sponsor or mover shall have an
1783 additional 5 minutes within which to close the debate and may
1784 divide the allotted time with, or waive it in favor of, some
1785 other member.

1786

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11.10—Motion to Temporarily Postpone

1788 (a) The motion to temporarily postpone shall be decided
1789 without debate and shall cause a measure to be set aside but
1790 retained on the desk.

1791 (b) If a main question has been temporarily postponed
1792 after having been debated or after motions have been applied and
1793 is not brought back before the House on the same legislative
1794 day, it shall be placed under the order of unfinished business
1795 on the Calendar of the House. If a main question is temporarily
1796 postponed before debate has commenced or motions have been
1797 applied, its reading shall be considered a nullity and the bill
1798 shall retain its original position on the order of business on
1799 the same legislative day; otherwise, the bill reverts to the
1800 status of bills on second or third reading, as applicable.

1801 (c) The motion to return to consideration of a temporarily
1802 postponed main question shall be made under the proper order of
1803 business when no other matter is pending.

1804 (d) If applied to a collateral matter, the motion to
1805 temporarily postpone shall not cause the main question to be
1806 carried with it. After having been temporarily postponed, if a
1807 collateral matter is not brought back before the House in the
1808 course of consideration of the adhering or main question, it
1809 shall be deemed abandoned.

1810

11.11—Motion to Withdraw or Refer a Bill

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1812 (a) A motion to withdraw a bill from a committee or
1813 subcommittee shall require a two-thirds vote on the floor.

1814 (b) Any member may, no later than under the order of
1815 business of Motions Relating to Committee and Subcommittee
1816 References on the legislative day following reference of a bill,
1817 move for reference from one committee or subcommittee to a
1818 different committee or subcommittee, which shall be decided by a
1819 majority vote.

1820 (c) A motion to refer a bill from one committee or
1821 subcommittee to another committee or subcommittee, other than as
1822 provided in subsection (b), may be made during the regular order
1823 of business and shall require a two-thirds vote.

1824 (d) A motion to refer a bill to an additional committee or
1825 subcommittee may be made during the regular order of business
1826 and shall require a two-thirds vote.

1827 (e) A motion to refer shall be debated only as to the
1828 propriety of the reference.

1829 (f) A motion to withdraw a bill from further consideration
1830 of the House shall require a two-thirds vote.

1831 (1) The chair or vice chair of the Rules & Ethics
1832 Committee, at the request of the first-named member sponsor, may
1833 move for the withdrawal of a bill from further consideration.

1834 (2) The first-named member sponsor of a bill may, prior to
1835 its introduction and provided no substantive action has been
1836 taken on it, withdraw the bill by written notice to the Clerk.

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1837 (3) In moving for the withdrawal of a bill from further
1838 consideration by floor motion, the introducer shall be required
1839 to identify the nature of the bill.

1840
1841 **11.12—Motion to Refer or Recommit**

1842 (a) Any bill on the Calendar of the House may be referred
1843 or recommitted by the House to a committee or subcommittee by a
1844 majority vote.

1845 (b) A motion to refer or recommit a bill that is before
1846 the House may be made during the regular order of business. The
1847 motion shall be debatable only as to the propriety of that
1848 reference and shall require an affirmative majority vote.

1849 (c) If a bill on third reading is referred or recommitted
1850 to a committee or subcommittee that subsequently reports the
1851 bill favorably with a committee or subcommittee substitute or
1852 with one or more amendments, the bill shall return to second
1853 reading.

1854 (d) Referral or recommitment of a House bill shall
1855 automatically carry with it a Senate companion bill then on the
1856 Calendar of the House.

1857
1858 **11.13—Dilatory Motions**

1859 Dilatory or delaying motions shall not be in order.

1860
1861 **11.14—Withdrawal of Motion**

1862 (a) The mover of a motion may withdraw the motion at any
 1863 time before it has been acted on or a vote on it has commenced.

1864 (b) Notwithstanding subsection (a), once the proposer of
 1865 an amendment is recognized, the amendment may be withdrawn only
 1866 with the consent of the body.

1867

1868 **RULE TWELVE—AMENDMENTS**

1869

1870 **12.1—Form**

1871 (a) Floor amendments shall be prepared by the House Bill
 1872 Drafting Service and filed with the Clerk.

1873 (b) A floor amendment filed with the Clerk after the
 1874 applicable filing deadline is late filed. A late-filed floor
 1875 amendment may be taken up for consideration only upon motion
 1876 adopted by a two-thirds vote.

1877 (c) A motion to amend is in order during the second or
 1878 third reading of any bill.

1879

1880 **12.2—Filing Deadlines for Floor Amendments to bills on Special**
 1881 **Order**

1882 (a) During the first 55 days of a regular session:

1883 (1) Main floor amendments must be submitted to the House
 1884 Bill Drafting Service by 3 p.m. and approved for filing with the
 1885 Clerk by 4 p.m. of the first day a bill appears on the Special
 1886 Order Calendar in the Calendar of the House; and

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1887 (2) Amendments to main floor amendments, substitute
 1888 amendments for main floor amendments, and amendments to
 1889 substitute amendments must be submitted to the House Bill
 1890 Drafting Service by 6:30 p.m. and approved for filing by 7 p.m.
 1891 of the same day.

1892 (b) After the 55th day of a regular session and during any
 1893 extended or special session:

1894 (1) Main floor amendments must be submitted to the House
 1895 Bill Drafting Service not later than 1 hour before the
 1896 applicable filing deadline and approved for filing with the
 1897 Clerk not later than the earlier of the following deadlines:

1898 a. Eight a.m. on the day session is scheduled to convene
 1899 on the day the bill appears on the Special Order Calendar in the
 1900 Calendar of the House; or

1901 b. Two hours before session is scheduled to convene on the
 1902 day the bill appears on the Special Order Calendar of the House.

1903 (2) Amendments to main floor amendments, substitute
 1904 amendments for main floor amendments, and amendments to
 1905 substitute amendments must be approved for filing not later than
 1906 1 hour after the applicable main floor amendment deadline.

1907 (c) Notwithstanding the foregoing, subject to approval by
 1908 a majority vote of the House, the Rules & Ethics Committee may
 1909 establish special amendment deadlines and procedures for
 1910 appropriations bills, implementing bills, and conforming bills,
 1911 as well as for bills proposing any reapportionment or

1912 | redistricting of the state's legislative or congressional
1913 | districts.

1914 |

1915 | **12.3—Presentation and Consideration**

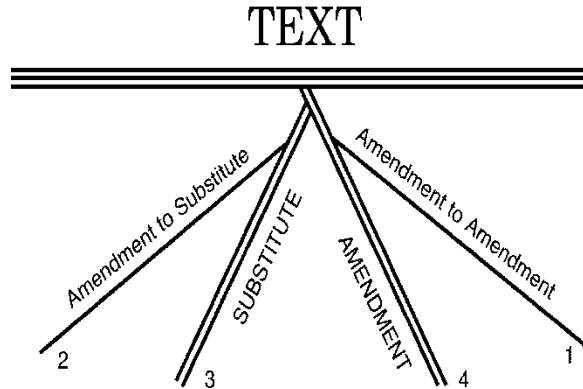
1916 | (a) Amendments shall be taken up only as sponsors gain
1917 | recognition from the Speaker, except that the chair of the
1918 | committee or subcommittee (or any member thereof designated by
1919 | the chair) reporting the measure under consideration shall have
1920 | preference for the presentation of committee or subcommittee
1921 | amendments to Senate bills.

1922 | (b) An amendment to a pending main amendment may be
1923 | received, but until it is disposed of, no other motion to amend
1924 | will be in order except a substitute amendment or an amendment
1925 | to the substitute. Such amendments are to be disposed of in the
1926 | following order:

1927 | (1) Amendments to the amendment are voted on before the
1928 | substitute is taken up. Only one amendment to the amendment is
1929 | in order at a time.

1930 | (2) Amendments to the substitute are next voted on.

1931 | (3) The substitute then is voted on. The adoption of a
1932 | substitute amendment in lieu of an original amendment shall be
1933 | treated and considered as an amendment to the bill itself.



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

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

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

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

12.4—Third Reading Amendments

(a) Amendments proposed on third reading shall require a two-thirds vote for adoption, except that technical amendments introduced in the name of the chair of the Rules & Ethics Committee shall require a majority vote for adoption. Amendments on third reading, other than technical amendments introduced in

1953 | the name of the chair of the Rules & Ethics Committee, must be
 1954 | submitted to the House Bill Drafting Service not later than 1
 1955 | hour before the applicable filing deadline and approved for
 1956 | filing not later than the earlier of the following deadlines:

1957 | (1) Nine a.m. on the day session is scheduled to convene
 1958 | on the day the bill is reached on third reading; or

1959 | (2) One hour before session is scheduled to convene on the
 1960 | day the bill is reached on third reading.

1961 | (b) A motion for reconsideration of an amendment on third
 1962 | reading requires a two-thirds vote for adoption.

1963 |

1964 | **12.5—Amendment of Appropriations Bills, Implementing Bills, and**
 1965 | **Conforming Bills**

1966 | (a) For purposes of these rules:

1967 | (1) An "appropriations bill" is a general appropriations
 1968 | bill or any other bill the title text of which begins "An act
 1969 | making appropriations," "An act making special appropriations,"
 1970 | or "An act making supplemental appropriations."

1971 | (2) An "implementing bill" is a bill, effective for one
 1972 | fiscal year, implementing an appropriations bill.

1973 | (3) A "conforming bill" is a bill designated as such by
 1974 | the Speaker that amends the Florida Statutes to conform to an
 1975 | appropriations bill.

1976 | (b) Whether on the floor or in any committee or
 1977 | subcommittee, whenever an amendment is offered to an

1978 appropriations bill that would either increase any state
 1979 appropriation or decrease any state revenue for any fund, such
 1980 amendment shall show the amount of the appropriation increase or
 1981 revenue decrease for a fund by line item and by section and
 1982 shall decrease an appropriation from within the same
 1983 appropriations allocation and sub-allocation (as determined by
 1984 the Speaker) or increase a revenue to the fund in an amount
 1985 equivalent to or greater than the corresponding appropriation
 1986 increase or revenue decrease required by the amendment.

1987 (c) Whether on the floor or in any committee or
 1988 subcommittee, an amendment offered to an implementing bill or to
 1989 a conforming bill shall not increase a state appropriation to a
 1990 level that is in excess of the allocations or sub-allocations
 1991 determined by the Speaker for a fund.

1992 (d) Whether on the floor or in any committee or
 1993 subcommittee, any amendment offered to an implementing bill or
 1994 to a conforming bill that reduces revenues supporting
 1995 appropriations must raise the equivalent or greater revenue for
 1996 the same fund from other sources.

1997
 1998 **12.6—Consideration of Senate Amendments**

1999 (a) After the reading of a Senate message that contains
 2000 one or more senate amendments to a House bill, the following
 2001 motions are available:

2002 (1) Amend the Senate amendment.

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2003 (2) Concur in the Senate amendment.

2004 (3) Refuse to concur and ask the Senate to recede.

2005 (4) Request the Senate to recede and, if the Senate

2006 refuses to recede, to appoint a conference committee to meet

2007 with a like committee appointed by the Speaker.

2008 (b) A motion to amend shall be out of order once any other

2009 motion is under consideration.

2010 (c) If the Senate refuses to concur in a House amendment

2011 to a Senate bill, the following motions shall be in order and

2012 shall be privileged in the order named:

2013 (1) That the House recede.

2014 (2) That the House insist and ask for a conference

2015 committee.

2016 (3) That the House insist.

2017 (d) The Speaker may, upon determining that a Senate

2018 amendment substantially changes the bill as passed by the House,

2019 refer the Senate message, with the bill and Senate amendment or

2020 amendments, to the appropriate House committee or subcommittee

2021 for review and report to the House. The Speaker, upon such

2022 reference, shall announce the date and time for the committee or

2023 subcommittee to meet. The committee or subcommittee shall report

2024 to the House the recommendation for disposition of the Senate

2025 amendment or amendments under one of the four options presented

2026 in subsection (a). The report shall be furnished to the Clerk

2027 and to the House, in writing, by the chair of the reporting
 2028 committee or subcommittee.

2029
 2030 **12.7—Motion to Amend by Removing Enacting or Resolving Clause**

2031 An amendment to remove the enacting clause of a bill or the
 2032 resolving clause of a resolution or memorial shall, if carried,
 2033 be considered equivalent to rejection of the bill, resolution,
 2034 or memorial by the House.

2035
 2036 **12.8—Germanity of House Floor Amendments**

2037 (a) GERMANY.

2038 (1) The House shall not consider a floor amendment that
 2039 relates to a different subject or is intended to accomplish a
 2040 different purpose than that of the pending question or that, if
 2041 adopted, would require a title amendment for the bill that is
 2042 substantially different from the bill's original title or that
 2043 would unreasonably alter the nature of the bill.

2044 (2) The Speaker shall determine the germanity of any
 2045 amendment when the question is timely raised.

2046 (3) An amendment of the second degree or a substitute
 2047 amendment must be germane to both the main amendment and the
 2048 measure to which it adheres.

2049 (b) AMENDMENTS THAT ARE NOT GERMANE. Floor amendments that
 2050 are not germane include:

2051 (1) A general proposition amending a specific proposition.

2052 (2) An amendment that substantially expands the scope of
 2053 the bill.

2054 (3) An amendment to a bill when legislative action on that
 2055 bill is by law or these rules limited to passage, concurrence,
 2056 or nonconcurrence as introduced.

2057 (4) An amendment amending a statute or a session law when
 2058 the scope of the bill is limited to repealing such law.

2059 (c) AMENDMENTS THAT ARE GERMANE. Floor amendments that are
 2060 germane include:

2061 (1) A specific provision amending a general provision.

2062 (2) An amendment that accomplishes the same purpose in a
 2063 different manner.

2064 (3) An amendment limiting the scope of the proposal.

2065 (4) An amendment providing appropriations necessary to
 2066 fulfill the original intent of a proposal.

2067 (5) An amendment that changes the effective date of a
 2068 repeal, reduces the scope of a repeal, or adds a short-term
 2069 nonstatutory transitional provision to facilitate repeal.

2070 (d) WAIVER OF RULE. Waiver of this rule shall require
 2071 unanimous consent of the House.

2072 (e) APPLICABILITY. Committee and subcommittee amendment
 2073 standards outlined in Rules 7.11(c) and (d) do not apply to
 2074 floor amendments.

2075

2076 **12.9—Floor Amendments Out of Order**

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2077 A floor amendment is out of order if it contains the principal
2078 substance of a bill that has:

2079 (a) Received an unfavorable committee or subcommittee
2080 report;

2081 (b) Been withdrawn from further consideration; or

2082 (c) Not been reported favorably by at least one committee
2083 or subcommittee of reference. Any amendment containing language
2084 that is substantially the same, and identical as to specific
2085 intent and purpose, as a measure residing in a committee or
2086 subcommittee of reference is covered by this rule.

2087

2088 **12.10—Printing of Amendments in Journal**

2089 All amendments taken up, unless withdrawn, shall be printed in
2090 the Journal, except that an amendment to an appropriations bill
2091 constituting an entirely new bill shall not be printed except
2092 upon consideration of the conference committee report.

2093

2094 **RULE THIRTEEN—RULES**

2095

2096 **13.1—Parliamentary Authorities**

2097 In all cases not provided for by the State Constitution, the
2098 Rules of the House, or the Joint Rules of the Senate and House
2099 of Representatives, the guiding, nonbinding authority shall be
2100 the rulings of the Speaker and the latest edition of Mason's
2101 Manual of Legislative Procedure.

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2102

2103 13.2—Standing Rules Amendment

2104 Any standing rule may be rescinded or changed by a majority vote
2105 of the members, provided that the proposed change or changes be
2106 submitted at least 1 day in advance by the Rules & Ethics
2107 Committee in writing to the members together with notice of the
2108 consideration thereof. Any standing rule may be suspended
2109 temporarily by a two-thirds vote of the members present, except
2110 as otherwise provided in these rules.

2111

2112 13.3—Rules Apply for Term

2113 The standing rules adopted after the beginning of the term
2114 govern all acts of the House during the course of the term
2115 unless amended or repealed.

2116

2117 13.4—Joint Rules

2118 The House shall be governed by joint rules approved by the House
2119 and Senate during the term. Such joint rules may not be waived
2120 except by agreement of both the House and Senate. A majority
2121 vote of the House is required for such agreement.

2122

2123 13.5—Authority and Interpretation

2124 These rules are adopted pursuant to the specific authority
2125 granted and the inherent powers vested in the House of
2126 Representatives by the State Constitution. These rules are

2127 intended to facilitate the orderly, practical, and efficient
 2128 completion of legislative work undertaken by the House. These
 2129 rules shall govern procedures in the House notwithstanding any
 2130 inconsistent parliamentary tradition and notwithstanding any
 2131 joint rule or any statute enacted by a prior Legislature.
 2132 Adoption of these rules constitutes the determination of the
 2133 House that they do not violate any express regulation or
 2134 limitation contained in the State Constitution. These rules may
 2135 not be construed to limit any of the powers, rights, privileges,
 2136 or immunities vested in or granted to the House by the State
 2137 Constitution or other organic law.

2138

2139 **13.6—Majority Action**

2140 Unless otherwise indicated by these rules, all action by the
 2141 House or its committees or subcommittees shall be by majority
 2142 vote of those members present and voting. When the body is
 2143 equally divided, the question is defeated.

2144

2145 **13.7—Extraordinary Action**

2146 Unless otherwise required by these rules or the State
 2147 Constitution, all extraordinary votes shall be by vote of those
 2148 members present and voting.

2149

2150 **13.8—"Days" Defined**

2151 | Wherever used in these rules, a "legislative day" means a day
 2152 | when the House convenes and a quorum is present. All other
 2153 | references to a "day" mean a calendar day.

2154 |

2155 | **RULE FOURTEEN—PUBLIC RECORDS AND MATERIALS**

2156 |

2157 | **PART ONE—Public Records**

2158 |

2159 | **14.1—Legislative Records**

2160 | There shall be available for public inspection, whether
 2161 | maintained in Tallahassee or in a district office, the records
 2162 | created and received in connection with the transaction of
 2163 | official legislative business, except as provided in s. 11.0431,
 2164 | Florida Statutes, or other provision of law. Each member is the
 2165 | custodian of legislative records created and received by the
 2166 | member or by the member's district office and is responsible for
 2167 | complying with this rule. Any person who is denied access to a
 2168 | legislative record and who believes that he or she is wrongfully
 2169 | being denied such access may appeal to the Speaker the decision
 2170 | to deny access.

2171 |

2172 | **14.2—Legislative Records; Maintenance, Control, Destruction,
 2173 | Disposal, and Disposition**

2174 | (a) Records that are required to be created by these rules
 2175 | or that are of vital, permanent, or archival value shall be

2176 maintained in a safe location that is easily accessible for
2177 convenient use. No such record need be maintained if the
2178 substance of the record is published or retained in another form
2179 or location. Whenever necessary, but no more often than annually
2180 or less often than biennially, records required to be maintained
2181 may be archived.

2182 (b) Other records that are no longer needed for any
2183 purpose and that do not have sufficient administrative, legal,
2184 or fiscal significance to warrant their retention shall be
2185 disposed of systematically.

2186 (c) (1) The administrative assistant for each existing
2187 committee or subcommittee shall ensure compliance with this rule
2188 for all records created or received by the committee or
2189 subcommittee or for a former committee or subcommittee whose
2190 jurisdiction has been assigned to the committee or subcommittee.

2191 (2) The Speaker, the Speaker pro tempore, the Minority
2192 Leader, the Majority Leader, and the Sergeant at Arms shall
2193 ensure compliance with this rule for all records created or
2194 received by their respective offices and their predecessors in
2195 office.

2196 (3) Each member shall ensure compliance with this rule for
2197 all records created or received by the member or the member's
2198 district office.

2199 (4) The director of an ancillary House office shall ensure
 2200 compliance with this rule for all records created or received by
 2201 the director's office.

2202 (5) The Clerk shall ensure compliance with this rule for
 2203 all other records created or received by the House of
 2204 Representatives.

2205 (d) If a committee, subcommittee, or office is not
 2206 continued in existence, the records of such committee,
 2207 subcommittee, or office shall be forwarded to the committee,
 2208 subcommittee, or office assuming the jurisdiction or
 2209 responsibility of the former committee, subcommittee, or office,
 2210 if any. Otherwise, such records shall be forwarded to the Clerk.

2211 (e) The Clerk shall establish a schedule of reasonable and
 2212 appropriate fees for copies of legislative records and
 2213 documents.

2214

2215 **PART TWO—Distribution of Documents; Display of Signs**

2216

2217 **14.3—Distribution of Documents**

2218 Documents required by these rules to be printed or published may
 2219 be produced and distributed on paper or in electronic form.

2220

2221 **14.4—Display of Signs, Placards, Props, and the Like**

2222 (a) No signs, placards, props, or other objects of similar
 2223 nature shall be permitted in the Chamber, galleries, committee

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2224 rooms, or public spaces of the House unless approved by the
2225 Speaker. The Speaker may delegate this approval authority to
2226 another member.

2227 (b) Subject to standards of member conduct and decorum in
2228 these rules, a member may post signs, placards, props, or other
2229 objects of similar nature in the member's office and in the
2230 immediate common areas associated with the member's office.

2231

2232 **PART THREE—House Seal**

2233

2234 **14.5—House Seal**

2235 (a) REQUIREMENT. There shall be an official seal of the
2236 House of Representatives. The seal shall be used only by or on
2237 behalf of a member or officer of the House in conjunction with
2238 his or her official duties or when specifically authorized in
2239 writing by the chair of the Rules & Ethics Committee.

2240 (b) CONFIGURATION. The seal shall be a circle having in
2241 the center thereof a view of the sun's rays over a highland in
2242 the distance, a palm tree, a steamboat on the water, and a
2243 Native American female scattering flowers in the foreground,
2244 encircled by the words "House of Representatives."

2245 (c) USE. Unless a written exception is otherwise granted
2246 by the chair of the Rules & Ethics Committee:

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2247 (1) Material carrying the official seal shall be used only
 2248 by a member, officer, or employee of the House or other persons
 2249 employed or retained by the House.

2250 (2) The use, printing, publication, or manufacture of the
 2251 seal, or items or materials bearing the seal or a facsimile of
 2252 the seal, shall be limited to official business of the House or
 2253 official legislative business.

2254 (d) CUSTODIAN. The Clerk shall be the custodian of the
 2255 official seal.

2256

2257 **RULE FIFTEEN—ETHICS AND CONDUCT OF MEMBERS**

2258

2259 **15.1—Legislative Ethics and Official Conduct**

2260 Legislative office is a trust to be performed with integrity in
 2261 the public interest. A member is respectful of the confidence
 2262 placed in the member by the other members and by the people. By
 2263 personal example and by admonition to colleagues whose behavior
 2264 may threaten the honor of the lawmaking body, the member shall
 2265 watchfully guard the responsibility of office and the
 2266 responsibilities and duties placed on the member by the House.
 2267 To this end, each member shall be accountable to the House for
 2268 violations of this rule or any provision of Rules 15.1-15.7,
 2269 which shall be known as the House Code of Conduct.

2270

2271 **15.2—The Integrity of the House**

2272 (a) A member shall respect and comply with the law and
 2273 shall perform at all times in a manner that promotes public
 2274 confidence in the integrity and independence of the House and of
 2275 the Legislature. Each member shall perform at all times in a
 2276 manner that promotes a professional environment in the House,
 2277 which shall be free from unlawful employment discrimination.
 2278 Member conduct that causes a material disruption of official
 2279 legislative business is grounds for discipline by the House.

2280 (b) The chair of the Rules & Ethics Committee may bring
 2281 matters related to issues of member decorum before the
 2282 committee, including, but not limited to, violations of Rule
 2283 8.2(a), Rule 5.2(c), and House policies, procedures, and
 2284 protocols. After consideration, the Rules & Ethics Committee may
 2285 do any of the following:

- 2286 (1) Dismiss the matter.
- 2287 (2) Issue a reprimand from the committee.
- 2288 (3) Present a recommendation of further action to the
 2289 Speaker.

2290 (c) Nothing in this rule prohibits the chair from
 2291 correcting or preventing issues of member decorum or
 2292 unprofessional conduct by informal means.

2293

2294 **15.3—Improper Influence; Solicitation of Campaign Contributions**

2295 (a) A member may neither solicit nor accept anything that
 2296 reasonably may be construed to improperly influence the member's
 2297 official act, decision, or vote.

2298 (b) A member may fly on an aircraft that is a private
 2299 conveyance owned, leased, or procured by a lobbyist, a lobbying
 2300 firm, or a principal at the cost of a commercial rate for a
 2301 comparable private flight divided by the number of passengers on
 2302 the flight.

2303 (c) A member may neither solicit nor accept any campaign
 2304 contribution for state, district, county, or municipal office
 2305 during the 60-day regular legislative session or any extended or
 2306 special session on the member's own behalf, on behalf of a
 2307 political party, on behalf of any organization with respect to
 2308 which the member's solicitation is regulated under s. 106.0701,
 2309 Florida Statutes, or on behalf of a candidate for the House of
 2310 Representatives; however, a member may contribute to the
 2311 member's own campaign.

2312

2313 **15.4—Ethics; Conflicting Employment**

2314 (a) A member shall:

2315 (1) Scrupulously comply with the requirements of all laws
 2316 related to the ethics of public officers.

2317 (2) Upon acceptance of any new employment with any entity
 2318 that receives state funds directly by appropriation or with any
 2319 public employer, file a written statement disclosing the

2320 employer, position, and salary. Such disclosure must be filed
 2321 prior to the effective date of the change, or within 30 days
 2322 after acceptance thereof, whichever is earlier. The process for
 2323 filing the written statement shall be determined by the Speaker.

2324 (b) A member may not:

2325 (1) Allow personal employment to impair the member's
 2326 independence of judgment in the exercise of official duties.

2327 (2) Directly or indirectly receive or agree to receive any
 2328 compensation for any services rendered or to be rendered either
 2329 by the member or any other person when such activity is in
 2330 substantial conflict with the duties of a member of the House.

2331 (3) Lobby for compensation on issues of policy,
 2332 appropriations, or procurement before the federal government,
 2333 the Legislature, any state government body or agency, or any
 2334 political subdivision of this state, during his or her term of
 2335 office.

2336

2337 **15.5—Use of Official Position**

2338 (a) A member may not:

2339 (1) Corruptly use or attempt to use the member's official
 2340 position or any property or resource which may be within the
 2341 member's trust in a manner contrary to the trust or authority
 2342 placed in the member, either by the public or by other members,
 2343 for the purpose of securing a special privilege, benefit, or
 2344 exemption for the member or for others.

2345 (2) Abuse his or her office in order to obtain a
 2346 disproportionate benefit for:
 2347 a. Himself or herself;
 2348 b. His or her spouse, children, or employer; or
 2349 c. Any business with which he or she contracts; in which
 2350 he or she is an officer, a partner, a director, or a proprietor;
 2351 or in which he or she owns an interest.

2352 (3) Solicit or accept an employment offer or investment
 2353 advice arising out of legislative activities or political
 2354 activities engaged in while he or she is a member of, or
 2355 candidate for, the House.

2356 (4) Enter into any investment, joint venture, or other
 2357 profitmaking relationship with or advised by a lobbyist or
 2358 principal, except that a member may buy or sell listed, publicly
 2359 traded securities of a principal unless in violation of Rule
 2360 15.6.

2361 (b) For purposes of this rule:

2362 (1) "Disproportionate benefit" means a benefit, privilege,
 2363 exemption, or result arising from an act or omission by a member
 2364 inconsistent with the proper performance of his or her public
 2365 duties.

2366 (2) "Investment, joint venture, or other profitmaking
 2367 relationship" does not include an employment relationship or
 2368 professional partnership or similar venture engaging the
 2369 professional services of the member.

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15.6—Use of Information Obtained by Reason of Official Position

A member may engage in business and professional activity in competition with others but may not use or provide to others, for the member's personal gain or benefit or for the personal gain or benefit of any other person or business entity, any information that has been obtained by reason of the member's official capacity as a member and that is unavailable to members of the public as a matter of law. A member may not use any nonpublic information obtained by reason of the member's legislative activities for the purpose of buying or selling any investment or to otherwise create income for the member or any other person.

15.7—Representation of Another Before a State Agency

A member may not personally represent another person or entity for compensation before any state agency other than a judicial tribunal. For the purposes of this rule, "state agency" means any entity of the legislative or executive branch of state government over which the Legislature exercises plenary budgetary and statutory control.

15.8—Advisory Opinions

(a) A member, when in doubt about the applicability and interpretation of the House Code of Conduct or ethics laws to

2395 the member's conduct, may convey the facts of the situation to
2396 the House general counsel for an advisory opinion. The general
2397 counsel shall issue the opinion within 10 days after receiving
2398 the request. The advisory opinion may be relied upon by the
2399 member requesting the opinion. Upon request of any member, the
2400 committee or subcommittee designated by the Speaker to have
2401 responsibility for the ethical conduct of members may revise an
2402 advisory opinion rendered by the House general counsel through
2403 an advisory opinion issued to the member who requested the
2404 opinion.

2405 (b) An advisory opinion rendered by the House general
2406 counsel or the committee or subcommittee shall be numbered,
2407 dated, and published. Advisory opinions from the House general
2408 counsel or the committee or subcommittee may not identify the
2409 member seeking the opinion unless such member so requests.

2410

2411 **15.9—Penalties for Violations**

2412 Separately from any prosecutions or penalties otherwise provided
2413 by law, any member determined to have violated the requirements
2414 of these rules relating to ethics or member conduct shall be
2415 fined, censured, placed on probation, or expelled or have such
2416 other lesser penalty imposed as may be appropriate. Such
2417 determination and disciplinary action shall be taken by a two-
2418 thirds vote of the House, except that expulsions shall require

2419 two-thirds vote of the membership, upon recommendation of the
2420 Rules & Ethics Committee pursuant to Rule 18.

2421

2422 **15.10—Felony Indictment or Information of a Member**

2423 (a) If an indictment or information for a felony of any
2424 jurisdiction is filed against a member of the House, the member
2425 indicted or informed against may request the Speaker to excuse
2426 the member, without pay, from all privileges of membership of
2427 the House pending final adjudication.

2428 (b) If the indictment or information is either nolle
2429 prosecuted or dismissed, or if the member is found not guilty of
2430 all felonies, the member shall be paid all back pay and other
2431 benefits retroactive to the date the member was excused.

2432

2433 **15.11—Felony Guilty Plea of a Member**

2434 A member who enters a plea of guilty or nolo contendere to a
2435 felony of any jurisdiction may, at the discretion of the
2436 Speaker, be suspended immediately, without a hearing and without
2437 pay, from all privileges of membership of the House through the
2438 remainder of that member's term.

2439

2440 **15.12—Felony Conviction of a Member**

2441 (a) A member convicted of a felony of any jurisdiction
2442 may, at the discretion of the Speaker, be suspended immediately,
2443 without a hearing and without pay, from all privileges of

2444 membership of the House pending appellate action or the end of
 2445 the member's term, whichever occurs first.

2446 (b) A member suspended under the provisions of this rule
 2447 may, within 10 days after such suspension, file a written
 2448 request for a hearing, setting forth specific reasons contesting
 2449 the member's suspension. Upon receipt of a written request for a
 2450 hearing, the Speaker shall appoint a select committee, which
 2451 shall commence a hearing on the member's suspension within 30
 2452 days and issue a report to the House within 10 days after the
 2453 conclusion of the hearing. The report of the select committee
 2454 shall be final unless the member, within 10 days after the
 2455 issuance of the report, requests in writing that the Speaker
 2456 convene the full House to consider the report of the select
 2457 committee. Upon receipt of a request for such consideration, the
 2458 Speaker shall timely convene the House for such purpose.

2459 (c) If the final appellate decision is to sustain the
 2460 conviction, then the member's suspension shall continue to the
 2461 end of the member's term. If the final appellate decision is to
 2462 vacate the conviction and there is a rehearing, the member shall
 2463 be subject to Rule 15.10. If the final appellate decision is to
 2464 vacate the conviction and no felony charges remain against the
 2465 member, the member shall be entitled to restitution of back pay
 2466 and other benefits retroactive to the date of suspension.

2467

2468 **15.13—Ethics Training**

2469 The House shall provide ethics training as directed by the
 2470 Speaker.

2471

2472 **RULE SIXTEEN—PROCEDURES FOR CONDUCTING INVESTIGATIVE AND**
 2473 **ENFORCEMENT PROCEEDINGS**

2474

2475 **16.1—Issuance of Subpoenas; Administration of Oaths**

2476 (a) In order to carry out its duties, each standing or
 2477 select committee, whenever required, may issue subpoenas and
 2478 other necessary process to compel the attendance of witnesses
 2479 before such committee or the taking of sworn testimony pursuant
 2480 to these rules.

2481 (b) Each standing or select committee, whenever required,
 2482 may also compel by subpoena duces tecum the production of any
 2483 books, letters, or other documentary evidence it may need to
 2484 examine in reference to any matter before it.

2485 (c) The chair of the standing or select committee shall
 2486 issue such process on behalf of such committee after a majority
 2487 of the committee votes to approve issuance and the Speaker has
 2488 provided written approval. The chair or any other member of such
 2489 committee may administer all oaths and affirmations in the
 2490 manner prescribed by law to witnesses who shall appear before
 2491 such committee for the purpose of testifying in any matter about
 2492 which such committee may require evidence.

2493

2494 **16.2—Contempt Proceedings**

2495 (a) The House may punish, by fine or imprisonment, any
 2496 person who is not a member and who is guilty of disorderly or
 2497 contemptuous conduct in its presence or of a refusal to obey its
 2498 lawful summons.

2499 (b) A person shall be deemed in contempt if the person:

2500 (1) Fails or refuses to appear in compliance with a
 2501 subpoena or, having appeared, fails or refuses to testify under
 2502 oath or affirmation;

2503 (2) Fails or refuses to answer any relevant question or
 2504 fails or refuses to furnish any relevant book, paper, or other
 2505 document subpoenaed on behalf of such committee; or

2506 (3) Commits any other act or offense against such
 2507 committee that, if committed against the Legislature or either
 2508 house thereof, would constitute contempt.

2509 (c) During a legislative session, a standing or select
 2510 committee may, by majority vote of all of its members, apply to
 2511 the House for contempt citation. The application shall be
 2512 considered as though the alleged contempt had been committed in
 2513 or against the House itself. If such committee is meeting during
 2514 the interim, its application shall be made to the circuit court
 2515 pursuant to Rule 16.6.

2516 (d) A person guilty of contempt under this rule may be
 2517 punished in accordance with the provisions of Section 5 of
 2518 Article 3 of the State Constitution, or may be subject to such

2519 other punishment as the House may, in the exercise of its
 2520 inherent powers, impose prior to and in lieu of the imposition
 2521 of the aforementioned penalty.

2522 (e) The sheriffs in the several counties shall make such
 2523 service and execute all process or orders when required by
 2524 standing or select committees. Sheriffs shall be paid as
 2525 provided for in s. 30.231, Florida Statutes.

2526

2527 **16.3—False Swearing**

2528 Whoever willfully affirms or swears falsely in regard to any
 2529 material matter or thing before any standing or select committee
 2530 is guilty of false swearing in an official proceeding, which is
 2531 a felony of the second degree and shall be punished as provided
 2532 in s. 775.082, s. 775.083, or s. 775.084, Florida Statutes.

2533

2534 **16.4—Rights of Witnesses**

2535 (a) All witnesses summoned before any standing or select
 2536 committee shall receive reimbursement for travel expenses and
 2537 per diem at the rates provided in s. 112.061, Florida Statutes.
 2538 However, the fact that such reimbursement is not tendered at the
 2539 time that the subpoena is served shall not excuse the witness
 2540 from appearing as directed therein.

2541 (b) Service of a subpoena requiring the attendance of a
 2542 person at a meeting of a standing or select committee shall be
 2543 made in the manner provided by law for the service of subpoenas

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2544 in a civil action at least 7 days prior to the date of the
2545 meeting unless a shorter period of time is authorized by
2546 majority vote of all the members of such committee. If a shorter
2547 period of time is authorized, the persons subpoenaed shall be
2548 given reasonable notice of the meeting, consistent with the
2549 particular circumstances involved.

2550 (c) Any person who is served with a subpoena to attend a
2551 meeting of any standing or select committee also shall be served
2552 with a general statement informing the person of the subject
2553 matter of such committee's investigation or inquiry and a notice
2554 that the person may be accompanied at the meeting by private
2555 counsel.

2556 (d) Upon the request of any party and the approval of a
2557 majority of the standing or select committee, the chair shall
2558 instruct all witnesses to leave the meeting room and retire to a
2559 designated place. The witness shall be instructed by the chair
2560 not to discuss the testimony of the witness or the testimony of
2561 any other person with anyone until the meeting has been
2562 adjourned and the witness has been discharged by the chair. The
2563 witness shall be further instructed that if any person discusses
2564 or attempts to discuss the matter under investigation with the
2565 witness after receiving such instructions, the witness shall
2566 bring such matter to the attention of such committee. No member
2567 of such committee or representative thereof may discuss any
2568 matter or matters pertinent to the subject matter under

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2569 investigation with any witness to be called before such
2570 committee from the time that these instructions are given until
2571 the meeting has been adjourned and the witness has been
2572 discharged by the chair. Any person violating this subsection
2573 shall be in contempt of the House.

2574 (e) Any standing or select committee taking sworn
2575 testimony from witnesses as provided in these rules shall cause
2576 a record to be made of all proceedings in which testimony or
2577 other evidence is demanded or adduced, which record shall
2578 include rulings of the chair, questions of such committee and
2579 its staff, the testimony or responses of witnesses, sworn
2580 written statements submitted to the committee, and such other
2581 matters as the committee or its chair may direct.

2582 (f) A witness at a meeting, upon advance request and at
2583 the witness's own expense, shall be furnished a certified
2584 transcript of the witness's testimony at the meeting.

2585

2586 **16.5—Right of Other Persons to be Heard**

2587 (a) Any person who, in the opinion of the committee, is
2588 adversely affected as a result of being mentioned or otherwise
2589 identified during a meeting being conducted for the purpose of
2590 taking sworn testimony from witnesses of any standing or select
2591 committee may, upon the request of the person or upon the
2592 request of any member of such committee, appear personally
2593 before such committee and testify on the person's own behalf,

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2594 or, with such committee's consent, file a sworn written
2595 statement of facts or other documentary evidence for
2596 incorporation into the record of the meeting. Any such witness,
2597 however, shall, before filing such statement, consent to answer
2598 questions from such committee regarding the contents of the
2599 statement.

2600 (b) Upon the consent of a majority of the members present,
2601 a quorum having been established, any standing or select
2602 committee may permit any other person to appear and testify at a
2603 meeting or submit a sworn written statement of facts or other
2604 documentary evidence for incorporation into the record. No
2605 request to appear, appearance, or submission shall limit in any
2606 way the committee's power of subpoena. Any such witness,
2607 however, shall, before filing such statement, consent to answer
2608 questions from any standing or select committee regarding the
2609 contents of the statement.

2610

2611 **16.6—Enforcement of Subpoena Out of Session**

2612 If any witness fails to respond to the lawful subpoena of any
2613 standing or select committee at a time when the Legislature is
2614 not in session or, having responded, fails to answer all lawful
2615 inquiries or to turn over evidence that has been subpoenaed,
2616 such committee may file a complaint before any circuit court of
2617 the state setting up such failure on the part of the witness. On
2618 the filing of such complaint, the court shall take jurisdiction

2619 of the witness and the subject matter of the complaint and shall
 2620 direct the witness to respond to all lawful questions and to
 2621 produce all documentary evidence in the possession of the
 2622 witness that is lawfully demanded. The failure of any witness to
 2623 comply with such order of the court shall constitute a direct
 2624 and criminal contempt of court, and the court shall punish such
 2625 witness accordingly.

2626

2627 **16.7-Definition**

2628 Pursuant to Rule 7.1(b) and for purposes of Rule 16, the term
 2629 "committee" includes the House and any subcommittee or select
 2630 committee.

2631

2632 **RULE SEVENTEEN-ETHICS AND CONDUCT OF LOBBYISTS**

2633

2634 **17.1-Obligations of a Lobbyist**

2635 (a) A lobbyist shall supply facts, information, and
 2636 opinions of principals to legislators from the point of view
 2637 that the lobbyist openly declares. A lobbyist shall not offer or
 2638 propose anything that may reasonably be construed to improperly
 2639 influence the official act, decision, or vote of a legislator,
 2640 nor shall a lobbyist attempt to improperly influence the
 2641 selection of officers or employees of the House. A lobbyist, by
 2642 personal example and admonition to colleagues, shall maintain
 2643 the honor of the legislative process, including faithful

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2644 adherence to the rules of the House, by the integrity of the
2645 lobbyist's relationship with legislators as well as with the
2646 principals whom the lobbyist represents. Each lobbyist shall
2647 conduct himself or herself at all times in a manner that
2648 promotes a professional environment in the House, exemplifies
2649 proper conduct in public meetings, promotes lawful conduct by
2650 all involved in the legislative process, and contributes to an
2651 environment free from harassment and discrimination. Each
2652 lobbyist shall respect and support the honorable conduct of the
2653 members of the House and discourage unlawful conduct.

2654 (b) A lobbyist shall not knowingly and willfully falsify,
2655 conceal, or cover up, by any trick, scheme, or device, a
2656 material fact; make any false, fictitious, or fraudulent
2657 statement or representation; or make or use any writing or
2658 document knowing the same to contain any false, fictitious, or
2659 fraudulent statement or entry.

2660 (c) During a regular session or any extended or special
2661 session, a lobbyist may not contribute to a member's campaign.

2662 (d) A lobbyist may not make any expenditure prohibited by
2663 s. 11.045(4)(a), Florida Statutes.

2664 (e) No registered lobbyist shall be permitted upon the
2665 floor of the House while it is in session.

2666 (f) A member shall not be directly or indirectly lobbied
2667 via electronic communication while the House is in daily session
2668 or during any meeting of a committee or subcommittee to which

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2669 the House member has been appointed. The term "electronic
2670 communication" includes, but is not limited to, e-mail, text
2671 messaging, social media messaging, and image sharing.

2672 (g) (1) A lobbyist may not lobby the House for any purpose
2673 with respect to any issue, amendment, bill, or appropriation
2674 unless the lobbyist has filed a disclosure with the House
2675 identifying the specific matter and each principal represented
2676 thereon. The disclosure shall be filed in the manner directed by
2677 the Speaker in advance of lobbying on the matter. On matters
2678 other than specific bills or amendments identified by bill or
2679 amendment number, an issue or appropriation must be identified
2680 with specificity sufficient to give notice of each particular
2681 legislative subject or proposal that is a subject of any
2682 communication that constitutes lobbying.

2683 (2) If the chair of the Rules & Ethics Committee receives
2684 credible information indicating a possible violation of
2685 paragraph (1), the chair shall notify the lobbyist and offer the
2686 lobbyist an opportunity to file a disclosure with the House. If
2687 the lobbyist fails to file the appropriate disclosure, the chair
2688 of the Rules & Ethics Committee may bring the matter before the
2689 committee.

2690 (h) A lobbyist or lobbying firm shall file a true and
2691 correct copy of the lobbying contract and any addendum thereto,
2692 including accurate information regarding fees to be paid under
2693 such contract, when the lobbyist or lobbying firm registers to

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2694 lobby the Legislature or the Executive Branch on behalf of any
2695 officer of this state; any executive or judicial department of
2696 this state; any political subdivision, special district, public
2697 authority, public hospital, council, commission, unit of local
2698 government, or public education entity in this state; or any
2699 authority, council, commission, direct-support organization,
2700 institution, foundation, or similar entity that is created by
2701 law or ordinance to pursue a public purpose, entitled by law or
2702 ordinance to any distribution of tax or fee revenues, or
2703 organized for the sole purpose of supporting one of the public
2704 entities listed in this subsection. This subsection does not
2705 apply if the lobbyist is an employee of such principal, the
2706 lobbyist's salary is published on the Internet, and the lobbyist
2707 does not engage in lobbying on behalf of any other principal.

2708

2709 **17.2—Advisory Opinions; Compilation Thereof**

2710 A lobbyist, when in doubt about the applicability and
2711 interpretation of Rule 17.1 in a particular context related to
2712 that lobbyist's conduct, or any person when in doubt about the
2713 applicability and interpretation of s. 11.045, s. 112.3148, or
2714 s. 112.3149, Florida Statutes, as such statute or statutes may
2715 apply to that person, may request an advisory opinion under this
2716 rule. Such request shall be in writing, addressed to the
2717 Speaker, and shall contain the relevant facts. The Speaker shall
2718 either refer the issue to the House general counsel for review

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2719 | and drafting of an advisory opinion of the Speaker or refer the
2720 | issue to a committee designated by the Speaker to have
2721 | responsibility for the ethical conduct of lobbyists, and the
2722 | person requesting the advisory opinion may appear in person
2723 | before such committee. The Speaker or this committee shall
2724 | render advisory opinions to the person who seeks advice as to
2725 | whether the facts as described in the request and any
2726 | supplemental communication would constitute a violation of such
2727 | rule or statute by that person. Such opinion, until amended or
2728 | revoked, shall be binding upon the House in any proceeding upon
2729 | a subsequent complaint concerning the person who sought the
2730 | opinion and acted on it in good faith, unless material facts
2731 | were omitted or misstated in the request for the advisory
2732 | opinion. Upon request of the person who requested the advisory
2733 | opinion or any member, the committee designated by the Speaker
2734 | to have responsibility for the ethical conduct of lobbyists may
2735 | revise any advisory opinion issued by the Speaker or may revise
2736 | any advisory opinion issued by the general counsel of the Office
2737 | of Legislative Services under Joint Rule 1.8. The House general
2738 | counsel or this committee shall make sufficient deletions to
2739 | prevent disclosing the identity of persons in the decisions or
2740 | opinions. All advisory opinions of the Speaker or this committee
2741 | shall be numbered, dated, and published in an annual publication
2742 | of the House. The Clerk shall keep a compilation of all advisory
2743 | opinions.

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2744

2745 17.3—Penalties for Violations

2746 Separately from any prosecutions or penalties otherwise provided
2747 by law, any person determined to have violated the foregoing
2748 requirements of Rule 17, any provision in Joint Rule One, or s.
2749 11.045, s. 112.3148, or s. 112.3149, Florida Statutes, may be
2750 reprimanded, censured, fined, prohibited from lobbying for all
2751 or any part of the legislative biennium during which the
2752 recommended order is proposed, or have such other penalty
2753 imposed as may be appropriate pursuant to Rule 18. Any
2754 prohibition or other limitation imposed by the House may be
2755 continued for up to a total of 2 years by a determination made
2756 by a majority of the House at or following the organization
2757 session following the biennium during which such prohibition or
2758 other limitation was imposed.

2759

**2760 RULE EIGHTEEN—COMPLAINTS AGAINST MEMBERS AND OFFICERS OF THE
2761 HOUSE, LOBBYISTS, AND OTHER PERSONS**

2762

**2763 18.1—Complaints Against Members and Officers of the House,
2764 Lobbyists, and Other Persons; Procedure**

2765 (a) Rule 18 governs proceedings on all complaints under
2766 the jurisdiction of the House. Such complaints include, but are
2767 not limited to:

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2768 (1) Those alleging violation of law, violation of the
 2769 House Code of Conduct, or improper conduct of a member or
 2770 officer that may reflect upon the House; or

2771 (2) Violations of House Rule 17.1, Joint Rule One, or s.
 2772 11.045, s. 112.3148, or s. 112.3149, Florida Statutes, by any
 2773 lobbyist or person other than a member of the House.

2774 (b) For purposes of this rule, receipt of audit
 2775 information indicating a possible violation of Joint Rule One
 2776 shall be treated as a complaint.

2777

2778 **18.2—Violations; Investigations**

2779 (a) Any person may file a sworn complaint with the chair
 2780 of the Rules & Ethics Committee alleging a violation as provided
 2781 in Rule 18.1. The complaint shall contain the name and legal
 2782 address of the person filing the complaint ("complainant"), be
 2783 based on the complainant's personal knowledge, state detailed
 2784 facts, specify the actions of the named respondent which form
 2785 the basis for the complaint, and identify each specific rule or
 2786 law alleged by the complainant to have been violated.

2787 (b) Upon a determination by the chair of the Rules &
 2788 Ethics Committee that the complaint states facts supporting a
 2789 finding of probable cause, the Speaker shall refer the complaint
 2790 to a special master or to a select committee. Upon a
 2791 determination by the chair of the Rules & Ethics Committee that

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2792 | the complaint fails to state facts supporting a finding of
2793 | probable cause, the complaint shall be dismissed.

2794 | (c) Upon referral by the Speaker of a complaint under
2795 | subsection (b), the special master or select committee shall
2796 | conduct an investigation, shall give reasonable notice to the
2797 | respondent, and shall grant the respondent an opportunity to be
2798 | heard unless the investigation fails to reveal facts supporting
2799 | a finding of probable cause. A special master's or select
2800 | committee's report and recommendation is advisory only and shall
2801 | be presented to the chair of the Rules & Ethics Committee as
2802 | soon as practicable after the close of the investigation. If the
2803 | report and recommendation conclude that the facts do not support
2804 | a finding of probable cause, the complaint shall be dismissed by
2805 | the chair of the Rules & Ethics Committee.

2806 | (d) If the report and recommendation of the special master
2807 | or the select committee conclude that the facts support a
2808 | finding of probable cause, the Rules & Ethics Committee shall
2809 | consider the report and recommendation, may make further
2810 | inquiry, shall grant the respondent an opportunity to be heard,
2811 | and shall respond to the report by taking any of the following
2812 | actions:

2813 | (1) Dismiss the complaint.

2814 | (2) Issue a reprimand from the committee.

2815 | (3) Develop its own recommendation to the Speaker based on
2816 | its investigation.

2817 (e) If the complaint is against the chair of the Rules &
 2818 Ethics Committee, the chair is excused and the vice chair shall
 2819 preside over the deliberation.

2820 (f) The Speaker shall present the committee's
 2821 recommendation, along with the report and recommendation of the
 2822 special master or the select committee, to the House for final
 2823 action.

2824 (g) Nothing in this rule prohibits the chair of the Rules
 2825 & Ethics Committee from correcting or preventing the alleged
 2826 violation by informal means if the chair determines that a
 2827 violation is inadvertent, technical, or otherwise de minimis.

2828 (h) Nothing in this rule prohibits the respondent and the
 2829 chair of the Rules & Ethics Committee, the special master, or a
 2830 select committee from agreeing to a consent decree, which shall
 2831 state findings of fact, and such penalty as may be appropriate.
 2832 If the House accepts the consent decree, the complaint pursuant
 2833 to these rules shall be resolved.

2834 (i) The House may move forward with disciplinary
 2835 proceedings without waiting for the outcome of a criminal case.
 2836

2837 **18.3—Confidentiality**

2838 Any material provided to the House in response to a complaint
 2839 filed under Rule 18 that is confidential under applicable law
 2840 shall remain confidential and shall not be disclosed except as
 2841 authorized by applicable law. Except as otherwise provided in

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2842 | this rule, a complaint and the records relating to a complaint
2843 | shall be available for public inspection upon the dismissal of a
2844 | complaint, a determination as to probable cause, informal
2845 | resolution of a complaint, or the receipt by the Speaker of a
2846 | request in writing from the respondent that the complaint and
2847 | other records relating to the complaint be made public records.

2848

2849 | **18.4—Conflict**

2850 | If a complaint is filed against the chair of the Rules & Ethics
2851 | Committee, the initial review of the complaint shall be managed
2852 | by the Speaker or, if designated by the Speaker, the Speaker pro
2853 | tempore. If a complaint is filed against the Speaker, the duties
2854 | of the Speaker pursuant to Rule 18 shall be transferred to the
2855 | Speaker pro tempore.

2856

2857 | **18.5—Time Limitations**

2858 | (a) A complaint must be filed with the chair of the Rules
2859 | & Ethics Committee within 2 years after the alleged violation.

2860 | (b) A violation of the House Code of Conduct is committed
2861 | when every element necessary to establish a violation of the
2862 | rule has occurred, and time starts to run on the day after the
2863 | violation occurred.

2864 | (c) The applicable period of limitation is tolled on the
2865 | day a sworn complaint is filed with the chair of the Rules &
2866 | Ethics Committee.

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RULE NINETEEN—IMPEACHMENT

19.1—Definitions

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

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

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

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

- a. A wrongful official act or omission to perform an official duty;
- b. Acceptance of any bribe;
- c. Failure to report any attempted bribe to appropriate law enforcement officials;
- d. Acceptance of any gift, compensation, or other benefit prohibited to the officer by any law or binding rule of conduct;
- e. Acceptance of any undisclosed income if disclosure is required by law or binding rule of conduct;
- f. Acceptance of any undisclosed compensation, gift, reimbursement, or other benefit valued in excess of \$100 without making public disclosure on an official internet website within

2892 180 days after receipt, or as otherwise required by law or
 2893 binding rule of conduct, if the law would require disclosure if
 2894 such benefit were accepted by a member of the Legislature;

2895 g. Failure to maintain a professional environment in the
 2896 administration of the office free of unlawful discrimination and
 2897 free of harassment or abuse of employees or members of the
 2898 public served by the office;

2899 h. Failure to abide by ethics laws and rules or public
 2900 corruption laws governing conduct in office;

2901 i. Failure to avoid any appearance of impropriety;

2902 j. Any act injurious to the honor of the State of Florida
 2903 or of any of its officers or employees unless such act is
 2904 justified by official duty; or

2905 k. Gross failure to discourage such misconduct by other
 2906 officers subject to impeachment; or

2907 (4) Any conduct unbecoming of a public officer, including,
 2908 but not limited to:

2909 a. Commission of any felony under any jurisdiction;

2910 b. Commission of any breach of peace in any place;

2911 c. Sexual harassment;

2912 d. Invidious discrimination;

2913 e. Solicitation or acceptance of campaign contributions or
 2914 expenditure of campaign funds in a manner that violates any law
 2915 or binding rule of conduct, or acquiescence in such conduct by
 2916 an agent of the candidate's campaign;

2917 f. Any act contrary to the peace and dignity of the State
 2918 of Florida; or

2919 g. Gross failure to discourage such conduct by
 2920 subordinates or by other officers subject to impeachment.

2921 (b) For purposes of this rule:

2922 (1) "Sexual harassment" means engaging in a sexual or
 2923 romantic relationship with any person other than one's spouse if
 2924 such person is a subordinate or an employee of a subordinate or
 2925 an employee of a colleague officer or any related conduct that
 2926 would be grounds for dismissal if committed by a state employee
 2927 in any state agency or legislative or judicial body. It also
 2928 includes solicitation of such relationship. For purposes of this
 2929 definition, "colleague officer" means:

2930 a. For a statewide elected officer, any other statewide
 2931 elected officer.

2932 b. For any other constitutional officer, any
 2933 constitutional officer serving the same county, circuit, or
 2934 district.

2935 (2) "Breach of peace" means any act or conduct that
 2936 seriously endangers or disturbs public peace and order,
 2937 including, but not limited to, any act of unjustified violence
 2938 against any person or property and malicious destruction of
 2939 property.

2940 (3) "Gross failure to discourage" means having actual
 2941 knowledge of wrongful conduct of another person and neglecting

2942 to admonish appropriate behavior of such person, covering up
2943 inappropriate behavior of such person, failing to exercise
2944 vested authority to correct or discipline inappropriate behavior
2945 of such person, or failing to report inappropriate behavior of
2946 such person when there is a duty to report.

2947

2948 **19.2—Procedure**

2949 The House may act in session upon any resolution of impeachment
2950 filed in the House, notwithstanding any deadline for filing
2951 substantive resolutions, or may proceed on any complaint against
2952 an officer subject to impeachment in accordance with Rule 18.

2953

2954 **19.3—Impeachment Managers**

2955 When the House is in recess or not in session, the Speaker may
2956 appoint a replacement for any impeachment manager appointed by
2957 the House if the manager neglects or cannot perform the duties
2958 of a manager or if the manager resigns. The Speaker shall be the
2959 sole judge of such matters subject only to an appeal to the
2960 House filed with the Clerk during a legislative session if filed
2961 within 48 hours after the Clerk publishes such replacement
2962 appointment.