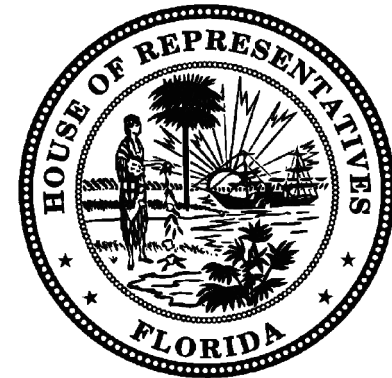


# Quick Reference Guide

to  
*Principles, Practices & Priorities:  
A Handbook on Parliamentary  
Practice in the Florida House of  
Representatives*



Marco Rubio, Speaker

This Quick Reference Guide is meant to serve as a supplement to the book *Principles, Practices & Priorities: A Handbook on Parliamentary Practice in the Florida House of Representatives*. Chapter and section numbers cited in this guide refer to the chapter and section numbers in the February 2008 printing of *Principles, Practices & Priorities*. These citations direct the reader to a chapter and section of the book that contains a more complete explanation or discussion of the concept being summarized in the Quick Reference Guide.

Topics discussed in this guide are arranged in alphabetical order.

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## Amendments

### ***Amendment to the Amendment, Preparation of an***

- Seeks to change something about the amendment, therefore, introductory language will refer to numbered lines in amendment, not the bill.
- If adopted, House returns to consideration of the amendment as amended by the amendment to the amendment. [SEE Chapter XIII, section 3.1.]

### ***Floor Amendment Deadlines***

#### *During the First 55 days of Regular Session*

- Main floor amendments must be approved for filing by 2 p.m. the first day a bill appears on the Special Order Calendar.
- Amendments to amendments and substitute amendments must be approved for filing by 5 p.m. the same day. [SEE Chapter XIII, section 4.1.]

#### *After the 55<sup>th</sup> Day of Regular Session and during Extended or Special Session*

- Main floor amendments must be approved for filing not later than two hours before session is scheduled to convene on the day a bill appears on the Special Order Calendar.
- Amendments to amendments and substitute amendments must be approved for filing not later than one hour after the main floor amendment deadline. [SEE Chapter XIII, section 4.2.]

#### *Late-filed Floor Amendments*

- A late-filed floor amendment may be considered only upon a motion adopted by a two-thirds vote. [SEE Chapter XIII, section 5.]

**Germanity**

- Amendments that are not germane are out of order. Amendments that are not germane include:
  - Amendments that relate to a different subject or are intended to accomplish a different purpose than that of the pending question;
  - Amendments that, if adopted, would require a title amendment for the bill that is substantially different from the bill's original title; or
  - Amendments that, if adopted, would require a title amendment that would unreasonably alter the nature of the bill. [SEE Chapter XIII, section 7.]

**Other Out of Order Amendments**

- Amendments are out of order if they are the principal substance of a bill that:
  - Received an unfavorable council report;
  - Was not reported favorably by at least one council of reference; or
  - Was withdrawn from further consideration. [SEE Chapter XIII, section 6.]

**Strike-all Amendment**

- Amendment that removes all language in the bill and replaces it with new language.
- Strike-all amendments remove everything after the enacting clause. [SEE Chapter XIII, section 3.3.]

**Presiding Officer**

- The Speaker is the presiding officer of the entire House vested with the power to maintain order, manage House proceedings, and govern the administration of House business. [SEE Chapter V, section 1 and section 4.]

**Recognize Members, Power to**

- The Speaker has the power to recognize a member and controls access to floor debate by asking members to explain their purpose for seeking the floor. [SEE Chapter V, section 4.2.]

## **Speaker of the House**

### ***Administrative Responsibilities***

- The Speaker is the chief administrative officer of the House.
- All employees of the House serve at the pleasure of the Speaker and may be removed by the Speaker without cause. [SEE Chapter V, section 5.]

### ***Appointments, Board/Commission***

- The Speaker has the authority to appoint members and directors to a number of boards and commissions in Florida. [SEE Chapter V, section 6.]

### ***Appointments, Council/Committee***

- The Speaker appoints the chairs and members of all councils and committees, and they serve at the pleasure of the Speaker. [SEE Chapter V, section 2.]

### ***Bill Reference***

- The Speaker has the power to refer bills to councils. [SEE Chapter V, section 3.]

### ***Bring Members to Order, Power to***

- The Speaker maintains order and decorum in the Chamber of the House. [SEE Chapter V, section 4.3.]

### ***Interpret the Rules and Decide Points of Order, Power to***

- The Speaker interprets the Rules of the House and decides questions of order. [SEE Chapter V, section 4.1.]

## ***Subsidiary Amendments, Consideration of***

- An amendment to a pending main amendment may be received, but until it is disposed of no other motion to amend will be in order except a substitute amendment or an amendment to the substitute. Such amendments are disposed of in the following order:
  - Members vote on amendments to the amendment before the substitute is taken up;
  - Members vote on amendments to the substitute;
  - Members vote on the substitute amendment. [SEE Chapter XIII, section 8.]

## ***Substitute Amendment, Preparation of a***

- Amendment drafted to be considered instead of another amendment. When reached on the floor, it is considered prior to vote on adoption of the amendment.
- If adopted, the main amendment is disposed of and the next amendment is considered. If it is withdrawn, ruled out of order, fails of adoption, or is otherwise removed from consideration, the question recurs on the adoption of the amendment the substitute sought to replace. [SEE Chapter XIII, section 3.2.]

## ***Title Amendment, Preparation of a***

- The purpose of the title amendment is to ensure the title always accurately reflects the bill's contents.
- When an amendment would change the bill in a way that requires that the title also be amended, the amendment will contain a title amendment. [SEE Chapter XIII, section 3.4.]

**Budget**

**72-hour Waiting Period**

- The Florida Constitution requires a 72-hour waiting period before the Legislature may vote on the general appropriations bill. [SEE Chapter IX, section 11.]

**Appropriations**

- Under Article VII, Section 1(c) of the Florida Constitution, "No money shall be drawn from the treasury except in pursuance of appropriation made by law.
- Under Article VII, Section 1(d) of the Florida Constitution, "Provision shall be made by law for raising sufficient revenue to defray the expenses of the state for each fiscal period." [SEE Chapter IX, section 10.]

**Budget Stabilization Fund**

- Consists of money set aside to equal 5 % of the last completed fiscal year's net revenue collections for the general revenue fund; may be used in the event of a general revenue shortfall or emergency. Expenditures from the budget stabilization fund must be restored, as provided by law. [SEE Chapter IX, section 2.3.]

**General Appropriations Bill**

- Appropriations bills "shall contain provisions on no other subject" than making appropriations. [SEE Chapter IX, section 9.]

**Senate Message, Actions on a**

- The House has several options if the Senate amends a House bill:
  - Amend the Senate amendment;
  - Concur in the Senate amendment;
  - Refuse to concur and ask Senate to recede;
  - Ask Senate to recede and, failing to do so, request that the chambers enter conference.
- If the House amends a Senate bill and the Senate refuses to concur in the House amendment:
  - Recede from the amendment;
  - Insist upon the amendment;
  - Insist upon the amendment and request a conference committee. [SEE Chapter XI, section 2.2.]

### **Senate Reconciliation**

- A bill must contain identical language and must be passed by both the House and Senate before it may be presented to the Governor. [SEE Chapter XI, section 9.]

### **Conference, Sending Bills to**

- If the House and Senate cannot reach agreement on a bill or amendment, a conference committee may be established to examine points of contention and resolve disagreements between House and Senate versions of legislation. [SEE Chapter XI, section 3.]

### **Reports, Conference Committee**

- A conference committee report requires the affirmative vote of a majority of the managers on the part of each chamber. Such reports may recommend action on amendments previously adopted, recommend action on additional compromise amendments, or offer an amendment deleting everything after the enacting clause. [SEE Chapter XI, section 6.]
- The receipt of conference committee reports is always in order, except when the House is voting on a proposition. [SEE Chapter XI, section 7.]
- When the motion to accept a conference committee report in its entirety is under consideration, no amendment is in order.

### **General Revenue and Trust Funds**

- General revenue consists of all money received by the state not earmarked for a specific purpose. Trust funds consist of money received by the state that is legally required to be spent for specific purposes. [SEE Chapter IX, section 2.1-2.2.]

### **Joint Legislative Budget Commission**

- In addition to other responsibilities, no later than September 15<sup>th</sup> of each year, the Legislative Budget Commission shall issue a long-range financial outlook and recommend fiscal strategies for state departments and agencies. [SEE Chapter IX, section 6.]

### **Limits on the Appropriation of Nonrecurring General Revenue**

- Appropriations made for recurring purposes from nonrecurring funds for any fiscal year shall not exceed 3 % of the total general revenue funds estimated to be available at the time such appropriation is made, unless approved by a 3/5 vote of each chamber. [SEE Chapter IX, section 4.]

### **Nonrecurring Revenue**

- Nonrecurring revenue consists of one-time transfers from other funds, unused appropriations from previous years, and revenue sources that may be phased out and are available to be spent in the current year. [SEE Chapter IX, section 3.]

### **Recurring Revenue**

- Recurring revenue is the amount of money that the state collects in taxes and fees each year that is expected to be collected in subsequent years. [SEE Chapter IX, section 3.]

### **Revenue Estimating Conference**

- Authority for forecasting the state's revenue and serves as the basis for the budget.
- Result of the conference is a single state economic forecast to which all principals agree. [SEE Chapter IX, section 5.]

### **Preparing and Understanding Legislation**

#### **Effective Date of Proposed Legislation**

- The effective date is the date on which the proposed changes or additions will take effect, provided the bill is signed by the Governor or allowed to become law without the Governor's signature.
- In the absence of an effective date, the law will take effect on the 60<sup>th</sup> day after adjournment *sine die* of the session of the Legislature in which enacted or as otherwise provided therein. [SEE Chapter VI, section 6.]

#### **Enacting Clause**

- Every bill, whether it enacts, repeals, or amends, must contain an enacting clause. Without the enacting clause, the legislation has no legal effect. If an amendment strikes the enacting clause from a bill, the amendment has the effect of defeating the bill. [SEE Chapter VI, section 4.]

#### **Single Subject**

- Florida Constitution requires that a bill pertain to only one subject.
- The subject of the bill must be briefly described in the title of the bill.
- A bill that seeks to accomplish separate objectives which have no logical connection to one another violates the single-subject requirement. [SEE Chapter VI, section 2.]

*Question before the Members*

- A question must be put before the House, either in committee, council, or the whole House, and may be a bill, resolution, motion, or other proper form, answered by an affirmative or negative vote. [SEE Chapter III, section 4.3.]

*Quorum*

- In order for members to take formal legislative action, a majority of the members qualified to act must be present at a meeting, unless a lesser or a higher number is authorized or required. [SEE Chapter III, section 4.2.]

**Consideration of Legislation**

***Amendments, Second Reading***

- Amendments on second reading require an affirmative vote of the majority of members voting. [SEE Chapter X, section 13.2.]

***Amendments, Third Reading***

- Amendments to a bill are in order on third reading; however, for an amendment on third reading to be adopted, the amendment requires a two-thirds vote of the members voting. [SEE Chapter X, section 15.1.]

***Attendance at Sessions***

- The Speaker's approval is required in the event a member is to be absent from a session of the House.
- All members present in the Chamber are required to vote, unless they have been excused. [SEE Chapter X, section 2.]

***Bills and Joint Resolutions on Third Reading***

- Bills on third reading are read by the reading clerk and then explained by the bill sponsor. Members may ask questions to make certain they are clear on a matter before they vote. Questions cannot serve to veil debate. Members then debate the bill and the bill sponsor closes. [SEE Chapter X, section 15.]

***Consent Calendar***

- Rules & Calendar Council may submit consent calendar to expedite the consideration of noncontroversial legislation. [SEE Chapter X, section 5.2.]

**House Calendar System**

- Once a bill is given a favorable report from every council of reference, it is placed on the Calendar of the House.
- It then becomes available for second reading and placement on the Special Order Calendar.
- Once placed on Special Order Calendar, a bill's next step is consideration on the floor by the full membership of the House. [SEE Chapter X, section 5.]

**Procedural Limits: End-of-Session**

- Rules prohibit the House from considering bills on second reading after the 55<sup>th</sup> day of regular session.
- After the 58<sup>th</sup> day, the House may only consider Senate messages, conference reports, and concurrent resolutions.
- The House, by a two-thirds vote, can waive these rules and consider bills outside the scope of these rules if a supermajority of the members choose. [SEE Chapter X, section 20.]

**Readings**

- A bill must be read three times by title on three separate days before it may be passed by the House, unless this requirement is waived by a two-thirds vote. [SEE Chapter X, section 4.]
- A bill is typically given its first reading by publication of its title in the *Journal*. [SEE Chapter X, section 4.]

**Rolling over a Bill to Final Passage**

- When there is broad support for a measure, the rules may be waived by a two-thirds vote to read a bill a third time by title on the same day the bill was read the second time by title. [SEE Chapter X, section 14.]

**Parliamentary Principles**

- Parliamentary practice is based on rules created to ensure the rights of:
  - The majority
  - The minority, especially if greater than one-third of the total membership
  - The individual members
  - The whole House

**Principles Governing the Procedures of the Legislature**

*Debate*

- Members have the right to express personal opinions and hear the opinions of others in order to reach a judgment.

*Majority Vote*

- Majority vote is necessary to pass a bill or decide a question; a vote of less than a majority or tie vote defeats the question.

*Notice*

- Proper meeting notice must be provided to all members and to the general public, stating the time, location, and purpose of the meeting. In certain instances, the House is convened “at the call of the chair.” In those cases, reasonable notice is provided whenever possible. [SEE Chapter III, section 4.1.]

## **Organization of the House**

### ***House Leadership, Election and Appointment of***

- The Rules of the House provide that a Speaker pro tempore be elected and serve as Speaker in the event of the absence or inability of the Speaker. [SEE Chapter IV, section 1.3(b)]
- The Speaker appoints a Majority Leader and Majority Whip. The Minority Leader and Minority Whip are elected by a minority party conference prior to the organization session. [SEE Chapter IV, section 3.]

### ***House Rules, Adoption of***

- The Rules of the House are determined by the House itself and are subject only to limitations contained within the Florida Constitution.
- The Legislature has the power to interpret its own rules and determine how they apply to members. [SEE Chapter IV, section 2.1.]

### ***House's Prerogative to Change its Rules***

- The House may change its rules by a majority vote, granted the Rules & Calendar Council submits the change, in writing, to the members one day in advance of the vote. [SEE Chapter IV, section 2.3.]

### ***Organization Session***

- First formal legislative day of the legislative term, reserved for the exclusive purpose of organization and selection of officers. [SEE Chapter IV]

## ***Special Order Calendar: Regular Session***

- The Rules & Calendar Council determines sequence for consideration of legislation on the floor.
- Upon adoption of the Special Order Calendar, no other bills may be considered; exceptions include any bill stricken from the Special Order Calendar by a majority vote or any bill added to it upon a two-thirds vote.
- No measure may be placed on a Special Order Calendar until it has been reported favorably by each council of reference and is available for consideration on the floor.
- Special Order Calendar published in two Calendars of the House, and a bill on Special Orders may be taken up on the day of the second published Calendar.
- During the last 5 days of regular session, Special Order Calendar is published in one Calendar of the House and a bill on Special Orders may be taken up on the day that Calendar is published.
- In an extended or special session, the Special Order Calendar is published in one Calendar of the House and the bills thereon may be taken up on the day of that Calendar. [SEE Chapter X, section 5.1.]

### **Council and Committee Process**

- The Rules of the House dictate that bills, upon filing or introduction, whether House or Senate, may be referred by the Speaker to one or more councils or to the Calendar.
- There are nine standing councils of the House that cover broad areas of legislation; each of these councils has four committees under its jurisdiction. [SEE Chapter VIII, section 1.1.]

### **Council Bills**

- To formally address a particular concern, a council chair may submit a written request to the Speaker seeking approval to consider a proposed council bill.
- After the request is approved, a council chair may assign the proposal to any committee within that council for recommendations.
- The council chair must designate a member of the council or a member of the committee within that council as first-named cosponsor.
- Prior to formal approval by a council, the proposed bill must be made available on or before the meeting notice deadline. [SEE Chapter VIII, section 4.1.]

### *To Refer a Bill to an Additional Council*

- Motion can be made during regular order of business; requires two-thirds vote and is debatable as to the propriety of the reference.

### *To Withdraw a Bill from Further Consideration of the House*

- The Chair or Vice Chair of the Rules & Calendar Council may move for the withdrawal of a bill from further consideration at the request of the first-named member sponsor; requires two-thirds vote. [SEE Chapter XII, section 4.6.]

### *To add to Special Order*

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

### **Points of Order**

- Points of order must be raised in a timely and orderly fashion. If the rules are not followed, no member objects, and the House proceeds, it is as if a motion to waive the rules was adopted by the House. [SEE Chapter XII, section 11.]
- The Speaker may ask the House for comment. [SEE Chapter XII, section 9.]

### **Points of Personal Privilege**

- Affects the rights, reputation, and conduct of members of the House in their capacity as Representatives. [SEE Chapter XII, section 5.]

*10.) To Refer or Recommit to Council or Committee*

- A bill on the Calendar of the House may be referred to a council or committee by a majority vote of the House.
- Referral of a House bill to a council or committee carries with it referral of any companion Senate bill that is on the Calendar of the House. [SEE Chapter XII, section 3.10. See also Chapter X, section 11.]

*11.) To Amend [SEE Chapter XIII, section 8.]*

*12.) To Amend by Removing the Enacting or Resolving Clause [SEE Chapter XIII, section 10.]*

**Other Motions**

*To Waive the Rules*

- The rules can be waived by a two-thirds vote, to the extent it does not violate the Florida Constitution.
- A motion to waive the rules may not be amended, debated, laid on the table, referred to committee, or reconsidered unless business has intervened. [SEE Chapter XII, section 4.2.]

*To Withdraw a Bill from Council or Committee*

- Requires a two-thirds vote. However, any member may move to withdraw a bill as long as the motion is made no later than the order of business of Motions Relating to Council and Committee References on the legislative day following reference. [SEE Chapter XII, section 4.3.]

*To Change Council or Committee References*

- Motion to change the reference of a bill from one council to another council; requires majority vote and is debatable as to the propriety of the reference.

**Council Chair's Power to Refer**

- Once the Speaker refers the bill to a council, the council chair can do one of three things: refer the bill to committee(s) in their council; schedule the bill before their council; or hold the bill without referring or scheduling a hearing. [SEE Chapter VIII, section 1.2.]

**Council Chair's Power to Revoke a Bill Reference**

- The council chair may revoke a committee reference at any time, except when the committee hearing has already been noticed. [SEE Chapter VIII, section 1.3.]

**Council/Committee Agenda**

- The council/committee chair establishes the meeting agenda and determines the order by which bills are considered.
- A bill is explained in full by the bill sponsor in the council/committee meeting.
- Members of the council/committee may submit amendments prior to meeting or during presentation of the bill.
- Additionally, any member of the House may submit an amendment provided the member submits it by 6 p.m. of the day prior to the meeting. If there is less than 24 hours of notice, the amendment must be filed one hour before the meeting convenes. [SEE Chapter VIII, section 2.1.]

## Council Substitutes

- A council substitute covers the same general subject matter as one or more bills in possession of the council.
- A council substitute is introduced, read a first time, and is subject to referral by the Speaker on the day it is reported by the council, provided it is approved for filing by 6 p.m., or no later than the following day (excluding Saturdays, Sundays, or official state holidays) if approved for filing after 6 p.m. [SEE Chapter VIII, section 4.2.]

## Meeting Notice

- Any council or committee meeting held for the purpose of considering legislation must be publicly noticed and include time, location, and content of the meeting. A bill may not be considered if not on the meeting notice.
- Council meeting times must be authorized by the Speaker; committee meeting times must be authorized by the Speaker and council chair. [SEE Chapter VIII, section 2.2.]

## Questions of Order

- A question of order decided in council/committee by the chair may be appealed to the Speaker, provided the appeal is announced in the meeting, presented in writing, signed by two members of the council/committee, and delivered to the chair by 4:30 p.m. the next day.
- The appeal is certified by the chair to the Speaker, who shall decide the question of order. [SEE Chapter VIII, section 3.2.]

## 6.) For the Previous Question

- If adopted, brings a measure to a vote. Requires a majority vote. Proponents and opponents of a bill or amendment are given 3 minutes to debate for or against the measure. If the motion fails, the measure remains in the same position it was in before the motion was raised. [SEE Chapter XII, section 3.6.]

## 7.) To Limit Debate

- The sponsor of the bill or amendment has 5 minutes to discuss the motion to limit debate with the members before it is voted on. If adopted, debate is limited to 20 minutes, 10 for each side. The bill sponsor is given an additional 5 minutes to close debate.
- The motion for the previous question is more expeditious than the motion to limit debate. [SEE Chapter XII, section 3.7.]

## 8.) To Temporarily Postpone

- Most common procedural motion made on the floor, which essentially permits other business to occur while the measure is placed aside to resolve any issue.
- The motion is not debatable and requires a majority vote for adoption. [SEE Chapter XII, section 3.8.]

## 9.) To Postpone to a Day or Time Certain

- This motion is adopted by a majority vote and requires that a bill be brought back before the House at a definite time.

2.) *To Adjourn*

- Must be either a formal vote or unanimous consent on a motion to adjourn. [SEE Chapter XII, section 3.2.]

3.) *To Recess to a Time Certain*

- Recesses may be taken in the interest of the comfort of the House or because members are waiting for an event to occur. [SEE Chapter XII, section 3.3.]

4.) *To Lay on the Table*

- Defeats a measure without further consideration and requires a majority vote for adoption. [SEE Chapter XII, section 3.4.]

5.) *To Reconsider*

- Allows members to review action that was previously taken.
- Members voting on the prevailing side of a measure are the only members who may move to reconsider that measure. When a measure is passed by voice vote or tie vote, any member may move to reconsider.
- A motion to reconsider the passage of a bill is in order as long as the bill is still in possession of the House. During the first 45 days of session, bills are retained by the Chief Clerk for at least one legislative day after passage, unless the House adopted a motion to immediately certify the bill to the Senate. [SEE Chapter XII, section 3.5.]

**Reconsideration**

- When a main question has been decided by a council or committee, any member voting with the prevailing side, or in the case of a tie, any member who voted, may move for reconsideration.
- Any member voting on either side of passage or defeat may serve notice that the bill be retained through the next council/committee meeting for the purpose of reconsideration.
- No bill may be retained under this provision after the 40<sup>th</sup> day of regular session or during extended or special session. If the council/committee refuses to reconsider the bill at the next meeting, no further motion to reconsider will be in order.
- However, a notice that a bill should be retained for the purpose of reconsideration at the next council/committee meeting may be set aside by the motion to report the bill immediately. Requires a two-thirds vote for adoption. [SEE Chapter VIII, section 3.6.]

**Reports, Committee**

- A bill may not be reported without recommendation; a committee may report a House bill unfavorably, favorably, favorably with amendments, or favorably with a recommended, albeit non-binding, council substitute.
- Committees may not initiate proposed or substitute bills.
- Adopting a motion to lay a bill on the table amounts to reporting a bill unfavorably. [SEE Chapter VIII, section 3.4(a)]
- If a bill is reported unfavorably in committee and the council does not address the bill at the next council meeting, the bill is not available for further consideration during the legislative session. [SEE Chapter VIII, section 3.4(c)]

**Reports, Council**

- A bill may not be reported without recommendation; a council may report a House bill unfavorably, favorably, or favorably with a council substitute.
- A motion to lay a bill on the table amounts to reporting a bill unfavorably. [SEE Chapter VIII, section 3.4(b)]

**Revival of a Bill in Council**

- If a committee reports a bill unfavorably, any member of the council may move to take the bill from the table at the next council meeting, essentially reviving the bill. (Adoption of the motion requires a majority vote.) At this point, the council chair can further refer the bill to committees, or if properly noticed, members of the council may consider the bill. [SEE Chapter VIII, section 3.5.]

**Voting**

- All votes for or against, as well as members absent, are conveyed in the council/committee report; members absent may submit indication of how they would have voted, however, the outcome of the bill is not affected. [SEE Chapter VIII, section 3.3.]

**Interruption of a Member Who is Speaking**

- A member may interrupt another member to raise a question that requires the immediate attention of the House. To raise such a question, a member should first address the Speaker in order to obtain permission from the member who is speaking. [SEE Chapter XII, section 7.]

**Motions, Dilatory**

- Dilatory or delaying motions are not in order. [SEE Chapter XII, section 12.]

**Motions, Withdrawal of**

- The mover of a motion may withdraw the motion at any time before it has been amended or a vote on it has commenced. [SEE Chapter XII, section 13.]

**Priority of Motions during Debate**

- Certain motions have priority over other motions.
- Whenever a question is under debate, all motions of higher priority are in order, but a motion of lower priority is not. [SEE Chapter XII, section 3.]

**1.) To Adjourn at a Time Certain**

- This motion has the highest priority.
- Sets a time limit for House proceedings
- If this motion is adopted, it is still in order to move to extend session if the House reaches a time certain and seeks to accomplish more. [SEE Chapter XII, section 3.1.]

**Motions**

**Classification of Motions**

- Motions are organized into groups that establish the priority of consideration of questions presented before the House. [SEE Chapter XII, section 2.]

*Incidental*

- Relates to the procedure under which other business is considered; are not debatable, except appeal. (i.e. appeal, point of order, withdraw) [SEE Chapter XII, section 2.2.]

*Main*

- Brings business before the House; subject to amendment and debate. [SEE Chapter XII, section 2.4.]

*Privileged*

- Relates to the organization, the meeting, its members, and their rights, comfort, and privileges; not subject to debate. (i.e. call of the House, adjourn, recess) [SEE Chapter XII, section 2.1.]

*Subsidiary*

- Typically applied to the bill or resolution under consideration by the House and will be disposed of before the bill or resolution may be acted on. (i.e. lay on the table, previous question, amend) [SEE Chapter XII, section 2.3.]

**Initiating the Legislative Process**

**Bill Filing**

- Once House Bill Drafting prepares a bill, the completed draft legislation is sent to the member for approval; the bill may undergo several changes before the member is satisfied. Once the member is satisfied, it is filed with the Chief Clerk’s Office. [SEE Chapter VII, section 5.]

**Bill Sponsorship**

- A bill or resolution has one primary author or sponsor. A bill may also have many cosponsors, those who endorse a bill without being formally responsible for its content.
- The primary sponsor approves or disapproves cosponsorship requests after they have been submitted to the Chief Clerk; the Chief Clerk also handles requests of members wishing to be removed as a cosponsor. [SEE Chapter VII, section 2.]

**House Bill Drafting**

- Assists members in preparing legislation. Most bills must be prepared by House Bill Drafting. [SEE Chapter VII, section 4.]

**Legislation, Sources of**

- Formal lawmaking begins when a member of the Florida House decides to address concerns by filing draft legislation, approved as to form by House Bill Drafting. [SEE Chapter VII, section 1.]

**Local Bill Requirements**

- The Legislature will not enact local bills that can be enacted by a local governing body.
- All local bills must embody provisions for a ratifying referendum or be accompanied by an affidavit of proper advertisement.
- The affidavit must state that the Legislature's intent to consider the proposed bill was advertised in a newspaper of the local entity affected at least 30 days prior to introduction. [SEE Chapter VII, section 7.]

**Member Filing Deadlines**

- No general bill, local bill, joint resolution, concurrent resolution, or substantive House resolution or memorial is given first reading unless approved for filing with the Chief Clerk no later than noon of the first day of the regular session.
- Members may not file more than six bills for a regular session. At least two must be approved for filing with the Chief Clerk no later than noon of the 6<sup>th</sup> Tuesday prior to the first day of regular session. [SEE Chapter VII, section 3.]

**Legislative Branch**

- Legislative power is vested in the Florida House of Representatives and Florida Senate pursuant to Article III, Section 1 of the Florida Constitution.

**Legislative Branch, Fundamental Powers of**

- The Florida House is the sole judge of the elections, returns, and qualifications of its members.
- The House may choose its officers, determine its own rules of procedure, punish its members for disorderly conduct, and, by a vote of two-thirds, expel a member. [SEE Chapter II, section 1.2]

**Legislative Power, Limits on**

- The Legislature is limited only by the constitutional constraints of the Florida and United States Constitutions and in certain cases as preempted by federal law.
- Florida, like the other 49 states, retains all the powers not delegated to the federal government. [SEE Chapter II, section 3.]

**Terms and Term Limits**

- Representatives serve two-year terms and are limited to four consecutive terms in office, but may serve for more than eight years in certain circumstances.
- Vacancies in legislative offices may be filled only by election. [SEE Chapter II, section 4.2.]