The Rules

of the

Florida House of Representatives

and the

Joint Rules

of the Florida Legislature

2014 - 2016

Steve Crisafulli, Speaker

Adopted in Organization Session,

November 18, 2014

PROVISIONAL
RULES OF THE
FLORIDA HOUSE OF REPRESENTATIVES

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House Resolution


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 2014-2016 term:

RULES OF THE FLORIDA HOUSE OF REPRESENTATIVES

RULE ONE—LEGISLATIVE ORGANIZATION

1.1—Officers of the House

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

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

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

(b) HOUSE LEADERSHIP. In addition to the Speaker, the House shall choose a Speaker pro tempore, who shall serve in
accordance with Rule 2.5. The Speaker shall appoint a Majority Leader from among the members of the Majority Conference to serve at the pleasure of the Speaker. The Minority Conference shall select a Minority Leader from among the members of the Minority Conference.

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

1.2—Political Party Conferences
Conference rules shall be interpreted and enforced solely by the respective caucuses.

1.3—Seating Challenges
In the case of a contest for a seat in the House, notice setting forth the specific grounds of such contest and the supporting evidence must have been received by the Clerk not less than 5 days before the organization session of the Legislature. No motion to disqualify a member shall be in order at the organization session until a Speaker has been elected in accordance with the State Constitution. In the case of a special election, notice must have been received by the Clerk not less than 5 days before the next regular or special session convenes. If the election is during a session or less than 5 days before the next session, the notice must have been received on the next legislative day following the receipt of certified election
results. A contest setting forth facts sufficient to warrant review shall be referred by the Speaker to an appropriate committee or subcommittee. The committee or subcommittee shall conduct hearings as required and report its findings and recommendations to the House. Upon receipt of the committee or subcommittee report, the House shall convene with all dispatch to determine the contest by a majority vote.

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

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

2.2—Interpreting Rules
The Speaker shall interpret, apply, and enforce the Rules of the House.

2.3—Deciding Questions of Order
(a) DETERMINATION BY THE SPEAKER. All questions of order shall be presented to the Speaker for determination. The Speaker may require the member raising a point of order to cite the rule or other authority in support of the question. The Speaker may decide the question of order, put such question to the House, or
refer such question to the chair of the Rules, Calendar & Ethics Committee for a recommendation to the Speaker. Any decision of the Speaker on a point of order is subject to an appeal to the House made timely and separately by any five members.

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

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

(d) DECISIONS NOT SUBJECT TO APPEAL. Responses to
parliamentary inquiries and decisions of recognition made by the Speaker may not be appealed.

2.4—Execution of Documents
The Speaker shall sign all bills and all writs, warrants, and subpoenas issued by order of the House, all of which shall be attested to by the Clerk. The Speaker may delegate the authority to sign papers authorizing payments or other papers of an administrative nature.

2.5—Appointment of a Temporary Presiding Officer
   (a) The Speaker may appoint any member to perform the duties of presiding officer for a temporary period of time not to extend beyond a single legislative day.
   (b) If the Speaker is absent and has not appointed a presiding officer pursuant to subsection (a), the Speaker pro tempore shall act as presiding officer during the Speaker's absence. However, if the Speaker pro tempore is also absent and has not appointed a presiding officer pursuant to subsection (a), the chair of the Rules, Calendar & Ethics Committee shall act as presiding officer during the absence of both the Speaker and Speaker pro tempore.
   (c) Upon the Speaker's incapacity or other inability to serve, the Speaker pro tempore shall exercise the duties, powers, and prerogatives of the Speaker during the period of
such incapacity or other inability to serve.

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

2.6—Protecting the Interests of the House
The Speaker may initiate, defend, intervene in, or otherwise participate in any suit on behalf of the House, a committee or subcommittee of the House, a member of the House (whether in the legal capacity of member or otherwise), a former member of the House, or an officer, employee, or agent of the House when the Speaker determines that such suit is of significant interest to the House.

2.7—Control of House Facilities
The Speaker shall have administrative control of the Chamber when the House is not in session and of every other room, lobby, and gallery of the House.

RULE THREE—MEMBERS

3.1—Membership
The House shall exercise its right to be the sole judge of the qualifications, elections, and returns of its members.
3.2–Voting Obligation

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

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

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

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

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

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

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

   c. A relative or business associate of the member,
the member must disclose the nature of the interest of such person in the outcome of the vote. 

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

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

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

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

3.3—Attendance Obligation

(a) COMMITTEE AND SUBCOMMITTEE MEETING ATTENDANCE. A member shall attend all meetings of committees and subcommittees to which appointed unless excused by the chair or by the
Speaker. Excuse from a House session shall constitute excuse from that day's meetings. Failure to attend two consecutive meetings, unless excused, shall constitute automatic removal from the committee or subcommittee and create a vacancy. Upon notification of automatic removal, the Speaker may make an appointment to fill such vacancy.

(b) SESSION ATTENDANCE.

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

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

3.4—Open Meetings

(a) Subject to order and decorum, each member shall provide reasonable access to members of the public to any
meeting between such member and more than one other member of
the Legislature, if such members of the public have requested
admission and such meeting has been prearranged for the purpose
of agreeing to take formal legislative action on pending
legislation or amendments at such meeting or at a subsequent
time.

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

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

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

(e) When the number of persons attending a meeting subject
to this rule must be limited because of space considerations or
otherwise for the maintenance of order or decorum, at least one
representative each of the print, radio, and television media shall be included among the members of the public admitted, if such persons have requested admission.

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

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

4.1—The Clerk
(a) The Clerk serves at the pleasure of the Speaker. The Clerk shall:
(1) Be the custodian of all bills, resolutions, and memorials. No member or other person may take possession of an original bill, after filing, with the intention of depriving the Legislature of its availability for consideration.
(2) Provide for the keeping of a complete record of
introduction and action on all bills, resolutions, and
memorials, including each number, each sponsor, each cosponsor,
a brief description of the subject matter, and each committee
and subcommittee reference.

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

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

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

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

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

4.2-The Sergeant at Arms

The Sergeant at Arms (hereinafter "Sergeant") serves at the
pleasure of the Speaker. The Sergeant shall attend the House
during its sittings and maintain order under the direction of
the Speaker or other presiding officer. In case of any
disturbance or disorderly conduct within the Chamber, corridors,
passages, lobby, galleries, or rooms of the House, whether in
the Capitol or elsewhere, the Speaker may order the Sergeant to
suppress the same and may order the Sergeant to remove any
person creating any disturbance. The Sergeant will ensure that
no person is admitted to the Chamber except in accordance with
these rules or as directed by the Speaker. The Sergeant shall
oversee the security of the House and its members when engaged
in their constitutional duties and perform other duties under
the command and supervision of the Speaker.

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

RULE FIVE—FORM AND INTRODUCTION OF BILLS

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

5.2—Member Bill Filing Deadline

Filing deadlines for member bills shall be as follows:

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

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

5.3—Limitation on Member Bills Filed

(a) A member may not file more than six bills for a regular session. Of the six bills, at least two must be approved for filing with the Clerk no later than noon of the 6th Tuesday before the first day of the regular session. For purposes of this rule, the member considered to have filed a bill is the first-named sponsor of the bill.

(b) Bills not counted toward these limits include:

(1) Local bills, including local claim bills.

(2) Ceremonial House resolutions.
(3) Memorials.
(4) Concurrent resolutions relating to extension of a session or legislative organization or procedures.
(5) Trust fund bills adhering to another bill.
(6) Public records or public meetings exemption bills adhering to another bill.
(7) General bills adhering to a joint resolution.
(8) Bills that only repeal or delete, without substantive replacement, any provision of the Florida Statutes or Laws of Florida.
(9) Bills withdrawn from further consideration prior to the applicable filing deadline.

5.4—Forms of Measures; Sponsorship Transactions
(a) To be acceptable for introduction, all bills shall be produced in accordance with standards approved by the Speaker.
(b) No member may be added or deleted as a sponsor or cosponsor of a bill without the member's consent. A member desiring to be a cosponsor must submit to the Clerk a cosponsorship request agreed to by the first-named sponsor. A member may withdraw as a cosponsor by submitting a request to the Clerk.
(c) Bills that propose to amend existing provisions of law shall contain the full text of the section, subsection, or paragraph to be amended. Joint resolutions that propose to amend
the State Constitution shall contain the full text of the
section to be amended. As to those portions of general bills and
joint resolutions that propose to amend existing provisions of
the Florida Statutes or the State Constitution, words to be
added shall be inserted in the text underlined and words to be
deleted shall be struck through with hyphens. If the change in
language is so general that the use of these procedures would
hinder, rather than assist, the understanding of the amendment,
it is not necessary to use the coded indicators of words added
or deleted, but, in lieu thereof, a notation similar to the
following shall be inserted immediately preceding the affected
section of the bill: "Substantial rewording of section. See s. .
... , F.S., for present text." When such a notation is used,
the notation, as well as the substantially reworded text, shall
be underlined. The words to be deleted and the above-described
indicators of such words and of new material are for information
and guidance and do not constitute a part of the bill under
consideration. Numerals in the margins of the line-numbered
pages do not constitute a part of the bill and are shown on each
page only for convenience in identifying lines. Section
catchlines of existing text shall not be underlined, nor shall
any other portion of a bill covered by this rule other than new
material.

5.5–Local Bills
(a) A committee or subcommittee may not report a local bill favorably if the substance of the local bill may be enacted into law by ordinance of a local governing body without the legal need for a referendum.

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

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

5.6—Claim Bills

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

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

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

5.7—Reviser's Bills
Reviser's bills shall be introduced by the Rules, Calendar & Ethics Committee, which may request prior review by another committee or subcommittee.

5.8—Memorials
A memorial expresses the opinion of the Legislature to the Federal Government. All memorials shall contain the resolving clause "Be It Resolved by the Legislature of the State of Florida:"

5.9—House Resolutions; Concurrent Resolutions; Tributes
(a) All House resolutions and all concurrent resolutions originating in the House shall contain a title and a resolving clause. In the case of House resolutions, the resolving clause shall be "Be It Resolved by the House of Representatives of the
State of Florida:". In the case of concurrent resolutions originating in the House, the resolving clause shall be "Be It Resolved by the House of Representatives of the State of Florida, the Senate Concurring:". Concurrent resolutions originating in the House shall present only questions pertaining to extension of a session, enactment of joint rules, ratification of federal constitutional amendments, communications with the judiciary, appointment or recall of delegates or alternate delegates to a federal Article V convention and instructions to such delegates, actions taken pursuant to federal law not requiring gubernatorial approval, or other exclusively legislative matters.

(b) All ceremonial House resolutions shall be reviewed and approved by the chair of the Rules, Calendar & Ethics Committee before introduction.

(c) Copies of House resolutions shall be furnished by the Clerk. The Secretary of State shall be requested to prepare certified copies of concurrent resolutions after their adoption.

(d) Any matter commemorating local achievement, condolences, or other recognition shall be prepared in accordance with standards approved by the Speaker as an individual tribute for the member sponsoring the measure.

5.10—Bills Filed During an Interim
During the period between the organization session and the
convening of the first regular session of the legislative biennium and during the period between the first and second regular sessions of the legislative biennium, members may file for introduction bills that have been prepared or reviewed by the House Bill Drafting Service.

5.11—Requirements for Introduction
(a) All bills (other than an appropriations bill, concurrent resolutions relating to organization of the Legislature, resolutions relating to organization of the House, concurrent resolutions pertaining to extension of a session, reviser's bills, bills proposing any reapportionment or redistricting of the state's legislative or congressional districts, and recall of acts from the Governor) shall either be prepared or, in the case of local bills, reviewed by the House Bill Drafting Service. After completion and delivery by the House Bill Drafting Service, no change may be made in the text or title of the bill without returning the bill to the House Bill Drafting Service before filing.

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

5.12—Identification
Each bill shall be given a number and filed with the Clerk by the House Bill Drafting Service. Bills shall be serially numbered in an odd-numbered sequence, except that bills of a similar type may be serially numbered separately. The Clerk shall validate the original copy of each bill, and each page thereof, to ensure its identification as the item introduced in order to prevent unauthorized or improper substitutions therefor.

5.13—Companion Measures

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

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

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

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

6.6—Reference of Veto Messages

The Speaker may refer veto messages to the appropriate committee or subcommittee for a recommendation.
PART ONE—Organization

7.1—Standing Committees and Subcommittees

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

(1) Appropriations Committee.
   a. Agriculture & Natural Resources Appropriations Subcommittee.
   b. Education Appropriations Subcommittee.
   d. Health Care Appropriations Subcommittee.
   e. Justice Appropriations Subcommittee.
   f. Transportation & Economic Development Appropriations Subcommittee.

(2) Economic Affairs Committee.
   a. Economic Development & Tourism Subcommittee.
   c. Transportation & Ports Subcommittee.

(3) Education Committee.
   a. Choice & Innovation Subcommittee.
   b. Higher Education & Workforce Subcommittee.
   c. K-12 Subcommittee.

(4) Finance & Tax Committee.
(5) Health & Human Services Committee.
   b. Health Innovation Subcommittee.
   c. Health Quality Subcommittee.
(6) Judiciary Committee.
   a. Civil Justice Subcommittee.
   b. Criminal Justice Subcommittee.
(7) Local & Federal Affairs Committee.
   a. Local Government Affairs Subcommittee.
   b. Veteran & Military Affairs Subcommittee.
(8) Regulatory Affairs Committee.
   a. Business & Professions Subcommittee.
   c. Insurance & Banking Subcommittee.
(9) Rules, Calendar & Ethics Committee.
   a. Rulemaking Oversight & Repeal Subcommittee.
(10) State Affairs Committee.
   a. Agriculture & Natural Resources Subcommittee.

(b) For purposes of these rules, the term "committee"
includes subcommittee, except where the context indicates
otherwise.

7.2—Committee and Subcommittee Appointments

The Speaker may appoint the chair, the vice chair, and any co-
chairs as he or she deems necessary, as well as all members, for

each standing House committee and subcommittee. The Speaker may
appoint the House chair and all House members of each conference
committee, joint committee, and joint select committee created
by agreement of the House and Senate or of the Speaker and the
President of the Senate. The Speaker shall give written notice
of each such appointment to the Clerk for publication. After the
Speaker has made committee and subcommittee appointments, the
Minority Leader may name a Minority Conference member of any
committee or subcommittee as "ranking member" of that committee
or subcommittee, subject to the approval of the Speaker.

7.3—Powers of the Chair

A committee or subcommittee chair has authority to sign all
notices, vouchers, and reports required or permitted by these
rules. The chair has authority, subject to approval by the
Speaker, to sign all subpoenas issued under these rules. The
chair has all authority necessary to ensure the orderly
operation of the committee or subcommittee, including, but not
limited to, presiding over meetings, establishing each meeting
agenda, determining the order in which matters are to be taken
up, recognizing or not recognizing non-member presenters, and
deciding questions of order. Decisions on questions of order may
be appealed pursuant to Rule 2.3(b), but there shall be no
appeal of the chair's recognition.
7.4—Absence of the Chair
In the absence of the chair and all co-chairs, the vice chair, if any, shall assume the duty to convene and preside over meetings and such other duties as the Speaker may assign, unless a temporary chair has been appointed by the Speaker. During a meeting properly convened, the presiding chair, vice chair, or temporary chair may temporarily assign the duty to preside at that meeting to another committee or subcommittee member until the assignment is relinquished or revoked.

7.5—Term of Appointment
All standing committee or subcommittee chairs, vice chairs, and members serve at the pleasure of the Speaker. All standing committee and subcommittee appointments made by the Speaker in accordance with Rule 7.2 shall be made before each regular session is convened and shall expire on August 1 of odd-numbered years or, if the Legislature is convened in special or extended session on that date, upon adjournment sine die of such session.

7.6—Creation of Select Committees
At any time, the Speaker may create a select committee and shall appoint the membership and name the chair and vice chair. A select committee may include the entire membership of the House. A select committee has the jurisdiction, authority, and powers
and duties assigned to it by the Speaker and exists for the period of time specified by the Speaker. The Speaker shall give written notice of the creation of a select committee to the Clerk for publication.

7.7—Ex officio Members
The Speaker may designate the Speaker pro tempore, the Majority Leader, or the Majority Whip as an ex officio, voting member of any committee or subcommittee. In addition, the Speaker may designate a committee chair as an ex officio, voting member of any subcommittee within the committee's jurisdiction. The designation shall be made in writing and addressed to the chair of the committee or subcommittee. Prior to the start of the committee or subcommittee meeting, a copy of the designation shall be provided to the Minority Leader. Only one ex officio member may sit and vote at a time on any one committee or subcommittee.

7.8—Meetings of Committees and Subcommittees
Committees and subcommittees shall meet only within the dates, times, and locations designated or authorized by the Speaker. Committees and subcommittees shall meet at the call of the chair.

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

7.10—Conference Committees

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

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

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

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

(c) When House managers report inability of a conference committee to agree, no action of the House taken prior to such appointment shall preclude further action by the House as the House may determine.

PART TWO—Procedures in Committees and Subcommittees

7.11—Scheduling Committee and Subcommittee Meetings

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

(b) CONTENT OF MEETING NOTICE. The notice shall state the date, time, and place of the meeting and, for each bill to be
considered, the bill or proposed bill number and a portion of the title sufficient for identification. Except with respect to bills retained on reconsideration under Rule 7.16, only such bills as are included on the notice of a committee or subcommittee meeting may be considered at that meeting.

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

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

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

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

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

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

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

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

7.12—Amendment Deadlines in Committee and Subcommittee

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

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

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

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

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

7.13—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.

7.14—Meeting during House Sessions
No committee or subcommittee shall meet while the House is in
session without special leave of the Speaker.

7.15—Voting in Committee or Subcommittee
  (a) Every vote on final consideration of a bill in
committee or subcommittee shall be taken by the yeas and nays,
and the names of the members voting for and against, as well as
the names of members absent, shall be recorded on the committee
or subcommittee report. Upon the request of any two members, the
vote of each member shall be recorded on any other question and
all such votes shall be reported with the committee or
subcommittee report.
  (b) An absent member may submit an indication of how the
member would have voted had the member been present, but this shall not be counted on a roll call. If submitted after the committee or subcommittee report has been filed, such votes after roll call shall be filed with the committee or subcommittee administrative assistant, who shall file them in the committee or subcommittee files and with the Clerk.

7.16—Reconsideration in Committee or Subcommittee

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

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

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

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

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

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

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

7.17–Reports on Bills
A committee or subcommittee may report a House bill unfavorably, favorably, or favorably with a committee or subcommittee substitute. A committee or subcommittee may report a Senate bill favorably, favorably with one or more amendments, or unfavorably. A bill may not be reported without recommendation. A motion to lay a bill on the table shall be construed as a motion to report the bill unfavorably.

7.18–Bill Reported Unfavorably by a Committee or Subcommittee
A bill reported unfavorably by a committee or subcommittee shall be laid on the table.
7.19—Committee and Subcommittee Substitutes

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

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

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

7.20—Subpoena Powers

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

7.21—Administration of Oaths

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

7.22—Procedure in Conference Committees
A meeting of the House and Senate conferees is a meeting of the two groups. Conference committee meeting notices shall be published not less than 1 hour prior to the time scheduled for the meeting. Each conference committee may determine its own procedures and select a member to preside, provided a majority of managers of each house agree.

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

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

PART THREE—Oversight Powers and Responsibilities

7.24—Oversight Powers and Responsibilities of Standing
Committees and Subcommittees

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

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

(c) Each committee or subcommittee shall exercise other
oversight powers and responsibilities vested in the House
whenever specifically authorized by the Speaker.
(d) Each committee or subcommittee shall conduct other business as directed by the Speaker.

RULE EIGHT—DEBATE AND CHAMBER PROTOCOL

PART ONE—Privilege of the Floor

8.1—Privilege of the Floor

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

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

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

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

(e) RESTRICTIONS ON NON-MEMBERS. Persons granted the privilege of the floor may not lobby the members while the House is in session, unless granted leave to address the House.
(f) SESSION ATTIRE. When the House is in session, all persons in the Chamber shall be dressed in proper business attire.

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, Calendar & 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 recognition, the Speaker may ask, "For what purpose does the member rise?" or "For what purpose does the member seek recognition?"

8.5—Recognition of Gallery Visitors and Doctor of the Day

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

PART THREE—Debate

8.6—Decorum

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

8.7—Speaking and Debate; Right to Close
(a) A member may not speak more than once nor occupy more than 15 minutes in debate on any question.

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

8.8—Asking Questions of Members

It is entirely within a speaking member's discretion whether to yield to a question. The proper purpose of a question is to obtain information in good faith, not for the questioner to supply information to the body. Neither a question nor an answer to a question may contain arguments or debate.

8.9—Right to Open and Close Debate

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

PART FOUR—Materials and Meals in Chamber

8.10—Distribution of Materials in Chamber; Meals in Chamber

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

(1) All material must be approved by the chair of the Rules, Calendar & Ethics Committee prior to such distribution.

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

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

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 during its sittings, unless excused or necessarily prevented, 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 electronic roll-call system may be used and when so used shall have the force and effect of a roll call taken as provided in these rules. This system likewise may be used to determine the presence of a quorum. When the House is ready to vote upon a question requiring roll call, and the vote is by electronic roll
call, the Speaker shall say, "The question now recurs on
(designating the matter to be voted upon). The Clerk will unlock
the machine and the House will proceed to vote." When sufficient
time has elapsed for each member to vote, the Speaker shall ask,
"Have all members voted?" After a short pause, the Speaker shall
say, "The Clerk will lock the machine and record the vote." When
the vote is completely recorded, the Speaker shall announce the
result to the House, and the Clerk shall record the action upon
the Journal.

9.3—Vote of the Speaker or Temporary Presiding Officer
The Speaker or temporary presiding officer is not required to
vote in legislative proceedings other than on final passage of a
bill, except when the Speaker's or temporary presiding officer's
vote would be decisive. In all yea and nay votes, the Speaker's
or temporary presiding officer's name shall be called last. With
respect to voting, the Speaker or temporary presiding officer is
subject to the same disqualification and disclosure requirements
as any other member.

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

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

9.6—Explanation of Vote

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

RULE TEN—ORDER OF BUSINESS AND CALENDARS

PART ONE—Order of Business

10.1—Daily Sessions
The House shall meet each legislative day at 8 a.m. or as stated in the motion adjourning the House on the prior legislative day on which the House met.

10.2—Daily Order of Business
(a) When the House convenes on a new legislative day, the daily order of business shall be as follows:

(1) Call to Order.
(2) Prayer.
(3) Roll Call.
(4) Pledge of Allegiance.
(5) Correction of the Journal.
(6) Communications.
(7) Messages from the Senate.
(8) Reports of Standing Committees and Subcommittees.
(9) Reports of Select Committees.
(10) Motions Relating to Committee and Subcommittee References.
(11) Matters on Reconsideration.
(12) Bills and Joint Resolutions on Third Reading.
(13) Special Orders.
(14) House Resolutions.
(15) Unfinished Business.
(16) Introduction and Reference.

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

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

(d) After the 45th day of a regular session, by a majority vote, the House may, on motion of the chair or vice chair of the Rules, Calendar & Ethics Committee, move to Communications, Messages from the Senate, Bills and Joint Resolutions on Third Reading, or Special Orders. The motion may provide which matter on such order of business may be considered.

10.3—Chaplain to Offer Prayer

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

10.4—Quorum
A majority of the membership of the House shall constitute a quorum to conduct business.

10.5—Consideration of Senate Messages: Generally
Senate messages may be considered by the House at the time and in the order determined by the Speaker.

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 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.
1251 10.8—Reading of Concurrent Resolutions and Memorials
1252 Concurrent resolutions and memorials shall be read on 2 separate
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.
1257
1258 10.9—Reading of House Resolutions
1259 (a) A House resolution shall receive two readings by title
only prior to a voice vote upon adoption.
1261 (b) Ceremonial resolutions may be shown as read and
adopted by publication in full in the Journal in accordance with
Rule 10.17.
1264
1265 10.10—Measures on Third Reading
1266 (a) Bills on third reading shall be taken up in the order
in which the House concluded action on them on second reading.
1268 (b) Before any bill shall be read the third time, whether
amended or not, it shall be referred without motion to the
Engrossing Clerk for examination and, if amended, the engrossing
of amendments. In the case of any Senate bill amended in the
House, the amendment adopted shall be reproduced and attached to
the bill amended in such manner that it will not be lost
therefrom.
1275 (c) A bill shall be deemed on its third reading when it
has been read a second time on a previous day and has no motion left pending.

PART THREE—Calendars

10.11—Special Order Calendar

(a) REGULAR SESSION.

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

(2) Any committee, subcommittee, or member may apply in writing to the chair of the Rules, Calendar & Ethics Committee to place a bill on the Special Order Calendar. The Rules, Calendar & Ethics Committee may grant such requests by a majority vote.
(3) During the first 55 days of a regular session, the Special Order Calendar shall be published in two Calendars of the House, and it may be taken up on the day of the second published Calendar. After the 55th day of a regular session, the Special Order Calendar shall be published in one Calendar of the House and may be taken up on the day the Calendar is published.

(b) EXTENDED OR SPECIAL SESSION.

(1) If the Legislature extends a legislative session, all bills on the Calendar of the House at the time of expiration of the regular session shall be placed in the Rules, Calendar & Ethics Committee.

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

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

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

10.12—Special Floor Procedures
The Rules, Calendar & Ethics Committee may recommend special floor procedures for the management of amendments and debate on a particular bill, on second and third readings, which procedures may include limitations on amendments and debate. Such procedures may not be implemented unless approved by a majority vote in session.

10.13—Consideration of Bills Not on Special Order Calendar
A bill not included on the Special Order Calendar may be considered by the House upon a two-thirds vote.

10.14—Consent Calendar
The Rules, Calendar & Ethics Committee may submit Consent Calendar procedures to expedite the consideration of noncontroversial legislation.

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

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

PART FOUR—Ceremonial Resolutions

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

PART FIVE—Procedural Limitations in Final Week
10.18—Consideration Limits to Bills after Day 55
After the 55th day of a regular session, no House bills on second reading may be taken up and considered by the House.

10.19—Consideration Limits after Day 58
After the 58th day of a regular session, the House may consider only:
   (a)  Returning messages.
   (b)  Conference reports.
   (c)  Concurrent resolutions.

RULE ELEVEN—MOTIONS

11.1—Motions; How Made
Every motion shall be made orally, except when requested by the Speaker to be reduced to writing.

11.2—Precedence of Motions During Debate
   (a)  When a question is under debate, the Speaker or the chair of a committee or subcommittee shall receive no motion except:
       (1)  To adjourn at a time certain.
       (2)  To adjourn.
       (3)  To recess to a time certain.
(4) To lay on the table.
(5) To reconsider.
(6) For the previous question.
(7) To limit debate.
(8) To temporarily postpone.
(9) To postpone to a time or day certain.
(10) To refer to or to recommit to committee or subcommittee.
(11) To amend.
(12) To amend by removing the enacting or resolving clause.
(b) Such motions shall have precedence in the descending order given.
(c) Notwithstanding paragraph (a)(10) above, the Motion to Withdraw or Refer a Bill pursuant to House Rule 11.11 and the Motion to Refer or Recommit pursuant to House Rule 11.12 are not available in committee or subcommittee.

11.3—Questions of Order Decided without Debate
The Speaker shall decide, without debate, all procedural questions of order that arise when a motion is before the House or on appeal.

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

11.5—Motion to Recess to a Time Certain
A motion to recess to a time certain shall be treated the same as a motion to adjourn, except that the motion is debatable when no business is before the House and can be amended as to the time to recess and duration of the recess. It yields only to a motion to adjourn.

11.6—Motion to Lay on the Table
   (a) A motion to lay on the table is not debatable and cannot be amended; however, before the motion is put to a vote, the first-named sponsor of a bill or the mover of a debatable motion shall be allowed 5 minutes within which to discuss the same and may divide the time with, or waive this right in favor of, some other member.
   (b) A motion to lay an amendment on the table, if adopted, does not carry with it the measure to which it adheres.

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

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

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

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

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

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

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

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

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

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

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

11.8—Motion for the Previous Question

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

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

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

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

11.9—Motion to Limit Debate
When there is debate by the House, it shall be in order for a
member to move to limit debate and such motion shall be decided
without debate, except that the first-named sponsor or mover of
the question under debate shall have 5 minutes within which to
discuss the motion and may divide the allotted time with, or
waive it in favor of, some other member. If, by majority vote,
the question is decided in the affirmative, debate shall be
limited to 10 minutes for each side, unless a greater time is
stated in the motion, such time to be apportioned by the
Speaker; however, the first-named sponsor or mover shall have an
additional 5 minutes within which to close the debate and may
divide the allotted time with, or waive it in favor of, some
other member.
11.10—Motion to Temporarily Postpone

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

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

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

(d) If applied to a collateral matter, the motion to temporarily postpone shall not cause the main question to be carried with it. After having been temporarily postponed, if a collateral matter is not brought back before the House in the course of consideration of the adhering or main question, it shall be deemed abandoned.
11.11—Motion to Withdraw or Refer a Bill

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

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

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

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

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

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

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

(2) The first-named member sponsor of a bill may, prior to
its introduction and provided no substantive action has been
1577 taken on it, withdraw the bill by written notice to the Clerk.
1578
(3) In moving for the withdrawal of a bill from further
1579 consideration by floor motion, the introducer shall be required
to identify the nature of the bill.
1580
1581
11.12—Motion to Refer or Recommit
1582 (a) Any bill on the Calendar of the House may be referred
1583 or recommitted by the House to a committee or subcommittee by a
1584 majority vote.
1585 (b) A motion to refer or recommit a bill that is before
1586 the House may be made during the regular order of business. The
1587 motion shall be debatable only as to the propriety of that
1588 reference and shall require an affirmative majority vote.
1589 (c) If a bill on third reading is referred or recommitted
to a committee or subcommittee that subsequently reports the
1590 bill favorably with a committee or subcommittee substitute or
1591 with one or more amendments, the bill shall return to second
1592 reading.
1593 (d) Referral or recommitment of a House bill shall
1594 automatically carry with it a Senate companion bill then on the
1595 Calendar of the House.
1596
1599 11.13—Dilatory Motions
1600 Dilatory or delaying motions shall not be in order as determined
by the Speaker.

11.14—Withdrawal of Motion

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

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

RULE TWELVE—AMENDMENTS

12.1—Form

Floor amendments shall be prepared by the House Bill Drafting Service and filed with the Clerk.

12.2—Filing Deadlines for Floor Amendments

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

(1) Main floor amendments must be approved for filing with the Clerk by 2 p.m. of the first day a bill appears on the Special Order Calendar in the Calendar of the House; and

(2) Amendments to main floor amendments and substitute amendments for main floor amendments must be approved for filing by 5 p.m. of the same day.

(b) After the 55th day of a regular session and during any extended or special session:
Main floor amendments must be approved for filing with the Clerk not later than 2 hours before session is scheduled to convene on the day a bill appears on the Special Order Calendar in the Calendar of the House; and

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

(c) A late-filed floor amendment may be taken up for consideration only upon motion adopted by a two-thirds vote.

(d) Notwithstanding the foregoing, subject to approval by a majority vote of the House, the Rules, Calendar & Ethics Committee may establish special amendment deadlines and procedures for appropriations bills, implementing bills, and conforming bills, as well as for bills proposing any reapportionment or redistricting of the state's legislative or congressional districts.

12.3—Presentation and Consideration

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

(b) 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 to be disposed of in the
following order:

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

2. Amendments to the substitute are next voted on.

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

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

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

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

(b) Amendments proposed on third reading shall require a two-thirds vote for adoption, except that technical amendments introduced in the name of the Rules, Calendar & Ethics Committee shall require a majority vote for adoption. Amendments on third reading, other than technical amendments introduced in the name of the Rules, Calendar & Ethics Committee, must be approved for filing not later than the earlier of the following deadlines:

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

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

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

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

(a) For purposes of these rules:

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

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

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

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

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

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

12.6—Consideration of Senate Amendments

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

1. Amend the Senate amendment.
2. Concur in the Senate amendment.
3. Refuse to concur and ask the Senate to recede.
4. Request the Senate to recede and, if the Senate
refuses to recede, to appoint a conference committee to meet
with a like committee appointed by the Speaker.

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

1. That the House recede.
2. That the House insist and ask for a conference
committee.
3. That the House insist.
4. The Speaker may, upon determining that a Senate
amendment substantially changes the bill as passed by the House,
refuse the Senate message, with the bill and Senate amendment or
amendments, to the appropriate House committee or subcommittee
for review and report to the House. The Speaker, upon such reference, shall announce the date and time for the committee or subcommittee to meet. The committee or subcommittee shall report to the House the recommendation for disposition of the Senate amendment or amendments under one of the four options presented in subsection (a). The report shall be furnished to the Clerk and to the House, in writing, by the chair of the reporting committee or subcommittee.

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

12.8—Germanity of House Amendments

(a) GERMANITY.

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

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

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

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

(1) A general proposition amending a specific proposition.
(2) An amendment amending a statute or session law when
the purpose of the bill is limited to repealing such law, or an
amendment repealing a statute or session law when the purpose of
the bill is limited to amending such law.
(3) An amendment that substantially expands the scope of
the bill.
(4) An amendment to a bill when legislative action on that
bill is by law or these rules limited to passage, concurrence,
or nonconcurrence as introduced.

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

(1) A specific provision amending a general provision.
(2) An amendment that accomplishes the same purpose in a
different manner.
(3) An amendment limiting the scope of the proposal.
(4) An amendment providing appropriations necessary to
fulfill the original intent of a proposal.
(5) An amendment that changes the effective date of a repeal, reduces the scope of a repeal, or adds a short-term nonstatutory transitional provision to facilitate repeal.

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

12.9—Floor Amendments Out of Order

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

(a) Received an unfavorable committee or subcommittee report;

(b) Been withdrawn from further consideration; or

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

12.10—Printing of Amendments in Journal

All amendments taken up, unless withdrawn, shall be printed in the Journal, except that an amendment to an appropriations bill constituting an entirely new bill shall not be printed except upon consideration of the conference committee report.
13.1—Parliamentary Authorities
In all cases not provided for by the State Constitution, the Rules of the House, or the Joint Rules of the Senate and House of Representatives, the guiding, but nonbinding, authority shall be first the Rulings of the Speaker and then the latest edition of Mason's Manual of Legislative Procedure.

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

13.3—Rules Apply for Term
The standing rules adopted after the beginning of the term govern all acts of the House during the course of the term unless amended or repealed.

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

13.5—Authority and Interpretation

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

13.6—Majority Action

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

13.7—Extraordinary Action
Unless otherwise required by these rules or the State Constitution, all extraordinary votes shall be by vote of those members present and voting.

13.8—"Days" Defined
Wherever used in these rules, a "legislative day" means a day when the House convenes and a quorum is present. All other references to a "day" mean a calendar day.

RULE FOURTEEN—MISCELLANEOUS PROVISIONS

PART ONE—Public Records

14.1—Legislative Records
There shall be available for public inspection, whether maintained in Tallahassee or in a district office, the papers and records developed and received in connection with official legislative business, except as provided in s. 11.0431, Florida Statutes, or other provision of law. Any person who is denied access to a legislative record and who believes that he or she is wrongfully being denied such access may appeal to the Speaker the decision to deny access.
14.2—Legislative Records; Maintenance, Control, Destruction, Disposal, and Disposition

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

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

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

(2) The Speaker, the Speaker pro tempore, the Minority Leader, the Majority Leader, and the Sergeant at Arms shall ensure compliance with this rule for all records created or received by their respective offices and their predecessors in office.
(3) Each member shall ensure compliance with this rule for all records created or received by the member or the member's district office.

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

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

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

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

PART TWO—Distribution of Documents; Display of Signs

14.3—Distribution of Documents

Documents required by these rules to be printed or published may be produced and distributed on paper or in electronic form.
14.4—Display of Signs, Placards, and the Like

Signs, placards, or other objects of similar nature shall be permitted in the rooms, lobby, galleries, or Chamber of the House only upon approval of the chair of the Rules, Calendar & Ethics Committee.

PART THREE—House Seal

14.5—House Seal

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

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

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

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

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

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

RULE FIFTEEN—ETHICS AND CONDUCT OF MEMBERS

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

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

15.3—Improper Influence; Solicitation of Campaign Contributions

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

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

15.4—Ethics; Conflicting Employment

A member shall:

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

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

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

15.5—Use of Official Position
A member may not corruptly use or attempt to use the member's official position or any property or resource which may be within the member's trust in a manner contrary to the trust or authority placed in the member, either by the public or by other members, for the purpose of securing a special privilege, benefit, or exemption for the member or for others.

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.

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

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

15.9—Penalties for Violations
Separately from any prosecutions or penalties otherwise provided
by law, any member determined to have violated the requirements
of these rules relating to ethics or member conduct shall be fined, censured, reprimanded, placed on probation, or expelled or have such other lesser penalty imposed as may be appropriate.

Such determination and disciplinary action shall be taken by a two-thirds vote of the House, except that expulsions shall
require two-thirds vote of the membership, upon recommendation of the Rules, Calendar & Ethics Committee pursuant to Rule 18.

15.10—Felony Indictment or Information of a Member
(a) If an indictment or information for a felony of any jurisdiction is filed against a member of the House, the member indicted or informed against may request the Speaker to excuse the member, without pay, from all privileges of membership of the House pending final adjudication.

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

15.11—Felony Guilty Plea of a Member
A member who enters a plea of guilty or nolo contendere to a felony of any jurisdiction may, at the discretion of the Speaker, be suspended immediately, without a hearing and without pay, from all privileges of membership of the House through the
remainder of that member's term.

15.12—Felony Conviction of a Member

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

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

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

15.13—Ethics Training

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

RULE SIXTEEN—PROCEDURES FOR CONDUCTING INVESTIGATIVE AND ENFORCEMENT PROCEEDINGS

16.1—Issuance of Subpoenas

(a) In order to carry out its duties, each standing or select committee, whenever required, may issue subpoenas and other necessary process to compel the attendance of witnesses before such committee or the taking of a deposition pursuant to these rules. The chair of the committee shall issue such process on behalf of the committee after a majority of the committee votes to approve issuance and the Speaker has provided written approval. The chair or any other member of such committee may administer all oaths and affirmations in the manner prescribed by law to witnesses who shall appear before such committee for the purpose of testifying in any matter about which such committee may require evidence.
(b) Each standing or select committee, whenever required, may also compel by subpoena duces tecum the production of any books, letters, or other documentary evidence it may need to examine in reference to any matter before it. The chair of the standing or select committee shall issue process on behalf of the standing or select committee after a majority of the committee votes to approve issuance and the Speaker has provided written approval.

16.2—Contempt Proceedings

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

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

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

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

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

(c) During a legislative session, a standing or select
committee may, by majority vote of all of its members, apply to
the House for contempt citation. The application shall be
considered as though the alleged contempt had been committed in
or against the House itself. If such committee is meeting during
the interim, its application shall be made to the circuit court
pursuant to Rule 16.6.
(d) A person guilty of contempt under this rule may be
fined not more than $500 or imprisoned not more than 90 days or
both, or may be subject to such other punishment as the House
may, in the exercise of its inherent powers, impose prior to and
in lieu of the imposition of the aforementioned penalty.
(e) The sheriffs in the several counties shall make such
service and execute all process or orders when required by
standing or select committees. Sheriffs shall be paid as
provided for in s. 30.231, Florida Statutes.

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

16.4—Rights of Witnesses
(a) All witnesses summoned before any standing or select

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committee shall receive reimbursement for travel expenses and per diem at the rates provided in s. 112.061, Florida Statutes. However, the fact that such reimbursement is not tendered at the time that the subpoena is served shall not excuse the witness from appearing as directed therein.

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

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

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

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

(f) A witness at a meeting, upon advance request and at the witness's own expense, shall be furnished a certified transcript of the witness's testimony at the meeting.
16.5—Right of Other Persons to be Heard

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

(b) Upon the consent of a majority of the members present, a quorum having been established, any standing or select committee may permit any other person to appear and testify at a meeting or submit a sworn written statement of facts or other documentary evidence for incorporation into the record. No request to appear, appearance, or submission shall limit in any way the committee's power of subpoena. Any such witness, however, shall, before filing such statement, consent to answer questions from any standing or select committee regarding the contents of the statement.
16.6—Enforcement of Subpoena Out of Session
If any witness fails to respond to the lawful subpoena of any standing or select committee at a time when the Legislature is not in session or, having responded, fails to answer all lawful inquiries or to turn over evidence that has been subpoenaed, such committee may file a complaint before any circuit court of the state setting up such failure on the part of the witness. On the filing of such complaint, the court shall take jurisdiction of the witness and the subject matter of the complaint and shall direct the witness to respond to all lawful questions and to produce all documentary evidence in the possession of the witness that is lawfully demanded. The failure of any witness to comply with such order of the court shall constitute a direct and criminal contempt of court, and the court shall punish such witness accordingly.

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

RULE SEVENTEEN—ETHICS AND CONDUCT OF LOBBYISTS

17.1—Obligations of a Lobbyist
(a) A lobbyist shall supply facts, information, and opinions of principals to legislators from the point of view
that the lobbyist openly declares. A lobbyist shall not offer or propose anything that may reasonably be construed to improperly influence the official act, decision, or vote of a legislator, nor shall a lobbyist attempt to improperly influence the selection of officers or employees of the House. A lobbyist, by personal example and admonition to colleagues, shall maintain the honor of the legislative process by the integrity of the lobbyist's relationship with legislators as well as with the principals whom the lobbyist represents.

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

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

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

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

17.2—Advisory Opinions; Compilation Thereof
A lobbyist, when in doubt about the applicability and interpretation of Rule 17.1 in a particular context related to
that lobbyist's conduct, or any person when in doubt about the
applicability and interpretation of s. 11.045, s. 112.3148, or
s. 112.3149, Florida Statutes, as such statute or statutes may
apply to that person, may request an advisory opinion under this
rule. Such request shall be in writing, addressed to the
Speaker, and shall contain the relevant facts. The Speaker shall
either refer the issue to the House general counsel for review
and drafting of an advisory opinion of the Speaker or refer the
issue to a committee designated by the Speaker to have
responsibility for the ethical conduct of lobbyists, and the
person requesting the advisory opinion may appear in person
before such committee. The Speaker or this committee shall
render advisory opinions to the person who seeks advice as to
whether the facts as described in the request and any
supplemental communication would constitute a violation of such
rule or statute by that person. Such opinion, until amended or
revoked, shall be binding upon the House in any proceeding upon
a subsequent complaint concerning the person who sought the
opinion and acted on it in good faith, unless material facts
were omitted or misstated in the request for the advisory
opinion. Upon request of the person who requested the advisory
opinion or any member, the committee designated by the Speaker
to have responsibility for the ethical conduct of lobbyists may
revise any advisory opinion issued by the Speaker or may revise
any advisory opinion issued by the general counsel of the Office
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of Legislative Services under Joint Rule 1.8. The House general
counsel or this committee shall make sufficient deletions to
prevent disclosing the identity of persons in the decisions or
opinions. All advisory opinions of the Speaker or this committee
shall be numbered, dated, and published in an annual publication
of the House. The Clerk shall keep a compilation of all advisory
opinions.

17.3—Penalties for Violations

Separately from any prosecutions or penalties otherwise provided
by law, any person determined to have violated the foregoing
requirements of Rule 17, any provision in Joint Rule One, or s.
11.045, s. 112.3148, or s. 112.3149, Florida Statutes, may be
reprimanded, censured, prohibited from lobbying for all or any
part of the legislative biennium during which the recommended
order is proposed, or have such other penalty imposed as may be
appropriate. Such determination shall be made by a majority of
the House, upon recommendation of the Rules, Calendar & Ethics
Committee pursuant to Rule 18. Any prohibition or other
limitation imposed by the House may be continued for up to a
total of 2 years by a determination made by a majority of the
House at or following the organization session following the
biennium during which such prohibition or other limitation was
imposed.
RULE EIGHTEEN—COMPLAINTS AGAINST MEMBERS AND OFFICERS OF THE HOUSE, LOBBYISTS, AND OTHER PERSONS

18.1—Complaints against Members and Officers of the House, Lobbyists, and Other Persons; Procedure

Rule 18 governs proceedings on all complaints under the jurisdiction of the House. Such complaints include:

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

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

18.2—Violations; Investigations

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

(b) Upon a determination by the chair of the Rules,
Calendar & Ethics Committee that the complaint states facts supporting a finding of probable cause, the Speaker shall refer the complaint to a special master or to a select committee. Upon a determination by the chair of the Rules, Calendar & Ethics Committee that the complaint fails to state facts supporting a finding of probable cause, the complaint shall be dismissed.

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

(d) If the complaint is not dismissed by the special master or the select committee, the Rules, Calendar & Ethics Committee shall consider the report and recommendation, shall grant the respondent an opportunity to be heard, and shall develop its own recommendation. If the complaint is against the chair of the Rules, Calendar & Ethics Committee, the chair is
excused and the vice chair shall conduct the deliberation. If the Rules, Calendar & Ethics Committee votes to dismiss the complaint, the chair of the Rules, Calendar & Ethics Committee or vice chair shall dismiss the complaint. Otherwise, the special master's or select committee's report and recommendation and the recommendation of the Rules, Calendar & Ethics Committee shall be presented to the Speaker.

(e) The Speaker shall present the committee's recommendation, along with the special master's report and recommendation, to the House for final action.

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

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

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

18.3—Confidentiality

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

18.4—Conflict
If a complaint is filed against the chair of the Rules, Calendar & Ethics Committee, the initial review of the complaint shall be managed by the Speaker or, if designated by the Speaker, the Speaker pro tempore. If a complaint is filed against the Speaker, the duties of the Speaker pursuant to Rule 18 shall be transferred to the Speaker pro tempore.

18.5—Time Limitations
(a) A complaint must be filed with the chair of the Rules, Calendar & Ethics Committee within 2 years after the alleged violation.

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

(c) The applicable period of limitation is tolled on the day a sworn complaint against the member or officer is filed with the chair of the Rules, Calendar & Ethics Committee.
# Joint Rules of the Florida Legislature

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A concurrent resolution establishing the Joint Rules of the Florida Legislature for the 2014-2016 term.

Be It Resolved by the Senate of the State of Florida, the House of Representatives Concurring:

That the following joint rules shall govern the Florida Legislature for the 2014-2016 term:

JOINT RULES
Joint Rule One—Lobbyist Registration and Compensation Reporting

1.1—Those Required to Register; Exemptions; Committee Appearance Records

(1) All lobbyists before the Florida Legislature must register with the Lobbyist Registration Office in the Office of Legislative Services. Registration is required for each principal represented.

(2) As used in Joint Rule One, unless the context otherwise requires, the term:

(a) “Compensation” means payment, distribution, loan, advance, reimbursement, deposit, salary, fee, retainer, or anything of value provided or owed to a lobbying firm, directly or indirectly, by a principal for any lobbying activity.

(b) “Legislative action” means introduction, sponsorship, testimony, debate, voting, or any other official action on any measure, resolution, amendment, nomination, appointment, or report of, or any matter that may be the subject of action by,
either house of the Legislature or any committee thereof.

(c) “Lobby” or “lobbying” means influencing or attempting
to influence legislative action or nonaction through oral or
written communication or through an attempt to obtain the
goodwill of a member or employee of the Legislature.

(d) “Lobbying firm” means any business entity, including an
individual contract lobbyist, that receives or becomes entitled
to receive any compensation for the purpose of lobbying and
where any partner, owner, officer, or employee of the business
entity is a lobbyist. “Lobbying firm” does not include an entity
that has employees who are lobbyists if the entity does not
derive compensation from principals for lobbying or if such
compensation is received exclusively from a subsidiary or
affiliate corporation of the employer. As used in this
paragraph, an affiliate corporation is a corporation that
directly or indirectly shares the same ultimate parent
corporation as the employer and does not receive compensation
for lobbying from any unaffiliated entity.

(e) “Lobbyist” means a person who is employed and receives
payment, or who contracts for economic consideration, for the
purpose of lobbying or a person who is principally employed for
governmental affairs by another person or governmental entity to
lobby on behalf of that other person or governmental entity. An
employee of the principal is not a lobbyist unless the employee
is principally employed for governmental affairs. The term
“principally employed for governmental affairs” means that one
of the principal or most significant responsibilities of the
employee to the employer is overseeing the employer’s various
relationships with government or representing the employer in
its contacts with government. Any person employed by the Governor, the Executive Office of the Governor, or any executive or judicial department of the state or any community college of the state who seeks to encourage the passage, defeat, or modification of any legislation by personal appearance or attendance before the House of Representatives or the Senate, or any member or committee thereof, is a lobbyist.

(f) “Lobbyist Registration and Compensation Reporting System (LRCRS)” means the online application that serves as the system of record for the Lobbyist Registration Office in the Office of Legislative Services and consists of the electronic registration system and the electronic filing system.

(g) “LRO” means the Lobbyist Registration Office in the Office of Legislative Services.

(h) “Office” means the Office of Legislative Services.

(i) “Payment” or “salary” means wages or any other consideration provided in exchange for services but does not include reimbursement for expenses.

(j) “Principal” means the person, firm, corporation, or other entity that has employed or retained a lobbyist. When an association has employed or retained a lobbyist, the association is the principal; the individual members of the association are not principals merely because of their membership in the association.

(k) “Unusual circumstances,” with respect to any failure of a person to satisfy a filing requirement, means uncommon, rare, or sudden events over which the person has no control and which directly result in the failure to satisfy the filing requirement.
(3) For purposes of Joint Rule One, the terms “lobby” and “lobbying” do not include any of the following:

(a) A response to an inquiry for information made by any member, committee, or staff of the Legislature.

(b) An appearance in response to a legislative subpoena.

(c) Advice or services that arise out of a contractual obligation with the Legislature, a member, a committee, any staff, or any legislative entity to render the advice or services where such obligation is fulfilled through the use of public funds.

(d) Representation of a client before the House of Representatives or the Senate, or any member or committee thereof, when the client is subject to disciplinary action by the House of Representatives or the Senate, or any member or committee thereof.

(4) For purposes of registration and reporting, the term “lobbyist” does not include any of the following:

(a) A member of the Legislature.

(b) A person who is employed by the Legislature.

(c) A judge who is acting in that judge’s official capacity.

(d) A person who is a state officer holding elective office or an officer of a political subdivision of the state holding elective office and who is acting in that officer’s official capacity.

(e) A person who appears as a witness or for the purpose of providing information at the written request of the chair of a committee, subcommittee, or legislative delegation.

(f) A person employed by any executive or judicial
department of the state or any community college of the state who makes a personal appearance or attendance before the House of Representatives or the Senate, or any member or committee thereof, while that person is on approved leave or outside normal working hours and who does not otherwise meet the definition of a lobbyist.

(5) When a person, regardless of whether the person is registered as a lobbyist, appears before a committee of the Legislature, that person must submit a Committee Appearance Record as required by the respective house.

(6) The responsibilities of the Office and of the LRO under Joint Rule One may be assigned to another entity by agreement of the President of the Senate and the Speaker of the House of Representatives for a contract period not to extend beyond December 1 following the Organization Session of the next biennium, provided that the powers and duties of the President, the Speaker, the General Counsel of the Office of Legislative Services, and any legislative committee referenced in Joint Rule One may not be delegated.

1.2—Method of Registration

(1) Each person required to register with the LRO must register through the LRCRS and attest to that person’s full legal name, business address, e-mail address, and telephone number; the name, business address, e-mail address, and telephone number of each principal that person represents; and the extent of any direct business association or partnership that person has with any member of the Legislature. In addition, if the lobbyist is a partner, owner, officer, or employee of a department of the state or any community college of the state who makes a personal appearance or attendance before the House of Representatives or the Senate, or any member or committee thereof, while that person is on approved leave or outside normal working hours and who does not otherwise meet the definition of a lobbyist.

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lobbying firm, the lobbyist must state the name, address, and telephone number of each lobbying firm to which the lobbyist belongs and the e-mail address of the employee responsible for the submission of compensation reports. Registration is not complete until the LRCRS receives the principal’s authorization and the registration fee. Any changes to the information existing in the LRCRS must be updated online in the LRCRS within 15 days from the effective date of the change.

(2) Any person required to register must do so with respect to each principal prior to commencement of lobbying on behalf of that principal. The LRCRS will request authorization from the principal with the principal’s name, business address, e-mail address, and telephone number to confirm that the registrant is authorized to represent the principal. The principal or principal’s representative shall also identify and designate the principal’s main business pursuant to a classification system approved by the Office, which shall be the North American Industry Classification System (NAICS) six-digit numerical code that most accurately describes the principal’s main business.

(3) Any person required to register must renew the registration annually for each calendar year through the LRCRS.

(4) A lobbyist shall promptly cancel the registration for a principal upon termination of the lobbyist’s representation of that principal. A cancellation takes effect the day it is received by the LRCRS. Notwithstanding this requirement, the LRO may remove the name of a lobbyist from the list of registered lobbyists if the principal notifies the LRO in writing that the lobbyist is no longer authorized to represent that principal.

(5) The LRO shall retain registration information submitted
under this rule.

(6) A person required to register under Joint Rule One shall be considered a lobbyist of the Legislature for the purposes of ss. 11.045, 112.3148, and 112.3149, Florida Statutes.

1.3—Registration Costs; Exemptions

(1) To cover the costs incurred for the administration of Joint Rule One, each person who registers under Joint Rule 1.1 must pay an annual registration fee to the LRO. The annual period runs from January 1 to December 31. These fees must be paid at the time of registration.

(2) The following persons are exempt from paying the fee, provided they are designated in writing by the agency head or person designated in this subsection:

(a) Two employees of each department of the executive branch created under chapter 20, Florida Statutes.

(b) Two employees of the Fish and Wildlife Conservation Commission.

(c) Two employees of the Executive Office of the Governor.

(d) Two employees of the Commission on Ethics.

(e) Two employees of the Florida Public Service Commission.

(f) Two employees of the judicial branch designated in writing by the Chief Justice of the Florida Supreme Court.

(3) The annual fee is up to $50 per each house for a person to register to represent one principal and up to an additional $10 per house for each additional principal that the person registers to represent. The amount of each fee shall be established annually by the President of the Senate and the
Speaker of the House of Representatives. The fees set must be adequate to ensure operation of the lobbyists’ registration, compensation, and reporting functions. The fees collected by the LRO under this rule shall be deposited into the State Treasury and credited to the Legislative Lobbyist Registration Trust Fund specifically to cover the costs incurred in administering Joint Rule One.

1.4—Reporting of Lobbying Firm Compensation

(1)(a) Each lobbying firm shall file a compensation report with the LRO through the LRCRS for each calendar quarter during any portion of which one or more of the firm’s lobbyists were registered to represent a principal. The report must include the:

1. Full name, business address, and telephone number of the lobbying firm;

2. Registration name of each of the firm’s lobbyists; and

3. Total compensation provided or owed to the lobbying firm from all principals for the reporting period, reported in one of the following categories: $0; $1 to $49,999; $50,000 to $99,999; $100,000 to $249,999; $250,000 to $499,999; $500,000 to $999,999; or $1 million or more.

(b) For each principal represented by one or more of the firm’s lobbyists, the lobbying firm’s compensation report must also include the:

1. Full name, business address, and telephone number of the principal; and

2. Total compensation provided or owed to the lobbying firm for the reporting period, reported in one of the following categories:

CODING: Words struck are deletions; words underlined are additions.
categories: $0; $1 to $9,999; $10,000 to $19,999; $20,000 to $29,999; $30,000 to $39,999; $40,000 to $49,999; or $50,000 or more. If the category “$50,000 or more” is selected, the specific dollar amount of compensation must be reported, rounded up or down to the nearest $1,000.

(c) If the lobbying firm subcontracts work from another lobbying firm and not from the original principal:

1. The lobbying firm providing the work to be subcontracted shall be treated as the reporting lobbying firm’s principal for reporting purposes under this paragraph; and

2. The reporting lobbying firm shall, for each lobbying firm identified as the reporting lobbying firm’s principal under paragraph (b), identify the name, business address, and telephone number of the principal originating the lobbying work.

(d) The senior partner, officer, or owner of the lobbying firm shall certify to the veracity and completeness of the information submitted pursuant to this rule; certify that no compensation has been omitted from this report by deeming such compensation as “consulting services,” “media services,” “professional services,” or anything other than compensation; and certify that no officer or employee of the firm has made an expenditure in violation of s. 11.045, Florida Statutes.

(2) For each principal represented by more than one lobbying firm, the Office shall aggregate the reporting-period and calendar-year compensation reported as provided or owed by the principal. Compensation reported within a category shall be aggregated as follows:

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<thead>
<tr>
<th>Category (dollars)</th>
<th>Dollar amount to use aggregating</th>
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<tr>
<td>Compensation Range</td>
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<td>------------------------</td>
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<td>45,000</td>
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<tr>
<td>50,000 or more</td>
<td>Actual amount reported</td>
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(3) The compensation reports shall be filed no later than 45 days after the end of each reporting period. The four reporting periods are from January 1 through March 31, April 1 through June 30, July 1 through September 30, and October 1 through December 31, respectively. The reports shall be rendered in the identical form provided by the respective houses and shall be open to public inspection.

(4) A report filed pursuant to this rule must be completed and filed through the LRCRS not later than 11:59 p.m. of the day designated in subsection (3). A report not filed by 11:59 p.m. of the day designated is a late-filed report and is subject to the penalties under Joint Rule 1.5(1).

(5) Each person given secure sign-on credentials in the LRCRS is responsible for protecting the credentials from
disclosure and is responsible for all filings made by use of such credentials, unless and until the Office is notified that the person’s credentials have been compromised. Each report filed by electronic means pursuant to this rule shall be deemed certified in accordance with paragraph (1)(d) by the person given the secure sign-on credentials and, as such, subjects the person and the lobbying firm to the provisions of s. 11.045(8), Florida Statutes, as well as any discipline provided under the rules of the Senate or House of Representatives.

(6) If the President of the Senate and the Speaker of the House of Representatives jointly declare that the electronic system is not operable, the reports shall be filed in accordance with instructions on the LRCRS website which will be posted for a reasonable period of time.

1.5—Failure to File Timely Compensation Report; Notice and Assessment of Fines; Appeals

(1) Upon determining that the report is late, the LRCRS shall immediately notify the lobbying firm by e-mail as to the failure to timely file the report and that a fine is being assessed for each late day. The fine shall be $50 per day per report for each late day, not to exceed $5,000 per report.

(2) Upon submittal of the late-filed report by the lobbying firm, the LRCRS shall determine the amount of the fine based on the submittal date shown in the electronic receipt issued by the LRCRS.

(3) Such fine shall be paid within 30 days after the notice of payment due is transmitted by the LRCRS, unless an appeal is made to the LRO. The moneys shall be deposited into the
Legislative Lobbyist Registration Trust Fund.

(4) A fine may not be assessed against a lobbying firm the first time the report for which the lobbying firm is responsible is not timely filed. However, to receive the one-time fine waiver, the report for which the lobbying firm is responsible must be filed within 30 days after the notice of failure to file is transmitted by the LRCRS. A fine shall be assessed for all subsequent late-filed reports.

(5) Any lobbying firm may appeal or dispute a fine, based upon unusual circumstances surrounding the failure to file on the designated due date, and may request and shall be entitled to a hearing before the General Counsel of the Office of Legislative Services, who shall recommend to the President of the Senate and the Speaker of the House of Representatives, or their respective designees, that the fine be waived in whole or in part for good cause shown. The President of the Senate and the Speaker of the House of Representatives, or their respective designees, may, by joint agreement, concur in the recommendation and waive the fine in whole or in part. Any such request shall be made within 30 days after the notice of payment due is transmitted by the LRCRS. In such case, the lobbying firm shall, within the 30-day period, notify the LRO in writing of the firm’s intention to request a hearing.

(6) A lobbying firm may request that the filing of a report be waived upon good cause shown, based on unusual circumstances. The request must be filed with the General Counsel of the Office of Legislative Services, who shall make a recommendation concerning the waiver request to the President of the Senate and the Speaker of the House of Representatives. The President of
the Senate and the Speaker of the House of Representatives may, by joint agreement, grant or deny the request.

(7)(a) All lobbyist registrations for lobbyists who are partners, owners, officers, or employees of a lobbying firm that fails to timely pay a fine are automatically suspended until the fine is paid or waived and all late reports have been filed or waived. The LRO shall promptly notify all affected principals, the President of the Senate, and the Speaker of the House of Representatives of any suspension or reinstatement. All lobbyists who are partners, owners, officers, or employees of a lobbying firm are jointly and severally liable for any outstanding fine owed by a lobbying firm.

(b) Such lobbyist may not be reinstated in any capacity representing any principal until the fine is paid and all late reports have been filed or waived or until the fine is waived as to that lobbyist and all late reports for that lobbyist have been filed or waived. A suspended lobbyist may request a waiver upon good cause shown, based on unusual circumstances. The request must be filed with the General Counsel of the Office of Legislative Services who shall, as soon as practicable, make a recommendation concerning the waiver request to the President of the Senate and the Speaker of the House of Representatives. The President of the Senate and the Speaker of the House of Representatives may, by joint agreement, grant or deny the request.

(8) The LRO shall notify the coordinator of the Office of the failure of a lobbying firm to file a report after notice or of the failure of a lobbying firm to pay the fine imposed.
1.6—Open Records; Internet Publication of Registrations and Compensation Reports

(1) All of the lobbyist registration forms and compensation reports received by the LRO shall be available for public inspection and for duplication at reasonable cost.

(2) The LRO shall make information filed pursuant to Joint Rules 1.2 and 1.4 reasonably available on the Internet in an easily understandable and accessible format through the LRCRS. The LRCRS must include, but not be limited to including, the names and business addresses of lobbyists, lobbying firms, and principals; the affiliations between lobbyists and principals; and the classification system designated and identified with respect to principals pursuant to Joint Rule 1.2.

1.7—Records Retention and Inspection and Complaint Procedure

(1) Each lobbying firm and each principal shall preserve for a period of 4 years all accounts, bills, receipts, computer records, books, papers, and other documents and records necessary to substantiate compensation reports and registration documentation.

(2) Upon receipt of a complaint based on the personal knowledge of the complainant made pursuant to the Senate Rules or the Rules of the House of Representatives, any such documents and records may be inspected when authorized by the President of the Senate or the Speaker of the House of Representatives, as applicable. The person authorized to perform the inspection shall be designated in writing and shall be a member of The Florida Bar or a certified public accountant licensed in Florida. Any information obtained by such an inspection may only
be used for purposes authorized by law, Joint Rule One, the Senate Rules, or the Rules of the House of Representatives, which purposes may include the imposition of sanctions against a person subject to Joint Rule One, the Senate Rules, or the Rules of the House of Representatives. Any employee who uses that information for an unauthorized purpose is subject to discipline. Any member who uses that information for an unauthorized purpose is subject to discipline under the applicable rules of each house.

(3) The right of inspection may be enforced by appropriate writ issued by any court of competent jurisdiction.

1.8—Questions Regarding Interpretation of Joint Rule One

(1) A person may request in writing an informal opinion from the General Counsel of the Office of Legislative Services as to the application of Joint Rule One to a specific situation involving that person’s conduct. The General Counsel shall issue the opinion within 10 days after receiving the request. The informal opinion may be relied upon by the person who requested the informal opinion. A copy of each informal opinion that is issued shall be provided to the presiding officer of each house. A committee of either house designated pursuant to section 11.045(5), Florida Statutes, may revise any informal opinion rendered by the General Counsel through an advisory opinion to the person who requested the informal opinion. The advisory opinion shall supersede the informal opinion as of the date the advisory opinion is issued.

(2) A person in doubt about the applicability or interpretation of Joint Rule One with respect to that person’s
conduct may submit in writing the facts for an advisory opinion to the committee of either house designated pursuant to s. 11.045(5), Florida Statutes, and may appear in person before the committee in accordance with s. 11.045(5), Florida Statutes.

1.9—Effect of Readoption and Revision

All obligations existing under Joint Rule One as of the last day of the previous legislative biennium are hereby ratified, preserved, and reimposed pursuant to the terms thereof as of that date. The provisions of Joint Rule One are imposed retroactively to the first day of the present legislative biennium except that provisions new to this revision are effective on the date of adoption or as otherwise expressly provided herein.

Joint Rule Two—General Appropriations Review Period

2.1—General Appropriations and Related Bills; Review Periods

(1) A general appropriations bill shall be subject to a 72-hour public review period before a vote is taken on final passage of the bill in the form that will be presented to the Governor.

(2) If a bill is returned to the house in which the bill originated and the originating house does not concur in all the amendments or adds additional amendments, no further action shall be taken on the bill by the nonoriginating house, and a conference committee shall be established by operation of this rule to consider the bill.

(3) If a bill is referred to a conference committee by
operation of this rule, a 72-hour public review period shall be provided prior to a vote being taken on the conference committee report by either house.

(4) A copy of the bill, a copy of the bill with amendments adopted by the nonoriginating house, or the conference committee report shall be furnished to each member of the Legislature, the Governor, the Chief Justice of the Supreme Court, and each member of the Cabinet. Copies for the Governor, Chief Justice, and members of the Cabinet shall be furnished to the official’s office in the Capitol or Supreme Court Building.

(5)(a) Copies required to be furnished under subsection (4) shall be furnished to members of the Legislature as follows:

1. A printed copy may be placed on each member’s desk in the appropriate chamber; or

2. An electronic copy may be furnished to each member. The Legislature hereby deems and determines that a copy shall have been furnished to the members of the Legislature when an electronic copy is made available to every member of the Legislature. An electronic copy is deemed to have been made available when it is accessible via the Internet or other information network consisting of systems ordinarily serving the members of the Senate or the House of Representatives.

(b) An official other than a member of the Legislature who is to be furnished a copy of a general appropriations bill under subsection (4) may officially request that an electronic copy of the bill be furnished in lieu of a printed copy, and, if practicable, the copy may be furnished to the official in the manner requested.

(6) The Secretary of the Senate shall be responsible for
furnishing copies under this rule for Senate bills, House bills as amended by the Senate, and conference committee reports on Senate bills. The Clerk of the House shall be responsible for furnishing copies under this rule for House bills, Senate bills as amended by the House, and conference committee reports on House bills.

(7) The 72-hour public review period shall begin to run upon completion of the furnishing of copies required to be furnished under subsection (4). The Speaker of the House of Representatives and the President of the Senate, as appropriate, shall be informed of the completion time, and such time shall be announced on the floor prior to vote on final passage in each house and shall be entered in the journal of each house. Saturdays, Sundays, and holidays shall be included in the computation under this rule.

(8) An implementing or conforming bill recommended by a conference committee shall be subject to a 24-hour public review period before a vote is taken on the conference committee report by either house, if the conference committee submits its report after the furnishing of a general appropriations bill to which the 72-hour public review period applies.

(9) With respect to each bill that may be affected, a member of the Senate or the House of Representatives may not raise a point of order under this rule after a vote is taken on the bill. Except as may be required by the Florida Constitution, noncompliance with any requirement of this rule may be waived by a two-thirds vote of those members present and voting in each house.
2.2—General Appropriations and Related Bills; Definitions

As used in Joint Rule Two, the term:

(1) “Conforming bill” means a bill that amends the Florida Statutes to conform to a general appropriations bill.

(2) “General appropriations bill” means a bill that provides for the salaries of public officers and other current expenses of the state and contains no subject other than appropriations. A bill that contains appropriations that are incidental and necessary solely to implement a substantive law is not included within this term. For the purposes of Joint Rule Two and Section 19(d) of Article III of the Florida Constitution, the Legislature hereby determines that, after a general appropriations bill has been enacted and establishes governing law for a particular fiscal year, a bill considered in any subsequent session that makes net reductions in such enacted appropriations or that makes supplemental appropriations shall not be deemed to be a general appropriations bill unless such bill provides for the salaries of public officers and other current expenses of the state for a subsequent fiscal year.

(3) “Implementing bill” means a bill, effective for one fiscal year, implementing a general appropriations bill.

Joint Rule Three—Joint Offices and Policies

3.1—Joint Legislative Offices

(1) The following offices of the Legislature are established:

(a) Office of Economic and Demographic Research.

(b) Office of Legislative Information Technology Services.
(c) Office of Legislative Services.

(d) Office of Program Policy Analysis and Government Accountability.

(2) Offices established under this rule shall provide support services to the Legislature that are determined by the President of the Senate and the Speaker of the House of Representatives to be necessary and that can be effectively provided jointly to both houses and other units of the Legislature. Each office shall be directed by a coordinator selected by and serving at the pleasure of the President of the Senate and the Speaker of the House of Representatives. Upon the initial adoption of these joint rules in a biennium, each coordinator position shall be deemed vacant until an appointment is made.

(3) Within the monetary limitations of the approved operating budget, the salaries and expenses of the coordinator and the staff of each office shall be governed by joint policies.

(4) The Office of Legislative Services shall provide legislative support services other than those prescribed in subsections (5)-(7).

(5) The Office of Legislative Information Technology Services shall provide support services to assist the Legislature in achieving its objectives through the application of cost-effective information technology.

(6) The Office of Economic and Demographic Research shall provide research support services, principally regarding forecasting economic and social trends that affect policymaking, revenues, and appropriations.
(7) The Office of Program Policy Analysis and Government Accountability shall:

(a) Perform independent examinations, program reviews, and other projects as provided by general law, as provided by concurrent resolution, as directed by the Legislative Auditing Committee, or as directed by the President of the Senate or the Speaker of the House and shall provide recommendations, training, or other services to assist the Legislature.

(b) Transmit to the President of the Senate and the Speaker of the House of Representatives, by December 1 of each year, a list of statutory and fiscal changes recommended by office reports. The recommendations shall be presented in two categories: one addressing substantive law and policy issues and the other addressing budget issues.

3.2—Joint Policies

(1) The President of the Senate and the Speaker of the House of Representatives shall jointly adopt policies they consider advisable to carry out the functions of the Legislature. Such policies shall be binding on all employees of joint offices and joint committees.

(2) The employees of all joint committees and joint legislative offices shall be under the exclusive control of the Legislature. No officer or agency in the executive or judicial branch shall exercise any manner of control over legislative employees with respect to the exercise of their duties or the terms and conditions of their employment.

Joint Rule Four—Joint Committees
4.1—Standing Joint Committees

(1) The following standing joint committees are established:

(a) Administrative Procedures Committee.
(b) Committee on Public Counsel Oversight.
(c) Legislative Auditing Committee.

(2) No other joint committee shall exist except as agreed to by the presiding officers or by concurrent resolution approved by the Senate and the House of Representatives.

(3) Appointments to each standing joint committee shall be made or altered and vacancies shall be filled by the Senate and the House of Representatives in accordance with their respective rules. There shall be appointed to each standing joint committee no fewer than five and no more than seven members from each house.

(4)(a) The President of the Senate shall appoint a member of the Senate to serve as the chair, and the Speaker of the House of Representatives shall appoint a member of the House of Representatives to serve as the vice chair, for:

1. The Legislative Auditing Committee and the Committee on Public Counsel Oversight, for the period from the Organization Session until noon on December 1 of the calendar year following the general election.

2. The Administrative Procedures Committee for the period from noon on December 1 of the calendar year following the general election until the next general election.

(b) The Speaker of the House of Representatives shall appoint a member of the House of Representatives to serve as the
chair, and the President of the Senate shall appoint a member of
the Senate to serve as the vice chair, for:

1. The Legislative Auditing Committee and the Committee on
Public Counsel Oversight, for the period from noon on December 1
of the calendar year following the general election until the
next general election.

2. The Administrative Procedures Committee for the period
from the Organization Session until noon on December 1 of the
calendar year following the general election.

(c) A vacancy in an appointed chair or vice chair shall be
filled in the same manner as the original appointment.

4.2—Procedures in Joint Committees
The following rules shall govern procedures in joint committees
other than conference committees:

(1) A quorum for a joint committee shall be a majority of
the appointees of each house. No business of any type may be
conducted in the absence of a quorum.

(2)(a) Joint committees shall meet only within the dates,
times, and locations authorized by both the President of the
Senate and the Speaker of the House of Representatives.

(b) Joint committee meetings shall meet at the call of the
chair. In the absence of the chair, the vice chair shall assume
the duty to convene and preside over meetings and such other
duties as provided by law or joint rule. During a meeting
properly convened, the presiding chair may temporarily assign
the duty to preside at that meeting to another joint committee
member until the assignment is relinquished or revoked.

(c) Before any joint committee may hold a meeting, a notice
of such meeting shall be provided to the Secretary of the Senate and the Clerk of the House of Representatives no later than 4:30 p.m. of the 7th day before the meeting. For purposes of effecting notice to members of the house to which the chair does not belong, notice to the Secretary of the Senate shall be deemed notice to members of the Senate and notice to the Clerk of the House shall be deemed notice to members of the House of Representatives. Noticed meetings may be canceled by the chair with the approval of at least one presiding officer.

(d) If a majority of its members from each house agree, a joint committee may continue a properly noticed meeting after the expiration of the time called for the meeting. However, a joint committee may not meet beyond the time authorized by the presiding officers without special leave granted by both presiding officers.

(3) The presiding officers shall interpret, apply, and enforce rules governing joint committees by agreement when the rule at issue is a joint rule. Unless otherwise determined or overruled by an agreement of the presiding officers, the chair shall determine all questions of order arising in joint committee meetings, but such determinations may be appealed to the committee during the meeting.

(4) Each question, including any appeal of a ruling of the chair, shall be decided by a majority vote of the members of the joint committee of each house present and voting.

4.3—Powers of Joint Committees

(1) A joint committee may exercise the subpoena powers vested by law in a standing committee of the Legislature. A
subpoena issued under this rule must be approved and signed by
the President of the Senate and the Speaker of the House of
Representatives and attested by the Secretary of the Senate and
the Clerk of the House.

(2) A joint committee may adopt rules of procedure that do
not conflict with the Florida Constitution or any law or joint
rule, subject to the joint approval of the President of the
Senate and the Speaker of the House of Representatives.

(3) A joint committee may not create subcommittees or
workgroups unless authorized by both presiding officers.

4.4—Administration of Joint Committees

(1) Within the monetary limitations of the approved
operating budget, the expenses of the members and the salaries
and expenses of the staff of each joint committee shall be
governed by joint policies adopted under Joint Rule 3.2. Within
such operating budget, the chair of each joint committee shall
approve all authorized member expenses.

(2) Subject to joint policies adopted under Joint Rule 3.2,
the presiding officers shall appoint and remove the staff
director and, if needed, a general counsel and any other staff
necessary to assist each joint committee. All joint committee
staff shall serve at the pleasure of the presiding officers.

4.5—Special Powers and Duties of the Legislative Auditing
Committee
(1) The Legislative Auditing Committee may direct the Auditor General or the Office of Program Policy Analysis and Government Accountability to conduct an audit, review, or examination of any entity or record described in s. 11.45(2) or (3), Florida Statutes.

(2) The Legislative Auditing Committee may receive requests for audits and reviews from legislators and any audit request, petition for audit, or other matter for investigation directed or referred to it pursuant to general law. The committee may make any appropriate disposition of such requests or referrals and shall, within a reasonable time, report to the requesting party the disposition of any audit request.

(3) The Legislative Auditing Committee may review the performance of the Auditor General and report thereon to the Senate and the House of Representatives.

4.6—Special Powers and Duties of the Administrative Procedures Committee

The Administrative Procedures Committee shall:

(1) Maintain a continuous review of the statutory authority on which each administrative rule is based and, whenever such authority is eliminated or significantly changed by repeal, amendment, holding by a court of last resort, or other factor, advise the agency concerned of the fact.

(2) Maintain a continuous review of administrative rules and identify and request an agency to repeal any rule or any provision of any rule that reiterates or paraphrases any statute or for which the statutory authority has been repealed.

(3) Review administrative rules and advise the agencies
concerned of its findings.

(4) Exercise the duties prescribed by chapter 120, Florida Statutes, concerning the adoption and promulgation of rules.

(5) Generally review agency action pursuant to the operation of chapter 120, Florida Statutes, the Administrative Procedure Act.

(6) Report to the President of the Senate and the Speaker of the House of Representatives at least annually, no later than the first week of the regular session, and recommend needed legislation or other appropriate action. Such report shall include the number of objections voted by the committee, the number of suspensions recommended by the committee, the number of administrative determinations filed on the invalidity of a proposed or existing rule, the number of petitions for judicial review filed on the invalidity of a proposed or existing rule, and the outcomes of such actions. Such report shall also include any recommendations provided to the standing committees during the preceding year under subsection (11).

(7) Consult regularly with legislative standing committees that have jurisdiction over the subject areas addressed in agency proposed rules regarding legislative authority for the proposed rules and other matters relating to legislative authority for agency action.

(8) Subject to the approval of the President of the Senate and the Speaker of the House of Representatives, have standing to seek judicial review, on behalf of the Legislature or the citizens of this state, of the validity or invalidity of any administrative rule to which the committee has voted an objection and that has not been withdrawn, modified, repealed,
or amended to meet the objection. Judicial review under this subsection may not be initiated until the Governor and the head of the agency making the rule to which the committee has objected have been notified of the committee’s proposed action and have been given a reasonable opportunity, not to exceed 60 days, for consultation with the committee. The committee may expend public funds from its appropriation for the purpose of seeking judicial review.

(9) Maintain a continuous review of the administrative rulemaking process, including a review of agency procedure and of complaints based on such agency procedure.

(10) Establish measurement criteria to evaluate whether agencies are complying with the delegation of legislative authority in adopting and implementing rules.

(11) Maintain a continuous review of statutes that authorize agencies to adopt rules and shall make recommendations to the appropriate standing committees of the Senate and the House of Representatives as to the advisability of considering changes to the delegated legislative authority to adopt rules in specific circumstances.

4.7—Special Powers and Duties of the Committee on Public Counsel Oversight

(1) The Committee on Public Counsel Oversight shall appoint a Public Counsel.

(2) The Committee on Public Counsel Oversight may file a complaint with the Commission on Ethics alleging a violation of chapter 350, Florida Statutes, by a current or former public service commissioner, an employee of the Public Service
Commission, or a member of the Public Service Commission Nominating Council.

(3) Notwithstanding Joint Rule 4.4(2), the Committee on Public Counsel Oversight shall not have any permanent staff but shall be served as needed by other legislative staff selected by the President of the Senate and the Speaker of the House of Representatives.

Joint Rule Five—Auditor General

5.1—Rulemaking Authority
The Auditor General shall make and enforce reasonable rules and regulations necessary to facilitate audits that he or she is authorized to perform.

5.2—Budget and Accounting
(1) The Auditor General shall prepare and submit annually to the President of the Senate and the Speaker of the House of Representatives for their joint approval a proposed budget for the ensuing fiscal year.
(2) Within the limitations of the approved operating budget, the salaries and expenses of the Auditor General and the staff of the Auditor General shall be paid from the appropriation for legislative expense or any other moneys appropriated by the Legislature for that purpose. The Auditor General shall approve all bills for salaries and expenses for his or her staff before the same shall be paid.

5.3—Audit Report Distribution
(1) A copy of each audit report shall be submitted to the Governor, to the Chief Financial Officer, and to the officer or person in charge of the state agency or political subdivision audited. One copy shall be filed as a permanent public record in the office of the Auditor General. In the case of county reports, one copy of the report of each county office, school district, or other district audited shall be submitted to the board of county commissioners of the county in which the audit was made and shall be filed in the office of the clerk of the circuit court of that county as a public record. When an audit is made of the records of the district school board, a copy of the audit report shall also be filed with the district school board, and thereupon such report shall become a part of the public records of such board.

(2) A copy of each audit report shall be made available to each member of the Legislative Auditing Committee.

(3) The Auditor General shall transmit a copy of each audit report to the appropriate substantive and fiscal committees of the Senate and House of Representatives.

(4) Other copies may be furnished to other persons who, in the opinion of the Auditor General, are directly interested in the audit or who have a duty to perform in connection therewith.

(5) The Auditor General shall transmit to the President of the Senate and the Speaker of the House of Representatives, by December 1 of each year, a list of statutory and fiscal changes recommended by audit reports. The recommendations shall be presented in two categories: one addressing substantive law and policy issues and the other addressing budget issues. The Auditor General may also transmit recommendations at other times.
of the year when the information would be timely and useful for
the Legislature.

(6) A copy required to be provided under this rule may be
provided in an electronic or other digital format if the Auditor
General determines that the intended recipient has appropriate
resources to review the copy. Copies to members, committees, and
offices of the Legislature shall be provided in electronic
format as may be provided in joint policies adopted under Joint
Rule 3.2.

Joint Rule Six—Joint Legislative Budget Commission

6.1—General Responsibilities

(1) The commission, as provided in chapter 216, Florida
Statutes, shall receive and review notices of budget and
personnel actions taken or proposed to be taken by the executive
and judicial branches and shall approve or disapprove such
actions.

(2) Through its chair, the commission shall advise the
Governor and the Chief Justice of actions or proposed actions
that exceed delegated authority or that are contrary to
legislative policy and intent.

(3) To the extent possible, the commission shall inform
members of the Legislature of budget amendments requested by the
executive or judicial branches.

(4) The commission shall consult with the Chief Financial
Officer and the Executive Office of the Governor on matters as
required by chapter 216, Florida Statutes.

(5) The President of the Senate and the Speaker of the
House of Representatives may jointly assign other
responsibilities to the commission in addition to those assigned
by law.

(6) The commission shall develop policies and procedures
necessary to carry out its assigned responsibilities, subject to
the joint approval of the President of the Senate and the
Speaker of the House of Representatives.

(7) The commission, with the approval of the President of
the Senate and the Speaker of the House of Representatives, may
appoint subcommittees as necessary to facilitate its work.

6.2—Organizational Structure

(1) The commission is not subject to Joint Rule Four. The
commission shall be composed of seven members of the Senate
appointed by the President of the Senate and seven members of
the House of Representatives appointed by the Speaker of the
House of Representatives.

(2) The commission shall be jointly staffed by the
appropriations committees of both houses. The Senate shall
provide the lead staff when the chair of the commission is a
member of the Senate. The House of Representatives shall provide
the lead staff when the chair of the commission is a member of
the House of Representatives.

6.3—Notice of Commission Meetings

Not less than 7 days prior to a meeting of the commission, a
notice of the meeting, stating the items to be considered, date,
time, and place, shall be filed with the Secretary of the Senate
when the chair of the commission is a member of the Senate or
with the Clerk of the House when the chair of the commission is a member of the House of Representatives. The Secretary of the Senate or the Clerk of the House shall distribute notice to the Legislature and the public, consistent with the rules and policies of their respective houses.

6.4—Effect of Adoption; Intent
This Joint Rule Six replaces all prior joint rules governing the Joint Legislative Budget Commission and is intended to implement constitutional provisions relating to the Joint Legislative Budget Commission existing as of the date of the rule’s adoption.

Joint Rule Seven—Qualifications of Members

7.1—Residency

(1) A member shall be a legal resident and elector of his or her district at the time of election and shall maintain his or her legal residence within that district for the duration of his or her term of office. While a member may have multiple residences, he or she shall have only one legal residence. The legal residence of a member at a designated location is demonstrated by a totality of the circumstances. Factors to be considered include, but are not limited to:

(a) Where one claims to reside, as reflected in statements to others or in official documents;

(b) The abandonment of a prior legal residence, as evidenced by moving from or selling a prior legal residence;

(c) The abandonment of rights and privileges associated
with a prior legal residence;

(d) Where one is registered as a voter;

(e) Where one claims a legal residence for a homestead exemption;

(f) Where one claims a legal residence for a driver license or other government privilege or benefit;

(g) The transfer of one’s bank accounts to the district where one maintains a legal residence;

(h) Where one’s spouse and minor children maintain a legal residence, work, and attend school;

(i) Where one receives mail and other correspondence;

(j) Where one customarily resides;

(k) Where one conducts business affairs;

(l) Where one rents or leases property; and

(m) Where one plans the construction of a new legal residence.

(2) In accordance with Section 3 of Article X of the Florida Constitution, a vacancy in office occurs when a member fails to maintain a legal residence within his or her district as required at the time of election.

(3) In accordance with Section 2 of Article III of the Florida Constitution, each house of the Legislature shall be the sole judge of the qualifications of its members, including whether a member no longer satisfies his or her qualifications for office.

(4) Each member shall affirm in writing that he or she is a legal resident and elector of his or her district based on the provisions of this Joint Rule. Each member shall file the written affirmation with the Secretary of the Senate or the
Clerk of the House of Representatives before the convening of the Organization Session following each general election. For a member who is elected pursuant to a special election, the member must execute the written affirmation before or concurrent with taking the oath of office and provide such affirmation to the Secretary of the Senate or the Clerk of the House of Representatives. The form of the written affirmation shall be prescribed by the Secretary of the Senate and the Clerk of the House of Representatives for members of their respective house of the Legislature.