The Rules

of the

Florida House of Representatives

and the

Joint Rules

do the Florida Legislature

2018 - 2020

Jose R. Oliva, Speaker
Adopted in Organization Session
November 20, 2018

PROVISIONAL
RULERS OF THE
FLORIDA HOUSE OF REPRESENTATIVES

TABLE OF CONTENTS

RULES OF THE FLORIDA HOUSE OF REPRESENTATIVES ........ 1
RULE ONE—LEGISLATIVE ORGANIZATION .......................... 1
1.1—Officers of the House ........................................ 1
1.2—Political Party Conferences ................................. 2
1.3—Seating Challenges .......................................... 2
RULE TWO—POWERS, DUTIES, AND RIGHTS OF THE
SPEAKER ....................................................................... 3
2.1—Presiding ......................................................... 3
2.2—Interpreting Rules .............................................. 3
2.3—Deciding Questions of Order ................................. 3
2.4—Execution of Documents ...................................... 5
2.5—Appointment of a Temporary Presiding Officer ........ 5
2.6—Protecting the Interests of the House ................. 6
2.7—Control of House Facilities ................................ 6
RULE THREE—MEMBERS ................................................. 6
3.1—Membership ..................................................... 6
3.2—Voting Obligation ............................................... 7
3.3—Attendance Obligation ....................................... 8
3.4—Open Meetings .................................................. 10
RULE FOUR—DUTIES OF CLERK, SERGEANT AT ARMS,
AND EMPLOYEES ....................................................... 11
4.1—The Clerk .......................................................... 11
4.2—The Sergeant at Arms ........................................ 12
4.3—The Employees ................................................... 13
RULE FIVE—FORM AND INTRODUCTION OF BILLS ........ 13
5.1—"Bill" Stands for All Legislation ............................. 14
5.2—Member Bill Filing Deadline ................................. 14
5.3—Limitation on Member Bills Filed ......................... 14
5.4—Forms of Measures; Sponsorship Transactions .... 15
5.5—Local Bills ....................................................... 17
5.6—Claim Bills ....................................................... 17
5.7—Reviser's Bills ................................................... 18
5.8—Joint Resolutions ............................................... 18
5.9—Concurrent Resolutions ..................................... 19
5.10—Memorials ....................................................... 20
5.11—Substantive and Ceremonial House Resolutions .......... 20
5.12—Tributes ......................................................... 21
5.13—Bills Filed During an Interim ............................... 21
5.14—Appropriations Project Bills ............................... 22
5.15—Requirements for Introduction ......................... 24
5.16—Identification .................................................. 25
5.17—Companion Measures ...................................... 25
RULE SIX—REFERENCE ........................................................................................................... 26
6.1—Speaker to Refer Legislation ...................................................................................... 26
6.2—Reference: Generally ................................................................................................. 26
6.3—Reference: Exception ..................................................................................................... 27
6.4—Reference of Resolutions, Concurrent Resolutions: Exception ................................. 27
6.5—Appropriations or Tax Measures: Withdrawal from a Fiscal Committee or Subcommittee; Additional Reference ................................................. 27
6.6—Policy Bills; Additional Reference .............................................................................. 28
6.7—Reference of Veto Messages ......................................................................................... 29
RULE SEVEN—COMMITTEES AND SUBCOMMITTEES ............................................. 29
PART ONE—Organization .................................................................................................. 29
7.1—Standing Committees and Subcommittees ................................................................. 29
7.2—Committee and Subcommittee Appointments ............................................................... 31
7.3—Powers of the Chair .................................................................................................... 31
7.4—Absence of the Chair .................................................................................................. 32
7.5—Term of Appointment .................................................................................................. 32
7.6—Creation of Select Committees ................................................................................... 33
7.7—Ex officio Members ...................................................................................................... 33
7.8—Meetings of Committees and Subcommittees .............................................................. 34
7.9—Consideration of Proposed Committee and Subcommittee Bills ................................ 34
PART TWO—Procedures in Committees and Subcommittees ........................................... 35
7.10—Scheduling Committee and Subcommittee Meetings .................................................. 35
(a) Notice of Committee and Subcommittee Meetings ...................................................... 35
(b) Content of Meeting Notice ........................................................................................... 35
(c) Proposed Bills to be Available ...................................................................................... 35
(d) Notice Deadline between Sessions ............................................................................. 36
(e) Notice Deadlines during Sessions .............................................................................. 36
(f) Notice of Not Meeting .................................................................................................. 36
(g) Amended Notice and Cancellation ............................................................................ 36
(h) Clerk Duties .................................................................................................................. 37
(i) Continuation after Noticed Time .................................................................................. 37
(j) Rules Committee Exempt from Notice Deadline ......................................................... 37
7.11—Amendment Deadlines in Committee and Subcommittee ......................................... 37
7.12—Quorum of Committee or Subcommittee ................................................................. 38
7.13—Meeting During House Sessions ............................................................................. 39
7.14—Voting in Committee or Subcommittee ................................................................... 39
7.15—Reconsideration in Committee or Subcommittee ..................................................... 39
7.16—Reports on Bills ......................................................................................................... 41
7.17—Bill Reported Unfavorably by a Committee or Subcommittee ................................. 41
7.18—Committee and Subcommittee Substitutes ................................................................. 41
7.19—Subpoena Powers ....................................................................................................... 42
7.20—Appearances and Administration of Oaths ............................................................... 42
7.21—Open Meetings; Decorum ......................................................................................... 43
PART THREE—Conference Committees .......................................................................... 43
7.22—Conference Committees ........................................................................................... 44
PART FOUR—Oversight Powers and Responsibilities ...................................................... 45
7.23—Oversight Powers and Responsibilities of Standing Committees and Subcommittees ........................................................................................................... 45
RULE EIGHT—DEBATE AND CHAMBER PROTOCOL ........................................ 46
PART ONE—Privilege of the Floor .............................................................. 46
  8.1—Privilege of the Floor ....................................................................... 46
PART TWO—Speaking .................................................................................. 47
  8.2—Addressing the House; Requirements to Spread Remarks Upon the Journal ........................................................................... 47
  8.3—When Two Members Rise at Once ................................................... 47
  8.4—Recognition of Members .................................................................. 48
  8.5—Recognition of Gallery Visitors and Doctor of the Day ................. 48
PART THREE—Debate ................................................................................... 48
  8.6—Decorum ............................................................................................. 48
  8.7—Speaking and Debate; Right to Close .............................................. 49
  8.8—Asking Questions of Members .......................................................... 49
  8.9—Right to Open and Close Debate ..................................................... 50
PART FOUR—Materials and Meals in Chamber ......................................... 50
  8.10—Distribution of Materials in Chamber; Meals in Chamber ............ 50
PART FIVE—Miscellaneous Papers ............................................................ 51
  8.11—Miscellaneous Papers ...................................................................... 51
RULE NINE—VOTING .................................................................................. 51
  9.1—Members Shall Vote .......................................................................... 51
  9.2—Taking the Yeas and Nays ................................................................. 51
  9.3—Vote of the Speaker or Temporary Presiding Officer ...................... 52
  9.4—Votes After Roll Call; Finality of a Roll Call Vote ......................... 53
  9.5—No Member to Vote for Another Except by Request and Direction ....... 53
  9.6—Explanations of Vote ........................................................................ 54
RULE TEN—ORDER OF BUSINESS AND CALENDARS .......................... 54
PART ONE—Order of Business ................................................................. 54
  10.1—Daily Sessions .................................................................................. 54
  10.2—Daily Order of Business ................................................................. 54
  10.3—Chaplain to Offer Prayer ................................................................. 56
  10.4—Quorum ............................................................................................. 56
  10.5—Consideration of Senate Messages: Generally ............................. 57
PART TWO—Readings .................................................................................. 57
  10.6—"Reading” Defined .......................................................................... 57
  10.7—Reading of Bills and Joint Resolutions ......................................... 57
  10.8—Reading of Concurrent Resolutions and Memorials ................. 57
  10.9—Reading of House Resolutions ..................................................... 58
  10.10—Measures on Third Reading ....................................................... 58
PART THREE—Calendars ............................................................................. 58
  10.11—Special Order Calendar ................................................................. 58
    (a) Regular Session ................................................................................ 58
    (b) Extended or Special Session ........................................................... 59
  10.12—Special Floor Procedures .............................................................. 60
  10.13—Consideration of Bills Not on Special Order Calendar ............... 60
  10.14—Consent Calendar ........................................................................ 61
  10.15—Requirements for Placement on Special Order Calendar ......... 61
  10.16—Informal Deferral of Bills ............................................................. 61
PART FOUR—Ceremonial Resolutions ........................................................ 61
  10.17—Ceremonial Resolutions Published in Journal ........................... 61
<table>
<thead>
<tr>
<th>PART FIVE—Procedural Limitations in Final Week</th>
<th>62</th>
</tr>
</thead>
<tbody>
<tr>
<td>10.18—Consideration Limits to Bills after Day 55</td>
<td>62</td>
</tr>
<tr>
<td>10.19—Consideration Limits after Day 58</td>
<td>62</td>
</tr>
</tbody>
</table>

**RULE ELEVEN—MOTIONS**

<table>
<thead>
<tr>
<th>Clause</th>
</tr>
</thead>
<tbody>
<tr>
<td>11.1—Motions; How Made</td>
</tr>
<tr>
<td>11.2—Precedence of Motions During Debate</td>
</tr>
<tr>
<td>11.3—Questions of Order Decided Without Debate</td>
</tr>
<tr>
<td>11.4—Division of Question</td>
</tr>
<tr>
<td>11.5—Motion to Recess to a Time Certain</td>
</tr>
<tr>
<td>11.6—Motion to Lay on the Table</td>
</tr>
<tr>
<td>11.7—Motion to Reconsider; Immediate Certification of Bills</td>
</tr>
<tr>
<td>11.8—Motion for the Previous Question</td>
</tr>
<tr>
<td>11.9—Motion to Limit Debate</td>
</tr>
<tr>
<td>11.10—Motion to Temporarily Postpone</td>
</tr>
<tr>
<td>11.11—Motion to Withdraw or Refer a Bill</td>
</tr>
<tr>
<td>11.12—Motion to Refer or Recommit</td>
</tr>
<tr>
<td>11.13—Dilatory Motions</td>
</tr>
<tr>
<td>11.14—Withdrawal of Motion</td>
</tr>
</tbody>
</table>

**RULE TWELVE—AMENDMENTS**

<table>
<thead>
<tr>
<th>Clause</th>
</tr>
</thead>
<tbody>
<tr>
<td>12.1—Form</td>
</tr>
<tr>
<td>12.2—Filing Deadlines for Floor Amendments</td>
</tr>
<tr>
<td>12.3—Presentation and Consideration</td>
</tr>
<tr>
<td>12.4—Second and Third Reading; Vote Required on Third Reading</td>
</tr>
<tr>
<td>12.5—Amendment of Appropriations Bills, Implementing Bills, and Conforming Bills</td>
</tr>
<tr>
<td>12.6—Consideration of Senate Amendments</td>
</tr>
<tr>
<td>12.7—Motion to Amend by Removing Enacting or Resolving Clause</td>
</tr>
<tr>
<td>12.8—Germanity of House Amendments</td>
</tr>
<tr>
<td>12.9—Floor Amendments Out of Order</td>
</tr>
<tr>
<td>12.10—Printing of Amendments in <em>Journal</em></td>
</tr>
</tbody>
</table>

**RULE THIRTEEN—RULES**

<table>
<thead>
<tr>
<th>Clause</th>
</tr>
</thead>
<tbody>
<tr>
<td>13.1—Parliamentary Authorities</td>
</tr>
<tr>
<td>13.2—Standing Rules Amendment</td>
</tr>
<tr>
<td>13.3—Rules Apply for Term</td>
</tr>
<tr>
<td>13.4—Joint Rules</td>
</tr>
<tr>
<td>13.5—Authority and Interpretation</td>
</tr>
<tr>
<td>13.6—Majority Action</td>
</tr>
<tr>
<td>13.7—Extraordinary Action</td>
</tr>
<tr>
<td>13.8—&quot;Days&quot; Defined</td>
</tr>
</tbody>
</table>

**RULE FOURTEEN—MISCELLANEOUS PROVISIONS**

<table>
<thead>
<tr>
<th>PART ONE—Public Records</th>
</tr>
</thead>
<tbody>
<tr>
<td>14.1—Legislative Records</td>
</tr>
<tr>
<td>14.2—Legislative Records; Maintenance, Control, Destruction, Disposal, and Disposition</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>PART TWO—Distribution of Documents; Display of Signs</th>
</tr>
</thead>
<tbody>
<tr>
<td>14.3—Distribution of Documents</td>
</tr>
<tr>
<td>14.4—Display of Signs, Placards, and the Like</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>PART THREE—House Seal</th>
</tr>
</thead>
<tbody>
<tr>
<td>86</td>
</tr>
</tbody>
</table>
RULE FIFTEEN—ETHICS AND CONDUCT OF MEMBERS........ 87
15.1—Legislative Ethics and Official Conduct.........................87
15.2—The Integrity of the House.........................................87
15.3—Improper Influence; Solicitation of Campaign Contributions .88
15.4—Ethics; Conflicting Employment ..................................88
15.5—Use of Official Position ...........................................89
15.6—Use of Information Obtained by Reason of Official Position .90
15.7—Representation of Another Before a State Agency ...............91
15.8—Advisory Opinions ..................................................91
15.9—Penalties for Violations ..............................................92
15.10—Felony Indictment or Information of a Member .................92
15.11—Felony Guilty Plea of a Member ..................................93
15.12—Felony Conviction of a Member ..................................93
15.13—Ethics Training .......................................................94

RULE SIXTEEN—PROCEDURES FOR CONDUCTING
INVESTIGATIVE AND ENFORCEMENT PROCEEDINGS .......... 94
16.1—Issuance of Subpoenas; Administration of Oaths ..............94
16.2—Contempt Proceedings ..............................................95
16.3—False Swearing .....................................................96
16.4—Rights of Witnesses .................................................97
16.5—Right of Other Persons to be Heard ................................99
16.6—Enforcement of Subpoena Out of Session .......................100
16.7—Definition.............................................................100

RULE SEVENTEEN—ETHICS AND CONDUCT OF LOBBYISTS 101
17.1—Obligations of a Lobbyist ...........................................101
17.2—Advisory Opinions; Compilation Thereof .......................104
17.3—Penalties for Violations ..............................................105

RULE EIGHTEEN—COMPLAINTS AGAINST MEMBERS AND
OFFICERS OF THE HOUSE, LOBBYISTS, AND OTHER
PERSONS.................................................................106
18.1—Complaints Against Members and Officers of the House,
Lobbyists, and Other Persons; Procedure ..........................106
18.2—Violations; Investigations ...........................................107
18.3—Confidentiality ......................................................109
18.4—Conflict .............................................................110
18.5—Time Limitations .....................................................110

RULE NINETEEN—IMPEACHMENT .......................... 110
19.1—Definitions ..........................................................111
19.2—Procedure ..........................................................114
19.3—Impeachment Managers .............................................114
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 2018-2020 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 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 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. 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. For purposes of this rule, the member considered to have filed a bill is the first-named sponsor of the bill.

(1) Of the six bills for the 2019 Regular Session, 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.

(2) Of the six bills for the 2020 Regular Session, at least two must be approved for filing with the Clerk no later than noon of the 7th Tuesday before the first day of the regular session.

(b) Bills not counted toward these limits include:

(1) Local 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.

(10) Claim bills, whether general or local.

(11) Appropriations project bills.

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. As to those portions of general bills that propose to amend existing provisions of the Florida Statutes, 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 Committee, which may request prior review by another committee or subcommittee.

5.8—Joint Resolutions
(a) Joint resolutions are used to propose amendments to the State Constitution and for legislative apportionment.
(b) Joint resolutions shall contain a title and the resolving clause "Be It Resolved by the Legislature of the State of Florida:". 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 joint resolutions that propose to amend existing provisions of 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.

5.9—Concurrent Resolutions

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

(c) The Secretary of State shall be requested to prepare certified copies of concurrent resolutions after their adoption.
5.10—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:".

5.11—Substantive and Ceremonial House Resolutions

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

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

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

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

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

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

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

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

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

5.12–Tributes

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

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

5.13–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.

5.14—Appropriations Project Bills

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

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

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

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

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

(2) The term does not include an appropriation that:
  a. Is specifically authorized by statute;
  b. Is part of a statewide distribution to local governments; or
  c. Was recommended by a commission, council, or other similar entity created in statute to make annual funding recommendations, provided that such appropriation does not exceed the amount of funding recommended by the commission, council, or other similar entity.

(b) For purposes of these rules, the term "appropriations project bill" means a bill proposing funding for an appropriations project, which must be filed as a stand-alone bill and must be submitted to the House Bill Drafting Service in the form prescribed by the Speaker. Before an appropriations project bill may be filed, an appropriations project request form must be completed and electronically submitted in the form prescribed by the Speaker. An appropriations project bill may not be amended to include any additional appropriations project. An appropriations project bill may only request nonrecurring funds.

(c) Except as provided in Joint Rule 2, a bill is out of order if it funds an appropriations project that was not filed
as an appropriations project bill that was reported favorably by
a House committee or subcommittee.

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

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

(f) The portion of an appropriations project which was
funded with recurring funds in the fiscal year 2016-2017 General
Appropriations Act as approved by the Governor and funded at the
same or lesser amount in subsequent fiscal years is exempt from
the requirements of subsections (c) and (d). If recurring
funding for an appropriations project is reduced in a conference
report on the General Appropriations Act in any fiscal year, the
appropriations project may receive no more than the reduced
amount of recurring funding in any subsequent fiscal year. If in
any year the recurring funds are eliminated in the conference
report on the General Appropriations Act as approved by the
Governor, the appropriations project may not receive any
recurring funding in any subsequent fiscal year.

5.15—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.

5.16—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.

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

(a) Substantially revises the bill; or
(b) Introduces brand new concepts that were not offered in at least one committee or subcommittee of the House.

If the bill, as amended on the floor, is reported favorably by the committee or subcommittee 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 by the committee or subcommittee with further amendment, it shall be returned to second reading.
6.7—Reference of Veto Messages
The Speaker may refer veto messages to the appropriate committee or subcommittee for a recommendation.

RULE SEVEN—COMMITTEES AND SUBCOMMITTEES

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.
   c. Health Care Appropriations Subcommittee.
   d. Higher Education Appropriations Subcommittee.
   e. Justice Appropriations Subcommittee.
   f. PreK-12 Appropriations Subcommittee.
   g. Transportation & Tourism Appropriations Subcommittee.
(2) Commerce Committee.
   a. Business & Professions Subcommittee.

c. Gaming Control Subcommittee.

d. Insurance & Banking Subcommittee.

(3) Economic Affairs Committee.

a. Transportation & Infrastructure Subcommittee.

b. Workforce Development & Tourism Subcommittee.

(4) Education Committee.


b. PreK-12 Innovation Subcommittee.

c. PreK-12 Quality Subcommittee.

(5) Health & Human Services Committee.


c. Health Quality Subcommittee.

(6) Judiciary Committee.

a. Civil Justice Subcommittee.

b. Criminal Justice Subcommittee.

(7) Public Integrity & Ethics Committee.

(8) Rules Committee.

(9) State Affairs Committee.

a. Agriculture & Natural Resources Subcommittee.

b. Local, Federal & Veterans Affairs Subcommittee.

c. Oversight, Transparency & Public Management Subcommittee.

(10) Ways & Means Committee.
(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 June 30 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

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

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

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

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

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.

PART TWO—Procedures in Committees and Subcommittees

7.10—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 7.15, 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 COMMITTEE EXEMPT FROM NOTICE DEADLINE. The Rules Committee shall be exempt from the notice deadlines of this rule except when meeting to consider the substance of legislation.

7.11-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 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.

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

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

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

7.15—Reconsideration in Committee or Subcommittee
A motion for reconsideration in committee or subcommittee shall be treated in the following manner:

(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.

7.16—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.

7.17—Bill Reported Unfavorably by a Committee or Subcommittee
A bill reported unfavorably by a committee or subcommittee shall be laid on the table.

7.18—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 substitute,
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.

7.19—Subpoena Powers

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

7.20—Appearances and Administration of Oaths

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

(b) 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.

7.21—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.
7.22—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 which indicate the 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) A meeting of the House and Senate conferees is a meeting of the two groups. Conference committee meeting notices shall be published at least 1 hour before the time scheduled for the meeting. Each conference committee may determine its own procedures and select a member to preside if a majority of managers of each house agree.

(c) 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.

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

PART FOUR—Oversight Powers and Responsibilities

7.23—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 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 for the questioner to obtain information in good faith when the questioner does not know the answer, not for the questioner to
supply information to the body. Questions should not be used to editorialize, explicate, pontificate, or provide commentary. 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 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
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 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 Committees.
9. Motions Relating to Committee and Subcommittee References.
10. Matters on Reconsideration.
11. Bills and Joint Resolutions on Third Reading.
12. Special Orders.
15. 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 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.

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

1. Communications.
2. Messages from the Senate.
3. Reports of Committees.
5. Unfinished Business.

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.

10.8—Reading of Concurrent Resolutions and Memorials
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.
10.9—Reading of House Resolutions

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

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

10.10—Measures on Third Reading

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

(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.

(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 pending.

PART THREE—Calendars

10.11—Special Order Calendar

(a) REGULAR SESSION.
(1) The Rules 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 Committee to place a bill on
the Special Order Calendar. The Rules 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 three Calendars of
the House, and it may be taken up on the day of the third
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 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 Committee.

(3) During any extended or special session, the Rules 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 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 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 Committee, a ceremonial resolution may be shown as read and adopted by publication in full in the Journal. The Rules 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 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 different 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 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 taken on it, withdraw the bill by written notice to the Clerk.

(3) In moving for the withdrawal of a bill from further consideration by floor motion, the introducer shall be required to identify the nature of the bill.
(a) Any bill on the Calendar of the House may be referred or recommitted by the House to a committee or subcommittee by a majority vote.

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

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

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

11.13—Dilatory Motions
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

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

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

12.2—Filing Deadlines for Floor Amendments

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

(1) Main floor amendments must be submitted to the House Bill Drafting Service by 3 p.m. and approved for filing with the Clerk by 4 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 submitted to the House Bill Drafting Service by 6:30 p.m. and approved for filing by 7 p.m. of the same day.
(b) After the 55th day of a regular session and during any extended or special session:

(1) 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) Notwithstanding the foregoing, subject to approval by a majority vote of the House, the Rules 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 chair of the Rules Committee shall require a majority vote for adoption. Amendments on third reading, other than technical amendments introduced in the name of the chair of the Rules Committee, must be submitted to the House Bill Drafting Service no later than 1 hour before the applicable filing deadline and 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.
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.

(c) The Speaker may, upon determining that a Senate amendment substantially changes the bill as passed by the House,
refer 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.

RULE THIRTEEN—RULES

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 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.
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 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 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 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 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 Rules 15.1–15.7, which shall be known as the House Code of Conduct.

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 not fly on an aircraft that is a private conveyance owned, leased, or procured by a lobbyist, a lobbying firm, or a principal, regardless of whether the member pays for the flight.

(c) 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.

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

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

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. A member may
not solicit or accept an employment offer or investment advice
arising out of legislative activities or political activities
engaged in while he or she is a member of, or candidate for, the
House. A member may not enter into any investment, joint
venture, or other profitmaking relationship with or advised by a
lobbyist or principal, except that a member may buy or sell
listed, publicly traded securities of a principal unless in
violation of Rule 15.6. For purposes of this rule, "investment,
joint venture, or other profitmaking relationship" does not
include an employment relationship or professional partnership
or similar venture engaging the professional services of the
member.

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

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

15.8—Advisory Opinions
(a) A member, when in doubt about the applicability and interpretation of the House Code of Conduct or ethics laws to 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 Public Integrity & 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 all 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; Administration of Oaths
(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.

(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.

(c) The chair of the standing or select committee shall issue such process on behalf of such 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.

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 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, including faithful adherence to the rules of the House, by the integrity of the lobbyist's relationship with legislators as well as with the principals whom the lobbyist represents. Each lobbyist shall conduct himself or herself at all times in a manner that promotes a professional environment in the House, exemplifies proper conduct in public meetings, promotes lawful conduct by all involved in the legislative process, and contributes to an environment free from harassment and discrimination. Each lobbyist shall respect and support the honorable conduct of the members of the House and discourage unlawful conduct.
(b) A lobbyist shall not knowingly and willfully falsify, conceal, or cover up, by any trick, scheme, or device, a 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.

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

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

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

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

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 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 Public Integrity & 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, but are not limited to:

(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 House Rule 17.1, 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. For purposes of this rule, receipt of audit information indicating a possible violation of Joint Rule One shall be treated as a complaint.
18.2—Violations; Investigations

(a) Any person may file a sworn complaint with the chair of the Public Integrity & 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 Public Integrity & 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 subcommittee of the Public Integrity & Ethics Committee, as recommended by the chair. Upon a determination by the chair of the Public Integrity & 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 subcommittee 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
subcommittee's report and recommendation is advisory only and shall be presented to the chair of the Public Integrity & 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 Public Integrity & Ethics Committee.

(d) If the report and recommendation of the special master or the select subcommittee conclude that the facts support a finding of probable cause, the Public Integrity & Ethics Committee shall consider the report and recommendation, may make further inquiry, shall grant the respondent an opportunity to be heard, and shall develop its own recommendation. If the complaint is against the chair of the Public Integrity & Ethics Committee, the chair is excused and the vice chair shall preside over the deliberation. If the Public Integrity & Ethics Committee votes to dismiss the complaint, the chair of the Public Integrity & Ethics Committee or vice chair shall dismiss the complaint. Otherwise, the special master's or select subcommittee's report and recommendation and the recommendation of the Public Integrity & Ethics Committee shall be presented to the Speaker.

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

(f) Nothing in this rule prohibits the chair of the Public
Integrity & 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 Public Integrity & Ethics Committee, the special
master, or a select subcommittee 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 Public
Integrity & 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 Public
Integrity & 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 is filed with the chair of the Public
Integrity & Ethics Committee.

RULE NINETEEN—IMPEACHMENT
19.1—Definitions

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

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

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

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

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

b. Acceptance of any bribe;

c. Failure to report any attempted bribe to appropriate law enforcement officials;

d. Acceptance of any gift, compensation, or other benefit prohibited to the officer by any law or binding rule of conduct;

e. Acceptance of any undisclosed income if disclosure is required by law or binding rule of conduct;

f. Acceptance of any undisclosed compensation, gift, reimbursement, or other benefit valued in excess of $100 without making public disclosure on an official internet website within 180 days after receipt, or as otherwise required by law or binding rule of conduct, if the law would require disclosure if such benefit were accepted by a member of the Legislature;
q. Failure to maintain a professional environment in the administration of the office free of unlawful discrimination and free of harassment or abuse of employees or members of the public served by the office;

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

i. Failure to avoid any appearance of impropriety;

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

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

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

a. Commission of any felony under any jurisdiction;

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

c. Sexual harassment;

d. Invidious discrimination;

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

f. Any act contrary to the peace and dignity of the State of Florida; or
g. Gross failure to discourage such conduct by
subordinates or by other officers subject to impeachment.

(b) For purposes of this rule:
(1) "Sexual harassment" means engaging in a sexual or
romantic relationship with any person other than one's spouse if
such person is a subordinate or an employee of a subordinate or
an employee of a colleague officer or any related conduct that
would be grounds for dismissal if committed by a state employee
in any state agency or legislative or judicial body. It also
includes solicitation of such relationship. For purposes of this
definition, "colleague officer" means:
a. For a statewide elected officer, any other statewide
elected officer.
b. For any other constitutional officer, any
constitutional officer serving the same county, circuit, or
district.
(2) "Breach of peace" means any act or conduct that
seriously endangers or disturbs public peace and order,
including, but not limited to, any act of unjustified violence
against any person or property and malicious destruction of
property.
(3) "Gross failure to discourage" means having actual
knowledge of wrongful conduct of another person and neglecting
to admonish appropriate behavior of such person, covering up
inappropriate behavior of such person, failing to exercise
vested authority to correct or discipline inappropriate behavior of such person, or failing to report inappropriate behavior of such person when there is a duty to report.

19.2—Procedure

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

19.3—Impeachment Managers

When the House is in recess or not in session, the Speaker may appoint a replacement for any impeachment manager appointed by the House if the manager neglects or cannot perform the duties of a manager or if the manager resigns. The Speaker shall be the sole judge of such matters subject only to an appeal to the House filed with the Clerk during a legislative session if filed within 48 hours after the Clerk publishes such replacement appointment.
Joint Rules Section
JOINT RULES OF THE
FLORIDA LEGISLATURE

TABLE OF CONTENTS

JOINT RULES........................................................................................................1
JOINT RULE ONE—LOBBYIST REGISTRATION AND
COMPENSATION REPORTING..........................................................1
  1.1—Those Required to Register; Exemptions; Committee
    Appearance Records.................................................................................1
  1.2—Method of Registration........................................................................5
  1.3—Registration Costs; Exemptions..............................................................7
  1.4—Reporting of Lobbying Firm Compensation........................................8
  1.5—Failure to File Timely Compensation Report; Notice and
    Assessment of Fines; Appeals.................................................................12
  1.6—Open Records; Internet Publication of Registrations and
    Compensation Reports .............................................................................14
  1.7—Records Retention and Inspection and Complaint
    Procedure..................................................................................................14
  1.8—Questions Regarding Interpretation of Joint Rule One .................15
  1.9—Effect of Readoption and Revision.....................................................16
JOINT RULE TWO—GENERAL APPROPRIATIONS REVIEW
PERIOD AND BUDGET CONFERENCE COMMITTEE RULES. 17
  2.1—General Appropriations and Related Bills; Review Periods. 17
  2.2—General Appropriations and Related Bills; Definitions.............19
  2.3—Budget Conference Committee Rules .............................................21
JOINT RULE THREE—JOINT OFFICES AND POLICIES ........25
  3.1—Joint Legislative Offices.................................................................25
  3.2—Joint Policies....................................................................................27
JOINT RULE FOUR—JOINT COMMITTEES ............................27
  4.1—Standing Joint Committees.............................................................27
  4.2—Procedures in Joint Committees.....................................................29
  4.3—Powers of Joint Committees..........................................................30
  4.4—Administration of Joint Committees.............................................31
  4.5—Special Powers and Duties of the Legislative Auditing
    Committee ..............................................................................................31
  4.6—Special Powers and Duties of the Administrative Procedures
    Committee ...............................................................................................32
  4.7—Special Powers and Duties of the Committee on Public
    Counsel Oversight..................................................................................34
JOINT RULE FIVE—AUDITOR GENERAL .................................34
  5.1—Rulemaking Authority.....................................................................34
  5.2—Budget and Accounting.................................................................35
  5.3—Audit Report Distribution.................................................................35
JOINT RULE SIX—JOINT LEGISLATIVE BUDGET
COMMISSION...............................................................................................36
  6.1—General Responsibilities.................................................................37
  6.2—Organizational Structure.................................................................38
  6.3—Notice of Commission Meetings ......................................................38
6.4—Effect of Adoption; Intent .............................................38

JOINT RULE SEVEN—QUALIFICATIONS OF MEMBERS .........39

7.1—Residency ..................................................................39

JOINT RULE EIGHT—ADJOURNING AND RECONVENING OF EACH HOUSE OF THE LEGISLATURE AND PROVIDING FOR ADJOURNMENT SINE DIE .........................................................41

8.1—Adjourning and Reconvening ........................................41

8.2—Adjournment Sine Die .................................................41
A concurrent resolution establishing the Joint Rules of the Florida Legislature for the 2018-2020 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 2018-2020 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
(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. If the
lobbyist is, or belongs to, a lobbying firm, the lobbyist must
state the name, address, and telephone number of the lobbying
firm and the e-mail address of the person responsible for the
submission of compensation reports. All lobbyists associated
with the same firm must register using the identical name,
address, and e-mail address of the firm in the LRCRS.
Registration is not complete until the LRCRS receives
authorization from the principal’s representative and the
registration fee. Lobbyists may not authorize themselves on
behalf of the principal representative. 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) Should a registered lobbyist identify a scrivener’s
error in their own registration in the LRCRS after submission,
they may make a written request to the LRO to correct such
error. The request must clearly identify and describe the error.
Each request will be reviewed by the Office before any changes
will be made.

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

(7) 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 legislative entity for a person to register to represent one principal and up to an additional $10 per legislative entity 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: $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) Compensation shall be reported using the accrual basis of accounting.

(d) Compensation reports should reflect compensation received for lobbying the legislative branch only.

(e) 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.

(f) 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:

<table>
<thead>
<tr>
<th>Category (dollars)</th>
<th>Dollar amount to use aggregating</th>
</tr>
</thead>
<tbody>
<tr>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>1-9,999</td>
<td>5,000</td>
</tr>
<tr>
<td>10,000-19,999</td>
<td>15,000</td>
</tr>
<tr>
<td>20,000-29,999</td>
<td>25,000</td>
</tr>
<tr>
<td>30,000-39,999</td>
<td>35,000</td>
</tr>
<tr>
<td>40,000-49,999</td>
<td>45,000</td>
</tr>
<tr>
<td>50,000 or more</td>
<td>Actual amount reported</td>
</tr>
</tbody>
</table>
(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)(f) 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 and Budget
Conference Committee Rules

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.

(4)(a) “Appropriations project” means a specific appropriation, proviso, or item on a conference committee spreadsheet agreed to by House and Senate conferees providing funding for:

1. A local government, private entity, or privately-operated program, wherein the specific appropriation, proviso, or item on a conference committee spreadsheet specifically names the local government, private entity, or privately-operated program or the appropriation, proviso, or item is written in such a manner as to describe a particular local government, private entity, or privately-operated program;

2. A specific transportation facility that was not part of the Department of Transportation’s 5-year work program submitted pursuant to s. 339.135, Florida Statutes;

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

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

5. A local water project.

(b) The term does not include an appropriation that:

1. Is specifically authorized by statute;

2. Is part of a statewide distribution to local
governments; or

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

2.3—Budget Conference Committee Rules

(1) For an appropriations project to be included in a
conference committee report:

(a) The appropriations project must be included in a bill
or an amendment placed into a budget conference; and

(b) Information required by subsections (2) and (3)
relating to the appropriations project must have been in writing
and published online prior to the passage by that chamber of the
bill or amendment which was placed into a budget conference.

(2) The information collected must include:

(a) A descriptive title of the appropriations project.

(b) The date of the submission.

(c) The name of the submitting member.

(d) The most recent year in which the appropriations
project received state funding, if applicable.

(e) Whether the most recent funding for the project had
been vetoed.
(f) The amount of the nonrecurring request.

(g) The amount of funding received in the prior year on a recurring or nonrecurring basis.

(h) In what agency the project is best placed and whether the agency has been contacted.

(i) The name of the organization or entity receiving the funds as well as a point of contact for the organization or entity.

(j) The name of the registered lobbyist of the entity requesting the appropriations project.

(k) Whether the organization to receive the funds is a for-profit entity, a not-for-profit entity, a local entity, a state university or college, or other type of organization.

(l) The specific purpose or goal that will be achieved by the funds requested.

(m) The activities and services that will be provided to meet the intended purpose of these funds.

(n) Specific descriptions of how the funds will be expended, including a description and the amounts to be expended on: administrative costs, itemized to include the salary of the executive director or project head, other salaries and benefits, expenses, and consultants, contractors, or studies; operational costs, itemized to include salaries and benefits, expenses, and consultants, contractors, or studies; and fixed capital outlay, itemized to include land purchase, planning, engineering, construction, and renovation.

(o) The owner of the facility to receive, directly or indirectly, any fixed capital outlay funding, and the relationship between the owners of the facility and the entity.
(p) A description of the direct services to be provided to citizens by the appropriations project, if applicable.

(q) A description of the target population to be served and the number of individuals to be served by the appropriations project.

(r) A description of the specific benefit or outcome, including the methodology by which this outcome will be measured.

(s) The amount and percentage of federal, local, and state funds, excluding the funds requested for the appropriations project, or other matching funds available for the appropriations project.

(t) How much additional nonrecurring funding is anticipated to be requested in future years by amount per year.

(u) The suggested penalties that the contracting agency may consider in addition to its standard penalties for failing to meet deliverables or performance measures provided for in the contract.

(3) With respect to an appropriations project that is also a local water project, the information collected must also include:

(a) Whether alternative state funding such as the Waste Water Revolving Loan, Drinking Water Revolving Loan, Small Community Waste Water Drinking grant, or other funding has been requested.

(b) Whether the project is for a financially disadvantaged community, as defined in chapter 62-552, Florida Administrative Code; a financially disadvantaged municipality; a rural area of critical economic concern; or a rural area of opportunity, as
defined in s. 288.0656, Florida Statutes.

(c) Whether the construction status is shovel-ready.

(d) The percentage of construction completed and the estimated completion date.

(4) Each chamber must collect the required information described in subsections (2) and (3) in the form and manner prescribed by that chamber.

(5) The portion of an appropriations project which was funded with recurring funds in the most recently enacted general appropriations act is exempt from subsections (1), (2) and (3).

(6) An appropriations project may only be funded with nonrecurring funds, except that the portion of an appropriations project which was funded with recurring funds as provided in subsection (5) may be continued with or without additional nonrecurring funds.

(7) The nonrecurring funding of an appropriations project in the conference committee report may be less than, equal to, or greater than the funding for the appropriations project as originally committed to the conference committee.

(8) An appropriations project that was not included in either chamber’s bill in accordance with subsections (1), (2) and (3) may not be included in a conference report.

(9)(a) To be included in a conference committee report, all appropriations projects, except as otherwise provided in paragraph (b), must be clearly identified in the bill or amendment that will be considered by a conference committee and in any conference report.

(b) An appropriations project funded with recurring funds in the most recently enacted general appropriation act that is
not appropriated any additional funds is exempt from the provisions of paragraph (a).

(10) The conference committee must allow for public testimony regarding appropriations projects at each noticed meeting.

(11) Nothing in this rule shall limit either chamber’s ability to apply a stricter standard to its own bills prior to the commencement of conference proceedings. This Joint Rule applies to all conference committee reports related to the General Appropriations Act and supersedes either chamber’s rules that are contrary to or inconsistent with the provisions of this Joint Rule.

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 August 1 of the calendar year following
the general election.

2. The Administrative Procedures Committee for the period
from noon on August 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 August 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 August 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.

(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. Upon the initial adoption of these joint rules in a biennium, each joint committee staff director position shall be deemed vacant until an appointment is made.

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
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;
1124  
(j) Where one customarily resides;
1125  
(k) Where one conducts business affairs;
1126  
(l) Where one rents or leases property; and
1127  
(m) Where one plans the construction of a new legal
1128  
residence.
1129  
(2) In accordance with Section 3 of Article X of the
1130  
Florida Constitution, a vacancy in office occurs when a member
1131  
fails to maintain a legal residence within his or her district
1132  
as required at the time of election.
1133  
(3) In accordance with Section 2 of Article III of the
1134  
Florida Constitution, each house of the Legislature shall be the
1135  
sole judge of the qualifications of its members, including
1136  
whether a member no longer satisfies his or her qualifications
1137  
for office.
1138  
(4) Each member shall affirm in writing that he or she is a
1139  
legal resident and elector of his or her district based on the
1140  
provisions of this Joint Rule. Each member shall file the
1141  
written affirmation with the Secretary of the Senate or the
1142  
Clerk of the House of Representatives before the convening of
1143  
Organization Session following each general election. For a
1144  
member who is elected pursuant to a special election, the member
1145  
must execute the written affirmation before or concurrent with
1146  
taking the oath of office and provide such affirmation to the
1147  
Secretary of the Senate or the Clerk of the House of
1148  
Representatives. The form of the written affirmation shall be
1149  
prescribed by the Secretary of the Senate and the Clerk of the
1150  
House of Representatives for members of their respective house
1151  
of the Legislature.
Joint Rule Eight-Adjourning and Reconvening of Each House of the Legislature and Providing for Adjournment Sine Die

8.1—Adjourning and Reconvening

Pursuant to Section 3(e) of Article III of the Florida Constitution, during any legislative session, each house of the Legislature may, without consent from the other house, determine its respective dates and times for adjourning and reconvening daily sittings.

8.2—Adjournment Sine Die

(1) During regular sessions, both houses of the Legislature shall adjourn sine die by concurrent resolution or concurrent motions or on the 60th day at 11:59 p.m., unless extended.

(2) During special sessions, both houses shall adjourn sine die by concurrent resolution or concurrent motions or upon reaching the hour on which the special session is adjourned sine die by operation of the proclamation, unless extended.