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MEMO 1
SUPPLEMENT

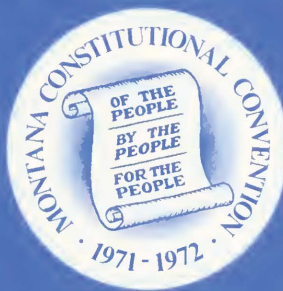
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MEMORANDUM NUMBER 1

SUPPLEMENT

**Montana
Constitutional
Convention
Memorandums**



**Prepared By:
Montana
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Memorandum on
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MONTANA CONSTITUTIONAL CONVENTION

1971-1972

MEMORANDUM ON CONSTITUTIONAL CONVENTION RULES

SUPPLEMENT

ALASKA (1955-1956)

MICHIGAN (1961-1962)

CONNECTICUTT (1965)

MISSOURI (1943-1944)

NEW HAMPSHIRE (1964)

CONSTITUTIONAL CONVENTION MEMORANDUM NO. 1 - SUPPLEMENT

PREPARED BY

MONTANA CONSTITUTIONAL CONVENTION COMMISSION

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CONSTITUTIONAL CONVENTION COMMISSION

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PREFACE

The delegates to the 1971-72 Montana Constitutional Convention will need historical, legal and comparative information about the Montana Constitution. Recognizing this need, the 1971 Legislative Assembly created the Constitutional Convention Commission and directed it to assemble and prepare essential information for the Convention.

To fulfill this responsibility, the Constitutional Convention Commission is preparing a series of research reports under the general title of Constitutional Convention Studies. In addition to the series of research reports, the Commission authorized the publication of Research Memorandums on topics that do not warrant the status of official Commission reports.

This memorandum, a supplement to Memorandum No. 1, Memorandum on Convention Rules, was prepared under the supervision of the Commission's Convention Arrangements Committee consisting of William Sternhagen, Chairman; Clyde Hawks, Leonard Schulz and Charles Bovey.

This supplement contains the rules of constitutional conventions in Alaska (1955-1956), Connecticut (1965), Michigan (1961-1962), Missouri (1943-1944) and New Hampshire (1964).

Section 10 of the Enabling Act for the Constitutional Convention provides that the Convention shall adopt rules of procedure. Section 13(3) provides that until the Convention has adopted such rules, Mason's Manual of Legislative Procedure will govern the Convention procedure.

By reviewing rules set forth in these memorandums, delegates can prepare for a discussion on rules at the November organizational meeting of the Convention.

This report is respectfully submitted to the people of Montana and their delegates to the 1971-1972 Constitutional Convention.

ALEXANDER BLEWETT

CHAIRMAN

*The convention shall determine the rules
of its procedure . . .*

Constitutional Convention Enabling Act
Section 10

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CHAPTER I

ALASKA CONSTITUTIONAL CONVENTION

1955-1966

CONVENTION RULES

PERMANENT RULES
CONSTITUTIONAL CONVENTION OF ALASKA
ADOPTED - NOVEMBER 14, 1955

Chapter I

Officers and Administrative Staff

Rule 1. The officers of the Convention shall be a President, a First Vice President, a Second Vice President, and a Secretary; the President and Vice Presidents to be elected from the Delegates by the vote of at least 28 delegates.

Rule 2. The Secretary of the Convention need not be a Delegate and shall serve under the direction of the President as the principal administrative officer of the Convention.

Rule 3. The Secretary, with the approval of the President and the Committee on Administration, shall determine the administrative clerical and custodial staff required by the Convention, and shall appoint and determine the compensation of such employees.

Rule 4.

a. The President pro-tem shall first entertain nominations for President of the Convention, shall recognize in order all who seek the floor, shall receive and state all nominations made, and shall allow ample time for all who seek recognition to be recognized and heard before entertaining a motion to close nominations.

b. A nominee may decline nomination only while nominations are open, but may withdraw from consideration for election at any time after the first ballot is taken.

c. Voting shall be by secret ballot and balloting shall continue by successive ballots until one candidate shall have received at least 28 votes: PROVIDED, however, that in the event no candidate receives as many as 28 votes in either the first or second balloting process, the low man (or, if there be a tie in low position as to votes received, those so tied) shall be removed from consideration on the third ballot and succeeding ballots; and, following the third and succeeding ballots wherein no nominee receives at least 28 votes, the low man or those so tied shall each time be eliminated from further consideration.

d. The first person who receives at least 28 votes on any one ballot shall be elected President of the Convention.

e. Nomination and election of other elective officers shall be conducted in the same manner as provided for the office of President.

Chapter II

Duties of President and Vice Presidents

Rule 5. The president shall take the chair each day at the hour to which the Convention shall have adjourned. He shall call the Convention to order, and, except in the absence of a quorum, shall proceed to business in the manner prescribed by these rules.

Rule 6. The President shall possess the powers and perform the duties herein prescribed:

(a) He shall preserve order and decorum, and, in debate, shall prevent personal reflections, and confine members to the question under discussion. When two or more members arise at the same time, he shall name the one entitled to the floor.

(b) He shall decide all questions of order, subject to appeal to the Convention. On every appeal he shall have the right, in his place, to assign his reason for his decision. In case of such appeal no member shall speak more than once.

(c) He may substitute any member to perform the duties of the chair while he is present, but for no longer period than that day, except by special consent of the Convention.

(d) When the Convention shall be ready to go into Committee of the Whole, he shall name a chairman to preside.

(e) When necessary or required, he shall certify all official acts and all vouchers for payment of expenditures of the Convention.

(f) He shall designate and assign to seats or authorize the designation and seating of the persons who shall act as reporters for the public press and radio within the Convention Hall.

(g) He shall not engage in any debate, or propose his opinion on any question, except the assigning of his reasons for his decision on appeal therefrom, without first designating another Delegate to occupy the chair.

(h) He shall be entitled to vote on all questions in the same manner as other delegates except that he shall vote last.

(i) He shall declare the vote and announce the result according to the fact on all questions and divisions.

Rule 7. In the temporary absence of the President, or in event of his temporary inability to preside, his duties shall be performed by the First Vice President, or if he also be absent by the Second Vice President.

Rule 8. In the event of a vacancy in the office of the President or of either or both Vice Presidents or of the Secretary through death, resignation, or otherwise, or in the event of absence from the Convention of any of these officers for more than 5 consecutive Convention days without the approval of the Convention, the Convention shall by majority vote of the elected Delegates elect another to fill such vacancy.

Chapter III

Duties of the Secretary

Rule 9. Under the direction of the President the Secretary shall have the following powers and perform the following duties:

(a) He shall be the official custodian of and shall provide for the ultimate disposition of all roll calls, proposals, reports, records, books, documents and papers of the Convention.

(b) He shall arrange to keep a journal of the proceedings of the Convention.

(c) He shall prepare each day a calendar of the business of the Convention as provided by these rules.

(d) He shall number consecutively each proposal of subject matter to be incorporated into the Constitution and, in other series, shall number each resolution, ordinance, or other action

introduced for Convention consideration.

(e) When necessary or required the Secretary with the President shall certify all official acts of the Convention.

(f) He shall assign and supervise the work of all administrative, clerical, and custodial employees and shall be responsible for the printing or other reproduction of all proposals and other documents as required.

(g) He shall arrange for the utilization of the services of such technical consultants as may be desired by the Convention and provide liaison between such consultants and the Convention.

(h) He shall perform such other duties as are required of him by the President, these rules, or the Convention.

Chapter IV

Quorum and Majority

Rule 10. The presence of at least twenty-eight Delegates shall be necessary to constitute a quorum of the Convention, but a lesser number may meet and adjourn the Convention from day to day when necessary.

Rule 11. There being a quorum, a majority of Delegates present shall be sufficient for the adoption of any motion or resolution or the taking of any action except where the affirmative vote of a greater number shall be required by these rules.

Chapter V

Standing Committees

Rule 12. The President shall appoint the members of and shall name the Chairmen of all Standing Committees unless the Convention

shall otherwise order. The President may fill vacancies on Standing Committees in the same manner.

Rule 13. The Standing Committees of the Convention and the number of members thereof, respectively, shall be as follows:

- I. Committee on Rules, nine members
- II. Committee on Administration, nine members
- III. Committee on Style and Drafting, nine members
- IV. Committee on Ordinances and Transitional Measures,
nine members
- V. Committee on Preamble and Bill of Rights, seven members
- VI. Committee on Suffrage, Elections, and Apportionment,
seven members
- VII. Committee on Legislative Branch, seven members
- VIII. Committee on Executive Branch, seven members
- IX. Committee on Judiciary Branch, seven members
- X. Committee on Resources, nine members
- XI. Committee on Finance and Taxation, seven members
- XII. Committee on Local Government, seven members
- XIII. Committee on Direct Legislation, Amendment, and Revision,
seven members
- XIV. Committee on Resolutions and Recommendations, seven
members

Rule 14. Each Delegate except the President shall be appointed to at least one but to no more than three Standing Committees.

Rule 15. The President shall be ex-officio member of all Standing Committees but shall not vote except to break a tie.

Rule 16. The respective Standing Committees shall have the following duties and functions and in addition shall consider and

report upon any other matters referred to them:

- (a) The Committee on Rules shall consider and report upon such changes in the rules of the Convention and changes in organization as shall be referred to it. It shall consider and report on appeals from rulings of the chair which may be referred to it. It shall determine appeals regarding the daily calendar of the Convention in accordance with these rules.
- (b) The Committee on Administration shall generally oversee the administrative or business affairs of the Convention, including finances, personnel, printing, physical arrangements for the Convention, and related matters.
- (c) The Committee on Style and Drafting shall examine and edit all proposals for inclusion in the Constitution which are referred to it for the purposes of avoiding inaccuracies, repetitions, inconsistencies, or poor drafting. The Committee shall have the authority to rephrase or to regroup proposed language or sections of the proposed Constitution but shall have no authority to change the sense or purpose of any proposal referred to it. The Committee shall also be empowered without reference back to the Convention to refer proposals submitted to it to any Committee which may have an interest in the proposal. Where a proposal referred to the Committee appears inconsistent

or in conflict with a proposal already acted upon favorably by the Convention at second reading, the Committee shall undertake to resolve the inconsistency or conflict by reference to the Committees concerned. If the Committee shall fail to resolve any such inconsistency or conflict it shall notify the Convention and await its instructions.

- (d) The Committee on Ordinances and Transitional Measures shall be responsible for the consideration of ordinances, including those specified by the Act creating the Constitutional Convention, and for the consideration of transitional measures which the Convention enacts in anticipation of statehood.
- (e) The Committee on Resolutions and Recommendations shall consider resolutions and all other matters not germane to the work of other committees and shall make recommendations for action thereon.
- (f) The remaining Standing Committees shall consider such proposals as are indicated by the titles of the respective committees. Such Committees shall draft and submit to the Convention for its consideration sections of the proposed Constitution pertaining to the business of the Committee.

Rule 17. Each Standing Committee shall submit to the Convention a report or reports, in writing, setting forth its recommendations on all matters referred to it. Any member or group of members

of a Standing Committee may submit a minority report to the Convention. A petition signed by one-fourth of the elected Delegates shall require any Standing Committee to report to the Convention within the number of days specified in the petition.

Rule 18. No Standing Committee may hold meetings during the sessions of the Convention without permission of the Convention.

Rule 19. Each Standing Committee shall notify the Secretary of the time and place of meetings, and the Secretary shall make such notice public. All Committee hearings shall be public.

Chapter VI

Committee of the Whole

Rule 20. The Convention may upon motion resolve itself into a Committee of the Whole for the consideration of any matter. In forming the Committee of the Whole, the President shall appoint another Delegate as chairman to preside. A quorum of the Convention shall constitute a quorum for the Committee of the Whole.

Rule 21. All proposals, amendments, reports, resolutions, and other matters may be debated in the Committee of the Whole section by section, and recommendations with respect thereto shall be reported to the Convention.

Rule 22. The rules of the Convention shall be observed in the Committee of the Whole so far as they are applicable. Where there are no provisions, the proceedings shall be in accordance with Robert's Rules of Order, Revised.

Rule 23. A motion for the rising of the Committee of the Whole shall always be in order unless a member of the Committee is speaking or a vote is being taken, and shall be decided without debate.

Chapter VII

Order of Business, and Roll Call

Rule 24. At meetings of the Convention the order of business shall be as follows (except at times set apart for the consideration of special orders):

1. Calling Convention to order
2. Prayer
3. Roll Call
4. Reading the Journal of the Preceding Day
5. Presentation of petitions, memorials and communications
from outside the Convention
6. Reports of Standing Committees
7. Reports of Select Committees
8. Introduction and first reading of proposals
9. Reference of proposals
10. Motions and resolutions
11. Unfinished business
12. Special orders of the day
13. General orders of the day

Rule 25. The Secretary shall prepare for each Convention day a calendar of the general orders, setting forth the title of each matter for consideration. Consideration of the general orders of the day shall be in the following order:

1. Consideration by Committee of the Whole
2. Reports of the Committee of the Whole
3. Committee reports
4. Second reading and referral to the Committee on Style
and Drafting

5. Action on reports of the Committee on Style and Drafting
6. Third reading and agreement.

Rule 26. If a matter is not considered in its order it shall lose its precedence for the day, but it shall appear on the calendar on the following Convention day in its regular order. Any matter may be made a special order of business, for any particular day or time, by a majority vote of the delegates present. Any matter having been made a special order for a particular day, and not having been reached on that day, shall be in the order of "Unfinished Business" on the next succeeding Convention day.

Rule 27. Except that the President's name shall always be called last, on roll call votes the names of Delegates shall be arranged alphabetically. At the first roll call of the Convention following adoption of this rule the roll shall be called starting with the first of such alphabetically arranged names. On each succeeding roll call the name next in order alphabetically shall be first called so as to rotate the order of voting through the entire list of Delegates.

Rule 28. In case of the absence of Delegates, the Delegates present shall take such measures as they shall deem necessary to secure the presence of absentees.

Rule 29. After a question has been stated by the President and the calling of the roll has begun, the President shall not recognize a Delegate for any purpose whatever until the call is completed; but nothing in this rule shall abridge the right of any Delegate to change or record his vote on any question previous to the announcement of the vote.

Rule 30. No member shall be entitled to abstain from voting on any roll call unless he shall have stated his intention to abstain before the voting starts. Upon any announcement of intention to abstain, the Delegate making such announcement, upon request of five Delegates, may be required to state his reasons.

Chapter VIII

Motions

Rule 31. When a motion is made it shall be stated by the President, or, if in writing, it shall be read aloud before debate.

Rule 32. A motion may be withdrawn by the maker with consent of the second at any time before amendment or decision.

Rule 33. When a question is under consideration by the Convention only the following motions shall be received, which motions shall have precedence in the order stated:

Motion to, or for:

- | | | |
|---------------------------------------|---|------------------------------|
| (a) Adjourn |) | |
| (b) Recess |) | Not amendable or |
| (c) Call of the Convention) | | debatable except |
| (d) Lay on the table |) | as hereinafter |
| (e) Previous question |) | provided. |
| (f) Postpone indefinitely. | | Not amendable, but debatable |
| (g) Postpone to a certain time. | | Amendable and debatable |
| (h) Go into Committee of the Whole. | " | " " |
| (i) Commit (or recommit) to Committee | | |
| of the Whole | " | " " |

- (j) Commit (or recommit) to a
 Standing Committee or
 to a Select Committee Amendable and debatable
- (k) Close debate at a specified
 time. Amendable but not debatable
- (l) Amend Amendable and debatable.

Motions "g" through "k" inclusive preclude debate on the main question. A motion to adjourn, to take a recess, and to adjourn for a longer period than one Convention day shall always be in order; provided, however that before a motion to adjourn is put to a vote, opportunity shall be given for announcements of notice of intention to move reconsideration as hereinafter provided. A motion to adjourn for a longer period than one Convention day shall be amendable and debatable. Calls for information, for division of a divisible question, for the yeas and nays, for a standing vote, for a vote by a show of hands, and a motion for reconsideration shall always be in order, but shall not be amendable or debatable.

Rule 34. An appeal from the decision of the chair must be taken at the time the ruling is made.

Rule 35. The previous question shall be put by the President in this form, "Shall the previous question be ordered?" It shall be admitted when demanded by a majority of the Delegates present, and its effect shall be if decided affirmatively, to end debate and bring the Convention to a vote upon pending amendments, if any to the main question, and then upon the main question. All incidental questions of order arising after a motion is made for the previous question, and pending such motion, shall be decided whether on appeal or otherwise without debate.

Rule 36. A motion for reconsideration, as well as notice thereof, may be made only by a Delegate who voted on the prevailing side. Notice of intention to move reconsideration of any vote must be stated on the day such vote is taken. A motion to reconsider must be made before the end of the first plenary session day after the day on which such vote was taken. The same majority shall be required to adopt a motion to reconsider as was required to take the original action. When a motion for reconsideration is decided that decision shall not be reconsidered. No question shall be twice reconsidered. No motion for reconsideration shall be in order after the seventy-second Convention day. No vote shall be reconsidered upon any of the following motions:

- (a) To adjourn;
- (b) To lay on the table;
- (c) To take from the table; or
- (d) For the previous question.

Rule 37. Any Delegate may call for the division of a question which is in its nature divisible. A motion to strike out and insert shall be deemed indivisible. A motion to strike having been lost motion to amend or a motion to strike out and insert shall not be precluded.

Rule 38. No Delegate shall speak more than twice on one motion, or more than once until other Delegates who have not spoken shall speak, if they so desire, without first obtaining leave of the Convention. The mover of the proposition shall have the right to speak last, provided that the person in charge of a proposal on third reading and final agreement shall have the right if he desires, to speak last and he may announce such desire at any time before the commencement of the vote on the question.

Chapter IX

Procedure for Drafting Constitution

Rule 39. Any subject matter to be incorporated in the Constitution shall be by proposal. A proposal shall be introduced only by one or more delegates or by a Standing Committee.

Rule 40. Each proposal shall be typewritten on white paper which is 8½" wide and 11" long with one original copy and five carbon copies thereof, and shall be dated and signed by the introducer(s) or by the Chairman of the Committee introducing it.

Rule 41. The caption of each proposal shall be:

(Date)

"Constitutional Convention of Alaska

PROPOSAL _____

Introduced by _____
(Name of Delegate(s) or
Name of Committee)"

Each proposal shall contain a short title stating concisely the general nature of its subject matter. Thereafter the proposal shall state:

"RESOLVED, that the following be agreed

upon as part of the Alaska State Constitution."

Rule 42. Each proposal upon introduction shall be delivered to the Secretary, who shall number all proposals as presented. At each session of the Convention the Secretary shall read the number and title of each new proposal, which shall constitute the first reading of the proposal.

Rule 43. Each proposal shall receive three separate readings in the Convention previous to being agreed upon, but no proposal shall

be read twice on the same day. Except on first reading all proposals shall be read in their entirety. Amendment of any proposal may be made only in second reading.

Rule 44. The regular order to be taken by proposals shall be as follows:

1. Introduction and first reading.
2. Reference to a Standing Committee by the President.
3. Report by Standing Committee.
4. Placed on the general orders on the following day.
5. Second reading and action on proposed amendments.
6. Reference to Committee on Style and Drafting.
7. Report by Committee on Style and Drafting.
8. Action on report of Committee on Style and Drafting, and action on amendments as to phraseology only.
9. Third reading and agreement.
10. Reference to the Committee on Style and Drafting for arrangement and numbering of sections and articles and for form.

Rule 45. The President shall refer to the appropriate Standing Committee each proposal introduced. Where a proposal embraces subject matter which falls within the proper consideration of two or more Standing Committees, the President may divide the proposal or he may refer it to one Standing Committee with instructions to consult with other Standing Committees.

Rule 46. The Convention may set a date after which no proposal shall be introduced, except by a Committee.

Rule 47. Each Standing Committee report recommending any matter for incorporation in the Constitution shall be accompanied by a Committee proposal containing a complete article or other appropriate subdivision or group of articles or subdivisions of the Constitution.

Rule 48. A report shall be made by the Standing Committee as to each proposal referred to it. Such report shall state whether the proposal has been:

- (a) adopted in whole or in part in a Committee proposal;
- (b) disapproved;
- (c) disposed of otherwise.

Rule 49. On the question of the agreement upon any proposal on third reading, the vote shall be taken by roll call and entered on the journal of the Convention. No proposal shall be declared adopted unless at least twenty-eight Delegates shall have voted in favor of its adoption.

Rule 50. After all proposals which are to be included in the Constitution have been agreed upon, the Convention shall refer them to the Committee on Style and Drafting for final arrangement in proper order and form. When the Committee submits the Constitution in proposed final form for adoption, any part of the document may, by an affirmative vote of at least 37 Delegates, be opened for specific amendment by reversion to second reading. Should the proposed document be amended it shall again be referred to the Committee on Style and Drafting. After

the report of the Committee, the Constitution in final form shall be adopted by the Convention by the affirmative vote of at least 28 Delegates.

Rule 51. When the Convention shall have agreed upon the final form of the Constitution, the original and at least four copies thereof shall be signed by the President and by the Delegates and attested by the Secretary. Facsimile copies shall then be prepared and certified by the President and delivered to each Delegate.

Chapter X

Resolutions and Ordinances

Rule 52. Consideration of ordinances required by the Act establishing the Constitutional Convention or otherwise as introduced by Delegates or Standing Committees shall follow the same procedure as is provided by these rules for proposals.

Rule 53. Resolutions relating to the business of the Convention may be introduced as provided by these rules and their consideration shall follow the same procedure as is provided by these rules for motions.

Chapter XI

General Provisions

Rule 54. When a motion to adjourn, or for recess, shall be carried, no delegate or officer shall leave his place until the adjournment or recess shall be declared by the President.

Rule 55. Any delegate may at any time rise and speak to a question of personal privilege.

Rule 56. No delegate rising to speak shall proceed until he shall have addressed the President and been recognized by him as entitled to the floor.

Rule 57. While the President is putting a question or a count is being had, no delegate shall speak or leave his place. While a member is speaking no delegate shall engage in any private discourse or pass between the speaker and the chair.

Rule 58. Only Delegates and Officers of the Convention shall be admitted to the floor of the Convention, except that the President shall designate by name representatives of the press, staff assistants, or others that may be admitted. Privileges of the floor may be extended by unanimous consent to other persons.

Rule 59. Any rule of the Convention may be suspended, repealed or amended, by a vote of at least two-thirds of the membership to which the Convention is entitled.

Rule 60. The rules of parliamentary practice set forth in Robert's Rules of Order Revised, shall apply in all cases which are not covered by or are not inconsistent with the rules of the Convention.

AMENDMENTS TO RULES

Adopted January 13, 1956

Improvement of Convention Procedure for Consideration of Proposals

ADDITIONAL RULES

I

(a) After a standing committee chairman has explained an article, a recess shall be called, if necessary, during which time Delegates with amendments may consult with the standing committee if they have not previously done so in order to reconcile ideas, (if possible), consolidate similar amendments, and prepare amendments in suitable form. Proposed amendments shall not be in order during the initial section by section review of proposals unless previously presented for the committee's consideration or unless this requirement is waived by the committee chairman. Long or complicated amendments shall not be in order until mimeographed.

(b) After the first section by section review of the proposal, another recess will be called to enable Delegates having further amendments to consult with the committees. In the second section by section review of the proposal, amendments may be submitted directly from the floor without previous consultation with the committee. Effective at end of consideration of Proposal 10a in second reading.

II

A delegate may speak only once to any motion or amendment except the mover who may open and close debate thereon. The same restriction shall apply to amendments to amendments. Effective Immediate

AMENDMENTS TO RULES

RECOMMENDED BY THE RULES COMMITTEE TO PROVIDE FOR
A COMMITTEE ON ENGROSSMENT AND ENROLLMENT

Adopted December 8, 1955, Amended December 15, 1955

Rule 13 - Insert XV - Committee on Engrossment and Enrollment
three members

Rule 16 - Insert new sub-section (g) The Committee on Engrossment and Enrollment shall see that all amendments approved in second reading are properly engrossed upon the original committee proposal and that the engrossed proposal is returned to the Chief Clerk for filing as part of the records of the convention. The Committee shall also arrange for distribution to all delegates of copies of the proposal as amended in second reading.

Rule 44 - Insert following new sub-sections under Section 5.

- a. Reference to Committee on Engrossment and Enrollment.
- b. Report of Committee on Engrossment and Enrollment.
- c. Action on report of Committee on Engrossment and Enrollment.

AMENDMENTS TO RULES

Adopted January 20, 1956

Rule 16c. - Insert after second sentence:

Proposals containing more than one Article or which in the Committee's judgment contain subject matter properly divided into more than one Article, shall, by the Committee, be separated into appropriate Articles and may be reported back to the Convention Article by Article.

Rule 44.

8a. The reading of a Proposal incident to Style and Drafting's report, if said report be accepted by the Convention, shall be deemed to be the Proposal's third reading before the Convention, whereupon the Proposal shall be before the Convention for final passage.

CHAPTER II

CONNECTICUTT CONSTITUTIONAL CONVENTION

1965

CONVENTION RULES

PERSONNEL—DUTIES OFFICERS

1. The officers of the Convention shall consist of a chairman, vice chairman, secretary, assistant secretary, two floor leaders, and six assistant floor leaders, which officers shall be elected by the Convention with the exception of the assistant floor leaders, three of which shall be appointed by one floor leader and three of which shall be appointed by the other floor leader. The chairman shall be the president of the Convention. The chairman and vice chairman shall share equally the duty of presiding at sessions of the Convention.

CONVENTION STAFF

2. The floor leaders shall appoint two joint general counselors to the Convention and such numbers of assistant counselors as they deem necessary. They shall also appoint two clerks and such assistant clerks, consultants, research assistants and other personnel as they deem necessary. None of said appointees shall be members of the Convention. In each instance the Convention shall determine the compensation of all personnel thus employed.

SEATS

3. Immediately after the adoption of these rules, the chairman shall assign seats to all members. The seat assigned to any member shall be his seat for the session unless an exchange is made and notice thereof given to the secretary within five days from the date of assignment.

CHAPLAINS

4. Within one week after the appointment of the chairman he shall nominate three chaplains; one from the Protestant faith; one from the Catholic faith; one from the Jewish faith. If such nominations are confirmed by the Convention by a majority vote, the candidates so nominated and confirmed shall alternate in the position of chaplain for each session day of the Convention.

JOURNAL

5. The secretary shall keep a journal of the Convention and shall enter therein a record of each day's proceedings and record any amendment that may be offered to any resolution, if such amendment is adopted, or if a record of the same is requested by the member offering the same.

CALENDAR

6. The secretary shall keep a calendar on which he shall enter daily all resolutions favorably reported to the Convention from any committee; and these shall be entered on the calendar in the order in which they are received. Each resolution so entered shall be printed and in the files for two session days, shall appear on the calendar with a file number for two session days and shall be starred for action on the session day next succeeding, unless this rule is waived in writing by both floor leaders. All resolutions starred for action shall be acted upon only when reached in their regular order, and any resolution passed over when so reached shall retain its place on the calendar unless it is put at the foot of

the calendar or unless its consideration is made the order of the day for some specified time.

SECRETARY'S RETENTION OF RESOLUTIONS

7. The secretary shall retain all resolutions in reference to which any member has a right to move a reconsideration, until the right of reconsideration has expired, and no longer.

RECORD OF RESOLUTIONS

8. It shall be the duty of the secretary to keep a record of all resolutions presented for consideration of the Convention, and said record shall be so kept as to show by one and a single reference thereto the action of the Convention of any specified resolution up to the time of such reference.

ASSISTANT SECRETARY

9. The assistant secretary shall have the same powers and perform the same duties as the secretary, subject to the direction of the secretary. The clerks and assistant clerks shall perform such duties as are assigned to them by the secretary.

DISTRIBUTION OF JOURNALS AND CALENDARS

10. The secretary shall cause the journals and calendars to be distributed on the desks of the members daily, before the opening of the session.

INTRODUCTION OF BUSINESS

FILING RESOLUTION

11. Each resolution to be introduced shall be introduced by filing the same in duplicate with the secretary. The secretary shall number each resolution. On introduction of each resolution, including any introduced before convening, the secretary shall refer such resolution to the committee designated by the chairman.

FORM OF RESOLUTION

12. a. Every resolution shall be typewritten or printed, without interlineation or erasure, on pages eight and one-half inches by thirteen inches in size, and any member or committee offering such resolution shall endorse by signing thereon his or its name in some conspicuous place and shall attach to any resolution a statement of its purpose in not more than one hundred fifty words, which are to be typewritten or printed at the end of the resolution under the caption "STATEMENT OF PURPOSE"; but such statement of purpose shall not be a part of the resolution for consideration and adoption. The duplicate copy of each resolution shall be made on yellow-colored paper of the same size and format as the original.

b. Each resolution seeking to revise any section of the Constitution shall set forth in full the section to be amended. Matter to be omitted or repealed shall be surrounded by brackets, and new matter shall be indicated by scoring in the manuscript resolution.

DUPLICATE RESOLUTION

13. The secretary shall certify and keep on file the duplicate copy of each resolution. The certified duplicate copy shall remain at all times in the secretary's office. If the original resolution cannot

be located, a copy of such certified duplicate copy shall be made by the secretary and used in lieu of the original. The secretary shall make a notation on the certified duplicate copy of all action taken on the original.

TIME LIMIT ON INTRODUCTION OF RESOLUTIONS

14. a. The time for introducing resolutions to revise the Constitution of the State of Connecticut shall be limited and shall terminate on July 29, 1965 at 6:00 P. M. The resolution, filed in duplicate, shall on or before July 30, 1965 have its first reading and be referred by the chairman to the appropriate committee.

b. The secretary or assistant secretary shall have all resolutions photo offset and have copies made thereof and mail the same to the members of the Convention. They shall, in addition, deliver 500 copies to the Resolution Room for distribution to the public. Such copies shall show the number of the resolution, the date of its introduction, the name of the member or committee introducing it, and the committee to which it was referred. The original assigned number shall be retained by the resolution and shall be used in any reference to it in the journals, calendars, and files.

RESOLUTIONS—READINGS

15. First reading of a resolution shall be (1) by title and reference to a committee or (2) by acceptance by the Convention of a printed list, distributed to the members, of the resolutions with their numbers, sponsors and titles and the committees to which they have been referred.

Second reading shall be the report of a committee.

Third reading shall be the disposal of matters on the calendar.

Every resolution shall receive three separate readings previous to its being adopted by the Convention, and no such resolution shall be read twice on the same day, except that resolutions raised by a committee upon whose subject matter a public hearing has been held may receive the first and second readings on the same day. Any resolution upon which or upon whose subject matter a public hearing has not been held, upon being reported by a committee, shall be read once, recommitted to such committee and assigned for hearing unless both floor leaders waive in writing requirements of this rule.

RULES GOVERNING COMMITTEES

CONTESTED ELECTIONS

16. At the opening of the Convention the Convention shall elect eight members to be a special committee on contested elections to take into consideration all contested elections of the members to the Convention and report the facts with their opinion thereon.

STANDING COMMITTEES

17. On or before July 13, 1965 the chairman, upon recommendation of both floor leaders shall appoint three standing committees of the Convention. The first two members appointed to each committee shall serve as co-chairmen. Said committees shall perform the duties required of them, take into consideration all matters referred to them and report such measures as they may deem expedient.

A committee on reapportionment and redistricting, hereinafter

designated as committee on reapportionment,

A committee on other constitutional resolutions, hereinafter designated as committee on constitutional resolutions,

A committee on rules, expenses and drafting, hereinafter designated as committee on rules.

FLOOR LEADERS AND ASSISTANT FLOOR LEADERS

18. The floor leaders shall be ex-officio members of all committees without the right to vote, except that they shall have the right to vote in those committees in which they are members.

COMMITTEE PROCEDURE

19. In all meetings of committees, the co-chairmen shall preside. All questions of order, hearings and other proceedings and questions relating to evidence, shall be determined by a vote of two-thirds of the members of the committee.

COMMITTEE RESOLUTIONS

20. No resolution to revise the Constitution shall be raised in committee subsequent to August 15, 1965 without certification in writing by both floor leaders.

PUBLIC HEARINGS

21. A public hearing upon appropriate public notice shall be held by each full standing committee, except the committee on rules, on all resolutions to revise the Constitution which have been referred to them. The order of testimony in such hearings shall be determined by the co-chairmen of the committee with due regard for the convenience of the public. In addition, upon authorization of the full committee, hearings may be held at such place or places within the State and by such subcommittees of the full committee as the committee may designate.

CHANGES IN RESOLUTIONS BY COMMITTEES

22. a. Any proposed changes in the purport of any resolution which may be deemed advisable by the committee to which it has been referred shall be favorably reported in the form of a modified or substitute resolution. A modified resolution is the original resolution on which changes have been made by the committee or with its approval; a substitute resolution is a redraft of the original resolution.

b. When a modified or substitute resolution is so reported, it shall be printed in lieu of the original resolution.

c. Any substitute or committee resolution with the approval of the floor leaders reported favorably shall be filed in duplicate with the secretary. The duplicate copy shall be certified by the secretary and shall be kept at all times in the secretary's office. If the original resolution cannot be located, a copy of the certified duplicate copy shall be made by the secretary and used in lieu of the original. The secretary shall make a notation on the duplicate copy of all action taken on the original.

TIME FOR MAKING FAVORABLE AND UNFAVORABLE REPORTS

23. All resolutions to revise the Constitution acted on favorably

by any committee shall be referred to the committee on rules subject to the limitations of Rule 57 no later than September 24, 1965. All resolutions to revise the Constitution reported unfavorably shall be reported to the Convention no later than September 24, 1965. All resolutions to revise the Constitution from the committee on rules shall be reported to the convention by filing with joint general counselors no later than 6:00 P.M., October 1, 1965. All resolutions not acted on by the committees to which they were referred within the time limits established by this section shall be deemed to have failed in committee, except that any resolution shall be reported to the Convention (a) if at the request of two-thirds of the members of the committee both floor leaders shall certify in writing the facts which in their opinion necessitate its being acted on by the Convention or (b) if two-thirds of the members of the Convention, not later than October 8, 1965, present to the secretary of the Convention a written petition as provided by Rule 26 requesting that such resolution be reported. Before any resolution is favorably reported to the Convention it shall be submitted to joint general counselors who shall examine it and make such corrections as may be necessary to avoid repetitions, to insure accuracy in text and references, clearness and conciseness in phraseology and consistency. Any resolution reported favorably but not bearing the endorsement of the committee on rules and joint general counselors as having been so examined shall immediately be transmitted by the secretary of the Convention to the committee on rules and joint general counselors for examination and endorsement.

FAVORABLE REPORTS—PRINTING

24. When any committee votes to report a resolution favorably, the co-chairmen of the committee shall sign the report form, and the resolution shall be printed for the files.

ADVERSE REPORTS

25. All resolutions reported adversely shall, after one printing on the calendar and with one reading by the secretary, be rejected on motion without further action, and it shall be so noted by the secretary in the journal; always provided that when the section of the calendar having to do with adverse reports is reached, any member may object to the rejection of any such resolution, and, upon such objection, such resolution shall thereupon be ordered reprinted on the calendar by number and title only for action on the next succeeding convention day. If on the next succeeding convention day the adverse committee report is not accepted, the resolution shall forthwith be transmitted to the committee on rules as a favorable report and shall be processed in accordance with Rule 23. If on the next two succeeding convention days the Convention shall fail to act on the adverse committee report, such failure shall be construed as an acceptance thereof.

PETITION FOR COMMITTEE REPORT

26. Upon presentation to the secretary of a written petition signed by two-thirds of the members requesting a committee to report any resolution first referred to it from the Convention, he shall immediately give notice of the filing of the petition. Such committee shall, within two convention days thereafter, report such resolution

with or without its recommendations thereon, with the same effect, as if the committee had acted voluntarily. No such petition shall be presented earlier than September 24, 1965 or later than October 8, 1965. No petition shall be circulated for signatures except by a member of the Convention who shall endorse on each petition or part thereof a statement of its purpose.

PLENARY SESSIONS QUORUM

27. The chairman or the vice chairman, as they shall agree, in accordance with Rule I shall take the chair every day at the hour to which the Convention has adjourned; he shall immediately call the Convention to order and, after prayers, if a quorum is present, proceed to business. A quorum shall consist of at least two-thirds of all the members elected and sworn.

ADJOURNMENT DURING SESSION

28. In the absence of a quorum, the chairman may adjourn the Convention to the afternoon or to the next sitting day. At all other times during the session an adjournment shall be pronounced by the chairman on motion.

ORDER AND DECORUM

29. The chairman shall preserve order and decorum and shall decide all questions of order, upon which no debate shall be allowed except at his request; but his decision shall be subject to an appeal to the Convention, which must be seconded and on which no member shall speak more than once. No other business shall be in order until such appeal is disposed of.

PUTTING QUESTION

30. The chairman shall rise to put a question or to address the Convention, but may read sitting.

DISORDERLY CONDUCT

31. In case of any disturbance or disorderly conduct in the galleries, lobby or aisles of the Convention, the chairman shall have power to order the same to be cleared.

CHAIRMAN ENTERING DEBATE

32. In case the chairman wishes to leave the chair for the purpose of taking part in the debate or from indisposition or other cause, the vice chairman shall perform the duties of the chair until the chairman resumes the chair.

VICE CHAIRMAN AND CHAIRMAN PRO TEMPORE

33. In the absence of the chairman at the hour to which the Convention stands adjourned, the vice chairman shall preside in the Convention and discharge all the duties of the chairman until the return of the chairman of the Convention. In case the chairman and vice chairman are absent at the hour to which the Convention stands adjourned, the secretary shall call the Convention to order and the first business shall be the election of a chairman pro tempore which shall be done immediately without debate, by ballot or other-

wise, as the Convention shall determine, also without debate; and the chairman pro tempore thus elected shall preside in the Convention and discharge all the duties of the chairman until the return of the chairman of the Convention. In case of the death, resignation, or removal of the chairman the vice chairman shall call the Convention to order and the first business shall be the election of a chairman by ballot, which the Convention shall immediately proceed to do without debate, and the chairman thus elected shall discharge all the duties of the chairman during the continuance of the Convention. The same procedure shall be followed with respect to the election of a successor in case of the death, resignation, or removal of the vice chairman, secretary or assistant secretary.

DEBATE

34. When any member is about to speak in debate or deliver any matter to the Convention, he shall rise and address the chair as "Mr. Chairman." If two or more rise at the same time, the chairman shall name the member entitled to the floor, preferring one who rises in his place to one who does not.

SPEAKING ONLY TWICE

35. No member shall speak on the same question more than twice without leave of the Convention.

TRANSGRESSION OF RULES

36. If any member, in speaking or otherwise, transgresses the rules and orders of the Convention, the chairman shall, or any member may, call him to order; and if speaking, he shall sit down, unless permitted to explain; and if a member is guilty of a breach of any of the rules and orders, he may be required by the Convention, on motion, to make satisfaction therefor, and until he has done so, he shall not be allowed to vote or speak except by way of excuse.

DIVISION BY AISLES; TELLERS

37. For the purpose of more conveniently counting upon the division of the Convention, the floor thereof shall be divided by aisles into four divisions, to be numbered first, second, third and fourth sections, commencing on the right of the chair; for each of which divisions the chairman shall appoint a member whose seat is in said division to be a teller and to count and report to the chair.

ORDER OF BUSINESS

38. The order of business shall be as follows:
1. Introduction of resolutions.
 2. Reports of committees.
 3. Business on the calendar.
 4. Miscellaneous business.

STATEMENT OF MOTION

39. When a motion is made, it shall be stated to the Convention by the chairman before any debate is had thereon; but every motion shall be reduced to writing, if the chairman so directs, or any member desires it.

STATUS OF MOTION

40. When a motion is stated by the chairman, or read by the secretary, it shall be deemed to be in the possession of the Convention. It may be withdrawn by the mover at any time before decision or amendment, but not after amendment, unless the Convention gives leave.

ORDER OF QUESTIONS

41. The question first moved shall be first put, except as modified in Rule 42, and in all cases the sense of the Convention shall be taken first upon the largest number or sum, and the longest time proposed, in any question.

PROCEDURE DURING DEBATE

42. When a question is under debate, no motion shall be received except:

1. To adjourn.
2. To recess.
3. To lay on the table.
4. For the previous question.
5. To close the debate at a specified time.
6. To postpone to a certain time.
7. To commit or recommit.
8. To amend.
9. To postpone indefinitely:
which several motions shall have precedence in the order in which they stand arranged in this rule, and no motion to lay on the table, commit or recommit, to postpone indefinitely, having been once decided, shall be again allowed at the same sitting, and at the same state of the resolution or subject matter.

AMENDMENTS TO RESOLUTIONS

43. Amendments proposed to resolutions to revise the Constitution, while the Convention is assembled, shall be submitted in duplicate, the duplicate copy to be on yellow-colored paper of the same size and format as the original resolution. The duplicate copy shall be certified by the secretary and shall be kept at all times in the office of the secretary or assistant secretary.

REPRINTING AFTER AMENDMENT

44. Whenever, after all amendments proposed to any resolution on third reading have been acted upon, any such amendments have been adopted, further action on such resolution shall be suspended, and it shall be reprinted as amended. The Convention shall not take final action thereon until the reprinted resolution has been distributed to the members' files. The rules shall not apply to amendments offered solely for the purpose of correcting clerical errors and mistakes as to form or dates, and reprinting of amended resolutions shall not be required after October 22, 1965.

MOTION TO ADJOURN

45. A motion to adjourn shall always be in order, except while a vote is being taken, and no motion to adjourn or lay on the table shall be debatable.

RECONSIDERATION

46. A vote can be reconsidered only on the day of the vote or the next succeeding session day provided that there shall be no reconsideration of the vote upon any of the following motions: To adjourn, for the previous question, and no question shall be twice reconsidered.

PARLIAMENTARY LAW OF CONVENTION

47. The rules of parliamentary practice as set forth in Roberts Rules of Order, Revised, shall govern the Convention in all cases to which they are applicable, and in which they are not inconsistent with these rules.

CLOSING OF DEBATE

48. No debate shall be allowed after a question is put and while it remains undecided.

VOTING

49. In all cases when a vote is taken without a division, the chairman shall determine whether it is or is not a vote, and in all doubtful cases he shall ask "Is it doubted?" If the vote is doubted by a member rising in his place for that purpose, it shall be tried again. If the chairman doubt the vote, or a division is called for, the Convention shall divide those in the affirmative first rising from their seats and standing until counted, and afterwards those in the negative. After the chairman has declared a vote, it shall not be taken again unless by a regular motion for reconsideration, made by a member in the prevailing vote of the Convention. In all cases where the vote is taken by a ballot if after a count of ballots has been made any member raises a question of an excess of ballots over the number of members present, a count of the Convention shall be had, and if it appears such excess of ballots exists the chairman shall order the vote to be again taken.

YEAS AND NAYS

50. The yeas and nays shall be taken on any question and entered on the journal at the desire of one-fifth of the members present, at any time before a declaration of the vote.

CHAIRMAN'S RIGHT TO VOTE

51. In all cases of voting the chairman shall have the right to vote. In case of a vote of less than two-thirds of the members elected and sworn the question shall be lost except as otherwise provided in Rule 52.

APPEALS FROM THE RULING OF THE CHAIR

52. In any appeal from a ruling by the chair the question shall be "Shall the decision of the chair be sustained?" An affirmative vote of a two-thirds majority of the members elected and sworn shall be required to sustain the chair on all substantive matters and two-thirds of the members present on all other matters.

PROCEDURE ON VOTING

53. Every member present, when a question is put by the chair-

man, shall vote, unless excused by the Convention. And no member shall absent himself from the Convention without leave, unless there is a quorum without his presence.

Whenever any vote is to be taken, the chairman may order the doors closed, and thereupon no member shall leave the Convention unless by permission of the chairman, or the Convention, until the vote is declared; but members shall be admitted at any time.

COMMUNICATING WITH MEMBERS ON THE FLOOR

54. Persons, other than members and staff of the Convention, who desire to speak with members while the Convention is in session shall communicate their desire to do so to such members through one of the pages and shall not converse with such member on the Convention floor while the Convention is in session.

Proper facilities for transmitting messages above referred to shall be provided by the secretary and administered by the pages.

The pages and sergeants at arms shall see that the aisles and the seats of the members are not occupied by persons other than members of the Convention, while the Convention is in session.

TWO-THIRDS VOTE

55. No motion or resolution shall be adopted except by a vote of two-thirds of all the members elected and sworn.

SIGNATURES ON ADOPTED RESOLUTIONS

56. Each resolution adopted by the Convention shall be signed by the chairman, secretary, and joint general counselors.

PROCESSING ADOPTED RESOLUTIONS

57. All resolutions adopted by the Convention relating to the Constitution shall be referred to the committee on rules to be incorporated in a proposed revised Constitution of the State or as amendments to the present Constitution, and on or before October 29, 1965 said committee on rules shall report to the Convention its action on said resolutions as they are incorporated in said revised Constitution or as they may be proposed for submission to the people as separate resolutions; provided said committee shall not be authorized to make any substantive changes in said resolutions. Upon adoption an engrossed copy of said revised Constitution or of said separate resolutions prepared by the joint general counselors and signed by the chairman, secretary and the joint general counselors shall be transmitted to the Secretary of State for submission to the people. Upon written approval of both floor leaders the committee on rules may submit to the Convention for adoption proposals for revision, either in addition to the proposed revised Constitution or in lieu of such document. Upon the adjournment of the Convention sine die all resolutions adopted by the Convention shall be filed with the Secretary of State.

FINAL ADJOURNMENT

58. This Convention shall be adjourned sine die not later than October 29, 1965.

AMENDMENT OF RULES

59. These rules shall not be altered, amended or suspended except by the vote of at least two-thirds of all the members elected and sworn. Motions to suspend rules shall be in order on the first session day; on the day following the filing by any member of his intention to move the suspension of rules on any resolution or other matter, which notice shall be read by the secretary on the day received; on any session day after October 18, 1965; and whenever unanimous consent is given.

Suspension of a rule shall be for a specified purpose; after the accomplishment of such purpose, the rule shall remain in force as before.

CHAPTER III

MICHIGAN CONSTITUTIONAL CONVENTION

1961-1962

CONVENTION RULES

RULES
of the
MICHIGAN CONSTITUTIONAL CONVENTION

1961 - 1962

CHAPTER I

GENERAL PROVISIONS

Rule 1. Quorum and Majority. A majority of the delegates elected to the convention shall constitute a quorum for the transaction of business but a smaller number may adjourn from day to day, and may compel the attendance of absent delegates by any means adopted by a majority of those present but not less than 15 so voting and a majority of the delegates elected may fix penalties for nonattendance.

There being a quorum, a majority of delegates present shall be sufficient for the adoption of any motion or resolution or the taking of any action except where the affirmative votes of a greater number shall be required by these rules.

Rule 2. Admission to Floor. No person, other than a convention delegate, an officer, employee, or accredited news correspondent shall be admitted on the floor of the convention for a period of 30 minutes immediately preceding the time set for any call to order and for 10 minutes immediately following adjournment unless invited by the president. Only delegates, officers and employees authorized by the president shall be admitted to the floor of the convention during the session. The words "floor of the convention" mean the space designated for visitors and for the press. No introductions shall be made, except that the presiding officer may introduce official representatives of other states, the United States or other nations, or other persons invited by him to address the convention.

Rule 3. Bar of the Convention. Any delegate having answered roll call at the opening of any session, or having entered upon the floor of the convention after roll call, shall thereafter be deemed as present until leave of absence is obtained from the convention. Any delegate present at any session shall continue to be present if he shall be within

the bar of the convention. The words "within the bar of the convention" mean the space occupied and used by the convention or any committee or other room attached thereto and used in connection with conducting of the business of the convention.

CHAPTER II

OFFICERS, EMPLOYEES, AND DUTIES

Rule 4. Officers of the Convention. The officers of the convention shall be a president, 3 vice presidents, a secretary, a sergeant at arms, and 3 codirectors of research to be selected as determined by resolution of the convention adopted by a majority of the delegates elected. The president and vice presidents shall be delegates. The salaries of nondelegate officers shall be fixed by resolution of the convention.

The President

Rule 5. Duties of Presiding Officer. The president shall take the Chair each day at the hour to which the convention shall have adjourned or recessed. He shall call the convention to order and, except in the absence of a quorum, shall proceed to business in the manner prescribed by these rules.

Rule 6. Further Duties of Presiding Officer. The president shall preserve order and decorum; may speak to points of order and shall decide questions of order, subject to an appeal to the convention. When 2 or more delegates seek recognition at the same time for purposes of debate, the president shall recognize the delegate who is to speak first.

Rule 7. Appointment by the President. The president, after consultation with the vice presidents, shall nominate for convention approval the membership of all committees except where the convention shall otherwise order. All

appointments shall be announced to the convention and entered upon the journal. The president shall appoint a committee consisting of 3 regular news correspondents of daily papers, 1 news correspondent from the wire services, and 1 news correspondent from the radio and television agencies. This press committee shall pass upon the credentials of all news media representatives, and no correspondent shall be entitled to a press desk who is not approved by such committee and the president. The president shall assign such accredited news correspondents press desks in the convention chamber and provide each news correspondent with a card of admission showing his desk number and signed by the president and the chairman of the convention press committee. Persons desiring to be accredited news correspondents at the convention shall file written application with the president, who shall refer them to the press committee. The application shall state in writing the names of all newspapers, publications or news media by which they are employed, and no news agency shall be assigned more than 1 desk in the press gallery. News correspondents using cameras, tape recorders and similar reporting devices shall conduct themselves so as not to interfere with the orderly course of the proceedings of the session. Persons registered with the secretary of state as legislative agents shall be ineligible for constitutional convention press credentials.

Rule 8. Naming of Acting President. The president may appoint any delegate to perform the duties of the Chair but not for a longer time than 1 day without leave of the convention.

Rule 9. Naming of Chairman of the Committee of the Committee of the Whole. When the convention shall have decided to go into the committee of the whole, the president shall name a chairman to preside therein.

Rule 10. Voting. The president may vote in all elections, on all divisions called for by any delegate and on all questions taken by yeas and nays, except on appeals from his decisions.

Vice Presidents

Rule 11. Powers and Duties. In the temporary absence of the president or his temporary inability to preside, one of the vice presidents designated by the president shall exercise the powers and perform the duties of the president and shall have designated a delegate to preside for that day.

Secretary

Rule 12. Roll call. The secretary shall call the roll at the opening of each session of the convention and announce whether or not a quorum is present. He shall announce the names of the delegates absent with leave of the convention, and the names of all absentees upon the journal. If a voting machine is provided, vote by machine shall be taken whenever a roll call or a vote by yeas and nays is directed by or in accordance with these rules.

Rule 13. Invocation. The secretary shall arrange for an invocation at the opening of each session of the convention.

Rule 14. Publication, Distributor, and Correction of Journal. The secretary shall keep a journal of the proceedings of the convention in conformity with the rules, supervise the daily publication thereof, and make such corrections as may be necessary. He shall furnish each delegate a printed copy of the proceedings of the previous day. The journal shall be considered the approved journal of the convention, unless otherwise ordered thereby. The convention reporter shall keep a verbatim record of convention proceedings and shall, within the time prescribed in his appointment by the convention, provide a verbatim transcript of all proceedings had in convention sessions and the sessions of the committee of the whole for duplication and distribution to interested persons.

Rule 15. Order of Business. The secretary shall furnish each delegate daily with a calendar of the business on his desk under each order of business.

Rule 16. Printing and Care of Delegate Proposals and Committee Proposals. The secretary shall attend to the printing of all delegate proposals, committee proposals, resolutions, and documents ordered printed by the convention. The secretary shall give to each proposal when introduced, a number, and the numbers shall be in numerical order. When proposals are reported back from committees, they shall be called committee proposals, shall be printed, and shall be numbered in numerical order. The secretary shall cause to be printed at the head of the committee proposal the name of the committee which reported the same and the character and number of any report of the committee respecting the proposal. The secretary shall be responsible to the convention for the care and preservation of each proposal introduced into the convention and committee proposals. Committee proposals shall be kept on file in numerical order, unless otherwise ordered by the convention, and such file shall be called the general orders of the day.

Rule 17. Responsibility for Constitution Hall. The Secretary shall exercise supervisory care and control of the hall of the convention and all convention rooms and equipment. The secretary shall purchase or rent all necessary equipment, supplies, and postage and arrange for postal, telephone, and telegraph service.

Rule 18. Incapacity of Secretary. In case of the temporary inability of the secretary, from sickness or other cause, to perform the duties of his office, the assistant secretary shall act as secretary until the secretary is able to assume his duties.

Sergeant at Arms

Rule 19. Powers and Duties. The sergeant at arms shall be the chief police officer of the convention. He shall have charge of such assistants as the convention authorizes. He shall attend to the heating, lighting, and ventilation of the constitution hall, committee rooms, and connecting corridors. He shall have authority to serve subpoenas and warrants issued by the convention or any duly authorized officer or committee of the convention, or cause the same to be done by his assistants.

Directors of Research

Rule 20. Duties. The directors of research shall supervise all research and drafting activities of the convention and supervise the employees of the convention engaged in research and drafting.

Employees

Rule 21. Appointment. The convention by resolution shall designate employee positions and job descriptions, provide salary scales, and provide for the appointment of employees by an officer of the convention or by a committee of the convention.

CHAPTER III

DELEGATES

Rule 22. Conduct in Debate. When any delegate is about to speak in debate or present any matter to the convention, he shall rise from his seat and respectfully address himself to "Mr. President," he shall not speak until recognized and when recognized he shall confine himself to the question under debate, and avoid personalities.

Rule 23. Delegates Called to Order. If any delegate in speaking transgresses the rules of the convention, the president shall, or any delegate may, call him to order; in which case the delegate so called to order shall immediately sit down and shall not rise unless to explain or proceed in order.

Rule 24. Times Delegates may speak. No delegate may speak more than once on the same question without leave of a majority of those present and voting, unless he be the mover of the matter pending or chairman of the committee that reported it, in which case he shall be privileged to speak twice.

Rule 25. Conduct on the Floor. While the president is putting any question, or while the roll is being called or taken by the secretary, no delegate shall walk out of or cross the constitution hall; nor in such case when a delegate is speaking, shall any delegate entertain private discourses or pass between the speaker and the Chair.

Rule 26. Contest of Election. No protest or petition contesting the election of any delegate shall be received or considered unless filed within 10 days after the adoption of this rule.

CHAPTER IV

COMMITTEES

Rule 27. Establishment and meetings. Committees of the convention and their functions and membership shall be

provided by resolution of the convention adopted by a majority of the delegates elected. Committees shall meet at the call of the chairman or upon written request of a majority of the members.

A recorded roll call vote on any matter before a committee shall be taken on demand by any member of the committee.

Each committee shall maintain an action journal of all of its proceedings and a calendar, which shall be available to news media and interested members of the public.

Rule 28. Chairman of Committee. The first named member of any committee shall be the chairman, the second named member shall be first vice chairman, and the third named member shall be second vice chairman. The presiding officer of the committee may place under oath or affirmation any person who appears to testify on any matter pending before the committee.

In case of a vacancy or the prolonged absence of the chairman and first vice chairman, the president of the convention shall appoint a chairman to act until the chairman or first vice chairman shall return.

Rule 29. Sitting of Committees during Sessions of the Convention. No committee shall sit during the sessions of the convention, without special leave of the convention, by a majority vote of those present and voting.

Rule 30. Power to Incur Expenses. No committee or delegate shall incur any expenses chargeable to the convention unless authorized by resolution of the convention.

Rule 31. Subcommittees of Committees. A committee, by a majority vote of its number, may provide for the appointment by the committee chairman of subcommittees composed of delegates named to the committee. Reports of subcommittees shall be considered by the entire committee before recommending any action thereon by the convention.

Rule 32. Notice of Reports Without Recommendation. All committees before reporting without recommendation on any proposal shall notify delegates who have introduced proposals on the same subject matter when and where they may meet such committee to explain the same before the committee reports; such notice to be given by mail in the convention post office or in person 24 hours before so reporting.

Rule 33. Report of Committees. A majority of the members appointed to a committee shall be necessary to report a proposal out of committee. The report of a minority of at least 3 of the members of any committee shall be received, printed in the same manner as the majority report, and treated as an amendment or substitute offered to or for the report of the committee if offered as such on the floor. All proposals reported by a committee to the convention shall be referred to the committee of the whole.

Rule 34. Powers of Committees. Committees may hold public hearings at the seat of the convention and may be authorized by the convention to hold public hearings any place in the state. Committees may take testimony under oath or affirmation. A committee may by resolution of the convention be given the power to subpoena documents and witnesses. Any witness so subpoenaed shall have the right to be represented by counsel of his own choosing. A committee may grant the powers here authorized to any subcommittee. All committee meetings shall be open to the public unless otherwise authorized by the convention by a majority vote of the delegates elected. A committee may direct a verbatim record of any portion of its proceedings.

Rule 35. Consideration of Proposals Without Committee Recommendations. After 1 session days' notice a majority of the delegates elected may by motion require a committee to report any proposal without recommendation.

CHAPTER V

COMMITTEE OF THE WHOLE

Rule 36. General orders of the day. All proposals reported by any committee shall be referred to the committee of the whole and kept in the file called general orders of the day. No committee proposal shall be considered by the committee of the whole until the third day following the day of its reference to the committee of the whole.

Rule 37. Consideration of Proposals. When the convention shall have arrived at the general orders of the day, it shall go into a committee of the whole upon such orders, or a particular order designated by the convention by a

majority vote of those present and voting, and no business shall be in order until the whole are considered or passed over, or the committee rise. Unless a particular proposal is ordered up, the committee of the whole shall consider, act upon, or pass over all matters on the general orders according to the order of their reference.

Rule 38. Reading; Debate; Amendment. In the comments of the whole proposals shall first be read through by the secretary, and then read, debated, and acted upon by clauses. All amendments shall be entered on separate paper and reported to the convention by the chairman.

Rule 39. Motion that Committee of the Whole rise. A motion that the committee of the whole rise shall always be in order unless a member of the committee is speaking or a vote is being taken, and shall be decided without debate by a majority vote of those present and voting.

Rule 40. Reconsideration. A motion to reconsider shall be in order in the committee of the whole by a majority vote of those present and voting, before the committee shall rise.

Rule 41. Application of Convention Rules. The rules of the convention shall be observed in the committee of the whole, so far as they may be applicable, except that it cannot adjourn the convention, the previous question shall not be ordered, the vote of a majority of the committee shall govern its action, it cannot refer matters to any other committee, and a motion to postpone indefinitely or for a call of the convention shall not be in order. A delegate may speak more than once in the committee of the whole. A journal of the proceedings in committee of the whole shall be kept as in convention. When the committee of the whole reports to the convention, the actions of the committee of the whole shall be accepted.

CHAPTER VI

TRANSACTION OF BUSINESS

Rule 42. Order of Business. The order of business of the convention shall be as follows:

1. Call to order.
2. Invocation.
3. Roll Call.

4. Reports of standing committees.
5. Reports of select committees.
6. Communications from state officers.
7. Introduction first reading and reference of proposals.
8. Second reading of proposals.
9. Third reading of proposals.
10. Motions and resolutions.
11. Unfinished business.
12. Special orders of the day.
13. General orders of the day.

Petitions

Rule 43. Printing in Journal. No memorial, remonstrance, or petition shall be read or printed in full in the daily journal unless ordered read or printed by a majority vote of those present.

Motions and Resolutions

Rule 44. Stating Motions. When a motion is made, it shall be stated by the president; or, if in writing, it shall be handed to and read aloud by the secretary before being debated.

Every resolution, other than a proposal, shall be submitted in quadruplicate, shall be read by title, and shall be referred to the appropriate committee. When the rules are suspended to permit immediate consideration of a resolution, the resolution shall be read in full before it is considered.

Rule 45. Reduced to Writing. Every motion shall be reduced to writing if the president or any delegate shall request it, and shall be entered upon the journal, together with the name of the delegate making it, unless withdrawn by the maker or ruled out of order by the president.

Rule 46. When In Possession; Withdrawal. After a motion has been stated by the president or read by the secretary, it shall be deemed to be in the possession of the convention, but may be withdrawn at any time before being amended or put to a vote.

Rule 47. Precedence of Motions. When a question is under debate, no motion shall be received but --

1. To fix the time to which to adjourn.
2. To adjourn.
3. To take a recess.
4. To reconsider.
5. To lay on the table.
6. For a call of the convention.
7. To limit debate.
8. For the previous question.
9. To postpone to a day certain.
10. To commit.
11. To amend.
12. To postpone indefinitely.

Such motions shall take precedence in the order in which they stand arranged, and shall be decided by a majority vote of those present and voting, except the motion to postpone indefinitely, which shall be decided by a majority vote of the delegates elected. When a recess is taken during the pendency of any question, the consideration of such question shall be resumed upon reassembling unless otherwise determined. No motion to postpone to a day certain, or to commit, being decided, shall be again allowed on the same day and at the same stage of the question. Whenever a proposal is up for consideration at any stage of procedure, and a motion is made to postpone indefinitely, or to commit, amendments to the proposal shall be in order before taking a vote on any such motion.

Rule 48. Motions Not Debatable. A motion to adjourn shall always be in order except when a motion to fix the time to which to adjourn is pending. A motion to adjourn, a motion to lay on the table, and all matters relating to questions of order, shall be decided without debate. A motion for a recess, pending the consideration of other business, shall not be debatable.

Rule 49. Order of Putting Questions. All questions shall be put in the order they were moved, except in the case of privileged questions.

Rule 50. Amendments to be Germane. No motion or proposition on a subject different from that under consideration shall be admitted under color of an amendment or substitute.

Rule 51. Division of Question. Any delegate may call for a division of the question, which shall be divided if it comprehends propositions in substance so distinct that one being taken away a substnative proposition shall remain for the decision of the convention. A motion to strike out and insert shall be deemed indivisible.

Motions for the Previous Question

52. Method of Ordering. The method of ordering the previous question shall be as follows: Any delegate may move the previous question and unless otherwise stated the motion shall apply to the pending question only. This being seconded by at least 10 delegates, the Chair shall put the question, "Shall the main question now be put?" This shall be ordered only by a majority of the delegates present and voting. After the seconding of the previous question and prior to ordering the same, a call of the convention may be moved and ordered, but after ordering the previous question nothing shall be in order prior to the decision of the pending question or questions, except demands for the yeas and nays, points or order, appeals from the decision of the Chair, and a motion to adjourn or to take a recess, which shall be decided without debate. The effect of the previous question shall be to put an end to all debate and bring the convention to a direct vote upon the pending question or questions in their order down to and including the main question: Provided, however, that when the previous question shall be ordered, amendments then on the secretary's desk shall be disposed of. When a motion to reconsider is taken under the previous question and is decided in the affirmative, the previous question shall have no operation upon the question to be reconsidered. If the convention shall refuse to order the previous question, the consideration on the subject shall be resumed as though no motion for the previous question has been made.

Rule 53. Motion for Reconsideration. Any delegate may move for a reconsideration of any question at the same or next succeeding session of the convention or the committee on style and drafting may move for reconsideration on any subsequent day if 1 session days' notice of its intention to do so is given in writing to the secretary, which shall be spread upon the journal. A motion to reconsider shall take precedence of all other questions, except a motion to fix the time to which to adjourn, a motion to adjourn and a motion to recess. No motion to reconsider shall be renewed on the same day.

Motion for Calls of the Convention

Rule 54. Ordering Calls of the Convention. Calls of the convention may be ordered upon motion by a majority of the delegates present, but the total vote in favor of such call shall not be less than 15 in number. A motion for a call of the convention shall not be entertained after the previous question is ordered.

Rule 55. Procedure. After a call of the convention is ordered the doors shall be closed and the delegates shall not be permitted to leave the floor of the convention without permission of the convention. The sergeant at arms shall notify all delegates within the bar of the convention of the call. The roll of the convention shall be called by the secretary and the absentees noted. The sergeant at arms may, upon motion, be dispatched after the absentees. In such case a list of the absentees shall be furnished by the secretary to the sergeant at arms, who shall bring such absentees to the floor of the convention with all possible speed. In case the sergeant at arms shall require assistance in addition to the regularly appointed assistant sergeants at arms of the convention, the president may, upon motion, deputize any person properly qualified as a special assistant sergeant at arms. The convention may proceed to business under a call of the convention pending the arrival of absentees.

CHAPTER VII

PROPOSALS

Rule 56. Introduction. All matters intended to become a part of any revised constitution or constitutional amendment shall be introduced by a delegate or delegates in the form of a proposal and endorsed by the delegate or delegates introducing them. Five copies of any proposal shall be handed to the secretary not later than 3 hours prior to calling the convention to order. All proposals shall be introduced in accordance with the form prescribed by the secretary. Proposals shall be printed and distributed under the direction of the secretary.

Rule 57. Order of Consideration. The regular order to be taken by proposals introduced in the convention shall be as follows:

1. Introduction, first reading by title, reference to a committee by the president, and ordered printed and distributed unless otherwise ordered by a majority of the delegates present.

2. Report of committee and placing on the general orders.

3. Consideration in committee of the whole in order of reference.

4. Report by the committee of the whole and reference to the committee on style and drafting.

5. Report of committee on style and drafting.

6. Second reading, vote on passage.

7. Reference to committee on style and drafting of any complete revision of or proposed amendment to the constitution.

8. Report by committee on style and drafting of any complete revision of or proposed amendment to the constitution.

9. Third reading and passage of any complete revision by article and as a whole or in the case by any amendment by sections and as a whole.

Rule 58. Majority Vote on Proposals. On the passage of every proposal, section, article and any complete revision of or amendment to the constitution, the vote shall be taken by yeas and nays, and entered on the journal, and no proposal, section, article or any such amendment or complete revision shall be declared passed unless a majority of all the delegates elected to the convention shall have voted in favor of the passage of the same.

Special Orders

Rule 59. Unfinished Special Orders. Any subject matter made the special order for a particular day, not having been reached on that day, shall come up for consideration under the order of unfinished business as the next succeeding session.

Rule 60. Limitation on Debate and Control of Dilatory Procedure. The convention by resolution may limit the time of debate on any subject matter before the convention, designate a method of allocating the period allowed for debate among delegates, and take appropriate action to control dilatory procedure.

CHAPTER VIII

MISCELLANEOUS

READING AND ENDORSEMENT OF PAPERS

Rule 61. Reading. When the reading of a paper is called for and an objection is raised to such reading, the convention by a majority vote of delegates present and voting shall determine without debate whether or not the paper shall be read.

Rule 62. Presentation and Endorsement of Petitions. Petitions received by any officer of the convention or by any delegate may be initiated by the recipient, and by him handed directly to the chairman or clerk of the committee which has the subject matter of the petition under consideration. The chairman of the committee, on behalf of the convention, shall give appropriate notice of the receipt of the petition.

Rule 63. Calls of Convention. Upon calls of the convention, and in taking the yeas and nays upon any question the names of the delegates shall be called alphabetically unless a voting machine is provided in which case it shall be used.

Rule 64. Putting the Question. The president shall distinctly put all questions in this form: "As many as are in favor of (as the question may be), say "aye" and after the affirmative vote is expressed, "as many as are opposed, say "no." If the president doubts, he may order a division of the convention.

A division of the convention may be had on the demand of 10 delegates, or a roll call of the convention may be demanded by a vote of 1/5 of the delegates present on any pending question. When a division of the convention is ordered, a rising vote shall be taken or the voting machine may be used if provided, and the president shall declare the result. On a tie vote the question shall be deemed as lost.

Rule 65. Recognition During Roll Call. After a question has been stated by the president, and the call of the roll has been started by the secretary, the president shall not recognize a delegate for any purpose, except upon points of order, until after the announcement of the vote by the secretary. The secretary shall enter upon the journal the names of those voting "aye" and the names of those voting "no". Any delegate is privileged to explain in writing his vote on record roll call votes. The written explanation shall be included in the journal if presented to the secretary before the next session of the convention.

Rule 66. Roll Call. At the roll call at the opening of each session and upon calls of the convention, the names of the members shall be called by the secretary, or the voting machine shall be used if provided and the absentees noted, after which the names of the absentees shall be called.

Rule 67. Abstaining From Vote. No delegate shall be entitled to abstain from voting in any roll call unless he shall have stated his intention to abstain before the voting starts. He may voluntarily state his reasons for such abstain, the delegate making such announcement, upon request of 5 delegates, may be required to state his reasons.

Rule 68. Amendment or Suspension of Rules. The rules of the convention may be amended by a majority vote of the delegates elected, but no rules shall be amended unless such amendment is in writing, has been considered by the committee on rules and resolutions and is in the possession of the convention 2 session days prior to its consideration. A rule may be suspended by a vote of 2/3 of the delegates shown to be present by the journal entries.

Appeals

Rule 69. Form of Question. On all appeals from decisions of the Chair, the question shall be "Shall the judgment of the Chair stand as the judgment of the convention?" which question shall be decided by a majority vote of those present and voting by a recorded machine vote, unless otherwise ordered by the convention.

Rule 70. Debate on Appeal. No delegate shall speak on the question of an appeal more than once without leave of the convention by a majority vote of those present and voting.

Rule 71. Tabling Appeals. An appeal may be laid on the table but shall not carry with it the subject matter before the convention at the time such appeal is taken.

Rule 72. Practice. In all cases not provided by these rules, the authority shall be Mason's Manual of Legislative Procedure.

Rule 73. Appropriations. No motion or resolution calling for an appropriation or expenditure of money shall be acted upon by the convention without first having been referred to some appropriate committee for consideration and recommendation.

Method of Voting

Rule 74. Voting by the Electrical Roll Call System. When taking the yeas and nays on any question to be voted upon, the electrical roll call system may be used, and when so used shall have the same force and effect as a roll call taken as otherwise provided in these rules.

When the convention is ready to vote upon any question requiring a roll call, and the vote is to be taken by the electrical roll call system, the presiding officer shall announce:

"The question is on the passage of (designating the matter to be voted upon). All in favor of such question shall vote "yea", all opposed shall vote "nay". The convention will now proceed to vote."

When sufficient time has been allowed the delegates

to vote, the presiding officer shall announce: "Have all voted?" And after a short pause shall say: "The secretary shall proceed to record the vote."

The secretary shall immediately start the vote recording equipment, and when completely recorded, shall announce the result to the convention. The secretary shall enter upon the journal the result in the manner provided by the rules of the convention.

Any delegate shall be privileged to vote or change his vote after the vote recording equipment has started to operate, by rising in his seat and announcing his vote before the result of the vote has been announced by the secretary.

No delegate shall vote for another delegate, nor shall any person not a delegate cast a vote for a delegate. In addition to such penalties as may be prescribed by law, any delegate who shall vote or attempt to vote for another delegate may be punished in such manner as the convention may determine. If a person not a delegate shall vote or attempt to vote for any delegate, he shall be barred from the floor of the convention for the remainder of the session and may be further punished in such manner as the convention may deem proper, in addition to such punishment as may be prescribed by law.

CHAPTER IV

MISSOURI CONSTITUTIONAL CONVENTION

1943-1944

CONVENTION RULES

RULES OF THE CONSTITUTIONAL CONVENTION

CONVENTION ORGANIZATION.

- CHAPTER I—President and Vice-Presidents.
CHAPTER II—Secretary.
CHAPTER III—Standing Committees.
CHAPTER IV—Committee of the Whole.

PROCEDURE.

- CHAPTER V—Order of Business.
CHAPTER VI—Motions.
CHAPTER VII—Resolutions.
CHAPTER VIII—Proposals.

GENERAL PROVISIONS.

- CHAPTER IX—Order and Decorum.
CHAPTER X—Miscellaneous.

CHAPTER I.

THE PRESIDENT AND VICE-PRESIDENTS.

Rule 1. The President shall take the chair each day at the hour to which the Convention shall have adjourned. He shall call the Convention to order, and, except in the absence of a quorum, shall proceed to business in the manner prescribed by these rules.

Rule 2. He shall possess the powers and perform the duties herein prescribed, viz.:

(a) He shall preserve order and decorum, and, in debate, shall prevent per-

sonal reflections, and confine members to the question under discussion. When two or more members arise at the same time, he shall name the one entitled to the floor.

(b) He shall decide all questions of order, subject to appeal to the Convention. On every appeal he shall have the right, in his place, to assign his reason for his decision. In case of such appeal no member shall speak more than once.

(c) He, together with the two vice-presidents, shall appoint all committees, except where the Convention shall otherwise order.

(d) He may substitute any member to perform the duties of the chair, but for no longer period than two consecutive convention days, except by special consent of the Convention.

(e) When the Convention shall be ready to go into Committee of the Whole, he shall name a chairman to preside therein.

(f) When necessary or required, he shall certify all official acts of the Convention with the date thereof.

(g) He shall designate and assign to seats or authorize the designation and seating of the persons who shall act as reporters for the public press and such reporters shall occupy no other place within the bar of the Convention; but no reporter shall be admitted within the bar of the Convention who is not an authorized representative of a newspaper or a news service. Such reporters, so appointed, shall be entitled to such seats and shall have the right to pass to and fro from such seats in entering or leaving

the Chamber. No such reporter shall appear before any of the committees in advocacy of, or in opposition to, anything under consideration before such committees. A violation of this rule will be sufficient cause for the removal of such reporter. Power of removal for this cause shall be vested in the President.

(h) He shall not be required to vote except in case of a tie.

(i) He shall be a consulting member without vote in the several committees to which he is not specifically appointed.

(j) He shall declare the vote and announce the result according to the fact on all questions and divisions.

Rule 3. In the event of a vacancy in the office of President by death, resignation or otherwise the Convention, shall by majority vote of the elected delegates, elect a President to fill such vacancy.

In the temporary absence of the President, or in event of his temporary inability to preside, his duties shall devolve upon the First Vice-President, or if he also be absent, upon the Second Vice-President. For the purpose of this rule, the terms "temporary absence" and "temporary inability" shall mean an absence or inability not to exceed 15 consecutive Convention days.

In the event of the continued absence or inability of the President to preside for more than 15 consecutive Convention days the Convention shall, by majority vote of the elected delegates, elect an acting President who shall have the same power and enjoy the same privileges as the President and

who shall serve as President only during the absence or inability to preside on the part of the President.

Rule 4. The two Vice-Presidents of the Convention shall alternately (or as they may agree) act as floor leaders of the Convention to assist the Presiding officer in the routine procedure.

Rule 5. In the event of a vacancy in the office of either Vice-President by death, resignation or otherwise, the Convention, shall by majority vote of the elected delegates, elect a new Vice-President from the same political party as his predecessor in office.

In the temporary absence of either Vice-President, or in the event of the temporary inability on the part of either Vice-President to discharge the duties of his office, he shall have the power to designate and appoint some other delegate of the same political faith to discharge the duties of his office during his temporary absence, or temporary inability.

CHAPTER II. SECRETARY.

Rule 6. The Secretary shall keep a journal of the proceedings of the Convention and shall place upon the desk of each member a printed copy of the proceedings of the previous day. The same shall be considered the approved journal of the Convention, unless otherwise ordered.

Rule 7. It shall be the duty of the Secretary to prepare for printing all documents from his office which are required to be printed under these rules.

Rule 8. The Secretary shall give to every proposal when introduced a number, and the numbers shall be in numerical order. When proposals, Committee substitutes or Committee proposals are reported back from a Committee, he shall give them another number, which shall be known as the file number. He shall preserve the several proposals on file in order by their file numbers, unless otherwise ordered by the Convention, and such file shall be called the General Orders of the Day.

Rule 9. He shall prepare and place on the desk of each member each day a calendar of the business of the Convention, as provided by these rules.

Rule 10. He shall keep in duplicate all proposals, reports of, and Committee Substitutes for proposals in separate safe places, and shall not permit one of such duplicates to leave his office except by special order of the Convention.

Rule 11. As soon as possible after the final adjournment of the Convention, he shall file with the Secretary of State for safe keeping in the manner provided by law for the General Assembly, the proposed Constitution or Constitutional Amendments and all the records, books, documents and other papers of the Convention.

CHAPTER III.

STANDING COMMITTEES.

Rule 12. The standing committees of the Convention shall be 26 in number. They shall be made up of equal representation from each of the major political parties and

shall be selected by the President and the two Vice-Presidents. The first named member of any committee shall be the chairman. The next named person shall be the ranking member of the committee who shall preside over its meetings in the absence of the chairman.

The committees are as follows:

- Committee No. 1.
Committee on Rules and Order of Business. 8 members.
- Committee No. 2.
Preamble, Boundaries, Bill of Rights and Distribution of Powers. 8 members.
- Committee No. 3.
Legislative Department. 18 members.
- Committee No. 4.
Executive Department. 18 members.
- Committee No. 5.
Judicial Department. 24 members.
- Committee No. 6.
Impeachments and Removals from Office. 8 members.
- Committee No. 7.
Suffrage and Elections. 16 members.
- Committee No. 8.
Local Government (City of St. Louis, St. Louis County and Jackson County). 20 members.
- Committee No. 9.
Local Government. 18 members.
- Committee No. 10.
Taxation—Levy, Assessment and Collection. 16 members.

- Committee No. 11.
State Finance (except Taxation)—Expenditures, Public Indebtedness and Restrictions Thereon. 12 members.
- Committee No. 12.
Education. 18 members.
- Committee No. 13.
Corporations and Industry. 12 members.
- Committee No. 14.
Highways. 12 members.
- Committee No. 15.
Agriculture and Conservation. 18 members.
- Committee No. 16.
Congressional, State Senatorial and Representative Districts. 12 members.
- Committee No. 17.
Public Health and Public Welfare and Federal Relations with respect thereto. 12 members.
- Committee No. 18.
Military Affairs. 8 members.
- Committee No. 19.
Labor. 10 members.
- Committee No. 20.
Miscellaneous Provisions. 12 members.
- Committee No. 21.
Initiative and Referendum, Revisions and Amendments. 12 members.
- Committee No. 22.
Information, Submission and Address to the People. 16 members.
- Committee No. 23.
Phraseology, Arrangement and Engrossment. 8 members.

- Committee No. 24.
Accounts, Employees, Services and Supplies. 8 members.
- Committee No. 25.
Printing, Reporting and Publications. 8 members.
- Committee No. 26.
Convention Library, Information and Research. 8 members.

It shall be the duty of the above named committees, numbered from 2 to 21, inclusive, to consider proposals which may be referred to these committees for amendment or rewriting of the present provisions of the present Missouri Constitution, which belong in the classification designated by the committee title. In referring proposals to the above listed committees, it shall be the duty of the President to consider the proposals submitted and refer them to the committee whose duty it is to consider proposals in the classification designated by the committee title.

Where proposals embrace classifications indicated by several committee heads, the President, where practicable, shall have authority to divide the proposals and refer them to the appropriate committees. Where proposals are not subject to division or classification under titles above designated, the President shall have authority to refer them to an appropriate committee with instruction to consult with other committees on related matters.

Rule 13. No committee shall sit during the sessions of the Convention without special leave.

Rule 14. The report of a minority of any committee shall be received, printed and treated as an amendment or substitute offered to or for the report of the committee. In the event any committee is evenly divided on any matter pending before it, the chairman shall refer such matter back to the Convention without recommendation. All standing committees before reporting adversely on any proposal shall notify the member presenting such proposal when and where he may meet such committee to be heard; such notice to be given by mail twenty-four hours, or in person, at any time, before so reporting.

Rule 15. In event any committee considering proposals shall fail or refuse to report to the convention on same within the period of time fixed by these rules, any member may file a request in open convention for a report upon the specified proposal to the floor of the convention, and in event the committee shall fail to make a report within three convention days thereafter, the proposal shall be placed on the calendar for consideration.

Rule 16. It shall be the duty of the committee on Information, Submission and Address to the People, subject to the approval of the Convention, to present information to the public in a timely manner concerning the proceedings of the convention. Also, to consider and make recommendations to the convention as to the method of submission of the proposals of the convention to the public after the adjournment of the convention. The committee shall further prepare and present to the

convention, for its approval, an address to the people outlining the results of the convention's work.

Rule 17. The Committee on Phraseology, Arrangement and Engrossment shall examine and correct the constitutional amendments which are referred to it, for the purpose of avoiding inaccuracies, repetitions and inconsistencies, and arrange the same in proper order in the Constitution or amendments submitted. It shall also carefully examine in the order in which they shall be directed by the convention to be engrossed for a third reading, all constitutional amendments so engrossed, and see that the same are correctly engrossed, and shall immediately report the same in like order to the convention before they are read the third time. Provided said Committee shall not have authority to change the sense or purpose of any proposal referred to it, and, if any five delegates shall object to any report of said committee on the ground that said report has changed the sense or purpose of any such proposal the said proposal shall be referred to a special committee on Phraseology, Arrangement and Engrossment consisting of ten delegates and included in which shall be not less than three of the five delegates objecting to said report.

Rule 18. It shall be the duty of the Committee on Accounts, Employees, Services and Supplies to consider the problem of convention expenditures; to set up such safeguards and machinery as may be necessary to protect the convention and its members in all expenditures which may be made;

to provide methods by which all expenditures can be checked and audited, and recommend to the convention, the methods to be used for that purpose. The committee shall further have supervision of the general employees of the Convention and be authorized to prescribe, in addition to those already provided, rules and regulations for their control.

It shall be the further duty of the Committee to prepare and submit to the Convention from time to time appropriation resolutions for the appropriation of funds from the State Treasury for the operation of the Convention. In submitting said resolutions, the committee shall accompany the proposal with estimates of the Convention requirements, represented in the proposed appropriations.

Subject to the approval of the Convention, it shall be further authorized to contract for, and purchase such supplies and services as the convention may require and provide for the proper distribution of the same. It shall be further the duty of the committee to report to the convention, from time to time, as it may deem desirable, giving the convention information as to expenditures of the Convention and methods established to protect the same.

Rule 19. It shall be the duty of the Committee on Printing, Reporting and Publications to consider all matters having to do with convention printing, reporting of the proceedings and the publications which may be incident to those proceedings. The committee shall be charged with the responsibility of examining into the cost of all

printing for the Convention and ascertaining whether the prices charged are reasonable and proper and report to the Convention with recommendation. It shall be charged with the responsibility of determining the amount of printing to be done, the nature and character of publications to be made, and in general, recommend any and all measures which it may deem useful for the economical and proper management of the printing, reporting and publications of the Convention.

All purchases and contracts made by the Committee on Printing, Reporting and Publications shall be subject to consideration and approval by the Committee on Accounts, Employees, Services and Supplies.

Rule 20. It shall be the duty of the Committee on Convention Library, Information and Research to assemble in the room of the Legislative Library, on the third floor of the Capitol Building, or at some other convenient place, reference books and other research material which may assist the various committees by way of information and research upon problems under consideration by the committees and the Convention, and from time to time recommend the purchase of such material as may be needed by the Convention. It shall also be the duty of this Committee to set up a reference room or library under the supervision of competent employees who can afford to the members of the Convention research materials which have been collected.

All purchases and contracts made by the Committee on Convention Library, Infor-

mation and Research shall be subject to the approval of the Committee on Accounts, Employees, Services and Supplies.

CHAPTER IV.

COMMITTEE OF THE WHOLE.

Rule 21. The Convention may upon a motion supported by 30 members of the Convention resolve itself into a Committee of the Whole for consideration of proposals for the amendment or rewriting of the Constitution. In forming the Committee of the Whole, the President of the Convention shall appoint a chairman to preside.

Rule 22. Before a proposal shall be considered by the Committee of the Whole, any member (the chairman of the standing committee in charge of the file having prior right) shall be privileged to move a limitation upon the time of debate and consideration by the committee, and upon a majority vote, the Convention may fix in advance of consideration, a time for the Committee to rise and report.

Rule 23. Upon a proposal being submitted to the Committee of the Whole, the same shall be read by the Secretary and then read and debated by clause or sections as may be determined by the Committee. After the report, the proposal shall be subject to be debated and amended by clause or sections on the floor of the Convention. All amendments made to reports, resolutions and other matters submitted to the Committee of the Whole shall be noted and reported.

Rule 24. The rules of the Convention shall be observed in the Committee of the Whole so far as they are applicable. Where there are no provisions, the proceedings shall be controlled by Roberts' Rules of Order, Revised.

Rule 25. A majority of the delegates elected shall be a quorum for the Committee of the Whole to do business, and if the Committee finds itself without a quorum, the Chairman shall cause the roll of the Convention to be called and thereupon the Committee shall rise, the President resume the chair and the Chairman report to the Convention the cause of the rising of the committee and the names of the absentees whose names shall be entered on the Journal of the Convention.

Rule 26. A motion for the rising of the Committee of the Whole shall always be in order unless a member of the Committee is speaking or a vote is being taken, and shall be decided without debate.

CHAPTER V.

ORDER OF BUSINESS.

Rule 27. At meetings of the Convention the order of business shall be as follows, (except at times set apart for the consideration of special orders):

1. Calling Convention to order.
2. Prayer by the Chaplain.
3. Roll Call.
4. Presentation of petitions, memorials and remonstrances.
5. Reports of standing committees.

6. Reports of select committees.
7. Communications from public officers.
8. Introduction and first reading of proposals.
9. Reference of proposals.
10. Motions and resolutions.
11. Unfinished business.
12. Special orders of the day.
13. General orders of the day.
14. Committee notices.

Rule 28. If matters are referred to the Committee of the Whole, such shall constitute a part of the general orders, and their numbers and titles shall be recorded in a calendar kept for that purpose by the Secretary, in the order in which they have been severally referred.

Rule 29. The Secretary shall prepare daily a calendar of the general orders, setting forth the title of each matter for consideration. Consideration shall be in the following order named on such calendar, the arrangement of which shall be as follows:

1. Consideration by Committee of the Whole.
2. Reports of the Committee of the Whole.
3. Files reported from Committees.
4. Second reading and action on reports of the Committee on Phraseology, Arrangement and Engrossment, as to arrangement and phraseology only.
5. Engrossment of files, committee substitutes, or committee proposals.
6. Third reading and final passage.

If the matter is not considered in its order it shall lose its precedence for the day, but shall appear on the calendar on the following day in its regular order. Any matter may be made a special order of business for any particular day or time by two-thirds vote of the delegates elected, or by unanimous consent.

Rule 30. Every member presenting a paper (other than proposals) containing subject matter for consideration of the Convention, shall endorse the same with a brief statement of its subject and contents, signing his name.

Rule 31. Upon calls of the Convention, the names of the members shall be called alphabetically.

Upon calls of the Convention, the names of the members shall be called by the Secretary and the absentees noted, after which the names of the absentees shall again be called; if a quorum be not present, the doors shall then be shut, and those for whom no excuse or insufficient excuses are made, may, by order of those present, be taken into custody as they appear, or may be sent for and taken into custody, wherever found by the Sergeant-at-Arms, or the special messenger of the Convention, and brought before the bar of the Convention for its judgment. Any member requesting to be excused from voting may make, when his name is called, a brief statement of the reasons for making such request, not exceeding three minutes in time, and the Convention, without debate, shall decide if it will grant such request; or any member may explain his vote, for not exceeding three

minutes; but nothing in this rule shall abridge the right of any member to record his vote on any question previous to the announcement of the result.

Rule 32. After a question has been stated by the President, and the calling of the roll has begun by the Secretary, the President shall not recognize a member for any purpose whatever until the roll shall have been completed.

Rule 33. When demanded by twelve of the members present, the vote upon any question shall be taken by yeas and nays and entered upon the Journal of the Convention, except as otherwise provided by Section 3 of Art. XV of the Constitution.

Rule 34. The rules of Parliamentary Practice comprised in "Roberts' Rules of Order, Revised" shall govern in all cases in which they are not inconsistent with the standing rules and orders of the Convention.

Rule 35. Any rule of the Convention may be repealed, altered or amended by a majority vote of the delegates elected to the Convention and the amendment offered shall lie on the table one day before being voted upon. Any rule may be suspended by a majority vote of the members of the Convention, or, a quorum being present, by unanimous consent.

Rule 36. No memorial, remonstrance or petition shall be printed in full in the daily journal unless ordered by the Convention.

Rule 37. On all appeals from the decisions of the Chair, the question shall be, "Shall the judgment of the Chair stand as the judgment of the Convention?" Which

shall be decided by a rising vote, unless the yeas and nays are demanded in accordance with the rules.

Rule 38. An appeal may be laid on the table, but shall not carry with it the subject matter before the Convention at the time such appeal is taken.

Rule 39. Any subject matter having been made the special order for a particular day, and not having been reached on that day, shall be upon the order of "Unfinished Business" on the next succeeding Convention day.

Rule 40. No member shall speak more than twice on one question without first obtaining leave of the Convention, nor more than once until other members who have not spoken shall speak if they so desire; and the mover of the proposition shall have the right to close the debate, provided that the author of the proposal on 3rd reading and final passage shall have the right, if he desires, to close the debate and he may announce such desire at any time before the taking of the vote on the question.

CHAPTER VI.

MOTIONS.

Rule 41. When a motion is made it shall be stated by the President, or being in writing, it shall be handed to the Secretary and read aloud by him before being debated.

Rule 42. Every motion shall be reduced to writing if the President or any member shall request it and shall be entered upon

the Journal, together with the name of the member making it, unless withdrawn or ruled out of order by the President before discussion.

Rule 43. After a motion has been stated by the President, or read by the Secretary and seconded by a delegate, it shall be deemed to be in the possession of the Convention, but may be withdrawn at any time before decision or amendment.

Rule 44. When a question is under consideration by the Convention only the following motions shall be received; which motions shall have precedence in the order stated, viz.:

Motions to, or for:

- | | | |
|---|---|--|
| <ol style="list-style-type: none"> 1. Adjourn. 2. Recess. 3. Call of the Convention. 4. Lay on the table. 5. Previous question. 6. Postpone indefinitely. 7. Postpone to a certain time. 8. Go into Committee of the Whole. 9. Commit (or recommit) to Committee of the Whole. 10. Commit (or recommit) to a standing committee. 11. Commit (or recommit) to a select committee. | } | <p>Not amendable or debatable except as hereinafter provided.</p> <p>Not amendable, but debatable.</p> <p>Debatable and amendable.</p> <p>Debatable and amendable.</p> <p>Debatable and amendable.</p> <p>Debatable and amendable.</p> <p>Debatable and amendable.</p> |
|---|---|--|

12. Close debate at a specified time. Not debatable, but amendable.

13. Amend. Debatable and amendable.

(Numbers 7 to 12, both inclusive, preclude debate on Main Question.)

The motion to adjourn, to take a recess, and to adjourn for a longer period than one day, shall always be in order, and the latter motion shall be amendable and debatable.

Calls for information, for reading a paper, for division of a divisible question, for division of the house, for the yeas and nays, and a motion for reconsideration shall always be in order, but shall not be amendable or debatable.

An appeal from the decision of the Chair may be taken at any stage of the proceedings.

Rule 45. The previous question shall be put in the following form: "Shall the immediately pending question be now put?" Debate upon the immediately pending question shall be suspended until the previous question is decided. The previous question shall be ordered upon a vote of two-thirds of the members present, and when ordered the member in charge of the immediately pending question shall have not exceeding ten minutes to speak thereon and the vote shall be taken forthwith upon the immediately pending question. If the previous question be lost the question shall continue to be considered as though no motion had been made for the previous question.

Rule 46. When the Convention shall decide that the immediately pending question

shall be now put, the "immediately pending question" shall be considered to be on the passage or rejection of the particular question which is next in order to be voted upon, and, when ordered, the previous question shall not operate to extend beyond the question next in order to be voted on.

Rule 47. A motion to reconsider any vote must be made before the end of the third convention day after the day on which the vote proposed to be reconsidered was taken, and by a member who voted in the majority, except to reconsider a vote on the final passage of a proposed Constitutional Amendment, which shall be privileged to any member within the time above specified. Such motion may be made under any order of business, but shall be considered only under the order of business in which the vote proposed to be reconsidered occurred. When a motion for reconsideration is decided, that decision shall not be reconsidered, and no question shall be twice reconsidered; nor shall any vote be reconsidered upon either of the following motions:

- To adjourn.
- To lay on the table.
- To take from the table; or
- For the Previous Question.

Rule 48. Any member may call for the division of a question which is in its nature divisible. A motion to strike out and insert shall be deemed indivisible; but a motion to strike out being lost, shall neither preclude amendment nor a motion to strike out and insert.

Rule 49. When a motion or proposition is under consideration a motion to amend and a motion to amend that amendment shall be in order, and it shall also be in order to offer a further amendment by way of substitute, to which one amendment may be offered, but which shall not be voted on until the original matter is perfected; but either may be withdrawn before amendment or decision is had thereon. No motion or proposition on a subject different from that under consideration shall be admitted under color of amendment.

**CHAPTER VII.
RESOLUTIONS.**

Rule 50. Resolutions shall be referred to the proper committee for consideration immediately on introduction except those which relate to the disposition of business immediately before the Convention or adjournments or recesses and except those which, in the opinion of the President, should be considered at the time of their introduction.

1. Resolutions reported by a committee shall lie over one day for consideration, after which they may be called up, as of course, under the appropriate order of business.

2. Resolutions, except those emanating from committees, containing calls for information from any of the executive departments, from State, County or Municipal Officers, or from any corporate bodies, shall be referred to the appropriate committee.

Rule 51. All resolutions for the printing of an extra number of documents shall be referred, as of course, to the standing committee on Printing, Reporting and Publications, for its report thereon before final action by the Convention.

Rule 52. All resolutions authorizing or contemplating the expenditure of money shall be referred to the standing committee on Accounts, Employees, Services and Supplies, for its report thereon before final action by the Convention.

**CHAPTER VIII.
PROPOSALS.**

Rule 53. All proposals for a new Constitution or for amendment of the present Constitution, or to strike out portions of the present Constitution, shall be introduced by one or more delegates, or by a committee of the Convention, either by a proposal or committee substitute for a proposal or a report. Each proposal shall be in triplicate and shall be typewritten or printed, endorsed on the back with the caption and the signatures of all delegates introducing it, or by the chairman of a committee introducing it or reporting it.

The caption of all proposals shall be:

Proposal No. in the 1943 Constitutional Convention of Missouri.

Introduced by
(Name of delegate or committee)

Each proposal shall contain a short title concisely stating the general nature of its subject matter, followed by the words:

BE IT RESOLVED THAT THE FOLLOWING SHALL BECOME A PART OF THE CONSTITUTION OF MISSOURI:

or

BE IT RESOLVED THAT THE FOLLOWING ACTION BE TAKEN BY THIS CONVENTION:

as may be appropriate.

Any proposal which does not comply with this rule shall be received under the heading of Petitions, Memorials and Remonstrances, and referred by the President to the proper committee.

Rule 54. The regular order to be taken by proposals, introduced by the Convention shall be as follows:

1. Introduction, first reading, and printing of 1000 copies of each proposal.

2. Reference to a committee by the President.

3. Report of Committee of a file, Committee Substitute, or proposal and printing of one thousand (1,000) copies. Five Convention days after the filing of said report, the report shall be placed on the general orders.

4. Consideration by the Convention and action on amendments offered by members of the convention.

(If 30 members shall request consideration in the Committee of the Whole, then such Committee, after consideration, shall

make its report to the Convention which report shall be disposed of before amendments are offered by members of the Convention.)

5. Reference to the Committee on Phraseology, Arrangement and Engrossment.

6. Report of the Committee on Phraseology, Arrangement and Engrossment, and printing of 1000 copies.

7. Second Reading: Action on report of Committee on Phraseology, Arrangement and Engrossment; consideration and action on amendments to the file or report as to arrangement and phraseology only, offered by members of the Convention; action on the report as amended.

8. Reference to the Committee on Phraseology, Arrangement and Engrossment for arrangement of sections and article or articles, and for form of engrossment.

9. Report of Committee on Phraseology, Arrangement and Engrossment as to arrangement of sections and article or articles, and printing of 1000 copies

10. Order for Engrossment and Printing: (All provisions adopted by the Convention shall be incorporated in the file, article or complete revision to which they relate, and 1000 copies of the engrossed file, article or complete revision shall be printed for the use of the members. The engrossed copy of the file, article or complete revision shall be printed in the following form:

1. Left-hand column: Present Constitution as to file, article or complete revision reported on by the Committee on Phraseology, Arrangement and Engrossment.

2. Center column: Engrossed copy of amendments opposite the sections of the present Constitution to which they relate. New provisions shall be printed in heavy type. If a new section is included it shall appear as far as practicable opposite the section of the present Constitution to which it relates.

3. Right-hand column: Reference or notations as to origin of engrossed section.)

11. Third Reading and Final Passage without amendment.

Rule 55. On the passage of every section or article or the complete revision, the vote shall be taken by yeas and nays and entered on the Journal, and no section, or article or complete revision shall be declared passed unless a majority of all the delegates elected to the Convention shall have voted in favor of the passage of the same.

Rule 56. Any committee may originate, without specific reference, any proposal for the Constitution which properly falls within the province of such committee.

Rule 57. After December 3, 1913, no proposal shall be introduced, except on the report or recommendation of a standing or select committee, or by unanimous consent.

On or before 30 days after the last date fixed by these rules or by a subsequent rule or order of the Convention for submission of proposals for the amendment or rewriting of the Constitution, the Committee having such proposals under consideration shall report all such proposals, together with the file thereon to the floor of the Convention.

Rule 58. At such dates as may be convenient after December 3, 1943 and on or before January 4, 1944, the committees shall submit to the Convention the result of their deliberations upon proposals in the form of a file. The file shall consist of a complete article of the Constitution, recommended for the consideration of the Convention. There shall be incorporated in the file, and returned to the Convention, all proposals having to do with the article, with a report from the committee indicating that the proposal has been: (1) Adopted; (2) Utilized in the form of a Committee Substitute; (3) Recommended; 'do not pass', or (4) Such other disposition as the committee may find appropriate.

In event any committee shall conclude that the material submitted to it in a proposal constitutes legislative matter, the committee shall have authority to return the proposal to the Convention with a report to that effect. The Convention may authorize the submission of all such material to the Governor for his information and consideration in connection with his message to the General Assembly.

In event a committee desires to recommend an additional article in the Constitution, such recommendation shall be approved by the Committee on Phraseology, Arrangement and Engrossment.

In event of the transfer of paragraphs in the present Constitution from one article to another, or the allocation of new paragraphs, such allocations and changes shall have the approval of the Committee on Phraseology, Arrangement and Engrossment.

CHAPTER IX.

ORDER AND DECORUM.

Rule 59. No member rising to debate, to give a notice, make a motion, or present a paper of any kind, shall proceed until he shall have addressed the President and been recognized by him as entitled to the floor.

Rule 60. While the President is putting a question or a count is being had, no member shall speak or leave his place; and while a member is speaking no member shall entertain any private discourse or pass between him and the chair.

Rule 61. When a motion to adjourn, or for recess, shall be carried, no member or officer shall leave his place until the adjournment or recess shall be declared by the President.

Rule 62. No persons, except members of the Convention and officers thereof, shall be permitted within the Secretary's desk during the session of the Convention, and no member or other person shall visit or remain by the Secretary's table while the yeas and nays are being called, except officers of the Convention in the discharge of their duties.

Rule 63. No member shall indulge in smoking or the reading of newspapers during the sessions of the Convention.

Rule 64. Any delegate may at any time rise and speak to a question of personal privilege. No delegate speaking to a question of personal privilege shall be subject to any rule of the convention limiting the time a delegate may speak.

CHAPTER X.

MISCELLANEOUS.

Rule 65. No person, other than delegates, officers and employees of the Convention; the elected State Officers; the Judges of the Supreme Court and Courts of Appeals; members of the former Constitutional Conventions of the State; and authorized representatives of the Press, shall be admitted to the bar of the Convention unless otherwise provided by resolution.

Rule 66. The words "the bar of the Convention," when used in these rules, shall mean the main floor of the House of Representatives Chamber between the two rows of granite columns. The space back of each row of granite columns shall be known as "the Lower Gallery." The space on the upper floor of the Chamber shall be known as the "Upper Gallery."

Rule 67. The public may occupy seats in the Upper and the Lower Gallery, subject to the right of the President and of the Convention to maintain order, and if necessary to clear either or both of said galleries for the purpose of maintaining order.

While the Convention is in session, the public shall not be permitted within the bar of the Convention.

CHAPTER V

NEW HAMPSHIRE CONSTITUTIONAL CONVENTION

1964

CONVENTION RULES

1. The President shall take the chair at precisely the hour to which the Convention shall have adjourned, shall immediately call the members to order, and at the commencement of each day's session shall cause the Journal of the preceding day to be read. He shall preserve decorum and order, and may speak on points of order in preference to other members, and may substitute any member to perform the duties of the Chair.

2. A majority of all the members of the Convention shall constitute a quorum.

3. All committees shall be appointed by the President, unless otherwise directed by the Convention. The first named member of any committee appointed by the President shall be Chairman, and the second named member shall be Vice-Chairman.

4. No person but the members and officers of the Convention shall be admitted within the chamber unless by invitation of the President or by resolution of the Convention.

5. No member shall speak more than twice on the same question without leave of the Convention.

6. When any question is under debate, no motion shall be received, but, the first to adjourn; second, to lay on the table; third, for the previous question when seconded by three delegates; fourth, to postpone to a day certain; fifth, to commit; sixth, to amend — which several motions shall take precedence in the order in which they are arranged. Motions to adjourn, for the previous question and to lay on the table shall be decided without debate.

7. Any member may call for the division of question, when the sense will admit of it; but a motion to strike out and insert shall not be divided.

8. A motion for commitment, until it is decided, shall precede all amendments to the main question; and all motions and reports may be committed at the pleasure of the Convention.

9. No vote shall be reconsidered unless the motion for reconsideration be made by a member who voted with the majority.

10. Every question shall be decided by yeas and nays whenever a demand for the same shall be made and sustained by at least ten members, but any member may demand a division.

11. The Convention may resolve itself into a Committee of the Whole at any time on the motion of a member; and, in forming a Committee of the Whole, the President shall leave the chair and appoint a Chairman to preside in Committee; and the rules of proceeding in Convention shall be observed in Committee of the Whole, except the rule limiting the times of speaking and the rule relating to calls for the yeas and nays.

12. After the Journal has been read and corrected, the order of business shall be as follows; first, the presentation of resolutions and petitions; second, the reports of committees; third, any special order for the hour; fourth, the unfinished business of the preceding day.

13. There shall be appointed by the President thirteen committees, consisting of thirty members each, and each county shall be represented thereon. Said committees shall be on the following subjects:

1. On Bill of Rights, and related amendments.
2. On Executive Department.
3. On Legislative Department.
4. On Judicial Department.
5. On Future Mode of Amending the Constitution, and Other Proposed Amendments.
6. On Time and Mode of Submitting to the People the Amendments agreed to by the Convention.
7. On Finance.
8. On Elections.
9. On Journal.
10. On Form and Style.
11. On Resolutions relating to Taxation.
12. On County and Local Government.
13. On Obsolete Provisions.

14. All motions and resolutions proposing any amendment to the Constitution shall be offered in writing, and be read by the Secretary for the information of the Convention, when, unless rejected or otherwise disposed of, they shall be referred to an appropriate committee, who shall examine and report thereon to the Convention, with such recommendations as they may deem advisable. No proposal for an amendment shall be received after six o'clock, p.m., on Monday, May eighteenth, 1964 unless by unanimous consent of the Convention or upon the recommendation of a standing committee. Proposals for amendment shall be deemed to have been presented, if filed with the Secretary, when the Convention is not in session, and shall be read at the next session.

15. All motions and resolutions providing for amendments to the Constitution shall be laid upon the table and printed for reference to committees, and the same shall be distributed to the delegates.

