

**RULE EIGHT**

**ORDER OF BUSINESS  
AND  
LEGISLATIVE PROCESS**

**CHAPTER A. ORDER OF BUSINESS**

**8.1 - Daily Order of Business**

(a) The following Order of Business shall be followed each day:

1. Roll Call.
2. Prayer.
3. Correction of the Previous Day's Journal. (The Journal shall be printed and any error appearing therein shall be corrected.)
4. Petitions and Memorials.
5. Executive Messages or Communications.
6. Reports of Special Committees.
7. Reports of Standing Committees.
8. Reports of Conference Committees.
9. Reports of Engrossed and Enrolled Bills.
10. Introduction of Bills and Joint Resolutions.
11. Senate Bills and Joint Resolutions on First Reading.
12. House and Senate Bills and Joint Resolutions on Second Reading.
13. Consideration of Simple and Concurrent Resolutions.
14. Messages from the Senate and Senate Amendments to House Bills.
15. House and Senate Bills and Joint Resolutions on General Order.

16. House and Senate Bills and Joint Resolutions on Third Reading.
17. Consideration of Conference Committee Reports.
18. House and Senate Bills and Joint Resolutions on Fourth Reading.
19. Motions and Notices.
20. Unfinished business.

(b) On each Monday, the Roll Call shall be followed by the Pledge of Allegiance. The Order of Business shall then proceed as defined by subsection (a) of Section 8.1.

### **8.2 - "Reading" Defined**

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

### **8.3 - Reading of Bills and Joint Resolutions**

Each bill and each joint resolution shall receive three (3) readings on three (3) separate days. The publication of a bill or joint resolution by its title and bill number in the House Journal shall satisfy the requirements of First Reading.

### **8.4 - First and Second Reading**

(a) After the First Reading of a bill or joint resolution, the bill or joint resolution shall be placed on the Calendar under "Bills on Second Reading" or "Joint Resolutions on Second Reading", as the case may be.

(b) On the Second Reading of a bill, the bill shall be read by Title only, unless otherwise ordered by the House, and shall be referred by the Speaker to an appropriate committee or directly to the Calendar under the heading "Bills on General Order", "Joint Resolutions on General Order", "Bills on Consent Calendar", or "Joint Resolutions on Consent Calendar", as the case may be.

(c) No bill or joint resolution on First or Second Reading shall be subject to amendment or debate.

**CHAPTER B. BILLS AND JOINT RESOLUTIONS ON GENERAL ORDER**

**Rule 8.5 – Reading and Explanation**

(a) A bill or joint resolution on General Order shall first be read by title, or read and considered by sections, unless otherwise ordered.

(b) The Member presenting a bill or joint resolution shall be allowed a reasonable length of time in which to explain same, but said explanations shall not include a discussion of the merits of the proposition.

(c) No bill or joint resolution on General Order shall be considered until all opportunities provided by this Rule for filing proposed amendments shall be afforded the House.

(d) In such case where no main floor amendment shall be timely filed as defined in subsection (b) of Section 8.6 or where no main floor amendments shall be offered except those amendments permitted under subsections (f) and (g) of Section 8.6, such measure shall become eligible for floor consideration upon the expiration of the deadline set forth in subsection (b) of Section 8.6.

**Rule 8.6 – Amendments**

(a) All House and Senate bills and joint resolutions when initially published on the Floor Calendar shall be subject to amendment beginning at the time of such publishing.

(b) A main floor amendment must be filed no later than twenty-four (24) hours after a bill or joint resolution is initially published on the Floor Calendar.

(c) An amendment to a main floor amendment must be filed no later than forty-eight (48) hours after a bill or joint resolution is initially published on the Floor Calendar.

(d) Calendar days not concurrently designated as legislative days shall not be considered when calculating the beginning and ending dates and times for bills initially published on the Floor Calendar and passing through the amendment cycle.

(e) No amendment purporting to strike the Title or the Enacting or Resolving Clause of any bill or joint resolution shall be in order except as provided in subsections (f) and (g) of this section.

(f) Beginning on the Monday falling two (2) weeks prior to a Third Reading deadline, amendments to strike the Title or the Enacting or Resolving Clause of a bill or joint resolution shall be in order only when offered by the principal author of such bill or resolution and upon receiving prior approval from the House Rules Committee. Amendments offered under this subsection shall not be subject to the time constraints mandated by subsections (b) and (c) of this section.

(g) The Chairperson of the Revenue and Taxation Committee and the Chairperson of the Appropriations and Budget Committee shall be permitted to offer amendments to strike the Title or the Enacting or Resolving Clause of measures affecting revenue or appropriations. Amendments offered under this subsection shall not be subject to the time constraints mandated by subsections (b) and (c) of this section.

(h) The body of a bill or joint resolution shall not be defaced or interlined, but all proposed amendments shall be separately submitted, noting the page and line, and shall be considered timely filed only if the principal author of the amendment has electronically submitted such amendment in completed form to the Chief Clerk's office within the time constraints provided under subsections (b) and (c) of this section.

### **Rule 8.7 – Consideration And Presentation**

(a) The House shall not consider more than one amendment at a time and amendments shall be taken up only as sponsors gain recognition from the Speaker to move their adoption.

(b) The adoption of an amendment to a section shall not preclude further amendment of that section so long as subsequent amendments do not purport to amend the same language previously amended. If a bill is being considered section by section or item by item, only amendments to the section or item under consideration shall be in order.

(c) For the purpose of this Rule, an amendment shall be deemed pending only after its author has been recognized by the Speaker and has moved its adoption.

### **8.8 - Bills Subject to Special Rule**

(a) The Committee on Rules, with the approval of the Speaker, may by majority vote recommend that any bill be subject to a Special Rule created by the Committee. The Committee shall submit the recommendation to the House for its approval.

(b) A Special Rule may limit or prohibit the offering of amendments, may prescribe the time and conditions of debate, may govern floor consideration on third or fourth reading of the bill, or may contain any other provisions deemed appropriate.

### **8.9 - Amendment of General Appropriations Bill**

Whenever an amendment is offered to a General Appropriations Bill that would increase any line item of such bill, such amendment shall show the amount by line item of the increase and shall decrease a line item or items within the same bill in an amount or amounts equivalent to or greater than the increase required by the amendment.

### **8.10 - Fiscal and Actuarial Analysis of Amendments**

(a) All amendments to bills or joint resolutions whose adoption will have a fiscal impact, including the affecting of revenues, expenditures or fiscal liability, shall be accompanied by a written fiscal analysis upon being filed with the Chief Clerk's Office. Fiscal analyses shall state in dollars the estimated increase or decrease in revenues or expenditures and the present and future fiscal implications of passage of the amended bill. The fiscal analysis shall not express comment or opinion relative to the merits of the amendment proposed, but should point out technical or mechanical defects.

(b) Except as may be otherwise required by the Oklahoma Pension Legislation Actuarial Analysis Act, all amendments to bills or joint resolutions affecting any retirement system authorized by law shall be accompanied by an estimate and actuarial analysis of the present and future fiscal implications of passage of the amended bill. The estimate and actuarial analysis shall be prepared by the actuary of the Legislative Service Bureau.

### **8.11 - Germaneness of House or Senate Amendments**

(a) The House shall not consider any proposed amendment not germane to the subject of the original bill or resolution. It shall be the duty of the Presiding Officer to enforce this Rule, regardless of whether or not a point of order is raised by a Member.

(b) An amendment of an amendment must be germane to both the main amendment and the measure which it purports to amend.

### **8.12 - Amendments Out of Order**

An amendment is out of order if it is the principal substance of a bill or resolution that has received an unfavorable committee report, has been withdrawn from further consideration by the principal author or has not been reported favorably by the committee of reference in either session of the current Legislature and may not be offered to a bill or resolution on the Floor Calendar and under consideration by the House. Any amendment that is substantially the same, and identical as to specific intent and purpose, as the bill or resolution residing in the committee of reference is covered by this Rule, unless the bill or resolution under amendment is substantially the same as the bill or resolution residing in the committee of reference.

### **8.13 - Reconsideration**

A motion to reconsider any vote on the adoption or rejection of an amendment, or the adoption or rejection of a section of any bill or joint resolution, may be made by any Member prior to the advancement of such measure from General Order, which motion shall be subject to debate. The motion to reconsider may be laid on the table without affecting the question in reference to which the motion is made thereby resulting in a final disposition of the motion.

#### **8.14 - Motion to Commit**

A motion may be made during the reading or consideration of any bill or joint resolution on General Order to commit the bill to a standing or special committee, with or without instructions.

#### **8.15 - Motion to Advance from General Order**

A motion to advance a bill or joint resolution from General Order shall not be in order until all opportunities provided by this Rule for filing proposed amendments shall be afforded the House. Once a motion to advance from General Order has been adopted, the bill or resolution shall be considered engrossed and on Third Reading.

#### **8.16 - Engrossment**

(a) The Office of Engrossing and Enrolling is authorized to correct misspelled words, citations, doublets or repeated words when engrossing House bills or joint resolutions, or House amendments to engrossed Senate bills or joint resolutions.

(b) When engrossing or enrolling House bills or joint resolutions, or House amendments to engrossed Senate bills or joint resolutions and when preparing committee reports and floor versions of House bills or joint resolutions, the House staff is authorized to remove sections from a bill or joint resolution labeled as amendatory but which consist entirely of existing law and contain no amendments to the existing law.

(c) When engrossing or enrolling House bills or joint resolutions, or House amendments to engrossed Senate bills or joint resolutions and when preparing committee reports and floor versions of House bills or joint resolutions, the House staff is authorized to incorporate amendments to sections of law in the bill or joint resolution which are contained in legislation enacted previously during the same legislative session and amending the same sections of law and repeal such previous versions of the section at issue, if in the opinion of the House legal staff, the incorporation of such amendments and repeal of the previous version would clearly not conflict with the amendments contained in the legislation at issue.

### **CHAPTER C. BILLS AND JOINT RESOLUTIONS ON THIRD READING OR FOURTH READING**

#### **8.17 - Consideration and Debate**

On Third Reading or Fourth Reading of a bill or joint resolution the question shall be put in the following manner: "The Question Before the House is, shall the Bill or Joint Resolution Pass?" Such question shall be decided by recorded vote after the announcement of the question by the Presiding Officer. Before the vote is ordered, such question shall be subject to debate. Debate shall be limited to one (1) hour, equally divided between the proponents and opponents of the question, provided that no Member may speak for more

than ten (10) minutes. Five (5) minutes of the time allocated to the proponents of the bill or joint resolution shall be reserved to the principal author, and the principal author shall have the right to close the debate.

**8.18 - Amendments**

No bill or joint resolution on Third or Fourth Reading shall be subject to amendment.

**8.19 - Consideration of Emergency Section**

When any bill or joint resolution is being considered on Third Reading or Fourth Reading, and such a bill or joint resolution contains an emergency section, the emergency section shall constitute a separate question, and shall be subject to debate.

**8.20 - Consent Calendar**

(a) There shall be a Consent Calendar on which shall be entered such bills and resolutions as the committees shall designate on the committee report or which the Speaker shall place on a Consent Calendar. Measures placed on the Consent Calendar shall not be considered by the House of Representatives for four (4) legislative days, including the day that the measure is placed on the Consent Calendar. The measure shall then be scheduled for final consideration on the fifth legislative day.

(b) Upon the request of any member in open session during the four (4) legislative days, a bill or resolution shall be removed from the Consent Calendar and placed on General Order. Such request shall be recorded in the House Journal.

(c) All bills and resolutions from the Consent Calendar shall be considered for final action as provided by House Rules, except that there shall be no debate or amendments offered.