

Chapter 5 Schedule for the House of Representatives

Part 1 Convening and Daily Schedule

HR1-5-101 Hour of meeting.

During the regular general session, the House shall meet at 10:00 a.m. daily except Saturdays and Sundays, unless otherwise announced by the presiding officer.

HR1-5-102 Roll call -- Quorum.

- (1) The presiding officer or the presiding officer's designee shall:
 - (a) take a roll call of representatives at the beginning of each day's session; and
 - (b) ensure that the names of those present and absent are recorded in the journal.
- (2)
 - (a) The House may not begin House business until a constitutional majority of representatives are present as a quorum.
 - (b) Notwithstanding Subsection (2)(a), less than a majority of representatives may:
 - (i) convene each day; and
 - (ii) compel the attendance of absent members.

HR1-5-103 Daily order of business.

- (1) The daily order of business is:
 - (a) call to order by the presiding officer;
 - (b) prayer and Pledge of Allegiance;
 - (c) roll call;
 - (d) announcement of excused absences;
 - (e) communications from the governor;
 - (f) communications from the Senate;
 - (g) reports from committees;
 - (h) introduction of legislation given to the chief clerk at least one hour before the beginning of the session for inclusion in that day's agenda;
 - (i) unfinished business;
 - (j) consideration of legislation on consent calendar;
 - (k) consideration of legislation on the concurrence calendar;
 - (l) consideration of legislation on the third reading calendars; and
 - (m) miscellaneous business.
- (2) With the approval of a constitutional majority of representatives, the House may, at any time, proceed out of order to any business.
- (3) The presiding officer shall decide all questions of priority of House business without debate.

Part 2 Guest Speakers and Executive Sessions

HR1-5-201 Scheduling guest speakers.

- (1) As used in this rule:
 - (a) "Guest speaker" means a person who is scheduled to address the House of Representatives who is not a representative.
 - (b) "Guest speaker" does not include:
 - (i) a person who is called to address the House on a particular piece of legislation or issue under consideration by the House; or
 - (ii) a representative's introduction or acknowledgment of a visitor or special guest who does not address the House.
- (2) Before a guest speaker may address the House, the chief clerk, under the direction of the speaker, must schedule the guest speaker for a time certain on the House daily order of business.

HR1-5-202 Executive session.

- (1) The House of Representatives shall comply with the requirements of Utah Code Title 52, Chapter 4, Open and Public Meetings Act, when holding an executive session.
- (2) When the House of Representatives approves a motion to go into executive session, the sergeant-at-arms shall close the House chamber doors.
- (3) The presiding officer may require that all persons, except the representatives, chief clerk, journal clerk, and sergeant-at-arms leave the chamber, halls, gallery, and lounge.
- (4) During the executive session, everyone present must remain within the chamber.
- (5) Everyone present shall keep all matters discussed in executive session confidential.
- (6) During the executive session, those within the chamber may not communicate with anyone outside the chamber by verbal, written, electronic, or any other means.

Part 3

Miscellaneous Requirements Relating to the House Schedule

HR1-5-301 Special order of business -- Time certain.

- (1)
 - (a) Except as provided in Subsection (2), a representative may make a motion, or the House Rules committee may recommend, that a piece of legislation become a special order of business on the time certain calendar.
 - (b) If the motion is approved by a majority of the members present, the chief clerk shall place the legislation on the time certain calendar.
- (2) A motion to place a piece of legislation as a special order of business on the time certain calendar may not be made if the legislation has not yet been placed on the third reading calendar.
- (3) At the time set for consideration of the legislation, the presiding officer shall place the legislation before the House.

HR1-5-302 Messages and reports received at any time.

The presiding officer may present communications from the governor, the Senate, other state officers, and the House Rules Committee at any time, unless the presiding officer is presenting a question or a vote is being taken.

HR1-5-303 Unfinished business.

When the House has unfinished business at the time of recess or adjournment, that unfinished business has priority on the daily order of business on the next legislative day.