

SR1-4-102 Duties of the secretary of the Senate.

The general duties of the secretary of the Senate are to:

- (1) act as chief administrative officer of the Senate, subject to direction by the president;
- (2) certify and transmit legislation to the Senate and inform the Senate of all House action;
- (3) assist in the preparation of the Senate journal and certify it as an accurate reflection of Senate action;
- (4) make the following technical corrections to legislation either before or following final passage:
 - (a) correct the spelling of words;
 - (b) correct the erroneous division and hyphenation of words;
 - (c) correct mistakes in numbering sections and their references;
 - (d) capitalize words or change capitalized words to lower case;
 - (e) change numbers from words to figures or from figures to words;
 - (f) underscore or remove underscoring in legislation without a motion to amend; or
 - (g) any combination of Subsections (4)(a) through (f);
- (5) modify the long title of a piece of legislation to ensure that the long title accurately reflects any changes to the legislation made by amendment or substitute;
- (6) supervise all Senate personnel during the session and assign them duties and responsibilities;
- (7) keep a record of the attendance of all Senate employees and ensure that any in-session employee who is absent may not be paid without the written consent or subsequent approval of the president;
- (8) act as custodian of all official documents;
- (9) receive all numbered legislation from the Office of Legislative Research and General Counsel;
- (10) record the number, title, sponsor, each action, and final disposition of each piece of legislation on the back of the legislation;
- (11) prepare and distribute the daily order of business each day;
- (12) advise the president on parliamentary procedure, constitutional requirements, Joint Rules, and Senate Rules;
- (13) read, or cause to be read, the title of all bills and other materials as requested by the president;
- (14) receive committee reports and present them to the Senate;
- (15) assist with amendments to legislation;
- (16) record votes and present the results to the president;
- (17) transmit all enrolled Senate bills and Senate concurrent resolutions to the governor;
- (18) maintain all calendars for the Senate floor;
- (19) respond to inquiries from legislators, government agencies, and members of the public regarding Senate history, activities, and legislative action; and
- (20) represent the Senate at schools, organizations, clubs, and other civic groups when requested by the president.