

Title SR1. Rules Governing Organization and Management of the Senate

Chapter 1 Adoption of Rules and Practices

SR1-1-101 Adoption, amendment, or suspension of Senate Rules.

- (1) The Senate shall adopt Senate Rules at the beginning of each legislative session by a constitutional two-thirds vote.
- (2) Except as provided in this Subsection (2) and in Subsection (3), after the initial adoption of Senate Rules, additional rules may be adopted or existing rules may be suspended, amended, or repealed by a majority vote, except rules governing motions for lifting tabled legislation from committee, which require a two-thirds vote to adopt, suspend, amend, or repeal.
- (3) If the suspension of any Senate Rule is governed by the Utah Constitution or Utah statutes, the Senate may suspend that rule only as provided by that constitutional or statutory provision.

SR1-1-102 Constitutional motion.

At the beginning of each annual general or special session of the Senate, before the reading of any piece of legislation, the Senate Rules Committee chair shall make the following motion:

"Mr. (Madam) President, as allowed by the Utah Constitution and the Joint Rules of the Legislature, I move that the Senate continue its practice of reading only the short title of bills and resolutions as they are introduced or considered on a Senate calendar and not read the long title of the bills and resolutions unless a majority of the Senate directs the reading of the long title, short title, or both of any House or Senate bill or resolution."

SR1-1-103 Mason's Manual of Legislative Procedure -- Reference.

In addition to Senate Rules and other applicable legislative rules, the presiding officer may use Mason's Manual of Legislative Procedure as a reference when a question arises about parliamentary practice, legislative process, or legislative procedure that is not resolved by reference to legislative rules.

Chapter 2 Initial Organization

SR1-2-101 Calling the Senate to order.

On the first day of each annual general session of the Legislature during odd-numbered years, the president-elect shall designate a person to call the Senate to order and preside until the senators have taken the oath of office and elected a president.

Chapter 3 President of the Senate

SR1-3-101 Election of president.

- (1) The Senate shall elect a president to perform the duties established by this chapter.
- (2)
 - (a) Following a regular general election and before January 1 of odd-numbered years, the Senate majority caucus shall select a president-elect.
 - (b) Beginning January 1 of odd-numbered years, the senator elected by the majority caucus shall serve as president-elect and perform the duties of the president until the Senate elects a president as required by Subsection (1).

SR1-3-102 Duties of the president.

- (1) The general duties of the president are to:
 - (a) assign responsibilities to and supervise the officers and employees of the Senate;
 - (b) assign places and determine access for news media representatives;
 - (c) call the Senate to order at the time scheduled for convening, and proceed with the daily order of business;
 - (d) announce the business before the Senate in the order that it is to be acted upon;
 - (e) receive and submit all motions and proposals presented by senators;
 - (f) put to a vote all questions that arise in the course of proceedings, and announce the results of the vote;
 - (g) enforce the Senate Rules governing debates;
 - (h) enforce observance of order and decorum;
 - (i) inform the Senate on any point of order or practice;
 - (j) receive and announce to the Senate any official messages and communications;
 - (k) sign all acts, orders, and proceedings of the Senate;
 - (l) appoint the members of committees; and
 - (m) represent the Senate, declaring its will and obeying its commands.
- (2) The president shall:
 - (a) sign, or authorize a designee to sign, all requisitions on the Division of Finance to pay Senate expenses; and
 - (b) give final approval of all expenditure requests as authorized by the majority and minority leaders of the Senate, including compensation and reimbursement for expenses for in-state and out-of-state travel on legislative business.

SR1-3-103 Temporary presiding officer in president's absence.

- (1)
 - (a) The president may call a senator to the chair as president pro tempore.
 - (b) The president pro tempore's appointment terminates when directed by the president or when the Senate adjourns, whichever comes first.
- (2) The president pro tempore, and each senator authorized to preside by the president, has all the powers of the president while presiding.

**Chapter 4
Other Senate Officers**

Part 1 Secretary of the Senate

SR1-4-101 Appointment of secretary of the Senate.

Before the annual general session of the Legislature is convened, the president or president-elect of the Senate shall appoint a person to serve as secretary of the Senate.

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.

Part 2 Sergeant-at-Arms

SR1-4-201 Appointment of sergeant-at-arms.

Before the annual general session of the Legislature is convened, the president or president-elect of the Senate shall appoint a person to serve as sergeant-at-arms of the Senate.

SR1-4-202 Duties of the sergeant-at-arms.

The sergeant-at-arms and the employees under the sergeant's direction shall:

- (1) maintain security;
- (2) enforce the Senate Rules and other legislative rules at the direction of the presiding officer or the Senate; and
- (3) provide other service as requested by the secretary of the Senate or the president.

Chapter 5 Schedule for the Senate

Part 1 Convening and Daily Schedule

SR1-5-101 Hour of meeting.

The Senate shall meet at 10 a.m. daily except Saturdays and Sundays, unless otherwise announced by the presiding officer.

SR1-5-102 Roll call -- Quorum.

- (1) The presiding officer or the presiding officer's designee shall:
 - (a) take a roll call of senators 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 Senate may not begin Senate business until a constitutional majority of senators are present as a quorum.
 - (b) Notwithstanding Subsection (2)(a), less than a majority of senators may:
 - (i) convene each day; and
 - (ii) compel the attendance of absent members.

SR1-5-103 Daily order of business.

- (1) The daily order of business is:
 - (a) call to order by the president or the president's designee;

- (b) prayer and pledge of allegiance;
 - (c) roll call;
 - (d) announcement of excused absences and whether or not a quorum is present;
 - (e) communications from the governor;
 - (f) communications from the House:
 - (i) bills for signature of the president;
 - (ii) bills for consideration; and
 - (iii) bills for reconsideration of House amendments;
 - (g) reference of bills from the president:
 - (i) bills assigned to standing committees; and
 - (ii) bills placed on second reading calendar;
 - (h) reports from standing committees:
 - (i) bills placed on the second reading calendar;
 - (ii) bills placed on the consent calendar; and
 - (iii) bills sent back to the secretary of the Senate;
 - (i) reports of special committees, including conference committees;
 - (j) introduction of legislation given to the secretary of the Senate:
 - (i) bills referred by the Senate Rules Committee for assignment by the president; and
 - (ii) bills placed on second reading calendar;
 - (k) unfinished business;
 - (l) consideration of legislation on consent calendar;
 - (m) special orders of business;
 - (n) consideration of legislation on the third reading calendar;
 - (o) consideration of bills on second reading calendar; and
 - (p) miscellaneous business.
- (2) With the approval of a constitutional majority of senators, the Senate may, at any time, proceed out of order to any business.
- (3) The presiding officer shall decide all questions of priority of Senate business without debate.

Part 2

Guest Speakers and Executive Sessions

SR1-5-201 Special order of business -- Time certain.

- (1)
- (a) A senator, on the senator's own initiative or upon recommendation from the president, may make a motion 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 secretary of the Senate shall place the legislation on the time certain calendar.
- (2) At the time set for consideration of the legislation, the presiding officer shall place the legislation before the Senate.

SR1-5-202 Unfinished business.

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

Chapter 6 Impeachment

SR1-6-101 Impeachment.

If the House of Representatives submits articles of impeachment to the Senate to begin an impeachment trial, the Senate shall adopt, by majority vote, policies establishing procedures for, and governing the conduct of, the impeachment process.

Chapter 7 Commending or Expressing Condolences to Utah Citizen

SR1-7-101 Commendation or condolence citations -- Types of citations -- Use of citations.

(1) As used in this chapter:

(a)

(i) "Citation" means a certificate issued to honor or commend an individual or group, or to express condolences to the family of a deceased individual.

(ii) "Citation" includes a legislator citation, a Senate citation, and a Utah Legislature citation.

(b) "Legislator citation" means a citation issued on behalf of an individual senator.

(c) "Senate citation" means a citation issued on behalf of the Senate.

(d) "Utah Legislature citation" means a citation issued on behalf of both houses of the Legislature.

(2) Senators shall use a citation to express the commendation or condolence of a senator, the Senate, or the Legislature.

SR1-7-102 Obtaining a legislator citation.

(1) With the approval of the presiding officer, a senator may request that the secretary of the Senate prepare a citation for the senator's own signature.

(2) A legislator citation does not require any floor action by the Senate.

SR1-7-103 Obtaining a Senate citation.

(1) During any legislative session, a senator may:

(a) request that the secretary of the Senate prepare a citation for the senator's signature; and
(b) after making and receiving permission for personal privilege, make a motion on the floor of the Senate to:

(i) approve the citation; and

(ii) authorize the president to sign the citation on behalf of the Senate.

- (2) When the Legislature is not in session, a senator may request a citation for the sponsor's and the president's signature.

SR1-7-104 Obtaining a Utah Legislature citation.

- (1) During any legislative session, a senator may:
 - (a) request that the secretary of the Senate prepare a citation for the senator's signature; and
 - (b) after making and receiving permission for personal privilege, make a motion of the floor of the Senate to:
 - (i) approve the citation;
 - (ii) authorize the president to sign the citation on behalf of the Senate; and
 - (iii) present the proposed citation to the House for its approval.
- (2) When the Legislature is not in session, a senator may request a citation for the sponsor's, the president's, and the speaker's signature.

Chapter 9
Informal Poll on United States Senate Candidates

SR1-9-101 Informal poll on United States Senate candidates.

- (1) In a year where there is an election for a seat in the United States Senate, the Senate shall conduct an informal poll of their members to determine each member's preferred candidate for each seat that is up for election.
- (2) The poll required by this section shall:
 - (a) be conducted and completed within 30 days of the last day for filing for the office of United States Senator, as provided in Utah Code Section 20A-9-202;
 - (b) be voluntary on the part of each senator;
 - (c) be administered by the legislative auditor general, who shall:
 - (i) establish procedures and conduct the poll in a manner that assures that the poll is conducted fairly and accurately; and
 - (ii) act subject to the direction of the Audit Subcommittee;
 - (d) have a ballot containing the name of each person who has declared candidacy for the seat as of the conclusion of the last day for filing plus an option to select "none of the above"; and
 - (e) be conducted by secret ballot.
- (3) Immediately after conducting the poll, the legislative auditor general shall make the results of the poll public by listing, for each seat that is up for election, the total number of votes cast for each candidate.