

House Rules

Title HR1. Rules Governing Organization and Management of the Utah House of Representatives

Chapter 1 Adoption of Rules and Practices

HR1-1-101 Adoption, amendment, or suspension of House Rules.

- (1) The House of Representatives shall adopt House rules, by a constitutional two-thirds vote, at the beginning of each new Legislature convening in odd-numbered years.
- (2) Except as provided in this rule:
 - (a)
 - (i) during an annual general session held in an even-numbered year, rules adopted by the House of Representatives during the immediately preceding general session, as amended during that general session and any intervening session, apply to the conduct of the House; and
 - (ii) during any special session, House rules apply as provided in JR2-1-101.
 - (b) for a session described in this Subsection (2), the chief clerk shall announce to the House that the previously adopted rules apply to the newly convened session.
- (3)
 - (a) Except as otherwise provided in this Subsection (3), additional rules may be adopted and existing rules may be suspended, amended, or repealed by a majority vote.
 - (b) The following rules require a two-thirds vote to suspend:
 - (i) rules governing limitation of debate;
 - (ii) rules governing a motion to end debate (call the previous question);
 - (iii) rules governing motions for lifting tabled legislation from committee;
 - (iv) rules governing consideration or reconsideration of legislation during the last three days of a session;
 - (v) rules governing voting in Title 4, Chapter 7, Voting; and
 - (vi) rules that include a two-thirds voting requirement.
 - (c) A rule that includes a constitutional majority voting requirement may only be suspended by a constitutional majority vote.
 - (d) A rule that includes a constitutional two-thirds voting requirement may only be suspended by a constitutional two-thirds vote.
 - (e) If the suspension of any House rule is governed by the Utah Constitution or Utah statutes, the House may suspend that rule only as provided by that constitutional or statutory provision.
- (4) If a motion to adopt the rules under Subsection (1) meets or exceeds a majority vote but fails to reach a constitutional two-thirds vote:
 - (a) rules adopted by the House of Representatives during the immediately preceding general session, as amended during that general session and any intervening session, apply to the conduct of the House; and
 - (b) the chief clerk shall announce to the House that the previously adopted rules apply to the newly convened Legislature.

HR1-1-102 Constitutional motion.

At the beginning of each session of the House, before the reading of any piece of legislation, the House Rules Committee chair shall make the following motion:

"Mr. (Madam) Speaker, as allowed by the Utah Constitution, I move that the House read only the short title of bills and resolutions as they are introduced or considered unless two-thirds of the House directs the reading of the long title, short title, or both."

Amended by H.R. 2, 2017 General Session

HR1-1-103 Mason's Manual of Legislative Procedure -- Reference.

In addition to House 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.

Enacted by H.R. 3, 2010 General Session

Chapter 2 Initial Organization

HR1-2-101 Calling the House to order.

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

Amended by H.R. 2, 2011 General Session

Chapter 3 Speaker of the House

HR1-3-101 Election of speaker.

(1) The House of Representatives shall elect a speaker from among its members to perform the duties established by this chapter.

(2)

(a) Following a general election and before January 1 of odd-numbered years, the majority caucus shall elect a speaker-elect.

(b) Beginning January 1 of odd-numbered years, the representative elected by the majority caucus shall serve as speaker-elect and perform the duties of the speaker until the House elects a speaker as required by Subsection (1).

Amended by H.R. 2, 2011 General Session

HR1-3-102 Duties of the speaker.

(1) The general duties of the speaker are to:

(a) call the House to order at the time scheduled for convening, and proceed with the daily order of business;

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

Amended by H.R. 3, 2014 General Session

HR1-3-103 Temporary presiding officer in speaker's absence.

- (1)
- (a) The speaker shall name a representative to act as speaker pro tempore during the absence of the speaker.
 - (b)
 - (i) If an interim vacancy in the office of speaker occurs because of the death, resignation, or disability of the speaker, the speaker pro tempore shall conduct the necessary business of the House only until an election is held by the House to fill the vacancy.
 - (ii) If a vacancy occurs as described in Subsection (1)(b)(i), the House shall hold an election to fill a vacancy in the office of speaker no later than:
 - (A) five legislative days after the vacancy occurs if the vacancy occurs during the general session; or
 - (B) 30 calendar days after the vacancy occurs if the vacancy occurs during the interim.
- (2) Notwithstanding Subsection (1), the speaker may name any other representative to perform the duties of presiding officer for a period not to exceed one legislative day.
- (3) If the speaker and the speaker pro tempore are absent at the time the session is scheduled to convene, and the speaker has not designated another representative to perform the duties of presiding officer, the representative of the majority party who is senior in House service shall call the House to order and preside until one of them returns.
- (4) The speaker pro tempore, and each representative authorized to preside by the speaker or this rule, has all the powers and responsibilities of the speaker while presiding.

Amended by H.R. 2, 2011 General Session

Chapter 4 Other House Officers

Part 1 House Chief of Staff

HR1-4-101 Appointment of the House chief of staff.

The speaker or speaker-elect of the House shall appoint an individual to serve as chief of staff of the House.

HR1-4-102 Duties of the House chief of staff.

The chief of staff shall perform duties as assigned by the speaker or speaker-elect.

Part 2 Sergeant-at-Arms

HR1-4-201 Appointment of sergeant-at-arms.

The chief of staff or the chief of staff's designee shall appoint a person to serve as sergeant-at-arms of the Utah House of Representatives.

HR1-4-202 Duties of the sergeant-at-arms.

Subject to the chief of staff's or the chief of staff's designee's direction, the sergeant-at-arms and the employees under the sergeant's direction shall:

- (1) maintain security in areas controlled by the House;
- (2) enforce the House Rules;
- (3) enforce the provisions of Utah Code Title 26, Chapter 38, Utah Indoor Clean Air Act, in areas controlled by the House;
- (4) when the House is convened in annual general session or special session, receive and, in coordination with House staff, transmit written messages to representatives on the House floor from or on behalf of individuals who are present at the capitol; and
- (5) provide other service as requested by the chief of staff or the speaker.

Part 3 Chief Clerk of the House

HR1-4-301 Appointment of the chief clerk.

- (1) The speaker or speaker-elect of the House shall appoint an individual to serve as chief clerk of the House.
- (2) The chief clerk reports to the chief of staff.

HR1-4-302 Duties of the chief clerk.

The chief clerk shall perform the following duties:

- (1) certify and transmit legislation to the Senate and inform the Senate of all House action;
- (2) assist in the preparation of the House Journal and certify it as an accurate reflection of House action;
- (3) 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; or
 - (f) underscore or remove underscoring in legislation without a motion to amend;
- (4) 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;
- (5) act as custodian of all official documents related to legislation;
- (6) receive all numbered legislation from the Office of Legislative Research and General Counsel;
- (7) record the number, title, sponsor, each action, and final disposition of each piece of legislation on the back of the legislation;
- (8) prepare and distribute the daily order of business each day;
- (9) advise the speaker on parliamentary procedure, Joint Rules, and House Rules;
- (10) assist with amendments to legislation;
- (11) record votes and, if requested, present the results to the speaker;
- (12) record the votes of any member who is present in the House chamber who requests assistance of the chief clerk;
- (13) transmit all enrolled House bills and House concurrent resolutions to the governor;
- (14) approve material for placement on the representatives' desks if a representative has authorized that distribution;
- (15) maintain all calendars for the House floor; and
- (16) other duties as assigned by the chief of staff.

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.

Enacted by H.R. 3, 2010 General Session

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.

Enacted by H.R. 3, 2010 General Session

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.

Enacted by H.R. 3, 2010 General Session

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 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 and specified staff 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 presiding officer 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 or the consent 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.

Enacted by H.R. 3, 2010 General Session

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.

Enacted by H.R. 3, 2010 General Session

Chapter 6 Impeachment

HR1-6-101 Impeachment.

If any representative submits a resolution to the House to begin impeachment proceedings, the House shall adopt, by constitutional majority vote, policies establishing procedures for, and governing the conduct of, the impeachment process.

Enacted by H.R. 3, 2010 General Session

Chapter 7 Citations

HR1-7-101 Citations -- Definitions -- Use of citations.

- (1) As used in this chapter:
 - (a) "Citation" means a certificate for the purposes of:
 - (i) honoring or commending an individual who is a resident of Utah, or a group of individuals who are residents of Utah or have a substantial presence in or connection to Utah;
 - (ii) commemorating an event or the anniversary of an event that has significant relevance to Utah; or
 - (iii) expressing condolences to the family of a deceased individual who was a resident of Utah.
 - (b) "House of Representatives citation" means a citation issued on behalf of the Utah House of Representatives under HR1-7-103, that is signed by the representative sponsoring the citation and the speaker of the House of Representatives.
 - (c) "Legislator citation" means a citation issued on behalf of an individual representative under HR1-7-102.
 - (d) "Utah Legislature citation" means a citation issued on behalf of both houses of the Utah Legislature under HR1-7-104, that is signed by the representative sponsoring the citation, the speaker of the House of Representatives, and the president of the Senate.
- (2) A citation honoring or commending the same individual or group of individuals, or recognizing the same event or anniversary, should not be issued more than once every 10 years.
- (3) A representative may request only one House of Representatives citation or Utah Legislature citation during a calendar year.

HR1-7-102 Obtaining a legislator citation.

- (1) With the approval of the presiding officer, a representative may request that the chief clerk of the House prepare a citation for the representative's own signature.
- (2) A Legislator citation does not require any floor action by the House of Representatives.
- (3) When the Legislature is not in session, a representative may request a citation for the representative's and the speaker of the House of Representative's signature, which the speaker may elect to sign at the speaker's discretion.

HR1-7-103 Obtaining a House of Representatives citation.

- (1) During a legislative session, a representative may issue a House of Representatives citation by:
 - (a) requesting, in writing, that the chief clerk of the House prepare a citation for the representative's signature; and
 - (b) after receiving a copy of the citation prepared by the chief clerk of the House of Representatives, obtaining the approval of the House of Representatives, on the floor of the House of Representatives, by:
 - (i) requesting and receiving permission for a personal privilege; and
 - (ii) making a motion that the House of Representatives approve the citation and authorize the speaker of the House of Representatives to sign the citation on behalf of the House of Representatives, which must be approved by a majority vote.
- (2) Sponsor presentation for a House of Representatives citation is limited to a maximum of three minutes.

HR1-7-104 Obtaining a Utah Legislature citation.

- (1) During a legislative session, a representative may issue a Utah Legislature citation by:
 - (a) requesting, in writing, that the chief clerk of the House prepare a citation for the representative's signature; and
 - (b) after receiving a copy of the citation prepared by the chief clerk of the House, obtaining the approval of the House of Representatives by, on the floor of the House:
 - (i) requesting and receiving permission for a personal privilege; and
 - (ii) making a motion that the House of Representatives approve the citation and authorize the speaker of the House to sign the citation on behalf of the Utah Legislature after the citation is approved by the Senate; and
 - (c) presenting the proposed citation to the Senate for the Senate's approval of the citation and authorization for the president of the Senate to sign the citation on behalf of the Utah Legislature.
- (2) Sponsor presentation for a Utah Legislature citation is limited to a maximum of three minutes.

**Chapter 8
Postage Allowance**

HR1-8-101 House postage allowance.

- (1) Each representative may deposit:
 - (a) up to 300 letters into the House mail system during the annual general session; and
 - (b) up to 10 letters per month into the House mail system during the remainder of the year.
- (2) Upon request from an individual representative, the speaker may grant an additional postage allowance.

Enacted by H.R. 2, 2011 General Session

Chapter 9

News Media

HR1-9-101 News media -- House chamber and designated House areas.

- (1)
 - (a) News media may access non-public areas of the House, including the chamber, halls, and conference rooms, if the news media:
 - (i) have permission from the speaker or the speaker's designee; and
 - (ii) hold a Utah Capitol media credential.
 - (b) While the House is convened in the House chamber, news media shall remain in the area designated for the news media and may not enter the floor of the House, the circle, lounge, or the speaker's dais.
- (2)
 - (a) With permission of the speaker or the speaker's designee, the news media may conduct and record interviews in the House lounge, halls, available committee rooms, or in the House chamber or gallery.
 - (b) When conducting an interview in the House chamber, the news media may enter the chamber for the purpose of conducting a specific interview and shall exit the chamber promptly after completing the interview.
- (3) A representative may not hold a press conference in the House chamber without the permission of the speaker of the House.
- (4) News media shall also comply with the other provisions in HR2-4-102 and HR2-4-103.
- (5) The sergeant-at-arms, under the direction of the speaker, shall enforce the requirements of this rule.

HR1-9-102 News media access -- House committees.

When present for a meeting of a House standing committee or any other special committee of the House, news media may not enter the area behind the dais without the permission of the committee chair.

Title HR2. Rules Governing Attendance, Behavior, and Decorum in the Utah House of Representatives

Chapter 1 Attendance

HR2-1-101 Representatives shall be present.

A member of the Utah House of Representatives shall be present on the floor of the House chamber during a session of the House, unless excused or unavoidably absent.

Amended by H.R. 4, 2013 General Session

HR2-1-102 Absent representatives.

If a quorum of the Utah House of Representatives is not present at the time the House is scheduled to convene, the presiding officer or the presiding officer's designee shall direct the sergeant-at-arms to:

- (1) find sufficient absent representatives to make a quorum for the transaction of business; and
- (2) escort them to the chamber.

Enacted by H.R. 3, 2010 General Session

Chapter 2 Decorum

HR2-2-101 Speaker to maintain order.

The speaker or presiding officer shall maintain order and decorum during sessions of the House.

Enacted by H.R. 3, 2010 General Session

HR2-2-102 Breaches of the order of the House.

- (1) The speaker or presiding officer may call a representative to order if the representative is speaking impertinently, superfluously, tediously, or irrelevantly.
- (2) If called to order, the representative shall sit down, unless granted permission to explain the speech.

Enacted by H.R. 3, 2010 General Session

HR2-2-103 Disorderly conduct in House -- Items prohibited in House gallery.

- (1)
 - (a) The speaker or presiding officer may order the House areas or gallery cleared if a disturbance occurs.
 - (b) The sergeant-at-arms shall enforce this subsection in the areas controlled by the House.
- (2) Signs, banners, placards, and other similar materials are prohibited in the House gallery.

HR2-2-104 Impugning motives of a representative.

- (1) A representative may not impugn the motives of any other representative either on the floor of the House or in committee.
- (2) A representative who believes that the motives of any representative has been impugned by another representative may raise a point of order.

Enacted by H.R. 3, 2010 General Session

HR2-2-105 Movement within the House chamber.

When a representative is speaking, no person may walk between the representative and the speaker or presiding officer.

Amended by H.R. 2, 2017 General Session

HR2-2-106 Smoking and electronic cigarettes prohibited.

- (1) As used in this rule, "electronic cigarette" means any device, other than a combustible cigarette or cigar, intended to deliver vapor containing nicotine into a person's respiratory system.
- (2) A person may not smoke or use an electronic cigarette in the House chamber or other house controlled areas.
- (3) The sergeant-at-arms shall enforce this rule.

Amended by H.R. 2, 2021 General Session

**Chapter 3
Conflicts of Interest**

HR2-3-101 Conflicts of interest.

A House member shall comply with the conflict of interest requirements provided in:

- (1) Utah Code Title 20A, Chapter 11, Part 16, Conflict of Interest Disclosures; and
- (2) JR6-1-201.

**Chapter 4
General Rules Governing the House Floor**

HR2-4-101 Definitions.

As used in this chapter:

- (1) "Department head" means the same as that term is defined in Utah Code Section 63A-17-807 or a department head's designee.
- (2) "Former legislator" means a person who is not a current member of the Legislature, but who served in the Utah House or Utah Senate at one time.
- (3)
 - (a) "Guest" means an individual who is afforded access to the House space under a provision of this chapter, who is not an individual described in Subsection (3)(c) or a special guest as described under HR2-4-101.2(5).
 - (b) "Guest" includes:
 - (i) the governor, the lieutenant governor, the state attorney general, the state treasurer, the state auditor, and governor's staff; and
 - (ii) a former legislator who is an individual described in Subsection (3)(b)(i).
 - (c) "Guest" does not mean a legislator, a member of House or Senate staff, a member of professional legislative staff, a House intern, or a lobbyist.
- (4) "House conference rooms" means one of the conference rooms adjacent to the House lounge, speaker's office, or the majority caucus room.
- (5) "House halls" means the passageways that allow access to:
 - (a) the House chamber;
 - (b) the House lounge;
 - (c) the House offices; or
 - (d) any other nonpublic areas adjoining the House chamber.

- (6) "House intern" means an individual who is:
 - (a) an official participant in the student intern program sponsored by the Utah Legislature and administered by the Office of Legislative Research and General Counsel; and
 - (b) is assigned to a representative.
- (7) "House offices" means:
 - (a) Representatives' offices adjacent to the House chamber;
 - (b) Representatives' offices on the third and fourth floors of the capitol building;
 - (c) Representatives' offices in the House building; and
 - (d) kitchens, restrooms, elevators, and any auxiliary rooms in the nonpublic areas connected with the offices listed above.
- (8) "House or Senate staff" means an individual who is employed directly by the House or Senate.
- (9)
 - (a) "House space" means the House chamber, House lounge, House offices, House halls, and House conference rooms.
 - (b) "House space" does not mean the common public space outside the House chamber.
- (10) "Immediate family" means any parent, spouse, child, grandparent, grandchild, great-grandparent, great-grandchild, sibling, aunt, uncle, niece, or nephew of a member of the House, provided that the individual is not a lobbyist.
- (11) "Lobbying" means communicating with a legislator for the purpose of influencing the passage, defeat, amendment, or postponement of legislative action.
- (12) "Lobbyist" means an individual who is required to register as a lobbyist by Utah Code Section 36-11-103.
- (13) "Professional legislative staff" means an individual employed by one of the Legislature's profession-based staff offices, namely the Office of Legislative Research and General Counsel, the Office of the Legislative Fiscal Analyst, the Office of the Legislative Auditor General, or the Office of Legislative Printing.

HR2-4-101.1 Sergeant-at-arms to provide enforcement.

The sergeant-at-arms, under the direction of the speaker, shall enforce the requirements of this chapter.

Enacted by H.R. 4, 2013 General Session

HR2-4-101.2 Admittance to House floor -- Prohibition against lobbying.

- (1) Subject to the requirements of this rule, while the House is convened in annual general session or special session, only the following individuals are permitted on the House floor:
 - (a) a legislator;
 - (b) a member of House or Senate staff;
 - (c) a member of professional legislative staff;
 - (d) a House intern;
 - (e) a former legislator who is not:
 - (i) a lobbyist; or
 - (ii) the governor, lieutenant governor, state attorney general, state treasurer, or state auditor;
 - (f) a guest; and
 - (g) a department head.
- (2)

- (a) While the House is convened in annual general session or special session, a representative may invite one guest who is not a lobbyist to accompany the representative on the House floor, provided that:
 - (i) the guest sits next to the representative;
 - (ii) the representative ensures that the guest does not impede staff work, distract from the work of the House, or encroach on a neighboring representative's desk;
 - (iii) the guest complies with the requirements of this rule, HR2-4-102, and HR2-4-103; and
 - (iv) no representative objects.
- (b) A representative may have no more than one guest on the House floor at any one time.
- (c) An individual described in Subsections (1)(e) through (g) is prohibited from lobbying on the House floor.
- (3) While the House is convened in annual general session or special session, a lobbyist is not permitted on the House floor.
- (4) The speaker or the speaker's designee may authorize special guests to be present in the House chamber or on the House floor.
- (5)
 - (a) A representative sponsoring a piece of legislation being debated by the House may, with the permission of the speaker, invite one department head with expertise on the legislation to assist the sponsor during the course of debate.
 - (b) A representative who invites a department head to assist the representative under Subsection (5)(a) shall ensure that the department head:
 - (i) does not engage in lobbying while on the House floor; and
 - (ii) promptly exits the House floor when the House moves to another item of business.

HR2-4-101.3 Admittance to the House lounge.

- (1) While the House is convened in annual general session or special session only the following individuals are permitted in the House lounge:
 - (a) a legislator;
 - (b) a member of House or Senate staff;
 - (c) a member of professional legislative staff;
 - (d) a member of the representative's immediate family;
 - (e) a House intern;
 - (f) a former legislator who is not:
 - (i) a lobbyist; or
 - (ii) the governor, lieutenant governor, state attorney general, state treasurer, or state auditor; and
 - (g) a lobbyist or guest as provided in Subsection (2).
- (2)
 - (a) A representative may invite a small number of lobbyists or guests to meet with the representative in the House lounge for the purpose of educating the lobbyists or guests about the legislative process or to discuss specific legislative issues.
 - (b) The representative shall ensure that the lobbyists and guests leave the House space when the meeting is over.

HR2-4-101.4 Admittance to the House offices, conference rooms, and halls.

- (1) While the House is convened in annual general session or special session only the following individuals are permitted in the House offices:
 - (a) a legislator;
 - (b) a member of House or Senate staff;
 - (c) a member of professional legislative staff;
 - (d) a House intern;
 - (e) a member of the representative's immediate family;
 - (f) a former legislator who is not:
 - (i) a lobbyist; or
 - (ii) the governor, lieutenant governor, state attorney general, state treasurer, or state auditor; and
 - (g) a lobbyist or guest, as provided in Subsection (3).
- (2) An administrative assistant who is not a House intern is permitted in:
 - (a) the office of the representative who is employing the administrative assistant;
 - (b) the common areas of the House offices;
 - (c) a conference room in the House space, when meeting to discuss legislative business with a representative; and
 - (d) the office of another representative with the consent of that representative.
- (3)
 - (a) A representative may invite a small number of lobbyists or guests to meet with the representative in the representative's House office or a House conference room to discuss specific legislative issues.
 - (b) The representative shall ensure that the lobbyists and guests leave the House space when the meeting is over.
- (4)
 - (a) While the House is convened as a body on the House floor, and except as provided in Subsection (4)(b), only the following individuals are allowed in the House halls:
 - (i) a legislator;
 - (ii) a member of House or Senate staff;
 - (iii) a member of professional legislative staff;
 - (iv) a House intern;
 - (v) an administrative assistant who is not a House intern; and
 - (vi) a former legislator who is not:
 - (A) a lobbyist; or
 - (B) the governor, lieutenant governor, state attorney general, state treasurer, or state auditor.
 - (b) Immediate family of a representative, a lobbyist, a guest, an administrative assistant who is not a House intern, or any other authorized individual who is in transit to the House chamber, House lounge, or House offices may pass through the House halls when traveling to and from an authorized destination.
- (5) An administrative assistant to a representative who is not a House intern is not permitted to use or be issued an access badge that grants access to the House floor, House lounge, House offices, House conference rooms, or House hallways.

HR2-4-102 Representatives' chairs and seating on the House floor.

- (1) No one other than the speaker may occupy the chair or use the desk of the speaker, without the speaker's authorization.

- (2) When the House is convened in session, only the representative assigned to a desk and chair may occupy the chair or use the desk, except that a legislator may sit in the chair of another legislator.
- (3) In accordance with HR2-4-101.2, when the House is convened in session, a representative may invite one individual to sit next to the representative on the House floor.

HR2-4-103 Prohibitions on lobbying and fundraising.

- (1) As used in this rule, "fundraising" means:
 - (a) the solicitation of a monetary contribution for any purpose; or
 - (b) the announcement or promotion of an event that has as one of its purposes the collection of funds by means of a monetary contribution.
- (2) Lobbying is prohibited on the House floor as provided under HR2-4-101.2.
- (3)
 - (a) Distribution of literature or any other information that announces or promotes fundraising is prohibited on the House floor.
 - (b) Notwithstanding Subsection (3)(a), a verbal announcement that involves or relates to fundraising is permitted on the House floor if the announcement is:
 - (i) publicly made to all members on the House floor; and
 - (ii) an official announcement from the third house or authorized by the speaker of the House.

Amended by H.R. 2, 2021 General Session

HR2-4-104 Recognition of visiting groups and individuals.

- (1) The presiding officer may recognize visiting groups and individuals.
- (2) A representative who requests and receives personal privilege from the speaker or the speaker's designee may introduce visiting groups or individuals.

Enacted by H.R. 3, 2010 General Session

Chapter 5
Rules Governing Sponsoring Legislation

**HR2-5-101 Representatives may request and sponsor legislation -- Substituting a sponsor --
Withdrawing as a cosponsor.**

- (1) A representative may request and sponsor legislation as provided in Joint Rules Title 4, Bills and Resolutions.
- (2)
 - (a) After a piece of legislation has been introduced, the chief representative sponsor of the legislation may withdraw from sponsoring the legislation by:
 - (i) finding another representative to act as chief sponsor of the legislation; and
 - (ii) filing a substitution of sponsorship form with the chief clerk before final passage of the legislation in the House.
 - (b) A representative seeking to withdraw as the chief sponsor need not obtain permission from the House to withdraw.
- (3)

- (a) During a general session, before final passage of a piece of legislation in the House, a representative cosponsor of the legislation may withdraw as a cosponsor .
- (b) A representative seeking to withdraw as a cosponsor need not:
 - (i) obtain permission from the House to withdraw; or
 - (ii) provide a substitute cosponsor for the legislation.

Amended by H.R. 2, 2021 General Session

**Title HR3. Rules Governing the Rules Committee and the
Standing Committees of the Utah House of Representatives**

**Chapter 1
House Rules Committee and Other Special Committees**

**Part 1
House Rules Committee**

HR3-1-101 House Rules Committee -- Appointment -- General responsibilities.

- (1) The speaker shall appoint members of the House of Representatives to serve on the House Rules Committee.
- (2) The House Rules Committee shall perform the following functions as further elaborated in this part:
 - (a) receive introduced legislation from the House and recommend that the legislation be assigned to a House standing committee or to the House third reading calendar;
 - (b) receive legislation from the House that has been sent back to the House Rules Committee from the third reading calendar, and recommend to the House which legislation should be assigned to the third reading calendar and the order in which it should be heard; and
 - (c) function as a standing committee or interim committee when reviewing Joint Rules, House Rules, or other legislation.

HR3-1-102 House Rules Committee -- Assignment duties.

- (1) The presiding officer shall submit all legislation introduced in the House of Representatives to the House Rules Committee.
- (2) For all legislation not specified in HR3-1-103 that is referred to the House Rules Committee, the committee shall examine the legislation for proper form, including fiscal note and committee note, if any, and either:
 - (a) refer the legislation to the House with a recommendation that the legislation be:
 - (i) referred to a standing committee for consideration; or
 - (ii) read the second time and placed on the third reading calendar if the legislation:
 - (A) has received a favorable recommendation from a House standing committee;
 - (B) is exempted from the House standing committee review requirements under HR3-2-401;or
 - (c) has received a favorable recommendation from the House Rules Committee meeting as a standing committee as permitted under HR3-1-101; or

- (b) hold the legislation.
- (3) In carrying out the House Rules Committee's functions and responsibilities under this rule, the committee may not:
 - (a) table legislation without the written consent of the sponsor;
 - (b) report out any legislation that has been tabled by a standing committee;
 - (c) amend legislation without the written consent of the sponsor; or
 - (d) substitute legislation without the written consent of the sponsor.
- (4) The House Rules Committee may recommend a time certain for floor consideration of any legislation when the legislation is reported out of the House Rules Committee, or at any other time.
- (5) When the House Rules Committee is carrying out the committee's functions and responsibilities under this rule, the committee shall:
 - (a) when the Legislature is in session, give notice of the committee's meetings according to the requirements of HR3-1-106;
 - (b) when the Legislature is not in session, post a notice of meeting at least 24 hours before the meeting convenes;
 - (c) have as the committee's agenda all legislation in the committee's possession for assignment to committee or to the House calendars; and
 - (d) prepare minutes that include a record, by individual representative, of votes taken.
- (6) House Rules Committee meetings are open to the public, but comments and discussion are limited to members of the committee and the committee's staff.

HR3-1-103 House Rules Committee -- Standing and interim committee duties.

- (1) The House Rules Committee has all the powers, functions, and duties of a standing committee or interim committee when it reviews proposed House Rules, Joint Rules resolutions, or other legislation.
- (2) Any rules resolutions or legislation reviewed and approved by the House Rules Committee may be reported directly to the House for consideration.
- (3) When meeting as a standing committee or interim committee under this rule, individuals other than committee members may address the committee at the discretion of the chair.
- (4) When meeting as a standing committee or interim committee under this rule, the House Rules Committee shall comply with the provisions of Utah Code Title 52, Chapter 4, Open and Public Meetings Act.

HR3-1-104 Rules committee duties during sifting.

- (1) Upon motion from the floor, the House Rules Committee shall prioritize legislation for floor action and review and update this priority as necessary for the calendars.
- (2) The House Rules Committee may recommend a time certain for floor consideration of any legislation when it is reported out of the House Rules Committee, or at any other time.
- (3) When the House Rules Committee is carrying out its functions and responsibilities under this rule, the committee shall:
 - (a) during a legislative session, give notice of its meetings by either:
 - (i) providing oral notice from the floor of the time and place of its next meeting; or
 - (ii) when oral notice is impractical, post written notice of its next meeting;
 - (b) when the Legislature is not in session, post a notice of meeting at least 24 hours before the meeting convenes;

- (c) have as its agenda all legislation in its possession; and
 - (d) prepare minutes that include a record, by individual representative, of votes taken.
- (4) Anyone may attend a meeting of the rules committee, but comments and discussion are limited to members of the committee and committee staff.

Enacted by H.R. 3, 2010 General Session

HR3-1-105 Motion to require committee review.

- (1) If the House Rules Committee recommends that interim committee legislation be placed on the third reading calendar without standing committee review, the sponsor or any other representative may move that the legislation be reviewed by a standing committee before the legislation's consideration on the floor.
- (2) If this motion is approved by a majority of the representatives present, the legislation shall be referred to a standing committee for consideration.

HR3-1-106 Notice of rules committee meetings.

When the House Rules Committee holds a meeting during a legislative session, the speaker shall ensure that:

- (1) an oral, public announcement is made from the floor of the House identifying the time and place that the rules committee will meet; and
- (2) an electronic notice is made that identifies the time and place of the rules committee meeting.

Enacted by H.R. 2, 2016 General Session

Part 2 Special Committees and Task Forces

HR3-1-201 Special committees.

- (1) The House may form special committees, including task forces, by motion or resolution.
- (2) The speaker shall appoint the members of those special committees.

Enacted by H.R. 3, 2010 General Session

Chapter 2 House Standing Committees

Part 1 General Provisions

HR3-2-101 Definitions.

As used in this chapter:

- (1) "Chair" means:
 - (a) the chair of a standing committee; or

- (b) a standing committee member who is authorized to act as chair under HR3-2-202.
- (2) "Committee" means a standing committee created under HR3-2-201.
- (3) "Dispose of legislation" refers to a committee action that transfers ownership of legislation to the House Rules Committee, to another standing committee, or to the House floor.
- (4) "Favorable recommendation" refers to a committee action that transfers ownership of legislation to the House second reading calendar.
- (5) "Legislation" means a Senate bill, House bill, Senate resolution, House resolution, joint resolution, or concurrent resolution.
- (6) "Legislative sponsor" means:
 - (a) the chief sponsor; or
 - (b) the legislator designated by the chief sponsor to be the opposite chamber floor sponsor.
- (7) "Majority vote" means a majority of a quorum as provided in HR3-2-203.
- (8) "Original motion" means a non-privileged motion that is accepted by the chair when no other motion is pending.
- (9) "Pending motion" refers to a motion starting when a chair accepts a motion and ending when the motion is withdrawn or when the chair calls for a vote on the motion.
- (10)
 - (a) "Privileged motion" means a procedural motion to adjourn, set a time to adjourn, recess, end debate, extend debate, or limit debate.
 - (b) Privileged motions are not substitute motions.
- (11) "Substitute motion" means a non-privileged motion that is made when an original motion is pending.
- (12) "Under consideration" means the time starting when a chair opens a discussion on a subject or piece of legislation that is listed on a committee agenda and ending when the committee disposes of the legislation, moves on to another item on the agenda, or adjourns.

Part 2

Creation and Organization of House Standing Committees

HR3-2-201 Standing committees -- Creation.

There are created the following standing committees:

- (1) Business and Labor;
- (2) Economic Development and Workforce Services;
- (3) Education;
- (4) Government Operations;
- (5) Health and Human Services;
- (6) House Rules;
- (7) Judiciary;
- (8) Law Enforcement and Criminal Justice;
- (9) Natural Resources, Agriculture, and Environment;
- (10) Political Subdivisions;
- (11) Public Utilities, Energy, and Technology;
- (12) Revenue and Taxation; and
- (13) Transportation.

HR3-2-202 Speaker to appoint committee members, chairs, and vice chairs.

- (1) The speaker of the House shall appoint members of the House to each standing committee.
- (2) The speaker of the House shall appoint a chair to each standing committee.
- (3) The speaker of the House may appoint a vice chair to each standing committee.
- (4) A vice chair may perform the duties of a chair:
 - (a) as requested by the chair; or
 - (b) in the absence of the chair.
- (5) The chair, or the vice chair as authorized under Subsection (4), may designate a member of the committee to conduct a standing committee meeting.
- (6) A committee member designated under Subsection (5) may conduct a committee meeting but may not perform the duties of a chair described in HR3-2-302 and HR3-2-303.

HR3-2-203 Quorum requirements.

- (1) Except as provided in Subsection (2), a majority of a standing committee is a quorum.
- (2) In determining whether a quorum is present, the speaker, majority leader, majority whip, assistant majority whip, House Rules Committee chair, Executive Appropriations Committee chair, Executive Appropriations Committee vice chair, minority leader, minority whip, assistant minority whip, and the fourth member of leadership from the minority party are not counted in determining a quorum for a standing committee, except during the time that the representative is present at the meeting.

HR3-2-204 Committee order of business.

Unless a standing committee chair, or a committee by majority vote, determines otherwise, the order of business for a standing committee is:

- (1) call to order by the chair;
- (2) approval of the minutes of previous meetings;
- (3) announcement of the agenda;
- (4) announcement of time restrictions, if any, subject to the requirements of HR3-2-304; and
- (5) consideration of standing committee business.

Enacted by H.R. 4, 2015 General Session

Part 3
Duties of the House Standing Committee Chair

HR3-2-301 Chair to enforce legislative rules and procedures.

The chair shall ensure the integrity of the standing committee process by enforcing legislative rules and parliamentary procedure without delay.

Repealed and Re-enacted by H.R. 4, 2015 General Session

HR3-2-302 Chair to set agenda -- Requirements.

The chair shall:

- (1) set the agenda for a standing committee meeting; and
- (2) ensure that legislation tabled by a standing committee is listed on a standing committee agenda as required by HR3-2-408.

Repealed and Re-enacted by H.R. 4, 2015 General Session

HR3-2-303 Chair to post notice and agenda -- Notification to sponsors.

- (1) The chair shall cause a public notice and agenda to be posted at least 24 hours before each standing committee meeting as required under Utah Code Title 52, Chapter 4, Open and Public Meetings Act.
- (2) The chair shall notify the chief House sponsor or chief Senate sponsor of legislation listed on an agenda of the time and place of the committee meeting in which the legislation will be considered not less than 24 hours before the committee meeting.

Enacted by H.R. 4, 2015 General Session

HR3-2-304 Chair may direct order of agenda -- Time restrictions.

The chair, or a committee by majority vote, may adopt committee procedures and time restrictions, including:

- (1) directing the order of the agenda;
- (2) directing the order in which a witness or presenter will be heard;
- (3) directing the number of witnesses or presenters that will be heard; and
- (4) limiting the time the committee will spend on:
 - (a) an item on the agenda; or
 - (b) an individual witness or presenter.

Repealed and Re-enacted by H.R. 4, 2015 General Session

HR3-2-305 Four phases when considering legislation.

- (1) Legislation under consideration by a standing committee is subject to four distinct phases during a committee meeting:
 - (a) the sponsor's presentation as provided in HR3-2-306;
 - (b) clarifying questions as provided in HR3-2-307;
 - (c) public comment as provided in HR3-2-308; and
 - (d) committee action as provided in HR3-2-309.
- (2) A standing committee may not consider legislation unless the legislative sponsor is present.

HR3-2-306 Sponsor presentation.

- (1)
 - (a) Except as provided in Subsection (2), during the presentation phase, a committee member may not amend legislation, substitute legislation, or dispose of legislation.
 - (b) All other motions are in order during the presentation phase.
- (2) During the presentation phase of a committee meeting, the chair may accept a motion to amend legislation if the chair permits:
 - (a) committee questions and debate;
 - (b) public comment as provided in HR3-2-308;

- (c) the sponsor of the legislation affected by the amendment to respond to the motion to amend; and
 - (d) the committee member who made the motion to amend to have the final word on the motion as required under HR3-2-313.
- (3) During the presentation phase of a standing committee meeting, the chair shall:
- (a) permit the legislative sponsor to present the sponsor's legislation; and
 - (b) except as provided in Subsection (4), and at the election of the legislative sponsor, permit individuals who have expertise on the legislation to assist with the presentation as provided in HR3-2-304.
- (4) The chair may not permit a legislative intern or a legislative aide to present legislation.

HR3-2-307 Clarifying questions.

- (1) During the clarifying question phase, a committee member may not amend legislation, substitute legislation, or dispose of legislation. All other motions are in order during the clarifying questions phase.
- (2) A chair shall allow members of the committee to ask the legislative sponsor questions, provided that the questions help to clarify the intent or purpose of the legislation or the meaning of the language of the legislation.
- (3) The chair shall allow the legislative sponsor to respond to clarifying questions.
- (4) The chair may allow, with the legislative sponsor's approval, a person authorized under HR3-2-306 to respond to clarifying questions from members of the committee.

Enacted by H.R. 4, 2015 General Session

HR3-2-308 Public comment.

- (1) During the public comment phase of a committee meeting:
 - (a) except for a motion to amend legislation, substitute legislation, or dispose of legislation, all other motions are in order;
 - (b) the chair, or a committee by majority vote, may limit the time an individual witness or presenter speaks to a committee as authorized under HR3-2-304;
 - (c) the chair, or the committee by majority vote, may terminate the public comment phase at any time; and
 - (d) the chair may not take comment from an individual witness unless:
 - (i) the individual provides the individual's legal name and the entity that the individual represents, if any; and
 - (ii) if the individual is participating via video conference:
 - (A) the individual provides the individual's place of residence; and
 - (B) the individual's video is enabled.
- (2) Unless the chair, or a committee by majority vote, permits additional public comment, once the public comment phase has ended only committee members, legislative sponsors, staff, and those authorized under HR3-2-307 may address the committee.

HR3-2-309 Committee action.

During the committee action phase, a committee member may make motions to amend the legislation, to substitute the legislation, and to dispose of the legislation. All other motions authorized by this chapter are in order during the committee action phase of a committee meeting.

Enacted by H.R. 4, 2015 General Session

HR3-2-310 Chair to preserve order -- Powers to preserve order.

In accordance with HR3-3-101, the chair shall preserve order and decorum during a standing committee meeting.

HR3-2-311 Chair to recognize committee members -- Remarks to be germane -- Committee members may make motions when recognized -- Permission to address committee.

- (1) The chair shall recognize a committee member who desires to speak to a subject that is under consideration by a standing committee.
- (2) Upon recognition by the chair, a committee member:
 - (a) shall ensure that the member's remarks are germane to the subject under consideration; and
 - (b) may make a motion that is authorized by this chapter.
- (3) Presenters, witnesses, visitors, staff, and committee members may not speak to a standing committee unless recognized by the chair.

Enacted by H.R. 4, 2015 General Session

HR3-2-312 Chair to accept all motions that are in order -- Once accepted, the motion is pending.

- (1) The chair shall accept a motion requested by a member of a standing committee who has been properly recognized unless the motion is prohibited by this chapter or by parliamentary procedure.
- (2) To properly accept a motion, the chair shall:
 - (a) restate each verbal motion;
 - (b) identify the number of each written motion to amend or substitute legislation; and
 - (c) ensure a copy of each written amendment or substitute is available online.
- (3) When a chair properly accepts a motion under Subsection (2), the motion is pending.

Amended by H.R. 2, 2021 General Session

HR3-2-313 Chair to allow response to motions before placing motions for a vote.

- (1) After the chair accepts an original motion, and before the chair places the original motion for a vote, the chair shall permit:
 - (a) committee members to debate the original motion;
 - (b) the chief sponsor of the legislation that is affected by the original motion to respond to the original motion; and
 - (c) the committee member who placed the original motion to have the final word on the motion.
- (2) After a chair accepts a substitute motion, and before the chair places the substitute motion for a vote, the chair shall permit:
 - (a) the committee member who placed the original motion to respond to the substitute motion;
 - (b) committee members to debate the substitute motion;
 - (c) the chief sponsor of the legislation that is affected by the substitute motion to respond to the substitute motion; and
 - (d) the committee member who placed the substitute motion to have the final word on the motion.

Amended by H.R. 6, 2021 General Session

HR3-2-314 Chair to place motion for vote.

After the chair has permitted a committee member to sum on a motion as required under HR3-2-313(4), the chair shall place the motion for a vote unless the motion is withdrawn subject to the requirements of HR3-2-511.

Enacted by H.R. 4, 2015 General Session

HR3-2-315 Chair to verbally announce vote on motions -- Motions pass with majority vote of a quorum -- Exceptions.

- (1) After a standing committee votes on a motion, the chair shall:
 - (a) determine whether the motion passed or failed;
 - (b) verbally announce that the motion passed or that the motion failed; and
 - (c) if the vote on the motion is not unanimous, verbally identify by name either the committee members who voted "yes" or the committee members who voted "no."
- (2) Unless otherwise specifically indicated in this chapter, motions pass with a majority vote of a quorum as defined in HR3-2-203.

Enacted by H.R. 4, 2015 General Session

HR3-2-316 Chair may direct a roll call vote.

Although most motions will be determined by a voice vote, the chair, or a committee by majority vote, may direct a roll call vote.

Enacted by H.R. 4, 2015 General Session

HR3-2-317 Chair to decide points of order -- Committee may appeal chair's decision.

- (1) A chair shall rule on a point of order without committee discussion or debate.
- (2) As provided in HR3-2-507, a committee member may:
 - (a) make a point of order; or
 - (b) appeal the decision of the chair.

HR3-2-318 Chair to send standing committee reports to the House.

- (1) When a standing committee approves a motion to dispose of legislation under the requirements of HR3-2-408 or HR3-2-403, the chair shall, no later than the next legislative day, submit to the chief clerk of the House:
 - (a) the official version of the legislation; and
 - (b) a committee report, signed by the chair, describing the committee's action.
- (2)
 - (a) A committee member who dissents from a motion to dispose of legislation may request to be listed by name on the committee report.
 - (b) If a committee member requests to be listed by name on a committee report, the committee report shall include the name of the committee member.
- (3) If, for any reason, the chair does not submit a committee report to the chief clerk of the House as required in Subsection (1), the chief clerk of the House shall ensure that the official

version of the legislation and the committee report are submitted before the end of the second legislative day after the committee disposed of the legislation.

HR3-2-319 Chair to ensure integrity of minutes -- Retention of minutes.

- (1) The chair shall:
 - (a) ensure that a secretary takes minutes of standing committee meetings;
 - (b) present the minutes to the committee for approval; and
 - (c) send the approved minutes to the House.
- (2) The chair shall ensure that committee minutes comply with the requirements of Utah Code Title 52, Chapter 4, Open and Public Meetings Act.

Part 4
Duties of the House Standing Committee

HR3-2-401 Standing committee review required -- Exceptions.

- (1) Except as provided in Subsection (2), the House of Representatives may not pass a bill, joint resolution, or concurrent resolution during the annual general session unless a House standing committee has given a favorable recommendation to the legislation.
- (2) Subsection (1) does not apply to:
 - (a) a resolution regarding legislative rules or legislative personnel;
 - (b) legislation that is a committee bill as defined in JR7-1-101 that:
 - (i) received its favorable recommendation by a unanimous vote of the members present at the authorized legislative committee; and
 - (ii) satisfied the posting requirements described in JR7-1-602.5;
 - (c) the revisor's statute; or
 - (d) if the legislation was reviewed and approved by the Executive Appropriations Committee, legislation that:
 - (i) exclusively appropriates money;
 - (ii) amends Utah Code Title 53F, Chapter 2, State Funding -- Minimum School Program;
 - (iii) amends Utah Code Title 67, Chapter 22, State Officer Compensation; or
 - (iv) authorizes the issuance of general obligation or revenue bonds.

HR3-2-402 Standing committee review of legislation with a fiscal impact.

- (1)
 - (a) A standing committee may not review legislation unless the legislation has an approved fiscal note.
 - (b) Notwithstanding Subsection (1)(a), a standing committee may consider a substitute not previously adopted, regardless of whether the substitute has an approved fiscal note.
- (2) Except as provided in HR3-2-401, a standing committee in one or both houses shall review legislation before the legislation is held in the opposite house because of its fiscal impact.

HR3-2-403 Standing committee duties -- Consider legislation in a reasonable time -- Dispose of legislation.

When a committee has completed its review of legislation, a standing committee shall dispose of the legislation by:

- (1) returning the legislation to the House Rules Committee;
- (2) tabling the legislation, subject to the requirements of HR3-2-408;
- (3) recommending that the legislation be read a second time and placed on the third reading calendar; or
- (4) referring the legislation to a different standing committee.

Repealed and Re-enacted by H.R. 4, 2015 General Session

HR3-2-404 Motions to lift from the table, hold, amend, or substitute legislation.

In addition to the actions listed in HR3-2-403(2), a standing committee may approve one or more of the following motions on a single piece of legislation:

- (1) hold the legislation;
- (2) move to the next item on an agenda;
- (3) amend the legislation, subject to the requirements of HR3-2-406;
- (4) substitute the legislation, subject to the requirements of HR3-2-407; or
- (5) lift legislation from the table, subject to the requirements of HR3-2-408.

Repealed and Re-enacted by H.R. 4, 2015 General Session

HR3-2-405 Consent calendar -- Nonbinding resolutions -- Committee recommendations.

(1) As used in this rule, "nonbinding resolution":

(a) means a resolution that:

- (i) is primarily for the purpose of recognizing, honoring, or memorializing an individual, group, or event;
- (ii) requests, rather than compels, action or awareness by an individual or group; or
- (iii) is informational or promotional in nature; and

(b) does not mean:

- (i) a rules resolution;
- (ii) a resolution for a constitutional amendment; or
- (iii) any resolution that approves or authorizes any action, requires any substantive action to be taken, or results in a change in law, policy, or funding.

(2)

(a) A nonbinding resolution shall be placed on the consent calendar.

(b) A nonbinding resolution may be moved to the time certain calendar or other calendar by a majority vote of those present.

(3) A standing committee may recommend that legislation in the standing committee's possession be placed on the consent calendar if:

(a) the committee approves a motion, by a unanimous vote of those present, to give the legislation a favorable recommendation; and

(b) immediately subsequent to that action, the committee approves a separate motion, by a unanimous vote of those present, to recommend that the legislation be placed on the consent calendar.

HR3-2-406 Amending legislation -- Verbal amendments -- Amendments must be germane.

- (1)
 - (a) Subject to Subsection (2) and HR3-2-306, and if recognized by the chair during the presentation phase or the committee action phase, a committee member may make a motion to amend the legislation that is under consideration.
 - (b)
 - (i) A committee member may propose a verbal amendment to the legislation under consideration if the amendment contains 15 or fewer words.
 - (ii) Unless the amendment contains 15 or fewer words, before proposing a motion to amend, a committee member shall ensure that a copy of the proposed amendment is available online.
 - (iii) Each word inserted shall count as one of the 15 words permitted under a verbal amendment, except that:
 - (A) numbering shall not be counted as a word;
 - (B) instructions to delete a word or words shall not count as a word; and
 - (C) a word or an exact phrase that is inserted in multiple locations shall only be counted for the first insertion.
- (2)
 - (a) A committee member may only make a motion to amend that is germane to the subject of the legislation under consideration.
 - (b) A committee member who believes that an amendment is not germane to the subject of the legislation may make a point of order or appeal as described in HR3-2-506.

HR3-2-407 Substitute legislation -- Substitutes must be germane.

- (1) Except as provided in Subsection (2), and if recognized by the chair during the committee action phase, a committee member may make a motion to substitute legislation that is under consideration.
- (2)
 - (a) A committee member may only make a motion to substitute that is germane to the subject of the legislation under consideration.
 - (b) A committee member who believes that a substitute is not germane to the subject of the legislation may make a point of order or appeal as described in HR3-2-507.

HR3-2-408 Legislation tabled in a standing committee -- Requirements.

- (1) If legislation is tabled, the chair shall list the tabled legislation on the committee agenda for the next committee meeting.
- (2) At the next committee meeting, the committee may, by a two-thirds vote, lift the tabled legislation from the table.
- (3) If a motion to lift tabled legislation is successful, the standing committee may make any motion on the legislation that is authorized under this chapter.
- (4)
 - (a) If legislation is tabled by a committee and the legislation is not lifted from the table at the committee's next meeting, the committee chair shall submit a committee report to the chief clerk of the House informing the House that the legislation was tabled.
 - (b) After reading the committee report on the tabled legislation, the presiding officer shall send the tabled legislation to the House Rules Committee for filing.

- (5) After tabled legislation is sent to the House Rules Committee for filing, a representative may not make a motion to:
- (a) lift the tabled legislation from the House Rules Committee and place it on the third reading calendar; or
 - (b) lift the tabled legislation from the House Rules Committee and refer it to a standing committee for consideration.

HR3-2-409 Reconsideration of action.

- (1) Except as provided in Subsection (2), and if recognized by the chair, a committee member may make a motion to reconsider the committee's action on legislation if the legislation is:
- (a) in the possession of the standing committee; and
 - (b) listed on the committee agenda as required by Utah Code Title 52, Chapter 4, Open and Public Meetings Act.
- (2) A standing committee may not reconsider its action on a piece of legislation:
- (a) more than once; and
 - (b) until the committee has considered other committee business.

Repealed and Re-enacted by H.R. 4, 2015 General Session

HR3-2-410 Testimony may be taken under oath.

- (1) At the direction of the chair, or upon a majority vote of the committee, the testimony of a witness, presenter, or visitor who speaks to a committee may be taken under oath.
- (2) The chair or committee staff shall administer the oath.

Repealed and Re-enacted by H.R. 4, 2015 General Session

HR3-2-411 Additional standing committee meetings.

With permission from the speaker of the House, a chair may hold a committee meeting independent of regularly scheduled committee meetings on:

- (1) a single piece of legislation; or
- (2) the subject of two or more pieces of legislation.

Enacted by H.R. 4, 2015 General Session

HR3-2-412 Closed standing committee meetings.

A standing committee may close a committee meeting in accordance with the procedures and requirements of Utah Code Title 52, Chapter 4, Open and Public Meetings Act.

Enacted by H.R. 4, 2015 General Session

HR3-2-413 Prohibited from meeting while House is in session -- Exceptions.

- (1) A standing committee may not meet while the House is in session unless:
- (a) the chair receives permission from the speaker to meet; or
 - (b) a majority of the House approves a motion for the committee to meet while the House is in session.
- (2) Unless a committee is authorized to meet as provided in Subsection (1), any action taken by a committee while the House is in session is invalid.

Enacted by H.R. 4, 2015 General Session

Part 5
Standing Committee Parliamentary Procedures

HR3-2-501 Obtaining the floor in committee -- Remarks to be germane.

- (1) As required in HR3-2-311, a chair shall recognize a committee member who desires to speak to the committee.
- (2) A committee member who is recognized by the chair may make a motion consistent with the requirements of this chapter.
- (3) A second to a motion is not required.

Repealed and Re-enacted by H.R. 4, 2015 General Session

HR3-2-502 Committee members shall vote.

A committee member shall vote on every motion placed for a vote while the committee member is present at a meeting.

Repealed and Re-enacted by H.R. 4, 2015 General Session

HR3-2-503 Privileged motions in committee -- General requirements, procedure, and priority.

- (1) Privileged motions:
 - (a) are non-debatable; and
 - (b) take precedence over non-privileged motions.
- (2) If a privileged motion is requested while another privileged motion is pending, the chair shall grant priority to the privileged motions in the following order:
 - (a) adjourn;
 - (b) set time to adjourn;
 - (c) recess;
 - (d) end debate or call the question;
 - (e) extend debate; and
 - (f) limit debate.
- (3) Except for a motion to adjourn, a privileged motion, if adopted, does not dispose of other pending motions.

Repealed and Re-enacted by H.R. 4, 2015 General Session

HR3-2-504 Original motions in committee -- General requirements, procedure, and priority.

- (1) Original motions:
 - (a) are debatable; and
 - (b) may be replaced with a substitute motion.
- (2) A committee member may not make an original motion if:
 - (a) a privileged motion is pending; or
 - (b) a substitute motion is pending.

Repealed and Re-enacted by H.R. 4, 2015 General Session

HR3-2-505 Substitute motions in committee -- General requirements, procedure, and priority.

- (1) Substitute motions:
 - (a) are debatable; and
 - (b) take precedence over original motions.
- (2)
 - (a) A committee member may make a substitute motion if an original motion is pending.
 - (b) A committee member may not make a substitute motion if:
 - (i) a privileged motion is pending; or
 - (ii) another substitute motion is pending.
 - (c) If a substitute motion is adopted, a substitute motion disposes of the original motion.
 - (d) If a substitute motion is not adopted, the original motion is pending.
- (3) After a chair accepts a substitute motion, and before the chair places the substitute motion for a vote, the chair shall allow response to the substitute motion in accordance with HR3-2-313.

Amended by H.R. 6, 2021 General Session

HR3-2-506 Reserve the right to make a motion.

- (1) Once recognized by the chair, a committee member may not make a motion after speaking to the committee unless the chair has first specifically granted the committee member permission to reserve the right to make a motion.
- (2) If the chair has granted a committee member the right to make a motion as required in Subsection (1), the committee member's remarks shall be confined to the subject of the motion to be made.
- (3) A committee member may only reserve the right to make a motion to:
 - (a) amend the legislation being debated; or
 - (b) substitute the legislation being debated.

Repealed and Re-enacted by H.R. 4, 2015 General Session

HR3-2-507 Point of order -- Appeal of chair's decision.

- (1) A point of order is not a motion and, except during a vote, may be made by a member of a standing committee at any time during a committee meeting.
- (2) If a member of a standing committee is concerned that legislative rules or procedures are not being followed, the committee member may make a point of order.
- (3) When a point of order is made, the chair shall immediately allow the committee member to state the member's point.
- (4) A chair shall rule on the point of order without committee discussion or debate as provided in HR3-2-315.
- (5) An appeal of the decision of the chair is not a motion and may be made by a committee member after the chair has ruled on a point of order.
- (6) A standing committee may, by majority vote, override the decision of the chair on a point of order.
 - (a) If the committee overrides the decision of the chair, the ruling of a committee is final.
 - (b) If a committee does not override the decision of the chair, the ruling of a chair is final.

Enacted by H.R. 4, 2015 General Session

HR3-2-508 Point of information.

- (1) A point of information is not a motion and, except during summation or a vote, may be made by a member of a standing committee at any time during a committee meeting.
- (2) If a member of a standing committee desires clarification on any aspect of a committee meeting, the committee member may make a point of information.
- (3) When a point of information is made, the chair shall immediately allow the committee member to state the point.

Enacted by H.R. 4, 2015 General Session

HR3-2-509 Division of a motion.

- (1) A division is not a motion and, except during a vote, may be made by a member of a standing committee at any time during a committee meeting without being recognized by the chair.
- (2) The committee member who divides a motion shall clearly state how the motion is to be divided.
- (3) A committee member may not divide a motion to amend legislation in such a manner that could create an unintelligible or ambiguous result.

Enacted by H.R. 4, 2015 General Session

HR3-2-510 Prohibited motions.

- (1)
 - (a) Except for a motion to adjourn or a motion to recess, a committee member may not make a motion unless a quorum of the standing committee is present.
 - (b) When a quorum is not present, a motion to adjourn or a motion to recess is passed with a majority vote of those present.
- (2) No motion is in order during a vote.
- (3) A point of order is not in order during a vote.
- (4) A committee member may not make a motion to:
 - (a) strike the enacting clause of legislation;
 - (b) strike the resolving clause of a resolution;
 - (c) circle legislation;
 - (d) place legislation on a time certain calendar;
 - (e) postpone legislation to a day certain; or
 - (f) postpone legislation indefinitely.

HR3-2-511 Repeating defeated motion.

- (1) Except as provided in Subsection (2), a motion that is defeated may not be made by a committee member until the committee has considered other committee business.
- (2) A motion to return legislation to the House Rules Committee, if defeated, may not be made again by any committee member during the same committee meeting.

HR3-2-512 A motion may be withdrawn.

A committee member who makes a motion may withdraw that motion at any time before the motion is placed for a vote.

Enacted by H.R. 4, 2015 General Session

Chapter 3

Provisions Applicable to all House Committees

HR3-3-101 Chair to preserve order and decorum.

- (1) The chair shall preserve order and decorum during a House committee meeting by:
 - (a) ensuring nothing obstructs a walkway or the view of a meeting attendee;
 - (b) ensuring the meeting is free from any audible or visual disturbance;
 - (c) protecting state property from damage or disarray;
 - (d) prohibiting speech likely to incite or produce imminent lawless action, fighting words, or obscenity; and
 - (e) prohibiting any activity or item that poses a danger to the safety of a meeting attendee.
- (2) To preserve order and decorum in accordance with Subsection (1), the chair may:
 - (a) prohibit the following:
 - (i) standing, waving, yelling, or clapping;
 - (ii) loud noises;
 - (iii) food or drink, other than water in a closed container;
 - (iv) musical instruments;
 - (v) any item that may require excessive cleanup; or
 - (vi) to the extent necessary to preserve order and decorum, any other item or activity the chair determines necessary;
 - (b) clear the meeting room of one or more individuals;
 - (c) recess the meeting without a motion; or
 - (d) request assistance from:
 - (i) the sergeant-at-arms; or
 - (ii) the Utah Highway Patrol.

HR3-3-102 Prohibited items and activities in House committee meetings.

A member of the public attending a meeting of a House committee may not:

- (1) bring into the meeting room, or possess while in the meeting room, any of the following:
 - (a) a sign, poster, banner, or placard;
 - (b) glitter or confetti;
 - (c) a laser pointer;
 - (d) paint;
 - (e) an open flame;
 - (f) an incendiary device;
 - (g) a noise maker;
 - (h) flammable liquid; or
 - (i) any harmful or hazardous substance; or
- (2) engage in any of the following while in the meeting room:

- (a) commercial solicitation;
- (b) leafletting;
- (c) throwing an item; or
- (d) adhering any item to a furnishing, a wall, or other state property.

Title HR4. House Floor Procedures

Chapter 1 General Provisions

HR4-1-101 Definitions.

As used in this title:

- (1) "Appropriations bill" means a bill that appropriates money and makes no change to statute.
- (2) "Constitutional majority vote" means an affirmative vote of at least 38 members.
- (3) "Constitutional two-thirds vote" means an affirmative vote of at least 50 members.
- (4) "Majority vote" means, while a quorum is present, an affirmative vote of a majority of the members present.
- (5) "Two-thirds vote" means, while a quorum is present, an affirmative vote of at least two-thirds of the members present.
- (6) "Point of order" means a question raised by a representative about whether or not there has been a breach of order, a breach of rules, or a breach of established parliamentary practice.
- (7) "Presiding officer" means the person presiding over the Utah House of Representatives and includes:
 - (a) the speaker;
 - (b) the speaker pro tempore; and
 - (c) any representative presiding under HR1-3-103.
- (8) "Quorum" means that at least 38 members of the House of Representatives are present.

Chapter 2 General Floor Procedures for the Utah House of Representatives

Part 1 General Guidelines

HR4-2-101 Duties of presiding officer.

The presiding officer may:

- (1) call the House to order at the time scheduled for convening, and proceed with the daily order of business;
- (2) announce the business before the House in the order that it is to be acted upon;
- (3) receive and submit all motions and proposals presented by representatives;
- (4) put to a vote all questions that arise in the course of proceedings, and announce the results of the vote;

- (5) enforce the House Rules governing debates;
- (6) enforce observance of order and decorum;
- (7) inform the House on any point of order or practice;
- (8) receive and announce to the House any official messages and communications; and
- (9) sign all bills, resolutions, orders, and proceedings of the House.

Enacted by H.R. 3, 2010 General Session

HR4-2-102 Obtaining the floor.

- (1) When a representative wishes to be recognized to speak, the representative shall:
 - (a) notify the presiding officer by electronic means; or
 - (b) if the electronic notification system is not operational, rise and address the presiding officer as:
 - (i) "Mr. (Madam) Speaker"; or
 - (ii) "Mr. (Madam) Speaker pro temp."
- (2) If two or more representatives rise at the same time to speak, the presiding officer shall decide which representative is to speak first.
- (3) After being recognized, the representative shall confine the representative's remarks to the issue under consideration.

Enacted by H.R. 3, 2010 General Session

HR4-2-103 Calling a representative to order for violation of a rule.

- (1)
 - (a) The presiding officer may call a representative to order for violating any House or Joint Rule.
 - (b) Any representative may call another representative to order for violating any House or Joint Rule by raising a point of order under HR4-2-201.
- (2) If the representative called to order appeals the ruling of the presiding officer, the House shall decide the issue without debate.
- (3)
 - (a) If the decision is favorable to the representative who has been called to order, the representative may proceed.
 - (b) If the decision is unfavorable, the representative is subject to censure by the House.
- (4) Notwithstanding Subsection (1), a representative may not be called to order or censured for words spoken in debate if there has been intervening business.

Enacted by H.R. 3, 2010 General Session

HR4-2-104 Motions in writing.

- (1) A representative shall submit certain motions to amend in writing as required by HR4-3-301.
- (2) Except as provided in Subsection (3), if a representative requests that a motion be presented in writing, the presiding officer may require that the maker of the motion prepare and submit a written motion to the chief clerk.
- (3) The presiding officer may not require that the following motions be presented in writing:
 - (a) a motion to adjourn;
 - (b) a motion to circle;
 - (c) a motion to table; or
 - (d) a motion to refer to committee.

Enacted by H.R. 3, 2010 General Session

Part 2

Point of Order and Appeals of the Decision of the Chair

HR4-2-201 Point of order.

- (1)
 - (a) If a representative believes that there has been a breach of order, a breach of rules, or a breach of established parliamentary practice, the representative may rise and, without being recognized, state: "point of order."
 - (b) When a representative raises a point of order:
 - (i) the presiding officer shall interrupt the proceedings;
 - (ii) the representative who has the floor shall yield the floor; and
 - (iii) the presiding officer shall ask the representative raising the point of order to "state your point."
 - (c) When the presiding officer responds "state your point," the representative shall briefly explain the alleged breach to the body, citing to appropriate authority if possible.
- (2)
 - (a) The presiding officer may:
 - (i) speak to points of order in preference to other representatives rising for that purpose;
 - (ii) rule on the point of order immediately;
 - (iii) consult with staff, the parliamentarian, or both before ruling on the point of order; or
 - (iv) suggest that the House recess until the presiding officer can research and rule on the point of order.
 - (b)
 - (i) Although points of order are generally decided without debate, the presiding officer may submit the point of order to the House for decision in doubtful cases.
 - (ii) If submitted to the House for decision, a presiding officer shall allow debate or discussion on the point of order by recognizing members of the House who wish to speak to the point of order.
 - (iii) A decision by the House deciding a point of order is not subject to appeal.
- (3) When the presiding officer rules on the point of order, any representative who disagrees with the presiding officer's decision may appeal that decision to the House by following the procedures and requirements of HR4-2-202.

HR4-2-202 Appeals from the decision of the chair.

- (1) Although the tradition in the Utah House is to give great weight to the rulings of the presiding officer and not make appeals lightly, a representative who disagrees with a ruling of the presiding officer may appeal that decision to the House by rising and, without waiting to be recognized, saying "I appeal the decision of the chair."
- (2) When a representative appeals the decision of the chair, the presiding officer shall clearly state the decision appealed from and may state the reasons for the decision.
- (3)
 - (a) An appeal is debatable.

- (b) A representative may not speak more than once on the appeal without leave of the House.
- (4) The question on appeal is: "Shall the decision of the chair stand as the judgment of the House?"
- (5) When a decision of the presiding officer is appealed, a majority vote of the representatives present is required to override that decision.
- (6) The chief clerk shall ensure that the appeal and the action of the House on the appeal are entered in the journal.

Enacted by H.R. 3, 2010 General Session

Chapter 3 Special House Floor Procedures

Part 1 Bills and Resolutions

HR4-3-101 Consideration of bills.

- (1) Except for the 43rd, 44th, and 45th day of the annual general session, a piece of legislation may not be read for the third time until at least the day after it is placed on the third reading calendar.
- (2) Legislation on third reading calendar shall be considered in the order that it appears on the calendar unless a constitutional majority vote of the members of the House directs other action.

Enacted by H.R. 3, 2010 General Session

HR4-3-102 Reassigning legislation assigned to a standing committee.

- (1) Legislation that has been assigned to a standing committee may be reassigned to the Rules committee or a different standing committee by:
 - (a) the presiding officer, subject to Subsection (2);
 - (b) the House of Representatives by majority vote upon motion from the floor; or
 - (c) the House of Representatives by majority vote if the committee to which the legislation was assigned recommends in the committee's report that the legislation be reassigned to a different committee.
- (2) Before the presiding officer reassigns legislation under Subsection (1)(a), the presiding officer shall announce on the floor the committee to which the presiding officer intends to reassign the legislation.

HR4-3-103 Action on Senate legislation.

- (1) When a piece of Senate legislation is received by the House with a transmittal letter informing the House that it has passed the Senate, the presiding officer shall:
 - (a) have the legislation read for the first time; and
 - (b) refer it to the House Rules Committee.
- (2) Action on Senate legislation is the same as for House legislation.

Enacted by H.R. 3, 2010 General Session

HR4-3-104 Time limit for House legislation.

- (1) Except for an appropriations bill, the House may not consider a piece of legislation introduced by a House member after the 42nd day of the annual general session of the Legislature.
- (2) The House may suspend this rule only by a constitutional two-thirds vote.

Enacted by H.R. 3, 2010 General Session

**Part 2
Substitute Legislation**

HR4-3-201 Substitute legislation.

- (1) A motion to adopt a substitute piece of legislation is in order on third reading.
- (2) The Office of Legislative Research and General Counsel shall number each substitute for record keeping and tracking purposes.

Enacted by H.R. 3, 2010 General Session

HR4-3-202 Substitute must be germane.

- (1) Except as provided in Subsection (2), a representative may, if recognized by the presiding officer while the House is debating a piece of legislation, make a motion to substitute the legislation.
- (2)
 - (a) The representative making the motion to substitute shall ensure that the substitute is germane to the subject of the original legislation under consideration.
 - (b) If a representative believes that a substitute is not germane to the subject of the original legislation, the representative may raise a point of order alleging that the substitute is not germane.
 - (c) The presiding officer shall rule on the point of order by determining whether or not the substitute is germane to the subject of the original legislation.

Enacted by H.R. 3, 2010 General Session

**Part 3
Floor Amendments**

HR4-3-301 Amendments in order on third reading -- 15 word rule -- Passage of amendments by a majority vote.

- (1) A motion to amend a piece of legislation is in order on third reading.
- (2)
 - (a) A representative may verbally propose an amendment to legislation if the amendment contains 15 or fewer words .

- (b) Unless the amendment contains 15 or fewer words, before a representative makes a motion to amend, the representative shall ensure that a copy of the proposed amendment is available online.
- (c) Each word inserted shall count as one of the 15 words permitted under a verbal amendment, except that:
 - (i) numbering shall not be counted as a word;
 - (ii) instructions to delete a word or words shall not count as a word; and
 - (iii) a word or an exact phrase that is inserted in multiple locations shall only be counted for the first insertion.
- (3) A constitutional amendment, resolution, or bill requiring a constitutional two-thirds vote for final passage, may be amended by a majority vote.
- (4) When legislation is amended by the House, the chief clerk shall:
 - (a) for each page of the legislation modified by a House amendment, cause a new page to be printed that clearly identifies each House amendment to that page; and
 - (b) print that new page on lilac-colored paper.

Amended by H.R. 2, 2021 General Session

HR4-3-302 Amendment must be germane.

- (1) Except as provided in Subsection (2), a representative may, if recognized by the presiding officer while the House is debating a piece of legislation, make a motion to amend the legislation.
- (2)
 - (a) The representative making the motion to amend shall ensure that the amendment is germane to the subject of the original legislation under consideration.
 - (b) If a representative believes that an amendment is not germane to the subject of the original legislation, the representative may raise a point of order alleging that the amendment is not germane.
 - (c) The presiding officer shall rule on the point of order by determining whether or not the amendment is germane to the subject of the original legislation.

Enacted by H.R. 3, 2010 General Session

**Chapter 4
House Calendars**

**Part 1
Second Reading Calendar**

HR4-4-101 Committee reports -- Second reading calendar.

- (1) House staff shall:
 - (a) read to the House each standing committee report submitted to the House; and
 - (b) read the legislation by title unless the House suspends this requirement by a two-thirds vote.
- (2)

- (a) If the House passes a motion to adopt the committee report, the amendments and substitutes adopted by the committee and identified on the committee report become legally part of the legislation.
 - (b) If a motion to adopt the committee report fails, the presiding officer shall return the legislation to the House Rules Committee.
- (3) A majority vote of the House is required to:
- (a) approve a motion to adopt the committee report; and
 - (b) pass the legislation on second reading to the third reading or consent calendar.
- (4) The placement of a piece of legislation on a House reading calendar is the second reading of that legislation.

Part 2

Third Reading Calendar

HR4-4-201 Third reading calendar -- Procedures.

- (1)
- (a) For the third reading on a piece of legislation, House staff shall read the legislation by title unless the House suspends this requirement by a two-thirds vote.
 - (b)
 - (i) After reading the title of the legislation, House staff shall identify the House standing committee that reviewed the legislation and the vote in that committee.
 - (ii) If the legislation has not been reviewed by a House standing committee, House staff shall announce that the legislation was not reviewed by a House standing committee.
- (2) When House staff has completed the third reading of the legislation, the legislation is before the House for debate.
- (3) When debate on the legislation is complete, the presiding officer shall take the final vote on the legislation.

HR4-4-202 Disposition of legislation voted on third reading.

- (1) Except as provided in Subsection (2), the chief clerk or the chief clerk's designee shall:
- (a) for a piece of House legislation passed by the House on third reading but not yet acted upon by the Senate, transmit the House legislation to the Senate for its further action;
 - (b) for a piece of House legislation that fails to pass the House on third reading, file the legislation;
 - (c) for a piece of House legislation that has passed both houses, follow the procedures and requirements of JR4-5-101;
 - (d) for a piece of Senate legislation passed by the House on third reading and not amended or substituted in the House, transmit the Senate legislation to the presiding officer of the House for the presiding officer's signature and return the legislation to the Senate for the signature of the president of the Senate;
 - (e) for a piece of Senate legislation passed by the House on third reading that was amended or substituted in the House, transmit the legislation to the Senate with the amendments or substitute for further action by the Senate; and

- (f) for a piece of Senate legislation that fails to pass the House on third reading, transmit the legislation to the Senate with notice of the House's action.
- (2)
- (a) The chief clerk shall ensure that the House retains possession of a piece of legislation for no more than one legislative day when:
 - (i) a representative gives notice of intention to move for reconsideration to the chief clerk or the presiding officer;
 - (ii) a representative requests that the chief clerk hold the legislation; or
 - (iii) the House passes a motion to retain possession of the legislation.
 - (b) When a representative moves for reconsideration or requests a hold under Subsection (2)(a)(i) or (2)(a)(ii), the chief clerk shall give notice of the action to the speaker and to the sponsor of the legislation.
 - (c) Notwithstanding the requirements of Subsection (2)(a), a piece of legislation may be released earlier than 24 hours if the hold is released.

HR4-4-203 Motion to lift legislation from committee.

- (1)
- (a) Except as provided in Subsection (1)(b), a representative may make a motion to lift legislation from a standing committee or the House Rules Committee and place it on the third reading calendar.
 - (b) A representative may not make a motion under Subsection (1)(a) if the legislation was tabled by a standing committee.
- (2) Except as provided in Subsections (3) and (4), a motion to lift legislation from a standing committee or the House Rules Committee may be approved with a majority vote of the members present.
- (3) A motion to lift legislation that failed to pass a standing committee motion to send the legislation to the second reading calendar requires a vote of two-thirds of the members present.
- (4) A motion to lift legislation during the 43rd, 44th, and 45th day of the annual general session, and during any special session, requires a vote of two-thirds of the members present.
- (5) If a motion to lift legislation is approved, the presiding officer shall direct that the legislation be placed on the third reading calendar.

Part 3 Consent Calendar

HR4-4-301 Consent calendar.

- (1) The presiding officer shall place legislation on the consent calendar if:
- (a) a standing committee report recommends that the legislation be placed on the consent calendar and the standing committee report is adopted by the House; or
 - (b) the legislation is a nonbinding resolution as provided in HR3-2-405.
- (2) If the chief clerk receives written objections to a piece of legislation from six or more representatives, the chief clerk shall:
- (a) remove the legislation from the consent calendar;
 - (b) inform the sponsor that the legislation has been removed from the consent calendar; and

- (c) place the legislation at the bottom of the third reading calendar.
- (3) When legislation is removed from the consent calendar, the presiding officer shall inform the House of its removal.
- (4)
 - (a) If, after two calendar days, no more than five members have registered written objections to the legislation with the chief clerk:
 - (i) the legislation shall be read the third time;
 - (ii) the presiding officer shall grant the sponsor of the legislation two minutes to introduce and explain the legislation; and
 - (iii) the presiding officer shall pose the question and take the final vote on the legislation.
 - (b) The presiding officer may not allow debate on legislation on the consent calendar.
- (5)
 - (a) If the representative sponsoring the legislation on the consent calendar is absent from the floor when the legislation is ready to be read for the third time and considered for passage, a representative may make a motion to circle the legislation.
 - (b) If the motion to circle is successful and the representative sponsoring the legislation has not moved to uncircle the legislation before floor time is recessed or adjourned, the bill shall be placed on the bottom of the third reading calendar.

Part 4 Concurrence Calendar

HR4-4-401 Concurrence calendar.

- (1) After the chief clerk or the chief clerk's designee reads the transmittal letter from the Senate informing the House that the Senate has amended a piece of House legislation, the presiding officer shall place the legislation on the concurrence calendar.
- (2)
 - (a) During the first 43 days of the annual general session, the legislation shall remain on the concurrence calendar for at least one legislative day before the House may consider the question of concurrence.
 - (b) During the last two days of the annual general session, and during any special session, the House may consider legislation for concurrence after the House has been given a reasonable time to review the Senate amendments.
- (3)
 - (a) When presenting legislation to the House for concurrence, the presiding officer shall ask the sponsor of the legislation for a motion.
 - (b) The sponsor of the legislation may move to either:
 - (i) concur with the Senate amendments; or
 - (ii) refuse to concur with the Senate amendments and ask the Senate to recede from its amendments.
- (4)
 - (a) If a motion to concur with the Senate amendments passes by majority vote, the presiding officer shall open the vote on final passage of the legislation.
 - (b)

- (i) If a motion to concur with the Senate amendments passes by a majority vote but the legislation fails to pass the final vote:
 - (A) except as provided in Subsection (4)(b)(ii), a motion to reconsider the final vote on the legislation is in order; and
 - (B) if a motion to reconsider the final vote on the legislation is successful, the legislation shall be placed on the concurrence calendar and a motion to reconsider the vote to concur with the Senate amendments is in order.
 - (ii) As provided in HR4-9-103(4)(c), the House may not reconsider legislation under this Subsection (4) if the House previously voted to reconsider a final vote on the legislation.
 - (c) If a motion to concur with the Senate amendments fails, a motion to refuse to concur with the Senate amendments and ask the Senate to recede from its amendments is in order.
- (5) If a motion to refuse to concur with the Senate amendments and ask the Senate to recede from its amendments passes by a majority vote:
- (a) the chief clerk shall return the legislation to the Senate for its further action; and
 - (b) if the Senate refuses to recede, the Senate and House shall follow the procedures and requirements of JR3-2-901 relating to the appointment of a conference committee.

Part 5 Time Certain Calendar

HR4-4-501 Time certain calendar.

The presiding officer shall place on the time certain calendar legislation or other matters approved by the House for a time certain under:

- (1) HR1-5-301; or
- (2) other rules allowing matters to be set for a time certain.

Chapter 5 Committee of the Whole

HR4-5-101 Committee of the whole -- Purpose -- Process.

- (1) Because only members of the Utah House of Representatives may speak to the House while the House is conducting business on the floor, the House must resolve itself into a committee of the whole in order to allow non-members to address the House.
- (2) The House may resolve itself into a Committee of the Whole if:
 - (a) a representative makes a motion for the House to resolve itself into a Committee of the whole; and
 - (b) the motion is approved by a majority vote of those present.

Enacted by H.R. 3, 2010 General Session

HR4-5-102 Procedure in committee of the whole.

- (1) The presiding officer shall chair and preside over the committee of the whole.

- (2) House Rules apply in the committee of the whole, except that:
- (a) a representative may not speak more than twice on the same subject;
 - (b) roll call votes are out of order during a committee of the whole; and
 - (c) a representative may not appeal the decision of the chair.

Enacted by H.R. 3, 2010 General Session

HR4-5-103 Motion to dissolve committee of the whole.

A motion to dissolve a committee of the whole is always in order and is nondebatable.

Enacted by H.R. 3, 2010 General Session

Chapter 6
House Floor Parliamentary Procedures

Part 1
General Requirements

HR4-6-101 Obtaining the floor in the House -- Remarks to be germane.

- (1) A representative may speak to the subject under consideration if the representative is recognized by the presiding officer.
- (2) Upon recognition by the presiding officer, the representative shall ensure that the representative's remarks are germane to the subject under consideration.

Enacted by H.R. 3, 2010 General Session

HR4-6-102 Motions on the floor -- General requirements and procedures.

- (1)
 - (a) Except as provided in Subsections (2) and (3), a representative who is recognized by the presiding officer may make a motion.
 - (b) A second to the motion is not required.
- (2)
 - (a) A representative may not speak to a matter and then make a motion unless the representative has:
 - (i) asked the presiding officer to allow the representative to reserve the right to make a motion; and
 - (ii) received permission to do so from the presiding officer.
 - (b) In speaking to the matter, the representative shall confine the representative's remarks to the subject of the motion to be made.
 - (c) A representative may only reserve the right to make:
 - (i) a motion to amend the legislation being debated; or
 - (ii) a motion to substitute the legislation being debated.
- (3) The presiding officer shall:
 - (a) restate each oral motion made by a representative; and
 - (b) ensure that each written motion made by a representative is available to any representative who requests a written copy.

(4) The representative who made a motion may withdraw it any time before the vote on the motion.

Amended by H.R. 4, 2013 General Session

HR4-6-103 Sponsor may open and close debate.

When a piece of legislation is on a calendar and ready for debate, or after accepting a motion, the presiding officer shall:

- (1) recognize the chief sponsor of the piece of legislation or of the motion and allow the chief sponsor to open and close debate on the legislation or motion; and
- (2) allow the chief sponsor to close debate even if a motion to end debate has passed the House.

Enacted by H.R. 3, 2010 General Session

HR4-6-104 Interruptions and questions.

- (1) A representative may not interrupt or question another representative in debate without that representative's consent.
- (2)
 - (a) To obtain consent, the querying representative shall address the presiding officer and, upon recognition by the presiding officer, ask if the representative speaking will yield the floor to a question.
 - (b) If the representative speaking consents to yield the floor to a question, the presiding officer shall allow the querying representative to ask the question.
 - (c) If the representative speaking declines to yield the floor to a question, the presiding officer:
 - (i) shall inform the querying representative that the representative speaking has declined; and
 - (ii) may not allow the querying representative to ask a question.

Enacted by H.R. 3, 2010 General Session

HR4-6-104.5 Yielding time -- Prohibition on motions.

- (1) With the approval of the presiding officer, a representative who has the floor may yield all or part of the representative's remaining time to another representative.
- (2) A representative who has the floor as a result of time yielded from another representative may not make a motion.

Enacted by H.R. 4, 2013 General Session

HR4-6-105 Representatives not to speak more than twice -- Maximum speaking time -- Maximum time for debate on a piece of legislation.

- (1)
 - (a) Without permission from the House, a representative may not speak more than twice on the same piece of legislation, substitute legislation, or amendment in any one debate on the same day and on the same reading of the legislation.
 - (b)
 - (i) Except as provided in Subsection (1)(b)(ii), the presiding officer may not grant a representative who has spoken once permission to speak again on the same piece of legislation or substitute if any representative who has not spoken wishes to speak.

- (ii) The presiding officer may grant a representative who has spoken once permission to respond to a question if the representative consents to a request that the representative yield to a question under HR4-6-104.
- (2) Sponsor presentation for a nonbinding resolution, as defined in HR3-2-405, is limited to a maximum of three minutes, or a shorter time as provided by rule.
- (3) A representative may not speak longer than 10 minutes at any time, unless another representative yields that representative's time to the representative who has the floor.
- (4) Unless extended by a majority vote, the presiding officer may not allow the House to debate a piece of legislation for more than:
 - (a) eight hours, during the first 38 calendar days of an annual general session; and
 - (b) two hours during the last seven calendar days of an annual general session.

HR4-6-105.5 Prohibited references during debate.

- (1) During debate on the House floor, a representative may not:
 - (a) allude to or discuss what was done or said in committee in relation to the legislation under debate, except that a representative may allude to or discuss information contained on a House or Senate committee report;
 - (b) use a display, exhibit, demonstration, or prop, including an individual who is present on the House floor, to illustrate the representative's remarks or to emphasize the representative's position; or
 - (c) read from a written, prepared speech.
- (2) During debate on the House floor, a representative may use notes when delivering a speech.
- (3) Nothing in this rule affects a representative's ability to seek approval in accordance with HR1-4-302(14) to have material placed on the representatives' desks.

HR4-6-106 Order of action.

If a representative makes a motion to amend or substitute legislation during debate on third reading, the presiding officer shall ensure that the House debates and passes or defeats the motion to amend or substitute before allowing debate and action on the legislation itself.

Enacted by H.R. 3, 2010 General Session

HR4-6-107 Substitute motions.

- (1) A representative may, upon recognition by the presiding officer, make a substitute motion, which, if adopted by vote of a majority of the House, disposes of the original motion.
- (2) If the substitute motion is not adopted, the original motion is revived.
- (3) A representative may not:
 - (a) make a substitute motion if another substitute motion has been made and is pending; or
 - (b) make a motion to end debate (call the previous question) as a substitute motion.

Enacted by H.R. 3, 2010 General Session

HR4-6-108 Dividing a motion or question.

- (1)
 - (a) Except as provided in Subsection (1)(b)(i), if a motion or a question in debate contains several points, a representative may ask to have the question divided for purposes of the vote.

- (b)
 - (i) A motion to strike out and insert is not subject to division.
 - (ii) Notwithstanding Subsection (1)(b)(i), the rejection of a motion to strike out and insert one proposition does not preclude a motion to strike out and insert a different proposition.
- (2) The request to divide must clearly state how the motion or question is to be divided.
- (3)
 - (a) The presiding officer shall determine how many divisions may be made to any motion or question.
 - (b) The House may seek to overrule the chair's decision only once.

Enacted by H.R. 3, 2010 General Session

HR4-6-109 Motions in order during debate.

- (1)
 - (a) When a motion or question is being debated, the presiding officer may not accept any other motion except a motion:
 - (i) to adjourn, which is nondebatable;
 - (ii) to determine the time to which to adjourn, which is debatable;
 - (iii) to recess, which is nondebatable;
 - (iv) to end debate (call the previous question), which is nondebatable and requires a two-thirds vote to pass;
 - (v) to refer to a committee, which is debatable;
 - (vi) to limit debate, which is debatable;
 - (vii) to postpone to a time certain, which is debatable;
 - (viii) to circle, which is debatable;
 - (ix) to strike the enacting clause, which is debatable;
 - (x) to substitute, which is debatable; or
 - (xi) to amend, which is debatable.
 - (b) Points of order and appeals of the decision of the presiding officer are not motions and are always in order.
 - (c) The presiding officer shall grant priority to the motions listed in Subsection (1)(a) according to the order in which they are listed in that rule.
- (2)
 - (a) If an amendment or substitute to a piece of legislation has been proposed and is under consideration by the House, the presiding officer shall treat a motion to end debate (call the previous question) as directed only toward the amendment or substitute.
 - (b) If no motion to amend or substitute a piece of legislation has been made, the chair shall treat a motion to end debate (call the previous question) as directed toward action on the legislation itself.
- (3) If a motion to postpone a piece of legislation to a day certain or a motion to return a piece of legislation to the House Rules committee is defeated, a representative may not make the same motion on the same piece of legislation during the same reading of the legislation.
- (4) When a motion to refer to committee, to postpone to a time certain, or to circle is made, the presiding officer may not allow consideration of amendments or debate on the main question.
- (5) During a roll call, no motion or other business is in order except for a call of the House, until after the announcement of the result of the vote.

Enacted by H.R. 3, 2010 General Session

HR4-6-110 Nondebatable motions.

- (1) The presiding officer may not allow debate on a motion:
 - (a) to adjourn;
 - (b) to recess;
 - (c) to end debate (call the previous question); or
 - (d) to extend the time for debate.
- (2) The presiding officer shall decide all points of order arising from one of the above motions without debate.

Enacted by H.R. 3, 2010 General Session

**Part 2
Specific Motions**

HR4-6-201 Motion to adjourn.

A motion to adjourn is always in order except:

- (1) when a vote is being taken;
- (2) when a previous motion to adjourn has been defeated and no intervening business has been transacted; or
- (3) when another representative has the floor.

Enacted by H.R. 3, 2010 General Session

HR4-6-202 Motion to circle.

- (1) A motion to circle legislation holds the legislation in place on the calendar.
- (2)
 - (a) A motion to circle preserves all amendments to the legislation already adopted by the House.
 - (b) A motion to circle extinguishes all amendments pending at the time that the motion is made.
- (3) Legislation that has been circled may only be uncircled by:
 - (a) the chief House sponsor of the legislation; or
 - (b) the representative designated by the chief Senate sponsor to be the House floor sponsor of the legislation.
- (4) When a motion to uncircle is made:
 - (a) amendments already adopted by the House are part of the legislation; and
 - (b) any pending motions to amend at the time the legislation was circled are extinguished and a new motion to amend must be made in order to revive them.
- (5) A motion to circle and a motion to uncircle require a majority vote to pass.

HR4-6-203 Motion to strike the enacting clause.

- (1) When a motion to strike the enacting clause passes by a constitutional majority, the bill from which the enacting clause was stricken is dead and may not be revived.
- (2) Nothing in this rule precludes a representative from introducing a new bill identical to the bill whose enacting clause was struck.

Enacted by H.R. 3, 2010 General Session

Chapter 7 Voting

Part 1 General Requirements

HR4-7-101 Definitions.

As used in this chapter:

- (1) "Electronic vote" means that those representatives present vote using an electronic system that records and tallies their votes.
- (2) "Roll call vote" means a verbal voting process where:
 - (a) the chief clerk or the chief clerk's designee verbally calls the name of each representative alphabetically, except the speaker, who is called last;
 - (b) each representative present votes "aye" or "no" when the representative's name is called;
 - (c) the chief clerk or the chief clerk's designee:
 - (i) tallies the vote;
 - (ii) records those representatives who are absent or not voting; and
 - (iii) gives a copy of the tally to the presiding officer; and
 - (d) the presiding officer announces the result of the vote.
- (3) "Voice vote" means a verbal voting process where the presiding officer:
 - (a) poses the question to be voted upon in this form: "Those in favor (of the question) say aye." and "Those opposed, say no."; and
 - (b) based upon the representative's responses, announces that the question either passed or failed.

Amended by H.R. 2, 2021 General Session

HR4-7-102 Number of votes required for passage.

Unless otherwise specified in these rules:

- (1) each piece of legislation requires a constitutional majority vote -- 38 votes -- to pass;
- (2) amendments to the Utah Constitution, legislation described in Utah Constitution, Article VI, Section 25 that is intended to take effect earlier than 60 days after adjournment of the session in which it passes, amendments to court rules, and certain motions specified in these rules require a constitutional two-thirds vote -- 50 votes -- to pass; and
- (3) a motion requires a majority vote to pass.

HR4-7-103 Voting -- Representatives required to vote -- Representatives must be present to vote.

- (1)
 - (a) A representative present within the House chamber when a vote is being taken shall vote.
 - (b)

- (i) The chief clerk may record the vote of any representative who is present in the House Chamber who requests assistance of the chief clerk.
 - (ii) The representative shall ensure that the electronic vote is recorded accurately.
 - (c) Each representative shall vote within the time limit fixed by the presiding officer.
 - (d) Immediately before an electronic vote or a roll call vote, a representative may, upon recognition by the presiding officer, make a brief statement explaining any conflict of interest.
- (2)
- (a) A representative may not vote on a piece of legislation or motion unless the representative is present in the House chamber.
 - (b) No representative, or any other person, may vote on behalf of another representative. A representative is the only person authorized to use that representative's assigned voting device.
- (3) If the vote is by electronic vote or roll call vote, a representative entering the chamber after the question is posed, and before the presiding officer closes the vote or announces the result, may have the question stated and vote.

Amended by H.R. 2, 2017 General Session

HR4-7-104 Disturbing House staff during voting prohibited.

While an electronic vote or roll call vote is being taken, a person may not disturb or remain by the desks of House staff conducting or helping to conduct the roll call vote.

HR4-7-105 Changing vote before vote is closed.

A representative may change the representative's vote before the presiding officer closes the vote or announces the result.

Enacted by H.R. 3, 2010 General Session

HR4-7-106 Voting or changing vote after the vote is closed.

- (1) After the vote is announced or an electronic vote is closed, a representative may not vote or change the representative's vote unless:
 - (a) there is unanimous consent of the representatives present; and
 - (b) the result of the vote is not changed.
- (2) A representative wishing to vote or change the representative's vote after the vote has been taken on legislation or on a question shall, before the House begins the next order of business:
 - (a) seek and obtain recognition from the presiding officer; and
 - (b) make a motion for leave of the body to vote or to change the representative's vote.

Enacted by H.R. 3, 2010 General Session

**Part 2
Voting Process**

HR4-7-201 Means of voting -- Requirements.

- (1) The presiding officer shall ensure that the vote on final passage of a piece of legislation is taken by electronic vote or roll call vote.
- (2) The presiding officer may place other questions to the House using a voice vote, an electronic vote, or a roll call vote.

Enacted by H.R. 3, 2010 General Session

HR4-7-202 Placing the question -- Voice vote -- Division of the House.

- (1) After taking a voice vote, if the presiding officer is in doubt about which side prevailed, the presiding officer may require the House to vote by electronic vote or roll call vote.
- (2)
 - (a) After taking a voice vote and announcing the results of the voice vote, a representative may call for division of the House without being recognized.
 - (b) If five or more members request a division of the House, the presiding officer shall require the House to vote by electronic vote or roll call vote.

Enacted by H.R. 3, 2010 General Session

HR4-7-203 Placing the question -- Electronic vote -- Process.

- (1) When conducting an electronic vote, the presiding officer shall announce that voting is open on the measure or question that is to be voted upon.
- (2)
 - (a) Except as provided in Subsection (2)(b), the chief clerk or the chief clerk's designee shall ensure that the electronic board identifies:
 - (i) the number of the piece of legislation being voted upon, if the vote is on a bill or resolution; or
 - (ii) by brief description, the nature of the matter being voted upon, if the vote is on a motion or question.
 - (b) If the legislation or matter cannot be electronically displayed, the presiding officer shall announce the measure at the time the presiding officer announces that voting is open.
- (3) The presiding officer may establish a specific time limit for voting.
- (4) The presiding officer shall announce that voting is closed and close the vote.
- (5) When an electronic vote is taken, the printed tally sheets are the official record of the vote.

Enacted by H.R. 3, 2010 General Session

Chapter 8 Call of the House

HR4-8-101 Definitions.

As used in this chapter, "call of the House" means the process by which the House may compel absent representatives to be present in the House chamber.

Amended by H.R. 2, 2021 General Session

HR4-8-102 Initiating a call of the House.

- (1) Subject to the requirements of this rule, a representative may, without being recognized by the presiding officer, demand a call of the House by verbally stating "call of the House."
- (2) After a representative demands a call of the House, the presiding officer shall say: "If 10 or more will stand, we will be in a call of the House."
- (3) If the presiding officer determines that 10 or more representatives demand a call of the House, the presiding officer shall order the call.

Amended by H.R. 4, 2013 General Session

HR4-8-103 Effect of call of the House.

- (1) Except for receiving and acting on the report of the sergeant-at-arms under HR4-8-104, the House may not transact any business during a call of the House.
- (2)
 - (a) During a call of the House, the presiding officer shall declare out of order each motion except:
 - (i) a motion to adjourn; or
 - (ii) a motion to lift the call of the House.
 - (b) The motions identified in Subsection (2)(a) must receive a majority vote from the representatives present to pass.

Enacted by H.R. 3, 2010 General Session

HR4-8-104 Process for conducting a call of the House.

- (1) During a call of the House:
 - (a) a representative present in the chamber may not leave the chamber; and
 - (b) the sergeant-at-arms or the sergeant's designees shall close the doors to the House chamber.
- (2) After ordering the call of the House, the presiding officer shall:
 - (a) identify any absent representatives; and
 - (b) provide the sergeant-at-arms with the names of those representatives who are absent but who have not asked to be excused.
- (3) The sergeant-at-arms or the sergeant's designees shall:
 - (a) search for the absent representatives;
 - (b) if they are found, escort them to the House chamber; and
 - (c) make a report to the House about the sergeant's efforts.

HR4-8-105 Lifting the call of the House.

- (1) The sergeant-at-arms may make a report on the call at any time.
- (2)
 - (a) If the presiding officer determines that all representatives are present or accounted for, the presiding officer may:
 - (i) order the call to be lifted without motion; or
 - (ii) recognize a representative for a motion to lift the call of the House.
 - (b) If the motion is approved by a majority of those present, the call of the House is lifted.
 - (c) If the motion is not approved, the sergeant-at-arms and the sergeant's designees shall continue searching for the absent representatives.
- (3) After the call is lifted:

- (a) the sergeant-at-arms and the sergeant's designees shall open the doors of the House chamber; and
- (b) the House shall proceed with the order of business that was pending when the call was ordered.

Enacted by H.R. 3, 2010 General Session

Chapter 9

Reconsideration of House Action

HR4-9-101 Motion to reconsider.

- (1) As used in this rule, "legislative day" means a day when the House of Representatives convenes in the House chamber and conducts House business.
- (2)
 - (a) Except as provided in Subsection (3), when a question has been decided on the floor of the House, a representative voting with the prevailing side may move for reconsideration after intervening business.
 - (b) If the motion to reconsider is to reconsider passage of a piece of legislation, the representative making the motion shall include the number and short title of the legislation as part of the motion.
 - (c) If a motion for reconsideration is made on the floor of the House after a piece of legislation has left the possession of the House, the chief clerk shall request that the legislation be returned to the House.
 - (d) The presiding officer shall rule a motion for reconsideration out of order unless the motion is made:
 - (i) before the 43rd legislative day;
 - (ii) before the House adjourns on the legislative day after the legislative day on which the action sought to be reconsidered occurred; and
 - (iii) by a representative who previously served notice to the chief clerk or the presiding officer.
- (3) A representative may not make a motion to reconsider after the 42nd day of the annual general session of the Legislature.

HR4-9-102 Motion to reconsider -- Procedures.

When a representative makes a motion to reconsider, the chief clerk or the chief clerk's designee shall:

- (1) ensure that the motion is recorded in the House Journal; and
- (2) retain the legislation in the possession of the House until the time for reconsideration has expired or until the legislation has been reconsidered.

Amended by H.R. 2, 2011 General Session

HR4-9-103 Rules governing motions to reconsider.

- (1) A motion to reconsider takes precedence over all other motions and questions, except a motion to adjourn.
- (2)

- (a) Except as provided in Subsection (2)(b), a motion to reconsider is debatable.
 - (b) A motion to reconsider is nondebatable only if the action it seeks to reconsider is nondebatable.
- (3) When a motion to reconsider is made, the presiding officer shall:
- (a) allow the proponents a total of five minutes to address the issue;
 - (b) allow the opponents a total of five minutes to address the issue; and
 - (c) allow the proponents one minute to sum up.
- (4)
- (a) A motion to reconsider a vote on the final passage of a piece of legislation requires approval by a constitutional majority of representatives.
 - (b) Upon adoption of a motion to reconsider and if the legislation is in possession of the House, the presiding officer shall ensure that the legislation is placed at the top of the third reading calendar.
 - (c) The House may not reconsider a piece of legislation more than once.

Title HR5. Lobbyist Ethics and Enforcement

Chapter 1 General Provisions

HR5-1-101 Definitions.

As used in this House Rule:

- (1)
- (a) "Government official" means:
 - (i) an individual elected to a position in state or local government when acting within the individual's official capacity; and
 - (ii) an individual appointed to or employed in a full-time or part-time position by state or local government when acting within the scope of employment or within the individual's official capacity.
 - (b) "Government official" does not mean a member of the legislative branch of state government.
- (2) "Lobbyist" has the meaning identified in Utah Code Subsections 36-11-102(11)(a) and (b).
- (3)
- (a) "Volunteer lobbyist" means a person not registered as a lobbyist who engages in lobbying within the meaning of Utah Code Subsection 36-11-102(10).
 - (b) "Volunteer lobbyist" does not mean an individual who appears on the individual's own behalf to engage in lobbying within the meaning of Utah Code Subsection 36-11-102(10).

Enacted by H.R. 3, 2010 General Session

Chapter 2 Lobbyist Ethics

HR5-2-101 Lobbyist code of ethics.

A lobbyist, volunteer lobbyist, or government official may not:

- (1) attempt to influence a representative, elected or appointed state official, state employee, or legislative employee by means of deceit or by threat of violence or economic or political reprisal against any person or property, with intent by doing so to alter or affect the representative's, elected or appointed state official's, state employee's, or legislative employee's decision, vote, opinion, or action concerning any matter that is to be considered or performed by the representative, official, or employee or the agency or body of which the representative, official, or employee is a member;
- (2) knowingly provide false information to a representative, elected or appointed state official, state employee, or legislative employee as to any material fact pertaining to any legislation;
- (3) knowingly omit, conceal, or falsify in any manner information required by the lobbyist registration and lobbyist disclosure reports;
- (4) participate in committee assignments or leadership races of the House of Representatives;
- (5) cause or influence the introduction of any piece of legislation, substitute, or amendment for the purpose of afterwards becoming employed to secure its passage or defeat;
- (6) misappropriate or misuse legislative office supplies;
- (7) use legislative reproduction or facsimile machines without paying for that use;
- (8) enter or use a representative's, elected or appointed state official's, state employee's, or legislative employee's office, phone, computer, or parking space without explicit permission;
- (9) attempt to remove or remove any document from any representative's or legislative employee's office, desk, file cabinet, reproduction machine, facsimile machine, or any other place without explicit permission;
- (10) engage in sexually harassing behavior or behavior violating the state's sexual harassment policy toward representatives or employees of the Legislature;
- (11) offer employment to a representative or legislative employee that impairs the representative's or legislative employee's independence of judgement as to their official duties;
- (12) offer employment that would require or induce a representative or legislative employee to disclose records classified as private, protected, or controlled;
- (13) use or disclose for personal financial gain any records classified as private, protected, or controlled that were obtained from a representative or legislative employee or conspire with any person for that purpose; or
- (14) induce or seek to induce a representative or legislative employee to commit a violation of any provision of this House rule.

Enacted by H.R. 3, 2010 General Session

Chapter 3

Enforcement of Lobbyist Code of Ethics

HR5-3-101 Enforcement -- Written complaint.

- (1) To initiate an ethics complaint against a lobbyist, volunteer lobbyist, or government official who has violated the lobbyist code of ethics established in HR5-2-101, three representatives shall file a written complaint with the speaker of the House, the House minority leader, and the lobbyist, volunteer lobbyist, or government official who is the subject of the complaint.
- (2) The written complaint shall contain:
 - (a) the name and address of each of the three representatives who are filing the complaint;

- (b) the name of the lobbyist, volunteer lobbyist, or government official who is the subject of the complaint;
 - (c) the nature of the alleged violation, citing specifically to the provisions of HR5-2-101 that the lobbyist, volunteer lobbyist, or government official is alleged to have violated;
 - (d) all documents that support the complaint as an attachment to it; and
 - (e) the facts alleged to support the complaint.
- (3)
- (a) A complaint filed under this rule is a protected record under Utah Code Title 63G, Chapter 2, Government Records Access and Management Act, until referred to the House Management Committee for action, because disclosure of the information in the complaint would constitute a clearly unwarranted invasion of personal privacy and that disclosure is not in the public interest.
 - (b) A complaint filed under this rule that is dismissed by the speaker and minority leader is a protected record under Utah Code Title 63G, Chapter 2, Government Records Access and Management Act, because disclosure of the information in the complaint would constitute a clearly unwarranted invasion of personal privacy and that disclosure is not in the public interest.

Enacted by H.R. 3, 2010 General Session

HR5-3-102 Enforcement -- Speaker review -- Minority leader review.

- (1)
- (a) After receiving the complaint, the speaker shall meet with the representatives who filed the complaint, the lobbyist, volunteer lobbyist, or government official who is the subject of the complaint, and any other persons who have relevant information about the complaint.
 - (b) In that meeting, the speaker may choose to meet with those persons together or separately.
- (2)
- (a) After the meeting, the speaker shall inform the minority leader that the speaker recommends that:
 - (i) the complaint be dismissed;
 - (ii) the lobbyist, volunteer lobbyist, or government official be privately chastised and the complaint be dismissed; or
 - (iii) the House Management Committee be convened to hear the complaint.
 - (b)
 - (i) After receipt of the speaker's recommendation, the minority leader shall meet with the representatives who filed the complaint, the lobbyist, volunteer lobbyist, or government official who is the subject of the complaint, and any other persons who have relevant information about the complaint.
 - (ii) In that meeting, the minority leader may choose to meet with those persons together or separately.
 - (c) After the meeting, the minority leader shall prepare a letter informing the speaker that the minority leader:
 - (i) concurs in the speaker's recommendation for disposition of the complaint; or
 - (ii) does not concur in the speaker's recommendation for disposition of the complaint.
 - (d) If the minority leader concurs in the speaker's recommendation, the speaker shall implement the decision.

- (e) If the minority leader does not concur in the speaker's recommendation, the speaker shall, within 30 days after having received the written complaint, convene the House Management Committee to hear the complaint.

Enacted by H.R. 3, 2010 General Session

HR5-3-103 Enforcement -- Hearing -- Staff.

- (1) If the speaker must convene the House Management Committee, the speaker shall, after consultation with the House minority leader, schedule a House Management Committee meeting to adjudicate the complaint.
- (2)
 - (a) The committee must comply with the procedures and requirements of Utah Code Title 52, Chapter 4, Open and Public Meetings Act, including the procedures and requirements for closing a meeting.
 - (b) The Office of Legislative Research and General Counsel shall staff the committee.
- (3)
 - (a) At the hearing, the committee shall review the complaint.
 - (b) The committee may allow the representatives who filed the complaint to address and be questioned by the committee.
 - (c) The committee shall provide the lobbyist, volunteer lobbyist, or government official who is the subject of the complaint with the opportunity to address and be questioned by the committee.
 - (d) The committee may allow other persons with information relevant to the complaint to address and be questioned by the committee.
 - (e)
 - (i) The complainants, the lobbyist, volunteer lobbyist, or government official, and any witness appearing before the committee may have legal counsel present.
 - (ii) That counsel may privately advise their client about the client's legal rights when specifically requested to do so by their client, but may not address the committee, ask questions of any party or witness, or engage in oral arguments with the committee.
 - (iii) If counsel fails to abide by any of these rules, the committee may exclude the counsel from the meeting.

Enacted by H.R. 3, 2010 General Session

HR5-3-104 Enforcement -- Penalty.

- (1) If the House Management Committee determines by a preponderance of the evidence that the lobbyist, volunteer lobbyist, or government official has violated one or more provisions of HR5-2-101, the committee may impose any sanction against the lobbyist, volunteer lobbyist, or government official that is not forbidden by the United States Constitution or the Utah Constitution.
- (2) Appropriate sanctions include, but are not limited to, any, all, or some combination of the following:
 - (a) prohibiting the lobbyist, volunteer lobbyist, or government official from access to some or all of the legislative area of the state capitol for a period of time; and
 - (b) recommending an adjudicative proceeding be filed with the lieutenant governor against the lobbyist under Utah Code Title 36, Chapter 11, Part 4, Penalties and Statutory Construction.

Enacted by H.R. 3, 2010 General Session

Chapter 4

Approved Meeting or Activity

HR5-4-101 Approved activities.

- (1) This rule governs the designation of an approved activity as authorized by Utah Code Title 36, Chapter 11, Lobbyist Disclosure and Regulation Act.
- (2) Consistent with Utah Code Section 36-11-102, an "approved activity" means an event, a tour, or a meeting:
 - (a) to which a representative is invited; and
 - (b) at which the representative's attendance is approved by the speaker of the House.