

**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provided in this Subsection (3), additional rules may be adopted and existing rules may be suspended, amended, or repealed by a majority vote.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.

- (1) 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.
- (2)
 - (a) Notwithstanding HR2-4-101.2, the speaker-elect may designate under Subsection (1) a lobbyist who is a former speaker to call the House to order and preside until the representatives take the oath of office and elect a speaker.
 - (b) The lobbyist shall comply with HR2-4-101.2 immediately after the representatives elect a speaker.

Amended by H.R. 2, 2024 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 leader and the minority leader, as defined in HR3-2-101, including compensation and reimbursement for expenses for in-state and out-of-state travel on legislative business.

Amended by H.R. 1, 2026 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 speaker or the speaker's designee shall appoint a person to serve as sergeant-at-arms of the House of Representatives.

Amended by H.R. 5, 2025 General Session

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

Subject to the speaker's or the speaker'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 Section 26B-7-503 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 speaker.

Amended by H.R. 5, 2025 General Session

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 speaker or, at the speaker's discretion, the chief of staff.

Amended by H.R. 5, 2025 General Session

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)notify the Office of Legislative Research and General Counsel of any necessary technical corrections to legislation either before or following final passage, including:
 - (a)correcting the spelling of words;
 - (b)correcting the erroneous division and hyphenation of words;
 - (c)correcting mistakes in numbering sections and their references;
 - (d)capitalizing words or changing capitalized words to lower case;
 - (e)changing numbers from words to figures or from figures to words;
 - (f)underscoring or removing underscoring in legislation; or
 - (g)modifying the long title of legislation to ensure that the long title accurately reflects any changes to the legislation made by amendment or substitute;
- (4)act as custodian of all official documents related to legislation;
- (5)receive all numbered legislation from the Office of Legislative Research and General Counsel;
- (6)record the number, title, sponsor, each action, and final disposition of each piece of legislation on the back of the legislation;
- (7)prepare and distribute the daily order of business each day;
- (8)advise the speaker on parliamentary procedure, Joint Rules, and House Rules;
- (9)assist with verbal amendments to legislation;
- (10)record votes and, if requested, present the results to the speaker;
- (11)record the votes of any member who is present in the House chamber who requests assistance of the chief clerk;
- (12)transmit all enrolled House bills and House concurrent resolutions to the governor;
- (13)approve material for placement on the representatives' desks if a representative has authorized that distribution;
- (14)maintain all calendars for the House floor;
- (15)supervise each House in-session employee and assign the employee's duties and responsibilities;
- (16)keep a record of the attendance of each House in-session employee and ensure that each House in-session employee is paid only for hours worked; and
- (17)other duties as assigned by the speaker.

Amended by H.R. 5, 2025 General Session

Amended by H.R. 3, 2025 General Session

Chapter 5

Schedule for the House of Representatives

Part 1 Convening and Daily Schedule

HR1-5-101 Convening -- Hour of meeting.

- (1) In addition to the dates provided in JR1-2-101, the House shall convene on the date set by proclamation of the speaker that convenes the House into an extraordinary session.
- (2) 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.

Amended by H.R. 1, 2026 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 chambers 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.

Amended by H.R. 2, 2024 General Session

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 500 letters into the House mail system during the period that begins the first day of the annual general session and ends 30 days after the day on which the Legislature adjourns the annual general session sine die; 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.

Amended by H.R. 2, 2024 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.

Chapter 10 Miscellaneous

HR1-10-101 Requests for legislation -- Sharing with caucus staff -- Disclosure.

(1) As used in this rule:

- (a) "Agency head" means a cabinet officer or an executive director with responsibility to administer policy for a state agency.
- (b) "Caucus staff" means House staff assigned to the chief sponsor's caucus.
- (c) "State agency" means an executive branch department, division, or office.

(2)

- (a) After a representative files a request for legislation in accordance with JR4-2-101, the Office of Legislative Research and General Counsel shall provide caucus staff the drafting instructions, as defined in JR4-1-101, provided in the request for legislation and the request's assigned short title, unless the representative elects not to share the drafting instructions and short title with caucus staff.
- (b) Caucus staff or staff from the Office of Legislative Research and General Counsel may share information provided under Subsection (2)(a) with other representatives who are members of the chief sponsor's caucus.

(3)

- (a) When a representative files a request for legislation in accordance with JR4-2-101, the representative may disclose whether the representative filed the request for legislation at the request of an agency head and the nature of the agency head's request.
- (b) The Office of Legislative Research and General Counsel shall:
 - (i) track whether a disclosure is made under Subsection (3)(a); and
 - (ii) provide to caucus staff the number of requests for legislation that contain a disclosure.

Amended by H.R. 4, 2026 General Session

HR1-10-102 Sponsor's supporting information.

(1) As used in this rule, "sponsor's supporting information" means a document that contains information in support of legislation, including:

- (a) the chief sponsor's policy objective;
- (b) the chief sponsor's description of the legislation's anticipated impact; or
- (c) any other information related to the legislation that the chief sponsor wishes to convey.

(2) A sponsor's supporting information is not part of the legislation.

(3) Subject to Subsections (4) and (5), a chief sponsor may provide sponsor's supporting information:

- (a) to the chief clerk of the House; and
- (b) anytime after the chief sponsor's legislation is numbered and before the Legislature adjourns sine die the legislative session during which the legislation is introduced.

(4) A chief sponsor shall ensure that the sponsor's supporting information:

- (a) is a portable document format file;
- (b) does not exceed the equivalent of two standard letter-size pages;

(c) includes:

- (i) the chief sponsor's name;

- (ii)the legislation's number and, if the supporting information relates to substitute legislation, the substitute number; and
 - (iii)the following statement at the bottom of the first page: "DISCLAIMER: The supporting information contained in this document is provided by the legislation's chief sponsor and has not been reviewed for accuracy. This supporting information is not an official part of the legislation and may not be used as evidence of the Legislature's intent."
- (5)A chief sponsor may replace the sponsor's supporting information provided under this rule only if the replacement:
- (a)updates the sponsor's supporting information because the legislation is amended or substituted; or
 - (b)corrects a factual error.
- (6)The chief clerk of the House or the chief clerk's designee shall ensure that a sponsor's supporting information, if provided, is publicly accessible on the chief sponsor's webpage through the House's website.

Enacted by H.R. 7, 2026 General Session