

Title JR1. Joint Rules Governing General Legislative Organization and Process

Chapter 1 Rules of Procedure

JR1-1-101 Sources governing legislative procedure.

Rules of legislative procedure are derived from several sources and take precedence in the following order:

- (1) constitutional provisions, statutory provisions, and case law;
- (2) these legislative rules;
- (3) custom, usage, and practice; and
- (4) Mason's Manual of Legislative Procedure.

Enacted by H.J.R. 9, 2006 General Session

JR1-1-102 Adoption of legislative rules.

- (1)
 - (a) At the beginning of each legislative session, the Legislature shall adopt Joint Rules by a constitutional two-thirds vote of all senators and representatives.
 - (b) Except as provided in Subsection (1)(c), after the initial adoption of Joint Rules, the Legislature may adopt additional Joint Rules or amend or repeal existing Joint Rules by a constitutional majority vote.
 - (c) The Legislature may adopt or amend a Joint Rule that includes a voting requirement of more than a constitutional majority only by a constitutional two-thirds vote of all senators and representatives.
- (2) The Senate and House Rules Committees shall:
 - (a) meet before each annual general session of the Legislature convenes;
 - (b) review Joint Rules; and
 - (c) recommend to the Legislature any modifications that they consider necessary.

JR1-1-102 Adoption of legislative rules.

- (1) At the beginning of each legislative session, the Legislature shall adopt Joint Rules by a constitutional two-thirds vote of all senators and representatives.
- (2) Except as provided in Subsection (3), after the initial adoption of Joint Rules, the Legislature may adopt additional Joint Rules or amend or repeal existing Joint Rules by a constitutional majority vote.
- (3) The Legislature may adopt or amend a Joint Rule that includes a voting requirement of more than a constitutional majority only by a constitutional two-thirds vote of all senators and representatives.

Amended by 2nd Sub. H.J.R. 6, 2025 General Session

JR1-1-103 Legislative general counsel to correct certain technical errors in legislative rules.

The legislative general counsel may correct technical errors in the Rules of the Utah Legislature in preparing the rules for publication, including:

- (1) adopting a uniform system of punctuation, capitalization, numbering, or wording;

- (2) eliminating duplication or the repeal of rules directly or by implication, including renumbering when necessary;
- (3) correcting defective or inconsistent rule or paragraph structure in the arrangement of the subject matter of existing rules;
- (4) eliminating obsolete or redundant words;
- (5) correcting obvious errors or inconsistencies, including those involving punctuation, capitalization, cross references, numbering, or wording;
- (6) changing the boldface to more accurately reflect the substance of each rule, part, chapter, or title; and
- (7) merging or determining priority of any amendments, enactments, or repealers to the same rule provisions.

JR1-1-104 Single chamber's authority to suspend Joint Rules.

- (1) Except as provided in Subsection (2), a single chamber may not suspend a Joint Rule.
- (2) A single chamber may suspend by motion and majority vote one or more of the following rules:
 - (a) JR2-1-103;
 - (b) JR4-3-103(2);
 - (c) JR4-3-105;
 - (d) JR4-3-302;
 - (e) JR4-4-101(2)(b);
 - (f) JR4-4-201; or
 - (g) JR4-4-202.
- (3) A motion and vote under Subsection (2) is valid only if the legislator making the motion identifies in the motion each rule the legislator intends to suspend.

Enacted by H.J.R. 23, 2024 General Session

JR1-1-104 Single chamber's authority to suspend Joint Rules.

- (1) Except as provided in Subsection (2), a single chamber may not suspend a Joint Rule.
- (2) A single chamber may suspend by motion and majority vote one or more of the following rules:
 - (a) JR2-1-103;
 - (b) JR4-3-103(2);
 - (c) JR4-3-105;
 - (d) JR4-3-302;
 - (e) JR4-4-101(3)(b);
 - (f) JR4-4-201; or
 - (g) JR4-4-202.
- (3) A motion and vote under Subsection (2) is valid only if the legislator making the motion identifies in the motion each rule the legislator intends to suspend.

Amended by 2nd Sub. H.J.R. 6, 2025 General Session

Chapter 2
Convening and Adjourning the Legislature

Part 1

Convening the Legislature

JR1-2-101 Convening the Legislature -- Process -- Date.

- (1)The Legislature shall convene:
 - (a)on the date set by the Utah Constitution for the beginning of the annual general session;
 - (b)on the date set by the governor in the proclamation that calls the Legislature into special session; or
 - (c)on the date set by joint proclamation of the president and the speaker that convenes the Legislature into special session.
- (2)The Legislature shall convene by:
 - (a)each chamber being called to order;
 - (b)having an invocation;
 - (c)reciting the pledge of allegiance;
 - (d)reading the certificates of election and giving the oath of office to legislators, if necessary;
 - (e)calling the roll and declaring whether or not a quorum is present;
 - (f)electing a presiding officer, if necessary;
 - (g)appointing standing committees, if necessary;
 - (h)adopting rules;
 - (i)giving and receiving the notifications required in JR1-2-102 and JR1-2-103; and
 - (j)introducing bills.
- (3)Nothing in this rule:
 - (a)requires the Senate or House to perform the items in this rule in a particular order; or
 - (b)prohibits the Senate or House from adding or deleting items.
- (4)The daily order of business set forth in SR1-5-103 and HR1-5-103 governs on all legislative days other than the day on which the Legislature convenes.

Amended by H.J.R. 23, 2024 General Session

JR1-2-102 Notification of organization of each chamber.

Immediately after the organization of the Senate and House of Representatives at the beginning of each session of the Legislature, each chamber shall appoint a committee composed of three legislators to notify the other chamber that it is organized and ready to transact business.

Amended by H.J.R. 23, 2024 General Session

JR1-2-103 Joint committee to notify governor.

Upon a motion of the respective chambers, a joint committee consisting of three senators and three representatives shall be appointed to inform the governor personally that both chambers of the Legislature:

- (1)have convened and are organized; and
- (2)are ready to receive any communications from the governor.

Amended by H.J.R. 23, 2024 General Session

Part 2

Adjourning the Legislature

JR1-2-201 Consent of other chamber required.

- (1) Except as provided in Subsection (2), each chamber may adjourn from day to day until:
 - (a) the constitutional time limit for an annual general session or special session expires;
 - (b) the Legislature is dissolved because the terms of office of a majority of the members of the legislative body have expired; or
 - (c) the Legislature adjourns sine die.
- (2) As provided in Utah Constitution, Article VI, Section 15, neither chamber may adjourn for more than three days unless the other chamber consents by majority vote.

Amended by H.J.R. 23, 2024 General Session

JR1-2-202 Adjournment sine die.

- (1)
 - (a) If the Legislature is meeting until midnight on the last day of any session, the speaker and the president shall, at midnight, announce the time to the members of their respective chambers.
 - (b) Each chamber shall cease its business at midnight.
- (2) The Legislature shall adjourn sine die after:
 - (a) a committee from each chamber has notified the opposite chamber that they have completed their work;
 - (b) a joint committee has notified the governor that the Legislature has completed its work; and
 - (c) the governor has informed the joint committee that the governor has nothing further to present to the Legislature.

Amended by H.J.R. 23, 2024 General Session

Chapter 3 Record and Distribution of Legislative Action

Part 1 Recording Legislative Action

JR1-3-101 Secretary and chief clerk to keep records of action.

- (1) The secretary of the Senate and the chief clerk of the House, or their designees, shall record on each bill's jacket each action on every bill or resolution taken by the Senate and House of Representatives.
- (2)
 - (a) The Senate secretary or her designee shall ensure that adopted Senate amendments are inserted in the bill on goldenrod paper.
 - (b) The chief clerk of the House or her designee shall ensure that adopted House amendments are inserted in the bill on lilac paper.

Enacted by H.J.R. 9, 2006 General Session

JR1-3-102 Senate and House Journals.

- (1) Each chamber shall:
 - (a) keep a journal of the chamber's proceedings;
 - (b) publish the journal daily;
 - (c) ensure that the journal is continuous during the legislative session, with pages numbered in consecutive order;
 - (d) ensure that the vote on final passage of each bill is by yeas and nays and is entered upon the journal;
 - (e) ensure that the vote on any other question is by yeas and nays and is entered upon the journal at the request of five members of that chamber; and
 - (f) base the journal upon the record of the proceedings taken by the reading or docket clerk and the electronic recording of those proceedings.
- (2) The secretary of the Senate and the chief clerk of the House of Representatives shall provide a final certification of the journal for their respective chamber.

Amended by H.J.R. 23, 2024 General Session

**Part 2
Use of Legislative Seal**

JR1-3-201 Authorized use of legislative seal.

- (1) As used in this rule:
 - (a) "Legislative business" means activities performed by a legislator, during the legislator's term of office that are within the course and scope of the work of a legislator.
 - (b) "Legislative business" includes the use of the legislative seal on letterhead, memoranda, facsimile cover sheets, news releases, and other materials.
 - (c) "Legislative seal" means the emblem of the Utah State Senate or Utah House of Representatives designed and adopted by each body to authenticate official communications of the body or its members.
- (2)
 - (a) Each legislator shall ensure that, in using the legislative seal, the reputation and integrity of the legislative institution is preserved.
 - (b) A legislator may use the legislative seal for legislative business on personalized legislative stationary, business cards, and on other documents.
 - (c) The legislative seal may not be used on any political campaign materials.
 - (d) A person may not use the seal for any purpose once the person ceases to be a legislator.
- (3) The Senate and House shall provide to a member, upon request, an electronic or camera-ready copy of the legislative seal.

Enacted by H.J.R. 9, 2006 General Session

**Chapter 4
Miscellaneous Rules**

Part 2 Working Meals

JR1-4-201 Working meals -- Reimbursement to staff offices.

- (1) A legislative staff office may purchase a meal for a legislator who is working with the staff on legislative duties through a mealtime subject to the rate limitations provided under JR5-2-102.
- (2) The House, Senate, another legislative staff office, or a legislator, may reimburse a legislative staff office for a meal provided under Subsection (1).

Enacted by S.J.R. 11, 2015 General Session

Part 3 Unlawful Harassment

JR1-4-301 News media -- Unlawful harassment.

- (1) Beginning on January 1, 2019, in order to obtain or maintain House or Senate press credentials, a member of the news media shall:
 - (a) on an annual basis, take online training provided by the Legislature on unlawful harassment; and
 - (b) sign a document indicating that the member has received a copy of, and agrees to abide by, the Legislature's policy on unlawful harassment.
- (2)
 - (a) A member of the news media is prohibited from engaging in unlawful harassment of a member, employee, or volunteer of the Legislature.
 - (b) The Legislature may revoke a member of the media's press credentials, or take other remedial action, if the member of the media violates Subsection (2)(a) or otherwise violates the Legislature's harassment policy.

JR1-4-301 News media -- Discriminatory conduct.

- (1) As used in this rule, "discriminatory conduct" means the same as that term is defined in Legislative Management Committee Policy E -- Legislative Workplace Discrimination Prevention.
- (2) In order to obtain or maintain House or Senate press credentials, a member of the news media shall:
 - (a) on an annual basis, take online training provided by the Legislature on discriminatory conduct; and
 - (b) sign a document indicating that the member has received a copy of, and agrees to abide by, Legislative Management Committee Policy E -- Legislative Workplace Discrimination Prevention.
- (3) A member of the news media is prohibited from engaging in discriminatory conduct toward a member or legislative employee.
- (4) The Legislature may revoke a member of the media's press credentials, or take other remedial action, if the member of the media violates Subsection (3) or otherwise violates Legislative Management Committee Policy E -- Legislative Workplace Discrimination Prevention.

Amended by H.J.R. 4, 2025 General Session

Part 4 Electronic Meetings

JR1-4-401 Definitions.

As used in this part:

- (1) "Anchor location" means the same as that term is defined in Utah Code Section 52-4-103.
- (2) "Electronic meeting" means the same as that term is defined in Utah Code Section 52-4-103.
- (3) "Emergency electronic meeting" means an electronic meeting described in Utah Code Subsection 52-4-207(5).
- (4) "Legislative public body" means a public body as defined in Utah Code Section 52-4-103 that is governed by legislative rules.
- (5) "Meeting" means the same as that term is defined in Utah Code Section 52-4-103.
- (6) "Participate" means the same as that term is defined in Utah Code Section 52-4-103.
- (7)
 - (a) "Presiding officer" means the individual presiding over the Senate or the House of Representatives.
 - (b) "Presiding officer" includes:
 - (i) for the Senate:
 - (A) the president;
 - (B) the president pro tempore; and
 - (C) any senator presiding under SR1-3-103; and
 - (ii) for the House of Representatives:
 - (A) the speaker;
 - (B) the speaker pro tempore; and
 - (C) any representative presiding under HR1-3-103.
- (8) "Specified reason" means:
 - (a) illness or injury of a member or a member's relative;
 - (b) health or safety concerns of a member or a member's relative;
 - (c) emergency travel;
 - (d) an emergency work related issue;
 - (e) an emergency child care related issue;
 - (f) a mandatory action day or a special circumstance day as those terms are defined in Utah Code Section 63A-17-111; or
 - (g) a circumstance similar to the circumstances described in Subsections (8)(a) through (f).

JR1-4-402 Meeting format and participation -- Electronic meeting policy.

- (1) In accordance with this part and Utah Code Title 52, Chapter 4, Open and Public Meetings Act, a legislative public body may convene and conduct a meeting of the legislative public body as an electronic meeting, subject to budget, public policy, and logistical considerations.
- (2)
 - (a) Except as allowed under this rule, a member of a legislative public body who attends a meeting of the legislative public body, including an electronic meeting, shall attend the meeting in person.

- (b) A member of a legislative public body may attend an electronic meeting of the legislative public body by electronic means only if the member:
 - (i) has a specified reason; and
 - (ii) informs:
 - (A) the presiding officer or the presiding officer's designee; or
 - (B) the chair or the chair's designee.
- (c) A legislative public body shall provide a description of how to electronically connect to an electronic meeting:
 - (i) to each member authorized to attend the meeting by electronic means under Subsection (2)(b); and
 - (ii)
 - (A) 24 hours before the meeting is scheduled to begin; or
 - (B) if it is impracticable to comply with the 24-hour requirement in Subsection (2)(c)(ii)(A), as soon as possible before the meeting begins.
- (3) The presiding officer or the chair of a legislative public body shall conduct an electronic meeting of the legislative public body from the anchor location.
- (4) When a legislative public body convenes an electronic meeting, a member of the legislative public body is considered present for all purposes, including determining a quorum, only if the member is:
 - (a) present in person at the anchor location; or
 - (b) participating in the meeting by electronic means.
- (5) When a member of a legislative public body attends a meeting of the legislative public body by electronic means in accordance with this part, the member shall ensure that:
 - (a) if participating via video conference, the member's attire and appearance are consistent with the attire and appearance that would be expected if the member were attending the meeting in person; and
 - (b) the member's location:
 - (i) reflects the dignity of the meeting, particularly if the member is attending via video conference; and
 - (ii) is free from any sight or noise that:
 - (A) can be seen or heard by others during the meeting; and
 - (B) is extraneous, distracting, disruptive, or inappropriate.
- (6) A member of a legislative public body may not attend a meeting by electronic means while engaging in any activity that would be abnormal or prohibited if the member were attending the meeting in person, including operating a motor vehicle.
- (7) In accordance with Utah Code Section 52-4-207, a legislative public body that convenes and conducts an electronic meeting may provide a means by which members of the public who are not physically present at the anchor location may attend the meeting by electronic means.
- (8) Notwithstanding the other provisions of this rule:
 - (a) any member of a legislative public body may attend an emergency electronic meeting by electronic means; and
 - (b) the presiding officer or the chair of a legislative public body may conduct an emergency electronic meeting of the legislative public body remotely by electronic means.

JR1-4-402 Meeting format and participation -- Electronic meeting policy.

- (1) In accordance with this part and Utah Code Title 52, Chapter 4, Open and Public Meetings Act, a legislative public body may convene and conduct a meeting of the legislative public body as an electronic meeting, subject to budget, public policy, and logistical considerations.
- (2)
 - (a) Except as allowed under this rule, a member of a legislative public body who attends a meeting of the legislative public body, including an electronic meeting, shall attend the meeting in person.
 - (b) A member of a legislative public body may attend an electronic meeting of the legislative public body by electronic means only if the member:
 - (i) has a specified reason; and
 - (ii) informs:
 - (A) the presiding officer or the presiding officer's designee; or
 - (B) the chair or the chair's designee.
 - (c) A legislative public body shall provide a description of how to electronically connect to an electronic meeting:
 - (i) to each member authorized to attend the meeting by electronic means under Subsection (2)(b); and
 - (ii)
 - (A) 24 hours before the meeting is scheduled to begin; or
 - (B) if it is impracticable to comply with the 24-hour requirement in Subsection (2)(c)(ii)(A), as soon as possible before the meeting begins.
- (3) The presiding officer or the chair of a legislative public body shall conduct an electronic meeting of the legislative public body from the anchor location.
- (4) When a legislative public body convenes an electronic meeting, a member of the legislative public body is considered present for all purposes, including determining a quorum, only if the member is:
 - (a) present in person at the anchor location; or
 - (b) participating in the meeting by electronic means.
- (5) When a member of a legislative public body attends a meeting of the legislative public body by electronic means in accordance with this part, the member shall ensure that:
 - (a) if participating via video conference, the member's attire and appearance are consistent with the attire and appearance that would be expected if the member were attending the meeting in person; and
 - (b) the member's location:
 - (i) reflects the dignity of the meeting, particularly if the member is attending via video conference; and
 - (ii) is free from any sight or noise that:
 - (A) can be seen or heard by others during the meeting; and
 - (B) is extraneous, distracting, disruptive, or inappropriate.
- (6) A member of a legislative public body may not attend a meeting by electronic means while engaging in any activity that would be abnormal or prohibited if the member were attending the meeting in person, including operating a motor vehicle.
- (7) In accordance with Utah Code Section 52-4-207:
 - (a) a legislative public body that convenes and conducts an electronic meeting may provide a means by which members of the public who are not physically present at the anchor location may attend the meeting by electronic means; and
 - (b) a chair, or a legislative body by majority vote, may direct a roll call vote during an electronic meeting.

(8) Notwithstanding the other provisions of this rule:

- (a) any member of a legislative public body may attend an emergency electronic meeting by electronic means; and
- (b) the presiding officer or the chair of a legislative public body may conduct an emergency electronic meeting of the legislative public body remotely by electronic means.

Amended by 2nd Sub. H.J.R. 6, 2025 General Session

Part 5 Congressional Vacancies

JR1-4-501 Legislative recommendations to temporarily fill a vacancy in office of United States senator.

- (1) If a vacancy occurs in the office of United States senator, the Legislature shall, in accordance with this rule and Utah Code Subsection 20A-1-502(4), nominate three individuals, one of whom the governor will appoint to temporarily fill the vacancy.
- (2) The Legislative Management Committee shall:
 - (a) adopt a joint resolution proposing three or more names to the Legislature to consider for nomination;
 - (b) determine which chamber of the Legislature will first consider the resolution; and
 - (c) assign a floor sponsor for the resolution in each chamber.
- (3) The Legislature shall, by majority vote of each chamber, submit a final resolution, containing the names of only three individuals, to the governor as the Legislature's nominees.

Amended by H.J.R. 23, 2024 General Session

Part 6 Performance Reporting and Government Efficiency Improvement Process

JR1-4-601 Definitions.

As used in this part:

- (1) "Appropriated entity" means the same as that term is defined in Utah Code Section 63J-1-902.
- (2) "Efficiency evaluation" means an evaluation of a government process identified for efficiency improvements under this part.
- (3) "Government process" means the same as that term is defined in Utah Code Section 63J-1-902.
- (4) "Legislative office" means:
 - (a) the Office of Legislative Research and General Counsel;
 - (b) the Office of the Legislative Auditor General;
 - (c) the Office of the Legislative Fiscal Analyst; or
 - (d) Legislative Services.
- (5) "Performance measure" means the same as that term is defined in Utah Code Section 63J-1-902.
- (6) "Product or service" means the same as that term is defined in Utah Code Section 63J-1-902.

JR1-4-602 Performance reporting.

Each legislative office shall:

- (1) develop performance measures to include in an appropriations act for each fiscal year; and
- (2) annually submit to the Subcommittee on Oversight created in Utah Code Section 36-12-8.1 a report that contains:
 - (a) any recommendations for legislative changes for the next fiscal year to the office's previously adopted performance measures; and
 - (b) the final status of the office's performance measures included in the appropriations act for the fiscal year ending the previous June 30.

JR1-4-602 Performance reporting.

Each legislative office shall:

- (1) develop performance measures to include in an appropriations act for each fiscal year; and
- (2) annually submit to the Legislative Management Committee created in Utah Code Section 36-12-6 a report that contains:
 - (a) any recommendations for legislative changes for the next fiscal year to the office's previously adopted performance measures; and
 - (b) the final status of the office's performance measures included in the appropriations act for the fiscal year ending the previous June 30.

Amended by 2nd Sub. H.J.R. 6, 2025 General Session

JR1-4-603 Efficiency improvement process.

- (1)
 - (a) When conducting an efficiency evaluation under this rule, the Office of the Legislative Fiscal Analyst may work with the Governor's Office of Planning and Budget and the appropriated entity that administers the government process to identify:
 - (i) any operational inefficiencies in the government process and ways to eliminate the inefficiencies;
 - (ii) rewards or incentives for implementing recommendations of the efficiency evaluation; and
 - (iii) any misalignment in the appropriated entity's products or services in relation to the appropriated entity's adopted performance measures.
 - (b) The Office of the Legislative Fiscal Analyst shall report to the Office of the Legislative Auditor General the results of each efficiency evaluation.
- (2)
 - (a) The Office of the Legislative Auditor General shall independently review the results of each efficiency evaluation and may conduct initial survey work.
 - (b) Based on the review described in Subsection (2)(a), the Office of the Legislative Auditor General may recommend to the Audit Subcommittee created in Utah Code Section 36-12-8 that the Office of the Legislative Auditor General conducts an in-depth audit of the appropriated entity.
 - (c) The Office of the Legislative Auditor General shall provide a copy of any in-depth audit to the Audit Subcommittee created in Utah Code Section 36-12-8 for referral to a legislative committee or appropriations subcommittee.
- (3) Upon receipt of an in-depth audit under Subsection (2)(c):
 - (a) a legislative interim committee shall:

- (i) review the appropriated entity that is the subject of the in-depth audit; and
- (ii) if appropriate, recommend to the Legislature any legislation to improve the efficiency of the appropriated entity; and
- (b) a legislative appropriations subcommittee shall:
 - (i) review the appropriated entity that is the subject of the in-depth audit;
 - (ii) determine whether the appropriated entity is appropriately using the appropriated entity's state funds; and
 - (iii) if appropriate, recommend to the Legislature any budgetary changes to improve the efficiency of the appropriated entity.
- (4) As part of the efficiency improvement process described in this rule, the Office of the Legislative Fiscal Analyst or the Office of the Legislative Auditor General may, in consultation with the Governor's Office of Planning and Budget:
 - (a) recommend that an appropriated entity receives training; or
 - (b) provide training to the appropriated entity.
- (5) The efficiency improvement process described in this rule does not apply to a legislative department government process.

Part 7 Personnel

JR1-4-701 Annual performance evaluation of professional staff directors and general counsel.

Before July 1 each year the president and speaker shall:

- (1) in consultation with the Senate minority leader and the House minority leader, conduct a performance evaluation of the legislative auditor general, the legislative fiscal analyst, the director of the Office of Legislative Research and General Counsel, and the legislative general counsel; and
- (2) set compensation for the legislative auditor general, the legislative fiscal analyst, the director of the Office of Legislative Research and General Counsel, and the legislative general counsel for the upcoming fiscal year.

Enacted by H.J.R. 23, 2024 General Session