

**HOUSE RULES RESOLUTION - DUTIES OF
CHIEF CLERK AMENDMENT**

2003 GENERAL SESSION

STATE OF UTAH

Sponsor: J. Morgan Philpot

This resolution modifies House Rules governing the Chief Clerk. This resolution modifies criteria for paying certain in-session employees and modifies requirements governing placement of materials on House members' desks. This resolution takes effect immediately.

This resolution affects legislative rules as follows:

AMENDS:

HR-20.06

Be it resolved by the House of Representatives of the state of Utah:

Section 1. **HR-20.06** is amended to read:

HR-20.06. Duties of the Chief Clerk.

A Chief Clerk of the House shall be appointed by the Speaker or Speaker-elect before each session is convened. The general duties of the Chief Clerk are to:

- (1) certify and transmit all bills to the Senate and inform the Senate of all House action;
- (2) assist the Journal Clerk in preparation of the House Journal and certify it as an accurate reflection of House action;
- (3) correct the spelling of words, erroneous division and hyphenation of words, correct mistakes in numbering sections and their references, capitalize or decapitalize words, change numbers from words to figures or from figures to words, and underscore or remove underscoring in bills without a motion to amend, which technical corrections may be made either before or following final passage of a bill;
- (4) modify the long title of any bill or resolution to ensure that the long title accurately reflects any changes to the bill or resolution made by amendment or substitute;
- (5) (a) supervise all House of Representatives personnel during the session and assign

them duties and responsibilities, including keeping a record of the attendance of all employees; and

(b) provide that any in-session employee who is absent [~~without the written consent or subsequent approval of the Speaker~~] may not be paid for the day or days of absence;

(6) be the custodian of all official documents;

(7) receive from the Office of Legislative Research and General Counsel all numbered bills and resolutions;

(8) record the number, title, sponsor, each action, and final disposition of every bill on the bill backs;

(9) prepare and distribute the daily order of business each day;

(10) advise the Speaker on parliamentary procedure, constitutional requirements, and Joint and House Rules;

(11) assist with amendments to bills;

(12) record votes and present the results to the Speaker;

(13) transmit to the Governor all enrolled House bills; and

(14) approve material for placement on the Representatives' desks if a House member has authorized that distribution.

Section 2. **Effective date.**

This resolution takes effect upon approval by a constitutional majority vote of all members of the House of Representatives.