

SENATE RESOLUTION NO.2

Senator Lauwers offered the following resolution:

1 A resolution prescribing the Standing Rules of the Senate.

2 CHAPTER I - SECTION I

3 SENATE ORGANIZATION

4
5 1.100 TRANSMISSION OF MESSAGES.

6 Per Joint Rule 1, all messages necessary for conducting
7 legislative business between the two houses shall be communicated
8 in writing and delivered electronically by the Secretary of the
9 Senate and the Clerk of the House of Representatives.

10
11 1.101 PRESIDING OFFICER

12 a) The Lieutenant Governor shall be the President of the
13 Senate and shall preside over all sessions of the Senate. If the

1 Lieutenant governor is absent, the President pro tempore, Assistant
 2 President pro tempore, or Associate President pro tempore shall
 3 preside.

4 b) The Lieutenant Governor may vote only when the Senators are
 5 equally divided in their vote (see Const. Art. 5, Sec. 25).

6 c) In the absence of the President of the Senate, President
 7 pro tempore, Assistant President pro tempore, and Associate
 8 President pro tempore, the Secretary of the Senate shall preside
 9 until the Senate shall appoint a Senator to act as presiding
 10 officer or until the President of the Senate, President pro
 11 tempore, Assistant President pro tempore, or Associate President
 12 pro tempore shall appear. In the absence of all Senators, or all
 13 but one Senator, the Secretary of the Senate shall preside.

14 15 1.102 AUTHORITY OF THE PRESIDING OFFICER

16 a) The presiding officer shall call the Senate to order at the
 17 hours provided by the Constitution and these rules and at the hour
 18 established by the Senate at its last meeting.

19 b) Except as provided in Rule 1.205(b), following the invocation
 20 and Pledge of Allegiance, the presiding officer shall instruct the
 21 Secretary of the Senate to record the attendance. The attendance
 22 roll call shall be taken using the electronic voting system for one
 23 minute; however, on the first session in January, or if the
 24 electronic voting system is not operational, the presiding officer
 25 shall instruct the Secretary of the Senate to call the roll orally
 26 and record and announce the results.

27 28 1.103 THE PRESIDING OFFICER'S CONTROL WITHIN THE CHAMBER

29 The presiding officer shall preserve order and decorum and
 30 shall have general control within the Chamber. During every session
 31 of the Senate, the Sergeant at Arms is under the direct supervision
 32 of the presiding officer. Every question of order and procedure

1 shall be decided by the presiding officer, subject to an appeal by
2 the Senate.

3
4 1.104 ELECTION OF SENATE OFFICERS

5 a) At the first session of a quadrennium, a President pro
6 tempore, Assistant President pro tempore, and Associate President
7 pro tempore shall be elected by a vote of a majority of the
8 Senators elected and serving. All officers elected by the Senate
9 hold office until their successors are elected and qualified or
10 until the expiration of their Senate term, whichever occurs first.

11 b) Prior to the commencement of the quadrennium session, the
12 majority party shall meet in an organizational caucus and elect a
13 Majority Leader, Majority Floor Leader, Majority Whip, Majority
14 Caucus Chairperson, Assistant Majority Leader, Assistant Majority
15 Floor Leader, Assistant Majority Whip, and Assistant Majority
16 Caucus Chairperson. At a similar organizational caucus, the
17 minority party shall elect a Minority Leader, Minority Floor
18 Leader, Minority Whip, Minority Caucus Chairperson, Assistant
19 Minority Leader, Assistant Minority Floor Leader, Assistant
20 Minority Whip, and Assistant Minority Caucus Chairperson.

21 c) All majority party Senate officers shall serve at the
22 pleasure of the majority party caucus. All minority party Senate
23 officers shall serve at the pleasure of the minority party caucus.

24 d) All majority and minority party caucuses shall be subject
25 to Section 8 of the Open Meetings Act (see MCL 15.268).

26
27 1.105 APPOINTMENT OF COMMITTEES

28 a) The Senate Majority Leader shall make appointments of
29 senators to committees and subcommittees established under these
30 rules. The Senate Majority Leader shall make appointments of
31 minority party members from a list submitted by the Senate Minority
32 Leader, and shall consider the preferences, seniority, and
33 experience of the members in making appointments. The Senate

1 Majority Leader may accept the list submitted by the Senate
2 Minority Leader in whole or in part. If the Senate Majority Leader
3 rejects names on the list and their corresponding committee
4 assignments, the Senate Minority Leader shall submit replacement
5 nominations.

6 b) The Senate Majority Leader may remove members from their
7 appointment to committees and subcommittees established under these
8 rules.

9 c) All appointments to standing and select committees and
10 subcommittees are subject to the approval of the Senate by a
11 majority of the Senators elected and serving. All removals from
12 committees and subcommittees and all appointments to conference
13 committees shall be effective upon the removal or appointment until
14 disapproved by the Senate by a majority of the Senators elected and
15 serving.

16 17 1.106 ELECTION OF SECRETARY OF THE SENATE

18 At the first session of a quadrennium, a Secretary of the
19 Senate shall be elected as an officer of the Senate. The Secretary
20 of the Senate shall take and subscribe to the Constitutional Oath
21 of Office for the true and faithful discharge of the duties of
22 office. The Secretary of the Senate shall serve until a successor
23 is elected and qualified. If a vacancy occurs in the office of the
24 Secretary of the Senate, the Assistant Secretary of the Senate
25 shall assume the duties of the Secretary of the Senate until a
26 successor is elected and qualified.

27 28 1.107 SENATE PARLIAMENTARIAN

29 The Secretary of the Senate, or a member of the staff of the
30 Secretary of the Senate, shall serve as the Senate Parliamentarian
31 to advise the Senate on questions relating to parliamentary law and
32 procedure.

33

1 1.108 SENATE BROADCAST AND WEBCAST

2 The Secretary of the Senate, with the concurrence of the
3 Senate Majority Leader, may broadcast and webcast Senate session.

4
5 1.109 SENATE JOURNALS

6 a) The Secretary of the Senate shall keep a correct Journal of
7 each day's proceedings of the Senate, supervise its publication,
8 and make corrections from day to day as may be necessary. During
9 the consideration and passage of general and supplemental
10 appropriation bills, the Secretary of the Senate may correct
11 summative totals that may have been affected by amendments made to
12 items in the bills. The corrections shall be made in the bills and
13 the Journal.

14 b) The Secretary of the Senate shall make the Journal
15 available online daily for use by the President of the Senate,
16 Senators, and the general public.

17 c) When the Senate goes into Executive Session, the
18 proceedings of the Senate shall be kept in a separate Journal,
19 which shall be open to inspection by Senators only, unless
20 otherwise ordered. The separate Journal shall be published after
21 the close of the session at the end of the regular Journals of the
22 Senate proceedings, unless otherwise ordered by the Senate.

23

24 1.110 INTRODUCTION OF BILLS, JOINT RESOLUTIONS, AND ALTERNATIVE
25 MEASURES

26 a) All bills, joint resolutions, and alternative measures to
27 be introduced shall be submitted to the Secretary of the Senate,
28 accompanied by seven true copies, for introduction on the next
29 succeeding Senate legislative day unless the Senate Majority Leader
30 otherwise determines to allow for bills to be introduced the same
31 day if session is still in order. Only a currently serving Senator
32 may sign a bill, joint resolution, or alternative measure for
33 introduction. Once submitted to the Secretary of the Senate, all

1 bills, joint resolutions, and alternative measures become the
2 property of the Senate and cannot be withdrawn. Each bill,
3 conference report, substitute bill, joint resolution, and
4 alternative measure shall be approved as to form and numbering of
5 sections by the Legislative Service Bureau prior to submission to
6 the Secretary of the Senate. Bills, joint resolutions, and
7 alternative measures may be submitted for introduction during the
8 interim between legislative sessions.

9 b) Each Senate bill, joint resolution, and alternative measure
10 shall be read a first and second time by title when introduced in
11 the Senate. Each House bill, joint resolution, and alternative
12 measure shall be read a first and second time by title when first
13 received from the House.

14 c) At any time after introduction and upon final action on a
15 Senate bill, joint resolution, or alternative measure, Senators may
16 move to co-sponsor the bill, joint resolution, or alternative
17 measure when it is in possession of the Senate. Senators may also
18 submit a written request to the Secretary of the Senate to be added
19 as a co-sponsor of the bill, joint resolution, or alternative
20 measure, and the Secretary of the Senate shall print the request in
21 the Journal as an official communication under Senate Rule 3.105.
22 After final passage of a Senate bill or adoption of a Senate joint
23 resolution or alternative measure, or upon final action on a Senate
24 bill, joint resolution, or alternative measure returned from the
25 House, the presiding officer may open the voting board to allow
26 Senators to add their names as co-sponsors.

27 d) A sponsor or co-sponsor may move to remove his or her name
28 from a Senate bill, joint resolution, or alternative measure when
29 it is in possession of the Senate, provided that at least one
30 Senator remains listed as the sponsor. A sponsor or co-sponsor may
31 also submit a written request to the Secretary of the Senate to
32 remove his or her name from a Senate bill, joint resolution, or
33 alternative measure when it is in possession of the Senate,

1 provided that at least one Senator remains listed as the sponsor,
2 and the Secretary of the Senate shall print the request in the
3 Journal as an official communication under Senate Rule 3.105.

4
5 1.111 NUMBERING, LETTERING, AND PRINTING OF BILLS, JOINT
6 RESOLUTIONS, AND ALTERNATIVE MEASURES

7 a) The Secretary of the Senate shall assign numbers to all
8 Senate bills, resolutions, and alternative measures in the order
9 they are submitted for introduction. The Secretary of the Senate
10 shall assign letters to all joint resolutions in the order they are
11 submitted for introduction.

12 b) The Secretary of the Senate shall attend to the printing
13 and reproduction of all bills, resolutions, joint resolutions,
14 alternative measures, acts, and other documents ordered printed or
15 reproduced by the Senate. The heading of every bill, resolution,
16 joint resolution, and alternative measure ordered or reproduced
17 shall contain the number of the bill, resolution, or alternative
18 measure or letter of the joint resolution; name of the Senator or
19 Senators introducing the bill, resolution, joint resolution, or
20 alternative measure; date of introduction; and the name of the
21 committee to which the bill, resolution, joint resolution, or
22 alternative measure is referred.

23
24 1.112 ANNOUNCEMENT OF PRINTING AND ENROLLMENT OF BILLS, JOINT
25 RESOLUTIONS, AND ALTERNATIVE MEASURES

26 The Secretary of the Senate shall print in the Journal each
27 day (a) the number of all Senate and House bills, resolutions, and
28 alternative measures and letters of all joint resolutions that have
29 been printed or reproduced and distributed to the offices of the
30 President of the Senate and Senators and (b) the numbers of the
31 Senate bills that have been enrolled and presented to the Governor.

32

1 1.113 CARE AND PRESERVATION OF BILLS, RESOLUTIONS, AND ALTERNATIVE
2 MEASURES

3 The Secretary of the Senate shall be responsible to the Senate
4 for the care and preservation of every bill, resolution, joint
5 resolution, and alternative measure introduced in the Senate and
6 each bill, resolution, and alternative measure received from the
7 House, which responsibility shall only be relieved by a receipt
8 from an authorized person.
9

10 1.114 ENROLLMENT OF BILLS AND PRESENTATION TO THE GOVERNOR

11 a) After a Senate bill has passed both houses, the Secretary
12 of the Senate shall attend to the enrollment printing of the bill.
13 The Secretary of the Senate shall present the enrolled bill to the
14 Governor and obtain a receipt verifying the exact date and time the
15 bill was deposited in the Executive Office.

16 b) Unless otherwise by the Senate, the Secretary of the Senate
17 may enroll a Senate bill while the Senate is not in session if that
18 bill has passed both houses and no action is pending on the bill.
19 If the only action pending on such a bill is the granting of
20 immediate effect, and the Senate has adjourned sine die, immediate
21 effect shall not be given, and the Secretary shall enroll the bill.
22 The Secretary of the Senate shall notify the Senate of such action
23 on the next Senate legislative day.

24 c) When a Senate bill is approved by the Governor, the
25 Secretary of the Senate shall obtain a receipt from the Executive
26 Office verifying the exact date and time the bill was filed with
27 the Secretary of State. At the end of each year, the Secretary of
28 the Senate shall deposit with the Secretary of State the official
29 printed copy of the Senate bill as passed by both houses and obtain
30 a receipt.
31

32 1.115 ENROLLMENT OF JOINT RESOLUTIONS AND ALTERNATIVE MEASURES

1 a) After a Senate joint resolution or alternative measure has
2 been adopted by both houses, the Secretary of the Senate shall
3 attend to the enrollment printing. The Secretary of the Senate
4 shall certify and file the enrolled joint resolution or alternative
5 measure with the Secretary of State and, in the case of a joint
6 resolution, with others as directed by the joint resolution.

7 b) Unless otherwise ordered by the Senate, the Secretary of
8 the Senate may enroll a Senate joint resolution or alternative
9 measure while the Senate is not in session if that joint resolution
10 or alternative measure has been adopted by both houses and no
11 action is pending on the joint resolution or alternative measure.
12 The Secretary of the Senate shall notify the Senate of such action
13 on the next Senate legislative day.

14 c) When filing an enrolled Senate joint resolution or
15 alternative measure with the Secretary of State, the Secretary of
16 the Senate shall obtain a receipt verifying the exact date and time
17 filed. At the end of each year, the Secretary of the Senate shall
18 deposit with the Secretary of State the official printed copy of
19 the Senate joint resolution or alternative measure as adopted by
20 both houses and obtain a receipt.

21 22 1.116 BILL, RESOLUTION, AND ALTERNATIVE MEASURE HISTORY

23 The Secretary of the Senate shall keep a record and index of
24 all bills, resolutions, joint resolutions, and alternative measures
25 received by the Senate. This record shall include the title; bill,
26 resolution, or alternative measure number; joint resolution letter;
27 name of the sponsor and any co-sponsors introducing the bill,
28 resolution, joint resolution, or alternative measure; name of the
29 committee to which the bill, resolution, joint resolution, or
30 alternative measure is referred; and an entry of all action,
31 including the date, taken on the bill, resolution, joint
32 resolution, or alternative measure.

33

1 1.117 SENATE ADMINISTRATION AND OFFICE BUDGETS

2 a) The Senate Majority Leader is the Chief Administrator of
3 the Senate, shall assign duties to Senate employees not specified
4 by other rules, and may authorize and have final approval authority
5 for all expenses for the operation of the Senate, except as
6 provided by law.

7 b) In the absence of the Senate Majority Leader, the Assistant
8 Majority Leader shall assume the duties and responsibilities of the
9 Senate Majority Leader.

10 c) The Director of the Business Office shall create a budget
11 with the concurrence of the Senate Majority Leader. The form of the
12 budget shall parallel, as closely as practical, the departmental
13 budgets presented to the Committee on Appropriations.

14 d) The Senate financial records shall be open for public
15 inspection. Upon a written request that describes the financial
16 record sufficiently to enable the Senate to find the financial
17 record, a person has a right to inspect, copy, or receive copies of
18 that financial record of the Senate. Documents shall be available
19 for inspection during normal business hours. The Director of the
20 Business Office shall keep a record of these requests.

21 1) A copy of the Senate financial records shall be on file
22 with the Senate Business Office, which shall have overall authority
23 to administer the Senate financial records under the direction of
24 the Senate Majority Leader.

25 2) As used in this section, "financial record" means a budget,
26 account, contract, purchase order, expenditure authorization,
27 voucher, check, warrant, lease, audit report, balance sheet, travel
28 voucher, or other such summaries of financial transactions.

29 3) The following information contained in Senate financial
30 records is exempt from disclosure under this rule:

31 A) Information of a personal nature contained in financial
32 records where the public disclosure of the information would
33 constitute a clearly unwarranted invasion of an individual's

1 privacy. Such exempt information includes, but is not limited to,
2 the following:

3 (i) An employee's social security account number, financial
4 institution record, electronic transfer fund number, deferred
5 compensation, savings bonds, W-2 and W-4 forms, and any court
6 enforced judgment.

7 (ii) An employee's benefit selection.

8 (iii) Telephone bill detail including the telephone number and
9 name of individual called.

10 (iv) Unemployment compensation and workers' disability
11 compensation records.

12 B) Records and information specifically described and exempted
13 from disclosure under statute or subject to attorney-client
14 privilege.

15 C) A bid or proposal by a person to enter into a contract or
16 agreement, until the time for the public opening of bids or
17 proposals, or if a public opening is not to be conducted, until the
18 time for the receipt of bids or proposals has expired.

19 D) Commercial or financial information or trade secrets
20 voluntarily provided to the Senate.

21 E) Communications, notes, and electronic data within the
22 Senate or between the Senate and other public bodies of an advisory
23 nature.

24 F) Internet-use records.

25 G) Any other document or record protected from public
26 disclosure by agreement, contract, Senate rule, or law.

27 4) The Senate may charge a reasonable fee for providing a copy
28 of a financial record. The fee shall be limited to actual mailing
29 costs and to the actual incremental cost of duplication or
30 publication including labor related to the search, and deletion of
31 exempt information from nonexempt information.

32 5) The Senate may also charge a reasonable fee for providing
33 for the inspection of financial records. This fee may include the

1 actual incremental cost of supervising the inspection including
2 labor related to the search, examination, review, and deletion of
3 exempt information from nonexempt information.

4 6) The Senate may adopt any such other rules and policies as
5 are necessary to provide for the orderly dissemination of materials
6 to the public.

7 e) Each Senator shall be allotted separate budget amounts for
8 the annual staff account and the annual office operations account,
9 as determined by the Senate Majority Leader, to be used on a fiscal
10 year basis. Each standing committee chairperson shall be allotted a
11 separate budget amount for the annual committee operations account,
12 as determined by the Senate Majority Leader. The amounts allocated
13 to these accounts may be adjusted for all Senate offices by the
14 Senate Majority Leader. Any unused amount in a fiscal year shall
15 not be carried into the succeeding year. A Senator shall not exceed
16 the annual limits for each of these accounts without approval of
17 the Senate Majority Leader.

18 f) The Senate Majority Leader shall establish guidelines to
19 allow Senators to transfer a limited amount of funds between their
20 own staff account and their office operations account.

21
22 1.118 SECRETARY OF THE SENATE; ADMINISTRATIVE DUTIES

23 a) With the approval of the Senate Majority Leader, the
24 Secretary of the Senate, shall appoint a staff to conduct the
25 legislative administration of the Senate, including Administrative
26 Office Staff, Session Staff, Committee Clerks, and Senate
27 Television Staff.

28 b) The Secretary of the Senate shall exercise supervisory care
29 and control of the Senate Chamber and all Senate rooms, corridors,
30 furniture, and equipment in the Capitol and all committee and
31 meeting rooms not located in the Capitol. The Secretary will
32 cooperate with the Director of the Business Office in carrying out
33 these duties.

1 c) The Secretary of the Senate shall have responsibility for
2 the development and maintenance of a system for preserving
3 legislative records of the Senate and its committees. The Secretary
4 of the Senate shall issue guidelines for the organization and
5 preservation of these records.

6 d) The Secretary of the Senate shall be responsible for
7 keeping the Senate seal and for affixing the Senate seal to
8 official Senate documents, as authorized by the Senate Majority
9 Leader. The Senate seal shall be comprised of the coat of arms of
10 the State of Michigan encompassed by the words: "Senate - State of
11 Michigan".

12 e) The Secretary of the Senate shall maintain a schedule of
13 Senate committee rooms.

14 f) The Secretary of the Senate shall make and maintain an
15 official tape of all sessions of the Senate. Copies of the official
16 tape shall be made only upon application approved by the Senate
17 Majority Leader. All official tapes of the Senate sessions shall be
18 transferred to the State Archives four years following the end of
19 each biennial session of the Senate.

20 g) The Secretary of the Senate shall compile and maintain a
21 list of appointments by the Governor subject to the advice and
22 consent power of the Senate. This list shall contain the name and
23 function of the office, the holder of the office, the date of
24 appointment, and the expiration date of the officeholder's term.
25 This list shall be posted on the Senate Website.

26 h) The Secretary of the Senate shall compile and maintain a
27 list of the appointments that the Senate Majority Leader or the
28 Senate Minority Leader are authorized to make to various boards and
29 commissions. This list shall contain the name and function of the
30 office, the holder of the office, the date of appointment, and the
31 expiration date of the officeholder's term. This list shall be
32 posted on the Senate Website.

33

1 1.119 DIRECTOR OF THE BUSINESS OFFICE; ADMINISTRATIVE DUTIES

2 a) The Director of the Business Office shall serve at the
3 pleasure of the Senate Majority Leader.

4 b) With the approval of the Senate Majority Leader, the
5 Director of the Business Office shall appoint a staff to conduct
6 the business of the Senate, including Business Office Staff,
7 Finance Staff, Human Resources Staff, Information Services Staff,
8 General Services Staff, Physical Properties Staff, and Security
9 Staff.

10 c) The Director of the Business Office shall be responsible
11 for the business and financial records of the Senate.

12 d) The Director of the Business Office shall exercise
13 supervisory care and control of all Senate property not located in
14 the Capitol and cooperate with the Secretary of the Senate as
15 identified in Rule 1.118b.

16 e) With the approval of the Senate Majority Leader, the
17 Director of the Business Office shall purchase all necessary
18 furniture, carpet, equipment, postage, supplies, and services for
19 use by the Senate.

20 f) The Director of the Business Office shall install and
21 maintain any equipment approved for use by the Senate.

22 g) As authorized by the Senate Majority Leader, the Director
23 of the Business Office may sign papers, forms, documents, and
24 contracts on behalf of the Senate.

25
26 1.120 DUTIES OF THE SERGEANT AT ARMS

27 a) The Sergeant at Arms shall be the chief security officer of
28 the Senate. Under the direction of the Senate Majority Leader, the
29 Director of the Business Office shall supervise and direct the work
30 of the Sergeant at Arms and Assistant Sergeants at Arms, and may
31 commission the Sergeant at Arms and Assistant Sergeants at Arms,
32 who meet the certification requirements of this state, as law

1 enforcement officers with the powers provided under the Legislative
2 Sergeant at Arms Police Powers Act (see MCL 4.381-4.382).

3 b) The Sergeant at Arms shall attend the Senate during its
4 sessions and maintain order under the direction of the presiding
5 officer. The Sergeant at Arms shall execute the commands of the
6 presiding officer and of the Senate and all processes issued by
7 authority thereof.

8 c) The Sergeant at Arms shall have general charge, and
9 maintain order, in the Chamber, gallery, areas immediately outside
10 the Chamber, and committee rooms of the Senate. The Sergeant at
11 Arms shall see that all staff and visitors are seated when
12 appropriate.

13
14 1.121 EXECUTIVE SESSION

15 On a motion made and carried that the Senate go into Executive
16 Session, the presiding officer shall direct all persons, except
17 Senators, the Secretary of the Senate, and personnel as authorized
18 by the Senate, to withdraw. The vote of a majority of the Senators
19 voting shall be required on a motion for Executive Session, except
20 for Executive Sessions called under Rule 2.104. During an Executive
21 Session, the doors shall remain closed and every Senator, officer,
22 and authorized personnel shall keep confidential all proceedings
23 and matters enjoined by order of the Senate.

24
25 CHAPTER I - SECTION 2
26 MEMBER RESPONSIBILITIES

27
28 1.201 OATH OF OFFICE

29 The oath of office to Senators-elect shall be administered
30 following the November general election up to and including the
31 first day of regular session, or as soon thereafter as a Senator-
32 elect may appear. The oath shall be administered by the Lieutenant
33 Governor, a Justice of the Supreme Court, a Judge of the Court of

1 Appeals, or the Secretary of the Senate (see Const. Art. 11, Sec.
2 1).

3
4 1.202 CONTESTED ELECTIONS

5 a) A petition for a recount shall be filed not later than 48
6 hours following the completion of the canvass of the votes cast at
7 an election. A copy of the petition shall be given by the
8 contestant to the Secretary of the Senate (see MCL 168.879). Notice
9 of receipt of the petitions shall be announced by the Secretary of
10 the Senate and printed in the Journal.

11 b) Each contestant requesting a recount shall deposit with the
12 Secretary of State, Bureau of Elections, the amount provided by law
13 for each precinct in which he or she has requested a recount (see
14 MCL 168.881).

15 c) Upon completion of a recount, the Board of State Canvassers
16 shall forward a report of the results to the Secretary of the
17 Senate, and the report shall be announced by the Secretary of the
18 Senate and printed in the Journal (see MCL 168.879).

19
20 1.203 PROCEDURE FOR EXCLUSION

21 a) A Senator-elect shall not be given the oath of office or
22 seated as a Senator if he or she has been convicted of subversion
23 or has, within the preceding 20 years been convicted of a felony
24 involving breach of the public trust (see Const. Art. 4, Sec. 7),
25 or has within the preceding 20 years, been convicted of a felony
26 involving dishonesty, deceit, fraud, or a breach of public trust
27 and the conviction was related to the person's official capacity
28 while the person was holding any elective office or position of
29 employment in local, state, or federal government (see Const. Art.
30 11, Sec. 8). Upon finding by a majority vote of the Senators
31 elected and serving that a Senator-elect has committed an offense
32 within the provisions of this rule, he or she shall be declared to

1 be unqualified for membership in the Senate and his or her office
2 declared vacant.

3 b) Questions arising from challenges to the elections or
4 returns of Senators shall be decided by a vote of a majority of the
5 Senators elected and serving. In cases of contested elections or
6 returns, notice setting forth the grounds of the contest shall be
7 given by the contestant to the Secretary of the Senate not later
8 than January 7 following the general election, or not later than 20
9 days following the special election.

10 c) The Senate, with concurrence of two-thirds of Senators
11 elected and serving, may expel a member. The reasons for such
12 expulsion shall be printed in the Journal (see Const. Art. 4, Sec.
13 16).

14

15 1.204 EXCUSED ABSENCE

16 The Senate may excuse any Senator from attendance for any
17 stated period, and the excused absence shall be printed in the
18 Journal. The Senate may revoke an excuse at any time.

19

20 1.205 SENATORS DEEMED PRESENT UNLESS EXCUSED

21 a) A Senator who answers an attendance roll call or who enters
22 after an attendance roll call and reports his or her presence to
23 the Secretary of the Senate shall be considered present thereafter
24 unless an excused absence is granted.

25 b) A Senator may be recognized prior to the invocation and the
26 attendance roll call only for the purpose of presenting a motion to
27 adjourn. Should such a motion to adjourn prevail, there shall be no
28 official invocation and attendance roll call for that day.

29

30 1.206 COMPENSATION FOR SENATORS

31 The compensation of Senators is determined by the State
32 Officers Compensation Commission, as provided by law. Senators

1 shall not collect from the Senator's staff account any
2 compensation, expense allowance, or mileage reimbursement.

3
4 1.207 FACILITIES FOR SENATORS

5 Each Senator shall be entitled to facilities, equipment,
6 furnishings, and expenses that are necessary to fulfill the duties
7 of office. The location of facilities and the sufficiency of
8 equipment, furnishings, and expenses shall be determined through
9 guidelines established by the Director of the Business Office,
10 under the direction of the Senate Majority Leader.

11
12 1.208 EXPENSE REIMBURSEMENT

13 Expense reimbursement for travel, lodging, meals, registration
14 fees, and related items shall be made in accordance with
15 regulations established by the Director of the Business Office,
16 under the direction of the Senate Majority Leader. The regulations
17 shall set forth the guidelines for amounts, methods of payment, and
18 time of payment for such items. When, in the judgment of the Senate
19 Majority Leader, the regulations need revision, the Senate Majority
20 Leader may direct the Director of the Business Office to make the
21 revision upon a 15 day notice to all Senators. The regulations
22 shall include the following:

23 a) Out-of-state expenses of a Senator, or Senate employee,
24 shall not be paid by the Senate unless a written request has been
25 approved by the Senate Majority Leader and filed with the Director
26 of the Business Office prior to departure.

27 b) A travel request shall state the purpose of the trip, the
28 relevance of the trip to legislative matters, and an estimate of
29 the cost.

30 c) The Senator, or Senate employee, shall file a written and
31 signed post-travel report with the Director of the Business Office
32 not more than 20 calendar days after returning from travel. These
33 reports shall be retained by the Director of the Business Office as

1 required by applicable law and regulation. If a report is not filed
2 within 20 calendar days after returning from travel, no expenses
3 will be reimbursed by the Senate, and any Senate funds received in
4 advance of departure shall be returned in full to the Senate
5 Business Office. The post-travel report shall include a summary of
6 the relevant legislative information, material pertinent thereto,
7 and itemized expenditures.

8 d) An expenditure for travel by a Senator, or Senate employee,
9 shall not be paid by the Senate unless that expenditure is itemized
10 and documented with a receipt or other approved documentation.

11 e) Expenses for out-of-state travel by Senators shall be
12 printed in the Journal on a quarterly basis.

13 f) A Senator, or an employee of a Senator, shall not incur
14 out-of-state travel expenses after the Senator is defeated in a
15 Senate primary or general election, or upon the failure of the
16 Senator to file for election while serving the balance of his or
17 her unexpired term, unless approved by the Senate Majority Leader.

18
19 1.209 MAILING

20 a) The mailing or printing at Senate expense of any personal
21 or campaign material is prohibited.

22 b) A Senator, or committee of the Senate, shall not use state
23 funds to mail 1,000 or more pieces of substantially similar
24 material within 30 days before a primary or general election in
25 which the Senator is a candidate. This rule does not apply if the
26 mailing is a summary of a ballot proposal that is approved by the
27 Senate Majority Leader.

28 c) The Senate shall not make payment for a mass mailing sent
29 outside the district of the Senator making the mailing. In
30 determining whether a violation of this rule has occurred,
31 recognition shall be given to established mass mailing techniques.

1 d) The Director of the Business Office, under the direction of
2 the Senate Majority Leader, shall develop and disseminate
3 guidelines for printing and mass mailing.

4 e) The cost of pieces mailed by a Senator that were paid for
5 with Senate funds shall be tabulated and recorded by the Director
6 of the Business Office.

7
8 CHAPTER I - Section 3
9 LEGISLATIVE CONDUCT AND ETHICS

10
11 1.301 LEGISLATIVE CONDUCT

12 Each Senator shall conduct himself or herself to justify the
13 confidence placed in him or her by the people and shall, by
14 personal example and admonition to colleagues, maintain the
15 integrity and responsibility of his or her office.

16
17 1.302 ATTENDANCE AND VOTING

18 Every Senator is expected to vote on each roll call vote,
19 unless absent or prohibited from voting by Rule 1.306. A Senator
20 who misses a roll call vote may request that a vote intention be
21 printed in the Senate Journal reflecting how he or she would have
22 voted.

23
24 1.303 IMPROPER INFLUENCE

25 A Senator shall not accept anything that will influence his or
26 her official act, decision, or vote.

27
28 1.304 CONFLICTING EMPLOYMENT

29 A Senator shall not allow any personal employment to impair
30 his or her independence of judgment in the exercise of his or her
31 official duties.

32
33 1.305 UNDUE INFLUENCE

1 A Senator shall not use his or her influence in any matter
2 that involves substantial conflict between his or her personal
3 interest and his or her duties in the public interest.

4 5 1.306 DISCLOSURE AND DISQUALIFICATION

6 A Senator having a personal, private, or professional interest
7 in a bill or alternative measure, of which he or she has knowledge,
8 shall not vote on the bill or alternative measure and shall
9 disclose in writing his or her interest in the bill or alternative
10 measure. A personal, private, or professional interest in a bill or
11 alternative measure is an interest that would provide a benefit
12 particular to a Senator or a benefit particular to any individual
13 or entity to whom the Senator is financially or legally obligated
14 or is personally related. The disclosure shall be filed with the
15 Secretary of the Senate to be printed in the Journal immediately
16 following the record of the vote on the bill or alternative
17 measure. If a Senator votes on a bill or alternative measure that
18 might appear at the time of the vote to provide a benefit
19 particular to that Senator or a benefit particular to any
20 individual or entity to whom the Senator is financially or legally
21 obligated or is personally related, a Senator may submit a
22 statement explaining his or her reasons for voting. The statement
23 shall be printed in the Journal.

24 25 1.307 SEXUAL HARASSMENT

26 Sexual harassment is prohibited and will not be tolerated by
27 the Senate. The Director of the Business Office shall establish a
28 policy to implement this rule.

29 30 1.308 SENATE EMPLOYEES AND CONFLICTS

31 Senate employees, including those elected by the Senate or
32 those employees specifically provided for by other Senate rules,
33 shall be held accountable to the intent of Chapter I, Section 3 of

1 these rules where applicable. The Director of the Business Office
2 shall establish policies to implement this rule.

3
4 1.309 IMPROPER USE OF STAFF AND FACILITIES

5 a) A Senator shall not convert for personal, business, or
6 campaign use, unrelated to Senate business, any supplies, services,
7 facilities, or staff provided by the Senate or State of Michigan.
8 This includes, but is not limited to, telephones, facsimile
9 machines, computers, postage, and copy machines.

10 b) Personal business and incidental campaign calls, when
11 charged to the Senate or State of Michigan, constitute improper use
12 of Senate facilities.

13 c) Personal and business calls must be charged to the caller's
14 residence telephone, personal credit card, special billing number,
15 or made from a cellular telephone or pay station. Individuals
16 making unreimbursed personal calls from Senate or State facilities
17 shall be subject to appropriate sanctions.

18 d) In situations where it is not possible to utilize any of
19 the methods outlined above to make a personal call, or when other
20 incidental expenses are incurred, the Senate's operating procedure
21 shall allow reimbursement to the Senate or State of Michigan for
22 such calls and expenses.

23
24 1.310 ADVISORY OPINIONS

25 All questions relating to the interpretation and enforcement
26 of Chapter I, Section 3 of these rules concerning legislative
27 conduct and ethics shall be referred to the Committee on Government
28 Operations. A Senator who has a question regarding legislative
29 conduct and ethics may submit a factual situation to the Committee
30 on Government Operations with a request for an advisory opinion
31 establishing the standard of public duty. The Committee shall
32 respond to each inquiry. All opinions issued by the committee
33 shall, after a hearing, be numbered, dated, and printed in the

1 Journal. No opinion shall identify the requesting Senator without
2 his or her consent.

3
4 1.311 PENALTIES FOR VIOLATION

5 If a Senator is alleged to have violated the provisions of
6 Chapter I, Section 3 of these rules, the Committee on Government
7 Operations shall determine if the facts underlying the allegation
8 are sufficient to merit a hearing. If a hearing is held, the
9 Senator charged with a violation shall be given notice and an
10 opportunity to appear at the hearing and be represented by counsel.
11 The determination and any disciplinary action shall be made and
12 taken only by a two-thirds vote of the Senators elected and serving
13 on recommendation of the Committee on Government Operations. A
14 Senator determined to have violated the provisions of the rules
15 regulating ethics and conduct may be reprimanded, censured, or
16 expelled. Any actions undertaken under this section shall be
17 separate from any prosecutions or penalties otherwise provided by
18 law.

19
20 CHAPTER I - SECTION 4

21 SENATE EMPLOYEES

22
23 1.401 EMPLOYEES OF EACH SENATOR

24 a) All Senators may appoint necessary staff in accordance with
25 Senate rules and subject to policies established by the Senate
26 Majority Leader. These employees shall be directly responsible to
27 the Senator. A Senator shall not appoint any employee who is
28 related within the first degree of consanguinity or direct affinity
29 to any Senator elected or serving. A Senator shall not appoint any
30 employee who is related within the second or third degree of
31 consanguinity or direct affinity to any Senator elected or serving
32 without permission of the Senate Majority Leader.

1 b) A person shall not begin employment nor receive any
2 compensation until a Senator has provided the Senate Business
3 Office with the necessary information about the employee. The
4 Director of the Business Office shall establish policies to
5 implement this rule.

6 c) A Senate employee shall not convert for personal, business,
7 or campaign use, unrelated to Senate business, any supplies,
8 services, facilities, or staff provided by the Senate or State of
9 Michigan. This includes, but is not limited to, telephones,
10 facsimile machines, computers, postage, and copy machines.

11 d) Personal business and incidental campaign calls, when
12 charged to the Senate or State of Michigan, constitute improper use
13 of Senate facilities.

14 e) Personal and business calls must be charged to the caller's
15 residence telephone, personal credit card, special billing
16 number, or made from a cellular telephone or pay station.
17 Individuals making unreimbursed personal calls from Senate or State
18 facilities shall be subject to appropriate sanctions.

19 f) In situations where it is not possible to utilize any of
20 the methods outlined above to make a personal call, or when other
21 incidental expenses are incurred, the Senate's operating procedure
22 shall allow reimbursement to the Senate or State of Michigan for
23 such calls and expenses.

24 25 1.402 COMMITTEE CLERKS

26 Clerks for standing committees shall serve under the direction
27 of the Secretary of the Senate. The person designated as committee
28 clerk must perform all duties established by the State Constitution
29 and Senate rules and must attend committee clerk training sessions
30 provided by the Secretary of the Senate.

31 32 1.403 EMPLOYEE APPOINTMENT

1 The Senate Majority Leader shall appoint employees as
2 necessary for the work of the Senate. The Senate Majority Leader
3 shall appoint minority staff employees from a list submitted by the
4 Senate Minority Leader.

5
6 1.404 EMPLOYEE COMPENSATION

7 a) Compensation for Senate employees shall be established by
8 each Senator within the limits of the budget guidelines in
9 accordance with Senate rules and subject to policies issued by the
10 Director of the Business Office, under the direction of the Senate
11 Majority Leader.

12 b) The Senate general fund shall provide benefit packages for
13 the staff of each majority and minority Senator in accordance with
14 policies established by the Senate Majority Leader.

15
16 1.405 EMPLOYEES AS CANDIDATES

17 Any Senate employee or any officer of the Senate who files a
18 nominating petition, pays a fee for ballot access, files an
19 affidavit of candidacy, or campaigns for the employee's or
20 officer's election to a full-time office, shall resign, or, subject
21 to approval of the Senate Majority Leader, be placed on an unpaid
22 leave of absence. This rule shall not be construed as having any
23 application to the Lieutenant Governor or any Senator.

24
25 1.406 EMPLOYMENT ACTIONS AT WILL OF THE MAJORITY LEADER

26 Except as otherwise provided in these rules, the Senate
27 Majority Leader, or the Senate Majority Leader's designee, shall
28 appoint all employees of the Senate. Unless otherwise provided by
29 law, the compensation for all employees and officers of the Senate
30 shall be fixed by the Senate Majority Leader, or the Senate
31 Majority Leader's designee. All employees of the Senate shall
32 maintain a status as non-tenured, at-will employees. All employees
33 of the Senate work at the pleasure of the Senate Majority Leader,

1 or the Senate Majority Leader's designee, shall be subject to the
2 Senate Majority Leader's, or the Senate Majority Leader's
3 designee's, orders, and may be transferred to a different position,
4 demoted, suspended, or summarily removed by the Senate Majority
5 Leader, or the Senate Majority Leader's designee.

6
7 CHAPTER II - SECTION 1
8 COMMITTEE ORGANIZATION
9

10 2.101 AUTHORIZATION FOR STANDING COMMITTEES

11 a) Permanent standing committees and commissions of or
12 appointed by the Senate, when created by rule of the Senate, shall
13 exist and function both during and between sessions (see MCL
14 4.221). Permanent standing committees and commissions of or
15 appointed by the Senate may by resolution perform and exercise such
16 powers and authority in the interim between sessions as shall be
17 delegated to such committees or commissions in the resolutions.

18 b) The Senate Majority Leader may, from time to time,
19 establish subcommittees of permanent standing committees of the
20 Senate. Such subcommittees shall include at least one majority
21 party member and one minority party member who are members of that
22 standing committee and shall have at least one more majority party
23 member than minority party member.

24
25 2.102 POWERS AND RESPONSIBILITIES OF COMMITTEES

26 a) Any Senator, while acting as a member of a committee, shall
27 have authority to administer oaths to such persons as shall be
28 examined before the committee of which he or she is a member (see
29 MCL 4.85).

30 b) Any committee may, by resolution of the Senate, be
31 authorized to administer oaths, issue subpoenas, and examine books,
32 records, and files (see MCL 4.101 and MCL 4.541).

1 c) Any witness, or attorney representing a witness, may be
2 punished for contempt by the Legislature (see MCL 4.82 and 4.101),
3 under either of the following circumstances:

4 1) During a committee investigation and pursuant to a
5 committee subpoena, he or she:

6 a) Refuses to be sworn or testify,

7 b) Fails on demand to produce any papers, books, or documents
8 regarding any matter under investigation, or

9 c) Otherwise neglects or refuses to obey the committee
10 subpoena.

11 2) He or she is guilty of deliberately interfering with the
12 duties and powers of the Legislature while in attendance at a
13 committee hearing.

14 d) Contempt of the Legislature shall be punishable as provided
15 by law (see MCL 4.82 and 4.83).

16
17 2.103 STANDING COMMITTEES

18 The standing committees of the Senate shall be:

19 Advice and Consent (4 members)

20 Agriculture (5 members)

21 Appropriations (18 members)

22 Economic and Small Business Development (9 members)

23 Education and Career Readiness (6 members)

24 Elections (4 members)

25 Energy and Technology (12 members)

26 Environmental Quality (6 members)

27 Families, Seniors, and Veterans (7 members)

28 Finance (7 members)

29 Government Operations (5 members)

30 Health Policy and Human Services (10 members)

31 Insurance and Banking (9 members)

32 Judiciary and Public Safety (7 members)

33 Local Government (5 members)

1 Natural Resources (5 members)

2 Oversight (4 members)

3 Regulatory Reform (9 members)

4 Transportation and Infrastructure (9 members)

5 Statutory standing committees:

6 Administrative Rules (5 members) (see MCL 24.235)

7 Legislative Council (6 members and 3 alternates) (see MCL
8 4.1103)

9 Legislative Retirement Board of Trustees (2 members) (see MCL
10 38.1026)

11 Library of Michigan Board of Trustees (1 member) (see MCL
12 397.14)

13 Michigan Commission on Uniform State Laws (2 members) (see
14 MCL.4.1301)

15 Michigan Council on Future Mobility (2 members) (see MCL
16 257.665)

17 Michigan Law Revision Commission (2 members) (see MCL 4.1401)

18 Senate Fiscal Agency Board of Governors (5 members) (see MCL
19 4.1501)

20
21 2.104 COMMITTEE ON ADVICE AND CONSENT

22 a) All appointments to office submitted by the Governor to the
23 Senate shall be referred to the Committee on Advice and Consent.
24 Effective upon written notification to the Secretary of the Senate,
25 the chairperson of the Committee on Advice and Consent may request
26 a Senate standing committee to hold hearings and make written
27 recommendations to the Committee on Advice and Consent on a
28 gubernatorial appointment. The Senate standing committee may adopt
29 by committee vote a recommendation to the Committee on Advice and
30 Consent.

31 1) No appointment shall be voted upon until it has been
32 printed in the Journal.

1 2) On all appointments to office reported favorably or without
2 recommendation by the Committee on Advice and Consent, the question
3 before the Senate shall be on advising and consenting to the
4 appointment. On all appointments reported unfavorably, the question
5 shall be on the disapproval of the appointment.

6 3) The vote of a majority of the Senators elected and serving
7 by record roll call vote shall be required to approve or disapprove
8 any appointment to office submitted by the Governor. Any
9 appointments considered by the Senate shall be in open session,
10 unless a majority of the Senators elected and serving shall vote in
11 favor of an Executive Session.

12 4) Any appointment not disapproved within 60 session days
13 after receipt shall stand confirmed (see Const. Art. 5, sec. 6).

14 b) If an appointment is made at a time when the 60 days would
15 lapse during an extended recess of the Senate, the Senate Majority
16 Leader may schedule a session of the Senate for the sole purpose of
17 carrying out the Senate's constitutional duties to advise and
18 consent on gubernatorial appointments. The Senate Majority Leader
19 shall notify the Secretary of the Senate at least 10 calendar days
20 prior to the date of the scheduled session. The Secretary of the
21 Senate shall take all reasonable steps to notify the members of the
22 Senate of the scheduled session.

23
24 2.105 COMMITTEE ON GOVERNMENT OPERATIONS

25 a) Except as otherwise provided by Senate rule, all executive
26 business shall be referred to the Committee on Government
27 Operations.

28 b) Executive orders issued by the Governor, except those
29 dealing with matters of appropriations or expenditure reductions,
30 shall be referred to the Committee on Government Operations. Any
31 executive order dealing with matters of executive reorganization
32 may be disapproved by a resolution concurred in by a majority of
33 members elected to and serving in each house within 60 calendar

1 days after receipt at a regular session, or a full regular session
2 if of shorter duration. Unless disapproved within that time, the
3 executive order shall become effective at a date thereafter to be
4 designated by the Governor (see Const. Art. 5, Sec. 2).

5 c) Executive orders dealing with matters of appropriations or
6 expenditure reductions shall be referred to the Committee on
7 Appropriations (see MCL 18.1391).

8 d) The Committee on Oversight shall receive for review all
9 reports issued by the Auditor General.

10 e) Upon written notice to the Secretary of the Senate, the
11 chairperson of the Committee on Government Operations may request a
12 Senate standing committee to hold hearings and make written
13 recommendations to the Committee on Government Operations on any
14 executive business referred to the Committee on Government
15 Operations. The Senate standing committee may adopt by a committee
16 vote a recommendation to the Committee on Government Operations.

17 18 2.106 COMMITTEE CHAIRPERSONS AND TEMPORARY MEMBERS

19 a) The first named member of any committee shall be the
20 chairperson, the second named member shall be the majority vice
21 chairperson, and the remaining members of the committee shall rank
22 in the order in which they are named. The first named member of the
23 minority party shall be the minority vice chairperson. In the
24 temporary absence of the chairperson and majority vice chairperson,
25 the highest ranking member in attendance shall act as chairperson.

26 b) In the apparent prolonged absence of a member of a
27 committee, the Senate Majority Leader shall fill the vacancy by
28 appointing a committee member who shall serve until the absent
29 Senator returns. A temporary committee member shall not be
30 appointed chairperson of the committee by the Senate Majority
31 Leader.

32 33 2.107 CALLING OF A COMMITTEE

1 It shall be the duty of any committee to meet at the call of
2 the chairperson, or on the written request of a majority of the
3 members of the committee. The call or request must contain the
4 date, time, and place of the meeting. No committee of any status
5 shall sit during a session of the Senate, except during recess,
6 unless leave is granted by the Senate. No committee shall use the
7 Senate Chamber for a meeting during any regular or special session
8 of the Legislature.

9
10 2.108 NOTICE OF MEETINGS

11 a) A committee may hold a meeting on any bill, resolution,
12 joint resolution, or alternative measure referred to the committee
13 and on any issue relevant to the subject matter of the committee.
14 Notice of the meeting, including the subject, date, time, and
15 place, shall be given in writing to the Secretary of the Senate who
16 shall print it in the Journal and on the Senate calendar and post
17 it where appropriate (see Const. Art. 4, Sec. 17). Oral
18 announcement regarding a meeting may be given to the Senate during
19 a session by the chairperson, or a member of the committee holding
20 the meeting.

21 b) Notice of all committee meetings shall comply with the
22 Michigan Open Meetings Act (see MCL 15.261-15.275).

23
24 2.109 COMMITTEE STAFFING

25 In addition to staff as provided in Rule 1.402, the Secretary
26 of the Senate may appoint additional committee personnel as
27 authorized by the Senate Majority Leader. The Senate Majority
28 Leader may authorize joint utilization of personnel with the House
29 of Representatives and may authorize the Senate to share in the
30 cost.

31
32 2.110 COMMITTEE EXPENSES

1 No committee may receive reimbursement for expenses unless
2 authorized by the Senate Majority Leader. A report of committee
3 expenses, prepared by the chairperson and the Director of the
4 Business Office from the documents on file in the Senate Business
5 Office and approved by the chairperson, shall be filed quarterly
6 with the Director of the Business Office. The report shall include
7 the date, payee, amount, and purpose of the expenditure. The
8 Director of the Business Office shall notify the Secretary of the
9 Senate, for printing in the Journal, that the expense report is on
10 file and open for public inspection.

11
12 CHAPTER II - SECTION 2
13 COMMITTEE PROCEDURE
14

15 2.201 COMMITTEE QUORUM

16 A quorum of a committee is a majority of the committee. The
17 affirmative vote of a majority of the committee members serving is
18 required to adopt an amendment or substitute to a bill, resolution,
19 joint resolution, or alternative measure and to report any matter
20 to the Senate. A member must be present at the time a roll call is
21 taken for his or her vote to count toward the required majority
22 concurrence.

23
24 2.202 COMMITTEE RECORDS

25 a) Each committee clerk shall keep a record of the assigned
26 committee proceedings, including the date and time of each meeting,
27 the committee members present and absent, and all action on bills,
28 resolutions, joint resolutions, and alternative measures in the
29 committee with the names and votes of members (see Const. Art. 4,
30 Sec. 17). A member of the committee wishing to explain his or her
31 vote may file a written explanation with the clerk of the committee
32 within two legislative days after the vote is taken, which
33 explanation shall be attached to the minutes. All minutes shall be

1 available for public inspection during reasonable business hours.
2 The committee record of its proceedings shall be transmitted
3 biennially to the Secretary of the Senate within 30 days of the
4 final adjournment of the Legislature. The Secretary of the Senate
5 shall be responsible for the storage of the committee minutes and
6 records of its proceedings, which shall be available for public
7 inspection upon request to the Secretary of the Senate.

8 b) The committee clerk of each committee shall keep the
9 committee files, recordings, tapes, records, memoranda, or written
10 documents in storage cabinets separate from his or her other
11 records according to the guidelines issued by the Secretary of the
12 Senate.

13 14 2.203 COMMITTEE REPORTS

15 a) All committees shall file a report of their activities
16 following each meeting. All reports shall be submitted on a form
17 prescribed and furnished by the Secretary of the Senate. The
18 reports shall include the date, time, and place of the committee
19 meeting, the members in attendance, the vote of each committee
20 member on any bill, resolution, joint resolution, alternative
21 measure, or other business, and the committee's recommendation on
22 immediate effect for any bill and shall be submitted to the
23 Secretary of the Senate. The committee recommendation for immediate
24 effect shall be considered on House bills at the time of Senate
25 passage and on Senate bills upon their return from the House unless
26 the Senate has previously given the bill immediate effect. All
27 committees shall submit an attendance report to the Secretary of
28 the Senate within two Senate legislative days of the committee
29 meeting. The Secretary of the Senate shall print all committee
30 reports and attendance reports in the Journal.

31 b) Except for a committee report recommending a substitute,
32 any bill, resolution, joint resolution, alternative measure, or
33 other business reported out of any committee shall be filed with

the Secretary of the Senate as soon as possible and not later than 4:00 p.m. on the next calendar day (excluding weekends and holidays). A committee report recommending a substitute shall be filed not later than 4:00 p.m. on the second calendar day (excluding weekends and holidays). The Secretary of the Senate shall have the authority to retrieve any report not filed by these deadlines.

c) If a bill, resolution, joint resolution, alternative measure, or other business is reported to the Senate with a recommendation that it be referred to a second committee, the reported bill, joint resolution, alternative measure, or other business, and any amendments, shall be referred to that committee in accordance with Rule 3.106.

d) All business not reported by a committee shall be archived in accordance with the Secretary of the Senate guidelines at the conclusion of each biennium.

2.204 ITEMS REPORTED WITHOUT RECOMMENDATION

All items reported without recommendation, with or without amendments, by any committee shall lie on the table unless otherwise ordered by the Senate. To take from the table any item placed on the table in this manner shall require the vote of a majority of the Senators elected and serving.

2.205 MANUAL OF COMMITTEE PROCEDURE

The rules of parliamentary law and practice in the most recent edition of Mason's "Manual of Legislative Procedure" shall govern committee procedure in all cases except when those rules are inconsistent with the standing rules and published precedents of the Senate and its committees.

2.206 COMMITTEE TELEVISIONING, WEBCASTING, AND CONDUCT

1 a) The Senate may tape, televise live, or webcast Senate
2 committee meetings.

3 b) No person shall engage in any conduct during a Senate
4 committee meeting that undermines the decorum of the meeting. All
5 individual electronic devices during a committee meeting shall be
6 turned off or left on non-audible alert.

7
8 CHAPTER III - SECTION 1
9 ORDER OF BUSINESS

10
11 3.101 TIME OF SESSION

12 The Senate shall convene at 10:00 a.m. Tuesday through
13 Thursday except on state holidays, unless otherwise ordered by the
14 Senate.

15
16 3.102 ORDER OF BUSINESS

17 Unless otherwise ordered by the Senate, the order of business
18 of the Senate shall be as follows:

- 19 1. Call to Order
- 20 2. Invocation
- 21 3. Pledge of Allegiance
- 22 4. Attendance Roll Call
- 23 5. Motions and Communications
- 24 6. Messages from the Governor
- 25 7. Messages from the House
- 26 8. Conference Reports
- 27 9. Third Reading of Bills
- 28 10. General Orders
- 29 11. Resolutions
- 30 12. Introduction and Referral of Bills
- 31 13. Statements
- 32 14. Adjournment

33

1 3.103 CHANGE OF ORDER OF BUSINESS

2 The Senate may change, bypass, or return to any order of
3 business at any time by the consent of a majority of those voting.
4

5 3.104 QUORUM OF THE SENATE

6 a) A majority of Senators elected and serving shall constitute
7 a quorum (see Const. Art. 4, Sec. 14).

8 b) Routine business on which no vote of the Senate is required
9 may be disposed of on any day, with or without a quorum present,
10 and proper entries shall be printed in the Journal. For purposes of
11 this rule, "routine business" includes referral of appointments to
12 office submitted by the Governor, referral of executive business
13 not including veto messages, introduction and referral of bills,
14 and announcement of enrollment printing.

15 c) In the absence of a quorum, a motion is in order to order a
16 Call of the Senate, recess, or adjourn.
17

18 3.105 COMMUNICATIONS TO THE SENATE

19 The Secretary of the Senate shall compile official
20 communications received by the Senate and shall make them available
21 to all Senators. The presiding officer shall refer all
22 communications that are informational only to the Secretary of the
23 Senate for printing in the Journal.
24

25 3.106 COMMITTEE REPORTS ON THE CALENDAR

26 a) All committee reports in the possession of the Secretary of
27 the Senate shall be placed on the Senate calendar under the heading
28 of Committee Reports. The Senate calendar shall be closed for
29 printing at 4:00 p.m. on Tuesday, Wednesday, and Thursday. If a
30 Senate committee is scheduled to meet on a Friday, Saturday, or
31 Sunday, the Senate calendar for a Tuesday session shall be closed
32 for printing at 9:30 a.m. on Monday; however if Monday is a state

1 holiday, the committee report may be placed on the next Senate
2 calendar following the 4:00 p.m. deadline on Tuesday.

3 b) A Senator may object to a committee report on the basis of
4 its sufficiency or proper authorization. The presiding officer
5 shall place the objection before the Senate for its decision.

6 c) All committee reports shall be laid over one day. After one
7 session day a committee report shall be considered accepted and the
8 item shall be referred as appropriate.

9
10 3.107 RESOLUTION CONSENT CALENDAR

11 a) The Senate Majority Floor Leader and the Senate Minority
12 Floor Leader, or their member designees, shall jointly compile a
13 list known as the resolution consent calendar. It shall consist of
14 Senate resolutions, Senate concurrent resolutions, and House
15 concurrent resolutions that do not require committee referral and
16 consideration, the adoption of which may be accomplished by a
17 majority of Senators voting. Resolutions that are subject to the
18 voting requirements of Senate Rule 3.501, or governed by a voting
19 requirement in statute, shall not be placed on the resolution
20 consent calendar.

21 b) Matters on the resolution consent calendar shall be
22 disposed of in a single vote. Before stating the question of
23 adoption of the consent calendar, the presiding officer shall ask
24 if there are objections. The objection of any Senator to the
25 placement of one or more items on the resolution consent calendar
26 shall result in the removal of the stated item or items from that
27 calendar. Any items removed from the resolution consent calendar
28 may be considered under the order of Resolutions.

29
30 CHAPTER III - SECTION 2
31 INTRODUCTION OF BILLS

32
33 3.201 FIVE DAYS' POSSESSION

1 No bill shall be passed or become law, and no alternative
2 measure shall be adopted, at any regular session of the Legislature
3 until it has been printed or reproduced and in possession of the
4 Senate for at least five days (see Const. Art. 4, Sec. 26).

5
6 3.202 BILLS, RESOLUTIONS, AND ALTERNATIVE MEASURES AMENDED BY THE
7 HOUSE

8 All bills, joint resolutions, concurrent resolutions, and
9 alternative measures returned by the House with amendments shall be
10 laid over one day. Consideration of bills, joint resolutions, and
11 alternative measures shall be resumed the following day under the
12 same order of business. Consideration of concurrent resolutions
13 shall be resumed the following day under the order of Resolutions.

14
15
16 3.203 REFERRAL OF BILLS, JOINT RESOLUTIONS, AND ALTERNATIVE
17 MEASURES

18 a) The Senate Majority Leader shall refer all bills, joint
19 resolutions, and alternative measures to a standing committee no
20 later than one Senate legislative day after being submitted to the
21 Secretary of the Senate. The presiding officer shall announce the
22 referral of all bills, joint resolutions, and alternative measures.

23 b) A bill introduced pursuant to the timely filing of a notice
24 of objection by the Joint Committee on Administrative Rules to a
25 proposed administrative rule shall be read twice and placed on the
26 Senate calendar under the order of business of General Orders (see
27 MCL 24.245a).

28 c) The Senate Majority Leader may change the original referral
29 of a bill, resolution, joint resolution or alternative measure by
30 oral notice to the Senate or written communication submitted to the
31 Secretary of the Senate before the end of session on the next
32 Senate legislative day following the day of the original referral.
33 Notices of the written communication shall be announced by the

1 Secretary of the Senate during session and both oral and written
2 notifications shall be printed in the Journal.

3 d) It shall be in order at any time before the final passage
4 of any bill or the adoption of any joint resolution or alternative
5 measure to move its commitment or recommitment to committee.

6 e) The vote of a majority of the Senators elected and serving
7 shall be required to discharge a committee from further
8 consideration of any item referred to that committee.

9
10 3.204 RESOLUTIONS

11 a) All resolutions to be introduced shall be submitted to the
12 Secretary of the Senate, accompanied by three true copies. Only a
13 currently serving Senator may sign a resolution for introduction.
14 Except as otherwise provided by Senate Rule, resolutions shall be
15 read once by title to the Senate and referred to the Committee on
16 Government Operations. Once submitted to the Secretary of the
17 Senate, resolutions become the property of the Senate and shall
18 remain in the possession of the Secretary of the Senate. Concurrent
19 resolutions shall be transmitted to the House on adoption.

20 b) Once a resolution is submitted to the Secretary of the
21 Senate, the President of the Senate and any Senator wishing to co-
22 sponsor the resolution shall complete a form provided by the
23 Secretary of the Senate. While a resolution is in possession of the
24 Senate, the President or a Senator may request that, for purposes
25 of co-sponsorship, their name be removed or added to the resolution
26 with a letter or request (see 3.507a). After adoption of a Senate
27 resolution, the presiding officer may, upon a proper motion, open
28 the voting board to allow Senators to add their names as co-
29 sponsors.

30 c) After a Senate concurrent resolution has been adopted by
31 both houses and is returned to the Senate, the Secretary of the
32 Senate is authorized to order the printing of the concurrent

1 resolution unless amended by the House or otherwise directed by the
2 Senate.

3
4 3.205 PRINTING

5 All bills, joint resolutions, and alternative measures shall
6 be printed or reproduced after introduction unless otherwise
7 ordered by the Senate. No bill, joint resolution, or alternative
8 measure shall be reported from a standing committee until it has
9 been printed or reproduced.

10
11 3.206 TITLE OF BILLS AND ALTERNATE MEASURES

12 The title of a bill or alternative measure shall include (a)
13 the object of the bill or alternative measure and (b) a reference
14 to the act, sections, and compilation numbers when amending any act
15 that has been compiled.

16
17 3.207 THREE SEPARATE READINGS

18 Every bill, joint resolution, and alternative measure shall
19 receive three separate readings prior to final passage or adoption.
20 The presiding officer shall announce the first, second, and third
21 reading of the bill, joint resolution, or alternative measure. The
22 first and second readings may be by title only. The third reading
23 of a bill, joint resolution, or alternative measure shall be in
24 full unless otherwise ordered unanimously by the Senate. The third
25 reading of a bill, joint resolution, or alternative measure shall
26 be on a day subsequent to that on which it is read a second time or
27 is reported by the Committee of the Whole (see Const. Art. 4, Sec.
28 26).

29
30 3.208 INITIATIVE PETITIONS

31 a) The Secretary of the Senate shall stamp all initiative
32 petitions received by it from the Secretary of State to verify the
33 date and time of receipt by the Secretary of the Senate. The

1 Secretary of the Senate shall deliver the initiative petition to
2 the Senate Majority Leader to be available for referral to
3 committee on the next Senate legislative day (see Const. Art. 2,
4 Sec. 9).

5 b) Each initiative petition, when introduced, shall be read a
6 first and second time by title and referred to committee. When
7 reported out of committee, each initiative petition shall be placed
8 on the order of Third Reading of Bills.

9 c) Any law proposed by initiative petition shall be either
10 enacted or rejected by the Legislature without change or amendment
11 within 40 calendar days from the time such petition is received in
12 the office of the Secretary of the Senate (see Const. Art. 2, Sec.
13 9).

14 d) If the Senate rejects a law proposed by initiative
15 petition, the Senate may propose a different ("alternative")
16 measure upon the same subject. An alternative measure shall be
17 labeled "Alternative Measure No. ____ to a law proposed by
18 initiative petition". An alternative measure shall not be
19 considered for a second reading unless a law proposed by initiative
20 petition has been rejected by a house. An alternative measure shall
21 require a majority vote of Senators elected and serving for
22 adoption, and the vote shall be by record roll call. If the
23 alternative measure is adopted by both Houses of the Legislature,
24 both measures shall be submitted to the electors for approval or
25 rejection at the next general election (see Const. Art. 2, Sec. 9).

26 27 CHAPTER III - SECTION 3

28 MOTIONS

29 30 3.301 RECOGNITION

31 The presiding officer shall recognize Senators to speak in the
32 order in which they request to speak, except when a Senator seeks
33 recognition to introduce guests or to raise a point of order. A

1 Senator, when recognized, shall address the presiding officer,
2 standing at the microphone nearest to his or her desk.

3
4 3.302 PRECEDENCE OF MOTIONS

5 The following motions shall take precedence in the order
6 listed:

- 7 1. To fix the time to which to adjourn
- 8 2. To adjourn
- 9 3. To take a recess
- 10 4. To lay on the table
- 11 5. For the previous question
- 12 6. To postpone to a day certain
- 13 7. To commit or recommit to committee
- 14 8. To amend
- 15 9. To postpone indefinitely

16
17 3.303 MOTION IN WRITING

18 The presiding officer shall allow for debate on any debatable
19 motion currently before the Senate. A motion shall be reduced to
20 writing on the demand of the presiding officer or on the request of
21 any Senator. The written motion shall be presented to the Secretary
22 of the Senate and read before it is debated.

23
24 3.304 MOTION WITHDRAWAL

25 Any motion may be withdrawn by the movant before it is amended
26 or adopted.

27
28 3.305 NONDEBATABLE MOTIONS

29 a) A motion to adjourn, to recess, to reconsider, to lay on
30 the table, for the previous question, to suspend the rules, and all
31 questions relating to the priority of business shall be decided
32 without debate.

1 b) A nondebatable motion is not in order if the movant speaks
2 immediately before offering the motion, except a member may explain
3 an amendment and then move to withdraw it from consideration.

4
5 3.306 CONSIDERATION FOLLOWING A RECESS

6 When a recess is taken during the pendency of any question,
7 the consideration of the question shall be resumed on the
8 reassembling of the Senate.

9
10 3.307 MOTION TO LAY ON THE TABLE

11 A motion to lay on the table shall carry with it all pending
12 subsidiary questions except in the case of laying an appeal or a
13 motion to reconsider on the table. A motion taken from the table
14 shall be divested of all subsidiary motions except motions to
15 amend. The vote of a majority of the Senators elected and serving
16 shall be required for a motion to remove any item from the table.
17 Items laid on the table must first be removed from the table before
18 they are eligible for further consideration by the Senate.

19
20 3.308 MOVE THE PREVIOUS QUESTION

21 a) Any Senator may move the previous question. The previous
22 question shall be ordered by a majority of the Senators voting. The
23 motion for the previous question may be limited by the movant to
24 one or more of the questions preceding the main question. The
25 effect of ordering the previous question shall be to close debate
26 instantly, bringing the Senate to an immediate vote on the pending
27 question or questions in their regular order. If the previous
28 question is ordered on the third reading of a bill, joint
29 resolution, or alternative measure, only amendments to the bill,
30 joint resolution, or alternative measure that have been filed with
31 the Secretary of the Senate prior to the motion calling for the
32 previous question shall be considered, but the amendments shall not

1 be debated. The yeas and nays may be demanded on any vote taken
2 while the previous question is in effect

3 b) A motion to reconsider is in order under operation of the
4 previous question before voting is completed on all pending items
5 affected by the previous question.

6 c) A motion for a Call of the Senate shall not be in order
7 after the previous question has been ordered. No Senator shall
8 dissent orally by making a statement of protest while the previous
9 question is in effect. The previous question having been ordered,
10 any question of order or appeal from the decision of the presiding
11 officer shall be decided without debate.

12
13 3.309 MOTION TO DIVIDE

14 Any Senator may call for a division of the question. If
15 supported by a majority of the Senators voting, the question shall
16 be divided providing it contains propositions sufficiently distinct
17 in substance that, if one is taken away, a substantive proposition
18 remains for the decision of the Senate.

19
20 3.310 MOTION TO STRIKE OUT AND INSERT

21 A motion to amend by striking out and inserting other words
22 shall be indivisible. However, the words proposed to be struck out
23 or inserted may be amended.

24
25 3.311 MOTION TO RECONSIDER

26 a) No motion for the reconsideration of any vote shall be in
27 order unless:

28 1) The subject matter on which the vote was taken is in the
29 possession of the Senate, and

30 2) It is made on the same day the vote is taken or within the
31 next two Senate legislative days.

32 b) The same question shall not be reconsidered more than once.

1 c) The vote of a majority of the Senators elected and serving
2 shall be required to reconsider the vote by which any bill, joint
3 resolution, or alternative measure was passed or adopted (or failed
4 to pass or be adopted) or the vote by which an amendment or
5 substitute (but not an amendment to an amendment or a substitute)
6 was adopted or defeated on Third Reading by the Senate.

7 d) A motion to reconsider may be laid on the table. The
8 tabling of a motion to reconsider the vote by which any bill, joint
9 resolution, or alternative measure failed to pass or be adopted by
10 the Senate shall require the vote of a majority of the Senators
11 elected and serving and shall postpone indefinitely the
12 consideration of the bill, joint resolution, or alternative
13 measure.

14 e) Tabling of a motion to reconsider shall not carry with it
15 the original question but shall be a refusal to reconsider. It
16 shall not be in order to take from the table a motion to
17 reconsider, nor shall the vote whereby any motion to reconsider was
18 laid on the table be reconsidered.

19
20 3.312 INDEFINITE POSTPONEMENT

21 To postpone indefinitely further consideration of any bill,
22 resolution, joint resolution, alternative measure, or other matter
23 shall require the vote of a majority of the Senators elected and
24 serving, and the vote on such a motion shall not be reconsidered.

25
26 3.313 MOTION FOR CALL OF THE SENATE

27 A Call of the Senate during session shall be ordered by a
28 majority of the Senators voting whether a quorum or not, but the
29 total vote in favor of a Call of the Senate shall not be less than
30 one-fifth of the Senators elected and serving. After a Call of the
31 Senate is ordered, the doors shall be closed and the Senators shall
32 not be permitted to leave the Senate floor without permission of
33 the Senate. The attendance roll call of the Senate shall be taken

1 by the Secretary of the Senate and the absentees noted. The
2 Sergeant at Arms, or persons duly empowered by a majority of the
3 Senators voting, may be dispatched and may arrest any or all of the
4 Senators absent without leave. While a Call of the Senate is in
5 effect, only staff permitted by the Senate Majority Leader are
6 allowed on the Senate floor; provided, however, the chief of staff,
7 legal counsel, and legislative director for the Senate Majority
8 Leader and the Senate Minority Leader and one staff person for each
9 of the Majority and Minority Floor Leaders may remain on the Senate
10 floor while a Call of the Senate is in effect.

11
12 CHAPTER III - SECTION 4
13 AMENDMENTS
14

15 3.401 TWO READINGS BEFORE AMENDMENT

16 No bill, joint resolution, or alternative measure shall be
17 amended until it has been read twice.
18

19 3.402 AMENDMENTS ON THIRD READING

20 a) The vote of a majority of the Senators elected and serving
21 shall be required to adopt any amendment on Third Reading.

22 b) If a series of amendments is offered to a bill, joint
23 resolution, or alternative measure and it becomes obvious the
24 amendments are being used as a basis of obstruction, a motion may
25 be made that the amendments be declared obstructive and the motion
26 shall not be debatable. If the motion prevails, the amendments
27 shall be read en bloc and a single vote shall be taken immediately
28 on all of the amendments, and no division of the question shall be
29 allowed.
30

31 3.403 PRINTING OF AMENDMENTS IN THE JOURNAL

32 a) No bill, joint resolution, or alternative measure that has
33 been reported with amendment or amendments by any committee shall

1 be considered in Committee of the Whole until the amendment or
 2 amendments have been printed in the Journal. No bill, joint
 3 resolution, or alternative measure amended in Committee of the
 4 Whole shall be considered on the order of Third Reading of Bills
 5 until all amendments made in Committee of the Whole have been
 6 printed in the Journal.

7 b) All amendments shall be submitted in writing and with six
 8 copies and all substitutes shall be submitted with six copies.

10 CHAPTER III - SECTION 5

11 VOTING PROCEDURE

13 3.501 ACTIONS REQUIRING AN EXTRAORDINARY MAJORITY

14 Action by the Senate on the following matters shall require a
 15 vote of two-thirds of the Senators elected and serving except as
 16 otherwise noted:

- 17 a) Amendment or Repeal of Initiated Law, three-fourths of the
- 18 Senators elected and serving (Const. Art. 2, Sec. 9)
- 19 b) Expulsion of Member (Const. Art. 4, Sec. 16)
- 20 c) Immediate Effect (Const. Art. 4, Sec. 27)
- 21 d) Local or Special Act (Const. Art. 4, Sec. 29)
- 22 e) Private or Local Purpose Appropriation (Const. Art. 4, Sec.
- 23 30)
- 24 f) Overriding Veto (Const. Art. 4, Sec. 33)
- 25 g) Bank and Trust Company Law (Const. Art. 4, Sec. 43)
- 26 h) Courts of Limited Jurisdiction (Const. Art. 6, Sec. 1)
- 27 i) Removal of Judge (Const. Art. 6, Sec. 25)
- 28 j) State Borrowing (Const. Art. 9, Sec. 15)
- 29 k) State Land Reserve Designation (Const. Art. 10, Sec. 5)
- 30 l) Rejection or Reduction of Civil Service Pay Increases
- 31 (Const. Art. 11, Sec. 5)
- 32 m) Amendments to Michigan Constitution (Const. Art. 12, Sec.
- 33 1)

1 n) Mackinac Bridge Bonds Refunding (Const. Schedule, Sec. 14)
2 o) Amendments to increase the February 1, 1994 statutory
3 limits on the maximum amount of ad valorem property taxes that may
4 be levied for school district operating purposes, three-fourths of
5 the Senators elected and serving (Const. Art. 9, Sec. 3)
6

7 3.502 MAJORITY VOTE ON QUESTIONS SHORT OF THE FINAL QUESTION

8 When a bill, joint resolution, or alternative measure
9 requires, pursuant to the Constitution, the concurrence of more
10 than a majority of the Senators elected and serving, the
11 concurrence of such majority shall not be requisite to decide any
12 question for amendment or relating to the merits, being short of
13 the final question, except on the question of the adoption of a
14 conference report, concurring in House amendments, or receding from
15 Senate amendments to any such bill, joint resolution, or
16 alternative measure returned from the House to the Senate for final
17 action.
18

19 3.503 FINAL PASSAGE BY REQUIRED VOTE

20 a) The vote on the final passage of any bill or the adoption
21 of any joint resolution or alternative measure, including a joint
22 resolution ratifying a proposed amendment to the federal
23 Constitution, shall be taken by a record roll call vote, which
24 shall be printed in the Journal (see Const. Art. 4, Sec. 26).
25

26 b) When any bill, joint resolution, or alternative measure
27 receives the constitutionally required assent, that fact shall be
28 certified on the bill, joint resolution, or alternative measure by
29 the Secretary of the Senate.

30 c) When a bill is given immediate effect by a two-thirds vote
31 of the Senators elected and serving, that action remains in effect
32 as the bill proceeds through the legislative process, unless the
33 vote for immediate effect is reconsidered and defeated.

1 3.504 DEMAND FOR RECORDED VOTE

2 The record of the votes and names of the Senators voting on
3 any question shall be printed in the Journal at the request of one-
4 fifth of the Senators present (see Const. Art. 4, Sec. 18), except
5 during the Committee of the Whole.

6

7 3.505 VOTING

8 a) After a question is presented to the Senate by the
9 presiding officer, and after the time for debate, no motion shall
10 be in order and no Senator shall be entitled to speak until the
11 vote is finished and the result declared.

12 b) The electronic voting system shall be used, if operational,
13 to determine the question before the body when the vote is taken by
14 roll call or by division and shall display the votes of each
15 Senator. At the direction of the presiding officer, the Secretary
16 of the Senate shall immediately activate the electronic voting
17 system for one minute for a roll call vote, after which the vote
18 shall be closed and no further votes shall be entered in the
19 record. If all Senators present have voted before one minute has
20 elapsed, the presiding officer may ask Senators if there is
21 objection to closing the vote. If no Senator objects, the presiding
22 officer shall instruct the Secretary of the Senate to close the
23 board immediately and record the vote.

24 c) The presiding officer may close a division vote at his or
25 her discretion when it appears that all members present have had a
26 reasonable opportunity to vote.

27 d) If the electronic voting system is not operational, the
28 presiding officer shall direct the Secretary of the Senate to
29 conduct a roll call or a division vote orally and to announce the
30 results and record the roll call.

31 e) A Senator shall not vote for another Senator. A person who
32 is not a Senator shall not vote for any Senator. In addition to
33 penalties prescribed by law, any Senator may be punished as the

1 Senate may determine for voting for another Senator. If a person
2 who is not a Senator votes or attempts to vote, he or she, in
3 addition to penalties prescribed by law, shall be barred from the
4 Senate floor for the remainder of the day's session and may receive
5 further punishment in the discretion of the Senate Majority Leader.
6

7 3.506 A SENATOR'S RIGHT TO DISSENT

8 a) A Senator may dissent from or protest against any act,
9 proceeding, or resolution that he or she believes is injurious to
10 any person or the public, and have the reason for his or her
11 dissent printed in the Journal (see Const. Art. 4, Sec. 18).

12 b) A Senator may dissent orally by making a statement of
13 protest, unless the previous question is in effect, which shall not
14 be limited in length, or by moving that a statement made personally
15 during session on any order of business (other than during the
16 Committee of the Whole) be his or her protest. A Senator may also
17 dissent by concurring with another Senator's protest or statement
18 previously moved to be printed in the Journal during that day's
19 session. Dissent statements not made during the debate preceding or
20 immediately following the vote from which a Senator is dissenting
21 shall be made under the order of Statements.

22 c) A Senator may submit a dissent in writing to be printed in
23 the Journal if:

24 1) He or she gives oral notice during session of an intent to
25 file a written protest,

26 2) On that day or prior to the end of session on the next
27 Senate legislative day, a signed copy of the written protest is
28 placed on each Senator's desk and filed with the Secretary of the
29 Senate, and

30 3) No objections are raised and sustained by the end of
31 session on the first Senate legislative day following the day oral
32 notice was given.

1 d) The Secretary of the Senate may refuse to print statements
2 containing insulting and contemptuous matter under the guise of a
3 protest and material that would violate copyright law.

4 e) No statement of any Senator shall be printed in the Journal
5 unless moved by that Senator.

6
7 3.507 ANNOUNCEMENTS AND STATEMENTS

8 a) Announcements may be made during any order of business.
9 Announcements are remarks concerning the session schedule,
10 committee meetings, introduction of guests, congratulations,
11 condolences or illness, requests to co-sponsor bills, resolutions,
12 and alternative measures, requests to be removed as a sponsor or
13 co-sponsor of bills, resolutions, and alternative measures, past
14 vote intentions, or intentions of introducing legislation or
15 resolutions. Announcements also include memorial remarks concerning
16 the passing of individuals and may be made during any order of
17 business except General Orders.

18 b) Statements on topics, issues, and items not properly before
19 the Senate shall be made during the order of business of
20 Statements. Dissent statements may be made under the order of
21 business of Statements.

22 c) A Senator is limited to one statement each day under the
23 order of business of Statements, except for dissent statements,
24 which are unlimited in number.

25 d) Each statement shall be limited to five minutes, except an
26 oral dissent statement made on the order of Statements shall not be
27 limited in length.

28 e) With the leave of the Senate, the President of the Senate
29 may request that a statement made by the President be printed in
30 the Journal.

31
32 CHAPTER III - SECTION 6
33 APPROPRIATION BILLS

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3.601 GENERAL APPROPRIATION BILLS

The general appropriation bills for the succeeding fiscal year covering items set forth in the budget shall be passed or defeated in the Senate before the Senate passes any appropriation bill for items not in the budget, except bills supplementing appropriations for the current fiscal year's operation (see Const. Art. 4, Sec. 31).

3.602 BILLS REQUIRING APPROPRIATIONS

Any bill containing an appropriation to carry out its purpose shall be considered an appropriation bill (see Const. Art. 4, Sec. 31). Appropriation bills, when reported back to the Senate favorably by a committee other than the Committee on Appropriations, shall, together with amendments proposed by that committee, be referred to the Committee on Appropriations for consideration.

3.603 ESTIMATED REVENUE

One of the general appropriation bills as passed by the Senate shall contain an itemized statement of estimated revenue by a major source in each operating fund for the ensuing fiscal year, the total of which shall not be less than the total of all appropriations made from each fund in the general appropriation bills as passed.

CHAPTER III - SECTION 7
COMMITTEE OF THE WHOLE

3.701 FAVORABLE REPORTS

All bills, joint resolutions, and alternative measures reported back to the Senate favorably shall be referred to the Committee of the Whole with amendments, if any, proposed by the

1 committee, which amendments shall be considered first by the
2 Committee of the Whole. Any bill, joint resolution, or alternative
3 measure may, after having been reported favorably to the Senate by
4 a committee, be referred to a second committee. If the second
5 committee reports the bill, joint resolution, or alternative
6 measure back to the Senate, the report shall include amendments, if
7 any, that were recommended by the first committee. The reported
8 bill, joint resolution, or alternative measure, and any amendments,
9 shall be referred to the Committee of the Whole.

10
11 3.702 BUSINESS IN ORDER

12 When the Senate resolves itself into the Committee of the
13 Whole, General Orders shall be the only matter of business that
14 shall be in order until the Committee rises.

15
16 3.703 BILLS, JOINT RESOLUTIONS, AND ALTERNATIVE MEASURES
17 CONSTITUTING GENERAL ORDERS

18 a) Bills, joint resolutions, and alternative measures referred
19 to the Committee of the Whole shall constitute General Orders and
20 shall be considered in the Committee of the Whole on a day
21 subsequent to such referral in the order of their reference, unless
22 the Senate or the Committee of the Whole otherwise determines.

23 b) No bill, joint resolution, or alternative measure shall
24 bypass consideration by the Committee of the Whole.

25
26 3.704 CHAIRPERSON OF THE COMMITTEE OF THE WHOLE

27 The presiding officer shall, when the Senate resolves itself
28 into the Committee of the Whole, designate a Senator as chairperson
29 of the Committee, unless otherwise ordered by the Senate. Senators
30 shall be designated alphabetically, except as otherwise ordered by
31 the Senate Majority Leader. The Majority and Minority Floor Leaders
32 shall submit to the Secretary of the Senate names of designees for

1 members of their respective caucuses when they are unable to serve
2 as chairperson of the Committee.

3
4 3.705 RULES IN THE COMMITTEE OF THE WHOLE

5 a) The rules of the Senate shall be observed in the Committee
6 of the Whole so far as may be applicable, except limiting debate,
7 ordering the previous question, suspension of rules, or taking the
8 yeas and nays. However, no speech shall exceed five minutes. A
9 motion that the Committee rise shall always be in order and decided
10 without debate. Motions in the Committee of the Whole recommending
11 action by the Senate shall take precedence in the same order as
12 identical motions made during a session of the Senate. Motions to
13 recess or reconsider are in order in the Committee of the Whole.

14 b) No statement made during the Committee of the Whole shall
15 be printed in the Journal.

16 c) In the event the Senate is in session in the Committee of
17 the Whole at 11:55 p.m., it shall be the duty of the chairperson to
18 declare the Committee of the Whole to have risen. The Committee of
19 the Whole shall automatically rise and the presiding officer of the
20 Senate shall resume the chair.

21
22 3.706 BILLS ORDERED TO THIRD READING

23 The Secretary of the Senate shall place on the order of Third
24 Reading of Bills all bills, joint resolutions, and alternative
25 measures recommended for passage or adoption by the Committee of
26 the Whole. Items on the order of Third Reading of Bills shall be
27 taken up in the same order as they were advanced to the order of
28 Third Reading of Bills unless otherwise ordered by the Senate.

29
30 CHAPTER III - SECTION 8
31 PARLIAMENTARY PROCEDURE
32

33 3.801 AUTHORITY AND PRECEDENCE OF SENATE RULES

1 a) The principal sources of legal authority for the Senate
2 are, in the order of precedence, as follows:

- 3 1) Constitutional Rules
- 4 2) Fundamental Legal Principles
- 5 3) Statutory Rules
- 6 4) Adopted Rules
- 7 5) Adopted Parliamentary Authority
- 8 6) Parliamentary Law
- 9 7) Customs and Usages
- 10 8) Judicial Decisions

11 Judicial decisions have the lowest precedence of the sources
12 cited except to the extent they are interpretations of rules from
13 one of the other sources. In those instances, they take the same
14 precedence as the source that is interpreted.

15 b) Rules from the source with the higher precedence prevails
16 when there are conflicts between rules from different sources.

18 3.802 MANUAL OF LEGISLATIVE PROCEDURE

19 The rules of parliamentary practice in the most recent edition
20 of Mason's "Manual of Legislative Procedure" shall govern all cases
21 except when they are inconsistent with the Standing Rules and
22 precedents of the Senate.

24 3.803 RULES OF A NEWLY CONVENED SENATE

25 The Senate rules that are in effect when the Senate adjourns
26 sine die in an even numbered year shall be the temporary rules of
27 the Senate when it convenes at twelve o'clock noon on the second
28 Wednesday in January of the following odd numbered year and shall
29 remain in effect until other temporary or permanent rules are
30 adopted (see MCL 4.42).

32 3.804 AMENDMENT OR REPEAL OF SENATE RULES

1 The repeal or amendment of any rule shall be accomplished only
2 by resolution. All proposed amendments or repeals of Senate rules
3 shall be referred to the Committee on Government Operations for
4 consideration. The adoption of a proposed resolution for the repeal
5 or amendment of any rule shall require a majority of the Senators
6 elected and serving.

7
8 3.805 SUSPENSION OF RULES

9 The suspension of any Senate rule or adopted parliamentary
10 authority shall require a majority of the Senators elected and
11 serving.

12
13 CHAPTER III - SECTION 9
14 PRIVILEGE AND CONDUCT ON FLOOR
15

16 3.901 MEMBERS OF THE MEDIA

17 Members of the media shall register with the Secretary of the
18 Senate and may have their registration reviewed at any time. The
19 Secretary of the Senate shall provide a list of registered members
20 of the media to the Sergeant at Arms. The following provisions
21 shall govern the registration process:

22 1) A member of the media shall be defined as a person employed
23 by or working as:

24 a) A newspaper (as defined by U.S. postal regulations);

25 b) A broadcast station licensed by the Federal Communications
26 Commission, or a network serving one or more licensed broadcast
27 stations;

28 c) A cable television system with a franchise granted by a
29 Michigan unit of government, or a network serving one or more
30 franchised cable systems;

31 d) A wire service; or

32 e) An independent contractor on assignment to report state
33 government news for an organization described above.

1 2) Subject to approval of the Senate Majority Leader, the
2 Secretary of the Senate shall establish a written policy to allow
3 for the daily registration of visiting members of the media. The
4 written policy shall allow for registration of visiting members of
5 the media prior to the start of session.

6 3) The Secretary of the Senate may, under special
7 circumstances, register representatives of the media not defined
8 above if determined to be in the public interest.

9 4) Technicians for broadcast or cable stations shall also be
10 registered when accompanying members of the media and shall be
11 subject to the same rules.

12 5) The Secretary of the Senate may revoke the registration of
13 any member of the media for cause. Cause shall include, but not be
14 limited to, a change in employment status, lobbying or acting as a
15 lobbyist agent, disrupting Senate proceedings, or refusing to
16 comply with Senate rules or the directives of the presiding
17 officer, Senate Majority Leader, or Secretary of the Senate. A
18 decision to revoke registration may be appealed to the Committee on
19 Government Operations.

20 6) Members of the media may talk with only a currently serving
21 Senator or a member of his or her staff in the front entry or the
22 hallway behind the Senate rostrum. Notwithstanding Senate Rule
23 3.902, members of the media may leave the media's designated area
24 and talk with only a currently serving Senator or a member of his
25 or her staff in the Chamber immediately following adjournment.

26 7) Members of the media shall enter from the north main door
27 or the two south doors on either side of the rostrum and shall
28 proceed directly to the areas designated for the media. If a member
29 of the media enters through the north main door, he or she shall
30 proceed directly to the areas designated for the media using the
31 east or west side aisles only. Members of the media shall not enter
32 the cloak room or the restrooms of the Senate Chamber.

1 8) Members of the media may film, videotape, or photograph the
2 Senate session from the media's designated area. During the first
3 20 minutes after the attendance roll call, with permission from the
4 Senate, members of the media shall be allowed to film, videotape,
5 or photograph from along the full length of the east and west side
6 aisles.

7 9) A member of the media, including a broadcast technician,
8 shall be entitled to record Senate session as long as it does not
9 disrupt the proceedings of the Senate. "Record" shall mean
10 videotaping, photographing, filming, taping, or electronically
11 transmitting Senate proceedings or activities on the Senate floor
12 when the Senate is in session.

13
14 3.902 FLOOR PRIVILEGE AND CONDUCT

15 a) A session of the Senate shall be defined, for the purposes
16 of this rule, as any period of time when the Senate is in session,
17 any recess, and any 15-minute period before the Senate convenes and
18 five minutes after it adjourns. The Senate floor is defined as the
19 Senate Chamber and adjoining Rooms S201, S202, S204 (E. Lakin Brown
20 Room), S204A, S207, and S212. Access to the Senate floor shall to
21 others be restricted as outlined below during any session of the
22 Senate, except that members of the public are permitted in Room
23 S204 when a scheduled press conference is held there during
24 session. Access to caucus rooms shall be determined by the majority
25 and minority leaders respectively.

26 1) No person, other than the following, shall be admitted to
27 the Senate floor:

- 28 a) Currently serving Representatives.
29 b) The President of the Senate.
30 c) The Governor and any necessary security detail.
31 d) Senators or Representatives in Congress.

e) Former Michigan Senators.

f) The Secretary of the Senate and related session support staff.

g) Legislative staff as authorized in guidelines issued by the Senate Majority Leader.

h) One representative of the Governor, which shall include the Attorney General or their staff and the Secretary of State or their staff.

i) On special occasions, from time to time, one family member of a Senator or the President of the Senate, as authorized by the Majority Floor Leader.

j) Registered members of the media pursuant to Senate Rule 3.901.

k) A guest who has been invited by a Senator to offer the invocation, and a family member of that guest.

l) Other guests approved from time to time by the Senate Majority Leader and Majority Floor Leader.

2) No registered lobbyist or lobbyist agent, including former Legislators, shall be allowed on the Senate floor. They shall not be allowed in the hallway behind the Senate rostrum, unless en route to or from the Lieutenant Governor's Office (S215) or the Elijah Myers Room (S208).

3) A former Legislator shall not lobby on the Senate floor, except if they are admitted under Senate Rule 3.902(a)(1)(g) or (h).

b) No person shall engage in any conduct on the Senate floor during any session of the Senate that undermines the decorum of the Senate. All persons who are admitted to the Senate floor shall observe the following guidelines:

1 1) No Senator shall speak until recognized by the presiding
2 officer, unless the Senator rises to make a point of order.

3 2) Except as otherwise provided by Senate rule, no Senator
4 shall speak on any matter not properly before the Senate.

5 3) No Senator shall speak more than twice in any one debate on
6 the same day, without leave of the Senate, except the Senator who
7 sponsored the matter under consideration; the Senator who sponsored
8 the bill, resolution, joint resolution, or alternative measure if
9 an amendment is under consideration; and the chairperson of the
10 committee or subcommittee that reported the matter under
11 consideration. Each speech shall not exceed five minutes, except
12 there is no limit on the length of an oral dissent statement.

13 4) No Senator shall speak impertinently or submit in writing
14 impertinent statements, attack the motives of any Senator who
15 proposes or advocates a particular position, use indecent language
16 or other disorderly words, or refer to another Senator by name in a
17 disparaging way.

18 5) No Senator shall use a display, exhibit, or prop on the
19 Senate floor during discussions, debate, statements, or the
20 announcement of the introduction of a bill, resolution, joint
21 resolution, or alternative measure.

22 6) No person other than a Senator, the President of the
23 Senate, the Secretary and Assistant Secretary of the Senate, or the
24 Sergeants at Arms shall pass through the well of the Senate
25 Chamber, which is immediately in front of the Senate rostrum.

26 7) No person other than a Senator, the President of the
27 Senate, the Secretary of the Senate, or the Sergeants at Arms shall
28 use the center aisle of the Chamber.

29 8) No person shall pass between the presiding officer and a

1 Senator who is speaking.

2 9) No person other than a Senator shall sit in a Senator's
3 chair.

4 10) Except as otherwise permitted by the Senate Majority
5 Leader, no staff shall be allowed on the Senate floor, except in
6 the majority or minority lounge or the lounge at the rear of the
7 Chamber unless the staff is requested by a Senator and then only if
8 seated at a Senator's desk.

9 11) Photography or videography from the Senate floor for any
10 political purposes is not allowed.

11 12) No member of the media shall be allowed on the Senate
12 floor unless he or she is in the media's designated area, except as
13 otherwise provided in Senate Rule 3.901.

14 13) No smoking shall be permitted on the Senate floor.

15 14) All individual electronic devices shall be turned off or
16 on non-audible alert during Senate session.

17 15) Except as otherwise permitted by the Senate Majority
18 Leader, no person may film, video, webcast, or otherwise record the
19 Senate during session from the rostrum.

20

21 3.903 SENATE GALLERY

22 The public in the gallery may take photographs and video of
23 the Senate proceedings but should do so while seated and not impede
24 on others' access or egress in the gallery. This provision applies
25 to any media in the gallery.