

RULES OF THE HOUSE OF DELEGATES

TABLE OF CONTENTS

	Page
I. Organization.	
Elections, Rule 1.....	1
The Speaker, Rules 2-5.....	1
The Clerk, Rules 6-9.....	3
Sergeant at Arms, Rules 10-13.....	4
Oaths of Office, Rule 14.....	5
Committees, Rules 15-22.....	5
Standards of Conduct, Rules 23-24.....	9
Committee of the Whole, Rules 25-29.....	9
II. Attendance and Adjournment.	
Attendance, Rules 30-34.....	10
Adjournment, Rule 35.....	11
III. Introduction of Business.	
Messages, Reports, and Communications, Rule 36.....	11
Introducing Legislation, Rules 37-39(a).....	11
IV. Order of Business.	
The Morning Hour, Rules 40-48.....	13
The Calendar, Rules 49-52.....	14
V. Conduct of Business.	
Order and Decorum, Rules 53-61.....	15
Ascertaining the Question, Rules 62-64.....	16
Pending and Previous Questions, Rules 65-66.....	17
Taking the Vote, Rules 67-69.....	18
Reconsideration, Rule 70.....	18
Bills and Amendments, Rules 71-77.....	18
Withdrawals of Exhibits, Rule 78.....	20
Messages, Rule 79.....	20
Manual and Rules, Rules 80-81.....	20
Hall of the House of Delegates, Rules 82-83.....	21
General Assembly Building, Rule 84.....	21
VOTES REQUIRED.....	22
INDEX.....	23

1
2
3
4
5
6
7
8
9
10
11
12
13
14
15
16
17
18
19
20
21
22
23
24
25
26
27
28
29
30
31
32
33
34
35
36
37
38
39
40

2004-2005
RULES OF THE HOUSE OF DELEGATES

Adopted January 14, 2004

I. Organization.

Elections.

Rule 1. At the elections in the House, the voting shall be by use of the electronic voting system or, if it is inoperable, viva voce by response to the call of names, and the vote shall be recorded in the Journal. Only one person shall be chosen at a time. If, on the first voting, no one receives a majority, the person having the smallest number of votes shall not be voted for on the next voting and so on until someone shall receive a majority of the whole vote. If the election is by joint vote of the two houses, messages shall be exchanged for each voting announcing the names of persons in nomination. A committee of three from each house shall compare the votes and ascertain and report the result.

At the election for any judgeship to the Supreme Court of Virginia, the Court of Appeals of Virginia, Circuit Courts, and Courts not of Record, no nominee shall be offered to the House unless that nominee has been interviewed by the House Courts of Justice Committee and subsequently certified as qualified for election.

The Speaker.

Rule 2. The House of Delegates shall choose its own Speaker from among the members of the House. The Speaker shall be elected in even-numbered years for a term of two years. The nominations for Speaker shall be viva voce without debate and no second shall be required to place a name in nomination. Once nominations are closed, the election of the Speaker shall be a matter of privilege and shall be conducted immediately and shall not be debated. The voting for Speaker shall be by use of the electronic voting system or, if it is inoperable, viva voce by response to the call of names, and the vote shall be recorded in the Journal. Each member shall vote for only one nominee for Speaker in each round of voting. If, on the first voting, no one receives a majority, the person having the smallest number of votes shall not be voted for on the next voting and so on until someone shall receive a majority of the whole vote. Once elected, the Speaker shall not be removed from his office during his term except with the concurrence of two-thirds of the elected membership of the House.

1 The Speaker may appoint to the Chair any member who shall exercise its
2 functions for the time. However, no member, by virtue of such appointment, shall
3 preside for a longer time than three consecutive days. During such appointment
4 the Speaker may participate in the debates.

5
6 If the Speaker be absent, and have named no one to act in his stead, the duties
7 shall be performed by the chairman of one of the standing committees taking
8 precedence in the order in which the committees are named in Rule 16.

9
10 Rule 3. The Speaker shall take the Chair every day precisely at the hour to
11 which the House shall have adjourned on the preceding legislative day. He shall
12 immediately call the House to order. After divine services are performed, he shall
13 direct that the Pledge of Allegiance to the flag of the United States of America be
14 recited, and he shall direct that the roll of members be taken, pursuant to Rule 32,
15 and the names of those members present entered upon the Journal. A quorum
16 being present, he shall proceed with the business of the day. The Speaker shall
17 have the power to supervise and correct the Journal. The Speaker, having
18 examined the Journal of the proceedings of the last day's sitting and approved the
19 same, shall announce to the House his approval of the Journal. The Speaker's
20 approval of the Journal shall be deemed to be agreed to subject to a vote on
21 agreeing to the Speaker's approval on the demand of any member, which vote, if
22 decided in the affirmative, shall not be subject to a motion to reconsider. It shall
23 be in order to offer one motion that the Journal be read only if the Speaker's
24 approval of the Journal is not agreed to, and such motion shall be determined
25 without debate and shall not be subject to a motion to reconsider. Upon the last
26 day of the session, the Journal for that day being examined and found correct shall
27 be signed by the Speaker and the Clerk. The said Journals, when so signed, shall
28 be the authentic record of the proceedings of the House.

29
30 Rule 4. The Speaker shall have a general direction of the House Chamber with
31 power, in case of disturbance or disorderly conduct in such part thereof as may be
32 appropriated to spectators, to have the same cleared. Representatives of news
33 media, wishing to report the proceedings of the House, may be admitted by the
34 Speaker, who shall assign them to such places in the House Chamber as shall not
35 interfere with the convenience of the members.

36
37 Rule 5. All enrolled bills and joint resolutions proposing amendments to the
38 Constitution shall be signed by the Speaker and all writs and warrants issued by
39 order of the House shall be under his hand and seal, attested by the Clerk.

The Clerk.

Rule 6. A Clerk shall be elected by the House in even-numbered years and shall be deemed to continue in office until another is chosen. In the event of a vacancy in the office of Clerk during a recess of the General Assembly, a successor to fill said vacancy shall be elected by the members of the Committee on Privileges and Elections at a meeting to be called by the chairman of the committee or, in his absence, by the senior ranking member of the committee able and willing to act in calling the meeting. At least five days' written notice by mail of the time, place, and purpose of the meeting shall be given to all members of said committee, and the person receiving a majority of the votes of the members of said committee present and voting shall be deemed to be elected to fill said vacancy.

Rule 6(a). The Clerk shall have authority, with the approval of the Speaker, to employ personnel necessary to accomplish the work of the House subject to such terms and conditions as shall be deemed appropriate by the Speaker; such personnel may be removed by the Clerk with the approval of the Speaker. The Clerk shall be charged with the clerical business of the House and its committees.

Rule 6(b). The Clerk shall be charged with the duty of assigning each member to a seat in the House Chamber and office space. No seat or office space assigned to and occupied by a member who is reelected shall be changed without such member's consent.

Rule 7. The Clerk shall perform all the duties of his office under the direction of the Speaker. He shall keep a journal of the proceedings of the House, have the same in proper form to be signed as provided by Rule 3, and submit it daily to the Speaker in time to be examined before the next assembling of the House. He shall keep at the Clerk's table, during the sittings of the House, a calendar or docket so arranged as to show the condition and progress of the business of the House. He shall provide to each member before the assembling of the House each day, a printed calendar of pending bills and a list of all bills offered on the preceding day, under Rule 37, with the names of the patrons, titles of the bills, and the committees to which the same have been referred. After amendments have been agreed to by the House, he shall see that they are handled only by the clerks at the desk or the clerks charged with the duty of engrossing bills until such amendments have been duly engrossed and verified.

Rule 8. The Clerk shall keep accounts of the compensation of the members, officials and employees of the House, and shall from time to time certify the same to the Comptroller. He shall provide the stationery required for the business of the

1 House and for the official use of the members. He shall also provide postage for
2 the official use of the members within the limitations established by the Rules
3 Committee. The claims shall be certified for payment as provided by law. He
4 shall keep detailed accounts of all these transactions, which shall be at all times
5 open to inspection by members of the House.
6

7 Rule 9. The Clerk shall procure for the members, when required, certificates
8 for pay and mileage, and, at their request, collect and pay over to those entitled the
9 money due upon such certificates.
10

11 **Sergeant at Arms.**

12

13 Rule 10. A Sergeant at Arms shall be elected by the House and continue in
14 office during its pleasure. He shall have as his assistants during sessions of the
15 House doorkeepers and pages who shall be appointed by the Speaker. Pages shall
16 be appointed annually and shall be thirteen or fourteen years old at the time of their
17 initial appointment. They shall be ineligible for reappointment after serving for
18 two years.
19

20 Rule 11. The Sergeant at Arms shall, with his assistants, attend upon the House
21 during its sitting, and execute its commands, together with all such process, issued
22 by its authority, as shall be directed to him by the Speaker.
23

24 Rule 12. The Sergeant at Arms shall, under the direction of the Speaker, have
25 charge of the policing of the Hall and prevent any interruption of the business of
26 the House by disorder within or without. He shall distribute among the members
27 all papers printed for their use and give such attendance upon them during the
28 sittings of the House as will promote their comfort and facilitate the business of the
29 House.
30

31 Immediately prior to the convening of every session, he shall clear the floor of
32 the House of all persons other than those specified under Rule 83 who are
33 authorized to be there during each session.
34

35 Rule 13. The Sergeant at Arms shall attend to receiving and dispatching all
36 messages in the House Chamber intended for or sent by members and make such
37 arrangement as to promote the convenience of the members. He shall attend to the
38 display of the Mace during sessions of the House and direct all persons not entitled
39 to privileges on the floor of the House to the gallery.

Oaths of Office.

Rule 14. The oaths which the officers of the House are required by law to take shall be administered and certified by a person authorized to administer oaths and shall be filed with the Clerk of the House.

Committees.

Rule 15. All committee members shall be appointed by the Speaker. The Speaker shall designate the chairman and vice chairman of each committee provided that no member shall be chairman of more than one committee, and no member shall be vice chairman of more than one committee, as designated in Rule 16. If the chairman and vice chairman are absent or excused by the House, one of the members shall act as the chairman, taking precedence in the order named by the Speaker. The Speaker shall serve as chairman of the Committee on Rules.

Rule 16. At the beginning of a session following an election of a Delegate or Delegates, there shall be appointed standing committees, to be named and to consist of up to the number of members indicated below:

- 1. Privileges and Elections 22 members
- 2. Courts of Justice 22 members
- 3. Education 22 members
- 4. General Laws 22 members
- 5. Transportation 22 members
- 6. Finance 22 members
- 7. Appropriations 25 members
- 8. Counties, Cities and Towns 22 members
- 9. Commerce and Labor 22 members
- 10. Health, Welfare and Institutions 22 members
- 11. Agriculture, Chesapeake and Natural Resources 22 members
- 12. Militia, Police and Public Safety 22 members
- 13. Science and Technology 22 members
- 14. Rules 15 members
and the Speaker

The Speaker shall designate seven members of the House Rules Committee to meet with members of the Senate to constitute the Joint Rules Committee.

1 Rule 16(a). Membership on all standing committees shall be contingent upon
2 membership or nonmembership in the majority caucus. The apportionment of
3 members on all standing committees shall be according to the same ratio of
4 members in the House of Delegates who are members or nonmembers of the
5 majority caucus. If such ratio would represent a fractional number of the
6 committee membership assigned to the majority caucus, then the number of
7 majority caucus members on standing committees shall be the next highest whole
8 number of committee members.

9
10 Rule 16(b). The Speaker shall appoint each member to not less than two nor
11 more than four committees from the list of committees numbered 1-13 in Rule 16.
12 The Speaker shall strive to appoint from each congressional district at least one
13 member who represents that congressional district on all standing committees with
14 the exception of Rules.

15
16 Rule 17. A majority shall constitute a quorum for committees. Each committee
17 shall meet pursuant to a regular meeting schedule as approved by the Speaker. In
18 addition to a committee's regular scheduled meeting(s), a committee chairman may
19 call additional meetings. It shall be the duty of a committee to meet on call of
20 one-fourth of the committee's members if the chairman is absent or declines to call
21 a meeting. However, additional committee meetings may not be scheduled that are
22 in conflict with another committee's regularly scheduled meeting time. No
23 committee shall meet while the House is in session without special leave granted
24 by the Speaker.

25
26 Rule 17(a). The chairman of any standing committee may appoint
27 subcommittees provided any such subcommittee shall consist of no less than six
28 members subject to the provisions of Rule 16(a), a majority of whom shall
29 constitute a quorum for the conduct of business.

30
31 Rule 17(b). The chairman of any standing committee may appoint ad hoc
32 subcommittees of less than six members to consider no more than one bill or
33 resolution, a majority of whom shall constitute a quorum to conduct business.

34
35 Rule 17(c). Between the hours of 8:30 a.m. and 5:00 p.m., Monday through
36 Friday, no subcommittee of a standing committee except for the Appropriations or
37 Rules Committee shall meet opposite another standing committee unless the parent
38 committee foregoes meeting at its designated time to allow its subcommittees to
39 meet.

1 Rule 18. The several standing committees shall consider and report on matters
2 specially referred to them and, whenever practicable, suggest such legislation as
3 may be germane to the duties of the committee. It shall be the duty of each
4 committee to inquire into the condition and administration of the laws relating to
5 the subjects which it has in its charge; to investigate the conduct and look to the
6 responsibility of all public officers and agents concerned; and to suggest such
7 measures as will correct abuses, protect the public interests, and promote the public
8 welfare.

9
10 Any committee of the House may, at its discretion, confer with a committee of
11 the Senate having under consideration the same subject. No select committee shall
12 be appointed to consider any subject falling properly within the province of a
13 standing committee.

14
15 Rule 18(a). When a question is before the committee, no motion shall be
16 received unless specially provided for, except to adjourn, to pass by, to lay upon
17 the table, to postpone for a specified time or purpose, to refer or rerefer, to amend,
18 to strike from the docket, or report; which several motions shall have precedence in
19 the order in which they are arranged and each such motion shall be required to be
20 seconded.

21
22 When a question has been decided, it may be reconsidered on the motion of any
23 member who voted with the prevailing side provided it be made on the same day or
24 if such motion has not been communicated to the House, such motion may be
25 made no later than the adjournment of the next regularly scheduled meeting of the
26 full committee.

27
28 Rule 18(b). Committees shall in all cases report by bill or resolution, with or
29 without amendment or amendments, in such form that, if passed or agreed to, it
30 will carry into effect their recommendations; but no papers returned therewith shall
31 be printed unless the committee shall so recommend. Every bill shall be printed,
32 as provided in Rule 37. Bills may be considered in executive session, but final
33 vote thereon shall be in open session.

34
35 Rule 18(c). A recorded vote of members upon each measure sent to the floor,
36 including those measures reported and referred by committee, shall be taken and
37 the name and number of those voting for, against, or abstaining shall be reported
38 with the bill or resolution and ordered printed on the Calendar.

39
40 Rule 18(d). Reports of the committees may be handed to the Clerk at any time
41 and may be disposed of in the morning hour. If, in the judgment of the Speaker,

1 any report of a committee requires immediate action he may bring it to the
2 attention of the House at any time.

3
4 Rule 18(e). No member shall be excluded from any meeting of a committee or
5 subcommittee except as hereinafter provided for the maintenance of order. The
6 chairman of the committee shall maintain order and decorum, and the business of
7 the committee shall be conducted at all times in accordance with the Rules of the
8 House.

9
10 Rule 19. The chairman of the committee, or the majority of the membership of
11 the committee, may call meetings of the committee during the interim to study, call
12 hearings, or to consider such other matters as may be germane to the duties of the
13 committee.

14
15 Rule 20. In instances where the General Assembly requests or directs that a
16 study be made, the chairman of the study is authorized to seek and obtain the
17 services of citizens of the Commonwealth whose function will be to participate
18 with such committees or subcommittees thereof in performing any such study.

19
20 Citizens so appointed to serve may receive a daily compensation as provided in
21 the Appropriation Act and reimbursement for their actual expenses incurred in the
22 performance of services for the committee. For this purpose and for such other
23 expenses as may be occasioned by the conduct of any committee study, payments
24 shall be made from the general appropriations to the House of Delegates.

25
26 Rule 21. The conduct of the business of any subcommittee of any House
27 committee, any joint subcommittee of House and Senate committees, and any
28 interim study committee created by a House measure shall be governed in
29 accordance with the Rules of the House. If a House measure and a Senate measure
30 create the same study, the conduct of business of the study shall be governed by
31 the rules of the house of the chairman of the study, or in the case of co-chairmen,
32 the rules of the house as agreed upon by the co-chairmen.

33
34 Rule 22. Any bill or resolution introduced in an even-numbered year and not
35 reported to the House of Delegates by the committee to which it has been referred,
36 may be continued on the agenda of the committee for hearings and committee
37 action during the interim between regular sessions and not otherwise. The
38 committee shall report, prior to the adjournment sine die of the House of
39 Delegates, such bills or resolutions as shall be continued and the Clerk of the
40 House of Delegates shall enter upon the Journal the fact that such bill or resolution
41 has been continued. Any bill or resolution that has been continued and

1 subsequently reported from a committee shall be placed upon the Calendar of the
2 House of Delegates.

3
4 The House of Delegates, upon consideration of any bill or resolution on the
5 Calendar, may rerefer the bill to the committee reporting the same and direct the
6 committee to continue the bill or resolution until the following odd-numbered year
7 regular session and hold such hearings and render such further consideration of the
8 bill or resolution as the committee may deem proper.

9
10 The chairman of the committee, or the majority of the membership of the
11 committee, may call meetings of the committee during the interim to study, call
12 hearings, and consider any continued bill or resolution, or to consider such other
13 matters as may be germane to the duties of the committee.

14
15 (The provisions of this rule relating to legislative continuity between sessions
16 shall be subject to the provisions of Article IV, Section 7 of the Constitution of
17 Virginia.)

18 19 **Standards of Conduct.**

20
21 Rule 23. There shall be a subcommittee on Standards of Conduct of the Rules
22 Committee consisting of four members, two of whom shall be members of the
23 majority caucus and two of whom shall be nonmembers of the majority caucus,
24 appointed by the chairman, which shall review annually members' statements of
25 economic interests and consider any request by a member for an advisory opinion
26 with respect to the general propriety of any current or proposed conduct of such
27 member.

28
29 Rule 24. The Privileges and Elections Committee shall receive and investigate
30 any charges or complaints brought against any member of the House of Delegates
31 in the performance of his duties or the discharge of his responsibilities and
32 recommend to the House such action as it may deem appropriate to establish and
33 enforce standards of conduct for members.

34 35 **Committee of the Whole.**

36
37 Rule 25. When the House shall go into the Committee of the Whole, the
38 Speaker may vacate the Chair and appoint a member to preside in Committee; the
39 other officers shall attend, and the Rules of the House shall be observed and
40 enforced in Committee, as far as applicable, except that the previous question shall
41 not be ordered.

1 Rule 26. If the Committee of the Whole arise before the consideration of the
2 subject referred is concluded, the same shall be reported back and have its place in
3 order as unfinished business of the House. When it shall be again reached in order,
4 unless it be otherwise disposed of, the House, after making such orders as it may
5 deem proper in relation to the business before the Committee, shall stand again
6 resolved into the Committee of the Whole, and so on until the business therein be
7 disposed of.

8
9 Rule 27. Nothing shall be in order in the Committee of the Whole except such
10 matters as may be specially referred to it by the House.

11
12 Rule 28. Whenever the Committee of the Whole shall find itself without a
13 quorum, the chairman shall cause the roll to be called and thereupon the
14 Committee shall rise, and the chairman shall report the fact and the names of the
15 absentees, which shall be entered upon the Journal of the House.

16
17 Rule 29. The motion to go into Committee of the Whole, and the motion to
18 discharge the Committee, shall not be debated.

19 20 **II. Attendance and Adjournment.**

21 **Attendance.**

22
23
24 Rule 30. No member shall absent himself from the service of the House unless
25 he has leave granted by the Speaker or is sick or otherwise unable to attend and
26 such leave shall be entered upon the Journal.

27
28 Rule 31. Any ten members or more including the Speaker, if there is one, and
29 he is present, shall be authorized to compel the attendance of absent members by a
30 call of the House.

31
32 Rule 32. The roll of the House shall be taken by the use of the electronic voting
33 system or, if it is inoperable, by viva voce by response to the call of names
34 arranged and called in alphabetical order except that the Speaker shall be called
35 last.

36
37 Rule 33. The electronic voting system may be used for a call of the House;
38 however, if it is inoperable, the call of the House shall be by viva voce, the names
39 of the members shall be first called over by the Clerk, and the absentees noted;
40 after which the names of the absentees shall be again called over. The doors shall
41 then be shut and those for whom no excuse or insufficient excuses are made may,

1 by order of those present, if ten in number, be taken into custody as they appear or
2 may be sent for and taken into custody, wherever to be found, by the Sergeant at
3 Arms or his assistants, or by special messengers to be appointed for that purpose.
4

5 Rule 34. When a member shall be discharged from custody and admitted to his
6 seat the House shall determine whether such discharge shall be with or without
7 payment of fees and expenses.
8

9 **Adjournment.**

10
11 Rule 35. Any member or members may adjourn from day to day. A motion to
12 adjourn and a motion to fix the time for which the House will adjourn shall always
13 be in order and be decided without debate.
14

15 **III. Introduction of Business.**

16 **Messages, Reports, and Communications.**

17
18
19 Rule 36. Messages from the Governor and reports and communications from
20 any other public officer or agent may be received at any time. If, in the judgment
21 of the Speaker, they require immediate action they may be brought at once to the
22 attention of the House. Otherwise, they shall lie upon the Speaker's table and be
23 disposed of in the morning hour. The same rule shall be observed with regard to
24 messages from the Senate.
25

26 **Introducing Legislation.**

27
28 Rule 37. Members having bills or resolutions to present may, at any time, hand
29 them to the Clerk in triplicate, one "original" copy endorsed by one or more
30 members with their names. Any bill or joint resolution introduced in the House
31 may show as "Senate Patrons" the signatures of members of the Senate. Any bill,
32 joint resolution, or resolution filed prior to the commencement of the session in
33 which it is to be considered may have the names of co-patrons signed to the
34 measure by the chief patron, provided that each such co-patron expressly
35 authorized the chief patron to sign for such co-patron and the chief patron plainly
36 marks such signatures on the original copy of the measure as being signed by the
37 chief patron.
38

39 No bill expressly amending an existing law shall be offered by any member
40 unless or until both the original and duplicate copies thereof have been prepared so
41 as to indicate deletions and additions. The form for deletions and additions shall

1 set forth the material deleted with lines through such material and by underscoring
2 the words added, before they are received in the Senate or House of Delegates. The
3 stricken material and underscorings or italics in the printed bills, enrolled bills, and
4 printed Acts shall not be considered evidence of all amendments to any bill or
5 existing statute but merely as an aid for quick reference to amended portions.
6 Nothing herein contained shall be construed as requiring the use of stricken
7 material or underscoring where new words are substituted for existing words and
8 the new words or the omission of words do not change the sense or meaning of the
9 act.

10
11 The Clerk shall, under the direction of the Speaker, refer all such "original"
12 papers to the proper committee and enter the fact, with the names of the members
13 presenting them, upon the Journal. Such bills shall be printed, unless otherwise
14 ordered by the House, and numbered in the order in which they are handed to the
15 Clerk.

16
17 The designation of "House Bill," "House Joint Resolution," or "House
18 Resolution" shall not be changed after a bill or resolution is introduced in the
19 House. Nor shall the designation of "Senate Bill" or "Senate Joint Resolution" be
20 changed or amended after the bill or resolution is received by the House. In
21 addition, no bill or resolution introduced for a purpose other than to direct or
22 request a study shall be amended for the purpose of directing or requesting a study
23 unless authorized by unanimous consent of the members of the House.

24
25 Rule 38. No bill, joint resolution, or resolution calling for information from the
26 Governor or other public officer or agent shall be introduced, considered, or acted
27 upon otherwise than is provided by Rule 37 and shall not be acted upon until it
28 shall have been examined and reported upon by a committee.

29
30 Rule 39. Any other resolution or motion upon which a member may desire the
31 judgment of the House, or any action other than a reference to a standing
32 committee, may be presented to the House in the morning hour after the business
33 on the Speaker's table is disposed of. A recorded vote shall be required on a
34 resolution authorizing a study or an expenditure of funds. To obtain immediate
35 consideration of any resolution other than a procedural or a memorial or
36 commending resolution, without reference to a standing committee, the vote of
37 two-thirds of the members elected, as required by Rule 81, shall be a recorded
38 vote.

39
40 Rule 39(a). All memorial or commending joint resolutions or resolutions shall
41 conform to the procedure set forth by the Clerk of the House and shall not be

1 referred under Rule 37, unless so ordered by the Speaker or by majority vote of the
2 House on motion of a member, but shall be placed on the Calendar.

4 **IV. Order of Business.**

6 **The Morning Hour.**

8 Rule 40. After the approval and signing of the Journal, a time, to be called the
9 morning hour, shall be devoted to the dispatch of business upon the Speaker's table
10 and to resolutions presented under Rule 39. The business on the Speaker's table
11 shall be disposed of in such order as the Speaker deems best, except as may be
12 herein otherwise provided, or as the House may at any time order.

14 Rule 41. The annual message of the Governor shall be laid before the House as
15 soon as it is received. It shall be printed for the use of the House and be considered
16 by the several standing committees without any special order therefor.

18 Rule 42. All other messages from the Governor may be referred by the Speaker
19 to the proper committees. The same rule shall be observed as to reports and
20 communications from other public officers.

22 Rule 43. Bills and resolutions originating in the Senate and not requiring
23 immediate action shall be read or printed on the Calendar by title the first time
24 when received and referred to their appropriate committees, unless the House
25 directs otherwise.

27 Rule 44. All bills reported from committee, pursuant to Rule 18(c), shall be
28 transferred to the Calendar and the reading or printing on the Calendar of the titles
29 as reported shall constitute the first reading or printing of the House bills and the
30 second reading or printing of the Senate bills as required by the Constitution.

32 Rule 45. All other reports from committees shall be considered and disposed of
33 in the order in which the Speaker presents them, unless the House directs
34 otherwise.

36 Rule 46. A member presenting a resolution under Rule 39 shall be allowed five
37 minutes in which to explain his wishes in relation to it, after which the question on
38 referring to a standing committee shall be taken without debate.

1 Rule 47. Printing recommended by committees under Rule 18(b) shall be
2 ordered by the Speaker, unless the House directs otherwise. Under such order no
3 more copies of any document shall be printed than is provided by law.
4

5 Rule 48. Once the morning hour expires, the House shall proceed to the
6 business of the House as defined in Rule 49; however, the Speaker shall be
7 permitted, without objection, to return to the morning hour for the purpose of
8 recognizing any distinguished visitor or other individual defined in Rule 83 that
9 may be present and seated on the floor or in the gallery.
10

11 **The Calendar.**

12

13 Rule 49. At the expiration of the morning hour, the House shall proceed to
14 consider bills, joint resolutions, and resolutions on the Calendar which shall be
15 arranged in the following order:
16

- 17 1. Senate bills on third reading.
- 18 2. House bills on third reading.
- 19 3. House bills on second reading.
- 20 4. House bills and joint resolutions returned from Senate with amendments.
- 21 5. Resolutions.
- 22 6. Memorial and commending resolutions.
- 23 7. House bills returned by Governor without approval.
- 24 8. House bills returned by Governor with recommendations.
- 25 9. Senate bills returned by Governor without approval.
- 26 10. Senate bills returned by Governor with recommendations.
- 27 11. House bills and resolutions in conference.
- 28 12. Senate bills and resolutions in conference.
- 29 13. Unfinished business – House and Senate bills and joint resolutions.
- 30 14. Senate bills on second reading.
- 31 15. House bills on first reading.
- 32 16. Resolutions reported.
- 33 17. Senate bills and joint resolutions referred.
- 34 18. Bills referred.
- 35 19. Resolutions referred.
- 36 20. Resolutions presented.
37

38 The House may direct that bills and resolutions of either house be divided on
39 the Calendar between the designations "Uncontested Calendar" and "Regular
40 Calendar" and be considered in such order. When such a division is directed for
41 bills and resolutions on the Calendar, the Uncontested Calendar shall not include

1 any bill or resolution (i) which received a dissenting vote or an abstention in
2 committee, (ii) has an emergency clause, or (iii) to which objection is made by any
3 member. Any bill or resolution shall be removed from the Uncontested Calendar
4 and placed on the Regular Calendar at the request of any member rising from his
5 seat for that purpose and stating the request for such legislation to be moved. Once
6 legislation is moved to the Regular Calendar there it shall remain.

7
8 Rule 50. It shall be the duty of the Clerk to see that the printing and engrossing,
9 when ordered, shall be done in such time that the bills and resolutions may be
10 acted on according to their priorities on the Calendar.

11
12 Rule 51. If any bill or resolution shall not be ready for consideration when it is
13 reached on the Calendar it shall be passed by and be allowed to retain its position
14 on the Calendar. When the Calendar has been called through, it may be called
15 again in order to dispose of any business that may then be ready. If there be none,
16 the business of the morning hour shall be resumed.

17
18 Rule 52. The regular order of business herein established shall not be changed,
19 nor shall any special order be made, except by vote of two-thirds of the members
20 present. However, a majority may postpone the Calendar not exceeding one day at
21 a time, or pass by any subject coming up in order without changing its place, or
22 agree to a joint order with the Senate, or postpone or discharge any special order.

23 24 **V. Conduct of Business.**

25 26 **Order and Decorum.**

27
28 Rule 53. The Speaker shall preserve order and decorum, may speak to points of
29 order in preference to other members, rising from his seat for that purpose, and
30 shall decide questions of order without debate, subject to an appeal to the House.
31 If the decision relate to a question of decorum or propriety of conduct, it shall not
32 be debatable; if it relate to the priority of business or the relevancy or applicability
33 of propositions, the appeal may be debated, but no member shall speak on it more
34 than once except by leave of the House.

35
36 Rule 54. When a member rises to speak he shall respectfully address,
37 "Mr. Speaker," standing in his place; he shall confine himself strictly to the
38 question before the House, and when he has finished he shall sit down.

39
40 Rule 55. When two or more members rise at the same time the Speaker shall
41 name the person to speak.

1 Rule 56. Every motion or proposition shall be reduced to writing, if desired by
2 the Speaker or any member, and shall be delivered at the Clerk's table to be there
3 read; and the question shall be stated by the Chair before the same shall be
4 debated. When the reading of any paper in possession of the House, not being the
5 precise matter upon which the House is acting, is called for, and objection is made
6 by any member, the question shall be determined by a vote of the House without
7 debate. Any motion or proposition may be withdrawn by the mover at any time
8 before a decision, amendment, or other action of the body upon it, except a motion
9 to reconsider which shall not be withdrawn without leave of the House.

10
11 Rule 57. No member shall in debate use any language or gesture calculated to
12 wound, offend, or insult another member.

13
14 Rule 58. If any member, in speaking, transgress the Rules of the House, the
15 Speaker shall, or any member may, call him to order; in which case the member
16 called to order shall immediately take his seat unless permitted to explain. If there
17 be no appeal, the decision of the Chair shall be final. If the decision be in favor of
18 the member called to order, he shall be at liberty to proceed; otherwise, he shall not
19 proceed, except by leave of the House. For frequent or repeated violations of
20 order, especially if persisted in after the admonition of the Speaker, a member shall
21 be liable to the censure of the House.

22
23 Rule 59. If any member be called to order by another member for words
24 spoken, the words excepted to shall be immediately taken down in writing in order
25 that the Speaker and House may be better able to judge the matter.

26
27 Rule 60. No member shall, while the House is sitting, interrupt or hinder its
28 business by standing up, leaving his place, moving about the Hall, engaging in
29 conversation, expressing approval or disapproval of any of the proceedings, or by
30 any other conduct tending to disorder and confusion.

31
32 Rule 61. No member shall speak more than once on any question until all
33 others have spoken who desire to do so, nor more than twice, without the consent
34 of a majority of the members present.

35
36 **Ascertaining the Question.**

37
38 Rule 62. If the question for decision includes several distinct propositions any
39 member may have the same divided, but a motion to strike out and insert shall not
40 be so divided; nor shall a motion to strike out, being lost, preclude either

1 amendment or a motion to strike out and insert. In filling blanks, the question shall
2 be put first upon the largest sum and the longest time or the broadest question.

3
4 Rule 62(a). No motion or proposition, or subject different from that under
5 consideration, shall be admitted under color of amendment.

6
7 Rule 62(b). The Speaker shall determine all questions of germaneness relevant
8 to any legislation under consideration by the House including House legislation
9 and any amendments thereto communicated by the Senate or the Governor to the
10 House for its action.

11
12 Rule 63. When a question is before the House no motion shall be received
13 unless specially provided for except to adjourn, to pass by, to lay upon the table, to
14 postpone for a specified time or purpose, to refer or rerefer, to amend, or to strike
15 from the Calendar, which several motions shall have precedence in the order in
16 which they are arranged.

17
18 Rule 64. Upon the motion to pass by, the mover shall be allowed two minutes
19 to state the reason for his motion, and one member opposed to the motion shall be
20 allowed a like time to object. The motion to lay upon the table, for the previous
21 question, and for the pending question shall not be debated; nor shall debate be
22 allowed on a motion to take up a subject from the table or to reconsider any
23 question which was not debated. When a question not debatable is before the
24 House all incidental questions arising after it is stated to the House shall be decided
25 and settled, whether on appeal or otherwise, without debate; and the same rule
26 shall apply to incidental questions rising after any question is put to the House.

27
28 **Pending and Previous Questions.**

29
30 Rule 65. Pending a debate, any member who obtains the floor for the purpose
31 only, and submits no other motion or remark, may move for the "previous
32 question" or the "pending question," and in either case the motion shall be
33 forthwith put to the House. Two-thirds of the members present shall be required to
34 order the main question; however, a majority may require an immediate vote upon
35 the pending question, whatever it may be.

36
37 Rule 66. The previous question shall be in this form: "Shall the main question
38 now be put?" If carried, its effect shall be to put an end to all debate and bring the
39 House to a direct vote upon a motion to refer or rerefer, if pending; then upon
40 amendments reported by a committee, if any; then upon pending amendments; and
41 then upon the main question. If upon the motion for the previous question, the

1 main question be not ordered, debate may continue as if the motion had not been
2 made.

3

4 **Taking the Vote.**

5

6 Rule 67. The Speaker shall rise to put a question, but may state it sitting.
7 Questions shall be distinctly put in substantially the following forms, viz.: "As
8 many as agree that, etc. (as the question may be), say 'Aye,'" and "Those opposed
9 say 'No.'" If the Speaker doubts or a division is called for, the House shall divide
10 with those in the affirmative of the question rising first from their seats and
11 afterwards those in the negative, or by a show of hands in the affirmative and then
12 in the negative. If required, the Speaker shall cause the result to be ascertained by
13 a count.

14

15 Rule 68. The yeas and nays on any question may be called for at any time
16 before proceeding to another question or proposition but, being refused, they shall
17 not be again demanded on the same question. Any member shall have a right to
18 vote at any time before the decision is announced by the Chair.

19

20 Rule 69. Upon a division of the House on any question, a member who is
21 present and fails to vote shall on the demand of any member be counted on the
22 negative of the question and when the yeas and nays are taken shall, in addition, be
23 entered on the Journal as present and not voting. However, no member who has an
24 immediate and personal interest in the result of the question shall either vote or be
25 counted upon it.

26

27 **Reconsideration.**

28

29 Rule 70. When a question has been decided it may be reconsidered on the
30 motion of any member who voted with the prevailing side provided it be made on
31 the same day. If such action has not been communicated to the Senate, such
32 motion may be made within the next two days of actual session. The motion may
33 be entered as a matter of privilege and shall take precedence of everything except
34 special orders and other questions of privilege and be disposed of in the morning
35 hour or with the Calendar, as the case may be. All motions to reconsider shall be
36 decided by a majority of the votes of the members present.

37

38 **Bills and Amendments.**

39

40 Rule 71. Every bill shall be read or printed on the Calendar by title on three
41 different calendar days in the House previous to its being passed, and it shall be

1 distinctly announced or set out at each reading or printing on the Calendar, whether
2 it is the first, second, or third time.

3
4 Rule 72. The first reading or printing on the Calendar of the House bill shall be
5 for information merely, and it shall go to second reading or printing on the
6 Calendar without a question.

7
8 Rule 73. Upon the second reading or printing on the Calendar of a House bill it
9 shall be open to amendment or to referral or rereferral or to any of the motions
10 provided for in Rule 63, and the final question shall be "Whether it shall be
11 engrossed and read or printed on the Calendar a third time?" Upon the third
12 reading or printing on the Calendar of a Senate bill it shall be open to amendment
13 or to referral or rereferral or to any of the motions provided in Rule 63.

14
15 Rule 74. A House bill ordered to be engrossed shall not have its third reading
16 or printing on the Calendar until the engrossment is actually and properly done.
17 However, in the case of a Senate bill, the engrossment shall only apply to such
18 amendments as may have been made in the House.

19
20 Rule 75. No amendment to a House bill shall be received upon its third reading
21 or printing on the Calendar by way of rider or otherwise, and no amendment
22 involving an additional appropriation shall be added to the general appropriation
23 bill, and no amendment to increase any tax shall be added to any tax measure,
24 unless either such amendment be to carry into effect an existing law or unless it
25 received the vote required to pass the bill itself. A Senate amendment to a House
26 bill to be concurred in, or a conference report to be adopted, must receive the same
27 recorded vote as required to pass the bill itself. A bill at any time before its
28 passage may be referred or rereferred.

29
30 Rule 75(a). If the Senate refuses to concur in the amendments of the House and
31 so communicates such action to the House, the House may vote to recede from its
32 amendments and subsequently pass the legislation in the form originally passed by
33 the Senate or insist on its amendments and request a committee of conference with
34 the Senate. Conversely, the House in considering Senate amendments to House
35 legislation shall wait for communication by the Senate that they have voted to
36 insist on their amendments and request a committee of conference whereby the
37 House may agree to the request for a committee of conference.

38
39 Rule 75(b). Upon an affirmative vote to form a committee of conference, the
40 Speaker shall appoint the House membership to the committee. A majority of the
41 members of each house on the conference committee shall agree to the committee

1 of conference report prior to its submission and consideration by the House. If a
2 conference committee is unable to reach agreement and reports such action to the
3 House, the Speaker may appoint new conferees or upon the motion of a member
4 and an affirmative vote of the House a new set of conferees shall be appointed. In
5 addition, if a committee of conference report is considered and rejected, the House
6 may agree by a majority vote of the members present to request an additional
7 committee of conference.

8
9 Rule 76. On the third reading or printing on the Calendar of a bill, the question
10 shall be, "Shall the bill pass?"

11
12 Rule 77. The title of a bill and all amendments offered shall be entered upon
13 the Journal, except that amendments in the nature of substitutes may be printed
14 separately and only the titles thereof entered upon the Journal.

15 16 **Withdrawals of Exhibits.**

17
18 Rule 78. Original papers, filed as exhibits with any bill or resolution, may be
19 withdrawn by the patron or he may leave attested copies, for which he shall pay the
20 Clerk at the rate provided by law for other copies made by him.

21 22 **Messages.**

23
24 Rule 79. It shall be the duty of the Clerk, without any special order therefor, to
25 communicate to the Senate any action of the House upon business coming from the
26 Senate or upon matters requiring the concurrence of that body; however, no such
27 communication shall be made in relation to any action of the House while it
28 remains open for consideration.

29 30 **Manual and Rules.**

31
32 Rule 80. The rules of parliamentary practice comprised in Jefferson's Manual
33 shall govern the House in all cases to which they are applicable and in which they
34 are not inconsistent with the Rules of the House and such joint rules as are or may
35 from time to time be established by the two houses of the General Assembly.

36
37 Rule 81. The Rules of the House shall be adopted in even numbered years by a
38 majority vote of members elected and shall remain in effect for two years
39 coinciding with the terms of members. The rules may be suspended by a vote of
40 two-thirds of the members elected to be ascertained by an actual division of the
41 House except as prohibited by the Constitution; provided that a motion to
42 discharge a committee from the consideration of a bill shall require a majority of

1 those voting, which shall include two-fifths of the members elected to the House,
2 the vote thereon to be taken by yeas and nays and recorded in the Journal; and
3 provided further, that a motion to dispense with the printing and reading of a bill,
4 or its printing on the Calendar, or either, shall not be entertained, except as
5 provided by the Constitution.
6

7 A proposition to change a rule of the House shall be submitted in writing and
8 forthwith printed. In its printed form it shall lie upon the Speaker's table for five
9 days and be read by the House during the morning hour of each day during that
10 time. At the expiration of five days it shall be ready for consideration and may be
11 adopted or rejected by a majority vote of the members present; provided that as to
12 all resolutions or bills which involve an appropriation or expenditure of money by
13 the Commonwealth, or which may create a charge upon the treasury, the rule of the
14 House shall not be changed or suspended save by a vote of two-thirds of the
15 members present to be ascertained by an actual division of the House.
16

17 Upon a motion to suspend a rule of the House the mover shall be allowed two
18 minutes to state the reasons for his motion, and one member opposed to the motion
19 shall be allowed a like time to object.
20

21 **Hall of the House of Delegates.** 22

23 Rule 82. The Hall of the House of Delegates shall be used for no other purpose
24 than the sessions of the House and for meetings of the committees and members of
25 the legislature on public affairs except by vote of the House or the Rules
26 Committee or with the approval of the Speaker when the House is not in session.
27

28 Rule 83. Only members of the General Assembly, former members, members
29 of the Congress of the United States, State officers, judges, officers and employees
30 of the General Assembly, and such other persons as the Speaker may designate
31 shall be permitted on the floor of the House during the session; however, the
32 privileges granted hereunder shall not be exercised by any person having business
33 for compensation before the House or any committee thereof and the officers of
34 this body shall enforce this rule under the direction of the Speaker.
35

36 **General Assembly Building.** 37

38 Rule 84. The area of the General Assembly Building assigned to the members
39 of the House of Delegates, their legislative support staff, the clerical staff of the
40 House of Delegates, the facilities and space for those charged with the
41 maintenance, repair, and security of such building, and such space designated for
42 the news media shall not be utilized or occupied as office space by any other
43 person or persons, except by vote of the House or the Rules Committee.

**VOTES REQUIRED BY THE CONSTITUTION OF VIRGINIA,
THE RULES OF THE HOUSE, AND THE PROCEDURAL RESOLUTION**

BILLS:

(a) Ordinary	Majority of those voting.....	at least 40
	(Art. IV, Sec. 11)	
	(Same for Senate amendments and conference reports)	
(b) Appropriation Claim or demand of Commonwealth Debt or charge New office Tax	Majority of those elected	at least 51
	(Art. IV, Sec. 11)	
	(Same for Senate amendments and conference reports)	
(c) Amendment to charter Charter Special Act – county, city, town.....	2/3 of members elected	at least 67
	(Art. VII, Sec. 1)	
	(Same for Senate amendments and conference reports)	
DISCHARGING COMMITTEE	Majority of those voting.....	at least 40
	(Art. IV, Sec. 11)	
DISPENSING WITH READING AND/OR PRINTING OF BILL TO CODIFY THE LAWS OF THE COMMONWEALTH AND IN CASE OF EMERGENCY		
	4/5 of members voting	
	(Art. IV, Sec. 11)	
EMERGENCY CLAUSE	4/5 of members voting	
	(Art. IV, Sec. 13)	
GOVERNOR'S RECOMMENDATION	Majority of members present	
	(Art. V, Sec. 6)	
GOVERNOR'S RECOMMENDATION NOT SPECIFIC AND SEVERABLE		
	Majority of members present	
	(Art. V, Sec. 6)	
OVERRIDE VETO AND PASS NOTWITHSTANDING		
	2/3 of members present	at least 51
	(Art. V, Sec. 6)	
PETITION SPECIAL SESSION	2/3 of members elected	
	(Art. V, Sec. 5)	
STUDY, CREATING OR CONTINUING	2/3 of members voting	
	(Procedural Resolution)	
SUSPENSION OF RULES	2/3 of members elected	at least 67
	(House Rule 81)	

INDEX TO THE RULES OF THE HOUSE OF DELEGATES

Numbers refer to Rule(s); Cites to Constitution of Virginia and Code of Virginia Noted When Applicable

Absence and Absentees

See: Committee of the Whole

See: Members of House

Accounts See: Clerk of House

Acts of Assembly

Effective, when (Const., IV, 13)

Enactment, method of (Const., IV, 11)

Object expressed in title (Const., IV, 12)

Stricken material and under scorings or italics ...37

Adjournment

Day to day, any member may move35

Motion for, not debatable35

Motion to fix time, not debatable.....35

Amendments

Appropriation bill, vote required75

Communication by Senate or Governor 62(b)

Concurrence in amendment by other house
(Const., IV, 11).....75

Conference reports, votes required75

Entered on Journal77

Form for deletions and additions37

Germaneness 62(b)

Handling7

Insist on75(a)

Not received on third reading of House bills75

Recede from75(a)

Received on third reading of Senate bills73

Senate refusal to concur.....75(a)

Subjects not germane, not admitted under
color of 62(a)

Substitutes may be printed separately77

Votes required (Const., IV, 11)75

Appeals

Allowed from ruling of Speaker on certain
subjects debatable.....53

Ruling on point of order not debatable53

Appropriation Act and Appropriation Bill

See: Bills

Ascertaining the Question

Division of question62

Germane subject 62(b)

Order of priorities63

Attendance See: Members of House

Bills

Amendment for purpose of study prohibited37

Amendments agreed to not to be handled
except by clerks until engrossed.....7

Amendments, second reading of House bills,
third reading of Senate bills.....73

Amendments, votes required
(Const., IV, 11).....75

Bills – Continued

Appropriation Act, compensation of
members of committee study20

Appropriation bill, vote required for
amendments to75

Approval, by Governor (Const., V, 6)

Calendar, placement on Regular and
Uncontested49

Calling for information not acted upon until
examined and reported by committee38

Committee discharged from consideration
of (Const., IV, 11).....81

Continued legislation22

Copies of37

Designation of, not to be changed.....37

Engrossment7, 50, 73, 74

Enrolled, signed by Speaker..... 5

Exhibits with78

Filed prior to commencement of session.....37

Form required before received37

Introduction.....37, 38

Italics or underscoring.....37

Journal, what parts entered on.....77

Legislative continuity (Const., IV, 7).....22

List printed..... 7

Numbering37

Passage, roll required (Const., IV, 11)

Passed by on Calendar51

Patrons and co-patrons, number, signatures37

Printing 18(b), 37, 47, 50

Dispensed with (Const., IV, 11)81

Titles in Calendar 18(c), 71-75, 76

Reading, requirement for House bills71

1st for information44, 72

2nd for amendment, question.....73

3rd for passage, question76

Dispensed with (Const., IV, 11)81

Reading, requirement for Senate bills

1st and 2nd for information43, 44

3rd for amendment and passage.....73, 76

Dispensed with (Const., IV, 11)81

Reference, handed Clerk any time37

Referred by committee..... 18(c)

Referred or rereferred to committee..22, 37, 73, 75

Reports, in form to carry into effect

recommendation of committee 18(b)

From committee 18(c), 44

Requirements, referred and reported

(Const., IV, 11a)

Printed (Const., IV, 11b)

Read on three days (Const., IV, 11c)

Rider, no amendment to House bill by, on

third reading75

Senate Patrons37

Bills – Continued

Signed by Speaker (Const., IV, 11)	5
Stricken material.....	37
Substitutes may be printed separately	77
Titles entered on Journal.....	77
Unanimous consent to introduce.....	37
Veto by Governor (Const., V, 6)	
Votes required (Const., IV, 11)	
Withdrawals of exhibits.....	78

Blanks

Filling in, how done.....	62
Longest time, largest sum, or broadest question put first.....	62

Calendar

Bills and resolutions originating in Senate read or printed on	43
Bills reported, placed on.....	22, 44
Changes not made in order of, except by 2/3 vote.....	52
Dispensing of printing of bill on.....	81
Kept by Clerk	7
Measures passed by	51
Memorial or commending resolutions or joint resolutions placed on	39(a)
Order of business on.....	49, 52
Postponement of	52
Printing	7
By title.....	18(c), 71-75, 76
Priorities on	50
Recalling of	51
Recorded vote of committee to be printed in	18(c)
Removal from Uncontested Calendar to Regular Calendar.....	49
Uncontested and Regular.....	49

Call of House

By whom made.....	31
Electronic voting system	32, 33
Members, called alphabetically, except Speaker.....	32
Custody of.....	33
Discharge of.....	34
Procedure.....	33

Call of Names See: Members of House**Caucus, Majority, Member/Nonmember**

Members on Standards of Conduct Subcommittee appointed by Speaker	23
Members on standing committees	16(a)

Censure See: Members of House**Chairman of Committee See: Committees****Chamber of House of Delegates See: Hall of the House of Delegates****Charters of Cities and Towns**

Amended by 2/3 vote (Const., VII, 1)	
--------------------------------------	--

Clerk of House

Accounts kept by and certified to Comptroller	8
Bills	
Filing with	37
Handling of amendments	7
List of, printed by	7
Referred by, under direction of Speaker	37
Calendar, kept by	7
Clerical business and committees	6(a)
Committee reports.....	18(d)
Communications to Senate.....	79
Continues in office.....	6
Duties in general	6-9
Election of.....	6
Journal, kept by.....	7
Signed by	3
Members, compensation of, account kept by	8
Office space, assignment by	6(b)
Pay and mileage.....	9
Seating by	6(b)
Messages to Senate, communicated by	79
Oaths of office, filed with	14
Personnel, employment of.....	6(a)
Postage.....	8
Printing and engrossing.....	50
Seats of members, arranged by	6(b)
Stationery provided by	8
Term	6
Vacancy in office of.....	6
Withdrawal of original papers by patron.....	78
Writs and warrants issued by order of House, attested by	5

Co-Patron See: Patron/Co-Patron**Committee of Conference**

See: Conference Committee

Committee of the Whole

Absentees, reported to House.....	28
House stands resolved into, until business completed	26
Motion to go into or to discharge, not debatable	29
Order of business	27
Presiding members.....	25
Previous question cannot be ordered.....	25
Quorum, how obtained.....	28
Rules of House govern.....	25
Subject referred, reported back if not completed	26
Unfinished business of House if not completed in	26

Committees

Ad hoc	17(b)
Annual message of Governor to be considered by.....	42
Appointment, chairmen, procedures, etc.....	15-22
Apportionment of members	16(a)

Committees – Continued

Bills

- Discharge from consideration
(Const., IV, 11)..... 81
- Referred to..... 37, 43
- Report on..... 18(b), 44
- Chairman, appointment of subcommittees..... 17(a)
- Calling of meetings 17, 19, 22
- Conduct of business in accordance
with rules..... 18(e)
- Designated only on one committee 15
- Duties as Speaker pro tem..... 2
- Citizen advisors 20
- Congressional district representation..... 16(b)
- Continued legislation report 22
- Discharge, majority, at least 2/5 of members
elected (Const., IV, 11) 81
- Duties of, in general 17-18(e)
- Executive sessions 18(b)
- Interim, calling of meetings..... 19, 21, 22
- Joint Rules Committee designation 16(14)
- Joint vote of two houses 1
- Legislation, suggested by 18
- Listed..... 16
- Meetings..... 17, 18(e), 19
- Members, minimum number 16(b)
- Ratio..... 16(a)
- Messages of Governor referred to 43
- Number comprising 16
- Order and decorum..... 18(e)
- Papers from..... 18(b)
- Public officers, investigated by..... 18
- Questions before, motions to be seconded..... 18(a)
- Motions to be reconsidered 18(a)
- Quorum..... 17, 17(a), 17(b)
- Reconsideration of question before 18(a)
- Recorded vote required..... 18(c)
- Referred measures 18(c)
- Reports of 18, 18(b), 18(c), 18(d), 22
- Handed to Clerk 18(d)
- How disposed of..... 18(d), 45
- Requiring immediate action..... 18(d)
- Resolutions and joint resolutions,
referred to..... 37-39, 46
- Scheduling not to be in conflict 17
- Select, when not appointed 18
- Senate, conference with..... 18
- Sessions of House, not to meet during..... 17
- Speaker, chairman of Rules Committee..... 15
- Special leave..... 17
- Standing..... 15-22
- Subcommittees of 17(a), 17(c), 21, 23
- Meeting opposite standing committees.... 17(c)
- Studies, conduct of business of 21
- Vice chairman designated..... 15
- Vote in, open session 18(b)

Communications to/from Senate See: Senate

Compensation of Members See: Members of House

Conduct of Business

- Procedures..... 53-61
- Subcommittees..... 21

Conduct of Members See: Members of House

Conference Committee

- House membership appointed by
Speaker 75(b)
- Report, how adopted
(Const., IV, 11)..... 75, 75(a), 75(b)
- See Jefferson's Manual, Sec. XLVI
- Request, how agreed to 75(a)

Conflict of Interests See: Members of House

Constitution See: Speaker of House

Continued Legislation See: Bills

Convening Hour See: House of Delegates

Debates

- Conduct..... 60
- Language not allowed in 57
- Motions not debatable (See Motions and
Questions not Debatable)
- Number of times member may speak..... 61
- Speaker may participate in..... 2
- Speaker to call members to order for
transgressing rules 58
- See Jefferson's Manual, Sec. XVII

Decorum See: Order and Decorum

Division of House

- How called for 67
- Member not voting counted in negative..... 69
- Show of hands..... 67
- When member entered on Journal..... 69

Division of Question

- May be divided 62
- Motion to strike out and insert not divisible..... 62

Documents See: Bills

Doorkeepers

- Appointment and duties 10-13

Economic Interests See: Members of House

Elections

- Method of conducting 1
- Of Clerk 6
- Of Sergeant at Arms..... 10
- Of Speaker 2

Electronic Voting System

- Call of House and roll taken 32, 33
- Use in elections 1
- Voting for Speaker 2

Emergency Acts

- 4/5 of those voting required (Const., IV, 13)

Engrossment

- Bills for, on second reading 73
- Clerk's duties 7, 50
- Must be done before third reading 74
- What in case of Senate bill 74

Exhibits See: Bills**General Assembly**

- Privilege of members (Const., IV, 9)
- Qualifications of members (Const., IV, 4, 7)
- Salary of members (Const., IV, 5)
- Time and duration of session (Const., IV, 6)

General Assembly Building

- Use of 84

Germane Subject

- Consideration by standing committees ... 18, 19, 22
- Speaker determination 62(b)
- Subject not germane, not admitted under color of amendment 62(a)

Governor

- Annual message of 41
- Call for information from, not considered until reported by committee 38
- Duties in regard to bills (Const., V, 6)
- Messages from, received any time, disposition 36, 42

Guests and Visitors See: House of Delegates**Hall of the House of Delegates**

- Clearing of floor 12
- Sergeant at Arms in charge of policing under direction of Speaker 12
- Under supervision of Speaker 4
- Use of 82
- Who allowed on floor of 48, 83

House of Delegates

- Attendance and adjournment 30-35
- Business of 48, 49-52
- Called to order by Speaker 3
- Chamber of, under supervision of Speaker 4
- Committee of conference, agreement by 75(b)
- Committees not to meet during session 17
- Consideration of Senate amendments 75(a)
- Elects own officers (Const., IV, 7) 2, 6, 10
- General Assembly Building, use of 84
- Membership (Const., IV, 3)
- Pay of members by Clerk 9
- Qualification of members (Const., IV, 4, 7)
- Recognition of guests and visitors 48
- Roll taken 32

Improper Language or Gesture See: Members of House**Introduction of Business**

- Bills calling for information, referred 38
- Bills, etc., may be handed Clerk 37
- Messages from Governor or other public officer or agent 36
- Presentation in morning hour 39

Jefferson's Manual See: Rules of the House**Joint Resolutions** See: Resolutions**Joint Rules Committee** See: Committees**Joint Vote** See: Committees**Journal**

- Bills and resolutions referred to committee and entered upon 37
- Clerk to keep 7
- Committee of the Whole, roll 28
- Continued legislation report entered upon 22
- Examined, approved and signed 3, 7, 40
- Names of members entered upon 3
- Reading if approval not agreed to 3
- Record of the House 3
- Requirement as to (Const., IV, 10)
- Title of bill and amendments offered, entered upon 77
- Vote recorded in 1, 2

Judges

- Certification 1

Leave of Absence See: Members of House**Mace** See: Sergeant at Arms**Main Question** See: Previous Question**Members of House**

- Absence 30, 31
- Absentees noted 33
- Addressing Chair 54
- Adoption of Rules of the House 81
- Advisory opinion 23
- Appeal from ruling of Chair 53
- Attendance 30-34
- Bills or resolutions presented 37-39(a), 46
- Calendar, request to move from Uncontested to Regular 49
- Call of names 32, 33
- Called to order for transgression of rules 58
- Called to order, words excepted to, taken down in writing 59
- Censure, liable to, for repeated violation of rules 58
- Committee appointments 15-22
 - Congressional representation 16(b)
 - Majority caucus, member/nonmember representation 16(a)
 - Minimum number 16(b)
- Committee meetings, not to be excluded 18(e)
- Compensation, accounts kept by Clerk 8
- Conflict of interests 69
- Debate, times allowed to speak 61
- Decorum 60
- Discharged from custody 34
- Economic interests 23
- Fees and expenses, payment of 34
- General Assembly Building, use of 84
- Language or gesture, use of 57
- Leave of absence entered upon Journal 30

Members of House – Continued

Messages intended for or sent by, Sergeant
 at Arms to receive and dispatch..... 13
 Motion to adjourn 35
 Names called/taken..... 3, 32, 33
 Office space, use of 6(b), 84
 Pay and mileage..... 9
 Personal interest..... 69
 Postage, provided to members by Clerk 8
 Present and not voting 69
 Process (Const., IV, 9)
 Roll call 3, 32, 33
 Alphabetically arranged, except Speaker 32
 Seating 6(b)
 Speaker, choice among 2
 Recognizing member to speak..... 55
 Standards of conduct 23, 24
 Stationery 8
 Voting when not required 69

Messages, Reports, and Communications

See: Governor
 See: Senate

Morning Hour

Bills, etc., from Senate..... 43
 Bills from committee 44
 Business on Speaker's table 40
 Committee reports, disposition of..... 18(d)
 Expiration 48, 49
 Governor's annual message 41
 Messages from Governor, other public
 officers, and Senate considered in 36, 42
 Previous business, disposition of 51
 Printing 47
 Reconsiderations, disposition of 70
 Reports from committees..... 18(d), 45
 Resolution or motion not referred to
 committee..... 39
 Return to 48
 Rules of the House, change to be read 81
 Time for discussion of resolution in 46

Motions

May be required to be reduced to writing 56
 May be withdrawn before amendment 56
 Motion to reconsider not to be withdrawn
 without leave of House..... 56
 Order of priorities 63
 Pass by 64
 Precedence before Committee
 1. Adjourn..... 18(a)
 2. Pass by 18(a)
 3. Lay upon the table 18(a)
 4. Postpone for a specified time or
 purpose 18(a)
 5. Refer or rerefer 18(a)
 6. Amend 18(a)
 7. Strike from docket 18(a)
 8. Report 18(a)

Motions – Continued

Precedence before House
 1. Adjourn 63
 2. Pass by 63
 3. Lay upon the table..... 63
 4. Postpone for a specified time or
 purpose 63
 5. Refer or rerefer 63
 6. Amend..... 63
 7. Strike from Calendar 63
 Under Previous Question
 1. Refer or rerefer, if pending..... 66
 2. Committee amendments, if any 66
 3. Pending amendments 66
 4. Main question..... 66
 Reconsideration before committee..... 18(a)
 Refer memorial or commending
 joint resolutions or resolutions..... 39(a)
 Strike out and insert 62
 Suspend rules 81

Motions and Questions Not Debatable

Adjourn, motion to, or fix time 35
 Appeals, question on ruling on point of order 53
 Committee of the Whole, motion 29
 Discharge, motion..... 29
 Incidental question after any question put..... 64
 Incidental question to question itself not
 debatable 64
 Journal read only if Speaker's approval not
 agreed to 3
 Lay on table, motion 64
 Pending question, motion..... 64
 Previous question, motion..... 64
 Reading of paper, question on, not being
 acted upon..... 56
 Reconsider question not debated, motion to 64
 Reconsideration, motion 70
 Resolution under Rule 39, question
 on reference 47
 Ruling on points of order, question..... 53
 Speaker's decision on decorum or
 propriety of conduct, question 53
 Take up a subject from the table, motion 64

News Media

Reporters for, assigned places in House Chamber
 by Speaker 4
 Space in General Assembly Building..... 84

Nominations

For Speaker..... 2
 Messages exchanged announcing for joint vote... 1

Oaths of Office See: Clerk of House

Office Space

- Assignment by Clerk 6(b)
- Use of 84

Order and Decorum

- Addressing Chair 54
- Appeal on question of order not debatable 53
- Appeal on question of priority, relevancy, etc.,
debateable 53
- Committee conduct..... 18(e)
- House Chamber 4
- Language or gestures not to be used..... 57
- Member conduct..... 60
- Members called to order, words to be
taken down in writing..... 58, 59
- Members transgressing..... 58
- Number of times member allowed to speak..... 61
- Order of debate 55
- Policing of Hall by Sergeant at Arms 12
- Speaker, clearing House Chamber of spectators
in case of disturbance 4
- Decisions on questions of order not
debateable 53
- May speak first of points of order 53

Order of Business

- Calendar 49
- Morning hour..... 40-48
- Not changed except by 2/3 vote..... 52

Orders See: Special Orders**Pages**

- Appointment and duties..... 10, 11

Papers Returned with Bills See: Bills**Pass By**

- Business on Calendar..... 52
- Time allowed for reason for motion 64

Patron/Co-Patron

- Exhibits withdrawn by..... 78
- Signature on bill, joint resolution, or resolution . 37

Pending Question

- Effect of ordering 65
- Majority necessary to order 65
- No remarks submitted under motion for..... 65
- Not debateable..... 64, 65

Personal Interest See: Members of House**Personnel See: Clerk of House****Pledge of Allegiance to Flag of the United**

States See: Speaker of House

Point of Order See: Speaker of House**Postage See: Members of House****Present and Not Voting See: Members of House****Press See: News Media****Previous Question**

- Committee of Whole, cannot be called 25
- Debate ended when ordered 66
- Form of 66
- No remarks submitted under motion for 65
- Not debateable 64, 65
- 2/3 vote necessary to order..... 65
- Voting 66
- See Jefferson's Manual, Sec. XXXIV

Printing

- Bills 18(b), 37
- Calendar 7
- Dispensing, for bills (Const., IV, 11) 81
- Documents 37, 47
- Governor's annual message..... 41
- Ordered by Speaker..... 47
- Resolutions 18(b)
- Substitutes..... 77

Privilege

- Of members (Const., IV, 9)
- For privileged questions, see Jefferson's
Manual, Sec. XXXIII

Privileges and Elections, Committee on

- See also: Committees
- Election of Clerk of House in event of vacancy... 6
- Standards of conduct, establishment for
members..... 24

Public Officers See: Committees**Questions**

- Debateable 53
- Division of 62
- Order of priorities of 63
- Privileged, see Jefferson's Manual, Sec.
XXXIII
- Putting in affirmative and then in negative 67
- Show of hands..... 67

Questions Not Debateable See: Motions and Questions Not Debateable**Quorum**

- Committee of the Whole, method of obtaining... 28
- Committees 17, 17(a), 17(b)
- Majority required for (Const., IV, 8)
- Members 3

Radio and Television See: News Media**Reading Bills See: Bills****Reconsideration**

- How disposed of 70
- Motion for, by member on prevailing side..... 70
- Motion for, not withdrawn except by
leave of House 56
- No debate on motion on question itself, not
debateable..... 64
- Precedence except special orders and
questions of privilege..... 70
- When made and when decided, motion may
be entered as matter of privilege..... 70

Referrals or Rereferrals See: Bills

Regular Calendar See: Calendar

Reporters See: News Media

Resolutions

- Acted on50
- Amendment for purpose of study prohibited 37
- Calendar, placement on Regular and
Uncontested49
- Committees report 18(b)
- Constitutional amendments 5
- Copies of37
- Designation not changed after introduction37
- Filing prior to commencement of session37
- Handed Clerk for referral, requirements37
- Immediate consideration in morning hour39
- Introduction 37-39(a)
- Involving appropriation81
- Originating in Senate43
- Patrons and co-patrons.....37
- Placed on Calendar 39(a)
- Presenting46
- Printing18(b), 37, 47, 50
- Recorded vote required for certain39
- Referral to committee37, 39(a), 46
- Reported by committee.....38
- Signing by Speaker.....5
- Speaker’s table, dispensing of40
- Time allowed member presenting.....46
- Vote required of those authorizing study
or expenditure of funds39

Riders See: Bills

Roll Call See: Members of House

Rules Committee

- See also: Committees
- Congressional appointment of members
of, exception..... 16(b)
- General Assembly Building, vote by
committee on for use of..... 84
- Hall of House of Delegates, vote by
committee on for use of..... 82
- Speaker, chairman of committee on 15
- Subcommittee on Standards of Conduct23
- Members consist of members/nonmembers of
majority caucus23

Rules of the House

- Adoption in even numbered years 81
- Amendment in writing, printed, read five
days, majority present 81
- Change of 81
- Committee of the Whole.....25
- Conduct of committees by 18(e)
- Jefferson’s Manual to govern when not
inconsistent..... 80
- Suspended as to resolutions or bills involving
appropriation, etc., 2/3 of members
present 81
- Suspended by 2/3 of members elected..... 81

Seats See: Clerk of House

Select Committee See: Committees

Senate

- Amendment by, on a House bill.....75
- Bills and resolutions from, referred to
committee43
- Engrossment74
- Reading requirements43, 44, 73, 76, 81
- Communication from Clerk79
- Conference with committees.....18
- Joint orders with.....52
- Joint Rules Committee 16(14)
- Messages from36
- Messages to.....79
- Patrons on House bills or joint resolutions.....37
- Refusal to concur with House amendments ... 75(a)

Sergeant at Arms

- Assistants10, 11
- Duties 10-13
- Election.....10
- Mace13
- Members, taken into custody by33
- Messages.....13
- Policing of Hall.....12
- Printed matter distributed by.....12
- Process, executed by11

Speaker of House

- Absence, who to perform duties..... 2
- Acting Speaker, appointment 2
- Addressed, how to be.....54
- Bills signed by (Const., IV, 11)..... 5
- Business on table36, 39, 40
- Call House to order 3
- Call members to order.....58
- Chair vacated2, 25
- Committees, members appointed by15
- Congressional district representation 16(b)
- Granted leave to meet by16(b)
- Members, minimum appointment on..... 16(b)
- Committee of conference, appointed by..... 75(b)
- Committee of the Whole 25-29
- Constitution, amendments signed by 5
- Debates, may participate in 2
- Doorkeepers, appointed by10
- Duties in general 2-5
- Election (Const., IV, 7) 2
- Recorded in Journal 2
- Term 2
- Voting..... 2
- Floor of House, may designate who allowed83
- Germaneness of legislation, determined by ... 62(b)
- Governor’s messages referred42
- House Chamber, supervision over 4
- Approval of use of82
- Joint Rules Committee designated 16(14)
- Journal, examined, approved, and signed by...3, 40
- Supervised and corrected 3
- Leave of absence of members, granted by30
- Morning hour, permitted to return to48

Speaker of House – Continued

News media, assigned places by	4
Nominations for	2
Order, required to preserve	4, 53
Deciding question of appeals	53
Pages, appointed by	9
Pledge of Allegiance to flag of the United States, directed by	3
Point of order, ruling of	53
Preference in speaking to points of order	53
Pro tem, how long to preside	2
Question, shall rise in putting	67
Recognizes member rising to speak	55
Removal from office 2/3 of members elected	2
Reports from committee	18(d), 45
Roll, arrangement on	32
Rules changes to lie on table of	81
Rules Committee, chairman of	15
Appointment of Standards of Conduct Subcommittee	23
Sergeant at Arms, execution of commands as directed by	11
Warrants issued by House, signed by	5
Writs issued by House, signed by	5

Special Orders See: Order of Business

Standards of Conduct

Duties of Privileges and Elections Committee	24
Subcommittee of Rules Committee, members and duties	23

Standing Committees See: Committees

Stationery See: Members of House

Study Committees

Citizen participation	20
Compensation as provided in Appropriation Act	20
Conduct when same study created by both bodies	21
Provisions	20, 21

Substitute for Bill See: Printing

Unanimous Consent See: Bills

Uncontested Calendar See: Calendar

Viva Voce

Nominations for Speaker by	2
Voting by	1, 32, 33

Votes Required

Absentees, ten members to compel attendance (Const., IV, 8)	31
Adjourn, day to day (Const., IV, 8)	
Amendment, adding to general appropriation bill, majority of members elected (Const., IV, 11)	75
Amendment by other house (Const., IV, 11)	75
Appropriation of public or trust money or property, majority of members elected (Const., IV, 11)	

Votes Required – Continued

Attendance, compelling by call of House	31
Bill, emergency, 4/5 of members voting (Const., IV, 13)	
Bill, ordinary, majority, at least 2/5 of members elected (Const., IV, 11)	
Bills, government of cities and towns, 2/3 of members elected (Const., VII, 1)	
Bills, involving appropriation, charge, claim, debt, new office, tax, majority of members elected (Const., IV, 11)	
Change of rule, after 5 days, majority present	81
Appropriation, expenditure or charge on treasury involved, after 5 days, 2/3 of members present	81
Charter (county, city, town), amendments, 2/3 of members elected (Const., VII, 1)	
Claim or demand of State, releasing, discharging, or commuting, majority of members elected (Const., IV, 11)	
Committee, discharge (Const., IV, 11)	
Committee quorum	17(b)
Concurrence in amendment of other body (Const., IV, 11)	75
Conference report (Const., IV, 11)	75
Constitutional amendments, majority of members elected to each body, twice before submitting to the people (Const., XII, 1) (Code, § 30-19)	
Constitutional Convention, majority of members elected (Const., XII, 2)	
Constitutional printing and reading, dispensing, 4/5 of members voting (Const., IV, 11)	81
Debt or charge, majority of members elected (Const., IV, 11)	
Debt, State, capital outlay, majority of members elected to each body, before submitting to people (Const., X, 9)	
Discharge committee, majority, at least 2/5 of members elected (Const., IV, 11)	81
Dispense with printing and reading, 4/5 of members voting (Const., IV, 11)	81
Division of question, any member	62
Elections, majority of members voting	1
Emergency clause, 4/5 of members voting (Const., IV, 13) (Code, § 1-12)	
Emergency, dispensing with printing and reading, 4/5 of members voting (Const., IV, 11)	
Expel a member, 2/3 of members elected (Const., IV, 7)	
Extension of session, 2/3 of members elected (Const., IV, 6)	
Extra session, application to Governor by 2/3 of both bodies (Const., IV, 6) (Code, § 30-3)	
Governor, tie vote or contest, joint vote of two bodies (Const., V, 2)	
Governor's recommendation for amending bill, majority of members present (Const., V, 6)	
Impeachment by House, prosecution by Senate (Const., IV, 17)	
Joint order, majority of members present	52
Judges, removal (Const., VI, 10)	

Votes Required - Continued

Main question, 2/3 of members present 65
 New office, majority of members elected
 (Const., IV, 11)
 Order of business, change, 2/3 of members
 present 52
 Organization, majority of members elected
 (Const., IV, 8)
 Out of order, take up, 2/3 of members present.... 52
 Pass by, majority of members present 52
 Pending question, majority of members
 present 65
 Postpone Calendar for a day, majority of
 members present..... 52
 Previous question, 2/3 of members present 65
 Printing and reading dispensed, 4/5 of
 members voting (Const., IV, 11) 81
 Proceed to business, majority of members
 elected (Const., IV, 8)
 Quorum, majority of members elected
 (Const., IV, 8)
 Reconsideration, majority of members present... 70
 Resolutions authorizing study or expenditure
 of funds 39
 Resolutions without reference to a standing
 committee, 2/3 of members elected 39
 Rules, change, majority of members present, 2/3
 of members present involving appropriation
 or expenditure, each case after 5 days 81
 Speaking more than twice on one question,
 majority of members present 61
 Special order, 2/3 of members present..... 52
 Suspension of rules, 2/3 of members elected 81

Votes Required - Continued

Tax, majority of members elected (Const., IV, 11)
 Veto, to override, 2/3 of members present,
 which shall include majority of members
 elected (Const., V, 6)
 Yeas and nays, 1/5 of members present
 (Const., IV, 10)

Voting

Before decision announced 68
 Elections
 Joint vote of two houses 1
 Journal, recorded in 1, 2
 Majority necessary 1, 2
 Viva voce 1, 2
 Electronic voting equipment 1, 2, 32, 33
 Member, right to have vote recorded 68
 Personal interest, member not to vote 69
 Question put by Speaker 67
 Yeas and nays, when taken 67, 68

Warrants See: Speaker of House

Withdrawals of Exhibits See: Bills

Writs See: Speaker of House

Yeas and Nays

Called by 1/5 of those present (Const., IV, 10)
 Member present and not voting 69
 Once refused cannot be again demanded 68
 Putting question in affirmative and then in
 negative 67
 When called for 68