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**RULES OF THE  
ARIZONA HOUSE OF REPRESENTATIVES  
57<sup>th</sup> LEGISLATURE  
2025-2026**

**RULE 1**

**MEMBERS**

A. The House may punish its members for disorderly behavior and may, with the concurrence of two-thirds of the members of the House, expel any member (Arizona Constitution, Article IV, Part 2, Section 11). A violation of any of the House Rules shall be deemed disorderly behavior. When a roll call vote is ordered on the floor of the House and subject to the provisions of Rules 6 and 14, members are required to vote after a reasonable time, as determined by the Chair, and may be punished for disorderly conduct if the member fails to vote after a reasonable time.

B. When any member shall be guilty of a breach of any of the Rules and Orders of the House, and the House has determined that he has so transgressed; he shall not be permitted to vote or speak, except by way of excuse for the same, until he has made satisfaction.

C. Only members may present a complaint to the Ethics Committee Chairman regarding the behavior of any member.

D. Any member having obtained leave of absence and having in his possession papers relative to business before the House shall leave same with the Chief Clerk.

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**RULE 2**

**ANNUAL SESSIONS**

A. Except as provided herein, regular sessions shall be adjourned sine die no later than Saturday of the week in which the one hundredth day from the beginning of each regular session falls. The Speaker may by declaration authorize the extension of the session for a period not to exceed seven additional days. Thereafter the session can be extended only by a majority vote of the House.

B. If not considered in the regular session, the general appropriations bill, the general capital outlay bill and the university capital outlay bill may be considered each year in a special session which shall be called only for that purpose.

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**RULE 3****OFFICERS AND EMPLOYEES**

A. The House shall elect as an officer of the House a Speaker, and shall elect a Chief Clerk and such other employees as the House directs.

B. All House employees shall be under the immediate direction of the Speaker of the House, who shall have the power to designate the person who shall be in immediate supervision of the different departments.

C. Employment, compensation and termination of personnel shall be determined by the Speaker.

D. Employees of the House are prohibited from lobbying during the term of their employment, and a violation of this Rule will be sufficient cause for the summary discharge of the offending employee.

E. No person shall be employed as a House employee who is an agent for the prosecution of any claim against the state or who is interested in such claim otherwise than as an original claimant and it shall be the duty of the Speaker to report to the House any violation of this Rule.

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**RULE 4****THE SPEAKER**

A. The Speaker shall take the Chair at the hour to which the House shall have adjourned, immediately call the members to order, cause the roll to be called, and if a quorum be present, cause the Journal of the proceedings of the last day's sitting to be read, if requested by a majority of the members of the House.

B. The Speaker shall preserve order and decorum; decide all points of order subject to an appeal to the House, on which appeal no member shall speak more than once, except by permission of the House; may speak to points of order in preference to other members; and may vote in all cases.

C. The Speaker shall sign all bills, resolutions, memorials, addresses, writs, warrants and subpoenas issued by order of the House.

D. At each session the Speaker shall announce the Order of Business in conformity with Rule 7.

E. The Speaker may appoint a member as Speaker Pro Tempore to perform the duties of the Speaker. In his omission to make such appointment, the House shall proceed to elect a Speaker Pro Tempore to act during the Speaker's absence.

F. The Speaker shall have the general control of the House Chamber and the corridors, passages and committee, hearing and staff rooms of the House of Representatives and all other matters which pertain to the House of Representatives' building and related parking lots. The Speaker shall promulgate a written code of conduct and a written harassment prevention policy applicable to staff.

G. All debts incurred by the House of Representatives, either during session or between sessions of the Legislature, shall be paid by claims drawn on the Finance Division; and all claims so issued shall be signed by the Speaker.

H. The Speaker is authorized to call meetings of standing and select committees of the House during periods when the House is not in session and to approve claims for travel and subsistence incurred by members of such committees in attendance thereon, as provided by law.

I. The Speaker shall be responsible for authorizing the accounts for the pay, mileage and subsistence of members and employees, and pay them as provided by law.

J. Every bill, resolution and memorial (hereinafter "measure"), except death resolutions and Senate bills to be substituted on Third Reading pursuant to Rule 7(C), shall automatically be assigned to the Rules Committee at the time of assignment to another standing committee without action upon the part of the Speaker.

K. The Speaker is authorized to bring or assert in any forum on behalf of the House any claim or right arising out of any injury to the House's powers or duties under the Constitution or Laws of this state.

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## **RULE 5**

### **THE CHIEF CLERK**

A. The Chief Clerk shall keep the Journal of the House and enter therein the record of each day's proceedings, including every question of order which shall be decided on appeal, with the decision thereon, and the hour of adjournment.

B. The Chief Clerk shall prepare copies of the Committee of the Whole Calendar and deliver the same in paper form or electronically to the members, and prepare such other memoranda as the House or Speaker may direct.

C. The Chief Clerk shall transmit to the Senate every bill or other measure to which concurrence is necessary immediately after its passage unless the House shall otherwise direct.

D. The Chief Clerk shall transmit all messages from the House to the Senate and Governor, unless the House shall otherwise direct, and shall perform such additional duties as may be assigned by the House or Speaker.

E. The Chief Clerk shall maintain a current reporting of the House action on all measures and shall make such reporting available on the House website.

F. The Deputy Chief Clerk shall, in the absence of the Chief Clerk, perform the duties of the Chief Clerk.

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**RULE 6****ROLL CALL, QUORUM, CALL OF THE HOUSE**

A. Every member shall be present within the Hall of the House during its sitting, unless excused by the Speaker prior to roll call or necessarily prevented, and shall vote on each question put, unless the member has a personal financial interest in the question, as set forth in Rule 34 or unless the member is excused from voting in accordance with Rule 14.

B. Upon every roll call the names of the members shall be called alphabetically by surnames. When members have the same or similar surnames, the designation of the district or first initial shall be added.

C. The majority of the members of the House shall constitute a quorum to do business; but a smaller number may meet, adjourn from day to day and compel the attendance of absent members in such manner and under such penalties as the House may prescribe. The House shall not adjourn for more than three days between the day of adjournment and the day of reconvening, nor to any place other than that in which it may be sitting, without the consent of the Senate (Arizona Constitution, Article IV, Part 2, Section 9).

D. The purpose of the Call of the House is to compel the attendance of absent members.

E. A motion or demand for a Call of the House is not debatable or amendable and may not be laid on the table, postponed, referred to committee or have other subsidiary motions applied to it, other than to recess or adjourn.

F. When no quorum is present, a Call of the House takes precedence over all other motions. Any member may raise the question of no quorum; and if a quorum is not present, the House must either order a Call of the House, recess or adjourn. The motion for a Call of the House is agreed to by a majority of those voting, but may not be ordered by fewer than 10 members including the Speaker.

G. When a quorum is present, a Call of the House ranks as a "question of privilege" and may be ordered by a majority of the members voting.

H. When a Call of the House has been ordered, the doors are closed, the Chief Clerk calls the roll of members and notes the absentees. The Sergeant at Arms shall forthwith proceed to bring in absent members until two-thirds of the members elected to the House are present, and present them at the bar of the House, whereupon the members shall be noted as present, discharged from custody, be given an opportunity to vote; and their vote shall be recorded.

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**RULE 7****ORDER OF BUSINESS,****SUBSTITUTION OF SENATE MEASURES FOR HOUSE MEASURES**

A. The House shall convene at the call of the Speaker each day during legislative session unless a different time or day is fixed by the Body. Unless the Body directs otherwise, the daily Order of Business shall be as follows:

1. Roll Call
2. Prayer
3. Pledge of Allegiance
4. Approval of the Journal
5. Petitions, Memorials and Remonstrances
6. Reports of Standing Committees
7. Reports of Select Committees
8. Business on the Speaker's Desk
9. Bills and Other Business from the Senate
10. Motions to Discharge Committees
11. First Reading of Bills
12. Second Reading of Bills
13. Third Reading of Bills
14. Unfinished Business
15. Committee of the Whole
16. Disposition of Business from Committee of the Whole
17. Orders of the Day

B. At any time after the reading and approval of the Journal any member may authorize a motion to be made that the House go into Committee of the Whole for the consideration of bills raising revenue or the general appropriations bill.

C. When Senate measures are received which are identical to House measures which have already been favorably reported by the Committee of the Whole, they may be substituted for such House measures on Third Reading.

D. Business shall be taken up and shall be considered only when the class to which it belongs shall be declared to be in order. Questions of privilege including introduction of guests shall be in order as provided in Rule 25(B).

E. All questions relating to the priority of business shall be decided by a majority of those voting without debate.

F. When multiple legislative sessions are held on one legislative day, the Prayer and the Pledge of Allegiance under the Order of Business in subsection A of this Rule are required to be followed only for the first session of that day.

**RULE 8****BILLS, RESOLUTIONS, MEMORIALS,****ENGROSSED COPIES, AMENDMENTS**

A. Every bill, resolution and memorial shall be read by sections on three different days, unless in case of emergency, two-thirds of the House deem it expedient to dispense with this Rule. The vote on Third Reading and Final Passage of any measure shall be taken by ayes and nays on roll call. Final Passage shall be the final disposition of a bill by the House (refer to Arizona Constitution, Article IV, Part 2, Section 12).

B. Measures may be introduced by a member by presenting copies of such measure to the Office of the Chief Clerk. The Chief Clerk shall have 24 hours to process such measure preceding the day of actual introduction. The name of the sponsor or sponsors shall be on the attached signature page of the measure. Introductions "by request" shall be so designated. A measure introduced in the House may be cosponsored by Senate members. A measure shall only have one prime sponsor; all others shall be designated as cosponsors. A House member's cosponsorship may be withdrawn by that member from any House measure that is in possession of the house. Cosponsorship withdrawal is irrevocable. Following an effective withdrawal of cosponsorship of the measure, the member shall not be identified as a sponsor of the measure on any subsequent calendars, agendas, reports, orders or other publications of the House. Withdrawal of cosponsorship shall be effective if all of the following apply:

1. The member gives a written statement of withdrawal in the form prescribed by the Chief Clerk, delivering the statement to the Office of the Chief Clerk and a copy to the Engrossing Clerk.
2. The measure has not been brought for a vote on Third Reading of Bills.

C. Measures may be introduced during the first 29 days of a regular session and during the first 10 days of a special session. In each case, measures must be submitted to the Office of the Chief Clerk by 5:00 p.m. on the final day. Thereafter, with the exception of death resolutions, introduction may be allowed only with the permission of the Rules Committee. Every measure shall have one prime sponsor. A member may not be the prime sponsor of more than seven bills introduced after 5:00 p.m. on the fourth day of each regular session. For purposes of this Rule the first name on a measure shall be considered the prime sponsor.

D. Measures may be prefiled by any member-elect for introduction in the first regular session during the period following the filing of the certification of election until the first day of the regular session. Measures may be prefiled for introduction in the second regular session during the period from November 15 next preceding the second regular session until the first day of the second regular session. Measures may be prefiled for introduction in any special session during the period following the Governor's proclamation until the first day of the special session, such measures being germane to the call.

E. A measure shall be prefiled in the same manner prescribed for introduction. Measures prefiled for introduction pursuant to this Rule shall be deemed to have been actually introduced on the first day of each regular or special session.

F. Introductory sets are the sole responsibility of members of the Legislature. Members are exclusively responsible for carrying introductory sets, seeking signatures and submitting introductory sets in the Office of the Chief Clerk.

G. Measures accepted for introduction shall be entered in the Journal by the Chief Clerk.

H. The original of a measure shall be designated by blue backing, marked "original" and shall remain in the possession of the Chief Clerk. Copies shall be distributed as the Speaker directs.

I. All measures prepared for introduction which propose to add to the statutes or amend existing statutes shall show the proposed new language in capital letters (upper case) and the deletions shall be shown in regular type (lower case) lined through.

J. On First Reading of Bills, the measure shall be referred to the Chief Clerk for printing. The Speaker shall determine the number of measures to be duplicated.

K. On First Reading of Bills, all measures shall be referred by the Speaker or the Speaker's designee to appropriate committees. All amendments proposed by the committee shall be separately reported to the Office of the Chief Clerk. Each committee shall report each measure it carefully considers back to the House with such recommendations as may be deemed proper. If the Speaker designates his referral authority pursuant to this Rule to any member of the House other than the Speaker Pro Tempore the designation shall be in writing, state the period of time for which it is effective, and be filed in advance with the Chief Clerk.

L. If a measure has multiple committee assignments, the first committee must consider the measure before the second committee. If the first committee fails the measure, the measure cannot be heard by the second committee. When the first committee reports the measure to the House, the Speaker places it on the House Calendar (Inactive Calendar). When the last committee to which the measure was referred reports to the House, it is the property of the Committee on Rules, which considers the measure. The Speaker sets the order of the measures on the Active Calendar for the consideration of the Committee of the Whole.

M. The Speaker may direct that any measure be Second Read at the time of its consideration by the Committee of the Whole or on any day prior thereto.

N. When the Committee of the Whole has completed its deliberations, it is dissolved and reports to the House. By motion, the report of the Committee of the Whole is adopted or amended by the House and the Speaker properly assigns the House measures (or amended Senate measures) to be engrossed for Third Reading.

O. The original and one copy of each engrossed measure shall be on paper of durable quality and shall be stamped on the first page thereof with the blind embossed stamp of the House. All engrossed pages not having a full complement of typed lines shall be marked from the end of the typed page to within one inch of the end of such page. The original House engrossed House measure shall have a green backing. The original House engrossed Senate measure shall have an orange backing.

P. The engrossed measure shall not be subject to amendment on Third Reading or Final Passage of the measure.

Q. The House shall provide the Senate and the Legislative Council with sufficient copies of each amended engrossed House measure on green paper with a cover page. For House amendments to Senate measures, the same number of copies shall be provided. For unamended House measures the same number of green cover pages shall be provided stating that the measure passed as introduced, which will be identical to the original and printed copies.

R. All measures and engrossed measures shall be line-numbered, and such numbering shall begin with the enacting clause. Uniform sized paper, 8-1/2" x 11", shall be used. All paper and ink used by the House for the purpose of permanent records shall be of durable quality.

S. Amendments shall have uniform headings and shall read "amendment to" and shall be in the same form as the original measure. If everything after the enacting clause is stricken, the amendment shall read "strike everything after the enacting clause". All amendments shall contain the language which states "amend title to conform". Floor amendments will be made available to members a reasonable time prior to Committee of the Whole and shall be made available to a member in print prior to voting on the amendment if the member has made a standing request. Substantive proposed amendments shall be reviewed for constitutionality and approved as to proper form by House Rules Counsel or other qualified personnel designated by the Speaker.

T. No amendment to strike everything after the enacting clause and insert new material shall be in order unless notice of intent to offer such an amendment has been given by at least 5:00 p.m. on the second previous working day, excluding Saturdays, Sundays and holidays, in advance of the committee meeting at which the amendment is to be considered by electronically distributing a draft of the proposed amendment to each member of the committee and relevant support staff and posting such notice on the House website. When notice of intent to offer a strike-everything amendment has been properly executed, a revised committee agenda that lists the title of the proposed strike-everything amendment shall be distributed and posted on the House website. Following the adoption of a strike-everything amendment to a House measure in possession of the House, a House member's cosponsorship may be withdrawn upon submission of a written request from the cosponsor to the Chief Clerk prior to Third Reading.

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## **RULE 9**

### **COMMITTEES & AGENDAS**

A. All committees, except such as the House shall select, shall be appointed by the Speaker.

B. Standing Committees of the House shall consist of the following:

Appropriations

Commerce

Education

Federalism, Military Affairs & Elections

Government

Health & Human Services

International Trade

Judiciary

Land, Agriculture & Rural Affairs

Natural Resources, Energy & Water

Public Safety & Law Enforcement

Regulatory Oversight

Rules

Science & Technology

Transportation & Infrastructure

Ways & Means



C. Each Standing Committee shall adopt and file with the Office of the Chief Clerk rules of procedure consistent with the Rules of the House and shall include the following:

1. With the exception of executive sessions ordered by a majority of the committee constituting a quorum, all Standing Committee meetings shall be open to the other members of the Legislature, the press and public so long as proper decorum is maintained.

2. All committees shall meet at regularly scheduled times and places unless rescheduled or cancelled with the permission of the Speaker. In the absence of the Chairman, the Vice Chairman shall preside. In the absence of both the Chairman and Vice Chairman, some other committee member designated by the Speaker shall preside.

3. Agendas shall contain the number and short title of all legislative measures to be considered and shall be posted on the House website and distributed by the Office of the Chief Clerk. Agendas for standing committees, other than the Committee on Rules, shall be posted and distributed by 5:00 p.m. at least five days before the committee meeting.

4. The committee Chairman (presiding officer) shall prepare committee agendas. Absence of a measure from the timely posted committee agenda will prohibit its consideration unless unanimous consent of all committee members is obtained. Unless a reconsideration motion has been offered and failed, a Chairman may place a measure that failed in committee on any subsequent agenda.

5. A measure not on the committee agenda shall be scheduled for discussion at the next subsequent committee meeting by presentation of a petition containing the signatures of two-thirds or more of the committee members.

6. A roll call vote shall be taken in each standing committee when final action on any measure is voted.

7. Written committee reports shall be filed with the Office of the Chief Clerk within a reasonable time but no later than one week from time of completion of meetings. A recording of the meeting shall be made available for public inspection three working days after the meeting. Attendance records of all committee meetings shall be filed with the Office of the Chief Clerk within 24 hours from time of completion of meetings.

8. Special meetings may be called by the Chairman but require permission of the Speaker and notice in the form of an agenda to be posted on the House website and distributed by 5:00 p.m. on the previous day, except that the notice of a special meeting of the Committee on Rules may be given in open session prior to the meeting and does not require the Speaker's permission. Proposed amendments to any measure on a special meeting agenda must be distributed before the special committee meeting commences.

D. The Speaker is authorized to call meetings of standing and select committees of the House during periods when the House is not in session and to approve claims for travel and subsistence incurred by members of such committees in attendance thereon, as provided by law. Notwithstanding the statutory authority, the Speaker, after consultation with the committee Chairman, may appoint members to the committee of reference.

E. No committee other than the Committee on Rules shall meet while the House is meeting in session without special permission of the Speaker.

F. Except as provided herein, all House measures shall be considered by committees prior to the Saturday of the week in which the sixtieth day from the beginning of each regular session falls and all Senate measures shall be considered by committees prior to the Saturday of the week in which the ninetieth day from the beginning of each regular session falls. No committee except the Committee on Rules shall consider a measure in violation of this subsection without the written permission of the Speaker.

G. Notwithstanding Rule 8(T), no proposed amendment in the Committee on Rules to strike everything after the enacting clause and insert new material shall be in order.

H. Select Committees of the house shall consist of the following: statutory, interim or any other committee created by the Speaker for a limited purpose.

I. With the exception of executive sessions ordered by a majority of the committee constituting a quorum, all Select Committee meetings shall be open to the other members of the Legislature, the press and public so long as proper decorum is maintained.

J. A select committee shall prepare and distribute agendas no later than 5:00 p.m. on the second previous working day, excluding Saturdays, Sundays and holidays, in advance of the committee meeting.

K. Pursuant to Article IV, Part 2, Section 8, Constitution of Arizona, the meeting notice and agenda requirements for the House, Committee of the Whole and all Standing, Select and Joint committees and subcommittees shall be governed exclusively by these Rules.

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## **RULE 10**

### **REPORTS OF COMMITTEES**

A. Reports of Standing Committees shall be announced to the House upon receipt of reports from the committees. Reports from the following committees concerning matters herein named shall have precedence and may be received at any time except in Committee of the Whole:

1. The Committee on Rules on joint rules, order of business and rules relating to the order of consideration of measures.

2. The Committee on Judiciary on the right of a member to his seat.

3. The Committee on Ways and Means on measures for raising revenue.

4. The Committee on Appropriations on all matters referred to it.

B. When a report of a committee is printed, it shall include a minority report, if requested.

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## **RULE 11**

### **HOUSE CALENDARS**

A. Calendars shall contain the number and short title of all legislative measures to be considered. Calendars shall be posted and distributed by the Office of the Chief Clerk.

B. There shall be the following calendars to which all business reported from committees shall be referred:

1. A House Calendar on which shall be entered all measures in the order reported from the committees, and such business as the House may directly place upon the calendar for consideration.

2. The Active Calendar of the Committee of the Whole House on which shall be entered all measures referred to the Committee of the Whole.

C. A measure not considered by the Committee of the Whole on the same legislative day as it was reported out of the last standing committee to which it is assigned, other than the Committee on Rules, shall not be considered by the Committee of the Whole unless it appeared on an active calendar of the Committee of the Whole that was available on the House website the previous day.

D. A measure not disposed of on Third Reading on the same legislative day as it was reported by the Committee of the Whole shall not be brought to a vote on Third Reading unless it appeared on a calendar available at the Information Desk on the previous day.

E. The Third Reading Consent Calendar shall be set by the Speaker and shall consist of select unamended measures reported out of all committees to which they were referred. It shall be posted on the House website and distributed two working days prior to being accepted. Any member who wishes to prevent any measure from bypassing the Committee of the Whole may submit a Consent Removal Form in writing to the Office of the Chief Clerk during the two-day posting period. This form will automatically remove the measure from the Third Reading Consent Calendar. Subject to Rule 12(O), the measures remaining on the Third Reading Consent Calendar will then be placed on the Third Reading Calendar.

F. The Proposed COW Consent Calendar shall be set by the Speaker and shall consist of select amended measures reported out of all committees to which they were referred. It shall be posted on the House website and distributed two working days prior to being accepted. Any member who wishes to prevent any measure from being subject to group motion and adoption of all committee amendments and instead who wishes to require that the amended measure be subject to debate in the Committee of the Whole may submit a Consent Removal Form in writing to the Office of the Chief Clerk during the two-day posting period. This form will automatically remove the measure from the Proposed COW Consent Calendar. Additionally, the filing of a floor amendment with the Office of the Chief Clerk will automatically remove the measure from the Proposed COW Consent Calendar. Subject to Rule 12(O), the measures remaining on the COW Consent Calendar and passed will then be placed on the Third Reading Calendar.

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## **RULE 12**

### **COMMITTEE OF THE WHOLE;**

#### **ADDITIONAL COMMITTEE OF THE WHOLE**

A. When the House shall determine to go into Committee of the Whole, the Speaker shall leave the Dias after appointing a Chairman to preside.

B. In Committee of the Whole, business shall be transacted in accordance with its priority on the Calendar, unless such priority be determined by the House before going into Committee of the Whole.

C. A majority of the members of the House shall constitute a quorum to do business in Committee of the Whole.

D. When a Committee of the Whole finds itself without a quorum, the Chairman shall direct the Sergeant at Arms to bring members to the chamber or cause the roll to be called, and thereupon the Committee shall rise and the Chairman shall report the names of the absentees to the House, and such names shall be entered in the Journal. If on such roll call a quorum shall appear, the Committee shall thereupon resume its sitting without further order of the House.

E. In Committee of the Whole the Rules of the House shall govern whenever applicable.

F. In Committee of the Whole all questions shall be decided by a majority of those voting.

G. No seconds are required to motions in Committee of the Whole.

H. In Committee of the Whole the measure shall first be read through by the Chief Clerk, unless the Committee shall otherwise order. This shall constitute Second Reading of the measure unless it has been previously Second Read. After the proper motion the measure is open to debate and amendment.

I. After a measure is moved in Committee of the Whole, the measure may be debated for a maximum of 30 minutes. After 30 minutes, the amendments are moved and explained by the sponsor or the Chair's designee and voted without debate or questions. The sponsor of the measure is permitted three minutes for closing comments. Debate on any measure can be extended by a vote of a majority of the members present. Motions to amend the Committee of the Whole report are permitted, but explanations of votes are not.

J. When a measure is under debate in Committee of the Whole, the following recommendations are in order:

1. Do pass
2. Be recommitted to a committee for further study
3. Do pass as amended
4. Do not pass
5. Be retained on the Calendar
6. Retain its place on the Calendar
7. Call for the previous question

K. In Committee of the Whole, the following motions are not in order:

1. To adjourn
2. Appoint, authorize or discharge committees
3. Lay on the table
4. Reconsideration

L. A roll call vote shall be taken in Committee of the Whole when a motion to recommend "DO PASS" or "DO PASS AS AMENDED" is defeated. No other roll call votes shall be taken in Committee of the Whole.

M. When the Committee of the Whole has completed its deliberations, it is dissolved and reports to the House. By motion the report of the Committee of the Whole is adopted or amended by the House and the Speaker properly assigns the House measures (or amended Senate measures) to be engrossed for Third Reading.

N. With the exception of committee amendments, no proposed amendment in Committee of the Whole to strike everything after the enacting clause and insert new material shall be in order and the report of the Committee of the Whole shall not be amended to circumvent this Rule.

O. Without objection, a motion to recommend that a measure do pass or do pass amended may be made in Committee of the Whole grouping together unamended measures and amended measures on the COW Consent Calendar. Upon request by any member, a measure shall be excluded from the mass motion.

P. The House may by a majority vote of those voting bring a measure otherwise designated as available for Third Reading to Committee of the Whole for amendment or further amendment, except no proposed amendment to strike everything after the enacting clause and insert new material is in order.

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## **RULE 13**

### **SITTING AS IN COMMITTEE OF THE WHOLE**

The House may by a majority of those voting sit as in Committee of the Whole for consideration of technical changes to measures and any subject, except no proposed amendment to strike everything after the enacting clause and insert new material is in order.

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## **RULE 14**

### **VOTING**

A. All motions may be determined by a voice vote, teller, or on request of two members by a roll call, and by declaration of the result by the Speaker or designated member; provided that the voice vote shall not apply to Third Reading and Final Passage of any measure.

B. No member shall be permitted to vote unless present in person to cast his vote.

C. No member shall vote for another, nor shall any person not a member cast a vote for a member. In addition to such penalties as may be prescribed by law, any member who shall vote or attempt to vote for another member may be punished in such manner as the House may determine. If a person not a member shall vote or attempt to vote for any member he shall be barred from the floor of the House for the remainder of the session and may be further punished in such manner as the House may deem proper, in addition to such punishment as may be prescribed by law.

D. When a roll call vote is ordered, every member who shall be within the Hall of the House shall vote, aye or nay, unless the member has filed a statement of personal financial interest in the question or is excused by the House pursuant to subsection E.

E. Subject to Rule 4(B), when a roll call vote is ordered, no member shall leave the chamber until the vote is declared. The chamber includes the floor and the Speaker's office suite. The roll will be taken once only. When a member declines to vote, the member shall be required to specify the reason. If a member declares a personal financial interest in the question and the member has failed to file a statement pursuant to Rule 34 or if the reason given is other than a personal financial interest in the question, the presiding officer shall submit the question to the House, "*Shall the member be excused from voting for the reason given?*" The question shall be decided without debate before the roll call vote is taken and the result is announced.

F. A member may change his vote after the roll call has been completed and before announcement of the result, but not thereafter.

G. Every member shall have the privilege of explaining his vote on Third Reading of Bills and other substantive main motions with relevant comments (such explanation shall not exceed three minutes) and shall further be permitted to have his written explanation placed on file in the Office of the Chief Clerk and recorded in the Journal, except that the provision on written explanations shall not apply in committees of the House. The privilege does not extend to incidental main motions or procedural motions; however, a member from each side may explain the rationale for the vote on such a motion for up to three minutes, the affirmative closing.

H. The Speaker or designated member shall declare all votes; but if any member doubts a voice vote prior to the declaration of the vote by the Speaker or designated member, a rising vote shall be ordered and the result declared.

I. In case of an emergency, a vote may be taken upon such notice as is appropriate to the circumstances. A report of the action taken in an emergency shall be available on the House website within 24 hours.

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## RULE 15

### ELECTRONIC ROLL CALL SYSTEM

A. In all cases where a Rule of the House of Representatives refers to "roll call," such reference shall be understood to refer also to the "taking" of the vote by an electronic roll call system.

B. When taking the ayes and nays on any question to be voted upon, the electronic roll call system, so-called, may be used, and when so used shall have the same force and effect as a roll call taken as otherwise provided in these Rules.

C. When the House is ready to vote upon any question requiring a roll call, and the vote is to be taken by the electronic roll call system, the Chair shall announce: "*You have heard the motion*" or "*You have heard the \_\_\_\_\_ reading of* (designating the matter to be voted upon). *Those in favor will vote aye. Those opposed will vote nay. Do not vote until you hear the bell. The House will now proceed to vote.*"

D. When sufficient time has been allowed the members to vote, the Chair shall announce: "*Have you all voted?*" and after a short pause shall say: "*The Clerk will now record the vote.*"

E. The Chief Clerk shall immediately start the recording equipment and, when completely recorded, shall present the result to the Chair, who shall announce the same to the House. The Chief Clerk shall enter upon the Journal the result in the manner provided by the Rules of the House.

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## **RULE 16**

### **MOTION TO AMEND, GERMANENESS**

A. When a motion or proposition is under consideration, a motion to amend and a motion to amend that amendment shall be in order. No amendment in the third degree shall be allowed.

B. It shall be in order to offer a further amendment by the way of a substitute amendment.

C. A motion to strike out and insert is indivisible, but a motion to strike out being lost shall neither preclude amendment nor shall a motion or proposition on a subject different from that under consideration be admitted under the color of amendment.

D. The Arizona Constitution (Article IV, Part 2, Section 13) provides in part that "every act shall embrace but one subject and matters properly connected therewith, ...". To comply with this requirement, an amendment may not expand the scope of the original measure to give it a new purpose. A measure including any amendments shall be presumed to contain one subject if:

1. The resulting measure has one general purpose and all other matters contained therein are related to that purpose or necessary to effectuate the purpose.

2. The resulting measure is a major revision of a program or agency and each of the provisions relates to the revision.

3. The measure offers only technical or conforming changes to the statutes.

4. The measure is an omnibus taxation or appropriation measure and each provision relates to the same general purpose of the measure.

5. The measure is a result of a strike everything after the enacting clause amendment and substitutes material designed to accomplish only one purpose.

E. In filling blanks, the largest sum and the longest time shall be put first.

F. Upon request of any member, and an affirmative majority vote, each amendment shall be considered separately.

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**RULE 17****SENATE AMENDMENTS, CONFERENCE COMMITTEES,****CONFERENCE REPORTS, FINAL PASSAGE**

A. Any amendment by the Senate to any House measure shall be subject to one of the following:

1. Except as provided in paragraph 4 of this subsection, concur in Senate amendments by voice vote and Final Passage by roll call vote.

2. Refuse to concur in Senate amendments and appointment of a Conference Committee.

3. Speaker may refer the measure with the Senate amendments to a committee which after study shall recommend concurrence or nonconcurrence.

4. A Conference Committee is not required when a measure returns from the Senate and a section of law has been eliminated due to a failure to achieve a proposition 105 or proposition 108 vote threshold on Third Reading. However, the measure shall be voted on Final Passage prior to transmission to the Governor.

5. The Speaker may refer a measure that was subject to Senate amendments that introduced new material or was the subject of a strike everything amendment to a Conference Committee that is primarily comprised of members of a standing committee that is customarily assigned similar subject matter and the measure's prime sponsor. Public testimony shall be allowed at the conference committee.

B. Any amendment by the Senate which includes the addition of the emergency clause or the requirements for enactment clause (refer to Arizona Constitution, Article IX, section 22) or a three-fourths clause to amend or supersede an initiative or a referendum or to appropriate or divert funds created by an initiative or a referendum (refer to Arizona Constitution, Article IV, Part 1, Section 1, Subsections (6) (C), (6) (D) or (14)) shall require a two-thirds vote of the members of the House for Final Passage with the emergency clause or the requirements for enactment clause or a three-fourths vote of the members of the House for Final Passage of a measure to amend or supersede an initiative or a referendum or to appropriate or divert funds created by an initiative or a referendum.

C. Conference Committees may recommend: acceptance of the measure as originally passed by the House, acceptance of the measure as originally passed by the Senate or amendment to either the House engrossed measure or the Senate engrossed measure; except that a Conference Committee may not recommend striking everything after the enacting clause and inserting new material. A Conference Committee shall not take final action on a Conference Committee report to a House measure unless the measure has been heard in a public hearing of the Conference Committee.

D. A copy of each Conference Committee report shall be placed on each member's desk or delivered electronically a reasonable time before consideration of the report. Any member may request, and the Speaker shall grant, a one-time delay per measure of up to 24 hours prior to adoption of the Conference Committee report. Adopted conference reports and the House measures to which they pertain shall be referred for engrossing, and the measure after being engrossed shall be placed on Final Passage.

E. The names of the House conferees appointed to a Conference Committee shall be available on the House website before the conference report is signed. The report of a Conference Committee shall not be adopted unless the report was available at the Information Desk prior to the adoption.



F. Except as provided herein, Conference Committees shall consider all measures prior to the Saturday of the week in which the ninety-seventh day from the beginning of each regular session falls. No Conference Committee shall meet to consider a measure after such time without the written permission of the Speaker.

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## **RULE 18**

### **DEBATE**

A. When a member desires to speak in debate or deliver any matter to the House, or make a motion, he shall rise and address himself to the Chair, and on being recognized may address the House.

B. When a measure is presented for consideration to the House or in Committee of the Whole, the sponsor of such measure shall be entitled to recognition to open and close the debate. In his absence another member shall be designated to open and close debate on the measure.

C. When two or more members rise, the Chair shall name the member who is to speak; but in all cases the member who shall first rise and address the Chair shall speak first.

D. No member shall interrupt another while speaking except to call to order, to correct a mistake or to move the previous question.

E. The sponsor of a measure or the designee shall have three minutes to comment at the opening and three minutes to comment at the closing of debate on an original motion or question except as further provided in this Rule. No other member shall comment more than three minutes in favor of or in opposition to any motion, question or each amendment to the motion or question except as further provided in this Rule. All comments and questions must be relevant to the motion or question.

F. A member shall have three minutes to comment at the opening and three minutes to comment at the closing of debate on any amendment proposed by the member to the original motion or question except as further provided in this Rule.

G. No member other than the member who opens and closes the debate shall comment more than once on any motion, question or each amendment to the motion or question, nor more than the time limits for speaking as provided in this Rule, unless a member desiring to speak more than once, or more than the time limits for speaking is accorded the privilege without objection or upon a motion supported by two-thirds of the members of the House.

H. Questions shall be confined to one minute and must be relevant to the motion or question. A member who has been asked a question shall have three minutes to respond.

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**RULE 19****DECORUM AND IMPERMISSIBLE DEBATE**

A. A member shall confine himself to the question. No member shall be permitted to: indulge in personalities; use language personally offensive; arraign, impeach or impugn motives of another member's argument or vote; charge a deliberate misrepresentation; or use language tending to hold a member of the House or Senate up to contempt.

B. If any member be called to order for words spoken in debate, the member calling him to order shall repeat the words excepted to, but he shall not be held to answer or be subject to the censure of the House therefor if further debate or other business has intervened.

C. If any member, in speaking or otherwise, transgresses the Rules of the House, the Speaker shall, or any member may call him to order, in which case he shall immediately stop speaking and sit down unless permitted to explain; and the House shall, if appealed to, decide the case without debate. If the decision is in favor of the member called to order, he shall be at liberty to proceed, but not otherwise; and, if the case requires it, he shall be liable to censure or such punishment as the House may deem proper.

D. There shall be no debate at the Third Reading or Final Passage of a bill except by a two-thirds vote of the members of the House.

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**RULE 20****PROTEST**

A. Any member shall have the right to protest and have the reasons of his protest entered in the Journal (Arizona Constitution, Article IV, Part 2, Section 16) subject to provisions of paragraph B of this Rule. All protests, whether procedural or not, shall only be in writing and shall be submitted to the Chief Clerk.

B. The protest of any member, not exceeding 200 words, may be entered in the Journal at the request of the member; but the language thereof shall impute no unworthy motive to any other House or Senate member nor transgress the Rules of the House relating to language used in debate.

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**RULE 21****MOTIONS**

A. When a motion has been made, the Speaker shall state it or if it be in writing cause it to be read aloud by the Chief Clerk before being debated. It shall then be in possession of the House, but may be withdrawn at any time before debate begins or amendment is offered. No motion shall be recognized without the member rising and addressing the Chair.

B. All motions shall be reduced to writing, if requested by the presiding officer or by a member, and shall be entered in the Journal with the name of the member making it, and shall be read before the same shall be debated.

C. No dilatory motion shall be entertained by the Speaker or Chairman.

D. "Privileged Questions" are a class of motions which have the highest precedence.

E. When the question is under debate, no motion shall be received but:

	<b>Debatable</b>	<b>Amendable</b>	<b>Majority Vote</b>
1. To adjourn	NO	NO	YES
2. To take a recess	NO	YES	YES
3. To lay on the table	NO	NO	YES
4. For the previous question	NO	NO	YES
5. To postpone to a time certain	YES	YES	YES
6. To commit, refer or recommit	YES	YES	YES
7. To amend	YES	YES	YES
8. To amend an amendment.	YES	NO	YES
9. To offer a substitute amendment	YES	YES	YES
10. To amend a substitute amendment	YES	YES	YES

F. These several motions shall have precedence in the foregoing order, and no motion to postpone to a time certain or to refer, being the same day at the same stage of the question decided, shall again be allowed on the motion.

G. When a motion has been made to "appeal the ruling of the chair," the question shall be put in the following form: "*Should the ruling of the chair be overturned?*"

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**RULE 22****PREVIOUS QUESTION**

A. The previous question shall be put in the following form: "*Those in favor of ordering the previous question will vote aye; those opposed will vote nay*".

B. The motion for the previous question, when agreed to, has the effect of cutting off all debate and bringing the House to a direct vote upon pending amendments, if any, in their order, and then upon the main question, except that after the previous question has been ordered, each side shall be allowed three minutes, the affirmative closing the debate.

C. When the member entitled to speak under this Rule is absent, the member first in order upon the committee reporting the measure, who is present and joined in the report, shall have the right to occupy such time.

D. After the previous question has been ordered on the passage of a measure, one motion to recommit shall be in order. The previous question is not debatable or amendable and requires a majority of those voting.

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**RULE 23****RECONSIDERATION**

A. When a motion has been made and carried or lost, it shall be in order for any member who voted with the prevailing side, on the same day or the next day of actual session thereafter, to move for the reconsideration thereof; and such motion shall not be amended and shall be immediately disposed of. Such motion shall take precedence of all other questions except a motion to adjourn or the consideration of a Conference Committee report.

B. The motion to reconsider is adopted by an affirmative vote of a majority of those voting, even when the vote reconsidered is on a matter that requires two-thirds or more of those voting for affirmative action. On motion to reconsider, the ayes and nays having been acted on, another motion to reconsider is not in order.

C. No measure referred to a committee shall be brought back into the House on a motion to reconsider.

D. When a report, amendment, order or measure, upon which a vote has been taken, shall have gone out of the possession of the House and has been committed to the Senate, the motion to reconsider shall be accompanied by a motion to request the Senate to return the same, which last motion shall be acted upon immediately, and if determined in the negative shall be a final disposition of the motion to reconsider.

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**RULE 24****DIVISION OF QUESTION**

On demand of a member before the question is put, a question shall be divided if it includes propositions so distinct in substance that one being taken away, a substantive proposition shall remain.

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**RULE 25****PRIVILEGE OF THE HOUSE, PERSONAL PRIVILEGE**

A. "Questions of Privilege" are those questions which relate to the rights and privileges of the Body or of its members in their official capacity, and should be distinguished from "privileged questions" which are a class of motions having the highest precedence pursuant to Rule 21.

B. "Questions of Privilege" shall be:

1. "Privilege of the House" which affects the rights of the House collectively, its safety, dignity and integrity of its proceedings and has the highest precedence.

2. "Personal Privilege" which relates to the rights, reputation and conduct of members individually, in their respective capacity only, and shall have precedence of all other questions except motion to adjourn and except as provided in Rule 7. Any member rising to a point of personal privilege upon being recognized shall first state the point and shall be allowed to speak for a period not to exceed three minutes. All points of personal privilege shall be made at the conclusion of the order of business, unless otherwise directed by the Speaker, but points of personal privilege to introduce guests that are confined to one minute may be made at the commencement of each day during the legislative session.

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**RULE 26****PETITIONS, MEMORIALS, REMONSTRANCES AND OTHER COMMUNICATIONS**

A. Petitions, memorials, remonstrances or other papers submitted to the House shall be received by the Office of the Chief Clerk and placed on file as the final action on the petition, memorial, remonstrance or other paper.

B. Petitions, memorials, remonstrances or other papers submitted to the House may be presented by the Speaker or by a member and shall be read and considered in the order presented unless the House shall direct otherwise. The subject matter and the name of the person presenting the petition or other paper shall be endorsed thereon.

C. Messages from the Governor, reports and communications from heads of departments, or other communications to the House, and messages from the Senate, may be referred directly to appropriate committees.

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## **RULE 27**

### **ORDER ON THE FLOOR, PRIVILEGE OF THE FLOOR, MAIN GALLERY, PRESS GALLERY**

A. No member shall be permitted to pass unnecessarily between the Chair and the person speaking, or other persons be permitted to stand in the aisles during the session of the House.

B. Except by unanimous consent, or unless otherwise ordered by a two-thirds vote of the members of the House, no person except members, officers and employees of the House shall have the privilege of, or be admitted to, the floor of the House Chambers at any time; provided that the Speaker may grant the privilege of the floor, subject to revocation in any instance by order of the House, to former members of the House and to members of the Senate.

C. The main gallery shall at all times, except when the House is in Executive Session or the House or Speaker shall order the galleries cleared, be open to the public, subject to the full observance of the Rules of the House.

D. A press gallery shall be maintained, to which shall be admitted only duly accredited representatives of the press holding nontransferable cards issued by the Speaker and revocable at his discretion. The press gallery may be located on the floor of the House at the discretion of the Speaker. Any press representative desiring admission to the press gallery shall make application to the Speaker for a pass and shall accompany such application with a statement of the facts of his press connections, and with a request by the newspaper or newsgathering organization with which he is connected for such pass. Passes shall not be issued to more than four representatives of one newspaper or newsgathering organization, and not more than one such representative at a time shall occupy a seat in the press gallery if such seat is desired by the representative of any other newspaper or newsgathering organization.

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## **RULE 28**

### **THE JOURNAL**

A. The House shall keep a Journal of its proceedings, and at the request of two members the ayes and nays on roll call on any question shall be entered (Arizona Constitution, Article IV, Part 2, Section 10).

B. Every motion made to the House and entertained by the Speaker shall be entered in the Journal with the name of the member making it unless it be withdrawn the same day.

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**RULE 29****PARLIAMENTARY PRACTICE AND PRECEDENCE**

The rules from the different sources take precedence in the order listed:

1. Constitutional Rules or Stipulations
2. Adopted House Rules
3. Statutory Rules or Provisions
4. Customs and Usages
5. Mason's Manual of Legislative Procedure
6. General Parliamentary Law

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**RULE 30****EXECUTIVE SESSION**

Upon a motion, carried by a majority vote of all members of the House, the House may resolve itself into Executive Session for the discussion of any business which may, in the opinion of the House membership, require secrecy. The Speaker may direct the chambers and galleries to be cleared, except such personnel as the Speaker may deem necessary; and during the discussion the doors shall remain closed. While in Executive Session the Rules of the House shall apply.

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**RULE 31****SUSPENSION OR AMENDMENT OF THE RULES**

A. The House Rules may be amended upon vote of the majority of the members of the House and must include the Speaker of the House in that majority.

B. The House Rules may be suspended upon vote of the majority of the members of the House and must include the Speaker of the House in that majority.

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**RULE 32****CODE OF ETHICS****A. No member shall:**

1. Intentionally solicit, accept or agree to accept from any source, whether directly or indirectly and whether by himself or through any other person, any personal financial benefit, including any gift for himself or another, upon an agreement or understanding that his vote, opinion, judgment, exercise of discretion or other action as a public official will thereby be influenced.

2. Disclose or use information designated by law as confidential in any manner prohibited by law.

3. Knowingly disclose or use, other than in the performance of his official duties, information gained as a result of his official position and which is not available to the general public, for his personal financial benefit or the financial benefit of any other person, including compensation from any employment, transaction or investment entered into that utilizes or is based upon such information.

4. Enter into any contract with a public agency or have an interest in the profits or benefits of a contract entered into with a public agency by any other person or entity, unless:

(a) The total gross annual income value of the contract is less than one thousand dollars, or

(b) The contract is entered into by a business of which the member, his spouse or any minor child of whom the member has custody, owns or controls, individually or combined, less than ten percent thereof, or

(c) The contract has been awarded through public and competitive bidding pursuant to law, or

(d) The subject of the contract between a member and a public agency is an appointment or employment for which an exception exists pursuant to Article IV, Part 2, Section 4 or 5 of the Constitution of Arizona.

5. Appear for a fee on behalf of another person or entity before any public agency for the purpose of influencing such agency by use of threat to initiate or take an action in the discharge of his official duties that would be adverse to such agency.

**B. For the purposes of this Rule:**

1. A member shall be deemed to "have an interest in the profits of a contract" if the contract is entered into by the member or the member's spouse or any minor child of whom the member has legal custody.

2. "Public agency" means all courts and any department, agency, board, commission, institution or instrumentality of this state but does not include counties, cities and towns or any other political subdivision.

3. "Business" includes any corporation, partnership, joint venture, sole proprietorship, business trust, enterprise, organization, trade, occupation or profession.

4. "Gift" includes any gratuity, special discount, favor, service, economic opportunity, loan or other benefit received without lawful consideration and not provided to members of the public at large but does not include political campaign contributions if such contributions are publicly reported as required by law.



5. "Fee" includes any compensation but does not include benefits received pursuant to law as a result of being a legislator.

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## **RULE 33**

### **PERSONAL FINANCIAL INTEREST**

A. A member who anticipates taking an action in the discharge of his official duties in which he may have a personal financial interest shall:

1. Prepare a written statement describing the matter to be acted upon and the nature of the potential interest; and
2. Deliver a copy of the statement to the Speaker, the Chairman of the Ethics Committee and the Chief Clerk. Such statement shall be retained by the Chief Clerk as a public record.

B. A member shall report a potential personal financial interest pursuant to subsection A as soon as the member is aware of such potential interest. If, however, such awareness occurs when the House is convened on the floor or during a meeting of a committee, subcommittee or caucus, a member shall report a potential personal financial interest as soon after the adjournment of that body as is practicable.

C. A member may abstain from taking any action in which he has a personal financial interest. Upon declining to participate in any legislative action on the floor, in committee or in subcommittee, the member shall state his decision and such decision shall be recorded in the Journal or minutes of that body. Prior to declining to vote in any legislative action on the floor, a member must first prepare a written statement describing the nature of the personal financial interest or the reason why the member is declining to vote and deliver the statement to the Office of the Chief Clerk and the office of the Speaker. If the member fails to file the statement prior to the member's declaration on the floor, the member shall be subject to Rule 14(E).

D. A member in doubt as to the propriety of any action proposed to be taken by him and involving a potential personal financial interest under this Rule may request the Ethics Committee to render an advisory opinion on the facts. The advisory opinion shall be issued not later than 5 days from the date of receipt of that request and be filed with the Speaker, the Chairman of the Ethics Committee and the Chief Clerk. Such opinion shall be retained by the Chief Clerk as a public record.

E. For the purposes of this Rule:

1. "An action in the discharge of his official duties" means introduction, sponsorship, debate, amendment, passage, defeat, approval, consideration or any other official action on any measure, amendment, confirmation, nomination, appointment, report or any other matter pending or proposed in a committee, subcommittee, caucus or on the floor of the House.

2. A personal financial interest exists if it is reasonably foreseeable that an action in the discharge of his official duties will have a material financial benefit or detriment either directly or indirectly on the member, his spouse or any minor child of whom he has legal custody, except that no personal financial interest exists if the legislator or such member of his household is a member of a class of persons and it reasonably appears that a majority of the total membership of that class is to be affected by such action.

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**RULE 34****POLITICAL PARTY CAUCUSES**

All meetings of majority or minority political party caucuses of members of the House shall be open to the public except organizational meetings to elect officers of the caucus and the House and meetings to discuss matters, including those permitted in executive session as set forth in A.R.S. section 38-431.03. Each caucus shall establish procedures for convening political party caucuses.

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**RULE 35****DISCHARGE OF COMMITTEES**

Notwithstanding any other provision of these Rules to the contrary:

1. Every measure shall be referred to one or more standing committees, except death resolutions and Senate bills to be substituted on Third Reading pursuant to Rule 7(C).

2. Except as provided in paragraph 3, if three-fifths or more of the members of the House sign a petition to discharge all committees from further consideration of a measure the measure shall be placed on an Active Calendar of the Committee of the Whole within one week unless the House adjourns sine die. If the measure is reported favorably by the Committee of the Whole it shall be brought for Third Reading.

3. If three-fifths or more of the members of the House sign a removal request, a measure shall, irrespective of the measure's status, be removed from the possession of the Rules committee and shall be placed on an Active Calendar of the Committee of the Whole within one week unless the House adjourns sine die.

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**RULE 36****CODE OF CONDUCT**

A. The House shall have a written code of conduct applicable to members. This code of conduct shall be adopted, and may be amended, upon vote of the majority of the members of the House.

B. The House shall have a written harassment prevention policy applicable to member behavior. This policy shall be adopted, and may be amended, upon vote of the majority of the members of the House.

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**RULE 37****PROCEDURE ON RECORDS RETENTION AND DESTRUCTION SCHEDULE**

A. Definitions. In this Rule the following definitions apply:

1. “Bill file” means a file containing materials relating to legislation as determined by the Chief Clerk.

2. “Custodian” means any legislator, legislative staff member, legislative intern or legislative contractor who has primary custody and control over a record.

3. “Personnel records” means an employee’s official record and documentation of the employee’s employment.

4. “Record” means all books, papers, maps, photographs or other documentary materials, regardless of physical form or characteristics, including prints or copies of such items produced or reproduced on film or electronic media, made or received in pursuance of law or in connection with the transaction of public or legislative business and over which the custodian has custody and control and that is preserved or appropriate for preservation by the House as evidence of the organization, functions, policies, decisions, procedures, operations or other activities of the custodian, or because of the informational and historical value of data contained in the record.

5. “Reference value” means administrative, legal, fiscal, research or historical value as reasonably determined by the custodian.

6. “State Library, Archives and Public Records (LAPR)” means the division of the Arizona Secretary of State that is the archives for Arizona state government, which is mandated by law to collect, preserve and make available to the public and all branches of government permanent public records, historical manuscripts, photographs and other materials that contribute to the understanding of Arizona history.

B. Authority. Arizona Constitution, Article IV, Part 2, Section 8 authorizes the Legislature to determine its own Rules of procedure which supersede any conflicting statutes.

C. General Provisions.

1. Permanent records. As set forth below, at the end of the retention period with the Legislature, the Chief Clerk or the Chief Clerk’s designee must transfer to LAPR all records kept by the Chief Clerk, regardless of format, that have a retention period designated as permanent, unless otherwise instructed by LAPR. The Chief Clerk shall work with LAPR’s established requirements for transfer.

2. Electronic records. At the end of the retention period set forth below, the custodian shall destroy electronic items not designated as having a retention period of permanent.

3. Paper files, records, and documents. At the end of the retention period set forth below, the Chief Clerk may destroy files that are primarily in paper format and may destroy other records, regardless of format, not designated as having a retention period of permanent.

4. No duty to migrate to new technology. The Chief Clerk is not responsible for migrating to new technology any record that is recorded in a format, such as CD and DVD, that must be read by a computer.

5. Destruction of non-permanent records. When a paper record is eligible for destruction, the custodian shall take proper precautions to destroy the entire file, record or document by shredding, burning or pulverizing it. Electronic records shall be deleted from all electronic repositories in which they reside, including servers and hard drives. The custodian may keep a list, containing minimal information, capturing any destroyed items, so that the custodian knows that it has been destroyed and has not been merely misplaced or never existed.

6. Effective date. The provisions of this Rule are applicable to files, records, and documents created before or after the adoption of this Rule.

D. Interpretation and Enforcement. The maintenance, preservation and destruction of records will be governed solely and exclusively by the provisions of this Rule. Any questions or disputes concerning the application of this Rule to any specific record or subset of records will be resolved by the Speaker, whose determination will be final. The provisions of this Rule will be enforced solely and exclusively by the House in accordance with the Rules of the Arizona House of Representatives.

E. Retention and Disposition Schedule. The following records retention periods are finite and absolute. They are not minimum retention periods or guidelines. Records may be kept beyond their designated retention periods only if they are relevant to any (1) ongoing administrative or litigation proceeding in which the House or the custodian is a party or the recipient of a third-party subpoena or (2) pending or prospective administrative or litigation proceeding in which the House or the custodian reasonably anticipates it may become a party, or if the custodian believes the record has continuing reference value.

1. A custodian shall adhere to the following schedule of retention and destruction:

<b>GENERAL SCHEDULE</b>		
<b>Record Category</b>	<b>Retention Period</b>	<b>Remarks</b>
<b>A. General</b>		
Emails	90 Days	After sent or received.
Calendars	-	Destroy after reference value has been served.
Text messages and communications on online platforms	-	Destroy after reference value has been served.
<b>B. Chief Clerk</b>		
Public Record Requests and Responses	1 Year	
Committee minutes and reports	Permanent	Masters stored at LAPR after 2 years.
Bill files	Permanent	Masters stored at LAPR after 2 years.
<b>C. Financial and Business Records</b>		
Employee personnel files and records	5 Years	After end of employment
Expense accounting records	1 Year	After fiscal year created or received
Grant records	5 Years	After final expenditure report submitted or longer if specified by sponsoring agency

Intergovernmental Agreements	3 Years	After canceled, suspended or expired
Internal administration records	1 Year	After fiscal year prepared
Interview, selection, hiring, search and promotion files	2 Years	After position filled
Progress and activity reports	2 Years	After fiscal year prepared
Insurance policies	Permanent	
Other business and financial records	3 Years	After fiscal year prepared
<b>D. Broadcast</b>		
Video footage	Permanent	
<b>E. Security</b>		
Security Footage	90 Days	
Policies and procedures	Permanent	
<b>F. Miscellaneous Records</b>		
Litigation resolution (e.g., settlement agreements, releases of claims, etc.)	Permanent	
Any other record not specifically defined or enumerated in this Rule	3 Years	

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