

F02166  
LEGISLATIVE  
PROCEDURE-  
MANUALS: N.D.

**H LEGISLATIVE ASSEMBLY  
OF NORTH DAKOTA**

**SENATE AND HOUSE  
RULES  
AND  
COMMITTEES**



**Officers, Members, Employees  
and State Officials**

**- 1965 -**

**THIRTY-NINTH LEGISLATIVE ASSEMBLY  
STATE OF NORTH DAKOTA**

**SENATE RULES AND  
COMMITTEES**

**OFFICERS, MEMBERS AND EMPLOYEES**

**- 1965 -**

Lieutenant Governor

**CHARLES TIGHE**

President of the Senate

**GEORGE SAUMUR**

President Pro Tem of the Senate

**GERALD L. STAIR**

Secretary of the Senate

**ARTHUR A. HERK**

Assistant Secretary

**A. E. BRADLEY**

Sergeant-at-Arms

**DAGNY OLSON**

Desk Reporter



COMMERCIAL PRINTING CO.

"BUY NORTH DAKOTA PRODUCTS"

## MEMBERS OF THE SENATE

Dist.	County	Name	Address
1.	Pembina	Grant Trenbeath	Neché
2.	Pt. Ward	Walter Dahlund	Kenmare
3.	Pt. Walsh	Ludger Kadlec	Pisek
4.	Pt. Walsh	Elton W. Ringsak	Grafton
5.	Pt. Grand Forks	Duane Mutch	Larimore
6.	Pt. Grand Forks	George Saumur	Grand Forks
7.	Pt. Grand Forks	George Longmire	Grand Forks
8.	Traill	Oscar J. Sorlie	Buxton
9.	Pt. Cass	Herschel Lashkowitz	Fargo
10.	Pt. Cass	George A. Sinner	Casselton
11.	Pt. Cass	Francis Weber	Wheatland
12.	Pt. Richland	A. W. Luick	Fairmount
13.	Sargent	Leonard A. Bopp	Cogswell
14.	Ransom	Donald C. Holand	Lisbon
15.	Pt. Barnes	Earl M. Kelly	Valley City
16.	Griggs-Steele	C. L. Torgerson	Cooperstown
17.	Nelson	Lester Larson	Brocket
18.	Cavalier	Richard E. Forkner	Langdon
19.	Rolette	Philip Berube	Belcourt
20.	Benson	Bronald Thompson	Oberon
21.	Ramsey	J. H. Mahoney	Devils Lake
22.	Towner	H. B. Baeverstad	Cando
23.	Stutsman	K. Urdahl, Sr.	Jamestown
24.	LaMoure	Emil T. Nelson	Edgeley
25.	Dickey	Earl H. Redlin	Ellendale
26.	Emmons	Robert Chesrown	Linton
27.	Burleigh	Evan E. Lips	Bismarck
28.	Bottineau	E. C. Becker, Jr.	Willow City
29.	Pt. Ward	Richard L. Jurgensen	Minot
30.	Morton	Emil E. Kautzmann	Mandan
31.	Stark	William R. Reichert	Dickinson
32.	Eddy-Foster	H. O. Beck	Carrington
33.	Wells	Robert Walz	Fessenden
34.	McHenry	Bencer N. Kjos	Drake
35.	Kidder-Sherid'n	Harry W. George	Steele
36.	McIntosh-Log'n.	Gail H. Hernett	Ashley
37.	Pt. Richland	Kenneth L. Morgan	Walcott

Dist.	County	Name	Address
38.	Pt. Barnes	Theron L. Strinden	Litchville
39.	Billings- Bowman-Gold- en Valley-Slope	Leland Roen	Bowman
40.	Burke-Divide	George Rait	Noonan
41.	McKenzie	Halvor Rolfsrud	Watford City
42.	Pierce	Eugene Tuff	Barton
43.	Renville	Orville Witteman	Mohall
44.	Mountrail	Clark Van Horn	Parshall
45.	Williams	Iver Solberg	Ray
46.	McLean	Dave M. Robinson	Coleharbor
47.	Grant-Sioux	Frank J. Ruemmele	Carson
48.	Mercer-Dunn- Oliver	Dan Kisse	Halliday
49.	Adams-Hettin'r	J. W. (Jim) Ecker	Hettinger

### SENATE EMPLOYEES

Name	Position	Home Address
Gerald L. Stair	Sec'y of the Senate	Newburg
Dagney V. Olson	Desk Reporter	Devils Lake
A. E. Bradley	Sergeant-at-Arms	Rock Lake
Arthur Herk	Asst. Sec'y. of Senate	Fingal
Monty Burke	Supt. of Personnel	McKenzie
Jan McKinney	Sec'y to the President	Bismarck
Bill Campbell	Bill Clerk	Fairmont
John Leier	Asst. Sgt.-at-Arms	Esmond
C. W. Leifur	Calendar Clerk	Bismarck
Robt. G. Ellsworth	Mess. to Gov. & House	Maxbass
Cora Essington	Chief Steno & Payroll Clk.	Bismarck
Joan Nelson	Stenographer	Bismarck
Shirley Shaw	Stenographer	Bismarck
Myrtle Boyd	Stenographer	Bismarck
Kathryn Targart	Stenographer	Bismarck

Name	Position	Home Address
Pearl Engen	Committee Clerk	Bismarck
Harriet McClelland	Committee Clerk	Mandan
Lois Scherr	Committee Clerk	Bismarck
Ruby Herr	Committee Clerk	Bismarck
Ann Tillotson	Committee Clerk	Bismarck
Karen Ronning	Appro. Comm. Clk.	Bismarck
Donna Heisler	Floor Leader's Clk.	Mandan
Marion Arenstein	Receptionist	Bismarck
Celia Fowler	Tele. Attendant	Bismarck
Hazel Ludemann	Asst. Tele. Attend.	Bismarck
Viola DeForest	Postmistress	Bismarck
Carrie Murdoch	Proofreader for Journal	Bismarck
E. Smedshammer	Proofreader for Journal	Litchville
Vonny Mushik	Enr. & Eng. Clerk	Bismarck
G. R. Gilbreath	Enr. & Eng. Clerk	Mott
Philip Henry	Bill Room Attendant	Rolla
Martin Kilwein	Bill Room Attendant	Dickinson
William Auch	Bill Book Attendant	Tuttle
David Donaldson	Bill Book Attendant	Oberon
Robert Hultberg	Bill Book Attendant	Washburn
Beverly Nelson	Bill Book Attendant	Stanley
Ervin Frank	Bill Book Atten.	Devils Lake
Virginia M. Munson	Page	Mandan
Lucy Wallender	Page & Bill Book Attendant	Elgin
William Brown	Page & Bill Book Attendant	Pembina
Fred Krause, Jr	Chief Mail Rm. Clk.	Bismarck
Alta Harens	Mail Room Typist	Bismarck
Judy Basaraba	Mail Room Clerk	Wilton
Lloyd S. Thompson	Mail Room Clerk	Denhoff
Frank A. Jahner	Mail Room Clerk	Linton
William Urlacher	Mail Room Clerk	Dickinson
Nellie Anderberg	Mail Room & Bill Book Atten.	Jamestown
Alfred Hetland	Mail Room & Bill Book Atten.	Hope

Name	Position	Home Address
Dave Albright	Supply Room Atten.	Bismarck
Clarence Anderson	Chart Room	Newburg
G. K. Ness	Chart Room	Fordville
Herbert Bailey	Chief Doorkeeper	Wyndmere
Jacob Albrecht	Doorkeeper	Steele
Dominick Goetz	Doorkeeper	Mandan
R. H. Jayd	Doorkeeper	Grand Forks
Lars Kvalheim	Doorkeeper	Williston
Henry P. Mautz. Jr.	Cloak Room Attend.	Garrison
Iver Kval	Parking Lot Attend.	Lisbon

# Senate Rules

## 1. CALL TO ORDER

The regular sessions of the Senate shall begin at two o' clock p.m., when the President shall take the chair, and call the Senate to order. After prayer by the Chaplain, the roll of members shall be called and the names of the absentees entered upon the Journal of the Senate. If a quorum be present, the President shall then proceed with the regular order of business.

## 2. ABSENTEES

No member or officer of the Senate, unless he, from illness or other cause, shall be unable to attend, shall absent himself from a session of the Senate, during an entire day, without having first obtained leave of absence, and no one shall be entitled to draw pay while absent more than one day without leave.

## 3. QUORUM

A quorum for the transaction of business shall consist of a majority of members elected to the Senate, but a smaller number may adjourn from day to day, and may compel the attendance of absent members.

## 4. ORDER OF BUSINESS

The order of business shall be as follows:

1. Prayer by the Chaplain.
2. Calling of Roll.
3. Reference to the Journal.
4. Presentation of petitions and communications.
5. Reports of Standing Committees.
6. Consideration of Amendments.
7. Reports of Select Committees.
8. Motions and Resolutions.
9. First Reading of Senate Bills, Memorials and Resolutions.
10. Second reading of the same.
11. Consideration of messages from the House.

12. First Reading of House Bills, Memorials and Resolutions.
13. Second reading of the same.
14. Unfinished business.
15. Signing of Bills, Resolutions and Memorials.
16. Announcements.

## 5. REFERENCE TO THE JOURNAL

The Secretary shall, each evening deliver to the printer, having the contract for printing the legislative journals, a complete copy of the Senate Journal. Printed copies of the same in such number, style, and on such grade of paper as may be determined by the Printing Committee of the Senate and shall be delivered before 9:00 o'clock A.M., of the following calendar day to the Secretary, who shall cause a copy of the same to be placed immediately on the desk of each member. The committee on revision and correction of the Journal shall, before the beginning of the next legislative day, carefully examine and review the same. Any mistake therein shall be noted by the committee and reported to the Senate for action. An additional two hundred copies of the corrected daily journal shall be printed and upon termination of the legislative session these two hundred copies of the daily journal shall be assembled into two hundred sets to serve as the permanent journals. Twenty-five sets of the permanent journals shall be bound and sewed with hard covers, two sets of which shall be deposited and filed with the Secretary of State, who shall preserve the same and attach his certificate thereto showing the date of delivery to him and attesting that such copies are identical and official journals as delivered to him. The Secretary of State shall forward one of these twenty-five sets of the permanent journals to the supreme court library, law school library at the University of North Dakota, Attorney General, legislative research committee, and each of the district judges. The remaining sets of the journal shall be distributed by the Secretary of State as prescribed jointly by the House and Senate printing committees, except that one set of the Journal shall be sent to members of the legislative assembly, and to public



officials upon their request if in the discretion of the Secretary of State the public official needs such journal to carry on the functions of his office.

## **6. PRESENTATION OF PETITIONS AND COMMUNICATIONS**

Petitions and communications addressed to the Senate shall be presented by the President, but their content shall not be included in the Journal except by vote of the Senate.

## **7. DUTIES OF THE PRESIDENT**

- a. The President shall preside over the Senate, and be charged with all the powers and duties pertaining to such presiding officer.
- b. He shall preserve order and decorum, and in case of disorderly conduct or disturbance in the galleries or the corridors, he may order the same to be cleared.
- c. He shall sign all acts, addresses, resolutions, memorials, writs, warrants and subpoenas of or issued by order of the Senate and all vouchers for payment of money out of the legislative expense fund of the Senate.
- d. He shall have general supervision over all Senate employees, except that the standing committee on employment may assign employees to their several duties, and may discharge any employee at any time with or without compensation.

## **8. DUTIES OF SECRETARY**

The Secretary of the Senate shall:

- a. Keep correct journals of the proceedings of the Senate.
- b. Have the custody of all records, accounts and other papers committed to him.
- c. Prepare a bulletin board upon which shall be posted a list of committee meetings and any other announcements or notices.

- d. Neither the Secretary nor his assistants shall permit any records or papers belonging to the Senate to be taken out of their custody otherwise than in the regular course of business. The Secretary shall report all missing bills, resolutions and papers to the President; he shall have general supervision of all clerical duties appertaining to the business of the Senate; shall perform, under the direction of the President, all duties pertaining to the office, and shall also keep a book showing the situation and progress of all the bills, memorials and joint resolutions, including a complete record of all actions taken thereon, and shall prepare, have printed and distributed to the members a daily calendar detailing the action had and pending on all measures.
- e. At the close of each session, he shall deposit for safekeeping in the office of the Secretary of State, all books, bills, documents, resolutions, and papers in the possession of the Senate, correctly labeled, folded and classified. The Journal need not be deposited until it is completed fully and is indexed; and
- f. Perform such other duties as shall be assigned him by the President of the Senate.

## 9. DUTIES OF SERGEANT-AT-ARMS

The Sergeant-at-Arms of the Senate, under the direction of the presiding officer, shall be the executive officer of the body for the enforcement of all rules adopted by the Senate for the regulation of the Senate. The Senate floor shall be at all times under his immediate supervision, and he shall see that the various subordinate officers perform the duties to which they are especially assigned and perform all other services and duties pertaining to his office and as directed by the President of the Senate.

## 10. CALL OF THE SENATE

Eight members of the Senate may order a call of the Senate and cause absent members to be sent for, but a call must not be made while a vote is being taken. The call being moved, the President shall require those desiring the call to rise, and if eight or more members shall rise, the call shall be ordered. The call being ordered, the Sergeant-at-Arms shall close the door and allow no members to leave the room. The Secretary shall then call the roll and furnish the Sergeant-at-Arms with a list of those members absent without leave, and that officer must proceed forthwith to find and bring in such absentees. While the Senate is under call, no business can be transacted except to receive and act upon the report of the Sergeant-at-Arms and no motion is in order except a motion to suspend further proceedings under the call, and said motion shall not be adopted unless a majority of all members-elect vote in favor thereof. Upon a report of the Sergeant-at-Arms, showing that all members who were absent without leave, naming them, are present, the call shall be at an end, and the doors shall be opened, and the Senate shall proceed with the business pending at the time the call was made.

## 11. ORDER AND DECORUM

The President shall preserve order and decorum and decide all questions of order subject to an appeal to the Senate. When the President is putting the question, no member shall walk out of, or across the Senate, nor when a member is speaking, shall any person entertain any private discourse, or pass between the person speaking and the chair. A member called to order must immediately sit down unless permitted to explain, and the Senate, if appealed to, must decide the case. If there be no appeal, the decision of the chair shall stand. On appeal no member shall speak more than once without leave of the Senate.

## 12. RECOGNITION BY THE PRESIDENT

Every member, previous to his speaking, shall rise from his seat and respectfully address the President as such, and remain standing in his place before proceed-

ing to speak until he is recognized by the chair. When two or more members rise at the same time to speak, the President must designate the member who is to speak, but in all cases the member who shall rise first and address the chair shall be first recognized.

### 13. RULES OF DEBATE

No member shall speak more than twice on the same subject without leave of the Senate, nor more than once until every member choosing to speak on the subject pending shall have spoken, nor shall any member occupy more than ten minutes at the first time, nor more than five minutes at the second time, without unanimous consent of the Senate; provided this rule shall not apply to the majority and minority floor leaders and the chairman in charge of a bill.

### 14. MOTION TO BE SECONDED AND STATED

No motion shall be debated or put unless the same be seconded. It must then be stated by the President before the debate.

### 15. MOTIONS IN WRITING

All motions except to adjourn, postpone, or commit shall be reduced to writing and read at length if required by any member of the Senate.

### 16. MOTION MAY BE WITHDRAWN

After the motion shall be stated by the President, it shall be deemed to be in possession of the Senate, but may be withdrawn at any time before amendment or decision, but all motions, resolutions or amendments must be entered in the Journal, whether rejected or adopted, together with the name of the member moving the same.

### 17. INTERRUPTION

No member shall interrupt another member who is speaking in debate, except on question of privilege.

### 18. ORDER OF MOTIONS

When a question is under debate no motion shall be received except to fix the time to which to adjourn; to adjourn; to lay on the table; to move the previous ques-

tion (which four motions shall be decided without debate); to move to postpone to a day certain; to refer or amend; to postpone indefinitely which several motions shall have precedence in the order in which they are named. No motion to postpone to a day certain or to refer, having been decided shall be entertained again on the same day and at the same stage of the bill or proposition.

#### 19. ORDER IN WHICH QUESTION PUT

All questions, whether in committee or in the Senate, shall be put in the order in which they are moved, except in the case of privileged questions.

#### 20. STATING OF QUESTION AND DIVISION

Questions shall be put in substantially the following form: "As many as are in favor of (as the case may be) say "aye"; and after the affirmative voice is expressed, "As many as are opposed, say nay." If the President is in doubt or a division be called for, the Senate shall divide; those in the affirmative of the question shall rise from their seats, and afterwards those in the negative.

#### 21. NON-DEBATABLE MOTIONS

The following motions are not debatable.

Adjournment.

Order of the day.

Objections to considering questions.

Reading of papers.

Withdrawal of motion.

Suspension of the rules.

To lay on the table.

Previous question.

#### 22. DIVISION OF QUESTION

If a question before the Senate contains more than one proposition, any member may have the same divided.

#### 23. AYE AND NAY VOTE

The ayes and nays shall not be ordered unless demanded by eight of the members except on the pass-

age of bills, joint resolutions and concurrent resolutions to amend the constitution, in which case ayes and nays shall be had without demand. No member or any other person shall remain by the secretary's desk when the ayes and nays are being called.

#### **24. VOTE BY MEMBERS**

Every member who is present, before the vote is declared from the chair, must vote for or against the question before the Senate, unless the Senate excuse him; provided, however that any member who has a personal or private interest in any measure or bill shall disclose the fact to the Senate and shall not vote thereon without the consent of the Senate.

#### **25. PROCEDURE IN EXCUSING MEMBER VOTING**

When a member declines to vote on a call of his name, he shall be required to assign his reasons therefor; and having assigned them, the presiding officer shall submit the question to the Senate, "Shall the member, for the reasons assigned by him, be excused from voting?" which shall be decided without debate. These proceedings shall be had after the vote has been taken and before the chair has announced the vote.

#### **26. VOTE BY PRESIDENT**

The President shall vote only in case of a tie. (See Rule 55)

#### **27. SUSPENSION OF RULES**

No standing rule or order of the Senate shall be reconsidered or suspended except by a vote of two-thirds of the members-elect, and no motion to suspend the rules and pass a bill shall be entertained except by unanimous consent, unless the bill has first been printed and considered by a committee, nor shall any standing rule or order requiring unanimous consent be reconsidered or suspended without unanimous consent.

## *BILLS, MEMORIALS AND RESOLUTIONS*

### **28. WHO MAY INTRODUCE**

Any bill, memorial or resolution which conforms to statutory requirements and the rules herein set forth, within the time prescribed, may be introduced by any member, standing committee or the Legislative Research Committee by filing the same with the Secretary of the Senate, who shall number or letter consecutively each bill or resolution.

### **29. WHEN INTRODUCED**

No bill shall be introduced after the twentieth day; nor shall any resolution be introduced after the thirty-fifth day, except upon the approval of a majority of the Committee on Delayed Bills or upon two-thirds vote of the members-elect of the Senate.

### **30. DELAYED BILLS, RESOLUTIONS AND MEMORIALS**

The committee on the introduction of delayed bills shall receive from the Secretary all bills, resolutions, and memorials offered for introduction after the time for introduction as heretofore limited, and shall, on the same or the next day after receiving such bills, resolutions, and memorials, report to the Senate its conclusion whether the introduction thereof should be allowed and if a majority of such committee is in favor of the introduction thereof the bills, resolutions, and memorials shall be thereupon deemed duly introduced.

### **31. FORM OF BILLS, NUMBER OF COPIES**

Every bill, memorial or resolution shall be in typewritten form and nine copies thereof shall be filed with the Secretary of the Senate. Each such bill, memorial or resolution shall have endorsed thereon its title and the name of the member, or committee introducing the same. The enacting clause shall be as follows: "Be it enacted by the Legislative Assembly of the State of North Dakota". No bill shall embrace more than one subject, which shall be expressed in its title. If the bill amends a present

statute, the portion thereof constituting the amendment or amendments shall be underscored. In all bills, which contain both sections amending existing statutes and sections which are new law, the portion containing the amendment to the existing statute and all of the section containing new law shall be underscored. Any matter contained in the present statute but deleted in the proposed amended statute shall be contained in the typewritten bill but shall be set off from the remainder of the text by three parentheses at the beginning and end of such deleted matter. Where Legislative Research Committee sponsored bills do not use the above device of parentheses and underscoring, such bills must be accompanied by appropriate explanatory notations outlining the changes to be effected. The bills and resolutions to be introduced in the Senate shall be in such form and style as the Legislative Research Committee shall prescribe. One of such copies shall be delivered to the Chairman of the Committee to which the measure is referred, one copy to the President of the Senate, one copy shall be delivered to the Legislative Research Committee for the purpose of checking for style and form and one shall remain in the custody of the Secretary until otherwise directed by the Senate, one shall be delivered to the printer having the contract for the printing of bills, one shall be delivered to the printer having the contract for printing the Senate Journal for use in setting of the bill title and three copies shall be available for representatives of news media.

### **32. APPROVAL OF BILLS AS TO FORM**

The Secretary shall ascertain whether the bill or joint resolution conforms to the requirements of law and these rules, as to form, and place his approval as to form thereon before it can be first read. For this purpose the Secretary may avail himself of such services as may be provided by the Senate or by the Legislative Committee.

### **33. READING OF BILLS**

Every bill, resolution or memorial requiring the approval of the Governor, or a change in the Constitu-



tion of the State of North Dakota, shall be read two separate times but the first reading and second reading may not be upon the same day; and the first reading may be by title of the bill only; unless upon such first reading a reading at length is demanded. The second reading shall be at length.

**34. CONSIDERATION OF OTHER RESOLUTIONS**

Every resolution other than those referred to in the preceding rule shall be read once and referred by the President to an appropriate standing committee or upon motion to a select committee, unless otherwise ordered by vote of the Senate.

**35. PRINTING OF BILLS**

All bills, resolutions or memorials requiring the approval of the Governor or a change in the Constitution of the State of North Dakota, after the first reading, shall be printed unless otherwise ordered by the Senate.

**36. BILLS REFERRED**

Upon the first reading of a bill or joint resolution, the President shall refer it to its appropriate committee, unless the Senate upon motion decides to refer the same to a select or other standing committee. All resolutions asking for a study of any matter by the Legislative Research Committee, shall be re-referred and acted upon by the Legislative Research Resolutions Committee before final action thereon by the Senate.

**37. REFERENCE TO PRINTING TITLE OF BILLS**

After first reading, all reference in the Journal to Senate and House bills shall be by number only.

**38. BILLS TO COMMITTEE ON APPROPRIATIONS**

All bills or resolutions carrying an appropriation of \$200 or more shall be referred or re-referred to and acted upon by the Committee on Appropriations before

final action by the Senate thereon, unless otherwise ordered by a majority vote of the members present.

### 39. STANDING COMMITTEES

The Senate shall elect a Committee on Committees to consist of eight members of which the President of the Senate shall be the Chairman, and which committee shall appoint the following standing committees classified in accordance with the usual amount of work and concerned with matters in the field as indicated:

1. *Agriculture*, ten members.  
Agriculture; Livestock; Drainage and Irrigation; Warehouse and Grain Grading.
2. *Appropriations*, fifteen members.  
All bills calling for appropriations in excess of two hundred dollars.
3. *Education*, ten members.  
Public Schools, Libraries and Institutions of Higher Learning.
4. *Finance and Taxation*, twelve members.  
Public Debt; Taxes and Tax Laws.
5. *Judiciary*, eleven members.  
Elections and Election Privileges; Judiciary.
6. *State & Federal Government*, ten members.  
State and Federal Affairs; Board of Administration and Industrial Commission and institutions under their supervision; State Historical Society and State Parks; Immigration and Statistics.
7. *Industry, Business & Labor*, ten members.  
Banks and Banking; Corporations; Insurance; Matters pertaining to private business and Industry.  
Workmen's Compensation; Unemployment Compensation; Labor Laws and kindred subjects.
8. *Natural Resources*, thirteen members.  
Game and Fish; Public Lands; Mines and Min-

ing; Gas and Oil; Forestry.

9. *Political Subdivisions*, ten members.  
Cities and Villages; Counties; Townships; Park Districts; Apportionment.
10. *Social Welfare and Veterans Affairs*, eleven members.  
Public Welfare; Public Health; Public Safety; Temperance.  
Matters affecting the Military and Veterans.
11. *Transportation*, twelve members.  
Highways and Bridges; Railroads; Motor Vehicles; Airlines and Airports.

#### (PROCEDURAL COMMITTEES)

12. *Delayed Bills*, to consist of five members.
13. *Employment*, to consist of six members.
14. *Enrolled and Engrossed Bills*, to consist of five members.
15. *Mileage*, to consist of three members.
16. *Revision and Correction of Journal*, to consist of three members.
17. *Rules*, to consist of nine members.
18. *Legislative Research Resolutions Committee*, to consist of five members, one of whom may be a member of the Legislative Research Committee.

In all cases a majority of the Committee shall consist of a quorum. The Committee Chairman or such person who is duly appointed to act as Chairman shall insure that minutes of each Committee meeting be kept. Such minutes shall include the names of all Committee members present; the bills or resolutions discussed by number, and a short phrase explaining what such bill or resolution relates to; the names of all persons and their addresses who appear in relation to any certain bill or resolution. The minutes shall also include a record of recommended amendment to bills and resolutions, and the total aye and nay vote of the Committee on all bills

and resolutions referred out of the Committee. Upon adjournment of the Legislative Session the minutes of all Committee meetings shall be delivered to the Legislative Research Committee and retained by such Committee for a period of thirty days following such adjournment.

#### **40. LIMITATIONS ON COMMITTEE MEMBERSHIP**

Each member shall serve on three standing committees except the Majority floor leader, who shall not serve on any standing committee, and all members of the Appropriations Committee, who shall serve on only one other standing committee in addition to the Appropriations Committee. The Majority floor leader and Minority floor leader shall be permitted to participate in all standing committees but shall not be permitted to vote therein.

#### **41. MEETINGS OF COMMITTEES**

The Committee on Appropriations shall meet on Monday, Tuesday, Wednesday, and Thursday of each week from 9:00 o'clock a.m. to 12:00 o'clock noon. The Committees on Finance and Taxation, Education, and State and Federal Government shall meet on Monday and Tuesday of each week from 9:00 o'clock a.m. to 12:00 o'clock noon. The Committees on Agriculture, Judiciary, and Industry, Business and Labor shall meet on Wednesday and Thursday of each week from 9:00 o'clock a.m. to 12:00 o'clock noon. The Committees on Natural Resources, Political Subdivisions, Social Welfare and Veterans' Affairs, and Transportation shall meet on Friday of each week from 9:00 o'clock a.m. to 12:00 o'clock noon. Any committee may schedule Saturday morning meetings.

#### **42. MEETINGS OF CHAIRMEN**

There shall be a meeting of committee chairmen and the majority floor leader and the assistant majority floor leader each week at such time and place as may be designated by the majority floor leader. The majority floor leader shall be the chairman of the meeting. At such meeting they shall, as far as possible, arrange the

schedule of the bills to be considered at committee hearings to the end of the following week.

#### **43. NOTICE OF HEARINGS**

On Friday of each week each chairman shall deliver to the Secretary, a notice of the time and place of the meetings of his committee for the following week including a list of the bills, memorials and resolutions to be considered. This rule, however, shall not prevent a change in such schedule as to time, place or bill, if circumstances may so require. The decision of the chairman in this regard shall be final. The Secretary shall cause the same to be posted on the bulletin board.

#### **44. DISPOSITION OF MEASURES**

Every bill, or resolution, referred to a committee, except appropriation bills must be returned to the Senate with the committee report thereon, not later than the tenth day after it is referred, unless, upon application of the committee, an extension of time is granted within which to consider it. Provided that this rule does not apply until ten days after the first twenty days of the Session. In case the same is not reported on the tenth day after it is referred, and such time is not extended, it shall automatically go on the calendar of bills without recommendation. The same rule shall apply to Senate bills not reported back the forty-first day and House bills not reported back by the fifty-seventh day.

#### **45. RECALLING BILL FROM COMMITTEE**

The chairman of any committee to whom a bill or resolution has been referred, if so ordered, by a vote of the majority of the Senate present, shall report such bill or resolution back to the Senate forthwith.

#### **46. REPORT OF COMMITTEES**

The report of a committee shall be for passage, for indefinite postponement, for amendment or without recommendation. If for amendment the proposed amendments shall be fully set forth in the report. If such report is adopted, the bill shall thereupon go on the calendar for the next legislative day for action of the Senate as to amendments under the Sixth Order of Bus-

iness. No action shall be taken upon amendments until a full mimeographed or printed copy of the report is in the hands of the members. Upon receiving the report, the Secretary shall cause copies thereof to be made and placed on the desk of each member. Provided, however, that upon a two-thirds vote of the members-elect, this may be suspended, and the amendment acted on immediately after the report of the committee.

If a report or motion recommending a bill for passage without amendment is adopted, the bill shall go on the calendar for the next legislative day for second reading and final passage.

If a report or motion for indefinite postponement is adopted, it shall have the effect of entirely removing the bill or resolution from before the Senate for that session (unless revived by motion to reconsider). The passage of a motion for the adoption of a report recommending amendments has the effect of adopting the report but not the amendments.

#### 47. DIVIDED COMMITTEE REPORT

In case all the members of any committee, including a conference committee, required or entitled to report on any subject referred to them, cannot agree upon any report, the majority and minority may each make a special report, and any member dissenting in whole or in part, from the reasoning and conclusions of both the majority and minority may also present to the Senate a statement of his reasonings and conclusions; and all reports, if decorous in language, and respectful to the Senate, shall be entered at length in the Journal.

#### 48. REPORT DIVIDED

Whenever the report of any committee contains several modifications or amendments, any member may have the same divided, and the question of their adoption taken separately upon each modification or amendment.

#### **49. AMENDING BILLS**

No bill shall be revised or amended, nor the provisions thereof extended or incorporated in any other bill by reference to its title only, but so much thereof as is revised, amended or extended or so incorporated, shall be re-enacted and published at length. No bill shall be so altered and amended as to change its original purpose.

#### **50. AMEND OR RE-REFER ON SECOND READING**

On the second reading of every bill or resolution any amendment may be received and it may be re-referred at any time previous to its final passage.

#### **51. AMENDMENTS TO TITLE**

The title to any bill may be amended at any time during its pendency in the Senate.

#### **52. ENGROSSMENT**

All Senate bills amended in committee or by floor amendment shall be properly engrossed before their second reading and final passage. The committee on engrossment shall examine all bills after they are engrossed and report the same to the Senate correctly engrossed, which report must be approved before their second reading; said committee may report at any time.

#### **53. SECOND READING**

No bill, resolution or memorial requiring the approval of the Governor or a change in the Constitution of the State of North Dakota shall be referred or amended until it shall have been read; nor shall any such bill, resolution or memorial have its second reading and be put upon its final passage until at least one day after the same has been reported to the Senate by the Committee to which the same has been referred, provided that any such bill, resolution or memorial may have its second reading and be put upon its final passage on the day the same is reported back, when so ordered by two-thirds of the members-elect of the Senate.

**54. CONFERENCE COMMITTEE REPORTS, EXCEPTION TO SENATE RULES 46 AND 53.**

The provisions of Senate Rules 46 and 53 shall not prohibit the adoption of a conference committee report together with any amendments therein recommended nor the placing of any bill or resolution affected by such conference committee report on the calendar for final action on the same day the conference committee report is received by majority vote of members-elect nor shall the requirement of placing a full mimeographed or printed copy of a committee report in the hands of all members apply to conference committee reports, or amendments, bills, or resolutions affected by the conference committee report.

**55. FINAL PASSAGE**

No bill shall become a law except by a vote of the majority of the members-elect of each house, nor unless on its final passage, the vote be taken by ayes and nays and the names of those voting be entered in the Journal; provided, however, that no measure enacted or approved by a vote of the electors shall be repealed or amended by the legislature, except by a two-thirds vote upon roll call of all members elected to each House.

**56. RIGHT TO CHANGE VOTE**

A member shall have the right to change his vote before the President has announced that the vote is closed but not thereafter.

**57. ANNOUNCEMENT OF VOTE**

The Secretary shall tabulate the vote which shall be announced by the President, who shall also declare whether the bill has passed, whether the title is agreed to and whether the emergency clause, if any, has carried.

**58. VERIFICATION OF VOTE**

When the vote has been announced any member may immediately require that the vote be verified.

**59. EXPLANATION OF VOTE**

Immediately following the announcement of the vote



by the President, but not before, any member may explain his vote and have his remarks recorded in the Journal.

#### 60. RECORDING REMARKS IN JOURNAL

When a member desires to have his remarks, other than those in explanation of his vote, recorded in the Journal, he shall inform the Desk Reporter before speaking and his remarks shall be recorded.

#### 61. NOTICE OF INTENTION TO RECONSIDER

Except on the forty-third and sixtieth days of the session, when notice of intention to move the reconsideration of any bill or joint resolution shall be given by a member, the Secretary of the Senate shall retain the said bill or joint resolution until the end of the next legislative day, excluding Sundays, unless the same has previously been disposed of. When a member, in explaining his vote, states to the Senate that his vote is for the purpose of reconsideration, such statement shall be deemed to be notice of such intention.

#### 62. WHO MAY MOVE RECONSIDERATION

Any member who votes on the prevailing side of a question, or who did not vote on the question, may move a reconsideration of the same, which motion shall be decided by a majority vote of the members-elect. In case of a bill, joint resolution or amendment to the Constitution, such motion if made after the end of the next legislative day, shall require a two-thirds vote of the members-elect. No such action may be taken unless the measure is in possession of the Senate.

#### 63. CLINCHER MOTION

A motion that any action taken by the Senate be reconsidered and that the motion to reconsider be laid upon the table, if carried, shall have the effect of preventing reconsideration except upon a two-thirds vote of the members-elect.

#### 64. REFUSAL OF HOUSE TO RETURN BILL

Upon a majority vote of the Senate the President shall refuse to sign any bill which may have passed the

Senate and which the House shall have refused to return for further consideration on being properly requested so to do.

#### 65. ENROLLMENT

The committee on enrollment shall examine all Senate bills and memorials which have passed the two Houses, and when reported correctly enrolled; with matter within brackets as provided by Chapter 266, Session Laws of 1945, deleted, and such report is adopted they shall be presented to the presiding officers of the House and Senate for signatures, and when so signed, presented to the Governor for his approval; said committee may report at any time.

#### 66. SIGNING OF BILLS

The President shall, in the presence of the Senate, sign all bills and joint resolutions passed by both houses. Immediately before such signing their title shall be publicly read, and the fact of signing shall be at once entered in the Journal.

#### 67. MOTION TO ADJOURN

A motion to adjourn shall always be in order, except when a member is addressing the chair or a vote is being taken.

#### 68. MEMBERS RETAIN SEATS

When the Senate adjourns the members shall keep their seats until the President announces the adjournment.

#### 69. PROCEDURE ON HOUSE BILLS

A similar mode of procedure shall be observed with bills which have originated in and passed the House as with bills which have originated in the Senate except that they shall not be printed nor engrossed nor enrolled.

#### 70. COMMITTEE CHAIRMEN

On all committees the first named member shall be the chairman, and, in his absence, or being excused by

the Senate, the next member named, and so on as often as the case shall happen, shall act as chairman.

#### 71. REPORT OF SELECT COMMITTEES

Select Committees to whom reference has been made, in all cases, shall report a state of facts and their opinion to the Senate.

#### 72. PRESIDENT PRO TEM

In the absence of the President of the Senate, or his refusal to act, the President pro tempore shall exercise all rights and prerogatives of the President for the time being.

#### 73. EXECUTIVE NOMINATIONS

Upon receipt of nominations from the executive the Senate shall forthwith resolve itself into executive session for the purpose of considering the nominations. The nominations shall be read in such executive session and be referred to their appropriate committee unless otherwise ordered by the Senate. The final question on every nomination shall be 'Will the Senate advise and consent to the nomination?' It shall be the duty of the President to advise the executive in writing, of the action taken by the Senate.

#### 74. EXECUTIVE SESSION

Before acting on executive business the Senate Chamber shall be cleared, by the direction of the president, of all persons except members, the Secretary of the Senate and Sergeant-at-Arms to be sworn.

#### 75. OBJECTION TO READING OF PAPERS

When the reading of a paper is called for and the same is objected to by any member, it shall be determined by the Senate without debate.

#### 76. LEGISLATIVE DAY

No Legislative day shall be shorter than the natural day.

## 77. RULES

Mason's Manual on Legislative Procedure shall govern the Senate in all cases to which they are applicable, and to which they are not inconsistent with the standing rules and order of the Senate and the joint rules of the Senate and House of Representatives.

## 78. ELECTRICAL VOTING SYSTEM

Unless otherwise ordered, any vote except upon elections may be taken by means of the Electrical Voting System, which shall be under the control of the President of the Senate.

## SELECT COMMITTEES

Committee on Committees—Lt. Gov. Tighe, Chairman; Mutch, Lips, Thompson, Saumur, Strinden, Chesrown, Sinner.

Committee on Telephone—Ringsak, Chairman; Dahlund, Witteman.

Committee on Stationery and Supplies and Printing—Forkner, Chairman; Kelly, Tuff.

Committee on Chaplains—Roen, Chairman; Jurgensen.

Committee on Senate Committee Rooms—Torgerson, Chairman; Kjos, Larson.

Committee on Photography—Morgan, Chairman; Kautzmann, Witteman.

## STANDING COMMITTEES

AGRICULTURE—Morgan, Chairman; Kisse, Vice Chairman; Dahlund, Nelson, Trenbeath, Redlin, Berube. Tuff, Weber, Kadlec.

APPROPRIATIONS — Luick, Chairman; Sorlie, Vice Chairman; Lips, Saumur, Kjos. Kelly, Robinson, Kautzmann, Beck, Van Horn, Rolfsrud, Thompson, Bopp, Jurgensen, Lashkowitz.

EDUCATION—Roen, Chairman; Strinden, Vice Chairman; Baeverstead, Trenbeath, Ruemmele, Redlin, Berube, Sinner, Urdahl, Walz.

FINANCE & TAXATION — Becker, Chairman; Torgerson, Vice Chairman; Baeverstad, Mutch, Nelson, Kisse, George, Chesrown, Mahoney, Witteman, Weber, Kadlec, Solberg.

INDUSTRY, BUSINESS & LABOR — Hernet, Chairman; Forkner, Vice Chairman; Mutch, Strinden, George, Baeverstead, Sinner, Mahoney, Witteman, Ecker.

JUDICIARY — Chesrown, Chairman; Torgerson, Vice Chairman; Becker, Ringsak, Ruemmele, Roen, Longmire, Rait, Larson, Solberg, Walz.

NATURAL RESOURCES—Trenbeath, Chairman; Robinson, Vice Chairman; Saumur, Sorlie, Morgan, Becker, Beck, Baeverstead, Witteman, Van Horn, Solberg, Rait, Rolfsrud.

POLITICAL SUBDIVISIONS — George, Chairman; Lips, Vice Chairman, Redlin, Ruemmele, Hernet, Chesrown, Reichert, Tuff, Ecker, Lashkowitz.

SOCIAL WELFARE & VETERANS AFFAIRS—Kisse, Chairman; Kautzmann, Vice Chairman; Ringsak, Strinden, Kelly, Torgerson, Sinner, Mahoney, Jurgensen, Walz, Urdahl.

STATE & FEDERAL GOVERNMENT—Ringsak, Chairman; Dahlund, Vice Chairman; Longmire, Forkner, Morgan, Hernet, Reichert, Tuff, Larson, Ecker.

TRANSPORTATION—Nelson, Chairman; Mutch, Vice Chairman; Baeverstad, Luick, Dahlund, Forkner, Kjos, Roen, Thompson, Weber, Larson, Kadlec, Bopp.

DELAYED BILLS—Strinden, Chairman; Kautzmann, Vice Chairman; Kelly, Urdahl, Mahoney.

EMPLOYMENT—George, Chairman; Kautzmann, Berube, Mahoney, Morgan, Robinson.

ENROLLED AND ENGROSSED BILLS—Beck, Chairman; Strinden, Vice Chairman; Robinson, Tuff, Rait.

LEGISLATIVE RESEARCH RESOLUTIONS—Longmire, Chairman; Becker, Vice Chairman; Mutch, Thompson, Reichert.

MILEAGE & PER DIEM—Mutch, Chairman; Redlin, Kadlec.

REVISION & CORRECTION OF JOURNAL—Kisse, Chairman; Beck, Urdahl.

RULES—Holand, Chairman; Longmire, Sorlie, Chesrown, Robinson, Walz, Van Horn, Lashkowitz.

## SENATE COMMITTEE ASSIGNMENT ROOMS

Appropriations .....	G-4
Education .....	G1
Finance and Taxation .....	G-2
State and Federal Government .....	Senate Conf. Room
Agriculture .....	Senate Conference Room
Industry, Business and Labor .....	G-2
Judiciary .....	G-1
Natural Resources .....	G-2
Political Subdivisions .....	204
Social Welfare and Vets Affairs.....	Senate Conf. Room
Transportation .....	G-1

---

## SENATE INDEX

### **Absentees**

Call of Senate .....	Rule 10
----------------------	---------

### **Amending**

Bills .....	Rule 49
Committee Reports .....	Rule 46
On second reading .....	Rule 50

### **Appeal from Decision of Chair**

Order and decorum .....	Rule 11
-------------------------	---------

### **Aye and Nay**

How demanded .....	Rule 23
--------------------	---------

### **Bills, Memorials and Resolutions**

Amending of .....	Rule 49
Amend or recommit on	
Second reading .....	Rule 50-53
Amendment of Title .....	Rule 51
Appropriations, referred to.....	Rule 38
Approval, as to form .....	Rule 32
Copies, number of .....	Rule 31
Delayed .....	Rule 30
Engrossment .....	Rule 52
Enrollment .....	Rule 65
Final Passage .....	Rule 55
Form of .....	Rule 31
House Bills .....	Rule 69

Introduce, who may, and when .....	Rule 28-29
Other resolutions .....	Rule 34
Printing of .....	Rule 35
Reading of .....	Rule 33 & 53
Recalling from Committee .....	Rule 45
Reconsider, notice of intention.....	Rule 61
Reconsideration, who may move.....	Rule 62
Referred, to committee .....	Rule 36
Re-referral .....	Rule 36, 38, 50
Returning of .....	Rule 9, J.R.
Refusal of House to return Bill.....	Rule 64
Second reading.....	Rule 53
Signing of .....	Rule 66
Title, reference to printing.....	Rule 37
<b>Call to Order</b> .....	Rule 1
<b>Call of Senate</b> .....	Rule 10
<b>Changing Vote</b> .....	Rule 56
<b>Clincher Motion</b> .....	Rule 63
<b>Committees</b>	
Chairman .....	Rule 70
Chairmen, meeting of .....	Rule 42
Conference .....	Rule 54 S.R.-6 J.R.
Divided Report .....	Rule 47
Hearings, notice of .....	Rule 43
Membership, limitations .....	Rule 40
Meeting place .....	Page 80
Meetings of .....	Rule 41
Minutes of .....	Rule 39
Report of .....	Rule 46
Report, divided .....	Rule 48
Select, membership of .....	Page 28
Select, report of.....	Rule 71
Standing, names of .....	Rule 39
Agriculture	
Appropriations	
Education	
Finance and Taxation	
Judiciary	
State and Federal Government	



Industry, Business and Labor	
Natural Resources	
Political Subdivisions	
Social Welfare and Veterans Affairs	
Transportation	
Standing, Procedural Committees .....	Rule 39
Delayed Bills	
Employment	
Enrolled and Engrossed Bills	
Mileage and Per Diem	
Revision and Correction of Journal	
Legislative Research Resolutions Committee	
<b>Communications, and Petitions .....</b>	<b>Rule 6</b>
Objection to printing .....	Rule 75
<b>Debate, Rule of</b>	
Limitations .....	<b>Rule 13</b>
Recognition by President .....	<b>Rule 12</b>
Interruption .....	<b>Rule 17</b>
<b>Delayed Bills.....</b>	<b>Rule 30</b>
<b>Division</b>	
President may order .....	<b>Rule 20</b>
Member may request .....	<b>Rule 23</b>
Of question .....	<b>Rule 22</b>
<b>Employees, Senate .....</b>	<b>Page 4-5</b>
<b>Executive Nominations .....</b>	<b>Rule 73</b>
<b>Executive Session .....</b>	<b>Rule 74</b>
<b>Emergency Clause .....</b>	<b>Rule 6 J.R.</b>
<b>First Reading .....</b>	<b>Rule 33</b>
<b>Final Passage .....</b>	<b>Rule 55</b>
<b>Governor, Message from .....</b>	<b>Rule 73</b>
<b>Hearings, Notice of .....</b>	<b>Rule 43</b>
<b>Joint Rules .....</b>	<b>Page 1 to 10 J.R.</b>
<b>Journal</b>	
Recording remarks .....	<b>Rule 60</b>
Reference to .....	<b>Rule 5</b>
Correction and revision .....	<b>Rule 5</b>
Printing and mailing .....	<b>Rule 10 J.R.</b>

<b>Legislative Day</b> .....	Rule 76
<b>Limitations on Debate</b> .....	Rule 13
<b>Measures, Disposition of</b> .....	Rule 44
<b>Members</b>	
Retain seats .....	Rule 68
Senate .....	Page 2-3
<b>Minutes</b>	
Of committee meeting .....	Rule 39
<b>Motions</b>	
Adjourn .....	Rule 67
Clincher .....	Rule 63
In writing .....	Rule 15
Non-debatable .....	Rule 21
Order of .....	Rule 19
Seconded and stated .....	Rule 14
Privileged .....	Rule 19
Withdrawal .....	Rule 16
<b>Order and Decorum</b> .....	Rule 11
<b>Order of Business</b> .....	Rule 4
<b>Petitions and Communications</b> .....	Rule 6
<b>President</b>	
Duties of .....	Rule 7
Vote .....	Rule 26
<b>President Pro Tem</b> .....	Rule 72
<b>Question</b>	
Aye and Nay vote .....	Rule 23
Division .....	Rule 22
Stating of .....	Rule 20
Order in which put .....	Rule 19
Vote, division demanded .....	Rule 20
<b>Quorum</b> .....	Rule 1 & 3
<b>Reading of Papers, Objection to</b> .....	Rule 75
<b>Recognition by President</b> .....	Rule 12
<b>Remarks, Recorded</b> .....	Rule 60
<b>Report</b>	
Committee .....	Rule 46
Divided Committee .....	Rule 47
Report Divided .....	Rule 48
<b>Rules</b>	
Joint .....	Page 1-10 J.R.
Of Debate .....	Rule 13

Governing .....	Rule 77
Suspension of .....	Rule 27
<b>Roll Call</b>	
How demanded .....	Rule 23
When made .....	Rule 1
Electrical voting machine .....	Rule 78
<b>Reconsideration</b>	
Clincher .....	Rule 63
Notice of Intention .....	Rule 61
Who may move .....	Rule 62
<b>Resolutions (See Bills)</b>	
<b>Secretary, duties of</b> .....	Rule 8
<b>Sergeant-at-Arms, duties of</b> .....	Rule 9
<b>Second Reading</b> .....	Rule 33 & 53
<b>Suspension of Rules</b> .....	Rule 27
<b>Two-Thirds Vote Required, When</b>	
Amendments .....	Rule 46
Clincher .....	Rule 63
Emergency .....	Rule 6, J.R.
Final Passage .....	Rule 55
Reconsideration .....	Rule 62
Second Reading .....	Rule 53
Suspension of Rules .....	Rule 27
Introduction of Bills .....	Rule 29
<b>Vote</b>	
Announcement of .....	Rule 57
Aye and Nay .....	Rule 23
By Members .....	Rule 24
By President .....	Rule 26
Excusing Member .....	Rule 25
Explanation of .....	Rule 59
Right to change .....	Rule 56
Verification of .....	Rule 58
Electrical System .....	Rule 78
Refusal to .....	Rule 25
Division .....	Rule 20, 22, 23
<b>Withdrawal</b>	
Motions .....	Rule 16

**THIRTY-NINTH LEGISLATIVE ASSEMBLY  
STATE OF NORTH DAKOTA**

**HOUSE RULES AND  
COMMITTEES**

**OFFICERS, MEMBERS AND EMPLOYEES**

**- 1965 -**

Speaker

ARTHUR LINK

Chief Clerk

DONNELL HAUGEN

Assistant Chief Clerk

RICHARD ISTA

Desk Reporter

RUTH SMITH

Sergeant-at-Arms

JOHN YUNKER

## MEMBERS of the HOUSE OF REPRESENTATIVES

Dist.	County	Names	Addresses
1.	Pembina	Albert J. Christopher	Pembina
		Fred Olafson	Gardar
2.	Pt. Ward	L. D. Christensen	Kenmare
3.	Pt. Walsh	Henry O. Lundene	Adams
		Lloyd Staven	Park River
4.	Pt. Walsh	Wilfred Collette	Grafton
		Ed Gudajtes	Minto
5.	Pt. Grand Forks	Arthur G. Bilden	Northwood
6.	Pt. Grand Forks	Ole K. Kvasager	Manvel
		Marlin T. Obie	Grand Forks
		Patrick E. Ruddy	Grand Forks
7.	Pt. Grand Forks	Richard Larsen	Grand Forks
		Kenneth Tweten	Reynolds
		George Unruh	Grand Forks
8.	Traill	Eldred N. Dornacker	Mayville
		Gilman Wastvedt	Hatton
9.	Pt. Cass	Gordon S. Aamo	Fargo
		Russell Duncan	Fargo
		Peter S. Hilleboe	Fargo
		Mrs. F. V. Froeschle	Fargo
		Jacque Stockman	Fargo
		John S. Whittlesey	Fargo
10.	Pt. Cass	Harry Bergman	Argusville
		D. J. Montplaisir	West Fargo
		J. Milton Myhre	Kindred
11.	Pt. Cass	Mrs. Anna Powers	Leonard
12.	Pt. Richland	Eldon Larson	Wahpeton
		Edward Shorma	Wahpeton
13.	Sargent	Ole Breum	Rutland
14.	Ransom	Lawrence Dick	Englevale
15.	Pt. Barnes	Ernest N. Johnson	Dazey
		Leslie C. Powers	Valley City
16.	Griggs-Steele	Gilman C. Olson	Cooperstown
		Kenneth Gronhovd	Hatton
17.	Nelson	Helmer Dahlen	Michigan
18.	Cavalier	Albert Bowles	Milton
		Frank Shablow	Langdon

Dist.	County	Names	Addresses
19.	Rolette	Oscar Solberg	Mylo
		Gerhart Wilkie	Rolla
20.	Benson	S. F. Hoffner	Esmond
		Archie Borstad	Fort Totten
21.	Ramsey	Thelmer Ivesdahl	Edmore
		Paul Stenhjem	Devils Lake
22.	Towner	Howard Vogel	Cando
23.	Stutsman	Henry Ganser	Cleveland
		Robert F. Reimers	Melville
		Reuel E. Harrison	Edmunds
		James R. Jungroth	Jamestown
24.	LaMoure	Milo Knudsen	Edgeley
		Vernon Krenz	Litchville
25.	Dickey	L. C. Mueller	Oakes
26.	Emmons	Howard F. Bier	Hazelton
		E. A. Tough	Linton
27.	Burleigh	Carl H. Boustead	Bismarck
		R. Fay Brown	Bismarck
		John Coles	Bismarck
		Theodore A. Lang	Sterling
		Vernon E. Wagner	Bismarck
28.	Bottineau	Chester Fossum	Maxbass
		L. Rosendahl	Westhope
29.	Pt. Ward	Brynhild Haugland	Minot
		Larry Erickson	Minot
		Herbert L. Meschke	Minot
		Wayne G. Sanstead	Minot
		Robert L. Schoenwald	Minot
		Gary M. Williamson	Minot
30.	Morton	Donald L. Hertz	Mandan
		William N. Gietzen	Glen Ullin
		Carl A. Meyer	Flasher
31.	Stark	Richard Elkin	Taylor
		Mike Olienyk	Belfield
		John F. Gengler	Dickinson
32.	Eddy-Foster	Dale Linderman	Carrington
		R. L. Belquist	New Rockford
33.	Wells	Bryce Streibel	Fessenden
		L. C. Loerch	Harvey

Dist. County	Names	Addresses
34. McHenry	Emil A. Anderson	Upham
	John Bruner	Drake
35. Kidder-Sherid'n	Gottlieb Frank	Kief
	A. W. Wentz	McClusky
36. McIntosh-Log'n.	Emil E. Schaffer	Gackle
	Joe Welder	Napoleon
37. Pt. Richland	Treadwell Haugen	Wyndmere
	Thomas R. Stallman	Barney
38. Pt. Barnes	Ralph M. Winge	Litchville
39. Billings- Bowman-Gold- en Valley-Slope	L. G. Bowman	Bowman
	K. Johnson	Sentinel Butte
	A. R. Miller	Beach
	Earl C. Rundle	New England
40. Burke-Divide	Sam O. Bloom	Alkabo
	M. E. (Sam) Glaspey	Lignite
41. McKenzie	Arthur A. Link	Alexander
42. Pierce	Vincent B. Rieger	Esmond
43. Renville	Richard J. Backes	Glenburn
44. Mountrail	William Erickson	Stanley
	Harold Skaar	New Town
45. Williams	Olaf Opedahl	Tioga
	Clarence Poling	Williston
	Palmer Rustan	Williston
	Walter O. Burk	Williston
46. McLean	Donald Giffey	Roseglen
	Otto Hauf	Max
47. Grant-Sioux	Albert L. Rivinius	Elgin
	Herbert Leer	New Leipzig
48. Mercer-Dunn- Oliver	J. L. Connolly	Golden Valley
	Leonard J. Davis	Killdeer
	Ralph Hickle	Center
49. Adams-Hettin'r	Theo. Hardmeyer	Mott
	Theo. Strand	Regent

## COMMITTEES

APPROPRIATIONS—A Solberg, Chairman; Anderson, Vice Chairman; Poling, Olson, Hauf, Bowles, Linderman, Gengler, Obie, Shorma, Rosendahl, Erickson (Ward), Collette, Wastvedt, Amoth, Reimers, Mueller, Tough, Wagner, Frank, Connolly, Dick.

FINANCE & TAXATION—A-1 Backes, Chairman; Shablow, Vice Chairman; Wilkie, Christensen, Lundene, Myhre, Kvasager, Ivesdahl, Harrison, Meschke, Bruner, Opedahl, Strand, Dornacker, Whittlesey, Powers (Barnes), Knudsen, Boustead, Welder, Miller, Davis.

EDUCATION COMMITTEE—A-1 Bloom, Chairman; Vogel, Vice Chairman; Skaar, Hoffner, Hertz, Gudajtes, Montplaisir, Sanstead, Leer, Hardmeyer, Haugen, Loerch, Olafson, Larsen (Grand Forks), Froeschle, Johnson (Barnes), Bier, Coles, Olienyk, Schafer, Bowman.

STATE AND FEDERAL GOVERNMENT—A-1 Belquist, Chairman; Glaspey, Vice Chairman; Gronhovd, Burke, Powers (Cass), Gietzen, Larson (Richland). Krenz, Rustan, Jungroth, Winge, Williamson, Unruh, Duncan, Brown, Haugland, Elkin, Wentz, Rundle. Hickle, Rivinius.

POLITICAL SUBDIVISION — A-1 Stallman, Chairman; Meyer, Vice Chairman; Breum, Bergman, Rieger, Erickson (Mountrail), Dahlen, Borstad, Schoenwald, Staven, Stenjhem, Ruddy, Christopher, Bilden, Hilleboe, Stockman, Ganser, Lang, Johnson (Golden Valley), Fossum, Tweten.

AGRICULTURE COMMITTEE — A-2 Wilkie, Chairman; Erickson, Vice Chairman (Mountrail); Meyer, Belquist Glaspey, Rieger, Kvasager, Larson (Richland), Harrison, Leer, Strand, Sanstead, Johnson (Barnes), Bier, Lang, Wentz, Welder, Johnson (Golden Valley), Ganser, Rundle, Rivinius.



JUDICIARY COMMITTEE—A-2 Burk, Chairman; Meschke, Vice Chairman; Skaar, Breum, Powers (Cass), Gietzen, Vogel, Borstad, Jungroth, Myhre, Gronhovd, Ivesdahl, Unruh, Froeschle, Stockman, Whittlesey, Boustead, Olienyk, Fossum, Larsen (Grand Forks), Powers (Barnes).

INDUSTRY & BUSINESS — A-2 Lundene, Chairman; Hardmeyer, Vice Chairman; Bloom, Christensen, Backes, Montplaisir, Krenz, Stenjhem, Shablow, Williamson, Loerch, Rustan, Haugen, Bilden, Dornacker, Hilleboe, Knudsen, Brown, Haugland, Miller, Davis.

TRANSPORTATION — A-2 Winge, Chairman; Bergman, Vice Chairman; Staven, Hoffner, Hertz, Schoenwald, Opedahl, Dahlen, Stallman, Ruddy, Bruner, Olafson,, Gudajtes, Christopher, Duncan, Coles, Elkin, Schaffer, Bowman, Hickie, Tweten.

LABOR COMMITTEE—B-2 Hertz, Chairman; Opedahl, Vice Chairman; Lundene, Bergman, Bowles, Erickson (Mountrail), Gengler, Kvasager, Schoenwald, Ruddy, Ivesdal, Loerch, Olafson, Unruh, Aamoth, Duncan, Powers (Barnes), Lang, Miller, Connolly, Rivinius.

GENERAL AFFAIRS COMMITTEE—B-2 Haugen, Chairman; Myhre, Vice Chairman; Burk, Anderson, Hauf, Gietzen, Rieger, Dahlen, Sanstead, Rustan, Vogel, Gudajtes, Meyer, Tweten, Froeschle, Ganser, Bier, Tough, Boustead, Wentz, Frank, Hickie.

NATURAL RESOURCES COMMITTEE—B Christensen, Chairman; Breum, Vice Chairman; Solberg, Glaspey, Linderman, Shorma, Jungroth, Meschke, Krenz, Rosendahl, Winge, Shablow, Gronhovd, Christopher, Dornacker, Dick, Reimers, Mueller, Schaffer, Bowman, Davis.

SOCIAL WELFARE COMMITTEE — B Poling, Chairman; Powers (Cass), Vice Chairman; Wilkie, Skaar, Obie, Montplaisir, Larson, Borstad, Harrison, Williamson, Bruner, Strand, Larsen (Grand Forks), Wastvedt, Stockman, Johnson (Barnes), Knudsen, Wagner, Fossum, Haugland, Elkin.

VETERAN AND MILITARY AFFAIRS Collette, Chairman; Olson, Vice Chairman; Belquist, Stallman, Bloom, Backes, Staven, Erickson (Ward), Hardmeyer, Hoffner, Stenhjem, Leer, Bilden, Hilleboe, Whittlesey, Brown, Coles, Olienyk, Welder, Johnson (Golden Valley), Rundle.

MILEAGE AND PER DIEM—Breum, Olson, Frank.

DELAYED BILLS COMMITTEE Giffey, Hoffner, Poling, Streibel, Davis.

ENROLLING AND ENGROSSING Shablow, Stenhjem, Harrison, Larsen (Grand Forks), Elkin.

REVISION AND CORRECTION OF JOURNAL Opedahl, Shorma, Vogel, Froeschle, Bowman.

RULES COMMITTEE Burk, Chairman; Giffey, Vice Chairman; Hoffner, Anderson, Solberg, Hauf, Meschke, Jungroth, Linderman, Rieger, Gietzen, Erickson (Mountrail), Hardmeyer, Aamoth, Johnson (Barnes), Brown, Fossum, Haugland, Streibel, Frank, Miller, Connolly.

EMPLOYMENT COMMITTEE Stallman, Backes, Erickson (Ward), Knudsen, Dick.

LEGISLATIVE RESEARCH RESOLUTIONS COMMITTEE Hauf, Burk, Obie, Stockman Tough.

**HOUSE EMPLOYEES**  
**Thirty-Ninth Legislative Assembly**

NAME	POSITION	HOME ADDRESS
Donnell Haugen	Chief Clerk	Roseglen
Richard Ista	Ass't. Chief Clerk	Colfax
Ruth Smith	Desk Reporter	Bismarck
Douglas Rose	Bill Clerk	Calvin
John Yunker	Sergeant-at-Arms	Fargo
Sam Luschenko	Ass't. Sgt.-at-Arms	Max
Allan Fraser	Calendar Clerk	Omeme
Elmer Strand	Supt. of Employees	Portland
Edward Trost	Bill Room Clerk	Hope
Mike Burgad	Bill Room Clerk	Bismarck
Corliss Mushik	Sec'y. to Speaker	Mandan
Pam Billigmeier	Chief Steno and Payroll Clerk	Bismarck
Mrs. F. S. Knoll	Ass't. Chief Steno	Mandan
Mavis Erickson	Stenographer	Rutland
Patricia Wright	Stenographer	Mandan
Barbara Kadlec	Stenographer	Grand Forks
Doris Thomas	Stenographer	Bismarck
Elanor Weber	House Approp. Clk.	Bismarck
Bob Larson	Chief Comm. Clerk	Minot
Veronica Schneider	Stenographer	Bismarck
Alice McKinley	Committee Clerk	Bismarck
Jean Otteson	Committee Clerk	Bismarck
Norma Dalton	Committee Clerk	Bismarck
Marilyn Rose	Committee Clerk	Bismarck
Marian Ehli	Committee Clerk	Bismarck
Mary Radloff	Stenographer	Bismarck
Jack H Formo	Enroll & Engr. Clk.	Litchville
Yvonne D. Wold	Asst. En. & Eng. Clk.	Bismarck
Donna Carufel	Chief Page	Bismarck
Marlys Fleck	Page	Bismarck
Carolyn Paulson	Page	Harvey
Mrs. Marvel Dalke	Page	Bismarck
Karen Adam	Page	Cooperstown
Enola Eck	Proofreader	Bismarck
Patricia Shannon	Proofreader	Bismarck

M. C. Tescher	.....Msgr. to Gov.	.....Sentinel Butte
Mrs. Robert Moses	..Postmistress	.....Bismarck
Mary Jayne Geiss	... Ass't. Postmistress	...Glen Ullin
Pearl Andre	.....Chart Room Clerk	.....Hope
Mrs. R. Prodzinski	..Telephone Clerk	.....Buchanan
Jane Harrison	.....Telephone Clerk	.....Bismarck
Gene LaFromboise	..Floor Clerk	.....Belcourt
Janice Wahlers	.....Floor Clerk	.....Richardton
Karen Rolfsrud	.....Floor Clerk	.....Watford City
Emery Anderson	...Doorkeeper	.....Minot
W. F. Sharp	.....Doorkeeper	.....Jamestown
Fred F. Fisher	.....Doorkeeper	.....Streeter
Dennis Schneider	...Doorkeeper	.....Bismarck
Bennie Carter	.....Night Watchman	...Rock Lake
Alice Crawford	.....Information Desk	.....Mandan
Fred Lundeby	.....Mailing Room Clerk	.....Tolna
Robert Nestoss	.....Mailing Room Clk.	...Valley City
Joel Sundquist	.....Mailing Room Clerk	...Kindred
Henry Benson	.....Mailing Room Clerk	...Flasher
A. S. Brazda	.....Mail Clerk	.....Mandan
Oluf Grunstad	.....Mail Clerk	.....Ambrose
Dennis Cook	.....Address. Mach. Opr.	..Bismarck
Orville Holand	.....Parking Lot Attend	.....Marion
Lynn Runck	.....Audio Board Opr.	.....Durbin

# House Rules

## 1. CALL TO ORDER

The regular sessions of the House shall begin at two o'clock P. M., when the Speaker shall take the chair and call the House to order. After prayer by the Chaplain, the roll of members shall be called and the names of the absentees entered upon the Journal of the House. If a quorum be present, the Speaker shall then proceed with the regular order of business.

## 2. ABSENTEES

No member or officer of the House, unless he, from illness or other cause, shall be unable to attend, shall absent himself from a session of the House, during an entire day, without first having obtained leave of absence from the Speaker, and no one shall be entitled to draw pay while absent more than one day without leave.

## 3. QUORUM

A quorum for the transaction of business shall consist of a majority of members elected to the House, but a smaller number may adjourn from day to day, and may compel the attendance of absent members.

## 4. ORDER OF BUSINESS

The order of business shall be as follows:

1. Prayer by the Chaplain.
2. Calling the Roll.
3. Reference to the Journal.
4. Presentation of petitions and communications.
5. Reports of Standing Committees.
6. Consideration of Amendments.
7. Reports of Select Committees.
8. Motions and Resolutions.
9. First reading of House Bills, memorials and resolutions.
10. Second reading of the same.

11. Consideration of messages from the Senate.
12. First reading of Senate bills, memorials and resolutions.
13. Second reading of the same.
14. Consideration of General Orders.
15. Unfinished business.
16. Signing of Bills, Resolutions and Memorials.
17. Announcements.

## 5. REFERENCE TO THE JOURNAL

The chief clerk shall each evening deliver to the printer, having the contract for printing the legislative journals a complete copy of the House Journal. Printed copies of the same in number, style, and on such grade of paper as may be determined by the joint printing committees of the House and Senate, shall be delivered before 9:00 a.m., of the following calendar day to the chief clerk, who shall cause a copy of the same to be placed immediately on the desk of each member. The committee on revision and correction of the journal shall before the beginning of the next legislative day, carefully examine and review the same. Any mistake therein shall be noted by the committee and reported to the House for action. An additional two hundred copies of the corrected daily journal shall be printed and upon termination of the legislative session these two hundred copies of the daily journal shall be assembled into two hundred sets to serve as the permanent journals. Twenty-five sets of the permanent journals shall be bound and sewed with hard covers, two sets of which shall be deposited and filed with the secretary of state, who shall preserve the same and attach his certificate thereto showing the date of delivery to him and attesting that such copies are identical and official journals as delivered to him. The secretary of state shall forward one of these twenty-five sets of the permanent journals to the supreme court library, law school library at the University of North Dakota, attorney general, legislative research committee, and each of the district judges. The remaining sets of the journal shall be distributed by the secretary of state as prescribed jointly by the House and Senate printing

committees, except that one set of the journal shall be sent to members of the legislative assembly, and to public officials upon their request if in the discretion of the secretary of state the public official needs such journal to carry on the functions of his office.

## 6. PRESENTATION OF PETITIONS AND COMMUNICATIONS

Petitions and communications addressed to the House or to the Speaker, shall be presented by the Speaker, but their content shall not be included in the journal except by vote of the House.

## 7. DUTIES OF SPEAKER

- a. The Speaker shall preside over the House, and be charged with all the powers and duties pertaining to such presiding office.
- b. He shall preserve order and decorum, and in case of disorderly conduct or disturbance in the galleries or the corridors, he or the chairman of the committee of the whole may order the same to be cleared.
- c. He shall appoint all House committees, except when otherwise provided by vote of the House.
- d. He shall sign all acts, addresses, resolutions, memorials, writs, warrants and subpoenas of, or issued by order of the House and all vouchers for the payment of money out of the Legislative expense fund of the House.
- e. He shall have general supervision over all House employees.

## 8. DUTIES OF CHIEF CLERK

The chief clerk of the House shall:

- a. Keep correct journals of the proceedings of the House.
- b. Have the custody of all records, accounts and other papers committed to him.
- c. Prepare a bulletin board upon which shall be posted a list of committee meetings and any other announcements or notices.

- d. Neither the chief clerk nor his assistants shall permit any records or papers belonging to the House to be taken out of their custody otherwise than in the regular course of business. The chief clerk shall report all missing bills, resolutions and papers to the Speaker; he shall have general supervision of all clerical duties appertaining to the business of the House, shall perform under the direction of the Speaker all duties pertaining to the office, and shall also keep a book showing the situation and progress of all the bills, memorials and joint resolutions, including a complete record of all actions taken thereon and shall prepare, have printed and distributed to the members a daily calendar detailing the action had and pending on all measures.
- e. At the close of each session, he shall deposit for safekeeping in the office of the Secretary of State, all books, bills, documents, resolutions and papers in the possession of the House, correctly labeled, folded and classified. The journal need not be deposited until it is completed fully and is indexed; and
- f. Perform such other duties as shall be assigned him by the House.
- g. Make available identification badges for all members of the House and employees thereof as soon as such persons have been determined.

## 9. DUTIES OF SERGEANT-AT-ARMS

The sergeant-at-arms of the House, under the direction of the presiding officer, shall be the executive officer of the body for the enforcement of all rules adopted by the House for the regulation of the House. The House floor shall be at all times under his immediate supervision, and he shall see that the various subordinate officers perform the duties to which they are especially assigned and perform all other services and duties pertaining to his office and as directed by the Speaker of the House.



## 10. CALL OF HOUSE

Thirty-six members of the House may order a call of the House and cause absent members to be sent for, but a call must not be made while a vote is being taken. The call being moved, the Speaker shall require those desiring the call to rise, and if thirty-six or more members shall rise, the call shall be ordered. The call being ordered, the Sergeant-at-Arms shall close the door and allow no members to leave the room. The clerk shall then call the roll and furnish the Sergeant-At-Arms with a list of those members absent without leave, and that officer must proceed forthwith to find and bring in such absentees. While the House is under call, no business can be transacted except to receive and act upon the report of the Sergeant-At-Arms and no motion is in order except a motion to suspend further proceedings under the call, and said motion shall not be adopted unless a majority of all members-elect vote in favor thereof. Upon a report of the Sergeant-At-Arms, showing that all members who were absent without leave, naming them, are present, the call shall be at an end, and the door shall be opened, and the House shall proceed with the business pending at the time the call was made.

## 11. ORDER AND DECORUM

The Speaker shall preserve order and decorum and decide all questions of order subject to an appeal to the House. When the Speaker is putting the question, no member shall walk out, or across the House, nor when a member is speaking, shall any person entertain any private discourse, or pass between the person speaking and the chair. A member called to order must immediately sit down unless permitted to explain, and the House, if appealed to, must decide the case. If there be no appeal, the decision of the chair shall stand. On appeal no member shall speak more than once without leave of the House, when a member is called to order for offensive language there shall be no debate.

## 12. RECOGNITION BY THE SPEAKER

Every member, previous to his speaking, shall rise

from his seat and respectfully address the Speaker as such, and remain standing in his place before proceeding to speak, until he is recognized by the chair. When two or more members rise at the same time to speak, the Speaker must designate the member who is to speak, but in all cases the member who shall rise first and address the chair shall be first recognized.

### 13. RULES OF DEBATE

No members shall speak more than twice on the same subject without leave of the House, nor more than once until every member choosing to speak on the subject pending shall have spoken, nor shall any member occupy more than ten minutes at the first time, nor more than five minutes at the second time, without unanimous consent of the House; provided that this rule shall not apply to majority and minority floor leaders and the chairman of the committee in charge of the bill.

### 14. MOTION TO BE SECONDED AND STATED

No motion shall be debated or put unless the same be seconded. It must then be stated by the Speaker before the debate.

### 15. MOTIONS IN WRITING

All motions except to adjourn, postpone, or commit shall be reduced to writing and read at length if required by any member of the House.

### 16. MOTION MAY BE WITHDRAWN

After the motion has been stated by the Speaker, it shall be deemed to be in possession of the House, but may be withdrawn at any time before amendment or decision, but all motions, resolutions or amendments must be entered on the Journal, whether rejected or adopted, together with the name of the member moving the same .

### 17. INTERRUPTION

No member shall interrupt another member who is speaking in debate, except on question of privilege.

## 18. ORDER OF MOTION

When a question is under debate no motion shall be received except to fix the time to which to adjourn; to adjourn; to lay on the table; to move the previous questions; to move to postpone to a day certain; to commit, amend, or place in general orders; to postpone indefinitely—which several motions shall have precedence in the order in which they are named. No motion to postpone to a day certain, to commit, or place in general orders, having been decided shall be entertained again on the same day and at the same stage of the bill or proposition.

## 19. ORDER IN WHICH QUESTION PUT

All questions, whether in committee or in the House, shall be put in the order in which they are moved, except in the case of privileged questions. In filling blanks the largest sum and the longest time shall be put first.

## 20. STATING OF QUESTION AND DIVISION

Questions shall be put in substantially the following form: "As many as are in favor of (as the case may be), say Aye"; and after the affirmative voice is expressed, "As many as are opposed, say no." If the Speaker is in doubt or a decision be called for, the House shall divide; those in the affirmative of the question shall rise from their seats, and afterwards those in the negative.

## 21. NON-DEBATABLE MOTIONS

The following motions are not debatable:

Adjournment.

Fix the time of adjournment.

Order of the day.

Objections to considering questions.

Reading of papers.

Withdrawal of Motion.

Suspension of the rules.

To lay on the table.

Previous question.

## 22. PREVIOUS QUESTION

The previous question shall be put in this form: "Shall the main question be now put?" It shall be admitted only when demanded by two-thirds of the members present, and its effect shall be to put an end to all debate, and bring the House to a direct vote upon the amendments reported by a committee, if any, upon the pending amendments and then upon the main question. On a motion for the previous question, and prior to the seconding of the same, a call of the House shall be in order, but after a two-thirds shall have seconded such motions, no call shall be in order prior to decision of the main question. When the previous question is decided in the negative it shall leave the main question under debate for the remainder of the sitting unless disposed of in some other manner. All incidental questions of order arising after motion is made for the previous question, during the pendency of such motion, or after the House shall have determined that the main question shall be now put, shall be decided, whether on appeal or otherwise, without debate.

## 23. DIVISION OF QUESTION

If a question before the House contains more than one proposition, any member may have the same divided.

## 24. AYE OR NAY VOTE

The ayes and naves shall not be ordered unless demanded by one-sixth of the members present except on the final passage of bills, joint resolutions and concurrent resolutions to amend the constitution, in which case ayes and naves shall be had without demand. No member or any person shall remain by the clerk's desk when ayes and naves are being called.

## 25. VOTE BY MEMBERS

Every member who is present, before the vote is declared from the chair, must vote for or against the

question before the House, unless the House excuse him; provided, however, that any member who has a personal or private interest in any measure or bill shall disclose the fact to the House and shall not vote thereon without the consent of the House.

## 26. PROCEDURE IN EXCUSING MEMBER FROM VOTING

When a member declines to vote on a call of his name, he shall be required to assign his reason therefore; and having assigned them, the Speaker shall submit the question to the House, "Shall the member, for the reason assigned by him, be excused from voting?" which shall be decided without debate. And these proceedings shall be had after the vote has been taken and before the chair has announced the vote, and further proceedings in reference thereto shall be after such announcement.

## 27. VOTE BY SPEAKER

The Speaker shall vote on all questions taken by ayes and nays (except on appeals from the Speaker's decision) and in all elections or decisions called for by any member.

## 28. SUSPENSION OF RULES

No standing rule or order of the House shall be reconsidered or suspended except by a vote of two-thirds of the members-elect, and no motion to suspend the rules and pass a bill shall be entertained except by unanimous consent, unless the bill has first been printed and considered by a committee, nor shall any standing rule or order requiring unanimous consent be reconsidered or suspended without unanimous consent.

### *BILLS, MEMORIALS AND RESOLUTIONS*

## 29. WHO MAY INTRODUCE

Any bill, memorial or resolution which conforms to statutory requirements and the rules herein set forth, within the time prescribed, may be introduced by any

member, standing committee or the Legislative Research Committee by filing the same with the Clerk of the House who shall number or letter consecutively each bill or resolution.

### **30. WHEN INTRODUCED**

No bill shall be introduced after the twentieth day, nor shall any resolution be introduced after the thirty-fifth day, except upon the approval of a majority of the Committee on Delayed Bills or upon two-thirds vote of the House.

### **31. DELAYED BILLS, RESOLUTIONS AND MEMORIALS**

The committee on the introduction of delayed bills shall receive from the chief clerk all bills, resolutions, and memorials offered for introduction after the time for introduction as heretofore limited, and shall, on the same or the next legislative day after receiving such bills, resolutions, and memorials report to the House its conclusion whether the introduction thereof should be allowed and if a majority of such committee is in favor of the introduction thereof the bills, resolutions, and memorials shall be thereupon deemed duly introduced. All such bills, resolutions and memorials shall bear the name or names of the original sponsors.

### **32. FORMS OF BILLS, NUMBER OF COPIES**

Every bill, memorial or resolution, shall be in typewritten form and nine copies thereof shall be filed with the Chief Clerk of the House. Each such bill, memorial or resolution shall have endorsed thereon its title and the name of the member or committee introducing the same. The enacting clause shall be as follows: "Be it enacted by the Legislative Assembly of the State of North Dakota". No bill shall embrace more than one subject, which shall be expressed in its title. If the bill amends a present statute, the portion thereof constituting the amendment or amendments shall be underscored. In all bills which contain both sections amending existing

statutes and sections which are new law, the portion containing new law shall be underscored. Any matter contained in the present statute but deleted in the proposed amended statute shall be contained in the typewritten bill but shall be set off from the remainder of the text by two or more parentheses at the beginning and end of such deleted matter. Where Legislative Research Committee sponsored bills do not use the above device of parentheses and underscoring, such bills must be accompanied by appropriate explanatory notations outlining the changes to be effected. The bills and resolutions to be introduced in either house of the Legislative Assembly shall be in such form and style as the Legislative Research Committee shall prescribe. One of such copies shall be delivered to the Chairman of the Committee to which the measure is referred, one shall be delivered to the Chairman of the Committee on enrollment and engrossment, one copy shall be delivered to the Legislative Research Committee for the purpose of checking the style and form and one shall remain in the custody of the Chief Clerk until otherwise directed by the House, one shall be delivered to the printer having the contract for printing of bills, one shall be delivered to the printer having the contract for printing the House Journals for use in setting of bill title and three copies shall be available for newspaper representatives.

### **33. APPROVAL OF BILLS AS TO FORM**

The Chief Clerk shall ascertain whether a bill or joint resolution conforms to the requirements of law and these rules, as to form, and place his approval as to form thereon before it can be first read. For this purpose the Chief Clerk may avail himself of such services as may be provided by the Legislative Research Committee or by the House.

### **34. READING OF BILLS**

Every bill, resolution or memorial requiring the approval of the Governor, or a change in the Constitution of the State of North Dakota, shall be read two separate times, but the first reading and second reading may not

be upon the same day; and the first reading may be by title of the bill only; unless upon such first reading a reading at length is demanded. The second reading shall be at length.

### 35. CONSIDERATION OF OTHER RESOLUTIONS

Every resolution other than those referred to in the preceding rule shall be read once and referred by the Speaker to an appropriate standing committee or upon motion to a select committee, unless otherwise ordered by vote of the House.

### 36. PRINTING OF BILLS

All bills, resolutions or memorials requiring the approval of the Governor or a change in the Constitution of the State of North Dakota, after the first reading, shall be printed unless otherwise ordered by the House.

### 37. REFERENCE TO BILLS

After the first and second reading, all references to House and Senate bills shall be made by number only.

### 38. BILLS REFERRED

Upon the first reading of a bill or joint resolution, the Speaker shall refer it to its appropriate committee, unless the House upon motion decides to refer the same to a select or other standing committee, or to the committee of the whole House; if the committee of the whole House, then it shall come up for consideration under the general order of the next day, unless otherwise ordered by the House.

Upon the first reading of any resolution asking for study of any matter by the Legislative Research Committee the speaker shall refer such resolution to the appropriate committee, which committee shall return such resolution to the House with their recommendations; if favorable, the resolution shall, upon the approval of the House, be re-referred to the Legislative Research Resolutions Committee unless otherwise ordered by the House.

### 39. BILLS TO COMMITTEE ON APPROPRIATION

All bills or resolutions carrying an appropriation of \$500 or more shall be referred or re-referred to and



acted upon by the Committee on Appropriations before final action by the House thereon, unless otherwise ordered by a majority vote of the members present.

#### 40. STANDING COMMITTEES

Standing committees, classified in accordance with the usual amount of work and concerned with matters in the fields as indicated, shall be appointed as follows:

##### **GROUP A**

1. *Agriculture A-2*  
Agriculture; Livestock; Drainage and Irrigation; Warehouse and Grain Grading.
2. *Appropriations A*  
All bills calling for appropriations in excess of five hundred dollars.
3. *Education A-1*  
Public Schools, Libraries and Institutions of Higher Learning.
4. *Finance and Taxation A-1*  
Public Debt; Taxes and Tax Laws.
5. *Industry and Business A-2*  
Banks and Banking; Corporations; Insurance; Matters pertaining to private business and industry.
6. *Judiciary A-2*  
Elections and Election Privileges; Judiciary
7. *Political Subdivisions A-1*  
Cities and Villages; Counties; Townships; Park Districts; Apportionment
8. *State and Federal Government A-1*  
State and Federal Affairs; Board of Administration and Industrial Commission and institutions under their supervision; State Historical Society and State Parks; Immigration and Statistics.
9. *Transportation A-2*  
Highways and Bridges; Railroads; Motor Vehicles; Airlines and Airports.

##### **GROUP B**

10. *General Affairs B*  
Ways and Means; Public Printing; Trades and Professions; Sports and Amusements; Matters not otherwise specified.
11. *Labor Relations B*  
Workmens Compensation; Unemployment Compensation; Labor Laws and kindred subjects.
12. *Natural Resources B*  
Game and Fish; Public Lands; Mines and Mining; Gas and Oil; Forestry.
13. *Social Welfare B*  
Public Welfare; Public Health; Public Safety; Temperance.
14. *Veterans and Military Affairs B*  
National Guard and Militia; Adjutant General; Veteran's Matters; Soldiers Home; Civil Defense; and related Military Matters.  
Committees in Groups A and B are to consist of not more than twenty-two nor less than twenty-one members each, that the appropriations committee shall meet on Monday, Tuesday, Wednesday and Thursday; that such committees as are numbered A-1 shall meet on Monday and Tuesday; such committees as are numbered A-2 shall meet on Wednesday and Thursday, and all B committees shall meet on Friday of each week.

### **GROUP C (PROCEDURAL COMMITTEES)**

15. *Delayed Bills*, to consist of five members.
16. *Employment*, to consist of five members.
17. *Enrolled and Engrossed Bills*, to consist of five members.
18. *Mileage and Per Diem*, to consist of three members.
19. *Revision and Correction of Journal*, to consist of five members.
20. *Rules*, to consist of twenty-two members.
21. *Legislative Research Resolutions Committee*, to consist of five members, one of whom may be a member of the Legislative Research Committee.

In all cases a majority of the committee shall constitute a quorum. The Committee Chairman or such person who is duly appointed to act as Chairman shall insure that minutes of each Committee meeting be kept. Such minutes shall include the names of all Committee members present; the bills or resolutions discussed by number, and a short phrase explaining what such bill or resolution relates to; the names of all persons and their addresses who appear in relation to any certain bill or resolution. The minutes shall also include a record of recommended amendments to bills and resolutions, and the total aye and nay vote of the Committee on all bills and resolutions referred out of the Committee. Upon final adjournment of the Legislative Session the minutes of all Committee meetings shall be delivered to the Legislative Research Committee and retained by such Committee for a period of thirty days following such adjournment.

#### **41. LIMITATIONS ON COMMITTEE MEMBERSHIP**

A member of the Committee on Appropriations shall not be appointed to any other committee in Group A. No other member shall have more than two appointments to the remaining committees in Group A. No member shall be appointed to serve on more than four standing committees.

The Minority and Majority floor leaders shall be permitted to participate in all A and B Committees but shall not be permitted to vote therein unless they are duly appointed members of said committee.

#### **42. MEETINGS OF COMMITTEES**

Four week days shall be reserved for meetings of Group A Committees, and two week days for Group B Committees. Group C Committees shall meet as necessity may require.

#### **43. MEETINGS OF CHAIRMEN**

There shall be a meeting of committee chairmen of

Groups A and B and the Speaker each week on *Thursday subject to the call of the chairman*, or at such other time as the majority of chairmen may agree. They shall select their own chairman. At such meeting they shall arrange the schedule of committee hearings to the end of the following week, and so far as possible the bills to be considered at such hearing.

#### 44. NOTICE OF HEARINGS

On or before two P.M. on Friday of each week each chairman shall deliver to the Chief Clerk four copies of a notice of the time and place of the meetings of his committee for the following week, including a list of the bills, memorials and resolutions to be considered. This rule, however, shall not prevent a change in such schedule as to time, place, or bill, if circumstances may so require. The decision of the chairman in this regard shall be final. The clerk shall read said notices to the House and post the same on the bulletin board. Three copies shall be given to the press.

#### 45. DISPOSITION OF MEASURES

Every bill, or resolution referred to a committee, except appropriation bills must be returned to the House with the committee report thereon, not later than the tenth day after it is referred, or twenty days after the session commences, whichever is later unless upon application of the committee, an extension of time is granted within which to consider it. In case the same is not reported as required by this rule and such time is not extended, it shall automatically go on the calendar of bills without recommendation. The same rule shall apply to House bills not reported back by the forty-first and Senate bills not reported back by the fifty-seventh day.

#### 46. RECALLING BILL FROM COMMITTEE

The chairman of any committee to whom a bill or resolution has been referred shall, if so ordered, by a vote of the majority of the House present, report such bill or resolution back to the House forthwith.

#### 47. REPORT OF COMMITTEES

The report of a committee shall be for passage, for indefinite postponement, for amendment or without recommendation. If for amendment, the proposed amendment shall be fully set forth in the report. If such report is adopted, the bill shall thereupon go on the calendar for the next legislative day for action of the House as to amendment under the Sixth Order of Business, when the House, by a majority vote of the members present may adopt or reject such amendments or may commit the bill to the committee of the whole. No action shall be taken upon amendments until a full mimeographed or printed copy of the report is in the hands of the members. Upon receiving the report, the Chief Clerk shall cause copies thereof to be made and placed on the desk of each member. Provided, however, that upon a two-thirds vote this rule may be suspended, and the amendment acted on immediately after the report of the committee.

If a report or motion recommending a bill for passage without amendment is adopted, the bill shall go on the calendar for the next legislative day for second reading and final passage.

If a report or motion for indefinite postponement is adopted, it shall have the effect of entirely removing the bill or resolution from before the House for that session, unless revived by a motion to reconsider. The passage of a motion for the adoption of a report recommending amendments has the effect of adopting the report but not the amendments.

#### 48. DIVIDED COMMITTEE REPORT

In case all the members of any committee, including a conference committee, required or entitled to report on any subject referred to them, cannot agree upon any report, the majority and minority may each make a special report, and any member dissenting, in whole or in part, from the reasoning and conclusions of both the majority and minority may also present to the House a statement of his reasonings and conclusions; and all reports, if decorous in language, and respectful to the House shall be entered at length in the Journal.

#### 49. REPORT DIVIDED

Whenever the report of any committee contains several modifications or amendments, any member may have the same divided, and the question of their adoption taken separately upon each modification or amendment.

#### 50. AMENDING AMENDED BILLS

No bill shall be revised or amended, nor the provisions thereof extended or incorporated in any other bill by reference to its title only, but so much thereof as is revised, amended, or extended or so incorporated, shall be reenacted and published at length. No bill shall be so altered and amended as to change its original purpose.

#### 51. AMENDMENT ON SECOND READING

No amendment shall be received on the second reading, except to fill blanks or to amend the title, without unanimous consent of the House, but all bills and resolutions may be committed at any time previous to their passage.

#### 52. AMENDMENTS TO TITLE

The title to any bill may be amended at any time during its pendency in the House.

#### 53. ENGROSSMENT

All House bills amended in committee or in general orders shall be properly engrossed before their second reading and final passage. The committee on engrossment shall examine all bills after they are engrossed, and report the same to the House correctly engrossed, which report must be approved before their second reading; said committee may report at any time.

#### 54. SECOND READING

No bill, resolution or memorial requiring the approval of the Governor or a change in the Constitution of the State of North Dakota shall be committed or amended until it shall have been read; nor shall any such bill, resolution, or memorial have its second reading and be put upon its final passage until at least one day after

the same has been reported to the House by the Committee to which the same has been referred, provided that any such bill, resolution, or memorial may have its second reading and be put upon its final passage on the day it was reported back when so ordered by two-thirds of the members of the House present.

#### 55. CONFERENCE COMMITTEE REPORTS, EXCEPTION TO HOUSE RULES 47 AND 54

On the sixtieth day only, the provisions of House Rules 47 and 54 shall not prohibit the adoption of a conference committee report together with any amendments therein recommended nor the placing of any bill or resolution affected by such conference committee report on the calendar for final action on the same day the conference committee report is received by majority vote, nor shall the requirement of placing a full mimeographed or printed copy of a committee report in the hands of all members apply to conference committee reports, or amendments, bills, or resolutions affected by the conference committee report.

#### 56. FINAL PASSAGE

No bill shall become a law except by a vote of the majority of the members-elect of each House, nor unless on its final passage the vote be taken by ayes and nays and the names of those voting be entered in the Journal; provided, however, that no measure enacted or approved by a vote of the electors shall be repealed or amended by the legislature, except by a two-thirds vote upon roll call of all members elected to each House.

#### 57. RIGHT TO CHANGE VOTE

A member shall have the right to change his vote before the Speaker has announced that the vote is closed but not thereafter.

#### 58. ANNOUNCEMENT OF VOTE

The Chief Clerk shall tabulate the vote which shall be announced by the Speaker, who shall also declare whether the bill has passed, whether the title is agreed to and whether the emergency clause, if any, has carried.

59. VERIFICATION OF VOTE

When the vote has been so announced any member may immediately require that the vote be verified.

60. EXPLANATION OF VOTE

Immediately following the announcement of the vote by the Speaker, but not before, any member may explain his vote and have his remarks recorded in the Journal.

61. RECORDING REMARKS IN JOURNAL

When a member desires to have his remarks, other than those in explanation of his vote recorded in the Journal, he shall inform the Desk Reporter before speaking.

62. NOTICE OF INTENTION TO RECONSIDER

Except on the forty-fifth and sixtieth days of the session, when notice or intention to move the reconsideration of any bill or joint resolution shall be given by a member, the clerk of the House shall retain the said bill or joint resolution until the end of the next legislative day, excluding Sundays, unless the same has previously been disposed of. When a member, in explaining his vote, states to the House that his vote is for the purpose of reconsideration, such statement shall be deemed to be notice of such intention.

63. WHO MAY MOVE RECONSIDERATION

Any member who votes on the majority side of a question, or who did not vote on the question, may move a reconsideration of the same, which motion shall be decided by a majority vote. In case of a bill, joint resolution, or amendment to the Constitution, such motion, if made after the end of the next legislative day, shall require a two-thirds vote. No such action may be taken unless the measure is in possession of the House.

64. CLINCHER MOTION

A motion that any action taken by the House be reconsidered and that the motion to reconsider be laid upon the table, if carried, shall have the effect of preventing reconsideration except upon a two-thirds vote.



## 65. REFUSAL OF SENATE TO RETURN BILL

Upon a majority vote of the House, the Speaker shall refuse to sign any bill which may have passed the House and which the Senate shall have refused to return for further consideration on being properly requested to do so.

## 66. ENROLLMENT

The committee on enrollment shall examine all House bills, and when reported correctly enrolled, with matter within brackets as provided by Chapter 266, 1945 Session Laws deleted, and such report is adopted they shall be presented to the presiding officers of the House and Senate for their signatures, and when so signed, presented to the Governor for his approval; said committee may report at any time.

## 67. SIGNING OF BILLS

The Speaker shall in the presence of the House, sign all bills and joint resolutions passed by both Houses. Immediately before such signing the title shall be publicly read, and the fact of signing shall be at once announced and entered in the Journal.

## COMMITTEE OF THE WHOLE

### 68. MEMBER TO PRESIDE

In forming a committee of the whole House, the Speaker shall appoint a chairman to preside.

### 69. ORDER OF BUSINESS

When the House has arrived at the consideration of general orders and there are any bills which have been referred to the Committee of the Whole, it shall go into the Committee of the Whole and no other business shall be in order until the Committee arises.

### 70. HOUSE RULES PERTAIN, EXCEPTIONS

The rules of the House shall be observed in Committee of the Whole House so far as may be applicable except that the ayes and nays shall not be recorded, the previous question enforced, nor the time of speaking limited.

## 71. PROCEDURE

Bills committed to the Committee of the Whole House shall be read, be opened to amendment, and debated by sections, unless otherwise ordered, leaving the title to be last considered; all amendments and recommendations shall be noted in writing and reported to the House and signed by the chairman, which shall be received and acted upon by the House as are other committee reports.

## 72. MOTION TO RISE

A motion that the committee rise shall always be in order and shall be decided without debate.

## MISCELLANEOUS RULES

### 73. MOTION TO ADJOURN

A motion to adjourn shall always be in order, except when a member is addressing the chair or a vote is being taken.

### 74. MEMBERS RETAIN SEATS

When the House adjourns the members shall keep their seats until the speaker announces the adjournment.

### 75. PROCEDURE ON SENATE BILLS

A similar mode of procedure shall be observed with bills which have originated in and passed the Senate as with bills which have originated in the House except that they shall not be printed nor engrossed nor enrolled.

### 76. COMMITTEE CHAIRMEN

On all committees the first named member shall be the chairman, and, in his absence or being excused by the House, the next member named, and so on as often as the case shall happen, shall act as chairman.

### 77. REPORT OF SELECT COMMITTEES

Select Committees to whom reference has been made, in all cases, shall report a state of facts and their opinions to the House.

### 78. COURTESY OF THE HOUSE

No person shall be admitted to the floor of the House

except State Officers; Judges of the Supreme Court and District Courts; present and former members of Congress; present and former members of the Legislative Assembly; present officers and officials; all employees of both Houses of the Legislative Assembly; members of the Constitutional Convention, reporters for newspapers, and any other person granted admission by the Speaker. The floor of the House is hereby defined as all of the first floor of the House Chamber including the corridor along the outer wall thereof.

**79. MEMBER TO PRESIDE IN PLACE OF SPEAKER**

The Speaker may leave the chair and appoint a member to preside, but not for a longer time than one day, except by leave of the House.

**80. SELECTION OF SEATS**

Former Speakers of the House and the Majority and Minority floor leader are to have first choice of seats. Members of the House who have served for three or more terms shall pick their seats in order of seniority. Other members shall choose their seats by lot. The selection by former Speakers, Floor Leaders and Senior members shall include their entire delegations. The chief clerk of the previous session shall determine seniority of the districts and provide a grouping of them by number in accordance with seniority, prior to the convening of the session.

**81. U. S. HOUSE OF REPRESENTATIVES RULES**

The rules of parliamentary practice adopted by the House of Representatives of the United States shall govern the House in all cases to which they are applicable, and in which they are not inconsistent with the standing rules of the House, and the joint rules and orders of the Senate and House of Representatives.

**82. ELECTRICAL VOTING SYSTEM**

Unless otherwise ordered, any vote except upon elections may be taken by means of the Electrical Voting System, which shall be under the control of the Speaker of the House.

**83. OBJECTION TO READING OF PAPERS**

When the reading of a paper is called for and the same is objected to by any member, it shall be determined by the House without debate.

**84. LEGISLATIVE DAY**

No Legislative day shall be shorter than the natural day.

**85. COMMITTEE CHAIRMAN**

The Chairman of a Standing Committee must be notified by any person who intends to make use of a tape recorder or electronic recording device during the course of the Committee hearing. The Committee Chairman shall then notify the members and witnesses that such device is being used.

---

**COMMITTEE ROOMS**

**GROUP A**

Appropriations .....G-5-6

**GROUP A-1**

Education .....Blue Room

Finance and Taxation .....G-3

Political Subdivisions .....East Balcony

State and Federal Government .....West Balcony

**GROUP A-2**

Agriculture .....West Balcony

Industry and Business .....Blue Room

Judiciary .....East Balcony

Transportation .....G-3

## GROUP B

General Affairs .....	East Balcony
Labor Relations .....	West Balcony
Natural Resources .....	Blue Room
Social Welfare .....	G-3
Veterans and Military Affairs .....	Sen. 205

## HOUSE INDEX

BILLS, MEMORIALS, AND RESOLUTIONS .....	18-30
Amendment on second reading .....	27
Amending Amended Bills .....	27
Amendment to title .....	27
Announcement of vote .....	28
Approval of bills as to form .....	20
Bills Referred .....	21
Bills to committee on appropriations .....	21
Clincher motion .....	29
Committees, standing classified .....	23-24
Consideration of other resolutions .....	21
Delayed bills .....	19
Disposition of measures .....	25
Divided committee report .....	26
Engrossment .....	27
Enrollment .....	30
Explanation of vote .....	28
Final passage .....	28
Form of bills, number of copies .....	19-20
Limitations on committee membership .....	24
Meetings of chairmen .....	24-25
Meetings of committees .....	24
Notice of hearings .....	25
Notice of intention to reconsider .....	29
Printing of bills—See Rule 32 .....	18-19
Reading of bills .....	20-21
Recalling bill from committee .....	25
Recording remarks in journal .....	29
Reference to bills .....	21
Refusal of Senate to return bills .....	30
Report divided .....	27
Report of committees .....	26
Right to change vote .....	28
Second reading .....	27-28

Signing of bills .....	30
Standing committees .....	23-24
Verification of vote .....	29
When introduced .....	19
Who may introduce .....	19
Who may move reconsideration .....	29
COMMITTEE APPOINTMENTS .....	5-6-7
COMMITTEE OF THE WHOLE .....	30
COMMITTEE ROOMS .....	33
HOUSE EMPLOYEES .....	8-9
HOUSE MEMBERSHIP .....	2-3-4
HOUSE RULES .....	10
Absentees .....	10
Aye or nay vote .....	17
Call of House .....	13
Call to order .....	10
Division of question .....	17
Duties of chief clerk .....	13
Duties of Sergeant at Arms .....	13
Duties of Speaker .....	12
Interruption .....	15
Motions in writing .....	15
Motion may be withdrawn .....	15
Motion to be seconded and stated .....	15
Non-debatable motions .....	16
Order and decorum .....	14
Order in which question put .....	16
Order of business .....	10-11
Order of motion .....	16
Presentation of petition and communications .....	11
Previous question .....	17
Procedure in excusing member from voting .....	18
Quorum .....	10
Recognition by speaker .....	14
Reference to the journal .....	11
Rules of debate .....	15
Stating a question and division .....	16
Suspension of rule .....	18
Vote by members .....	18
Vote by speaker .....	18
MISCELLANEOUS RULES .....	31

Courtesy of the House .....	31
Committee chairmen .....	31
Electrical voting system .....	32
Legislative day .....	33
Member to preside in place of speaker.....	32
Members retain seats .....	31
Motion to adjourn .....	31
Objection to reading of paper .....	33
Procedure on Senate bills .....	31
Report of select committees .....	31
Selection of seats .....	32
U. S. House of Representatives Rules .....	32

## **JOINT RULES**

### **1. TRANSMITTING OF PAPERS**

Each house shall transmit to the other all papers on which any bill or resolution shall be founded, for which receipt shall be given and preserved.

### **2. REPRINTING OF AMENDED BILLS**

Whenever any bill or resolution has been amended and passed by the first house, it shall not be reprinted as amended on different colored paper unless otherwise ordered by the house in which it originates.

### **3. NOTICE OF REJECTION OF BILLS**

When a bill or resolution which shall have passed in one House is rejected in the other, notice thereof shall be given to the House in which the same may have passed.

### **4. MESSAGES**

Messages from one House to the other shall be communicated by the Secretary of the Senate and Clerk of the House of Representatives, unless the House transmitting the messages shall especially direct otherwise.

### **5. AMENDMENTS**

It shall be in the power of either House to amend any amendment made by the other to any bill or resolution.

### **6. CONFERENCE COMMITTEES**

In every case of a difference between the two Houses upon any subject of legislation, if either House shall request a conference and appoint a committee for that purpose, the other House shall also appoint a committee, such committee shall meet at such hour and place as shall be agreed on by the chairman; and state to each other, verbally, or in writing, as either may choose, the reasons of their respective Houses, and confer freely thereon; and they shall be authorized to report to their respective Houses such modifications as they think advisable.

### **7. RECEDING BEFORE CONFERENCE**

It shall be in order for either House to recede from any subject matter of difference existing between the two Houses at any time previous to a conference whether the papers on which difference has arisen are before the House receding formally or informally, and a majority



shall govern, except in case where two-thirds are required by the Constitution, and the question having been put and lost, shall not be again put the same day, and the consideration thereof in other respects shall be regulated by the rules of the respective Houses.

#### 8. LIMITATION OF MESSAGING BILLS

Whenever a time shall have been previously fixed for an adjournment of the Legislature before the constitutional limitation thereof no bill that shall have passed one House shall be sent for concurrence to the other on either of the last four days of the session, and in case no such time for adjournment is fixed, other than the constitutional limitation, no bill that shall have passed one House shall be sent to the other for concurrence after the forty-third of the session except bills introduced after the first twenty days of the session by the Committee on Delayed Bills or introduced with the concurrence of two-thirds or more of the members of the House of introduction.

#### 9. RETURNING OF BILLS

Either House, upon majority vote, shall return any bill or resolution called for by resolution of the other House, if the bill or resolution is yet in possession of the House called upon, and no action thereon has been had. In case action has been had, then it shall require a two-thirds vote of the House asked to return a bill or resolution called for.

#### 10. PRINTING AND MAILING OF JOURNAL

On the opening day of the Legislative Assembly or as soon thereafter as may be, the President of the Senate and the Speaker of the House shall each appoint a committee of three from their respective bodies to act as a joint committee to agree upon and formulate a plan whereby the Journals of the Senate and House, together with other public documents which may be of special interest, may be mailed to the various sections of the state.

#### 11. PRINTING OF THE RULES

The names of Senators and House members, the Order of Business of the Senate and the House; the Senate and House standing committees; the Senate and House joint committees; the Senate and House rules for

this legislative session; the joint rules of the Senate and House and names of the officers and employees of the Senate and House and a directory of state officers and their present location, and index shall be printed in one pamphlet, with a colored sheet of paper separating those of the Senate from those of the House.. One thousand of such pamphlets shall be printed. The title of the joint and separate rules shall be in bold faced type.

The Secretary of State shall retain at least 250 copies of these pamphlets to be mailed by him to each newly certified elected member of the House and Senate, prior to the convening of the next Legislative Assembly.

#### 12. ASSISTANCE IN DRAFTING BILLS

The Legislative Research Committee is authorized to provide for the members of the Legislature such legal assistance as may be necessary for the proper drafting of proposed legislation.

#### 13. JOINT COMMITTEES

For the convenience of the public and the information of members, so far as practicable, like committees of both Houses shall meet in joint session. The Chairman shall be the Chairman of the Committee of the House before which the bill or resolution under consideration is then pending. The report to the house before which the bill is pending shall be made by the members of the committee of such house.

#### 14. FISCAL NOTES

All bills and resolutions introduced into either House of the Legislative Assembly having an effect of five thousand dollars or more on the revenues, expenditures, or fiscal liability of the state, except appropriation measures carrying specific dollar amounts, shall have a fiscal note attached to such bill or resolution which shall be prepared as herein provided. The determination as to whether a fiscal note is required shall be made by the Legislative Research Committee for those bills or resolutions prepared by the staff of the Legislative Research Committee, or by the Chairman of the Committee to which a bill or resolution is referred for those bills not prepared by the Legislative Research Committee or not bearing a fiscal note. Bills or resolutions to which amendments have

been made having a fiscal effect of five thousand dollars or more shall have a fiscal note attached upon request of the Chairman of the Committee considering the bill or resolution, or by request of the majority of the members of the House in which the bill is considered at the time of second reading. The Chairman of a Committee may request the aid of the Legislative Research Committee in making a determination as to whether a bill or resolution requires a fiscal note.

Fiscal notes shall be prepared by the state agency or department responsible for collecting or expending the revenues affected, or jointly by affected departments or agencies, at the request of the Legislative Research Committee or the Chairman of the Committee considering the bill or resolution. Requests for fiscal notes shall be in writing, addressed to the designated agency or department, and upon a proper request form and shall be accompanied by a reproduction of the bill or resolution having the fiscal effect. The Legislative Research Committee shall prepare all necessary forms for the implementation of the fiscal note procedure. Each agency or department to whom a request for a fiscal note is made shall state in writing, upon a fiscal note form the fiscal impact in dollar amounts of the bill or resolution being considered. If the agency or department of whom a fiscal note is requested is unable to provide specific information upon the fiscal impact of the bill or resolution, it shall make an estimate of the impact according to such available information it may have or be able to obtain and shall state that the figures provided are an estimate. If such agency or department is not able to make an estimate it shall state such fact.

All fiscal notes shall be prepared in triplicate and shall be returned to the Legislative Research Committee or the Committee Chairman making such request, whichever the case may be, not later than five days from the date of receipt of such request. One copy of the fiscal note shall be at-

tached to the original bill or resolution, one copy shall be filed with the bill clerk of the house where in the bill or resolution originated, and one copy shall be filed in the offices of the Legislative Research Committee. Any bill or resolution requiring a fiscal note shall be stamped or have written on its cover a notation to the effect that a fiscal note is required. Reports of committees shall include a notation that a specific bill or resolution carries a fiscal note. Upon second reading and final passage of all bills or resolutions carrying fiscal notes the Secretary of the Senate or the Clerk of the House, whichever the case may be shall be required to read the fiscal note in its entirety at the time of reading the title of the bill or resolution to be voted upon.

## CONSTITUTIONAL REFERENCES

### 1. LENGTH OF ADJOURNMENTS

Neither house shall, during session of the legislature, adjourn for more than *three* days, nor to any other place than that in which the two houses shall be assembled, without the consent of the other house, except in case of epidemic, pestilence, or other great danger.

(Constitution, Section 51)

### 2. BRIBERY

If any person elected to either house of the legislative assembly shall offer or promise to give his vote or influence in favor of, or against any measure or proposition pending or proposed to be introduced into the legislative assembly, in consideration, or upon conditions, that any other person elected to the same legislative assembly will give, or will promise or assent to give, his vote or proposition, pending or proposed to be introduced into such legislative assembly, the person making such offer or promise shall be deemed guilty of solicitation or bribery. If any member of the legislative assembly, shall give his vote or influence for or against any measure or proposition, pending or proposed to be introduced into such legislative assembly, or offer, promise or assent to do so upon condition that any other member will give,

promise or assent to give, his vote or influence in favor of or against any other measure or proposition, pending, or proposed to be introduced into such legislative assembly, or in consideration that any other member has given his vote or influence for or against any other measure or proposition in such legislative assembly, he shall be deemed guilty of bribery. And any person, member of the legislative assembly or person elected thereto, who shall be guilty of either of such offenses, shall be expelled and shall not thereafter be eligible to the legislative assembly and on the conviction thereof in the civil courts, shall be liable to such further penalty as may be prescribed by law. (Constitution, Section 40)

### 3. PRIVILEGE FROM ARREST

The members of the legislative assembly shall in all cases except treason, felony and breach of the peace, be privileged from arrest during their attendance at the sessions of their respective house, and in going to or returning from the same. For words used in any speech in debate in either house, they shall not be questioned in any other place. (Constitution, Section 42)

### 4. POWERS OF LEGISLATURE

Each house shall have the power to determine the rules of proceedings and punish its members or other persons for contempt or disorderly behavior in its presence; to protect its members against violence or offers of bribes or private solicitation, and with the concurrence of two-thirds, to expel a member; and shall have all of the powers necessary and usual in the legislative assembly of a free state. But no imprisonment by either house shall continue beyond thirty days. Punishment for contempt or disorderly behavior shall not bar a criminal prosecution for the same offense. (Constitution, Sec. 48)

### 5. APPROPRIATIONS

The general appropriation bill shall embrace nothing but appropriations for the expenses of the executive, legislative, any judicial departments of the state, interest on the public debt, and for public schools. All other appropriations shall be made by separate bills each embracing but one subject. (Constitution, Section 62)

## 6. WHEN ACTS TAKE EFFECT

No act of the legislative assembly shall take effect until July first after the close of the session, unless the legislature, by a vote of two-thirds of the members present and voting, in each house, shall declare it an emergency measure, which declaration shall be set forth in the act, provided, however, that no act granting a franchise or special privilege, or act creating any vested right or interest other than in the state, shall be declared an emergency measure. An emergency measure shall take effect and be in force from and after its passage and approval by the Governor. (Constitution, Section 67)

## 7. LOCAL OR SPECIAL LAWS

The Legislative Assembly shall not pass local or special laws in any of the following enumerated cases, that is to say:

1. For granting divorces.
2. Laying out, opening, altering or working roads or highways, vacating roads, town plats, streets, alleys or public grounds.
3. Locating or changing county seats.
4. Regulating county or township affairs.
5. Regulating the practice of courts of justice.
6. Regulating the jurisdiction and duties of justices of the peace, police magistrates or constables.
7. Changing the rules of evidence in any trial or inquiry.
8. Providing for change in venue in civil or criminal cases.
9. Declaring any person of age.
10. For limitation of civil actions, or giving effect to informal or invalid deeds.
11. Summoning or impaneling grand or petit juries.
12. Providing for the management of common schools.
13. Regulating the rate on interest money.
14. The opening or conducting of any election or designating the place of voting.
15. The sale or mortgaging of real estate belonging to minors or others under disability.
16. Chartering or licensing ferries, toll bridges or toll roads.

17. Remitting fines, penalties or forfeitures.
  18. Creating, increasing or decreasing fees, percentages or allowances of public officers.
  19. Changing the law of descent.
  20. Granting to any corporation, association or individual the right to lay down railroad tracks or any special or exclusive privilege, immunity or franchise whatever.
  21. For the punishment of crimes.
  22. Changing the names of persons or places.
  23. For the assessment or collection of taxes.
  24. Affecting estates of deceased persons, minors or others under legal disabilities.
  25. Extending the time for the collection of taxes.
  26. Refunding money into the state treasury.
  27. Relinquishing or extinguishing in whole or in part the indebtedness, liability or obligation of any corporation or person to this state or to any municipal corporation therein.
  28. Legalizing, except as against the state, the unauthorized or invalid act of an officer.
  29. Exempting property from taxation.
  30. Restoring to citizenship persons convicted of infamous crimes.
  31. Authorizing the creation, extension or impairing of liens.
  32. Creating offices, or prescribing the powers or duties of officers in counties, cities, township, election or school districts, or authorizing the adoption or legitimation of children.
  33. Incorporation of cities, towns or villages, or changing or amending the charter of any town, city or village.
  34. Providing for the election of members of the board of supervisors in townships, incorporated towns or cities.
  35. The protection of game or fish.
- (Constitution, Section 69)

In all other cases when a general law can be made applicable, no special law shall be enacted; nor shall the legislative assembly indirectly enact such special or

local law by the partial repeal of a general law, but laws repealing local or special acts may be passed.

(Constitution, Section 70)

#### 8. VETO BY GOVERNOR

Every bill which shall have passed the legislative assembly shall before it becomes a law, be presented to the governor. If he approves, he shall sign, but if not, he shall return it with his objections, to the house in which it originated, which shall enter the objections at large upon the journal and proceed to reconsider it. If after such reconsideration, two-thirds of the members elect shall agree to pass the bill, it shall be sent, together with the objections to the other House, by which it shall likewise be reconsidered, and if it be approved by two-thirds of the members-elect, it shall become a law; but in all such cases the vote of both houses shall be determined by the yeas and nays, and the names of the members voting for and against the bill shall be entered upon the journal of each house respectively. If any bill shall not be returned by the governor within three days (Sundays excepted) after it shall have been presented to him, the same shall be a law unless the legislative assembly by its adjournment, prevent its return, in which case it shall be a law unless he shall file the same with his objections in the office of the secretary of state within fifteen days after such adjournment.

(Constitution, Section 79)

#### 9. SPECIAL PRIVILEGES OR IMMUNITIES

No special privileges or immunities shall ever be granted which may not be altered, revoked or repealed by the legislative assembly; nor shall any citizen or class of citizens be granted privileges or immunities which upon the same terms shall not be granted to all citizens.

(Constitution, Section 20)

### **STATE OFFICERS AND OFFICE FLOORS**

#### GOVERNOR

William L. Guy   Amenia .....1st Floor

#### LIEUTENANT GOVERNOR

Charles Tighe ..Bismarck .....Sen. Chamber

#### SECRETARY OF STATE

Ben Meier .....Napoleon .....1st Floor

#### STATE AUDITOR



Curtis Olson _____Valley City _____	3rd Floor
STATE TREASURER	
Walter Christensen _____Mercer _____	3rd Floor
ATTORNEY GENERAL	
Helgi Johanneson _____Bismarck _____	1st Floor
COMM. OF INSURANCE	
K. O. Nygaard _____Milnor _____	8th Floor
COMM. OF AGRI. & LABOR	
Arne Dahl _____Harvey _____	6th Floor
SUPT. OF PUBLIC INSTRUCTION	
M F. Peterson _____Nome _____	11th Floor
TAX COMMISSIONER	
Lloyd Omdahl _____Bismarck _____	7th Floor
PUBLIC SERVICE COMMISSIONERS	
Ben Wolf _____Zeeland _____	12th Floor
E. Bruce Hagen _____Devils Lake _____	12th Floor
R. J. Thompson _____Underwood _____	12th Floor

### JOINT RULES INDEX

JOINT RULES _____	J.R. 1
Amendments _____	1
Appropriations _____	5
Assistance in drafting of bills _____	3
Bribery _____	4
Conference committees _____	1
Fiscal Notes _____	3-4-5
Joint committees _____	3
Length of adjournments _____	5
Limitation of messaging bills _____	2
Local or special law _____	7-8
Messages _____	1
Notice of rejection of bills _____	1
Powers of legislature _____	5
Printing and mailing of journal _____	2
Printing of the Rules _____	2-3
Privilege from Arrest _____	6
Receding before conference _____	1-2
Reprinting of amended bills _____	1
Returning of bills _____	2
Special privileges or immunities _____	9
Transmitting of papers _____	1
Veto by Governor _____	9
When acts take effect _____	7
STATE OFFICERS AND OFFICE FLOORS _____	10