69th
Legislative Assembly
State of North Dakota

Senate and House

LEGISLATIVE MANUAL

2025-26

Officers, Members, Employees
and State Officials

2025

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Senate Leadership

President
Michelle Strinden (R)

President Pro Tempore
Kyle Davison (R)

Majority Leader
David Hogue (R)

Assistant Majority Leader
Jerry Klein (R)

Minority Leader
Kathy Hogan (D)

Caucus Leadership
Republican: Kristin Roers
Democratic-NPL: Ryan Braunberger

Senate Members

Axtman, Michelle (R) Dist. 7
Bismarck
C: 719-351-0654

Barta, Jeff (R) Dist. 43
Grand Forks
C: 787-1188

Beard, Todd (R) Dist. 23
Williston

Bekkedahl, Brad (R) Dist. 1
Williston

Boehm, Keith (R) Dist. 33
Mandan
C: 425-1520

Braunberger, Ryan (D) Dist. 10
Fargo
C: 793-3406

Burckhard, Randy A. (R) Dist. 5
Minot
R: 838-1509

Castaneda, Jose L. (R) Dist. 40
Minot
C: 940-882-5804

Cleary, Sean (R) Dist. 35
Bismarck
C: 426-4618

Clemens, David A. (R) Dist. 16
West Fargo
C: 526-6891

Conley, Cole (R) Dist. 12
Jamestown
C: 320-9460

Cory, Claire (R) Dist. 42
Grand Forks

Davison, Kyle (R) Dist. 41
Fargo
R: 261-8703 C: 261-8703

Dever, Dick (R) Dist. 32
Bismarck
C: 391-6330

Dwyer, Michael (R) Dist. 47
Bismarck
B: 223-4232 C: 400-6075

Enget, Mark (R) Dist. 2
Powers Lake
C: 303-579-2267

Erbele, Robert (R) Dist. 28
Lehr
R: 378-2272

Gerhardt, Justin (R) Dist. 34
Mandan
C: 527-6262

Hogan, Kathy (D) Dist. 21
Fargo
C: 866-2007

Hogue, David (R) Dist. 38
Minot

Kessel, Greg (R) Dist. 39
Belfield
R: 575-8017 C: 260-0609

Klein, Jerry (R) Dist. 14
Fessenden
R: 547-3517

Larson, Diane (R) Dist. 30
Bismarck
C: 400-7218

Lee, Judy (R) Dist. 13
West Fargo
R: 282-6512

Lemm, Randy D. (R) Dist. 20
Hillsboro
R: 636-5465 C: 430-1536

Luick, Larry (R) Dist. 25
Fairmount
R: 474-5959

Magrum, Jeffery J. (R) Dist. 8
Hazelton
C: 321-2224

Marcellais, Richard (D) Dist. 9
Belcourt
R: 477-8985 C: 278-0632

Mathern, Tim (D) Dist. 11
Fargo
R: 235-9817 B: 476-7825
C: 893-5016

Meyer, Scott (R) Dist. 18
Grand Forks
C: 218-791-7655

Myrdal, Janne (R) Dist. 19
Edinburg
C: 331-0946

Patten, Dale (R) Dist. 26
Watford City
C: 570-4908

Paulson, Bob (R) Dist. 3
Minot
C: 833-4752

Powers, Michelle (R) Dist. 46
Fargo
C: 388-1605

Roers, Kristin (R) Dist. 27
Fargo
C: 566-0340

Rummel, Dean (R) Dist. 37
Dickinson
C: 290-0593

Schaible, Donald (R) Dist. 31
Mott
R: 824-3168

Selzler, Jamie (D) Dist. 44
Fargo
C: 318-7984

Sickler, Jonathan (R) Dist. 17
Grand Forks
C: 617-461-3072

Sorvaag, Ronald (R) Dist. 45
Fargo
C: 361-2156

Thomas, Paul J. (R) Dist. 6
Velva
C: 626-2777

van Oosting, Desiree (R) Dist. 36
Judson
C: 301-4012

Walen, Chuck (R) Dist. 4
New Town
C: 421-2262

Wanzek, Terry M. (R) Dist. 29
Jamestown
B: 763-6544 C: 320-3303

Weber, Mark F. (R) Dist. 22
Casselton

Weston, Kent (R) Dist. 15
Sarles
C: 370-5100

Wobbema, Mike (R) Dist. 24
Valley City
C: 595-1579

Senate Employees - 2025

Secretary of the Senate
Ph: 328-3297
Shanda Morgan, Baldwin
Assistant Secretary of the Senate
Ph: 328-3295
Dennis Rodin, Bismarck
Journal Reporter
Ph: 328-4382
Sonja King, Bismarck
Calendar Clerk
Ph: 328-3294
Dale Patrick, Bismarck
Bill/Recording Clerk
Ph: 328-3618
Kim Schneider, Bismarck
Sergeant-at-Arms
Ph: 328-3503
Jim Klundt, Bismarck
Deputy Sergeant-at-Arms
Saydee Wahl, Mandan
Administrative Assistant to the Majority Leader
Ph: 328-3364
Renae Doan, McKenzie
Administrative Assistant to the Minority Leader
Ph: 328-3308
Kathy Wachter, Bismarck
Committee Clerks
Lynn Wolf, Mandan, Ph: 328-3390
Donna Whetham, Wilton, Ph: 328-3172
Juana Gonzalez, California, Ph: 328-3172
Pages
Patricia Lahr, Bismarck, Ph: 328-3503
Callie Paulson, Minot
Elizabeth Vaagen, Bismarck

Senate Standing Committees

Agriculture and Veterans Affairs - Fort Union
(R) Luick (C); Myrdal (VC); Lemm; Weber; Weston
(D) Marcellais

Appropriations - Harvest
(R) Bekkedahl (C); Erbele (VC); Burckhard; Cleary; Conley; Davison; Dever; Dwyer; Magrum; Meyer; Schaible; Sickler; Sorvaag; Thomas; Wanzek
(D) Mathern

Education and Environment Division - Sakakawea
(R) Sorvaag (C); Conley; Meyer; Schaible; Thomas

Government Operations Division - Red River
(R) Wanzek (C); Burckhard; Dwyer; Erbele; Sickler

Human Resources Division - Harvest
(R) Dever (C); Cleary; Davison; Magrum
(D) Mathern

Education - 216
(R) Beard (C); Lemm (VC); Axtman; Gerhardt; Wobbema

Energy and Natural Resources - Peace Garden
(R) Patten (C); Kessel (VC); Beard; Boehm; Enget; Gerhardt; van Oosting

Finance and Taxation - Fort Totten
(R) Weber (C); Rummel (VC); Patten; Powers; Walen
(D) Marcellais

Human Services - Fort Lincoln
(R) Lee (C); Weston (VC); Clemens; Roers; van Oosting
(D) Hogan

Industry and Business - Fort Union
(R) Barta (C); Boehm (VC); Enget; Kessel; Klein

Judiciary - Peace Garden
(R) Larson (C); Paulson (VC); Castaneda; Cory; Luick; Myrdal
(D) Braunberger

State and Local Government - 216
(R) Roers (C); Castaneda (VC); Barta; Lee; Walen
(D) Braunberger

Transportation - Fort Totten
(R) Clemens (C); Cory (VC); Klein; Paulson; Rummel
(D) Hogan

Workforce Development - Fort Lincoln
(R) Wobbema (C); Axtman (VC); Larson; Powers

Senate Procedural Committees

Arrangements for Senate Committee Rooms
(R) Axtman (C); Davison; Powers

Committees
(R) Hogue (C); Burckhard; Dwyer; Meyer; Myrdal
(D) Braunberger; Hogan; Mathern

Correction and Revision of the Journal
(R) Beard (C); Cleary; Weston

Delayed Bills
(R) Myrdal (C); Conley; Klein; Meyer
(D) Mathern

Employment
(R) Dever (C); Axtman; Barta; Burckhard
(D) Braunberger

Memorial Resolutions
(R) Erbele (C); Weber (VC); Axtman
(D) Hogan

Rules
(R) Klein (C); Bekkedahl; Cory; Davison; Dwyer; Larson
(D) Hogan; Selzler

House Leadership

Speaker
Robin Weisz (R)

Majority Leader
Mike Lefor (R)

Assistant Majority Leader
Glenn Bosch (R)

Minority Leader
Zachary Ista (D)

Assistant Minority Leader
Gretchen Dobervich (D)

Caucus Leadership
Republican: Mike Berg
Democratic-NPL: Jayme Davis

House Members

Anderson, Bert (R) Dist. 2
Crosby
R: 965-6973 B: 965-6194
C: 641-1549

Anderson, Dick (R) Dist. 6
Willow City
R: 366-4625 C: 228-4782

Anderson, Karen A. (R) Dist. 19
Grafton
C: 520-0559

Bahl, Landon (R) Dist. 17
Grand Forks
C: 340-7732

Beltz, Mike (R) Dist. 20
Hillsboro
C: 430-1209

Berg, Mike (R) Dist. 8
Bismarck
C: 426-7458

Bolinske, Macy (R) Dist. 40
Minot
C: 500-1391

Bosch, Glenn (R) Dist. 30
Bismarck
C: 226-1886

Brandenburg, Mike (R) Dist. 28
Edgeley
R: 493-2915 C: 709-0237

Brown, Collette (D) Dist. 9
Warwick
C: 230-5723

Brown, TJ (R) Dist. 27
Horace

Christianson, Nels (R) Dist. 18
Grand Forks
C: 307-680-9623

Davis, Jayme (D) Dist. 9
Rolette
C: 202-8700

Dobervich, Gretchen (D) Dist. 11
Fargo
C: 361-5627

Dockter, Jason (R) Dist. 7
Bismarck
B: 258-9848 C: 214-0486

Dressler, Ty (R) Dist. 36
Richardton
C: 260-9090

Fegley, Clayton (R) Dist. 4B
Berthold
R: 453-3151 B: 453-3621
C: 263-1442

Finley-DeVille, Lisa (D) Dist. 4A
Mandaree

Fisher, Jay (R) Dist. 5
Minot
C: 500-5726

Foss, Austin (D) Dist. 44
Fargo
C: 430-2103

Frelich, Kathy (R) Dist. 15
Devils Lake
R: 662-6333 C: 351-0719

Goldwyn, Adam (D) Dist. 11
Fargo

Grindberg, Karen (R) Dist. 41
Fargo
C: 371-4958

Grueneich, Jim (R) Dist. 28
Ellendale
C: 535-0286

Hager, LaurieBeth (D) Dist. 21
Fargo
R: 280-2535 B: 280-2535
C: 371-1407

Hanson, Karla Rose (D) Dist. 44
Fargo
C: 793-9181

Hatlestad, Patrick R. (R) Dist. 1
Williston
R: 577-6656 C: 770-8899

Hauck, Dori (R) Dist. 36
Hebron
C: 218-790-1345

Headland, Craig (R) Dist. 29
Montpelier
R: 489-3184

Heilman, Matthew (R) Dist. 7
Bismarck
C: 989-8268

Heinert, Pat D. (R) Dist. 32
Bismarck
R: 222-1354 C: 595-2251

Henderson, Donna (R) Dist. 15
Calvin
R: 697-5104 C: 370-3250

Hendrix, Jared (R) Dist. 10
Fargo
C: 712-1487

Holle, Dawson (R) Dist. 31
Mandan
C: 214-9506

Hoverson, Jeff (R) Dist. 3
Minot
C: 340-8237

Ista, Zachary (D) Dist. 43
Grand Forks
C: 361-6671

Johnson, Jorin (R) Dist. 41
Fargo
B: 356-3233

Johnston, Daniel (R) Dist. 24
Kathryn

Jonas, Jim (R) Dist. 13
West Fargo

Karls, Karen (R) Dist. 35
Bismarck
R: 258-6836

Kasper, Jim (R) Dist. 46
Fargo
C: 799-9000

Kempenich, Keith (R) Dist. 39
Bowman
R: 523-3858 B: 523-3858
C: 523-2273

Kiefert, Dwight (R) Dist. 24
Valley City
R: 845-0760 B: 845-0760
C: 490-0443

Klemin, Lawrence R. (R) Dist. 47
Bismarck
R: 222-2577 C: 471-5802

Koppelman, Ben (R) Dist. 16
West Fargo
C: 491-0665

Lefor, Mike (R) Dist. 37
Dickinson
C: 290-0539

Longmuir, Donald W. (R) Dist. 2
Stanley
R: 628-2617 C: 629-1632

Louser, Scott (R) Dist. 5
Minot
B: 852-8151 C: 833-8489

Maki, Roger A. (R) Dist. 26
Watford City
R: 842-6454 B: 580-7547
C: 300-1654

Marschall, Andrew (R) Dist. 16
West Fargo

Martinson, Bob (R) Dist. 35
Bismarck

McLeod, Carrie (R) Dist. 45
Fargo

McNally, Dustin (R) Dist. 42
Grand Forks

Meier, Lisa (R) Dist. 32
Bismarck
R: 255-4166 B: 202-7126
C: 202-7126

Mitskog, Alisa (D) Dist. 25
Wahpeton
B: 642-6444

Monson, David (R) Dist. 19
Osnabrock
R: 496-3394

Morton, Desiree (R) Dist. 46
Fargo
R: 234-9791 C: 367-8829

Motschenbacher, Mike (R) Dist. 47
Bismarck
C: 471-9014

Murphy, Eric J. (R) Dist. 43
Grand Forks
R: 792-0458 B: 772-3430
C: 213-1834

Nathe, Mike (R) Dist. 30
Bismarck
C: 319-1500

Nehring, Dennis (R) Dist. 23
Williston
R: 875-4257 C: 609-0869

Nelson, Jon O. (R) Dist. 14
Rugby
R: 776-6738 C: 771-2193

Novak, Anna S. (R) Dist. 33
Hazen
R: 748-2399 C: 870-0288

Olson, SuAnn (R) Dist. 8
Baldwin
R: 258-3887 C: 220-0907

Osowski, Doug (R) Dist. 42
Grand Forks
C: 330-7569

Ostlie, Mitch (R) Dist. 12
Jamestown

Porter, Todd (R) Dist. 34
Mandan
R: 667-2922 B: 255-0812

Pyle, Brandy L. (R) Dist. 22
Casselton
C: 388-2622

Richter, David (R) Dist. 1
Williston
C: 770-8160

Rios, Nico (R) Dist. 23
Williston

Rohr, Karen M. (R) Dist. 31
Mandan

Ruby, Dan (R) Dist. 38
Minot
C: 720-7442

Ruby, Matthew (R) Dist. 40
Minot
C: 509-8149

Rustebakke, Dave (R) Dist. 20
Larimore

Sanford, Mark (R) Dist. 17
Grand Forks
R: 772-4236

Satrom, Bernie (R) Dist. 12
Jamestown
C: 320-7239

Schatz, Mike (R) Dist. 39
New England
C: 333-8610

Schauer, Austen (R) Dist. 13
West Fargo
C: 730-4474

Schneider, Mary (D) Dist. 21
Fargo
R: 701 235-0316 B: 306-0860
C: 306-0860

Skroch, Kathy (R) Dist. 25
Lidgerwood

Steiner, Vicky (R) Dist. 37
Dickinson
B: 483-6789

Stemen, Gregory (R) Dist. 27
Fargo
C: 507-828-7836

Swiontek, Steve (R) Dist. 10
Fargo
C: 361-9392

Timmons, Kelby (R) Dist. 26
Watford City
C: 339-5471

Toman, Nathan (R) Dist. 34
Mandan
C: 484-1906

Tveit, Bill (R) Dist. 33
Hazen
R: 748-2812 C: 870-4014

VanWinkle, Lori (R) Dist. 3
Minot

Vetter, Steve (R) Dist. 18
Grand Forks
C: 612-770-8689

Vigesaa, Don (R) Dist. 29
Cooperstown
R: 797-2448

Vollmer, Daniel R. (R) Dist. 6
Willow City

Wagner, Scott (R) Dist. 45
Fargo
C: 799-2880

Warrey, Jonathan (R) Dist. 22
Casselton
C: 388-3417

Weisz, Robin (R) Dist. 14
Hurdsfield
C: 220-8007

Wolff, Christina (R) Dist. 38
Minot
C: 340-3703

House Employees - 2025

Chief Clerk
Ph: 328-3511
Buell Reich, Bismarck
Assistant Chief Clerk
Ph: 328-3511
Mark Zimmerman, Bismarck
Journal Reporter
Ph: 328-4380
Audrey Grafsgaard, Bismarck
Calendar Clerk
Ph: 328-3512
Edwin Whetham, Wilton
Bill/Recording Clerk
Ph: 328-3512
Dave Waind, Bismarck
Sergeant-at-Arms
Ph: 328-3510
Dean Eberle, Bismarck
Deputy Sergeant-at-Arms
Roman Weiler, Mandan
Administrative Assistant to the Speaker
Ph: 328-3526
ReMae Kuehn, Mandan
Administrative Assistant to the Majority Leader
Ph: 328-3516
Ellen LeTang, Mandan
Administrative Assistant to the Minority Leader
Ph: 328-3703
Shayla Davis, Devils Lake
Committee Clerks
Risa Berube, Mandan, Ph: 328-3376
Mary Brucker, Bismarck, Ph: 328-3319
Jeanette Cook, New Salem, Ph: 328-3319
Chief Page/Chief Legislative Assistant
Ph: 328-3510
Marge Conley, Wilton

House Standing Committees

Agriculture - 327C
(R) Beltz (C); Hauck (VC); K. Anderson; Henderson; Holle; Hoverson; Kiefert; Nehring; Olson; Rios; Tveit; Vollmer
(D) Dobervich

Appropriations - Roughrider
(R) Vigesaa (C); Kempenich (VC); B. Anderson; Berg; Bosch; Brandenburg; Fisher; Louser; Martinson; Meier; Monson; Murphy; Nathe; Nelson; Pyle; Richter; Sanford; Stemen; Swiontek; Wagner
(D) Hanson; Mitskog

Education and Environment Division - Prairie
(R) Nathe (C); Swiontek (VC); Louser; Martinson; Richter; Sanford
(D) Hanson

Government Operations Division - Brynhild Haugland
(R) Monson (C); Brandenburg (VC); Bosch; Fisher; Kempenich; Meier; Pyle

Human Resources Division - Roughrider
(R) Nelson (C); Stemen (VC); B. Anderson; Berg; Murphy; Wagner
(D) Mitskog

Education - Coteau AB
(R) Heinert (C); Hatlestad; Hauck; Heilman; Jonas; Longmuir; Maki; Marschall; Morton; Novak; Osowski
(D) Hager

Energy and Natural Resources - Coteau AB
(R) Porter (C); D. Anderson (VC); Novak (VC); Dockter; Headland; Heinert; J. Johnson; Marschall; M. Ruby
(D) Foss

Finance and Taxation - 327E
(R) Headland (C); D. Anderson; Dockter; Dressler; Grueneich; Motschenbacher; Nehring; Porter; Steiner; Toman
(D) Foss; Ista

Government and Veterans Affairs - Pioneer
(R) Schauer (C); Satrom (VC); Bahl; T. Brown; Grindberg; Karls; McLeod; Rohr; Steiner; VanWinkle; Vetter; Wolff
(D) C. Brown; Schneider

Human Services - Pioneer
(R) M. Ruby (C); Frelich (VC); K. Anderson; Beltz; Bolinske; Fegley; Hendrix; Holle; Kiefert; Rios; Rohr
(D) Davis; Dobervich

Industry, Business and Labor - 327C
(R) Warrey (C); Ostlie (VC); J. Johnson (VC); Bahl; T. Brown; Grindberg; Kasper; Koppelman; D. Ruby; Schatz; Schauer; Vollmer
(D) C. Brown; Finley-DeVille

Judiciary - 327B
(R) Klemin (C); Karls (VC); Vetter (VC); Christianson; Henderson; Hoverson; D. Johnston; McLeod; Olson; Satrom; Tveit; VanWinkle; Wolff
(D) Schneider

Political Subdivisions - 327B
(R) Longmuir (C); Fegley (VC); Jonas (VC); Bolinske; Hatlestad; Heilman; Klemin; Motschenbacher; Ostlie; Toman; Warrey
(D) Davis; Hager

Transportation - 327E
(R) D. Ruby (C); Grueneich (VC); Christianson; Dressler; Frelich; Hendrix; D. Johnston; Kasper; Koppelman; Maki; Morton; Osowski; Schatz
(D) Finley-DeVille

House Procedural Committees

Arrangements for House Committee Rooms
(R) Schatz (C); Meier
(D) Hager

Committees
(R) Lefor (C); Weisz (VC); B. Anderson; Bosch; M. Ruby; Schauer; Vigesaa
(D) Davis; Hanson; Ista; Schneider

Correction and Revision of the Journal
(R) B. Anderson (C); Fegley; Longmuir
(D) C. Brown; Davis

Delayed Bills
(R) Lefor (C); Bosch; Weisz
(D) Ista

Employment
(R) Novak (C); Bosch; Meier
(D) Dobervich; Hager

Memorial Resolutions
(R) Longmuir (C); Meier (VC); Bolinske; Hauck; McLeod; Olson; Rohr; Satrom
(D) Hager

Rules
(R) Jonas (C); McLeod; Novak; Swiontek; Vollmer; Weisz
(D) Ista

Legislative Interns

Malajah Suriana - Senate Finance and Taxation; Transportation
Regan O'Donnell - Senate Judiciary; Energy and Natural Resources
Robert Carrington - Senate Industry and Business; Agriculture and Veterans Affairs
Sean Oppenheimer - Senate Education; State and Local Government
Cami Almonacid - Senate Human Services; Workforce Development
Benjamin Deluca - House Finance and Taxation; Transportation
Shaun Peterson- House Judiciary; Political Subdivisions
Jordan Bernhagen - House Industry, Business and Labor; Agriculture
Scott Chapman - House Education; Energy and Natural Resources
Erin (Peck) Cummings - House Human Services; Government and Veterans Affairs

North Dakota Elected Officials

Governor

Kelly Armstrong (R)	328-2200
Fax:	328-2205
TTY:	1-800-366-6888

Lt. Governor

Michelle Strinden (R)	328-2200
Fax:	328-2205
TTY:	1-800-366-6888

Secretary of State

Michael Howe (R)	328-2900
Fax:	328-2992

Attorney General

Drew H. Wrigley (R)	328-2210
Fax:	328-2226
TTY:	1-800-366-6888

Treasurer

Thomas Beadle (R)	328-2643
Fax:	328-3002

Auditor

Joshua C. Gallion (R)	328-2241
Fax:	328-1406

Superintendent of Public Instruction

Levi Bachmeier (No Party)	328-2260
Fax:	328-2461
TTY:	1-800-366-6888

Agriculture Commissioner

Doug Goehring (R)	328-2231
Fax:	328-4567

Insurance Commissioner

Jon Godfread (R)	328-2440
Fax:	328-4880

Tax Commissioner

Brian Kroshus (R)	328-7088
Fax:	328-3700
TTY:	1-800-366-6888

Public Service Commissioners

Randy Christmann (R)	328-2400
Sheri Haugen-Hoffart (R)	328-2400
Jill Kringstad (R)	328-2400
Fax:	328-2410
TTY:	1-800-366-6888

Supreme Court

Lisa K. Fair McEvers,	
Chief Justice	328-2221
Douglas A. Bahr	328-2221
Mark A. Friese	328-2221
Jon J. Jensen	328-2221
Jerod E. Tufte	328-2221
Fax:	328-4480
TTY:	1-800-366-6888

Congressional Delegation

Washington Addresses

(R) Honorable Kevin Cramer
United States Senator
313 Hart Office Building
Washington, DC 20510
Ph: 202-224-2043

(R) Honorable John Hoeven
United States Senator
338 Russell Senate Office Building
Washington, DC 20510
Ph: 202-224-2551

(R) Honorable Julie Fedorchak
United States Congresswoman
1607 Longworth House Office Building
Washington, DC 20515
Phone: 202-225-2611

North Dakota Legislative Council
State Capitol
600 East Boulevard Avenue
Bismarck, ND 58501-0360
Ph: 328-2916
TTY: 1-800-366-6888

Senate Rules

Chapter I. Organization and Convening

101. Call to order. The regular session of the Senate begins at the hour fixed at its last sitting, but if no hour were fixed at that sitting, then at 2:00 p.m., when the presiding officer shall take the chair and call the Senate to order. After prayer by the chaplain, the roll of members must be called and the names of the absentees entered in the journal of the Senate. If a quorum is present, the presiding officer shall proceed with the regular order of business.

102. Absence and presence. As used in these rules, "absent" means not present, and "present" means being physically in the chamber or room where the session or meeting is being held, or participating in the session or meeting by means of interactive video or teleconference call. A member present and participating remotely has the same rights, privileges, and duties as a member physically present, is deemed to be "on the floor" for purposes of floor sessions, and may vote remotely. A member may not participate on the floor remotely unless the Majority Leader has determined circumstances dictate remote participation is necessitated. A member or officer of the Senate, unless unable to attend due to illness or other cause, may not be absent from a session of the Senate, during an entire day, without first having obtained leave from the Senate, and no one is entitled to draw pay while absent more than one day without leave.

103. Quorum. A quorum for the transaction of business consists of a majority of the members-elect of the Senate, but a smaller number may adjourn from day to day and may compel the attendance of absent members.

104. Legislative day. Each legislative day begins at 7:00 a.m., but the sessions of the Senate must begin as provided in Senate Rule 101. No legislative day may be shorter than the natural day.

Chapter II. Officers and Employees

201. Duties of President. The President shall:

1. Preside over the Senate. The President is charged with all the powers and duties pertaining to the position of presiding officer.
2. Preserve order and decorum. In case of disorderly conduct or disturbance in the galleries or the corridors, the President or the chairman of the Committee of the Whole may order the galleries or corridors to be cleared.
3. Sign all acts, addresses, resolutions, writs, warrants, and subpoenas of or issued by order of the Senate.

202. President Pro Tempore. In the absence of the President of the Senate, or during refusal of the President to act, the President Pro Tempore shall exercise all rights and prerogatives of the President. While the Legislative Assembly is in session, the President Pro Tempore shall sign all vouchers for payment of money out of the appropriation for the Legislative Assembly.

203. Duties of Secretary. The Secretary of the Senate shall:

1. Keep correct journals of the proceedings of the Senate. The Secretary shall request from the Secretary of State a list of all currently registered lobbyists, and shall print a list of those lobbyists in the journal upon the adjournment of the legislative session.
2. Have the custody of all records, accounts, and other papers committed to the Secretary.
3. Post appropriate notices of committee meetings and any other announcements or notices.
4. Prepare a short orientation program for Senate employees which must be carried on within the first ten days of each session.
5. Keep secure all records and papers belonging to the Senate. The Secretary shall report all missing bills, resolutions, and papers to the presiding officer.
6. Exercise general supervision over all Senate employees and of all clerical duties appertaining to the business of the Senate.
7. Keep a record showing the actions taken on and status of all the bills, memorials, and resolutions.
8. Prepare the daily calendar to reflect the action taken and pending on all measures. The Secretary shall provide for the distribution of the completed calendars.
9. Make available identification badges for all members of the Senate and employees thereof as soon as such persons have been determined.
10. Ensure that all material that is to be distributed to the members' desks other than that which is personally addressed is first submitted to the Secretary, who shall supervise its distribution. No material may be distributed unless it clearly identifies the party requesting the distribution. The Secretary shall have all properly identified material distributed or submit the same to the Majority and Minority Leaders for their instructions.
11. Perform under the direction of the presiding officer all duties pertaining to the office and any other duties as assigned by the presiding officer.

204. Preparation of the journal.

1. Upon completion of the Senate journal for a legislative day, the Secretary shall deliver to the printer having the contract for printing the legislative journals a complete copy of the Senate journal.
2. Before the Senate goes into session again, the Committee on Correction and Revision of the Journal shall carefully examine and review the journal of the previous legislative day. The committee shall note any errors or omissions and report the errors or omissions to the Senate for action.
3. The printer shall set aside twenty-four copies of the daily journal. Upon termination of the legislative session, the printer shall deliver these copies to the contract binder, who shall assemble the copies into twenty-four sets of permanent journals.
4. The permanent journals must be bound in hard covers and deposited with the Secretary of State. The Secretary of State shall preserve two sets and attach the Secretary of State's certificate to those sets showing the date of delivery and attesting that the copies are identical and official journals as delivered to the Secretary of State. From the remaining sets, the Secretary of State shall forward one set to the Supreme Court Library, one set to the Law School Library at the University of North Dakota, eight sets to the State Library, three sets to the Legislative Council, one set to the Secretary of the Senate, and one set to each judicial district as determined by the presiding judge of the district. The number of sets set aside in subsection 3 and delivered to the State Library may be reduced by five if the State Library is authorized to accept copies of the journals in an electronic format.

205. Duties of Sergeant-at-Arms.

1. The Sergeant-at-Arms of the Senate, under the direction of the presiding officer, is the executive officer of the body for the enforcement of all rules adopted by the Senate for the regulation of the Senate.
2. The Senate floor is under the immediate supervision of the Sergeant-at-Arms. The Sergeant-at-Arms shall see that the Deputy Sergeant-at-Arms and the Assistant Sergeants-at-Arms perform the duties to which they are especially assigned. The Sergeant-at-Arms shall perform all other services and duties pertaining to the office and as directed by the presiding officer.
3. The Sergeant-at-Arms shall clear the:
   a. Senate chamber, excluding the balcony of the Senate chamber, of all persons, except legislators, legislative employees, legislative guests, and properly identified representatives of the media, during the time period commencing thirty minutes before the Senate convenes on any legislative day and ending when the Senate convenes for that calendar day.
   b. Floor of the Senate chamber in front of the railing of all persons, except legislators, legislative employees, legislative guests, and properly identified representatives of the media, during the time period commencing sixty minutes before the Senate convenes on any legislative day and ending when the Senate recesses for that calendar day.

206. Officers and employee positions of the Senate. The following officers and employee positions are established, with the number, title, and manner of selection for each position as stated:

Title of Position	Number of Positions
Group A	
Secretary of the Senate	1
Journal Reporter	1
Sergeant-at-Arms	1

Persons holding Group A positions must be elected by a majority of the members-elect and the results of the vote must be recorded in the journal.

Group B	
Assistant Secretary of the Senate	1
Chief Committee Clerk	1
Procedural Appropriations Committee Clerk	1
Technological Appropriations Committee Clerk	1
Bill and Recording Clerk	1
Calendar Clerk	1
Procedural Assistant Appropriations Committee Clerks	3
Technological Assistant Appropriations Committee Clerks	3
Procedural Committee Clerks	5
Technological Committee Clerks	5
Chief Page	1
Quality Assurance Clerk	2
Deputy Sergeant-at-Arms	1
Legislative Assistant - Parking Lot Attendant	1

Persons holding Group B positions must be appointed by the party having a majority of the members-elect, acting by and through the Employment Committee.

Group C

Administrative Assistant to Majority Leader.....1
Staff Assistants to Majority Leader.....2
Administrative Assistant to Minority Leader.....1
Staff Assistants to Minority Leader.....2

The Majority and Minority Leaders shall appoint their respective administrative and staff assistants, acting by and through the Employment Committee.

Other employees must be appointed as determined necessary by the Employment Committee and must be allocated to the majority and minority parties in proportion to each party's percentage of the total number of the members-elect and each party shall appoint the persons to the positions allocated to them, acting by and through the Employment Committee. The majority party has the first right to select positions of a group until its allocation is filled.

The powers, duties, and qualifications for each officer or employee are as provided by law, these rules, and the current Legislative Session Employee Handbook.

Chapter III. Floor Procedures

301. Order of business. The order of business is as follows:

1. Prayer by the Chaplain and Pledge of Allegiance.
2. Calling the Roll.
3. Reference to the Journal.
4. Presentation of Petitions, Communications, and Questions of Personal Privilege.
5. Reports of Standing Committees.
6. Consideration of Amendments.
7. Reports of Select Committees, Procedural Committees, and Certain Divided Committee Reports.
8. Motions and Resolutions.
9. First Reading of Senate Bills and Resolutions.
10. Consideration of Bills and Resolutions on Consent Calendar.
11. Second Reading of Senate Bills and Resolutions.
12. Consideration of Messages from the House.
13. First Reading of House Bills and Resolutions.
14. Second Reading of House Bills and Resolutions.
15. Unfinished Business.
16. Signing of Bills and Resolutions.
17. Announcements.

302. Presentation of petitions and communications. Petitions and communications addressed to the Senate or to the presiding officer must be presented by the presiding officer under the fourth order of business, but petitions and communications other than official communications from the executive and judicial branches of state government may not be printed in the journal except on motion of the Senate.

303. Call of the Senate.

1. Eight members of the Senate may cause a call of the Senate to be ordered and absent members to be sent for, but a call may not be ordered while a vote is being taken.
2. The call being requested, the presiding officer shall require those desiring the call to rise or raise their hands, and if eight or more members rise or raise their hands, the call must be ordered.
3. The call being ordered, the Sergeant-at-Arms shall close the door and allow no members to leave the chamber. A member present and participating remotely may not leave the remote proceeding.
4. 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 shall proceed to find and bring in those absentees or compel the absentees' remote participation.
5. While the Senate is under call, no business can be transacted except to receive and act on the report of the Sergeant-at-Arms, and no motion is in order except a motion to suspend further proceedings under the call, and the motion may not be adopted unless a majority of all members-elect vote in favor of the motion.
6. Upon a report of the Sergeant-at-Arms showing that all members who were absent without leave, naming them, are present, the call is at an end, the door must be opened, and the Senate shall proceed with the business pending at the time the call was made.

304. Order and decorum. The presiding officer shall preserve order and decorum and decide all questions of order subject to an appeal to the Senate. When the presiding officer is putting the question, no member may walk out, or across

the Senate, nor when a member is speaking, may any person entertain any private discourse, or pass between the person speaking and the chair. A member called to order shall immediately sit down unless permitted to explain, and the Senate, if appealed to, shall decide the case. If there is no appeal, the decision of the chair stands. On appeal, no member may speak more than once without leave of the Senate. When a member is called to order for offensive language, there may be no debate.

305. Recognition by the presiding officer. Every member who is present physically desiring to speak shall so indicate by pressing the "speak" button on the member's desk. If the "speak" button does not work, the member may rise, respectfully address the presiding officer, and remain standing in place before proceeding to speak until recognized by the presiding officer. Every member who is present and participating remotely who wishes to speak shall so indicate by the means designated by the presiding officer and shall wait to speak until recognized by the presiding officer. When two or more members rise at the same time to speak, the presiding officer shall designate the member who is to speak first, but in all other cases the member who rises first and addresses the presiding officer must be the first recognized.

306. Rules of debate. No member may speak more than twice on the same question without leave of the Senate, nor more than once until every member choosing to speak on the question pending has spoken. No member may speak for more than ten minutes the first time, nor more than five minutes the second time. This rule does not apply to the Majority and Minority Leaders and the chairman of the committee in charge of the bill, nor to a spokesman designated by that chairman.

307. Motion to be seconded and stated. No motion may be stated by the presiding officer or debated unless the motion has been seconded. The motion must then be stated by the presiding officer before the debate.

308. Motions in writing. All motions except to adjourn, postpone, or refer must be reduced to writing and read at length if required by any member of the Senate.

309. Motion may be withdrawn. After a motion is stated by the presiding officer, the motion is in possession of the Senate, but may be withdrawn at any time before amendment or decision. However, all motions must be entered in the journal, whether rejected or adopted, together with the name of the member moving the same.

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

311. Questions of personal privilege. A member raising a question of personal privilege shall confine any remarks to those that concern the member personally, and when speaking under a personal privilege, a member has no right to chastise any other member.

312. Motions during debate. When a question is under debate, no motion may be received, except to fix the time to which to adjourn; to adjourn; to permit a member to vote; to lay on the table; to move the previous question; to close, limit, or extend debate (which six kinds of motions must be decided without debate); to move to postpone to a day certain; to refer; and to amend. These motions have precedence in the order in which they are named. No motion to postpone to a day certain or to refer, having been decided, may be entertained again on the same day.

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

314. Previous question. If a motion calling for the previous question, or any other motion to end debate, carries by a majority vote of the members present, the question must be put immediately, and no member may speak except on a request for information or on a parliamentary inquiry. A member may not move the previous question if that member is debating the issue before the Senate.

315. Disposition of question laid on the table. A question laid on the table is deemed finally disposed of whenever a motion to adjourn without fixing a time for reconvening is approved.

316. Stating of question and verification. Questions must 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 presiding officer is in doubt or verification is requested by any member, the presiding officer shall again put the question and the vote must be tabulated. The presiding officer shall use only the total ayes and nays to determine if the question prevailed. The fact that the question prevailed or failed must be entered in the journal without mention of the number of ayes or nays.

317. Nondebatable motions. The following motions are not debatable:

1. Adjournment.
2. Clincher.
3. Fix the time of adjournment.

4. Order of the day.
5. Reading of papers.
6. Withdrawal of motion.
7. Suspension of the rules.
8. Lay on the table.
9. Previous question.
10. Close, limit, or extend debate.
11. Permit a member to vote.

318. Votes required for certain questions.

1. The following questions require a majority vote of the members of the Senate present and voting:
   a. Action, other than referrals or rereferrals to the Appropriations Committee on certain measures, as authorized in Senate Rule 329.
   b. Order to a chairman to report a measure back from committee, as provided in Senate Rule 510.
   c. Adoption of amendments, as provided in Senate Rule 601.
   d. Reconsideration of the adoption of an amendment, as provided in Senate Rule 348.
   e. Adoption of propositions of a divided question if the division would require a majority vote of the members present, as provided in Senate Rule 319.
   f. Adoption of conference committee reports, as provided in Senate Rule 605.
   g. Previous question, as provided in Senate Rule 314.
   h. To close, limit, or extend debate.
   i. To return a measure requested by the House before action, as provided in Joint Rule 204.
   j. To have the presiding officer refuse to sign any bill the House refuses to return, as provided in Senate Rule 350.
   k. To request preparation of a fiscal note, as provided in Joint Rule 501.
   l. Suspension of the rules, as provided in Senate Rule 324.
   m. Any question for which another vote is not required by the Constitution or another rule.
2. The following questions require a majority vote of the members-elect of the Senate:
   a. Passage of bills, as provided in Section 13, Article IV, of the Constitution and Senate Rule 339.
   b. Passage of proposed amendments to the Constitution of North Dakota, as provided in Section 16, Article IV, of the Constitution.
   c. Ratification of amendments to the Constitution of the United States, as provided in Senate Rule 339.
   d. To recede before a conference in a case where a majority governs, as provided in Joint Rule 202.
   e. To constitute a quorum, as provided in Senate Rule 103.
   f. Election of certain Senate employees, as provided in Senate Rule 206.
   g. Suspension of further proceedings under a call of the Senate, as provided in Senate Rule 303.
   h. Adoption of propositions of a divided question if the division would require a majority vote of the members-elect, as provided in Senate Rule 319.
   i. Reconsideration of questions other than adoption of amendments if before the end of the next legislative day, as provided in Senate Rule 348.
   j. Confirmation of executive nominations, as provided in Senate Rule 701.
3. The following questions require a two-thirds vote of the members of the Senate present and voting, which two-thirds may, in no event, constitute fewer than a majority of the members-elect of the Senate:
   a. Introduction of measures after deadline, as provided in Senate Rule 402.
   b. Return of measures to other house after action taken, as provided in Joint Rule 204.
4. The following questions require a two-thirds vote of the members-elect of the Senate:
   a. Initiated and referred measures amended or repealed within seven years after enactment or approval, as provided in Section 8, Article III, of the Constitution and Senate Rule 339.
   b. Emergency clauses, as provided in Section 13, Article IV, of the Constitution.
   c. Vetoed measures, reconsideration, as provided in Section 9, Article V, of the Constitution.
   d. Adoption of propositions of a divided question if the division would require a two-thirds vote of the members-elect, as provided in Senate Rule 319.
   e. To recede before a conference in a case where two-thirds governs, as provided in Joint Rule 202.
   f. Second reading same day as report, as provided in Senate Rule 337.
   g. Reconsideration after the next legislative day or after a previous motion to reconsider, as provided in Senate Rule 348.
   h. Reconsideration after a clincher motion, as provided in Senate Rule 349.
   i. Suspension of requirement that copies of amendments be distributed before acted on, as provided in Senate Rule 601.
   j. Amendment, reconsideration, or suspension of a joint rule, as provided in Joint Rule 105.
5. A question to withdraw a measure after it has been referred to committee requires unanimous consent of the members of the Senate, as provided in Senate Rule 331.

319. Division of question.

1. If a question before the Senate contains more than one proposal, any member may have the question divided, except a question on the adoption of a conference committee report or on the second reading and final passage of a measure resulting from the adoption of a conference committee report may not be divided.
2. A question containing more than one proposal may be divided only if each resulting division is so distinct and separate it can stand as a complete proposition without being rewritten.
3. Each division of a divided question requires the same vote for adoption that the division would require if it stood alone.
4. A roll call vote must be ordered for each division of a bill.
5. After voting on all divisions, the approved divisions comprise the question before the Senate.

320. Roll call vote. A roll call vote must be ordered when requested by one-sixth of those members present or when otherwise required by the Constitution or these rules. When a recorded roll call vote is held, the results must be printed in the journal in their entirety.

321. Vote by members. Every member who is present, before the vote is announced from the chair, shall vote for or against the question before the Senate, unless the Senate excuses the member. If the member has not voted before the key is closed, the member shall vote before the vote is announced. A member cannot cast a vote on behalf of another member unless the vote is cast according to verbal instructions announced to the Senate by that other member while present. However, any member who has a personal or private interest in any measure or bill shall disclose the fact to the Senate and may not vote thereon without the consent of the Senate. A "personal or private interest" is an interest that affects the member directly, individually, uniquely, and substantially.

322. Procedure in excusing member from voting. When a member asks to be excused, or declines to vote, the member shall be required to state the member's reasons. Upon motion, the question must be put to the Senate, "Shall the member, for the reasons stated, be permitted to vote?" which must be decided without debate. These proceedings must occur before the taking of the vote.

323. Vote by President. When the Senate is equally divided, the President may vote on procedural matters, and on substantive matters if the President's vote would be decisive.

324. Suspension of rules. No standing rule or order of the Senate may be reconsidered or suspended except by a vote of a majority of the members present.

325. Reading of bills and resolutions. Every bill requiring the approval of the Governor, and every resolution proposing a change in the Constitution of North Dakota, or ratifying an amendment to the Constitution of the United States, must be read two separate times, but the first reading and second reading may not be on the same day.

326. Consideration of other resolutions. Every resolution other than those referred to in Senate Rule 325 or 407 must be read once and referred by the presiding officer to an appropriate standing committee or, on motion, to a select committee, unless otherwise ordered by vote of the Senate.

327. Resolutions during special sessions. During a special session of the Legislative Assembly called by the Governor, the Senate may consider any resolution or concurrent resolution that is on a subject having a major impact on the economic well-being of the state without referring the measure to a committee, and the Senate may take final action on the measure on the same legislative day as the day the measure is introduced.

328. Measures referred to committee. Upon the first reading of a bill or concurrent resolution including a resolution for a constitutional amendment, the presiding officer shall refer it to an appropriate standing committee, unless the Senate, by motion, decides to refer it to a select or other standing committee.

329. Measures referred to Appropriations Committee.

1. Every bill providing an appropriation of fifty thousand dollars or more must be referred or rereferred to and acted on by the Appropriations Committee, and every bill or resolution proposing a change in the audit or fiscal procedures of a state agency or institution must be originally referred to and acted upon by that committee, before final action by the Senate thereon, unless otherwise ordered by a majority vote of the members present.
2. Every bill or resolution with a fiscal note stating the measure has an effect of two hundred thousand dollars or more on the appropriation for a state agency or department must be rereferred to and acted on by the Appropriations Committee before final action by the Senate thereon, unless otherwise ordered by a majority vote of the members present.
3. A bill or resolution required to be referred or rereferred to the Appropriations Committee which received a do not pass recommendation from committee and which then is passed by the Senate is deemed reconsidered and must be referred to and acted upon by the Appropriations Committee if that measure has not been referred or rereferred to the Appropriations Committee before passage. The Appropriations Committee shall report the measure back to the Senate for action in accordance with these rules.

4. Except for bills approved for introduction after the deadline for introduction of bills, all Senate bills required to be rereferred to the Appropriations Committee must be rereferred not later than the twenty-third legislative day and all House bills required to be rereferred to the Appropriations Committee must be rereferred not later than the fifty-fifth legislative day. If an appropriation bill is not reported to the floor and rereferred as required herein, the bill is deemed rereferred and is under the jurisdiction of the Appropriations Committee at the end of the twenty-third or fifty-fifth legislative day, as appropriate.

330. Rereferral to committee. A measure that is to be rereferred to a committee as the result of a committee report or Senate rules must be rereferred after action on any amendment recommended by the committee report or before any vote on the committee report if no amendment is recommended. When the report of the committee of rereferral is presented to the Senate, the presiding officer shall announce every report to the Senate which was made on that measure.

331. Withdrawal of measures. After referral as provided by Senate Rule 328, the bill or resolution may not be withdrawn without unanimous consent of the Senate.

332. Amending bills. No bill may be amended, extended, or incorporated in any other bill by reference to its title only, except in the case of definitions and procedural provisions, but the portion amended, extended, or incorporated must be set out at length and reenacted. No bill may be amended during its pendency in the Senate in a manner that changes its general subject matter.

333. Amend or rerefer on second reading. On the second reading of every bill or resolution, any amendment other than amendment of a measure reported from a conference committee or a measure on the calendar as the result of a motion to concur or not concur in amendments by the House may be received and the bill or resolution may be rereferred at any time before its final passage. Upon request of a member, a floor amendment must be submitted in writing and distributed to each member.

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

335. Engrossment. All Senate bills amended in committee or by floor amendment must be properly engrossed before their second reading and final passage. All Senate bills are deemed properly engrossed upon adoption of amendments. Any House bill amended in the Senate may, before second reading, be engrossed on motion of the Senate or on request of a leader.

336. Setting time certain for floor debate. If a committee chairman determines that amendments recommended or a bill or resolution considered by the chairman's committee presents important issues of public concern, the chairman, after consultation with and approval of the presiding officer and the Majority and Minority Leaders, may set a time certain for floor debate on the amendments when placed on the calendar for consideration during the sixth order of business or the bill or resolution when it has been placed on the calendar for consideration during the eleventh or fourteenth order of business. The committee chairman shall request the presiding officer to set an exact time when the amendments, bill, or resolution will be debated, and when that time is reached, the presiding officer shall hold any other matters pending at that time in abeyance until such time as the scheduled floor debate has been completed.

337. Second reading. No bill requiring the approval of the Governor, no resolution proposing a change in the Constitution of North Dakota, and no resolution ratifying an amendment to the Constitution of the United States may be referred, except in the case of a bill or resolution that is prefiled pursuant to Senate Rule 401, or amended until it has been read; nor may any such bill or resolution have its second reading and final passage until at least one day after it has been reported to the Senate by the committee to which it was referred, provided that any such bill or resolution may have its second reading and final passage on the same day it is reported back when so ordered by two-thirds of the members-elect of the Senate.

338. Disposition of measures after fifty-third legislative day. After the fifty-third legislative day, all bills and resolutions under consideration must immediately be placed on the calendar for second reading and final passage.

339. Final passage. No bill may become a law except by a vote of the majority of the members-elect of each house; however, the Lieutenant Governor may vote as provided in Senate Rule 323 if the Senate is equally divided. A bill may not become law unless on final passage the vote is taken by roll call and the names of those voting, with a record of their vote, are entered in the journal. No measure enacted or approved by a vote of the electors may be repealed or amended by the Legislative Assembly for seven years from the effective date of the measure, except by a two-thirds roll call vote of all members elected to each house. Ratification of amendments to the Constitution of the United States must be by concurrent resolution approved by a majority, upon roll call vote, of the members elected to each house, except as provided in Senate Rule 323.

340. Voice votes. Except as provided in Senate Rule 341, or when a roll call vote is requested under Senate Rule 320, or when a verification vote is requested under Senate Rule 344, action that results in final disposition of a resolution must be taken by voice vote and the results must be recorded in the journal.

341. Recorded roll call votes. Except as provided in Senate Rule 315, no action by the Senate which may result in final disposition of a bill, a resolution that provides for the expenditure of money, or a resolution proposing a constitutional amendment may be taken except by a recorded roll call vote, and the vote of each member, and, when appropriate, the vote of the Lieutenant Governor, or a record of the member's absence or failure to vote, must be recorded in the journal. As used in this rule, "final disposition" includes any procedure that, barring reconsideration, results in the Senate being unable to give further consideration during that legislative session to the particular measure that was under consideration.

342. Right to change vote. A member has the right to change the member's vote before the presiding officer has announced that the vote is closed, but not thereafter, except that a member may change the member's vote for purposes of reconsideration after the vote is closed but before it is announced pursuant to Senate Rule 343. If a member announces that the member's vote is changed for purposes of reconsideration, that announcement must be printed in the journal with corrected totals of the ayes and nays.

343. Announcement of vote. The Secretary shall tabulate the vote. The presiding officer shall announce the vote and declare whether the bill has passed and whether the emergency clause, if any, has carried.

344. Verification of vote. When the vote has been announced, any member may immediately require that the vote be verified.

345. Explanation of vote. Immediately following the announcement of the vote by the presiding officer, but not before, any member may explain the member's vote and have the member's remarks recorded in the journal.

346. Recording remarks in journal. When a member desires to have the member's remarks, other than those in explanation of the member's vote, recorded in the journal, the member shall inform the Journal Reporter before speaking and the remarks must be recorded. Except for the Majority or Minority Leader or the Assistant Majority or Minority Leader with respect to the remarks of a member of that leader's party, no member may request the remarks of any other member be recorded in the journal.

347. Transmittal of measure to House - Notice of intention to reconsider.

1. After the second reading of a bill or resolution, the Secretary of the Senate shall retain the bill or resolution until the end of the next legislative day, unless the bill or resolution has previously been disposed of.
2. On the thirty-sixth and thirty-seventh legislative days and after the fifty-seventh legislative day, the Secretary of the Senate shall transmit the bill or resolution to the House immediately upon adjournment of the last session on that day unless action on the bill or resolution is pending as the result of the Senate passing a motion to reconsider or unless the Majority or Minority Leader has given notice of intention to move the reconsideration of that bill or resolution.
3. After the sixty-sixth legislative day, the Secretary of the Senate shall transmit the bill or resolution to the House immediately after the second reading of the bill or resolution unless the Majority or Minority Leader has given notice of intention to move the reconsideration of that bill or resolution.
4. When a member in explaining the member's vote states to the Senate that the member's vote is for the purpose of reconsideration, that statement also is notice of such intention.
5. If notice is given by a member other than the Majority or Minority Leader but the motion to reconsider is not made before the end of the next legislative day, the Secretary of the Senate shall transmit the bill or resolution to the House at the end of that next legislative day.

348. Motion for reconsideration.

1. Any member may move for reconsideration of a question if any of the following apply:
   a. The member voted on the prevailing side of the question ("prevailing side of the question" is the side that voted "aye" on a question that passed, and "nay" on a question that failed);
   b. The member did not vote on the question; or
   c. The member voted on the question and the ayes and nays were not recorded.
2. A motion to reconsider must be decided by a majority vote of the members-elect, except that a motion to reconsider adoption of an amendment must be decided by a majority vote of the members present.
3. In the case of a bill, resolution, or amendment to the Constitution, the motion to reconsider, if made after the end of the next legislative day following the action on the measure, requires a two-thirds vote of the members-elect.
4. The vote by which any measure passed or failed to pass may not be reconsidered more than once in any legislative day. For purposes of this subsection, a clincher motion that fails is not a motion to reconsider.
5. No motion to reconsider may be made unless the matter is in possession of the Senate.
6. Except when a roll call vote is required under Senate Rule 320, determination of any vote required under this rule must be by a verification vote.

349. Clincher motion. A motion that any action taken by the Senate be reconsidered and that the motion to reconsider be laid on the table, if carried, has the effect of preventing reconsideration except upon a two-thirds vote of the members-elect. The motion must be decided without debate.

350. Refusal of House to return bill. Upon a majority vote of the members of the Senate present, the presiding officer shall refuse to sign any bill that may have passed the Senate and which the House has refused to return for further consideration after a proper request to do so.

351. Return of Senate measure with amendment. Upon the return to the Senate of a Senate bill or resolution that was amended and passed by the House, the presiding officer shall refer the measure to the chairman of the standing committee that reported the measure to the Senate. The chairman, by motion on the floor, shall recommend whether to concur in the amendments. If the recommendation is to not concur and to appoint a conference committee, the presiding officer shall announce the conference committee members selected pursuant to Joint Rule 301.

352. Concurrence in House amendments. Upon adoption of a motion to concur in amendments adopted by the House and explained to the Senate, the bill or resolution must be placed on the calendar for second reading and final passage. A measure placed on the calendar under this rule may be acted on immediately after placement on the calendar.

353 Enrollment. All Senate bills and resolutions that have passed both houses must be enrolled and presented to the presiding officers of the Senate and House for signatures, and when so signed, bills must be presented to the Governor for approval.

354. Signing of bills. The presiding officer shall sign all bills and resolutions passed by both houses.

355. Procedure on House bills. A similar mode of procedure must be observed with bills that have originated in and passed the House as with bills that have originated in the Senate. The printing or engrossing of those bills may be ordered as provided in these rules.

356. Procedure on receipt of vetoed bills. Upon receipt of a vetoed bill and objections, the Secretary of the Senate shall place the bill on the eleventh order of business on the calendar.

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

358. Members retain seats. When the Senate adjourns, the members shall keep their seats until the presiding officer announces the adjournment.

359. Objection to reading of papers. When the reading of a paper is requested and there is an objection by any member, the objection must be upheld or rejected by the Senate without debate.

360. Electrical voting system and remote voting. Unless otherwise ordered, any vote may be taken by means of the electrical voting system, which is under the control of the presiding officer. A member who is present and participating remotely may vote using a system established for that purpose. The system must provide means to record and make public the member's roll call votes.

361. Guests - Introduction and announcement - Limitations.

1. Introduction of guests in the Senate is limited to those individuals called on to address the Senate, individuals of statewide, national, or international prominence, and others in the discretion of the presiding officer. The presence of other guests in groups may be announced daily on the electronic message boards.
2. No member may have more than one guest on the floor during any period guests are restricted under Senate Rule 205. No member may have more than one guest in the morning on the floor during a session and one guest in the afternoon on the floor during a session. The guest must be seated with the member at the time the session convenes and may not leave the floor during debate. No guest may be seated with the member after that member's original guest for that session leaves the floor.
3. For the purposes of this rule, the floor of the Senate is all of the first floor of the Senate chamber in front of the railing.

Chapter IV. Bills and Resolutions

401. Who may introduce - Joint sponsorship - Prefiling.

1. Any bill or resolution that conforms to statutory requirements and these rules, within the number and time prescribed, may be introduced by any member, standing committee, or the Legislative Management, by filing the bill or resolution with the Secretary, who shall number consecutively each bill or resolution.
2. Any bill or resolution may have, following and separate from the name or names of the Senate sponsor or sponsors, the name of each sponsor from the House. A Senate bill or resolution may not have more than six members of the Legislative Assembly as sponsors.
3. Any bill or resolution may be introduced after the organizational session convenes and through the third Friday in December before the convening of the regular session, or a time designated by the Legislative Council, by prefiling the bill or resolution with the Legislative Council. The Legislative Council shall number those bills and

resolutions, identify the sponsoring committee as assigned by the Majority Leader of the Senate, arrange for the posting of notice of hearing, and deliver those bills and resolutions to the Secretary. Prefiled bills and resolutions may not be withdrawn, except on the floor of the Senate in the manner provided by the rules. Prefiled bills and resolutions are not confidential.

402. When introduced.

1. No member other than the Majority and Minority Leaders may introduce more than three bills as prime sponsor after the eighth legislative day. A bill containing an appropriation clause may not be introduced after the eighth legislative day. No bill may be introduced after the thirteenth legislative day, and no resolution, except those resolutions described in subsection 3, may be introduced after the sixteenth legislative day, except upon approval of a majority of the Delayed Bills Committee or upon two-thirds vote of the members of the Senate present and voting.
2. No bill introduced at the request of an executive agency or the Supreme Court may be introduced after the close of business on the day before Thanksgiving Day in even-numbered years, except upon approval of a majority of the Delayed Bills Committee.
3. Resolutions that propose amendments to the Constitution of North Dakota and resolutions directing the Legislative Management to carry out a study may not be introduced after the twenty-seventh legislative day.

403. Delayed bills and resolutions. The Delayed Bills Committee shall receive from the Secretary every bill and resolution offered for introduction after the time for introduction as limited by Senate Rule 402, and, on the same or the next legislative day after receiving the measure, shall inform the Senate whether the introduction of the measure has been approved. If a majority of the committee favors introduction, the sponsor may introduce the measure. Each measure approved for introduction must bear the name or names of the sponsor or sponsors and must note the approval of the Delayed Bills Committee.

404. Form of bills - Copies.

1. Every bill and resolution must be in typewritten form and at least two copies must be filed with the Secretary.
2. Each bill and resolution must have typed on it the name of each sponsor introducing the bill or resolution.
3. The enacting clause of a bill must be: "BE IT ENACTED BY THE LEGISLATIVE ASSEMBLY OF NORTH DAKOTA".
4. No bill may embrace more than one subject, which must be expressed in its title.
5. If a bill amends a present statute, the portion thereof constituting the amendment or amendments must be underscored. In a bill that contains sections amending existing statutes and sections that will be new law, the portion containing the amendment to the existing statute and all of each section containing new law must be underscored. Any matter contained in the present statute but deleted in the proposed amended statute must be contained in the typewritten bill, but must be set off from the remainder of the text by typing a line through the deleted matter. Where bills sponsored by the Legislative Management do not use the above devices, such bills must be accompanied by appropriate explanatory notations outlining the changes to be effected. All bills and resolutions to be introduced in the Senate must be in the form and style the Legislative Council prescribes.
6. The Secretary, upon receiving the copies of a bill or resolution as provided by this rule, shall proceed as follows:
   a. If the covered copy of the bill or resolution has attached to it a notation that the bill or resolution was approved as to form and style by the Legislative Council, the Secretary shall number the bill or resolution as provided in Senate Rule 401 and, after first reading and referral, shall distribute the copies as provided in this rule; or
   b. If the covered copy of the bill does not have a notation of approval as to form and style by the Legislative Council attached, the Secretary shall proceed as provided in Senate Rule 405.
7. The Secretary, after compliance with this rule and after first reading, shall distribute the copies of a bill or resolution received as follows: The covered copy and one additional copy must be delivered to the chairman of the committee to which the measure is referred; one copy must be delivered to the presiding officer of the Senate; six copies must be delivered to the Legislative Council; one copy must remain in the custody of the Secretary until otherwise directed by the Senate; except in the case of bills or resolutions printed on order of the Legislative Council pursuant to Senate Rule 406, two copies must be delivered to the printer having the contract for the printing of bills; three copies must be available for representatives of news media; and one copy must be given to the prime sponsor.

405. Approval of measures as to form and style.

1. When a bill or resolution, with the requisite number of copies, is filed with the Secretary without a notation attached to the covered copy stating that the bill or resolution was approved as to form and style by the Legislative Council, the Secretary immediately shall cause that bill or resolution to be delivered to the Legislative Council with a written request that the bill or resolution be examined and receive a notation approving its form and style.
2. When the Legislative Council receives a bill or resolution from the Secretary pursuant to this rule, it shall see that the bill or resolution is in the form and style required by law, legislative rule, and the drafting rules promulgated by the Legislative Council.

3. When the Legislative Council has ensured that the bill or resolution meets all requirements regarding form and style, the bill or resolution and all copies must be returned to the Secretary with a notation of approval attached to the covered copy.
4. If the Legislative Council, due to the exercise of its responsibilities under this rule, is not able to deliver an approved bill or resolution to the Secretary before expiration of the last legislative day for normal introduction, the Secretary, whenever such an approved bill or resolution is received, shall proceed to file it as if it had been received on the final legislative day for normal introduction.

406. Printing of bills and resolutions. All bills requiring the approval of the Governor, all resolutions proposing a change in the Constitution of North Dakota, and all resolutions ratifying an amendment to the Constitution of the United States, after the first reading, must be printed unless otherwise ordered by the Senate. Bills and resolutions that are prefiled pursuant to Senate Rule 401 may be printed on order of the Legislative Council.

407. Limitation on commendatory resolutions. No resolution that commends, lauds, congratulates, or otherwise honors any person or group, other than a memorial resolution extending condolences, may be introduced or further considered unless the person or group is being recognized for an achievement that has brought national attention or recognition.

408. Constitutional amendments - Statement of intent. Every resolution proposing a change in the Constitution of North Dakota must contain a statement setting forth in clear and precise language the legislative purpose and intent of the proposed change. The statement must clearly represent the substance and effect of the proposed change.

409. Reference to bills in journal. All references in the journal to Senate and House bills must be by number only, except that on first and second readings such references must be by number and title.

Chapter V. Committees

501. Standing committees.

1. The Committee on Committees consists of eight members. The Majority Leader, by virtue of office, is a member of the committee and shall serve as its chairman. The Majority Leader shall appoint four other members from the majority party and three members from the minority party to the committee. The committee shall appoint standing committees concerned with matters in the fields as indicated and procedural committees.
2. The five-day standing committee is Appropriations: (16 members) Bills and resolutions referred or rereferred under Senate Rule 329. Except for the committee chairman, each member of the committee must be appointed to one of the following divisions of the committee which, for purposes of North Dakota Century Code Section 54-03-10, are deemed standing committees:
   a. Education and Environment.
   b. Government Operations.
   c. Human Resources.
3. The three-day standing committees are:
   a. Education: (6 members)
      Public Schools; Libraries; Institutions of Higher Learning.
   b. Finance and Taxation: (6 members)
      Public Debt; Taxes and Tax Laws.
   c. Human Services: (6 members)
      Human Services; Public Health; Public Safety.
   d. Industry and Business: (5 members)
      Banks and Banking; Corporations; Insurance; Matters pertaining to Private Business and Industry.
   e. Judiciary: (7 members)
      Elections and Election Privileges; Judiciary.
4. The two-day standing committees are:
   a. Agriculture and Veterans Affairs: (6 members)
      Agriculture; Livestock; Drainage and Irrigation; Warehouse and Grain Grading; Military and Veterans Affairs.
   b. Energy and Natural Resources: (6 members)
      Game and Fish; Public Lands; Mines and Mining; Gas and Oil; Forestry.
   c. State and Local Government: (6 members)
      Cities; Counties; Townships; Park Districts; Apportionment; State and Federal Affairs; Government Pensions and Benefits; Industrial Commission and institutions under its supervision; State Historical Society and State Parks.
   d. Transportation: (5 members)
      Highways and Bridges; Railroads; Motor Vehicles; Airlines and Airports.
   e. Workforce Development: (6 members)

Occupations and Professions; Population; Workforce; Job Service North Dakota; Department of Commerce; Workforce Safety and Insurance; Workers' Compensation; Unemployment Compensation; Labor Laws and kindred subjects.

5. The procedural committees are:
   a. Arrangements for Senate Committee Rooms, to consist of three members.
   b. Correction and Revision of the Journal, to consist of three members.
   c. Delayed Bills, to consist of five members.
   d. Employment, to consist of five members.
   e. Inaugural Planning, to consist of three members.
   f. Rules, to consist of eight members.
6. When an executive nomination is received, the Committee on Committees shall appoint a select committee to consider it. The select committee shall meet and consider the nominee forthwith, and shall report its recommendations to the Senate.

502. Limitations on committee membership. Each member shall serve on two standing committees, except the Majority Leader, who may not serve on any standing committee, the Assistant Majority Leader, who may be appointed to a three-day standing committee but not to a two-day standing committee, the Minority Leader, who may be appointed to any standing committee by the Committee on Committees, and all members of the Appropriations Committee, who may not serve on any other standing committee. No member of the Senate may be appointed to more than one 3-day and one 2-day committee. The Majority and Minority Leaders may participate in all standing committees but may not vote therein except that the Minority Leader may vote on any committee to which the Minority Leader has been appointed. The Minority Leader may second a motion on any other standing committee if the committee includes only one member of the minority party.

503. Committee chairman. The Majority Leader shall appoint the chairman and vice chairman of each committee. The Majority Leader shall designate a chairman if the appointed chairman and vice chairman are absent for an extended period of time.

504. Committee meetings.

1. The Appropriations Committee meets on Monday, Tuesday, Wednesday, Thursday, and Friday of each week.
2. The three-day committees meet on Monday, Tuesday, and Wednesday of each week.
3. The two-day committees meet on Thursday and Friday of each week.
4. The chairman of any committee, or a majority of that committee, may call meetings at times and on other days as deemed necessary.

505. Appropriations Committee meetings. In addition to the meetings authorized under Senate Rule 504, the Appropriations Committee may meet for not more than five calendar days during the period after the organizational session has adjourned and the regular session is convened, as called by the Majority Leader. The chairman shall cause notice of the time and place of the meetings to be posted.

506. Notice of hearings. On Wednesday of each week, with respect to three-day committees, and on Thursday of each week, with respect to the Appropriations Committee and two-day committees, each chairman shall deliver to the Secretary a notice of the time and place of the meetings of the chairman's committee for the following week, including a list of the bills and resolutions to be considered. This rule does not prevent a change in such schedule as to time, place, or bill or resolution, if circumstances may so require. The decision of the chairman in this regard is final. The Secretary shall cause the schedule to be posted.

507. Committee procedures.

1. In all cases, a majority of the committee constitutes a quorum, except that fifty percent of the membership of a committee with an even number of members constitutes a quorum.
2. The committee chairman or the member who is duly appointed to act as chairman shall ensure that minutes of committee hearings and deliberations are kept. The minutes must be arranged by the bills or resolutions discussed, designated by number. The minutes must contain a short phrase explaining what the bill or resolution relates to and the names of all persons who appear in relation to the bill or resolution. The minutes also must include a record of recommended amendments to the bill or resolution, and a recorded roll call vote of the committee members on each bill or resolution that is referred out of the committee and, in the case of divided reports, on each report.
3. Upon adjournment of the legislative session, the minutes must be delivered to the Legislative Council and must be retained by the Council for a period of not less than one year.

508. Hearing of measures. Every bill and resolution referred to committee must be scheduled for a hearing in committee, and a hearing must be held on the bill or resolution before the appropriate deadline for reporting the bill or resolution back to the Senate.

509. Reporting of measures.

1. Except for an appropriations bill, a Senate bill or resolution may not be held in a committee for more than thirty legislative days after it is referred to the committee, unless an extension of time is granted by the Senate.
2. Except for a bill introduced after the deadline for introducing bills, all Senate bills and resolutions must be reported back to the Senate no later than the thirty-fourth legislative day.
3. A bill introduced after the deadline for introducing bills must be reported back to the Senate within five legislative days after the day of introduction.
4. A bill or resolution not reported back as required by this rule must automatically be placed on the calendar without recommendation.
5. House bills and resolutions must be reported back to the Senate by the sixty-third legislative day.
6. House bills received after the crossover deadline must be reported back to the Senate within five legislative days after the day of receipt.

510. Recalling measure from committee. The chairman of any committee to which a bill or resolution has been referred, if so ordered by a motion made by the Majority Leader or the chairman of the committee and approved by the majority of the Senate members present, shall report the bill or resolution back to the Senate forthwith.

511. Limitation on changes to measures rereferred. The Appropriations Committee may not change the intent of any measure rereferred to it after a hearing in another standing committee of the Senate, unless necessitated by consideration of the appropriation contained in the measure.

512. Committee of the Whole. When the Senate resolves itself into the Committee of the Whole, the President Pro Tempore shall preside. The rules of the Senate must be observed in the Committee of the Whole insofar as they may be applicable to committees. The minutes must be kept by a committee clerk as provided by Senate Rule 507 and the time of speaking may be limited only by motion. Upon adoption of a motion to rise, the report of the Committee of the Whole must be presented to the Senate as are other committee reports.

Chapter VI. Committee Reports

601. Report of committees.

1. The report of a committee must provide for one or more of the following recommendations with respect to the bill or resolution: do pass, do not pass, be amended, be rereferred to another committee, or be placed on the calendar without recommendation. Additionally, the report of the committee must provide a statement of whether the bill or resolution affects workforce development.
2. During the fifth order of business, the Secretary shall announce that committee reports have been received, if such is the case, and shall list the bill or resolution number, or other identifier, and state the accompanying committee recommendation. If the committee report is divided pursuant to Senate Rule 602, the Secretary shall announce the majority and minority report, or reports, as well.
3. a. If the committee report is for amendment, the proposed amendment must be placed on the calendar for the next legislative day on the sixth order of business. After the fifty-third legislative day, the proposed amendment must be placed on the calendar on the sixth order of business immediately after the report of the committee is received.
   b. No action may be taken on an amendment until a verbatim copy of the amendment has been distributed to each member; provided, that on a two-thirds vote of the members-elect, this may be suspended, and the amendment acted on immediately after the report of the committee.
   c. If the amendment is adopted by a majority vote of the members present, the amended measure must then be placed on the calendar for the next legislative day under the applicable order of business for second reading and final passage except as provided in subdivision e or g.
   d. If the amendment is rejected, the measure without amendment must be placed on the calendar for the next legislative day under the applicable order of business for second reading and final passage except as provided in subdivision e or g.
   e. If the committee report is for amendment and then rereferral to another committee, the measure must be rereferred to the appropriate committee after adoption or rejection of the amendment. If, after adoption or rejection of the amendment, a measure is subject to rereferral under Senate Rule 329, the measure must be rereferred to the Appropriations Committee, regardless of whether the report provides for rereferral.
   f. If the committee report does not recommend rereferral to another committee but recommends that the measure pass, do not pass, or makes no recommendation, the measure must be placed on the calendar for the next legislative day under the applicable order of business for second reading and final passage except as provided in subdivision g.
   g. On motion a measure must be placed on the calendar for second reading and final passage immediately after action is taken on the amendment. If the committee report recommends that the measure be placed on the calendar for second reading and final passage immediately after action is taken on the amendment, the measure must be placed on the calendar for second reading and final passage immediately after the

amendment is adopted. After the thirtieth legislative day all Senate bills, and after the fifty-third legislative day all measures, must be placed on the calendar for second reading and final passage immediately after action is taken on the amendment. Without objection a measure placed on the calendar under this subdivision must be acted on immediately after placement on the calendar.

h. A report for amendment must be approved as to form and style by the Legislative Council staff. When a report for amendment is received by the Secretary without a notation that the report was approved as to form and style by the Legislative Council staff, the Secretary immediately shall cause that report to be delivered to the Legislative Council office with a request that the report be examined and receive a notation approving its form and style.

4. If the committee report is divided as provided in Senate Rule 602, the reports must be placed on the calendar for the next legislative day on the seventh order of business. The presiding officer shall receive and announce a motion that the report of the minority be substituted for the majority committee report. If the minority report is adopted, that report is substituted for the majority report and must be placed on the calendar on the eleventh or fourteenth order of business. If the minority report is not adopted, the majority report is deemed adopted and must be placed on the calendar on the eleventh or fourteenth order of business. If a "do not pass" report is adopted under this subsection, the measure must be placed on the calendar on the eleventh or fourteenth order of business. If no report is adopted under this subsection, the measure must be placed on the calendar on the eleventh or fourteenth order of business unless the measure is subject to rereferral under Senate Rule 329.
5. The Secretary shall ensure that the daily calendar contains appropriate notation of committee reports.

602. Divided committee report.

1. In case all the members of any 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 report as provided by this rule; and all reports, if decorous in language, and respectful to the Senate, must be entered at length in the journal and must identify who voted for each report, and must be announced by the Secretary as provided in Senate Rule 601.
2. A minority report must be signed by at least two members of the committee, or three members of the Appropriations Committee, who voted against the majority report and who have not voted for or signed any other report. A member may not vote for a report and refuse to sign that report. A recorded roll call vote must be taken on the majority report and each minority report.
3. The majority report is either the report signed by the largest number of committee members or the report signed by the committee chairman if that report is one of two or more reports signed by the largest and an equal number of members. The majority report must be placed on the calendar for consideration before consideration of any minority report. Minority reports must be placed on the calendar in order in accordance with the number of committee members signing the reports, with the report signed by the largest number of members being placed on the calendar first.
4. If more than one amendment is recommended by divided reports relating to a particular measure, the presiding officer shall direct that they be placed on the calendar in order in accordance with this rule.
5. The presiding officer shall also rule as to the effect of the adoption of the first report on each subsequent report.

603. Division of report. Whenever the report of any committee, except a conference committee, contains several amendments, any member may have the amendments divided into separate divisions. The question of adoption must be taken separately on each amendment. All approved divisions comprise the report that is to be adopted.

604. Report of select committees. Select committees to whom reference has been made, in all cases, shall report to the Senate the facts and their opinions on the matters referred.

605. Conference committee reports - Exception to Senate Rules 601 and 337. Senate Rules 601 and 337 do not prohibit the reading of a conference committee report and adoption or rejection of any recommended amendments, nor the placing of any bill or resolution affected by the conference committee report on the calendar for final action on the same day the conference committee report is received by a majority vote of the members present.

Chapter VII. Executive Nominations

701. Executive nominations. Upon receipt of nominations from the executive, the Senate shall forthwith consider them. The nominations must be read and be referred to the select committee appointed pursuant to Senate Rule 501, unless otherwise ordered by the Senate. The final question on every nomination must be, "Will the Senate advise and consent to the nomination?" The question must be approved by a majority of the members-elect. The presiding officer shall advise the executive, in writing, of the action taken by the Senate.

Chapter VIII. Rules Manual

801. Mason's Manual. Mason's Manual of Legislative Procedure governs the Senate in all cases in which it is applicable, and when it is not inconsistent with the standing rules and orders of the Senate and the Joint Rules of the Senate and House.

House Rules

Chapter I. Organization and Convening

101. Call to order. The regular session of the House begins at the hour fixed at its last sitting, but if no hour were fixed at that sitting, then at 2:00 p.m., when the Speaker shall take the chair and call the House to order. After prayer by the chaplain, the roll of members must be called and the names of the absentees entered in the journal of the House. If a quorum is present, the Speaker shall proceed with the regular order of business.

102. Absence and presence.

1. As used in these rules, "absent" means not present and "present" means being physically in the chamber or room where the session or meeting is being held or participating in the session or meeting by means of interactive video or teleconference call.
2. A member present and participating remotely has the same rights, privileges, and duties as a member physically present, is deemed to be "on the floor" for purposes of floor sessions, and may vote remotely.
3. A member may not participate on the floor remotely unless the Speaker has determined circumstances dictate remote participation is necessitated.
4. A member or officer of the House, unless unable to attend due to illness or other cause, may not be absent from a session of the House, during an entire day, without first having obtained leave from the House, and no one is entitled to draw pay while absent more than one day without leave.

103. Quorum. A quorum for the transaction of business consists of a majority of the members-elect of the House, but a smaller number may adjourn from day to day and may compel the attendance of absent members.

104. Legislative day. Each legislative day begins at 7:00 a.m., but the sessions of the House must begin as provided in House Rule 101. No legislative day may be shorter than the natural day.

Chapter II. Officers and Employees

201. Duties of Speaker. The Speaker shall:

1. Preside over the House. The Speaker is charged with all the powers and duties pertaining to the position of presiding officer.
2. Preserve order and decorum. In case of disorderly conduct or disturbance in the galleries or the corridors, the Speaker or the chairman of the Committee of the Whole may order the galleries or corridors to be cleared.
3. Appoint House committees, except as provided by House Rule 501 or when otherwise provided by vote of the House.
4. Sign all acts, addresses, resolutions, writs, warrants, and subpoenas of or issued by order of the House and, while the Legislative Assembly is in session, all vouchers for payment of money out of the appropriation for the Legislative Assembly.

202. Member to preside in place of Speaker. The Speaker may leave the chair and appoint a member to preside.

203. Duties of Chief Clerk. The Chief Clerk of the House shall:

1. Keep correct journals of the proceedings of the House. The Chief Clerk shall request from the Secretary of State a list of all currently registered lobbyists, and shall print a list of those lobbyists in the journal upon the adjournment of the legislative session.
2. Have the custody of all records, accounts, and other papers committed to the Chief Clerk.
3. Post appropriate notices of committee meetings and any other announcements or notices.
4. Prepare a short orientation program for House employees which must be carried on within the first ten days of each session.
5. Keep secure all records and papers belonging to the House. The Chief Clerk shall report all missing bills, resolutions, and papers to the Speaker.
6. Exercise general supervision over all House employees and of all clerical duties appertaining to the business of the House.
7. Keep a record showing the actions taken on and status of all the bills, memorials, and resolutions.
8. Prepare the daily calendar to reflect the action taken and pending on all measures. The Chief Clerk shall provide for the distribution of the completed calendars.
9. Make available identification badges for all members of the House and employees thereof as soon as such persons have been determined.
10. Ensure that all material that is to be distributed to the members' desks other than that which is personally addressed is first submitted to the Chief Clerk, who shall supervise its distribution. No material may be distributed unless it clearly identifies the party requesting the distribution. The Chief Clerk shall have all properly identified material distributed or submit the same to the Majority and Minority Leaders for their instructions.

11. Perform under the direction of the Speaker all duties pertaining to the office and any other duties as assigned by the Speaker.

204. Preparation of the journal.

1. Upon completion of the House journal for a legislative day, the Chief Clerk shall deliver to the printer having the contract for printing the legislative journals a complete copy of the House journal.
2. Before the House goes into session again, the Committee on Correction and Revision of the Journal shall carefully examine and review the journal of the previous legislative day. The committee shall note any errors or omissions and report the errors or omissions to the House for action.
3. The printer shall set aside twenty-four copies of the daily journal. Upon termination of the legislative session, the printer shall deliver these copies to the contract binder, who shall assemble the copies into twenty-four sets of permanent journals.
4. The permanent journals must be bound in hard covers and be deposited with the Secretary of State. The Secretary of State shall preserve two sets and attach the Secretary of State's certificate to those sets showing the date of delivery and attesting that the copies are identical and official journals as delivered to the Secretary of State. From the remaining sets, the Secretary of State shall forward one set to the Supreme Court Library, one set to the Law School Library at the University of North Dakota, eight sets to the State Library, three sets to the Legislative Council, one set to the Chief Clerk, and one set to each judicial district as determined by the presiding judge of the district. The number of sets set aside in subsection 3 and delivered to the State Library may be reduced by five if the State Library is authorized to accept copies of the journals in an electronic format.

205. Duties of Sergeant-at-Arms.

1. The Sergeant-at-Arms of the House, under the direction of the presiding officer, is the executive officer of the body for the enforcement of all rules adopted by the House for the regulation of the House.
2. The House floor is under the immediate supervision of the Sergeant-at-Arms. The Sergeant-at-Arms shall see that the Deputy Sergeant-at-Arms and the Assistant Sergeants-at-Arms perform the duties to which they are especially assigned. The Sergeant-at-Arms shall perform all other services and duties pertaining to the office and as directed by the Speaker.
3. The Sergeant-at-Arms shall clear the floor of the House chamber in front of the railing of all persons, except legislators, legislative employees, legislative guests who have passes, former members of the Legislative Assembly who have passes, and properly identified representatives of the media, during the time period commencing sixty minutes before the House convenes on any legislative day and ending when the House recesses for that calendar day and from 12:00 noon until 1:00 p.m. on any legislative day. The Sergeant-at-Arms shall clear a designated area of the balcony of all persons, except legislative guests who have passes, during the daily session.
4. The Sergeant-at-Arms also shall act as the supply clerk for the House, and is responsible for ordering and distributing supplies and stationery needed by House members and House employees. The Sergeant-at-Arms may maintain a supply room, if space is available, and has sole control over the supply room, provided that the supply room may be operated jointly in cooperation with the Senate Sergeant-at-Arms.

206. Officers and employee positions of the House. The following officers and employee positions are established, with the number, title, and manner of selection for each position as stated:

Title of Position	**Number of Positions**
Group A	
Chief Clerk	1
Journal Reporter	1
Sergeant-at-Arms	1

Persons holding Group A positions must be elected by a majority of the members-elect and the results of the vote must be recorded in the journal.

Group B	
Deputy Chief Clerk	1
Assistant Chief Clerk	1
Procedural Appropriations Committee Clerk	1
Technological Appropriations Committee Clerk	1
Bill and Recording Clerk	1
Calendar Clerk	1
Procedural Assistant Appropriations Committee Clerks	3
Technological Assistant Appropriations Committee Clerks	3
Procedural Committee Clerks	5
Technological Committee Clerks	5

Chief Legislative Assistant 1
Quality Assurance Clerk.....2
Deputy Sergeant-at-Arms.....1
Legislative Assistant - Desk Page.....1

Persons holding Group B positions must be appointed by the party having a majority of the members-elect, acting by and through the Employment Committee.

Group C

Administrative Assistant to the Speaker.....1
Administrative Assistant to Majority Leader.....1
Staff Assistants to Majority Leader.....2
Administrative Assistant to Minority Leader.....1
Staff Assistants to Minority Leader.....2

The Speaker and the Majority and Minority Leaders shall appoint their respective administrative and staff assistants, acting by and through the Employment Committee.

Other employees must be appointed as determined necessary by the Employment Committee and must be allocated to the majority and minority parties in proportion to each party's percentage of the total number of the members-elect and each party shall appoint the persons to the positions allocated to them, acting by and through the Employment Committee. The majority party has the first right to select positions of a group until its allocation is filled.

The powers, duties, and qualifications for each officer or employee are as provided by law, these rules, and the current Legislative Session Employee Handbook.

Chapter III. Floor Procedures

301. Order of business. The order of business is as follows:

1. Prayer by the Chaplain and Pledge of Allegiance.
2. Calling the Roll.
3. Reference to the Journal.
4. Presentation of Petitions, Communications, and Questions of Personal Privilege.
5. Reports of Standing Committees.
6. Consideration of Amendments.
7. Reports of Select Committees, Procedural Committees, and Certain Divided Committee Reports.
8. Motions and Resolutions.
9. First Reading of House Bills and Resolutions.
10. Consideration of Bills and Resolutions on Consent Calendar.
11. Second Reading of House Bills and Resolutions.
12. Consideration of Messages from the Senate.
13. First Reading of Senate Bills and Resolutions.
14. Second Reading of Senate Bills and Resolutions.
15. Unfinished Business.
16. Signing of Bills and Resolutions.
17. Announcements.

302. Presentation of petitions and communications. Petitions and communications addressed to the House or to the Speaker must be presented by the Speaker under the fourth order of business, but petitions and communications other than official communications from the executive and judicial branches of state government may not be printed in the journal except on motion of the House.

303. Call of the House.

1. Thirty-two members of the House may cause a call of the House to be ordered and absent members to be sent for, but a call may not be ordered while a vote is being taken.
2. The call being requested, the Speaker shall require those desiring the call to rise or raise their hands, and if thirty-two or more members rise or raise their hands, the call must be ordered.
3. The call being ordered, the Sergeant-at-Arms shall close the door and allow no members to leave the chamber. A member present and participating remotely may not leave the remote proceeding.
4. The Chief Clerk shall then call the roll and furnish the Sergeant-at-Arms with a list of those members absent without leave, and that officer shall proceed to find and bring in those absentees or compel the absentees' remote participation.
5. While the House is under call, business may not be transacted except to receive and act on the report of the Sergeant-at-Arms and no motion is in order except a motion to suspend further proceedings under the call, and the motion may not be adopted unless a majority of all members-elect vote in favor of the motion.

6. Upon a report of the Sergeant-at-Arms showing that all members who were absent without leave, naming them, are present, the call is at an end, the door must be opened, and the House shall proceed with the business pending at the time the call was made.

304. 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 may walk out, or across the House, nor when a member is speaking, may any person entertain any private discourse, or pass between the person speaking and the chair. A member called to order shall immediately sit down unless permitted to explain, and the House, if appealed to, shall decide the case. If there is no appeal, the decision of the chair stands. On appeal, no member may speak more than once without leave of the House. When a member is called to order for offensive language, there may be no debate.

305. Recognition by the Speaker. Every member who is present physically and desiring to speak shall so indicate by pressing the "speak" button on the member's desk. If the "speak" button does not work, the member may rise, respectfully address the Speaker, and shall remain standing in place before proceeding to speak until recognized by the Speaker. Every member who is present and participating remotely who wishes to speak shall so indicate by the means designated by the Speaker and shall wait to speak until recognized by the Speaker. When two or more members rise at the same time to speak, the Speaker shall designate the member who is to speak first, but in all other cases the member who rises first and addresses the Speaker must be the first recognized.

306. Rules of debate. No member may speak more than twice on the same question without leave of the House, nor more than once until every member choosing to speak on the question pending has spoken. No member may speak for more than ten minutes the first time, nor more than five minutes the second time. This rule does not apply to the Majority and Minority Leaders and the chairman of the committee in charge of the bill, nor to a spokesman designated by that chairman.

307. Motion to be seconded and stated. No motion may be stated by the Speaker or debated unless the motion has been seconded. The motion must then be stated by the Speaker before the debate.

308. Motions in writing. All motions except to adjourn, postpone, or refer must be reduced to writing and read at length if required by any member of the House.

309. Motion may be withdrawn. After a motion is stated by the Speaker, the motion is in possession of the House, but may be withdrawn at any time before amendment or decision. However, all motions must be entered in the journal, whether rejected or adopted, together with the name of the member moving the same.

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

311. Questions of personal privilege. A member raising a question of personal privilege shall confine any remarks to those that concern the member personally, and when speaking under a personal privilege, a member has no right to chastise any other member.

312. Motions during debate. When a question is under debate, no motion may be received, except to fix the time to which to adjourn; to adjourn; to permit a member to vote; to lay on the table; to move the previous question; to close, limit, or extend debate (which six kinds of motions must be decided without debate); to move to postpone to a day certain; to refer; and to amend. These motions have precedence in the order in which they are named. No motion to postpone to a day certain or to refer, having been decided, may be entertained again on the same day.

313. Order in which question put. All questions, whether in committee or in the House, must be put in the order in which they are moved, except in the case of privileged questions.

314. Previous question. If a motion calling for the previous question, or any other motion to end debate, carries by a majority vote of the members present, the question must be put immediately, and no member may speak except on a request for information or on a parliamentary inquiry. A member may not move the previous question if that member is debating the issue before the House.

315. Disposition of question laid on the table. A question laid on the table is deemed finally disposed of whenever a motion to adjourn without fixing a time for reconvening is approved.

316. Stating of question and verification. Questions must 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 Speaker is in doubt or verification is requested by any member, the Speaker shall again put the question and the vote must be tabulated. The Speaker shall use only the total ayes and nays to determine if the question prevailed. The fact that the question prevailed or failed must be entered in the journal without mention of the number of ayes or nays.

317. Nondebatable motions. The following motions are not debatable:

1. Adjournment.
2. Clincher.
3. Fix the time of adjournment.
4. Order of the day.
5. Reading of papers.
6. Withdrawal of motion.
7. Suspension of the rules.
8. Lay on the table.
9. Previous question.
10. Close, limit, or extend debate.

318. Votes required for certain questions.

1. The following questions require a majority vote of the members of the House present and voting:
   a. Action, other than referrals or rereferrals to the Appropriations Committee on certain measures, as authorized in House Rule 329.
   b. Order to a chairman to report a measure back from committee, as provided in House Rule 510.
   c. Adoption of amendments, as provided in House Rule 601.
   d. Reconsideration of the adoption of an amendment, as provided in House Rule 348.
   e. Adoption of propositions of a divided question if the division would require a majority vote of the members present, as provided in House Rule 319.
   f. Adoption of conference committee reports, as provided in House Rule 605.
   g. Previous question, as provided in House Rule 314.
   h. To close, limit, or extend debate.
   i. To return a measure requested by the Senate before action, as provided in Joint Rule 204.
   j. To have the Speaker refuse to sign any bill the Senate refuses to return, as provided in House Rule 350.
   k. To request preparation of a fiscal note, as provided in Joint Rule 501.
   l. Suspension of the rules, as provided in House Rule 324.
   m. Any question for which another vote is not required by the Constitution or another rule.
2. The following questions require a majority vote of the members-elect of the House:
   a. Passage of bills, as provided in Section 13, Article IV, of the Constitution and House Rule 339.
   b. Passage of proposed amendments to the Constitution of North Dakota, as provided in Section 16, Article IV, of the Constitution.
   c. Ratification of amendments to the Constitution of the United States, as provided in House Rule 339.
   d. To recede before a conference in a case where a majority governs, as provided in Joint Rule 202.
   e. To constitute a quorum, as provided in House Rule 103.
   f. Election of certain House employees, as provided in House Rule 206.
   g. Suspension of further proceedings under a call of the House, as provided in House Rule 303.
   h. Adoption of propositions of a divided question if the division would require a majority vote of the members-elect, as provided in House Rule 319.
   i. Reconsideration of questions other than adoption of amendments if before the end of the next legislative day, as provided in House Rule 348.
   j. Adoption of a clincher motion, as provided in House Rule 349.
3. The following questions require a two-thirds vote of the members of the House present and voting, which two-thirds may, in no event, constitute fewer than a majority of the members-elect of the House:
   a. Introduction of measures after deadline, as provided in House Rule 402.
   b. Return of measures to other house after action taken, as provided in Joint Rule 204.
4. The following questions require a two-thirds vote of the members-elect of the House:
   a. Initiated and referred measures amended or repealed within seven years after enactment or approval, as provided in Section 8, Article III, of the Constitution and House Rule 339.
   b. Emergency clauses, as provided in Section 13, Article IV, of the Constitution.
   c. Vetoed measures, reconsideration, as provided in Section 9, Article V, of the Constitution.
   d. Adoption of propositions of a divided question if the division would require a two-thirds vote of the members-elect, as provided in House Rule 319.
   e. To recede before a conference in a case where two-thirds governs, as provided in Joint Rule 202.
   f. Second reading same day as report, as provided in House Rule 337.
   g. Reconsideration after the next legislative day, as provided in House Rule 348.
   h. Reconsideration after a clincher motion, as provided in House Rule 349.
   i. Suspension of requirement that copies of amendments be distributed before acted on, as provided in House Rule 601.
   j. Amendment, reconsideration, or suspension of a joint rule, as provided in Joint Rule 105.
5. The following questions require the unanimous consent of the members of the House:

a. Suspension of the rules and passage of a bill neither printed nor heard by a committee, as provided in House Rule 324.
b. Reconsideration or suspension of a standing rule or order requiring unanimous consent, as provided in House Rule 324.
c. Amendment of measures on second reading except to amend the title, as provided in House Rule 333.
d. Withdrawal of a measure after it has been referred to committee, as provided in House Rule 331.

319. Division of question.

1. If a question before the House contains more than one proposal, any member may have the question divided, except a question on the adoption of a conference committee report or on the second reading and final passage of a measure resulting from the adoption of a conference committee report may not be divided.
2. A proposal to divide a question must be submitted in writing to the Speaker at least one hour before the floor session at which the measure is placed on the calendar for consideration, unless less than one hour is available between floor sessions.
3. A question containing more than one proposal may be divided only if each resulting division is so distinct and separate it can stand as a complete proposition without being rewritten.
4. A roll call vote must be ordered for each division of a bill.
5. Each division of a divided question requires the same vote for adoption the division would require if it stood alone.
6. After voting on all divisions, the approved divisions comprise the question before the House.

320. Roll call vote. A roll call vote must be ordered when requested by one-sixth of those members present or when otherwise required by the Constitution or these rules. When a recorded roll call vote is held, the results must be printed in the journal in their entirety.

321. Vote by members.

1. Every member who is present, before the vote is announced from the chair, shall vote for or against the question before the House, unless the House excuses the member.
2. Any member who may have a personal or private interest in any measure shall disclose the fact to the House and may abstain from voting thereon with the consent of the House.
3. A "personal or private interest" is an interest that affects the member directly, individually, and uniquely.
   a. "Directly" means immediately or without additional intervening action or decision.
   b. "Individually" means for a reason other than belonging to a group, including as a member of a profession, occupation, industry, region, or the general public.
   c. "Uniquely" means in a way that is distinct from the general public.
4. If a member inadvertently fails to disclose a personal or private interest, the member may report the failure to disclose to the Speaker not later than twenty-one days after the conflict arises. The Speaker shall report a summary of the failure to disclose on the floor, if possible. The disclosure must be recorded in the journal.
5. A member may not cast a vote on behalf of another member unless the vote is cast according to verbal instruction announced to the House by that other member while present.

322. Procedure in excusing member from voting.

1. When a member asks to be excused from voting, the member shall state the member's reasons with enough underlying facts for the House to make an informed decision.
2. Upon motion, the question must be put to the House, "Shall the member, for the reasons stated, be excused from voting?".
3. Before voting on the motion, the House shall evaluate the member's personal or private interest, shall give deference to subsection 7 of Joint Rule 1001, and may discuss the question on the floor.
4. Notwithstanding a member failing to receive the consent of the House to abstain from voting under House Rule 321, if a member reasonably believes voting will subject the member to civil or criminal liability, a member may abstain from voting by announcing the member's abstinence from voting on the floor and citing this subsection.

323. Vote by Speaker. The Speaker shall vote on all questions taken by roll call vote, except on appeals from the Speaker's decision, and in all elections or decisions called for by any member.

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

325. Reading of bills and resolutions. Every bill requiring the approval of the Governor, and every resolution proposing a change in the Constitution of North Dakota, or ratifying an amendment to the Constitution of the United States, must be read two separate times, but the first reading and second reading may not be on the same day.

326. Consideration of other resolutions. Every resolution other than those referred to in House Rule 325 or 407 must be read once and referred by the Speaker to an appropriate standing committee or, on motion, to a select committee, unless otherwise ordered by vote of the House.

327. Resolutions during special sessions. During a special session of the Legislative Assembly called by the Governor, the House may consider any resolution or concurrent resolution that is on a subject having a major impact on the economic well-being of the state without referring the measure to a committee, and the House may take final action on the measure on the same legislative day as the day the measure is introduced.

328. Measures referred to committee. Upon the first reading of a bill or concurrent resolution, the Speaker shall refer it to an appropriate standing committee, unless the House, by motion, decides to refer it to a select or other standing committee, or to the Committee of the Whole. If the bill or resolution is referred to the Committee of the Whole, the bill or resolution must come up for consideration the next day, unless otherwise ordered by the House.

329. Measures referred to Appropriations Committee.

1. Every bill providing an appropriation of one hundred thousand dollars or more must be referred or rereferred to and acted on by the Appropriations Committee before final action by the House thereon, unless otherwise ordered by a majority vote of the members present.
2. Every bill or resolution with a fiscal note stating the measure has an effect of two hundred thousand dollars or more on the appropriation for a state agency or department must be rereferred to and acted on by the Appropriations Committee before final action by the House thereon, unless otherwise ordered by a majority vote of the members present.
3. A bill or resolution required to be referred or rereferred to the Appropriations Committee which received a do not pass recommendation from committee and which then is passed by the House is deemed reconsidered and must be referred to and acted upon by the Appropriations Committee if that measure has not been referred or rereferred to the Appropriations Committee before passage. The Appropriations Committee shall report the measure back to the House for action in accordance with these rules.
4. Except for bills approved for introduction after the deadline for introduction of bills, all House bills required to be rereferred to the Appropriations Committee must be rereferred not later than the twenty-third legislative day and all Senate bills required to be rereferred to the Appropriations Committee must be rereferred not later than the fifty-fifth legislative day. If an appropriation bill is not reported to the floor and rereferred as required herein, the bill is deemed rereferred and is under the jurisdiction of the Appropriations Committee at the end of the twenty-third or fifty-fifth legislative day, as appropriate.

330. Rereferral to committee. A measure that is to be rereferred to a committee as the result of a committee report or House rules must be rereferred after action on any amendment recommended by the committee report or before any vote on the committee report if no amendment is recommended. When the report of the committee of rereferral is presented to the House, the Chief Clerk shall announce every report to the House which was made on that measure.

331. Withdrawal of measures. After referral as provided in House Rule 328, the bill or resolution may not be withdrawn without unanimous consent of the House. A bill or resolution that has been placed on the calendar after receipt of a committee report may not be withdrawn.

332. Amending bills. No bill may be amended, extended, or incorporated in any other bill by reference to its title only, except in the case of definitions and procedural provisions, but the portion amended, extended, or incorporated must be set out at length and reenacted. No bill may be amended during its pendency in the House in a manner that changes its general subject matter.

333. Amend or rerefer from the floor. No amendment to a bill or resolution, other than one to amend the title, may be considered on second reading without unanimous consent of the House, nor may any floor amendment be considered on sixth order without unanimous consent of the House, but all bills and resolutions may be rereferred to committee at any time before their passage. No amendment of a measure reported from a conference committee nor of a measure on the calendar as the result of a motion to concur or not concur in amendments by the Senate may be made on second reading.

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

335. Engrossment. All House bills amended in committee must be properly engrossed before their second reading and final passage. All House bills are deemed properly engrossed upon adoption of amendments. Any Senate bill amended in the House may, before second reading, be engrossed on motion of the House or on request of a leader.

336. Setting time certain for floor debate. If a committee chairman determines that amendments recommended or a bill or resolution considered by the chairman's committee presents important issues of public concern, the chairman, after consultation with and approval of the Speaker, may request the Majority Leader to set a time certain for floor debate on the amendments when placed on the calendar for consideration during the sixth order of business or the bill or resolution when it has been placed on the calendar for consideration during the eleventh or fourteenth order of business. The

Majority Leader may set an exact time when the amendments, bill, or resolution will be debated, and when that time is reached, the Speaker shall hold any other matters pending at that time in abeyance until such time as the scheduled floor debate has been completed.

337. Second reading. No bill requiring the approval of the Governor, no resolution proposing a change in the Constitution of North Dakota, and no resolution ratifying an amendment to the Constitution of the United States may be referred, except in the case of a bill or resolution that is prefiled pursuant to House Rule 401, or amended until it has been read; nor may any such bill or resolution have its second reading and final passage until at least one day after it has been reported to the House by the committee to which it was referred, provided that any such bill or resolution may have its second reading and final passage on the same day it is reported back when so ordered by two-thirds of the members-elect of the House.

338. Disposition of measures after fifty-third legislative day. After the fifty-third legislative day, all bills and resolutions under consideration must immediately be placed on the calendar for second reading and final passage.

339. Final passage. No bill may become a law except by a vote of the majority of the members-elect of each house; however, the Lieutenant Governor may vote as provided in Senate Rule 323 if the Senate is equally divided. A bill may not become law unless on final passage the vote is taken by roll call and the names of those voting, with a record of their vote, are entered in the journal. No measure enacted or approved by a vote of the electors may be repealed or amended by the Legislative Assembly for seven years from the effective date of the measure, except by a two-thirds roll call vote of all members elected to each house. Ratification of amendments to the Constitution of the United States must be by concurrent resolution approved by a majority, upon roll call vote, of the members elected to each house, except as provided in Senate Rule 323.

340. Voice votes. Except as provided in House Rule 341, or when a roll call vote is requested under House Rule 320, or when a verification vote is requested under House Rule 344, action that results in final disposition of a resolution must be taken by voice vote and the results must be recorded in the journal.

341. Recorded roll call votes. Except as provided in House Rule 315, no action by the House which may result in final disposition of a bill, a resolution that provides for the expenditure of money, or a resolution proposing a constitutional amendment may be taken except by a recorded roll call vote, and the vote of each member, or a record of the member's absence or failure to vote, must be recorded in the journal. As used in this rule, "final disposition" includes any procedure that, barring reconsideration, results in the House being unable to give further consideration during that legislative session to the particular measure that was under consideration.

342. Right to change vote. A member has the right to change the member's vote before the Speaker has announced that the vote is closed, but not thereafter.

343. Announcement of vote. The Chief Clerk shall tabulate the vote. The Speaker shall announce the vote and declare whether the bill has passed and whether the emergency clause, if any, has carried.

344. Verification of vote. When the vote has been announced, any member may immediately require that the vote be verified.

345. Explanation of vote. Immediately following the announcement of the vote by the Speaker, but not before, any member may explain the member's vote and have the member's remarks recorded in the journal.

346. Recording remarks in journal. When a member desires to have the member's remarks, other than those in explanation of the member's vote, recorded in the journal, the member shall inform the Journal Reporter before speaking and the remarks must be recorded. Except for the Majority or Minority Leader or the Assistant Majority or Minority Leader with respect to the remarks of a member of that leader's party, no member may request the remarks of any other member be recorded in the journal.

347. Transmittal of measure to Senate - Notice of intention to reconsider.

1. After the second reading of a bill or resolution, the Chief Clerk shall retain the bill or resolution until the end of the next legislative day, unless the bill or resolution has previously been disposed of.
2. On the thirty-sixth and thirty-seventh legislative days and after the fifty-seventh legislative day, the Chief Clerk shall transmit the bill or resolution to the Senate immediately upon adjournment of the last session on that day unless action on the bill or resolution is pending as the result of the House passing a motion to reconsider or unless the Majority or Minority Leader has given notice of intention to move the reconsideration of that bill or resolution.
3. After the sixty-sixth legislative day, the Chief Clerk shall transmit the bill or resolution to the Senate immediately after the second reading of the bill or resolution unless the Majority or Minority Leader has given notice of intention to move the reconsideration of that bill or resolution.

4. When a member in explaining the member's vote states to the House that the member's vote is for the purpose of reconsideration, that statement also is notice of such intention.
5. If notice is given by a member other than the Majority or Minority Leader but the motion to reconsider is not made before the end of the next legislative day, the Chief Clerk shall transmit the bill or resolution to the Senate at the end of that next legislative day.

348. Motion for reconsideration.

1. A member may move for reconsideration of a question if the member:
   a. Voted on the prevailing side of the question ("prevailing side of a question" is the side that voted "aye" on a question that passed, and "nay" on a question that failed);
   b. Did not vote on the question; or
   c. Voted on the question and the ayes and nays were not recorded.
2. A motion to reconsider must be decided by a majority vote of the members-elect, except that a motion to reconsider adoption of an amendment must be decided by a majority vote of the members present.
3. In the case of a bill, resolution, or amendment to the Constitution, the motion to reconsider, if made after the end of the next legislative day following the action on the measure, requires a two-thirds vote of the members-elect.
4. The vote by which any measure passed or failed to pass may be reconsidered only once in a legislative day. For purposes of this subsection, a clincher motion that fails is not a motion to reconsider.
5. A motion to reconsider may be made only if the matter is in possession of the House.
6. Except when a roll call vote is required under House Rule 320, determination of any vote required under this rule must be by a verification vote.
7. Except for a motion to reconsider made before the House recesses following its action on a measure or if there is less than one hour between floor sessions, a member shall provide written notice of a motion to reconsider to the Speaker at least one hour before the floor session at which the motion is placed on the calendar for consideration.

349. Clincher motion. A motion that any action taken by the House be reconsidered and that the motion to reconsider be laid on the table, if carried by a majority vote of the members-elect, has the effect of preventing reconsideration except upon a two-thirds vote of the members-elect. The motion must be decided without debate.

350. Refusal of Senate to return bill. Upon a majority vote of the members of the House present, the Speaker shall refuse to sign any bill that may have passed the House and which the Senate has refused to return for further consideration after a proper request to do so.

351. Return of House measure with amendment. Upon the return to the House of a House bill or resolution that was amended and passed by the Senate, the Speaker shall refer the measure to the chairman of the standing committee that reported the measure to the House. The chairman shall recommend whether to concur in the amendments. If the recommendation is to not concur and to appoint a conference committee, the Speaker shall announce the conference committee members selected pursuant to Joint Rule 301. Without objection, a motion to accept recommendations to not concur and to appoint conference committees must be voted on in a single vote. If any member objects to voting on a recommendation to not concur and to appoint a conference committee with other recommendations to not concur and to appoint conference committees, that recommendation must be voted on as a separate item.

352. Concurrence in Senate amendments. Upon adoption of a motion to concur in amendments adopted by the Senate and explained to the House, the bill or resolution must be placed on the calendar for second reading and final passage. A measure placed on the calendar under this rule may be acted on immediately after placement on the calendar.

353. Enrollment. All House bills and resolutions that have passed both houses must be enrolled and presented to the presiding officers of the House and Senate for signatures, and when so signed, bills must be presented to the Governor for approval.

354. Signing of bills. The Speaker shall sign all bills and resolutions passed by both houses.

355. Procedure on Senate bills. A similar mode of procedure must be observed with bills that have originated in and passed the Senate as with bills that have originated in the House. The printing or engrossing of those bills may be ordered as provided in these rules.

356. Procedure on receipt of vetoed bills. Upon receipt of a vetoed bill and objections, the Chief Clerk shall place the bill on the eleventh order of business on the calendar.

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

358. Members retain seats. When the House adjourns, the members shall keep their seats until the Speaker announces the adjournment.

359. Objection to reading of papers. When the reading of a paper is requested and there is an objection by any member, the objection must be upheld or rejected by the House without debate.

360. Electrical voting system and remote voting. Unless otherwise ordered, any vote may be taken by means of the electrical voting system, which is under the control of the Speaker. A member who is present and participating remotely may vote using a system established for that purpose. The system must provide means to record and make public the member's roll call votes.

361. Guests - Introduction and announcement - Limitations.

1. Introduction of guests in the House is limited to those individuals called on to address the House and former members of the Legislative Assembly. The presence of other guests in groups may be announced daily on the electronic message boards.
2. No person may be admitted to the floor of the House except state officers; justices of the Supreme Court and judges of the 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; reporters for newspapers; and any other person granted admission by the Speaker.
3. No member may have more than one guest on the floor during any period guests are restricted under House Rule 205. No member may have more than one guest in the morning on the floor during a session and one guest in the afternoon on the floor during a session. The guest must be seated with the member at the time the session convenes and may not leave the floor during debate. No guest may be seated with the member after that member's original guest for that session leave the floor.
4. For the purpose of this rule, the floor of the House is all of the first floor of the House chamber in front of the railing.

362. Telephones and pagers. A wireless telephone or pager may not be used in the House chamber during a floor session or in a House committee room during a committee meeting in that room.

363. Determination of seniority seating in House chamber.

1. Seniority is measured by the total number of years a member has served in the Legislative Assembly, regardless of continuity of terms of office, and includes service in the Senate.
2. Seating of members must be in the following order and other members of each district delegation of the same political party must be seated immediately after each of the members indicated:
   a. The Majority Leader.
   b. The Minority Leader.
   c. The Assistant Majority Leader.
   d. The Assistant Minority Leader.
   e. Past Speakers in the order of seniority.
   f. The Speaker.
   g. The remaining members in the order of seniority.
3. Seat numbers 40 and 64 are reserved for the Majority Leader and Minority Leader.
4. Seat number 86 is reserved for the Speaker.
5. The Speaker may permit extra seats on the floor of the House chamber to be utilized by members of the press, and may reserve certain seats for that purpose.
6. When two or more members have exactly the same seniority as determined pursuant to subsection 1, seating among those members must be in ascending numerical order based on the number of the district represented. When two or more members from the same district or multidistrict have equal seniority, the member or members of the party of the Speaker, if any, must be seated first; thereafter members must be listed in alphabetical order for seating purposes.

Chapter IV. Bills and Resolutions

401. Who may introduce - Joint sponsorship - Prefiling.

1. Any bill or resolution that conforms to statutory requirements and these rules, within the number and time prescribed, may be introduced by any member, standing committee, or the Legislative Management, by filing the bill or resolution with the Chief Clerk, who shall number consecutively each bill or resolution.
2. Any bill or resolution may have, following and separate from the name or names of the House sponsor or sponsors, the name of each sponsor from the Senate. A bill or resolution may not have more than twelve members of the Legislative Assembly as sponsors.
3. Any bill or resolution may be introduced after the organizational session convenes and through the third Friday in December before the convening of the regular session, or a time designated by the Legislative Council, by prefiling the bill or resolution with the Legislative Council. The Legislative Council shall number those bills and resolutions, identify the sponsoring committee as assigned by the Speaker, arrange for the posting of notice of hearing, and deliver those bills and resolutions to the Chief Clerk. Prefiled bills and resolutions may not be

withdrawn, except on the floor of the House in the manner provided by the rules. Prefiled bills and resolutions are not confidential.

402. When introduced.

1. No member other than the Majority and Minority Leaders may introduce more than five bills as prime sponsor after the third legislative day. No bill may be introduced after the eighth legislative day, and no resolution, except those resolutions described in subsection 3, may be introduced after the sixteenth legislative day, except upon approval of a majority of the Delayed Bills Committee or upon two-thirds vote of the members of the House present and voting.
2. No bill introduced at the request of an executive agency or the Supreme Court may be introduced after the close of business on the day before Thanksgiving Day in even-numbered years, except upon approval of a majority of the Delayed Bills Committee.
3. Resolutions that propose amendments to the Constitution of North Dakota and resolutions directing the Legislative Management to carry out a study may not be introduced after the twenty-seventh legislative day.

403. Delayed bills and resolutions. The Delayed Bills Committee shall receive from the Chief Clerk every bill and resolution offered for introduction after the time for introduction as limited by House Rule 402, and, on the same or the next legislative day after receiving the measure, shall inform the House whether the introduction of the measure has been approved. If a majority of the committee favors introduction, the sponsor may introduce the measure. The report of the Delayed Bills Committee is not subject to approval of the House. Each measure approved for introduction must bear the name or names of the sponsor or sponsors and must note the approval of the Delayed Bills Committee.

404. Form of bills - Copies.

1. Every bill and resolution must be in typewritten form and at least two copies must be filed with the Chief Clerk.
2. Each bill and resolution must have typed on it the name of each sponsor introducing the bill or resolution.
3. The enacting clause of a bill must be: "BE IT ENACTED BY THE LEGISLATIVE ASSEMBLY OF NORTH DAKOTA".
4. No bill may embrace more than one subject, which must be expressed in its title.
5. If a bill amends a present statute, the portion thereof constituting the amendment or amendments must be underscored. In a bill that contains sections amending existing statutes and sections that will be new law, the portion containing the amendment to the existing statute and all of each section containing new law must be underscored. Any matter contained in the present statute but deleted in the proposed amended statute must be contained in the typewritten bill, but must be set off from the remainder of the text by typing a line through the deleted matter. Where bills sponsored by the Legislative Management do not use the above devices, such bills must be accompanied by appropriate explanatory notations outlining the changes to be effected. All bills and resolutions to be introduced in the House must be in the form and style the Legislative Council prescribes.
6. The Chief Clerk, upon receiving the copies of a bill or resolution as provided by this rule, shall proceed as follows:
   a. If the covered copy of the bill or resolution has attached to it a notation that the bill or resolution was approved as to form and style by the Legislative Council, the Chief Clerk shall number the bill or resolution as provided in House Rule 401 and, after first reading and referral, shall distribute the copies as provided in this rule; or
   b. If the covered copy of the bill does not have a notation of approval as to form and style by the Legislative Council attached, the Chief Clerk shall proceed as provided in House Rule 405.
7. The Chief Clerk, after compliance with this rule and after first reading, shall distribute the copies of a bill or resolution received as follows: The covered copy and one additional copy must be delivered to the chairman of the committee to which the measure is referred; one copy must be delivered to the Speaker; six copies must be delivered to the Legislative Council; one copy must remain in the custody of the Chief Clerk until otherwise directed by the House; except in the case of bills or resolutions printed on order of the Legislative Council pursuant to House Rule 406, two copies must be delivered to the printer having the contract for the printing of bills; three copies must be available for representatives of news media; and one copy must be given to the prime sponsor.

405. Approval of measures as to form and style.

1. When a bill or resolution, with the requisite number of copies, is filed with the Chief Clerk without a notation attached to the covered copy stating that the bill or resolution was approved as to form and style by the Legislative Council, the Chief Clerk immediately shall cause that bill or resolution to be delivered to the Legislative Council with a written request that the bill or resolution be examined and receive a notation approving its form and style.
2. When the Legislative Council receives a bill or resolution from the Chief Clerk pursuant to this rule, it shall see that the bill or resolution is in the form and style required by law, legislative rule, and the drafting rules promulgated by the Legislative Council.
3. When the Legislative Council has ensured that the bill or resolution meets all requirements regarding form and style, the bill or resolution and all copies must be returned to the Chief Clerk with a notation of approval attached to the covered copy.
4. If the Legislative Council, due to the exercise of its responsibilities under this rule, is not able to deliver an approved bill or resolution to the Chief Clerk before expiration of the last legislative day for normal introduction, the

Chief Clerk, whenever such an approved bill or resolution is received, shall proceed to file it as if it had been received on the final legislative day for normal introduction.

406. Printing of bills and resolutions. All bills requiring the approval of the Governor, all resolutions proposing a change in the Constitution of North Dakota, and all resolutions ratifying an amendment to the Constitution of the United States, after the first reading, must be printed unless otherwise ordered by the House. Bills and resolutions that are prefiled pursuant to House Rule 401 may be printed on order of the Legislative Council.

407. Limitation on commendatory resolutions. No resolution that commends, lauds, congratulates, or otherwise honors any person or group, other than a memorial resolution extending condolences, may be introduced or further considered unless the person or group is being recognized for an achievement that has brought national attention or recognition.

408. Constitutional amendments - Statement of intent. Every resolution proposing a change in the Constitution of North Dakota must contain a statement setting forth in clear and precise language the legislative purpose and intent of the proposed change. The statement must clearly represent the substance and effect of the proposed change.

409. Reference to bills in journal. All references in the journal to House and Senate bills must be by number only, except that on first and second readings such references must be by number and title.

Chapter V. Committees

501. Standing committees.

1. The Committee on Committees consists of eleven members. The Majority Leader, by virtue of office, is a member of the committee and shall serve as its chairman. The Speaker, by virtue of office, is a member of the committee and is the vice chairman of the committee. The Majority Leader shall appoint five other members from the majority party and four members from the minority party to the committee. The committee shall appoint standing committees concerned with matters in the fields as indicated and procedural committees.
2. The five-day standing committee is Appropriations: (23 members) Bills and resolutions referred or rereferred under House Rule 329. Except for the committee chairman, each member of the committee must be appointed to one of the following divisions of the committee which, for purposes of North Dakota Century Code Section 54-03-10, are deemed standing committees:
   a. Education and Environment.
   b. Government Operations.
   c. Human Resources.
3. The three-day standing committees, each with up to 14 members, are:
   a. Education:
      Public Schools; Libraries; Institutions of Higher Learning.
   b. Finance and Taxation:
      Public Debt; Taxes and Tax Laws.
   c. Human Services:
      Human Services; Public Health; Public Safety.
   d. Industry, Business and Labor:
      Banks and Banking; Corporations; Insurance; Matters pertaining to Private Business and Industry; Workers' Compensation; Unemployment Compensation; Labor Laws and kindred subjects.
   e. Judiciary:
      Elections and Election Privileges; Judiciary; Constitutional Revision.
4. The two-day standing committees, each with up to 14 members, are:
   a. Agriculture:
      Agriculture; Livestock; Drainage and Irrigation; Warehouse and Grain Grading.
   b. Energy and Natural Resources:
      Game and Fish; Public Lands; Mines and Mining; Gas and Oil; Forestry.
   c. Government and Veterans Affairs:
      State and Federal Affairs; Government Pensions and Benefits; Military and Veterans Affairs; Industrial Commission and institutions under its supervision; State Historical Society and State Parks.
   d. Political Subdivisions:
      Cities; Counties; Townships; Park Districts; Apportionment.
   e. Transportation:
      Highways and Bridges; Railroads; Motor Vehicles; Airlines and Airports.
5. The procedural committees are:
   a. Arrangements for House Committee Rooms, to consist of three members.
   b. Correction and Revision of the Journal, to consist of five members.
   c. Delayed Bills, to consist of five members.

d. Employment, to consist of five members.
e. Inaugural Planning, to consist of three members.
f. Rules, to consist of seven members.

502. Limitations on committee membership. Each member shall serve on two standing committees, except the Speaker and the Majority Leader, who may not serve on any standing committee, the Minority Leader, who may be appointed to any standing committee by the Committee on Committees, and all members of the Appropriations Committee, who may not serve on any other standing committee. No member of the House may be appointed to more than one 3-day and one 2-day committee. The Speaker and the Majority and Minority Leaders may participate in all standing committees but may not vote therein except that the Minority Leader may vote on any committee to which the Minority Leader has been appointed.

503. Committee chairman. The Majority Leader shall appoint the chairman and vice chairman of each committee. The Majority Leader shall designate a chairman if the appointed chairman and vice chairman are absent for an extended period of time.

504. Committee meetings.
1. The Appropriations Committee meets on Monday, Tuesday, Wednesday, Thursday, and Friday of each week.
2. The three-day committees meet on Monday, Tuesday, and Wednesday of each week.
3. The two-day committees meet on Thursday and Friday of each week.
4. The chairman of any committee, or a majority of that committee, may call meetings at times and on other days as deemed necessary.

505. Appropriations Committee meetings. In addition to the meetings authorized under House Rule 504, the Appropriations Committee may meet for not more than five calendar days during the period after the organizational session has adjourned and the regular session is convened, as called by the Majority Leader. The chairman shall cause notice of the time and place of the meetings to be posted.

506. Notice of hearings. On Thursday of each week, each committee chairman shall deliver to the Chief Clerk a notice of the time and place of the meetings of the chairman's committee for the following week, including a list of the bills and resolutions to be considered. This rule does not prevent a change in such schedule as to time, place, or bill or resolution, if circumstances may so require. The decision of the chairman in this regard is final. The Chief Clerk shall cause the schedule to be posted.

507. Committee procedures.
1. In all cases, a majority of the committee constitutes a quorum.
2. The committee chairman or the member who is duly appointed to act as chairman shall ensure that minutes of committee hearings and deliberations are kept. The minutes must be arranged by the bills or resolutions discussed, designated by number. The minutes must contain a short phrase explaining what the bill or resolution relates to and the names of all persons who appear in relation to the bill or resolution. The minutes also must include a record of recommended amendments to the bill or resolution, and a recorded roll call vote of the committee members on each bill or resolution that is referred out of the committee and, in the case of divided reports, on each report.
3. Upon adjournment of the legislative session, the minutes must be delivered to the Legislative Council and must be retained by the Council for a period of not less than one year.
4. A rules amendment submitted for consideration by the procedural Rules Committee must be submitted to the committee members at least twenty-four hours before the Rules Committee meeting at which the amendment will be considered. The chairman of the procedural Rules Committee may grant an exception to this rule for extenuating circumstances.

508. Hearing of measures. Every bill and resolution referred to committee must be scheduled for a hearing in committee, and a hearing must be held on the bill or resolution before the appropriate deadline for reporting the bill or resolution back to the House. This rule does not apply to a bill or resolution withdrawn either before being scheduled for a hearing or before the hearing is held.

509. Reporting of measures.
1. Except for an appropriations bill, a House bill or resolution may not be held in a committee for more than thirty legislative days after it is referred to the committee, unless an extension of time is granted by the House.
2. Except for a bill introduced after the deadline for introducing bills, all House bills and resolutions must be reported back to the House no later than the thirty-fourth legislative day.
3. A bill introduced after the deadline for introducing bills must be reported back to the House within five legislative days after the day of introduction.
4. A bill or resolution not reported back as required by this rule must automatically be placed on the calendar without recommendation.

5. Senate bills and resolutions must be reported back to the House by the sixty-third legislative day.
6. Senate bills received after the crossover deadline must be reported back to the House within five legislative days after the day of receipt.

510. Recalling measure from committee. The chairman of any committee to which a bill or resolution has been referred, if so ordered by a vote of the majority of the House members present, shall report the bill or resolution back to the House forthwith.

511. Limitation on changes to measures rereferred. The Appropriations Committee may not change the intent of any measure rereferred to it after a hearing in another standing committee of the House, unless necessitated by consideration of the appropriation contained in the measure.

512. Conference committee appointments. The committee chairman of each committee shall recommend conference committee appointments to the Majority Leader.

Chapter VI. Committee Reports

601. Report of committees.

1. The report of a committee must provide for one or more of the following recommendations with respect to the bill or resolution: do pass, do not pass, be amended, be rereferred to another committee, or be placed on the calendar without recommendation. However, when a committee fails to adopt any of the above recommendations due to the lack of a majority, the chairman shall report the bill to the floor with whatever minority reports individual committee members may request in accordance with House Rule 602.
2. During the fifth order of business, the Chief Clerk shall announce that committee reports have been received, if such is the case, and shall list the bill or resolution number, or other identifier, and state the accompanying committee recommendation. If the committee report is divided pursuant to House Rule 602, the Chief Clerk shall announce the majority and minority report, or reports, as well.
3. a. If the committee report is for amendment, the proposed amendment must be placed on the calendar for the next legislative day on the sixth order of business. After the fifty-third legislative day, the proposed amendment must be placed on the calendar on the sixth order of business immediately after the report of the committee is received. On sixth order, the Speaker shall announce that without objection, the proposed amendments on the sixth order are deemed approved. If any member objects to a proposed amendment being approved with other proposed amendments, that amendment must be voted on as a separate item.
   b. No action may be taken on an amendment until a verbatim copy of the amendment has been distributed to each member; provided, that on a two-thirds vote of the members-elect, this may be suspended, and the amendment acted on immediately after the report of the committee.
   c. If the amendment is adopted by a majority vote of the members present, the amended measure must then be placed on the calendar for the next legislative day under the applicable order of business for second reading and final passage except as provided in subdivision e or g.
   d. If the amendment is rejected, the measure without amendment must be placed on the calendar for the next legislative day under the applicable order of business for second reading and final passage except as provided in subdivision e or g.
   e. If the committee report is for amendment and then rereferral to another committee, the measure must be rereferred to the appropriate committee after adoption or rejection of the amendment. If, after adoption or rejection of the amendment, a measure is subject to rereferral under House Rule 329, the measure must be rereferred to the Appropriations Committee, regardless of whether the report provides for rereferral.
   f. If the committee report does not recommend rereferral to another committee but recommends that the measure pass, do not pass, or makes no recommendation, the measure must be placed on the calendar for the next legislative day under the applicable order of business for second reading and final passage except as provided in subdivision g.
   g. On motion a measure must be placed on the calendar for second reading and final passage immediately after action is taken on the amendment. If the committee report recommends the measure be placed on the calendar for second reading and final passage immediately after action is taken on the amendment, the measure must be placed on the calendar for second reading and final passage immediately after the amendment is adopted. After the thirtieth legislative day all House bills, and after the fifty-third legislative day all measures, must be placed on the calendar for second reading and final passage immediately after action is taken on the amendment. Without objection, a measure placed on the calendar under this subdivision must be acted on immediately after placement on the calendar. If more than one amendment was deemed approved under subdivision a and the measures are placed on the calendar under this subdivision, the Speaker shall announce whether the measures will be acted on immediately after placement on the calendar and the order in which the measures will be considered.
   h. A report for amendment must be approved as to form and style by the Legislative Council staff. When a report for amendment is received by the Chief Clerk without a notation that the report was approved as to form and

style by the Legislative Council staff, the Chief Clerk immediately shall cause that report to be delivered to the Legislative Council office with a request that the report be examined and receive a notation approving its form and style.

4. If the committee report is divided as provided in House Rule 602, the reports must be placed on the calendar for the next legislative day on the seventh order of business. The Speaker shall receive and announce a motion that the report of the minority be substituted for the majority committee report. If the minority report is adopted, that report is substituted for the majority report and must be placed on the calendar on the eleventh or fourteenth order of business. If the minority report is not adopted, the majority report is deemed adopted and must be placed on the calendar on the eleventh or fourteenth order of business. If a "do not pass" report is adopted under this subsection, the measure must be placed on the calendar on the eleventh or fourteenth order of business. If no report is adopted under this subsection, the measure must be placed on the calendar on the eleventh or fourteenth order of business unless the measure is subject to rereferral under House Rule 329.
5. The Chief Clerk shall ensure that the daily calendar contains appropriate notation of committee reports.

602. Divided committee report.

1. In case all the members of any 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 report as provided by this rule; and all reports, if decorous in language, and respectful to the House, must be entered at length in the journal and must identify who voted for each report, and must be announced by the Chief Clerk as provided in House Rule 601.
2. A minority report must be signed by at least three members of the committee, or four members of the Appropriations Committee, who voted against the majority report and who have not voted for or signed any other report. A member may not vote for a report and refuse to sign that report. A recorded roll call vote must be taken on the majority report and each minority report.
3. The majority report is either the report signed by the largest number of committee members or the report signed by the committee chairman if that report is one of two or more reports signed by the largest and an equal number of members. The majority report must be placed on the calendar above any minority report. Minority reports must be placed on the calendar in order in accordance with the number of committee members signing the reports, with the report signed by the largest number of members being placed on the calendar first.
4. If more than one amendment is recommended by divided reports relating to a particular measure, the Speaker shall direct that they be placed on the calendar in order in accordance with this rule.
5. The Speaker shall also rule as to the effect of the adoption of the first report on each subsequent report.

603. Division of report. Whenever the report of any committee, except a conference committee, contains several amendments, any member may have the amendments divided into separate divisions. A proposal to have amendments divided must be submitted in writing to the Speaker in advance of the floor session at which the measure is placed on the calendar for consideration. The question of adoption must be taken separately on each amendment. All approved divisions comprise the report that is to be adopted.

604. Report of select committees. Select committees to whom reference has been made, in all cases, shall report to the House the facts and their opinions on the matters referred.

605. Conference committee reports - Exception to House Rules 601 and 337. House Rules 601 and 337 do not prohibit the reading of a conference committee report and adoption or rejection of any recommended amendments, nor the placing of any bill or resolution affected by the conference committee report on the calendar for final action on the same day the conference committee report is received by a majority vote of the members present. If the conference committee report is to adopt recommended amendments, adoption of the report is adoption of the amendments. If the conference committee report is to reject recommended amendments, adoption of the report is rejection of the amendments.

Chapter VII. Committee of the Whole

701. Member to preside. When the House resolves itself into the Committee of the Whole, the Speaker shall appoint a chairman to preside.

702. Order of business. When the House resolves itself into the Committee of the Whole, no other business is in order until the committee rises.

703. House rules pertain - Exceptions. The rules of the House must be observed in the Committee of the Whole insofar as they may be applicable to committees. The minutes must be kept by a committee clerk as provided by House Rule 507 and the time of speaking may be limited only by motion.

704. Report. Upon adoption of a motion to rise, the report of the Committee of the Whole must be presented to the House as are other committee reports.

Chapter VIII. Rules Manual

801. Mason's Manual. Mason's Manual of Legislative Procedure governs the House in all cases in which it is applicable, and when it is not inconsistent with the standing rules and orders of the House and the Joint Rules of the Senate and House.

Joint Rules

Chapter I. Communications and Transmittals

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

102. Transmittal of bills with emergency clauses. If a bill with an emergency clause has passed without the vote required to carry the emergency clause, the bill must be transmitted to the other house without the emergency clause.

103. Notice of rejection of measures. When a bill or resolution that has passed in one house is rejected in the other, notice thereof must be given to the house in which the bill or resolution passed.

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

105. Amendment, reconsideration, or suspension of joint rules. After adoption of the joint rules, no joint rule may be amended unless the rule is first reconsidered. A joint rule may not be reconsidered or suspended except by a vote of two-thirds of the members-elect of either house. The house that reconsiders or suspends a joint rule shall notify the other house with respect to that action.

Chapter II. Procedures on Measures

201. Amendments. Either house may amend any amendment made by the other to any bill or resolution.

202. Receding before conference. Either house may recede from any subject matter of difference existing between the two houses at any time before a conference whether the papers on which difference has arisen are before the house receding formally or informally, and a majority of the members-elect governs, except in a case where two-thirds of the members-elect is required by the Constitution, and the question having been put and lost, may not be again put the same day, and the consideration thereof in other respects is regulated by the rules of the respective houses.

203. Limitation on messaging of measures - Crossover days. A bill or resolution that has passed one house may not be sent to the other house for concurrence after the thirty-seventh legislative day, except a bill or resolution approved for introduction after the deadline for introduction of bills or resolutions.

204. Returning of measures. Either house, upon majority vote of the members present, shall return any bill or resolution requested by motion of the other house, if the bill or resolution is yet in possession of the house called on, and no action thereon has been had. In case action has been had, then it requires a two-thirds vote of the members present of the house asked to return a bill or resolution called for.

205. Assistance in drafting - Engrossing and enrolling of measures - Clerical errors. The Legislative Council may provide for the members of the Legislative Assembly such legal assistance as may be necessary for the proper drafting of proposed legislation. The Legislative Council shall engross and enroll bills and resolutions as requested by each house of the Legislative Assembly. The Legislative Council shall determine the form and style of engrossed and enrolled bills and resolutions. The Legislative Council shall correct clerical errors discovered as it engrosses and enrolls bills and resolutions.

206. Consent calendar.

1. Each standing committee may report an uncontested bill or resolution out of committee and may include in its report a recommendation for placement on the consent calendar.
2. As used in this rule, "uncontested bill or resolution" means any bill or resolution, except a bill providing an appropriation, which receives a do pass, do pass as amended, or do not pass recommendation from the committee of referral, by unanimous vote of the members present provided a quorum is present.
3. Following the presentation of a committee report recommending placement on the consent calendar, all bills or resolutions recommended by the committee for placement on the consent calendar must be placed on the consent calendar.
4. A resolution directing a Legislative Management study which receives a do pass or do pass as amended recommendation from the committee of referral must be placed on the consent calendar, regardless of whether the committee report recommends placement on the consent calendar.
5. Any consent calendar bill or resolution that is amended from the floor must be taken off the consent calendar and must be placed on the regular calendar.
6. Upon objection of any member to the placement or retention of any uncontested bill or resolution or any Legislative Management study resolution on the consent calendar, the bill or resolution must be taken off the consent calendar and must be placed on the regular calendar.

207. Consideration of items on consent calendar.

1. No item on the consent calendar may be considered for adoption on the same legislative day it is placed on the consent calendar.
2. Bills or resolutions on the consent calendar are not debatable, except that the presiding officer shall allow a reasonable time for questions from the floor and shall permit the proponents of the bills or resolutions to answer the questions.
3. The question of the final passage of more than one item contained on the consent calendar may be voted on in a single vote if the vote is on either bills or resolutions and not on any combination thereof in the same vote.
4. Immediately before voting on the first consent calendar bills or resolutions, the presiding officer shall call to the attention of the members the fact that the next vote will be the vote on the bills or resolutions on the consent calendar. A recorded roll call vote is necessary on items on the consent calendar only if a recorded roll call vote is required under Senate or House Rule 341.

208. Introduction of executive agency and Supreme Court bills.

1. Each executive agency and the Supreme Court shall file with the Legislative Council those bills, other than bills making appropriations, the agency or Supreme Court wishes to have introduced no later than the close of business on the day before Thanksgiving in even-numbered years.
2. Each filed bill is deemed introduced by the standing committee of the House or Senate with general jurisdiction over the subject matter of the bill. However, if the filing entity receives the approval of a legislator to sponsor the bill, that bill must be introduced by the legislator rather than by the standing committee. A bill sponsored by a legislator may not have more sponsors than permitted under Senate and House Rules 401.
3. As required under North Dakota Century Code Section 54-44.1-07, the Director of the Budget, the Supreme Court, and the Legislative Council shall deliver to the Legislative Council bill drafts making appropriations to implement the budget recommended by the Governor no later than the close of business on the seventh day after the adjournment of the organizational session. The bill drafts are not deemed introduced but must be provided to the Appropriations Committees and printed in the journals of the Senate and House of Representatives.
4. The Legislative Council shall number and deliver bills introduced under this rule to the appropriate house for recording. Each bill introduced under this rule must identify the name of the agency or the court under the name of the sponsoring committee or legislator. The identification of a bill introduced by a standing committee may include the names of not more than five entities authorized to file bills under this rule.

209. Return of vetoed bills with objections. When the Governor vetoes a bill that must be returned within three legislative days after delivery to the Governor, the bill must be returned to the Secretary of the Senate if a Senate bill or to the Chief Clerk of the House if a House bill, together with the objections to the bill. The Secretary of the Senate and Chief Clerk of the House may each designate an employee of the respective chamber for receipt of vetoed bills and objections. If the Secretary of the Senate or Chief Clerk of the House or the designated legislative employee, as appropriate, is not available to receive the vetoed bill and objections, the director of the Legislative Council or a Legislative Council employee designated by the director may receive the vetoed bill and the objections as the representative of the appropriate house.

210. Delivery of veto messages. When the Governor vetoes a bill that cannot be returned to the house of origin because the legislative assembly is not in session, the objections to the bill must be filed with the Secretary of State and with the director of the Legislative Council or a Legislative Council employee designated by the director for purposes of publishing the objections in the journal of the house of origin and in the Session Laws.

211. Bills providing for health insurance mandates. A member planning to introduce a bill providing for a health insurance mandate under North Dakota Century Code Section 54-03-28 shall submit that proposal to the Legislative Council by the close of business on the second Friday following adjournment of the organizational session to allow for a cost-benefit analysis to be performed. Under Section 54-03-28, a measure providing for a health insurance mandate may not be referred to a committee of the Legislative Assembly unless the cost-benefit analysis is appended to that measure.

Chapter III. Joint Committees

301. Conference committees.

1. In every case of a difference between the two houses arising from a refusal by one house to concur in amendments made by the other house, if either house requests a conference on the difference that has arisen and appoints a committee for that purpose, the other house shall also appoint such a committee.
2. Unless otherwise provided by vote of the House or Senate, conference committee members shall be selected by the House Majority Leader in the House and the Senate Majority Leader in the Senate.
3. The committees so appointed shall meet within two legislative days of appointment at the hour and place agreed on by the chairmen. A conference committee consisting of members from a three-day committee shall meet on Mondays, Wednesdays, and Fridays, and a conference committee consisting of members from a two-day committee shall meet on Tuesdays and Thursdays. The chairmen may call meetings on other days as deemed

necessary. The chairmen shall have the time and place of the meeting posted before the meeting, or the chairmen shall announce the time and place of the meeting to their respective houses.

4. The committees so appointed shall state to each other, verbally, or in writing, as either may choose, the reasons of their respective houses, and confer thereon; and they may report, in the manner set out below, to their respective houses regarding the manner in which they recommend that the difference between the two houses should be resolved. If the conference committees are not able to come to an agreement, the Majority Leader of each house may replace the members of the conference committee.
5. The chairman of the conference committee representing the house of origin of the bill or resolution under consideration shall ensure that minutes of the meetings of the conference committee be kept in the same manner as other standing committee minutes.
6. Conference committees appointed pursuant to this rule shall confine their conferences and recommendations to consideration of the general differences that gave rise to the appointment of the committees, and in no event may a conference committee submit a divided report.
7. The conference committee report shall first be submitted to the house having possession of the bill or resolution over which the difference has arisen. The house shall act on the report and, if appropriate, shall proceed to take action on the bill or resolution. If a house refuses to adopt the report of the conference committee, the Majority Leader may replace the members of the conference committee from that house.
8. After action on the report and, if appropriate, on the bill or resolution, the house having possession of the bill shall transmit the bill or resolution to the other house for appropriate action.

302. Joint committees. For the convenience of the public and the information of members, so far as practicable, like committees of both houses may meet in joint session. The chairman is 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 measure is pending must be made by the members of the committee of that house. If the measure passes the house of introduction after a joint hearing, the members of the joint committee from the second house may report the measure to that house and another hearing is not necessary unless the measure was amended in the first house.

Chapter IV. Joint Sessions

401. Joint sessions. Joint sessions of the Senate and House are allowed only for the inauguration ceremony, the inaugural address by the newly elected Governor, an address by the Governor, the state of the judiciary address by the Chief Justice, and such other legislative business as may arise from time to time. Joint sessions honoring or memorializing persons other than members of the Legislative Assembly may not be called.

Chapter V. Fiscal Notes

501. Fiscal notes.

1. Except for a measure appropriating a specific dollar amount, every bill or resolution having an effect of ten thousand dollars or more on the revenues, expenditures, or fiscal liability of the state must have a fiscal note describing that effect and prepared as provided in this rule.
2. a. The Legislative Council shall determine whether a fiscal note is required for any bill or resolution prepared by the Legislative Council staff. The chairman of the committee to which a bill or resolution is referred shall determine whether a fiscal note is required for a bill or resolution not prepared by the Legislative Council or not bearing a fiscal note.
   b. A bill or resolution to which an amendment having a fiscal effect of ten thousand dollars or more has been approved must have a fiscal note prepared upon request of the chairman of the committee considering the bill or resolution, or upon request of the majority of the members present of the house in which the bill is considered at the time of second reading.
   c. The chairman of a committee may request the aid of the Legislative Council in making a determination as to whether a bill or resolution requires a fiscal note.
3. a. A fiscal note must be prepared by the state agency or department responsible for collecting or expending the revenues affected or whose appropriation is affected or jointly by affected departments or agencies, at the request of the Legislative Council.
   b. A request for a fiscal note must be in the proper request form and addressed to the designated agency or department, and must be accompanied by a copy of the bill or resolution having the fiscal effect.
   c. The Legislative Council shall prepare all necessary forms to implement the fiscal note procedure.
   d. Each agency or department to which a request for a fiscal note is made shall state on a fiscal note form the fiscal impact of the bill or resolution being considered. The fiscal impact must be stated in dollar amounts; identify the impact on revenues; identify the impact on expenditures; identify the impact for the current biennium, the upcoming biennium, and the next succeeding biennium; and identify the effect on the appropriation for the state agency or department for the current, upcoming, and next succeeding bienniums.
   e. If the agency or department of which a fiscal note is requested is unable to provide specific information upon the fiscal impact of the bill or resolution, the agency or department shall make an estimate of the impact

according to the available information it may have or be able to obtain and shall state that the figures provided are an estimate.

f. If the agency or department is not able to make an estimate, it shall state that fact.

4. a. The agency or department preparing the fiscal note for a bill or resolution as introduced shall complete and return the fiscal note to the Legislative Council not later than five days from the date of the request. The agency or department preparing the fiscal note for an amended bill or resolution shall complete and return the fiscal note to the Legislative Council not later than one day from the date of the request.

   b. The Legislative Council shall provide an electronic copy of the fiscal note to the Office of Management and Budget and the Governor. The Legislative Council shall make an electronic or paper copy of the fiscal note available to the Secretary of the Senate or the Chief Clerk of the House.

5. Any bill or resolution requiring a fiscal note must be stamped or have written on its cover a notation to the effect that a fiscal note is required.
6. A committee report must include a notation that a specific bill or resolution carries a fiscal note.
7. Upon second reading and final passage of a bill or resolution carrying a fiscal note, the Secretary of the Senate or the Chief Clerk of the House, whichever the case may be, shall read the fiscal note in its entirety at the time of reading the title of the bill or resolution to be voted on.

502. Fiscal notes for measures impacting counties, cities, or school districts.

1. Every bill or resolution introduced into either house of the Legislative Assembly which mandates changes in the revenues, expenditures, or fiscal liability of counties, cities, or school districts must have a fiscal note reflecting the statewide impact of the bill or resolution on counties, cities, or school districts.
2. If no state agency has primary responsibility for compiling and maintaining the information necessary for the proper preparation of a fiscal note otherwise required by this rule, a statement to that effect must be prepared for the bill or resolution by the party responsible for requesting the fiscal note pursuant to subsection 2 of Joint Rule 501. A statement prepared pursuant to this subsection meets the fiscal note requirement.
3. The same requirements and procedures provided in Joint Rule 501 for state fiscal notes, including preparation, deadlines, forms, and reading of fiscal notes on second reading and final passage, apply to fiscal notes for counties, cities, and school districts except as provided in this rule.

Chapter VI. Printing

601. Reprinting of amended measures. A bill or resolution passed by one house may be reprinted as amended on different colored paper by either house.

602. Printing of the rules. The rules of the Senate and House and the Joint Rules must be printed in a single publication, which must also include the names, addresses, and telephone numbers of members of the Senate and House, the Senate and House standing committees, the Senate and House joint committees, names, addresses, and telephone numbers of the officers and employees of the Senate and House, a directory of state officers and the location and telephone numbers of their offices, and an index. A colored sheet of paper must separate the rules of the Senate from those of the House. Two hundred twenty-five rule books must be printed.

603. Printing and distribution of legislative documents.

1. Legislative employees may provide no more than five copies of a limited number of specified bills and resolutions to persons who personally request the bills and resolutions. This limit does not apply to legislators, legislative employees, or members of the Legislative Council staff.
2. The journals of the Senate and House must be printed as provided in Senate Rule 204 and House Rule 204. Legislative employees may provide copies of daily journals, daily calendars, and committee hearing schedules to legislators, legislative employees, and members of the Legislative Council staff upon request.

604. Publication of legislative documents. The Legislative Council shall arrange for the publication of legislative documents in accordance with constitutional and statutory requirements and the rules of the Senate and House and the Joint Rules. As published by the Legislative Council, the legislative documents, whether in electronic or print format, are the correct copies, deemed to be officially published.

Chapter VII. Legislative Days

701. Saturdays and Sundays not legislative days. Saturdays and Sundays may not be counted as legislative days, unless legislative business is conducted on those days, or on either of them.

702. Break after crossover. The Monday and Tuesday following crossover day for bills are not to be counted as legislative days unless either house is in session on one or both of those days.

Chapter VIII. Open Meetings and Use of Legislative Space

801. Open legislative meetings. All meetings of the Legislative Assembly and its committees, including interim legislative committees, are open to the public and the press at all times when pending or proposed legislation is being considered.

802. Recording of proceedings. All floor sessions of the Senate and House of Representatives must be recorded on electronic media as provided by the Legislative Council. The recording must include audio and may include video. The Legislative Council shall provide for public access to the recordings through the legislative branch website. The Legislative Council shall maintain access to the recordings in accordance with its records retention policy with respect to records having historical value.

803. Identification of representatives of the media. The Legislative Council may provide identification badges for individuals identified as representatives of the media by the North Dakota Newspaper Association and the North Dakota Broadcasters Association before a regular session or by the statehouse correspondent of the Associated Press during a legislative session. The statehouse correspondent of the Associated Press shall determine the method for distribution of the badges to the appropriate individuals for use during the session to obtain access to the floor of the chamber as permitted by the Senate and House. The statehouse correspondent of the Associated Press shall notify the presiding officer of each house with respect to identification badges issued during the session.

804. Use of committee rooms. During a legislative session, committee rooms under the jurisdiction of the Senate or House and hearing rooms under the jurisdiction of the Legislative Assembly may be used only for the functions and activities of the legislative branch, except as otherwise provided by this rule. A state agency may be granted permission by the Secretary of the Senate or Chief Clerk of the House, individually with respect to a room under the jurisdiction of the Senate or House, respectively, or jointly with respect to a room under the jurisdiction of the Legislative Assembly, to use a room at times and under conditions not interfering with the use of the room by the legislative branch.

Chapter IX. Work Policies

901. Workplace harassment policy.

1. The Legislative Assembly is committed to providing a healthy and appropriate work environment for legislators, legislative employees, and other state employees which is free from workplace harassment. Workplace harassment in any manner will not be tolerated.
2. The North Dakota Legislative Assembly Policy Against Workplace Harassment, including the Checklist for Intake and Investigations Under the North Dakota Legislative Assembly Policy Against Workplace Harassment, is incorporated into this rule.
3. Any individual who believes the individual has been subjected to workplace harassment is encouraged to contact the Senate Majority Leader or Minority Leader or a designee of the opposite gender, or the House of Representatives Majority Leader or Minority Leader or a designee of the opposite gender. If a complaint is regarding the Senate or House Majority Leader or Minority Leader, an individual is encouraged to contact the President Pro Tempore of the Senate or the Speaker of the House of Representatives.

Chapter X. Legislative Ethics

1001. Legislative ethics policy.

1. The Legislative Assembly always seeks a high reputation for progressive accomplishment where its members are public officers of integrity and dedication, maintaining high standards of ethical conduct.
2. The public interest is best served by attracting and retaining in the Legislative Assembly citizens of high caliber and attainment. The public interest will suffer if unduly stringent requirements deprive government of the services of well-qualified citizens.
3. Membership in the Legislative Assembly is not a full-time occupation and is not compensated on that basis. Continued membership is on an elected-term basis, requiring each member to recognize and contemplate that election will not provide any career tenure. These characteristics ensure that each member is rooted to a community and that legislation reflects the needs and values of citizens.
4. A member such as a teacher, administrator, state employee, farmer, labor leader, lawyer, independent business person, or any salaried employee must look to a source of income from other than legislative compensation for sustenance and support; moreover, every member must plan for return to that individual's regular employment, business, or profession.
5. The increasing complexity of public policy at all levels, with intervention into private affairs, makes conflicts of interest almost inevitable for every part-time public official, and particularly for a member who must vote on measures affecting the life of every citizen or resident of the state. Consequently, the adoption of standards of ethics does not impugn a member's integrity or dedication; rather, it recognizes the increasing complexity of

government and private life and provides members with helpful advice and guidance when confronted with difficult problems in that gray area involving action that is neither clearly right nor clearly wrong.
6. Ethical conduct is expected of all who participate in the legislative process, including lobbyists, legislative staff, government employees, interest groups, the media, and others. All participants in the legislative process should recognize the importance of their role to support each member's ethical duty to make independent judgments.
7. If public confidence in the Legislative Assembly is to be maintained and enhanced, it is not enough that members avoid acts of misconduct. They also must avoid acts that may create an appearance of misconduct.

1002. Recognition of ethical standards. The resolution of ethical problems must rest largely in the individual conscience. The Legislative Assembly may and should, however, define ethical standards, as most professions have done, to chart the areas of real or apparent impropriety. Unless otherwise provided by law, no criminal penalty applies to a member who engages in conduct that is inconsistent with this section. However, in striving to maintain ethical standards, each member should recognize the importance of:

1. Complying with all other rules relating to ethics, including Joint Rule 901 regarding workplace harassment and Senate and House Rules 321 regarding disclosure of personal or private interest when voting.
2. Acknowledging that the public trust requires each member to make a consistent effort to be well-informed about legislative issues and legislative proposals and to resist influences that may bias the member's independent judgment.
3. Acknowledging that accountability requires members to maintain communication with constituents, to remain open to constructive comment, and to exercise leadership in helping constituents understand legislative issues.
4. Acknowledging that institutional responsibility requires members to remain committed to the integrity and maintenance of the legislative branch.
5. Not using or attempting to use the member's influence in any matter involving a substantial conflict between the member's personal interest and duties in the public interest.
6. Not using the member's official position to obtain financial gain for the member, the member's family, or a business associate or to secure privileges or exemptions in direct contravention of the public interest.

1003. Recognition of constitutional and statutory provisions. Members should apprise themselves of constitutional provisions and statutes that prohibit conduct for which criminal penalties may apply, including Article IV, Section 9, of the Constitution of North Dakota, which prohibits vote trading; Article IV, Section 10, of the Constitution of North Dakota, which provides for expulsion for corruption, bribery, perjury, or other infamous crimes; Article IV, Section 12, of the Constitution of North Dakota, which prohibits contempt or disorderly behavior; North Dakota Century Code Chapter 12.1-12, which prohibits bribery and unlawful influence of public servants; North Dakota Century Code Section 12.1-13-01, which prohibits disclosure of confidential information; North Dakota Century Code Section 12.1-13-02, which prohibits acquisition of a pecuniary interest in property or an enterprise in contemplation of official action or in reliance on information accessed as a public servant; North Dakota Century Code Section 12.1-13-03, which prohibits a public servant from becoming interested individually in the sale or lease of property or a contract for which the public servant is authorized to transact; North Dakota Century Code Sections 12.1-14-02 and 12.1-14-03, which prohibit interference with voting; North Dakota Century Code Sections 12.1-23-03 and 12.1-23-05, which prohibit theft to obtain services while a public servant; North Dakota Century Code Section 12.1-23-07, which relates to the use of property entrusted to a public servant; North Dakota Century Code Chapter 16.1-08.1, which relates to campaign contributions and campaign contributing statements; North Dakota Century Code Chapter 16.1-09, which relates to statements of interest; North Dakota Century Code Chapter 16.1-10, which relates to corrupt practices; North Dakota Century Code Sections 39-01-03 and 39-01-05, which prohibit the private or political use of state motor vehicles; North Dakota Century Code Section 44-08-19, which relates to political activities by public employees; North Dakota Century Code Section 48-01.2-08, which prohibits the interest in public contracts by a member of a governing board; North Dakota Century Code Section 54-02-01, which governs the use of the Great Seal; North Dakota Century Code Chapter 54-05.1, which relates to legislative lobbying; and North Dakota Century Code Section 54-06-12, which prohibits false statements regarding state departments, institutions, or industries.

1004. Legislative ethics classes - Publication of information relating to ethics. During each organizational session and at other times as deemed appropriate, the Legislative Council shall conduct classes on legislative ethics and laws governing the activities and conduct of public officials, including criminal laws, election practices, and conflicts of interest. Before each regular legislative session, the Legislative Council shall distribute a document to all members which includes constitutional provisions, statutes, legislative rules, and other pertinent information regarding ethical conduct in the legislative process.

ARTICLE IV. LEGISLATIVE BRANCH

Section 1. The senate must be composed of not less than forty nor more than fifty-four members, and the house of representatives must be composed of not less than eighty nor more than one hundred eight members. These houses are jointly designated as the legislative assembly of the state of North Dakota.

Section 2. The legislative assembly shall fix the number of senators and representatives and divide the state into as many senatorial districts of compact and contiguous territory as there are senators. The districts thus ascertained and determined after the 1990 federal decennial census shall continue until the adjournment of the first regular session after each federal decennial census, or until changed by law.

The legislative assembly shall guarantee, as nearly as is practicable, that every elector is equal to every other elector in the state in the power to cast ballots for legislative candidates. A senator and at least two representatives must be apportioned to each senatorial district and be elected at large or from subdistricts from those districts. The legislative assembly may combine two senatorial districts only when a single member senatorial district includes a federal facility or federal installation, containing over two-thirds of the population of a single member senatorial district, and may provide for the election of senators at large and representatives at large or from subdistricts from those districts.

Section 3. The legislative assembly shall establish by law a procedure whereby one-half of the members of the senate and one-half of the members of the house of representatives, as nearly as is practicable, are elected biennially.

Section 4. Senators and representatives must be elected for terms of four years.

Section 5. Each individual elected or appointed to the legislative assembly must be, on the day of the election or appointment, a qualified elector in the district from which the member was selected and must have been a resident of the state for one year immediately prior to that election. An individual may not serve in the legislative assembly unless the individual lives in the district from which selected.

Section 6. While serving in the legislative assembly, no member may hold any full-time appointive state office established by this constitution or designated by law. During the term for which elected, no member of the legislative assembly may be appointed to any full-time office that has been created by the legislative assembly. During the term for which elected, no member of the legislative assembly may be appointed to any full-time office for which the legislative assembly has increased the compensation in an amount greater than the general rate of increase provided to full-time state employees.

Section 7. The terms of members of the legislative assembly begin on the first day of December following their election.

The legislative assembly shall meet at the seat of government in the month of December following the election of the members thereof for organizational and orientation purposes as provided by law and shall thereafter recess until twelve noon on the first Tuesday after the third day in January or at such other time as may be prescribed by law but not later than the eleventh day of January.

No regular session of the legislative assembly may exceed eighty natural days during the biennium. The organizational meeting of the legislative assembly may not be counted as part of those eighty natural days, nor may days spent in session at the call of the governor or while engaged in impeachment proceedings, be counted. Days spent in regular session need not be consecutive, and the legislative assembly may authorize its committees to meet at any time during the biennium. As used in this section, a "natural day" means a period of twenty-four consecutive hours.

Neither house may recess nor adjourn for more than three days without consent of the other house.

Section 8. The house of representatives shall elect one of its members to act as presiding officer at the beginning of each organizational session.

Section 9. 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 influence in favor of or against any other measure 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 of 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 so to do upon condition that any other member will give, promise or assent to give his vote or influence in favor of or against any other such measure or proposition pending or proposed to be introduced into such legislative assembly, or in

consideration that any other member hath 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 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.

Section 10. No member of the legislative assembly, expelled for corruption, and no person convicted of bribery, perjury or other infamous crime shall be eligible to the legislative assembly, or to any office in either branch thereof.

Section 11. The legislative assembly may provide by law a procedure to fill vacancies occurring in either house of the legislative assembly.

Section 12. A majority of the members elected to each house constitutes a quorum. A smaller number may adjourn from day to day and may compel attendance of absent members in a manner, and under a penalty, as may be provided by law.

Each house is the judge of the qualifications of its members, but election contests are subject to judicial review as provided by law. If two or more candidates for the same office receive an equal and highest number of votes, the secretary of state shall choose one of them by the toss of a coin.

Each house shall determine its rules of procedure, and may punish its members or other persons for contempt or disorderly behavior in its presence. With the concurrence of two-thirds of its elected members, either house may expel a member.

Section 13. Each house shall keep a journal of its proceedings, and a recorded vote on any question shall be taken at the request of one-sixth of those members present. No bill may become law except by a recorded vote of a majority of the members elected to each house, and the lieutenant governor is considered a member-elect of the senate when the lieutenant governor votes.

No law may be enacted except by a bill passed by both houses, and no bill may be amended on its passage through either house in a manner which changes its general subject matter. No bill may embrace more than one subject, which must be expressed in its title; but a law violating this provision is invalid only to the extent the subject is not so expressed.

Every bill must be read on two separate natural days, and the readings may be by title only unless a reading at length is demanded by one-fifth of the members present.

No bill may be amended, extended, or incorporated in any other bill by reference to its title only, except in the case of definitions and procedural provisions.

The presiding officer of each house shall sign all bills passed and resolutions adopted by the legislative assembly, and the fact of signing shall be entered at once in the journal.

Every law, except as otherwise provided in this section, enacted by the legislative assembly during its eighty natural meeting days takes effect on August first after its filing with the secretary of state, or if filed on or after August first and before January first of the following year ninety days after its filing, or on a subsequent date if specified in the law unless, by a vote of two-thirds of the members elected to each house, the legislative assembly declares it an emergency measure and includes the declaration in the Act. Every appropriation measure for support and maintenance of state departments and institutions and every tax measure that changes tax rates enacted by the legislative assembly take effect on July first after its filing with the secretary of state or on a subsequent date if specified in the law unless, by a vote of two-thirds of the members elected to each house, the legislative assembly declares it an emergency measure and includes the declaration in the Act. An emergency measure takes effect upon its filing with the secretary of state or on a date specified in the measure. Every law enacted by a special session of the legislative assembly takes effect on a date specified in the Act.

The legislative assembly shall enact all laws necessary to carry into effect the provisions of this constitution. Except as otherwise provided in this constitution, no local or special laws may be enacted, nor may the legislative assembly indirectly enact special or local laws by the partial repeal of a general law but laws repealing local or special laws may be enacted.

Section 14. All sessions of the legislative assembly, including the committee of the whole and meetings of legislative committees, must be open and public.

Section 15. Members of the legislative assembly are immune from arrest during their attendance at the sessions, and in going to or returning from the sessions, except in cases of felony. Members of the legislative assembly may not be questioned in any other place for any words used in any speech or debate in legislative proceedings.

Section 16. Any amendment to this constitution may be proposed in either house of the legislative assembly. The proposed amendment may not embrace or be comprised of more than one subject. If agreed to upon a roll call by a majority of the members elected to each house, must be submitted to the electors and if a majority of the votes cast upon the question are in the affirmative, the amendment is a part of this constitution.

ARTICLE V. EXECUTIVE BRANCH

Section 7. The governor is the chief executive of the state. The governor shall have the responsibility to see that the state's business is well administered and that its laws are faithfully executed.

The governor is commander-in-chief of the state's military forces, except when they are called into the service of the United States, and the governor may mobilize them to execute the laws and maintain order.

The governor shall prescribe the duties of the lieutenant governor in addition to those prescribed in this article.

The governor may call special sessions of the legislative assembly.

The governor shall present information on the condition of the state, together with any recommended legislation, to every regular and special session of the legislative assembly.

The governor shall transact and supervise all necessary business of the state with the United States, the other states, and the officers and officials of this state.

The governor may grant reprieves, commutations, and pardons. The governor may delegate this power in a manner provided by law.

Section 8. The governor may fill a vacancy in any office by appointment if no other method is provided by this constitution or by law. If, while the senate is recessed or adjourned, a vacancy occurs in any office that is filled by appointment with senate confirmation, the governor shall make a temporary appointment to the office. When the senate reconvenes the governor shall make a nomination to fill the office. Except on request of the senate, no nominee rejected by the senate may again be nominated for that office at the same session, nor may the nominee be appointed to that office during a recess or adjournment of the senate.

Section 9. Every bill passed by the legislative assembly must be presented to the governor for the governor's signature. If the governor signs the bill, it becomes law.

The governor may veto a bill passed by the legislative assembly. The governor may veto items in an appropriation bill. Portions of the bill not vetoed become law.

The governor shall return for reconsideration any vetoed item or bill, with a written statement of the governor's objections, to the house in which it originated. That house shall immediately enter the governor's objections upon its journal. If, by a recorded vote, two-thirds of the members elected to that house pass a vetoed item or bill, it, along with the statement of the governor's objections, must immediately be delivered to the other house. If, by a recorded vote, two-thirds of the members elected to the other house also pass it, the vetoed item or bill becomes law.

While the legislative assembly is in session, a bill becomes law if the governor neither signs nor vetoes it within three legislative days after its delivery to the governor. If the legislative assembly is not in session, a bill becomes law if the governor neither signs nor vetoes it within fifteen days, Saturdays and Sundays excepted, after its delivery to the governor.

Section 10. A governor who asks, receives, or agrees to receive any bribe upon any understanding that the governor's official opinion, judgment, or action shall be influenced thereby, or who gives or offers, or promises the governor's official influence in consideration that any member of the legislative assembly shall give the member's official vote or influence on any particular side of any question or matter upon which the member may be required to act in the member's official capacity, or who menaces any member by the threatened use of the governor's veto power, or who offers or promises any member that the governor will appoint any particular person or persons to any office created or thereafter to be created, in consideration that any member shall give the member's official vote or influence on any matter pending or thereafter to be introduced into either house of the legislative assembly, or who threatens any member that the governor will remove any person or persons from office or position with intent in any manner to influence the action of that member, must be punished in the manner now, or that may hereafter be, provided by law, and upon conviction thereof forfeits all right to hold or exercise any office of trust or honor in this state.

Section 12. The lieutenant governor shall serve as president of the senate. If the senate is equally divided on a question, the lieutenant governor may vote on procedural matters and on substantive matters if the lieutenant governor's vote would be decisive.

ARTICLE XI. GENERAL PROVISIONS

Section 4. Members of the legislative assembly and the executive and judicial branches, except such inferior officers as may be by law exempted, before they enter on the duties of their respective offices, shall take and subscribe the following oath or affirmation: "I do solemnly swear (or affirm as the case may be) that I will support the Constitution of the United States and the Constitution of the State of North Dakota; and that I will faithfully discharge the duties of the office of _____ according to the best of my ability, so help me God" (if an oath), (under pains and penalties of perjury) if an affirmation, and any other oath, declaration, or test may not be required as a qualification for any office or public trust.

Section 7. The legislative assembly, in order to ensure continuity of state and local governmental operations in periods of emergency resulting from disasters caused by enemy attack, shall have the power and immediate duty (1) to provide for prompt and temporary succession to the powers and duties of public offices, of whatever nature and whether filled by election or appointment, the incumbents of which may become unavailable for carrying on the powers and duties of such offices, and (2) to adopt such other measures as may be necessary and proper for ensuring the continuity of governmental operations including, but not limited to, waiver of constitutional restrictions upon the place of transaction of governmental business, upon the calling of sessions of the legislative assembly, length of sessions, quorum and voting requirements, subjects of legislation and appropriation bill requirements, upon eligibility of legislators to hold other offices, residence requirements for legislators, and upon expenditures, loans or donations of public moneys. In the exercise of the powers hereby conferred the legislative assembly shall in all respects conform to the requirements of this constitution except to the extent that in the judgment of the legislative assembly so to do would be impracticable or would admit of undue delay.

Section 8. The house of representatives shall have the sole power of impeachment. The concurrence of a majority of all members elected shall be necessary to an impeachment.

Section 9. All impeachments shall be tried by the senate. When sitting for that purpose the senators shall be upon oath or affirmation to do justice according to the law and evidence. No person shall be convicted without the concurrence of two-thirds of the members elected. When the governor or lieutenant governor is on trial, the presiding judge of the supreme court shall preside.

Section 10. The governor and other state and judicial officers, except county judges, justices of the peace and police magistrates, shall be liable to impeachment for habitual drunkenness, crimes, corrupt conduct, or malfeasance or misdemeanor in office, but judgment in such cases shall not extend further than removal from office and disqualification to hold any office of trust or profit under the state. The person accused, whether convicted or acquitted, shall nevertheless be liable to indictment, trial, judgment and punishment according to law.

Section 11. All officers not liable to impeachment shall be subject to removal for misconduct, malfeasance, crime or misdemeanor in office, or for habitual drunkenness or gross incompetency in such manner as may be provided by law.

Section 12. No officer shall exercise the duties of his office after he shall have been impeached and before his acquittal.

Section 13. On trial of impeachment against the governor, the lieutenant governor shall not act as a member of the court.

Section 14. No person shall be tried on impeachment before he shall have been served with a copy thereof, at least twenty days previous to the day set for trial.

Section 26. The legislative, executive, and judicial branches are coequal branches of government. Elected members and officials of each branch shall receive as compensation for their services only such amounts as may be specifically set by law. Payment for necessary expenses shall not exceed those allowed for other state employees.

ARTICLE XV. TERM LIMITS

Section 1. An individual shall not serve as a member of the house of representatives for a cumulative period of time amounting to more than eight years. An individual shall not serve as a member of the senate for a cumulative period of time amounting to more than eight years. An individual shall not be eligible to serve a full or remaining term as member of the house of representatives or the senate if serving the full or remaining term would cause the individual to serve for a cumulative period of time amounting to more than eight years in that respective house.

Section 2. An individual shall not be elected to the office of governor more than twice. This provision shall not prevent the lieutenant governor from succeeding to the office of governor, nor prevent the secretary of state from acting as governor.

Section 3. The limitations established by this article shall have prospective effect only, and service as a member of the house of representatives, service as a member of the senate, and prior election to the office of governor shall not be counted against any service or election, respectively, of any individual that occurs after the effective date of this amendment. Service by the lieutenant governor in his capacity as president of the senate shall not count toward the cumulative amount of time an individual may serve as a member of the senate.

Section 4. Notwithstanding the legislative assembly's authority to propose amendments to this constitution under article IV, section 16 thereof, the legislative assembly shall not have authority to propose an amendment to this constitution to alter or repeal the term limitations established in section 1 of this article. The authority to propose an amendment to this constitution to alter or repeal the term limitations established in section 1 of this article is reserved to initiative petition of the people under article III of this constitution.

Section 5. This amendment shall be effective on the first day of January immediately following approval by voters.

Section 6. The provisions of this article are severable, and if any provision is held to be invalid, either on its face or as applied, the remaining provisions and their application shall not be affected thereby. In any case of a conflict between any provision of this article and any other provision of this constitution, the provisions of this article shall control.

Absentees
Absence defined, SR/HR102
Call of Senate/House, SR/HR303
Compel attendance of, SR/HR103; NDConst. Art. IV, §12
Illness, SR/HR102
Journal, entered in, SR/HR101
Leave of absence, SR/HR102
Missed votes of, entered in journal, SR/HR341
Pay while absent, SR/HR102
Presence defined, SR/HR102
Remote participation, SR/HR102, 303

Addressing the Chair
Motions not in order when, SR/HR357
Procedure for, SR/HR305

Adjourn
Consent of other house, NDConst. Art. IV, §7
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